# Poll Worker Checklists

**November 5, 2024, General Election**

Vote Center Location # _____

- The checklists in this booklet are the official checklists which are to be completed by all board members
- This booklet contains the following checklists:
    - Vote Center Setup Checklist
    - Daily Opening Checklist
    - Daily Closing Checklist
    - Vote Center Final Packout Checklist
    - Site Manager Daily Reminders
- Return checklists to the Blue Envelope-Tab 2

**Poll Worker Hotline (858-565-3360)**

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: _____     DATE: _____

| SITE MANAGER DUTIES | *Checkmark each task once completed.* | |
|---|---|---|
| **▪Site Manager Arrival** | | |
| **Note: (4-day Vote Centers ONLY) On setup day only, Call (858) 495-5123 for all communication, questions, concerns about your site's setup.** | | |
| 1. Make sure your phone is on and the ringer is loud enough to be heard. | | |
| 2. If unable to access the Vote Center at the scheduled arrival time call the site, contact and Poll Worker Hotline. **(4 Day Sites call (858) 495-5123)** | | |
| **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. **Note: Call Poll Worker Hotline to report issues or concerns.** | | |
| 4. Remind the site contact that Vote Center hours are extended on Election Day; confirm site has a plan to accommodate. | | |
| 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). | | |
| **▪Poll Worker Arrival** | | |
| 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. **Note: If poll workers do not show, call them, then call the Poll Worker Hotline.** | | |
| 2. Review Vote Center Setup Checklist with all poll workers and discuss the setup plan (manual pp.83-84). | | |
| 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. | | |
| 4. Assign each poll worker specific tasks and to a station for setup. Direct PWs to set up **ALL** equipment provided. | | |
| **▪Site Layout and Voter Flow** | | |
| 1. Walk Vote Center and note the Entrances and Exits. | | |
| 2. Note the location of power outlets, ensure outlets function properly. Calculate number of outlets required for BMDs, ePBs, ADA Cart, Cradlepoint, and Laptop (see Outlet Layout diagram, (manual p.49). | | |
| 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. | | |
| 4. Identify location for voter waiting lines inside and outside the Vote Center. | | |
| **VOTE CENTER SUPPLIES AND INVENTORY** | | |
| **▪ Storage Container Instructions – (Sites that receive supplies via truck, skip #1 - #4).** | | |
| 1. Follow instructions and complete Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6. | | |
| 2. Open Storage Container--use caution and watch for shifting carts and loose supplies. | | |
| 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**.** | | |
| 4. Close and lock empty Storage Container. (Storage Containers may be used to store empty carts.) | | |
| **▪ Inventory Supplies Before Setup - All Vote Centers** | | |
| 1. Inventory each supply cart before unpacking. Use the Vote Center Supply List and Supply Cart Diagrams (manual pp.79-82). | | |
| 2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual pp.79-80). SM to delegate tasks. Note: If there are missing supplies, prepare a list of items (including quantities) before you call the hotline so that every item can be requested with only one call. | | |
| **● VOTE CENTER STATIONS AND TABLES** | | |
| **▪Site Manager Table** | | |
| 1. Set up Site Manager Table using the Table Diagram as a guide (manual p.13). Set up the following first: <br> a) Cradlepoint: Power on, verify that that the modem lights are on, and monitor that the battery maintains charge (manual pp. 74-76.) <br> b) ePollbook: Power on, ensure it is charging and establishes a green-fan connection. <br> Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions). | | |
| **▪Mail Ballot Station (Located just outside the Vote Center entrance)** | | |
| 1. Assemble and organize supplies at the Mail Ballot Station using Station Diagram as a guide (manual p.11.) | | |
| 2. Measure and mark 25'/100' exit polling/electioneering distances from Vote Center entrance and Curbside Voting area. | | |
| 3. Set up any outdoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4). | | |
| 4. Assemble outdoor signage and identify placement to maximize visibility of the Vote Center (wear a safety vest). **Note**: Signage is displayed only during voting hours and taken inside at the end of each day. | | |
| 5. Identify a location for placement of the Curbside Voting area and sign. Do NOT place sign in an accessible parking spot. | | |

