

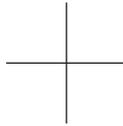
POLL WORKER --- **HANDBOOK**

Presidential General Election
November 8, 2016



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Orange County Registrar of Voters
Poll Worker Handbook
2016 Presidential General Election

Election Day:

November 8, 2016
7:00 a.m. – 8:00 p.m.
(arrive at 6:00 a.m.)

Poll Worker Help Desk (not for public):

714-954-1901

Welcome from the Registrar of Voters



Dear Poll Worker,

Welcome to the November 8, 2016 Presidential General Election!
Thank you for your willingness to serve your community.

For this Presidential Election year, we have redesigned this Poll Worker Handbook with you in mind. It is now small enough to carry with you on Election Day and the binding allows you to lay it flat on a table or hold it open with one hand. We have replaced descriptive text with step-by-step instructions for every process on Election Day. With these enhancements and many others, we hope you find the new Handbook practical and easy to use.

Your preparation is the key to successful polling place operations, so we offer a variety of resources to help you learn your duties. The Training DVD, Facilitated Training Classes, online eLearning tutorial, Poll Worker Practice and this Poll Worker Handbook provide you with the tools you need to succeed on Election Day.

Thank you again for your contribution!

Sincerely,

A handwritten signature in black ink, which appears to read "Neal Kelley". The signature is stylized and cursive.

Neal Kelley
Registrar of Voters

Using this Handbook

The Poll Worker Handbook is a resource for you on Election Day. Bring this Handbook with you to your polling place on Election Day and you will have everything you need to perform your duties well!

Welcome to the Poll Worker Handbook! We designed this Handbook with you in mind. Feel free to read through it, mark it up and make it your own.

Your Handbook presents the Election Day processes and procedures as a series of steps which can be read aloud and “checked off.” Pilots and surgeons use this same checklist method to guarantee that their work is completed accurately and precisely—even for tasks they complete everyday!

To make the most of your Poll Worker Handbook, we encourage you to use it with a fellow poll worker, if possible. One poll worker reads the step aloud and the other poll worker completes the step and confirms that it is done. This is especially important for technical procedures like setting up the eBooths and connecting the JBC.

We hope that you will make this Poll Worker Handbook your own as you fulfill your Election Day duties.

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SECTION 1: POLL WORKER PREPARATION

Before Election Day

1. Poll Worker Preparation

1.1 Poll Worker Mission



“To help every registered voter cast a ballot and ensure each ballot is safely secured until it can be counted.”

To achieve this mission, poll workers must do the following:

- Know their responsibilities and the limits to their authority.
- Be familiar with the rights of voters.
- Be sensitive to cultural differences.
- Know how and when to assist voters with disabilities and/or specific needs.

1.2 Protecting the Rights of Voters

The Voter Bill of Rights guarantees voters of all backgrounds will be treated fairly and equitably in accordance with the California Elections Code.

As a poll worker, you are responsible for protecting the rights of voters. For the full Voter Bill of Rights, see “5.1 Appendix A: Voter Bill of Rights” on page 71.

1.2.1 Language Assistance

Orange County is required by the Voting Rights Act to provide bilingual assistance to its citizens. This means that on Election Day you will display polling place signs and voting materials such as official ballots and sample ballot pamphlets in different languages. The Registrar of Voters diligently recruits bilingual poll workers for areas with a higher percentage of limited English-proficient voters. If you speak more than one language, make sure to wear your personal name badge included in your Poll Worker PASS packet or one of the badges provided in the orange canvas bag that identifies you as a bilingual poll worker. For more information, see “5.3 Appendix C: Language Assistance” on page 77.

1.2.2 Voters with Disabilities

1.2.2.1 Americans with Disabilities Act Modifications

Inspectors will be notified of any special equipment needed for the polling place to comply with the Americans with Disabilities Act (ADA). The Registrar of Voters will deliver all large equipment (such as ramps,

cones, etc) to the polling place. However, smaller items like the Ballot Call will be given to inspectors when they pick up supplies at the distribution center.

1.2.2.2 Guidelines for assisting voters with disabilities

- Extend common courtesy to everyone; do not make assumptions about the voter's abilities.
- Always ask before providing assistance and wait for a response.
- Respect personal space, speak normally and directly to the voter making eye contact.
- Be friendly and do not patronize. Avoid being overly attentive or giving more help than is requested.

For more information, see "5.2 Appendix B: Disability Sensitivity at the Polls" on page 73.

1.2.3 Voter Intimidation

It is a crime for a person with a firearm or a person in a peace officer or security guard uniform to be within 100 feet of the polling place. Exceptions are listed in "5.4 Appendix D: Voter Intimidation and Electioneering" on page 79.

1.3 Poll Worker PASS website

www.ocvote.com/pass

On the Poll Worker PASS website, you can verify your contact information, view contact information for the other poll workers in your polling place, access the online eLearning tutorial, make an

appointment to pick up supplies and more. To login, use the Poll Worker ID number found on your Poll Worker PASS card. Please note that you will need to create a new password for each election.

1.4 Poll Worker Standards

Poll workers are the public face of the Registrar of Voters.

The Registrar of Voters requests that you adhere to the following standards:

- Dress in a manner that dignifies poll workers' important role in the election process. Clothing that promotes a particular party or issue is not allowed.
- No drinks or food are permitted on the Official Table and smoking is not allowed at the polling place.
- Poll workers are not allowed to bring children to the polling place.
- Be professional, discreet, considerate and courteous. You are an official representative of the Registrar of Voters.
- Do not discuss politics with anyone while at the polling place.
- Do not allow anyone at the polls to be disruptive or have political conversations. This disturbs voters and limits their right to vote independently.
- Poll workers should clean up the polling place before closing. Just like you, the polling place owner is volunteering his/her facility for Election Day.

1.5 Poll Worker Roles

Inspector: Oversees operations at the polling place including site access, picking up supplies, coordinating polling place set-up, working with clerks to process voters, completing closing procedures, and transporting the ballots and supplies to a collection center on Election Night.

Clerk: Assists inspector in polling place operations including setting up the equipment and supplies, processing voters and assisting with closing procedures.

1.6 Pick Up Supplies

Before Election Day, the Inspector should make a supply pick-up appointment via the Poll Worker PASS website:

www.ocvote.com/pass

On the scheduled day for supply pick-up, the Inspector will do the following:

- Pick up supplies as specified on Poll Worker PASS site.
- Follow the action item list on the Inspector Envelope (see opposite page).
- Check that the cell phone and charger are in the supply box.
- Place the Inspector Envelope in the supply box.

Keep all of the supplies secure once they are in your possession.

1.6.1 Inspector Supply Pick Up Envelope Action Item List

This action item list is found on the front of your Inspector Envelope.

1. Remove orange canvas bag from supply box and verify precinct numbers:
 - Voter Roster
 - Alpha List
 - Street Indexes
 - Language Assistance Sign
2. Find ballots and poll worker cell phone in supply box:
 - Ballots: verify precinct number
 - Cell phone: charge before Election Day
3. Place orange canvas bag, cell phone and Inspector Envelope back into supply box.

Find a full list of supplies in "5.5 Appendix E: List of Supplies" on page 84.



1.7 Set Up Early

Check to see if early set-up is possible by calling the polling place. Please use good customer service when speaking with the polling place contact.

- *“Hello, my name is Victoria and I am the polling place inspector at your facility. I was wondering if I can access the building the night before Election Day to set up early?”*
- If early set-up is possible, reach out to your clerks for assistance.

If early set-up is not possible at your polling place, you will have time to set up on Election Morning.

Important note about Early Set-up

Only set up the eBooths, display stand and the cardboard booths, and leave the power strip unplugged. The JBC and supply box must stay with you in a secure location until Election Morning.

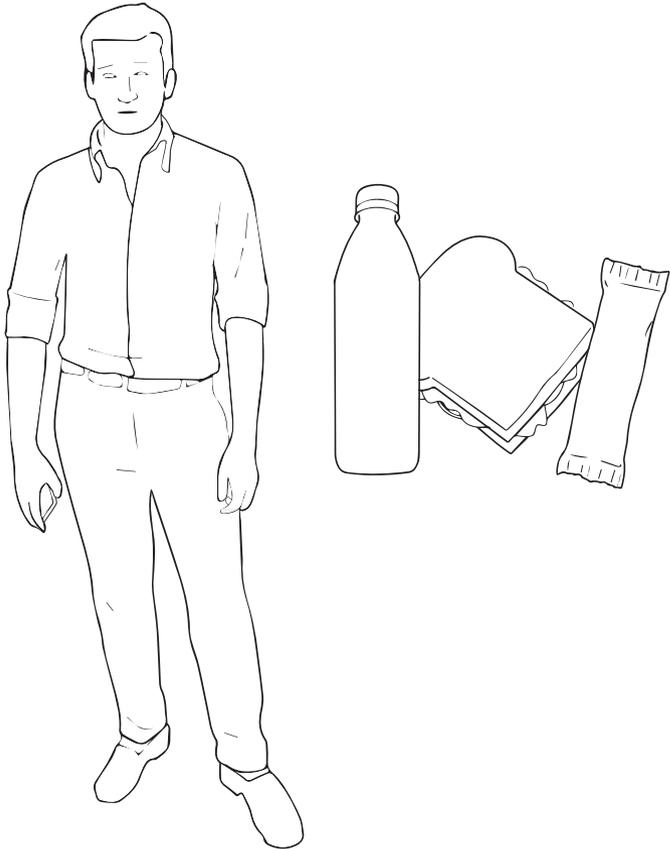
1.8 Communicate

Email, text, or call your Election Day team before the election and cover the following information:

- Introductions
- Confirm the polling place address
- Communicate reporting time of 6:00 a.m. on Election Morning
- Exchange contact information

1.9 Prepare for a Long Day

- Dress professional, comfortable, and according to the weather.
- Pack water, meals and snacks for Election Day.
- Work out a fair break schedule. Remember busiest voting times:
 - 7:00 a.m. – 9:00 a.m.
 - 11:30 a.m. – 1:30 p.m.
 - 5:00 p.m. – 8:00 p.m.