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: _____          DATE: _____

| ▪Greeter Station *Checkmark each task once completed.* | |
|---|---|
| 1. Assemble the Greeter Station using Station Diagram as a guide (manual p.11).  Ensure all languages are represented. | |
| 2. Hang required posters and notices so that each language is visible. Display the American flag with respect and care. | |
| 3. Set up any indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4). | |
| **▪Check-In Station** | |
| 1. Assemble and organize supplies at the Check-In Station using Station Diagram as a guide (manual p.12). | |
| 2. **Priority**: As soon as possible, set up all EPBs, ensure each is charging, and establishes a green-fan connection. | |
| 3. Update all EPBs--verify each EPB is downloading delta files from ROV. Do NOT power down EPBs until all have downloaded the required delta files (**See SM for the Delta file download number**.) | |
| 4. Confirm that EPB power cords are fully plugged in, and all are securely taped down to prevent trip hazards. <br> • Note: Use provided blue tape to secure cords (Do not use other types of tape). | |
| 5. Make sure all secrecy sleeves are empty. | |
| **▪Voter Access Table** | |
| 1. Assemble and organize supplies at the Voter Access Table using Station Diagram as a guide (manual p.11). | |
| **▪Voting Station** | |
| 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. | |
| 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. | |
| 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. | |
| 4. Verify the current election is displayed on the BMD screen (manual p.58). <br> • **Note: If any BMD fails to identify the current election, immediately call the Poll Worker Hotline.** <br> • **(4 Day Sites call (858) 495-5123)** | |
| 5. Make sure every printer tray has a full stock of paper (use ROV-supplied paper only). | |
| 6. Site Manager and poll worker: set up the ADA Cart and assemble Curbside Voting Kit (manual pp. 70-71). | |
| 7. Site Manager: Fill out step 2 of Part I of the Seal Verification Log (Blue Envelope–Tab 6). | |
| 8. Complete Part I of the Daily Ballot Statement by recording the number of ballots printed for each BMD. <br> • **Note: If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline.** <br> • **(4 Day Sites call (858) 495-5123)** | |
| 9. Assemble and select a location for the cardboard and ADA voting booths. | |
| **▪Checkout Station** | |
| 1. Assemble and organize supplies at the Checkout Station using the Station Diagram as a guide (manual p.13). | |
| **END OF SETUP DAY** | |
| **▪Site Manager to Confirm/Review with Poll Workers** | |
| 1. Review with poll workers expectations of timeliness and proper conduct to prepare for voting days (manual pp.6-7). | |
| 2. Assign Vote Center station responsibilities to poll workers. Review Daily Opening Checklist responsibilities. | |
| 3. Discuss with board daily DART requirements: Decide who will drive with Precinct Inspector each night and verify transportation is available. Review the Chain of Custody form and end-of-night DART procedures. | |
| 4. DO NOT power off BMDs - they stay on until the end of the election. | |
| 5. *Power OFF* Laptop. | |
| 6. Put the Official Ballot Pouch in the laptop bag. | |
| 7. Make sure all poll workers have signed attendance roster and SM signed out on EPB. | |
| 8. EPB: ensure Delta files have reached number provided to Site Manager via email from ROV prior to powering off. Provide Hotline Delta file #.  *Power off* every EPB by holding the silver button down and then sliding the circle across. | |
| 9. Call Poll Worker Hotline, Provide Delta file # and Cradlepoint power level before leaving the facility. **(4 Day Sites call (858) 495-5123)** | |
| 10. Close Vote Center and ensure it is securely locked per the site contact's instructions. | |

# DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: _____

*Checkmark each task once completed.*

| | Sat -10 | Sun -9 | Mon -8 | Tues -7 | Wed -6 | Thur -5 | Fri -4 | Sat -3 | Sun -2 | Mon -1 | E-Day |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR** | | | | | | | | | | | |
| 1. Turn on cellphone and keep it charged. Keep cellphone on person with the ringer on to receive calls from ROV. | | | | | | | | | | | |
| 2. If unable to access the Vote Center at 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. | | | | | | | | | | | |
| **MAIL BALLOT STATION RESPONSIBILITIES** | | | | | | | | | | | |
| 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. | | | | | | | | | | | |
| **GREETER STATION RESPONSIBILITIES** | | | | | | | | | | | |
| 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)<br>*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>-: | |
|---|---|---|---|---|---|---|---|---|---|---|
| **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 *Allow Login Again* at the *Device Locked* 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>• Note: Call Poll Worker Hotline if seal shows evidence of tampering or is missing. | | | | | | | | | | |
| **VOTING STATION RESPONSIBILITIES** | | | | | | | | | | |
| 1. Walk area and scan for trip hazards. Confirm BMD and printer power cords are fully plugged in, and securely taped down. | | | | | | | | | | |
| 2. Inspect all BMD 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>• Note: Call Poll Worker Hotline if any Cable Lock shows evidence of tampering or is missing. | | | | | | | | | | |
| 3. Ensure all printer trays are loaded with official ballot paper (use ROV-supplied paper only). | | | | | | | | | | |
| 4. **First Day of Voting Only**: Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual p.61). **Do not close the polls until Election night after all voting is completed and all voters have left the vote center.** | 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>• Note: If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline. | | | | | | | | | | |
| **CHECKOUT STATION RESPONSIBILITIES** | | | | | | | | | | |
| 1. Inventory and restock supplies at Checkout Station (manual 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 -10 | Sun -9 | Mon -8 | Tues -7 | Wed -6 | Thur -5 | Fri -4 | Sat -3 | Sun -2 | Mon -1 | E-Day |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **A: CLOSING THE POLLS** | | | | | | | | | | | |
| 1. At 5:00pm each day and 8:00pm on Election Day, close the Vote Center. Step outside and announce that the polls are closed. | | | | | | | | | | | |
| **A person may not join the line to vote or cast a mail ballot after 8:00pm on Election Day. On Election Day, have a poll worker stand at the end of the line at 8:00 pm. Wait until all voters have exited the Vote Center before beginning Closing tasks.** | | | | | | | | | | | |
| **B: CLOSING CHECKLIST ASSIGNMENTS** | | | | | | | | | | | |
| 1. SM assign PI and PWs the following Closing Sections: 1) "E2: Check-In Forms and EPB Counts," 2) "F: Brown Box," 3) "G: Mail Ballot Bag" and "I: Dart Items and Chain of Custody" (PI). | | | | | | | | | | | |
| 2. SM assign PW to make sure all secrecy sleeves are empty, return them to the Check-In Station. | | | | | | | | | | | |
| 3. SM assign PW to obtain/report "Total Ballots Printed" # for each BMD. | | | | | | | | | | | |
| 4. All PWs assist where needed and, when available, begin performing tasks under Closing Section, "J1: Perform After Polls Close." | | | | | | | | | | | |
| 5. **On Election Night Only:** SM assign PW to gather these items and return them to the Blue Envelope: 1) Observer Sign-In Sheet, 2) PW Job Aids (from all stations), 3) ULG Flyers, and 4) Specific Needs Surveys. | | | | | | | | | | | |
| 6. **SM perform the following Checklist Sections with PW assistance:** "C," "D," "E1," "E3," "H," and "J2." | | | | | | | | | | | |
| **Concurrently Perform Closing Activities: Poll workers must leave for DART within 15 minutes of closing Vote Center.** | | | | | | | | | | | |
| **C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker** | | | | | | | | | | | |
| 1. Unseal, by breaking the red tab lock on the Official Ballot Box and sort contents in like piles. Deposit any Mail Ballot Envelopes into Mail Ballot Bag. Next, count 1) BMD ballots, 2) 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. | | | | | | | | | | | |
| **D: WHITE BALLOT CARTON – Site Manager and Poll Worker** | | | | | | | | | | | |
| 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. **On Election Night Only:** Do not seal until Closing Section: "H: Daily Ballot Statement" is complete. | | | | | | | | | | | |
| 4. Seal the White Ballot Carton using a Closing Blue Security Seal. | | | | | | | | | | | |
| 5. Mark the "Voted Ballots" box and have all poll workers sign the seal. | | | | | | | | | | | |
| 6. Place the completed White Ballot Carton aside. (DART Item) | | | | | | | | | | | |
| **E: RED BAG** | | | | | | | | | | | |
| **E1: Provisional and CVR Envelopes – Site Manager** | | | | | | | | | | | |
| 1. Place the Provisional and CVR envelopes in the Red Bag. Do not close the zipper until instructed in the Red Bag section "E3" below. | | | | | | | | | | | |
| 2. Transfer the Provisional and CVR envelope counts from the Daily Ballot Statement onto the Red Bag Card (inside plastic sleeve). | | | | | | | | | | | |
| **E2: Check-In Forms and EPB Counts – Poll Workers** | | | | | | | | | | | |
| 1. Collect all Check-In Forms and place them inside a Check-In Form Security Envelope(s) (found in the Blue Envelope - Tab 3) and seal. | | | | | | | | | | | |
| 2. Complete the fields on the Check-In Form Security Envelope. | | | | | | | | | | | |
| 3. Place this envelope in the Red Bag. | | | | | | | | | | | |
| 4. PI access the "Check-In Totals" screen on an EPB; provide the grand totals for **today's** Regular & Provisional check-ins to Site Manager for recording on the Daily Ballot Statement - Part II. | | | | | | | | | | | |
| **E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager** | | | | | | | | | | | |
| 1. Seal and place Mail Ballot Signature Form Envelope in Red Bag (do not return empty envelope.) | | | | | | | | | | | |
| 2. Zip and lock the Red Bag using a Red Tab Lock. | | | | | | | | | | | |
| 3. Set the sealed Red Bag aside. (DART Item) | | | | | | | | | | | |