SECTION 2: POLLING PLACE SETUP

Election Morning
6AM-7AM

2. Polling Place Setup

2.1 Arrival

All poll workers must arrive by 6:00 a.m.

Inspectors: Before you leave your house, check if the items below are in your vehicle:

- Poll worker cell phone and charger
- JBC
- Supply box
- Electrical supply bag
- Ballot Call or Van Accessible Parking (VAP) cases – if applicable

If you do not have access to your polling place by 6:10 a.m., call the Help Desk.

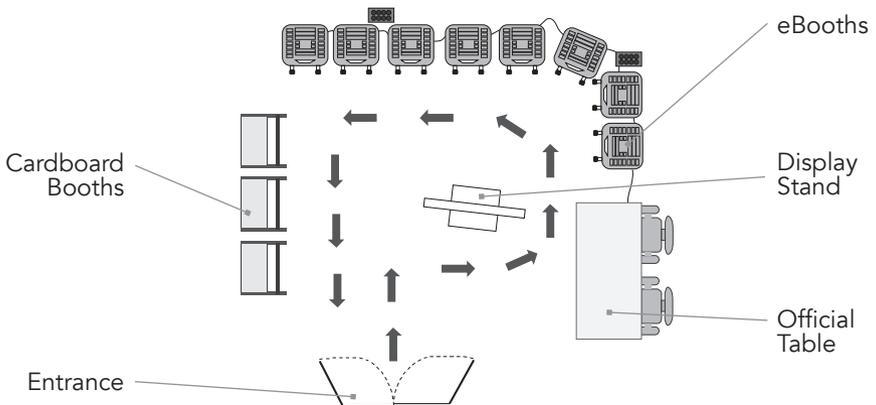
2.1.1 Arranging the Room: Table and eBooth Placement

Careful! eBooths and the supply box are heavy. While performing some of these steps, two people may be required for lifting.

1. Find the eBooth combination code on the Inspector Envelope in the supply box.
 - Unlock the eBooth caddy.
 - Remove the eBooths from the caddy.

- ❑ Rearrange the table and eBooths (unopened).
 - ❑ Place eBooth handles facing the wall with the legs facing up.
 - ❑ Move the supply box behind the table. Place on an additional chair or small table, if available.
2. Ask yourselves:
- ❑ Is the table visible from the entrance?
 - ❑ Will we be able to see all of the voting booths from the table?
 - ❑ Will the flow of traffic disturb the voters while they are voting?
 - ❑ Is the Disabled Access Unit (DAU) the last one in the eBooth arrangement?

When arranging the polling place, remember that voters will start at the Voter Roster, then move to the Street Index, and then JBC.



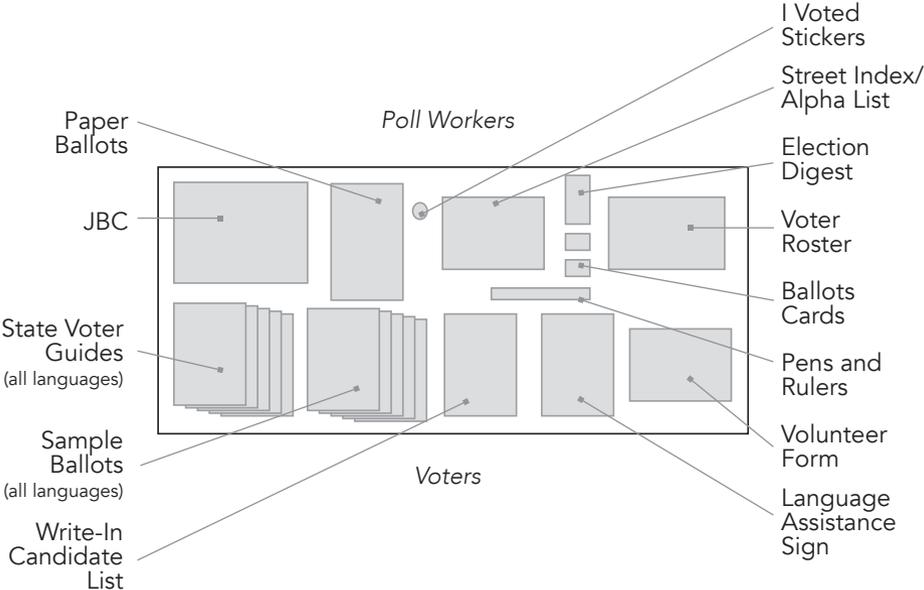
Possible arrangement of eBooths.

2.2 Official Table

Resist the urge to set up the eBooths first.

By setting up the Official Table and cardboard booths first, you are guaranteed to be ready when the polls open at 7:00 a.m., even if there are technical difficulties with the eBooths, JBC or power supply.

Two poll workers setup the Official Table while other poll workers set up the cardboard voting booth(s) and display stand.



Arrangement of materials on Official Table.

2.2.1 Official Table Set-up

1. Take out the orange canvas bag from the supply box.
2. Remove these items from the orange canvas bag and arrange on the table:
 - Voter Roster
 - Street Index - 3 sets for each precinct
 - Alpha List
 - Voter registration forms
 - Language Assistance Sign
 - Volunteer form
 - Name badges and pins
3. Remove paper ballots and the Inspector Envelope from the supply box and place on the table.
4. Remove the following from the voted ballot container (VBC) and place on the table:
 - Secrecy folders
 - Provisional envelopes
 - Sample Ballots (all languages)
 - State Voter Guides (all languages)
 - Black folder
5. Remove the tray from the supply box and place all items from the middle compartment on the table: pens and rulers, plastic hook and clip, notepad, "Need Help" cards, Election Officer's Digest and magnaviewer.
6. Remove ballot cards, I Voted stickers and two white sealing tape strips from the other compartments of the tray.
7. Place the unused ballot bag in the orange canvas bag.

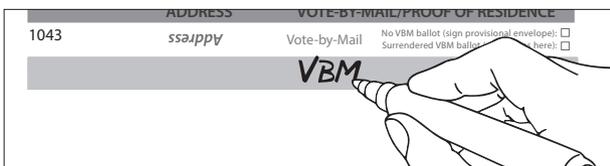
2. SETUP - OFFICIAL TABLE

8. Place the tray on top of the Voted Ballot Container box.
9. Place the orange canvas bag on top of the tray. Place the voter registration forms on top of the orange canvas bag. Place surrendered/spoiled envelope, secrecy folders and provisional envelopes on top of voter registration forms.
10. Slide the Voted Ballot Container box under the table.
11. Remove the remaining items from supply box and arrange neatly under the table.
12. Place the empty supply box behind the table.

If the facility provides a second table for voting, it can serve as a place for voters to fill out registration forms or provisional envelopes. If you do have a second table, ensure a poll worker is stationed there.

2.2.2 Inspector Envelope

- Follow the Notice to Inspectors in the Inspector Envelope.
 - Place Supplemental Voter Roster in the back of the Voter Roster, if applicable.
 - If applicable, update Voter Roster with the Vote-by-Mail Supplemental List by marking "VBM" in signature line.

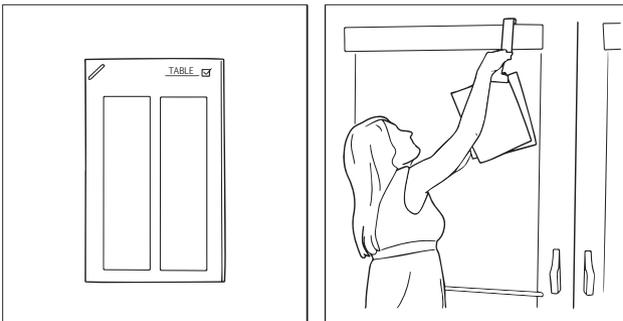


- If applicable, read the ADA instructions to your election team, then locate and set up ADA equipment. Some equipment may be located in ADA Box with the eBooth caddy.

- Place JBC Chain of Custody on the table where the JBC is going to be placed (the side closest to the first eBooth).
- Place Write-In Candidate List on table (see "2.2 Official Table" on page 14).

2.2.3 Street Indexes and paper ballots

1. Mark and place Street Indexes.
 - Check "table" on one copy and leave on table.
 - Check "marked" on the second street index and "unmarked" on the third street index.
 - Clip the "marked" and "unmarked" copies on the door for each precinct to the plastic door hanger.
2. Record the total number of paper ballots from the ballot cover sheet on Section #1 the Voter Roster.



2.2.4 Oath of Office

1. Go to second page of Voter Roster to complete Oath of Office duties.
2. All poll workers raise their right hand while the Inspector reads Oath of Office aloud and all present poll workers sign, including the inspector (verify mailing address and phone numbers listed).
3. If any poll workers are missing, write "No Show" on the signature line and call the Poll Worker Help Desk to report.

2.3 Cardboard Voting Booths and Display Stand

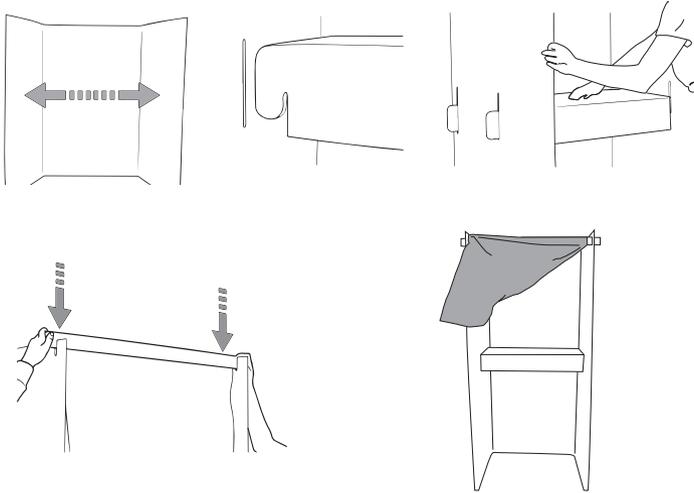
Two people setup the Official Table while the others set up the cardboard voting booth(s) and display stand.