**Daily Closing Checklist**

November 5, 2024, General Election

*Page 1 of 2*

# DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

| | Sat -10 | Sun -9 | Mon -8 | Tues -7 | Wed -6 | Thur -5 | Fri -4 | Sat -3 | Sun -2 | Mon -1 | E-Day |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **F: BROWN BOX – Precinct Inspector and Poll Worker** | | | | | | | | | | | |
| 1. Separate the spoiled BMD ballots from all other items in the Brown Box; sort and count the number of spoiled BMD ballots only. | | | | | | | | | | | |
| 2. Inform SM of the number of spoiled BMD ballots; SM record the number on Daily Ballot Statement-Part II on the line for today's date. | | | | | | | | | | | |
| 3. Clip together all spoiled and surrendered items from today (including BMD Tickets). Daily, date clipped sets and return to Brown Box. | | | | | | | | | | | |
| 4. Seal the Brown Box using a Closing Blue Security Seal. | | | | | | | | | | | |
| 5. Mark the "Surrendered, Spoiled Ballots" checkbox and have all poll workers sign the seal. | | | | | | | | | | | |
| 6. Place the sealed Brown Box back at the Check-In Station. | | | | | | | | | | | |
| **G: MAIL BALLOT BAG – Poll Workers** | | | | | | | | | | | |
| 1. Check with SM in case Mail Ballot Envelopes were placed in Ballot Box. If so, retrieve and place into the Mail Ballot Bag. | | | | | | | | | | | |
| 2. Close and lock Mail Ballot Bag's deposit slot using Red Tab Lock. | | | | | | | | | | | |
| 3. Set the Mail Ballot Bag(s) aside. (DART Item) | | | | | | | | | | | |
| **H: DAILY BALLOT STATEMENT – Site Manager** | | | | | | | | | | | |
| 1. Complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement to Blue Envelope–Tab 6). | | | | | | | | | | | |
| 2. **On Election Night Only:** Calculate the Grand Total for Part I of the Daily Ballot Statement. | | | | | | | | | | | |
| 3. **On Election Night Only:** Calculate the Grand Totals for Part II of the Daily Ballot Statement. | | | | | | | | | | | |
| 4. **On Election Night Only:** Complete Daily Ballot Statement – Part III; all board members sign. | | | | | | | | | | | |
| 5. **On Election Night Only:** Place the completed Daily Ballot Statement into the White Ballot Carton. Then, return to the Closing Checklist section, "D: White Ballot Carton," and complete steps 4-6 (sealing Carton and signing Security Seal). | | | | | | | | | | | |
| **I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker** | | | | | | | | | | | |
| 1. Complete the Official Chain of Custody Form by recording the quantity for each category. All items listed on the Form must be delivered to DART every day, even if empty. | | | | | | | | | | | |
| 2. Initial the Form and record the date and time. **Site Manager**: Review and verify all items listed are accounted for and sealed, with all labels filled out completely. | | | | | | | | | | | |
| 3. **On Election Night Only:** The Blue Envelope must go to DART along with the other DART items. Do not return Poll Worker Checklists with the Blue Envelope. | | | | | | | | | | | |
| 4. The same two poll workers take the completed Official Chain of Custody form and all the items listed to the assigned DART location. | | | | | | | | | | | |
| 5. SM call PW Hotline to notify PWs have departed for DART. | | | | | | | | | | | |
| 6. PI call SM after delivering items to DART. | | | | | | | | | | | |
| **J: DAILY CLOSE-OUT TASKS** | | | | | | | | | | | |
| **J1: Perform as Soon as Polls Close – Poll Workers** | | | | | | | | | | | |