2.3.1 Cardboard Voting Booths Set-up

1. Set up ALL cardboard voting booths according to the printed instructions on the booth. Make sure to set up one booth with the shelf at the lower position.
2. Place a pen in each booth.

Cardboard booths cannot support a person's weight. Keep an eye on voters to make sure that no one leans on a cardboard voting booth. If a voter needs support while voting, provide a chair.

2. SETUP - CARDBOARD VOTING BOOTHS AND DISPLAY STAND

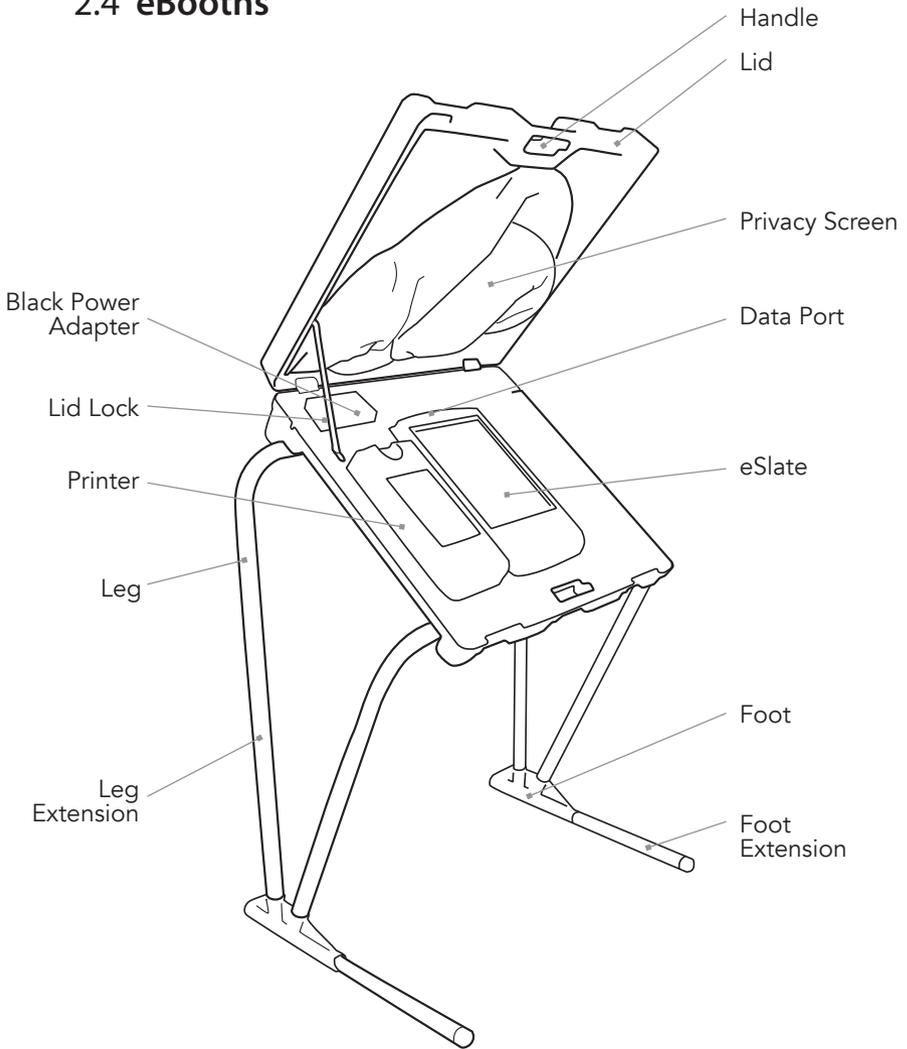


2.3.2 Display Stand Set-up

1. Find the display stand with the cardboard voting booths and setup.
2. Place the display stand in an area that is visible to voters. Its purpose is to provide accessible information to all voters.

Now that the Official Table and cardboard voting booths are set up, you are ready to open your polling place if needed.

2.4 eBooths

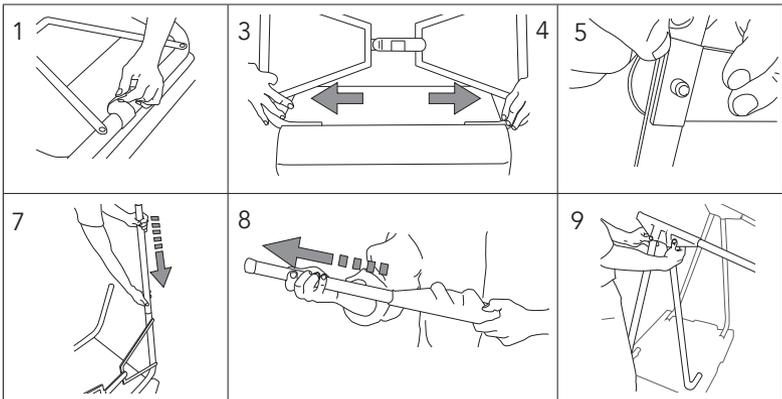


Full view of eBooth.

eBooth legs can be set up individually but you need two people to lift.

2.4.1 eBooth Leg Set-up

1. Move to hinged side of eBooth and unfasten the Velcro.
2. Press left button and pull up left leg.
3. Pull out the leg and match up arrow tips to lock into place.
4. Repeat on right side.
5. Lock back brace.
6. Move to the handle side of the eBooth.
Repeat steps 2–4 with the other two legs.
7. Attach the four leg extensions.
8. Remove one foot, push the button, extend, and gently lock into place.
9. Point the foot extension to the handle-side and then fit the leg extensions into the black foot tubes. Push the buttons to allow foot to lock into place.
Repeat steps 8 and 9 for second foot.



2.4.2 Standing up an eBooth

Two poll workers should work together to stand up each eBooth.

1. One poll worker stands on the hinged side and pulls the black foot tubes down to the ground.
2. A poll worker stands on each leg side of the eBooth.
3. Each poll worker grabs the top of the legs and lifts into the standing position.
4. While both poll workers hold onto legs, they move the eBooth into position.

Repeat steps 1-4 for all eBooths.

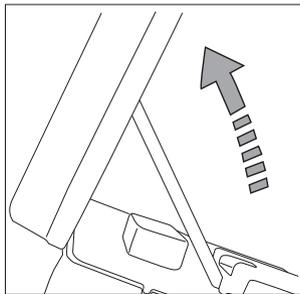


2.4.3 eBooth Lid Security Seals

1. Remove Chain of Custody from the plastic sleeve on the caddy.
2. Verify placement of blue seals on the front part of the lid.
3. Remove blue seals from front of eBooths.
4. Place blue seals on the back of the Chain of Custody form.

2.4.4 eBooth Lid and Printer Connections

1. Unlatch and open the eBooth lid.
2. Secure the lid by pressing the lid lock hinge until it clicks.
3. Remove black power adapter from Velcro and place gently on the floor.
4. Verify connection of power cord to black power adapter and printer.
Repeat steps 1-3 for all eBooths.
5. Remove the power strip from the electrical supply bag and place in a central eBooth location.
6. Plug each power cord into the power strip.

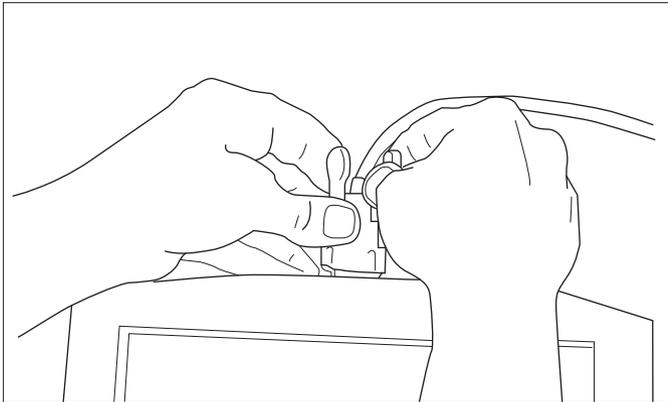


2.4.5 eBooth Printer Security Seals

1. Verify placement of both red and blue security seals on the printer, and record on the Chain of Custody form.
2. Sign eBooth Chain of Custody form.
3. Place Chain of Custody form in plastic caddy sleeve.

2.4.6 eBooth Connections

1. Starting with the eBooth closest to table, lift the flap above the screen and completely extend gray data cable towards next eBooth.
2. Connect the gray data cable to the data port on the next eBooth (found on top of the screen and underneath the flap) and tighten the screws.
Repeat for all eSlates.
3. Plug the power strip into a wall outlet.
4. Turn the power strip on with the red switch.
5. Check that the red switch on the power strip is lit.



2.5 JBC

2.5.1 JBC Security Seals

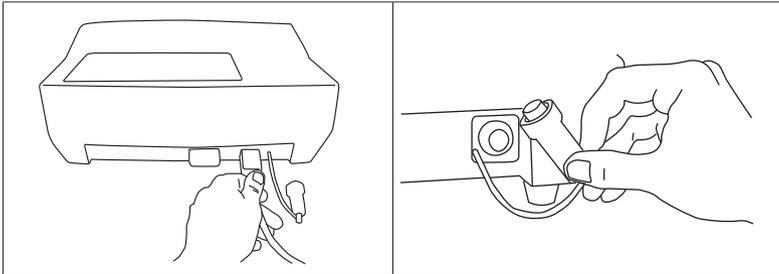
1. Leave JBC tag affixed. This is needed at the end of the night.
2. Remove plastic blue JBC lock and seal from the JBC case.
3. Remove blue seal and place on the back of the JBC Chain of Custody form. Do not remove red seals.
4. Remove the JBC from case and place at the corner of the table.
5. Check 4 red and 1 blue security seals on the JBC.
6. Remove the blue seal from the red data port on the back of the JBC and place the seal on the back of the JBC Chain of Custody form.
7. If all seals are good, sign JBC Chain of Custody form and place the form under the JBC.
8. Remove the gray data cable and the black power cord from the JBC case.