| 1. Retrieve all exterior signage (wear a safety vest). | | | | | | | | | | | |
| 2. Replenish supplies at all stations in preparation for the next voting day. | | | | | | | | | | | |
| 3. Make sure each EPB is charging; log out of each one for the day; power off by holding the silver button down and then sliding the circle across. | | | | | | | | | | | |
| **J2: Perform Just Before Leaving Vote Center – Site Manager** | | | | | | | | | | | |
| 1. Put all locks, seals, cards, passwords, and MFA Token in the Official Ballot Pouch. Put the Official Ballot Pouch inside the Laptop Bag. | | | | | | | | | | | |
| 2. **On Election Night Only:** Perform "Close Poll" procedure on all BMDs (manual pg. 66). | | | | | | | | | | | |
| 3. Make sure all poll workers 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 | *Checkmark each task once completed.* | |
|---|---|---|
| All Vote Centers must adhere to ROV scheduled Packout times. Call Poll Worker Hotline to report any conflicts. | | |
| ▪**Preparation** | | |
| 1. | **Site Managers:** 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: <br>• Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects. <br>• Pack and organize Vote Center supplies and carts by following the Supply List and Supply Cart Diagrams (manual pp.79-82). <br>• Supplies should be returned to their original locations. <br>• Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint. <br>• **Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).** | |
| , | ▪**Packing Process** | |
| 1. | Working in teams of 2, disassemble all BMDs and BMD Booths (manual pp.67-69). Pack BMDs, power cords, and printers into their respective security bags and lock bags with **Red Cable Locks**). <br>• **Note: Do not remove the paper from printers** | |
| 2. | Site Manager, with poll worker assistance, power down, unplug, & pack EPBs. Return each to its proper case. | |
| 3. | Site Manager, with poll worker assistance, disassemble ADA Cart. Pack BMD and printer into security bags and lock. Ensure UPS (battery) is powered off and return it to the ADA cart for storage. Velcro cabinet door shut. | |
| 4. | Disassemble and pack all cardboard voting booths. **Fold at existing creases only.** | |
| 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. <br>• **Note: Be careful not to cause damage to the walls** | |
| 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). <br>• **Note: Be careful not to cause damage to the floor** | |
| 9. | Working in teams of 2, place all supplies into Storage Container. <br>• 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. <br>• Load and organize the supplies following the instructions posted in Storage Container. | |
| 10. | Non Storage Container locations: Assemble all supply carts and leave them inside the facility for Warehouse pickup. | |
| 11. | After supply carts have been packed, check facility for any remaining supplies and check outdoors for signage. | |
| **CONCLUSION** | | |
| 1. | Pack Site Manager table EPB in storage case and place case on supply cart. | |
| 2. | Power off and pack the Cradlepoint (manual 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. <br>a) **Thank the site contact for hosting the Vote Center.** <br>b) **Non-Storage Container Sites: Remind the site contact that the Warehouse team will need access for supply pickup.** | |
| 7. | Call the Poll Worker Hotline before leaving the facility to inform them that the Vote Center Packout is complete. | |
| **THANK YOU FOR YOUR WORK THIS ELECTION!** | | |