2.5.2 JBC Connections

1. Place JBC case under the table.
2. Plug the red end of gray data cable into the red JBC port – twist to tighten.
3. Plug the black end of the gray data cable in the first eSlate data port – twist to tighten.
4. Plug the black power cord into the JBC.
5. Plug black power cord into the wall outlet (use extension cord).
6. Wait until everything powers up.

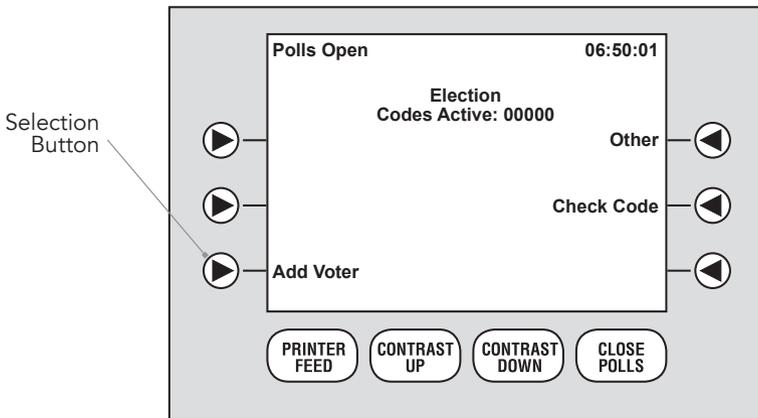
2. SETUP - JBC

7. Twist to line up the black JBC battery key and twist collar to the right.
8. Check that the Response Test Screen is on all eSlates.
9. eSlate screens will change to Booth Assignment screen.



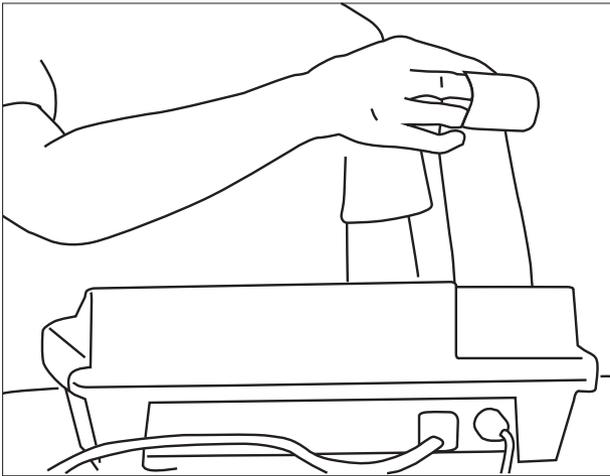
2.5.3 JBC Screen

To select an option on the JBC screen, press the Selection Button next to your choice.



2.5.4 Assigning eBooths, Printing the Zero tape

1. Press ENTER on each eSlate starting with the one closest to the Official Table. The number will change to a yellow box. Continue in order until the DAU at the end.
2. Press DONE on the JBC.
3. Press NEXT on the JBC.
4. Press PRINT ZERO TAPE on the JBC.
5. While zero tape is printing, unfold and setup the privacy screens according to the attached instructions and verify booth flaps are closed.
6. Leave zero tape attached.

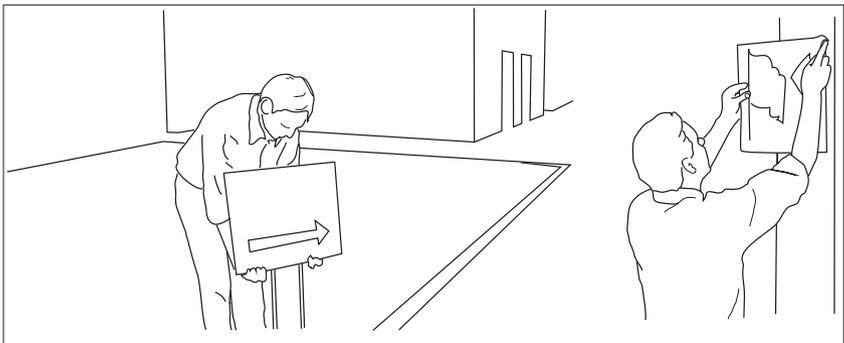


2.6 Final Duties

These duties should be done after the previous steps. This helps prevent voters from entering before the polls are officially open.

2.6.1 Outdoor Duties

1. Post 100 ft. sign (33 steps from voting room door).
2. Post plastic VOTE signs with metal H-rods in ground on street corners, visible from the street.
3. Post the following signs with masking tape:
 - Paper vote signs along voter path of travel (with arrows pointing the correct direction)
 - Wheelchair access sign (with arrow pointing to the accessible path of travel)
 - Voter Bill of Rights in all languages (near polling place entrance)
 - Precinct notices (near polling place entrance)



2.6.2 Indoor duties

1. Check that all required materials are on the Official Table.
2. Put up the United States Flag with the union (blue fields of stars) in the upper left. Do not place in a window or upside down.