# SITE MANAGER DAILY REMINDERS

Vote Center Location #: _____

| MISSION |
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**Always be Guided by the Poll Worker Mission:**

1. Take care of every voter correctly at the polls.
2. Make sure all voters and visitors have a positive voting experience.
3. Safely secure every ballot until it can be counted at the Registrar of Voters.

| WORKING THE ELECTION |
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1. Review the schedule to ensure you arrive on time. Strive to be a resource to the voters and your poll workers. Remain prepared to assist your poll workers with any procedural questions and to assist voters wherever needed.
2. Remind your poll workers to bring snacks and extra water on Election Day.
3. Direct poll workers to take breaks and lunch period; a suggested schedule is outlined in the back of the manual.
4. Coordinate break and meal periods with your Precinct Inspector to ensure one of you is always on duty.
5. Confirm Precinct Inspector and designated Technical Inspector have transportation for daily trip to DART.
6. Review Poll Worker Manual and job aids during downtime.
7. Review Poll Worker Checklists to familiarize yourself with procedures and required tasks.
8. Ensure poll workers are correctly assisting voters within guidelines, following the procedures detailed in training.
9. Closing Preparation: Review the Closing Checklist and assign each poll worker a task. Discuss these Closing Checklist assignments with your poll workers prior to Closing.
10. Watch for visitors to your Vote Center. Greet them and ask the purpose of their visit.
11. Regularly walk the Vote Center and make sure nothing has been left behind by voters or misplaced by a poll worker. Ensure the Vote Center is organized, tidy, and free of safety hazards.
12. Remind your poll workers that they must monitor their cellphones for calls from the ROV during working hours.

| SERVICE TO VOTERS |
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1. Be friendly and welcoming. Take the time to listen to and address each voter's needs.
2. Make sure all poll worker nametags are readable and visible to the voters.
3. If you have not been trained on how to respond to a voter's or a member of the public's question, DO NOT guess or make up an answer. Call the Poll Worker Hotline.
4. If you need assistance with processing a voter, call the Poll Worker Hotline **while the voter is still present.**
5. Manage any voter waiting lines at the Stations and outside the Vote Center.
6. Election Day only, perform the Wait Time Ticket procedure every hour and when the line exceeds 10 voters (Blue Env. –Tab 2). Ensure the times are entered into EPB. Enter a 1 minute wait time on the hour when there is no line.

| SUPPLIES AND EQUIPMENT |
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1. Monitor the Vote Center Stations to ensure all are stocked with required supplies. Audit Supply Carts to determine if any supplies are running low. Place supply orders with Poll Worker Hotline before supplies are depleted.
2. Ensure all electronic equipment functions properly and all power cords are fully plugged in and taped down.
3. Inspect Cradlepoint battery level at least hourly to verify it maintains a sufficient charge.
   - Note: Call Poll Worker Hotline if the battery fails to maintain a charge (battery level continuously decreases).
4. Regularly inspect all EPBs to ensure they are plugged in, charging, and have a green-fan connection.
5. Ensure all poll workers are using Sani-wipes, regularly sanitize all touched surfaces (EPBs, BMDs, pens, clipboards, etc.) throughout the day.
6. Ask your poll workers to check on exterior signage: Yellow Polling Place signs, Feather sign, A-Frames, etc.
7. Verify that the 25' and 100' markers are still in place for Exit Polling and Electioneering boundaries.