2.6.3 JBC Opening the Polls

1. Press open polls button on JBC.
2. Find the JBC envelope under the JBC.
3. Find the "polls open" password on the JBC envelope.
4. Enter the "polls open" password.
5. Press "accept" and wait 30 seconds to check the home screen on all eSlates.

Perform this procedure before 7:00 a.m. on Election Morning so you are ready as soon as the polls officially open. Please remember that no voters are to be processed until after 7:00 a.m.

SECTION 3: PROCESSING VOTERS

Election Day
7AM-8PM

3. Processing Voters

3.1 Things to Know in a General Election

3.1.1 District boundaries and polling place changes

Many cities and school districts will have more polling places than in previous elections. It all comes down to jurisdictions moving from at-large elections to district-based elections. For instance, many school districts and cities are moving from legislative bodies being elected from throughout the jurisdiction to individual districts. This creates more areas where ballot types cross, creating the need for new polling places. Voters who have gone to a specific polling place for years may find that their polling place has changed.

3.1.2 Vote-by-Mail drop off at the polls

More and more voters are opting to drop off their voted Vote-by-Mail ballots at the polling place. Doing so provides them with the convenience of marking their ballot at home while enjoying the polling place experience on Election Day. Prepare for this by making a plan to quickly process Vote-by-Mail drop-off voters. You can accept their ballot, drop it in the ballot box, and they do not need to sign the Voter Roster.

3.1.3 Online polling place tools

You can help a voter who is at the wrong polling place (his or her name is not on the Voter Roster) by using ocvote.com/lookup and ocvote.com/verify. See “3.9 Online Lookup and Verify Tools” on page 51.

3.2 Opening the Polls

At 7:00 a.m. one poll worker makes the verbal announcement inside and outside the polling place: *"The polls are now open."*

3.3 The First Voter and the Ballot Box

1. Inspector checks that the supply box is empty.
2. First voter confirms.
3. Pull two pieces of white sealing tape from the tray.
4. Seal supply box with sealing tape along the guides.
5. First voter observes the sealing of the box.
6. The supply box is now the ballot box.
7. Tear zero tape off of JBC.
8. First voter verifies that the zero tape contains all zeros.
9. First voter and Inspector sign the bottom of the zero tape.
If voter refuses to sign, Inspector will print the voter name on the zero tape.
10. Place the zero tape in the JBC envelope under the JBC.
11. Proceed to next section.

3.4 Processing Voters

3.4.1 Overview

This page describes the overall steps in processing voters. The following pages give more details on each step, how to manage a long line of voters and how to determine if the voter needs a provisional ballot.

3.4.1.1 Find voter name in the Voter Roster

- Greet the voter and ask for his or her name.
- Find the name in the Voter Roster and repeat the name audibly.
- Write the XREF# and Precinct ID on the ballot card.
- Ask voter to sign name and write address in the Voter Roster.

3.4.1.2 Verify address in the Street Index

- Use XREF# on ballot card to find voter's address in the Street Index.
- Ask voter to say his or her address in an audible voice, then repeat it back to the voter.
- Cross out the voter's name on the Street Index.

3.4.1.3 Issue a ballot

- Press "Add Voter" on the JBC
- Use the ballot card to input the correct Precinct ID.
- Press "Print."
- Give printed access code to voter, along with an "I Voted" sticker.
- Direct voter to an open eBooth.

3.4.2 Ideal workflow for processing voters

| Steps | Voter | Greeter | Voter Roster | Street Index | JBC |
|-------|-----------------------------------|---|---|--|---|
| 1 | Enter polling place | Ask voter's name | | | |
| 2 | State name audibly ³ | Find name in Alpha List ¹ ; write name, precinct and line # on ballot card | | | |
| 3 | Bring ballot card to Voter Roster | | Find line # in Voter Roster ^{1,2} ; write XREF# on ballot card, hand to next poll worker | | |
| 4 | | | Ask voter to sign name and write address in Voter Roster | Lookup XREF# in Street Index, hand ballot card to next poll worker | |
| 5 | Sign name and write address | | | Ask voter to state address audibly ³ | Press "Add Voter" on JBC ⁵ |
| 6 | State address audibly | | | Repeat address back to voter | Input Precinct ID into JBC and press "Print" ⁴ |
| 7 | Proceed to JBC | | | Cross out voter's name in Street Index | Give access code and I Voted sticker to voter, direct voter to an open eBooth |

This diagram illustrates an ideal workflow. Each row is one step in the process, and each column shows the action(s) to be performed. Actions on the same row that are separated by a vertical line are performed in order, otherwise they can be done at the same time. If needed, Greeter and Voter Roster actions can be combined for one poll worker, as well as Street Index and JBC.

¹ If the voter's name is not found in the Voter Roster or Alpha List, see "3.9 Online Lookup and Verify Tools" on page 51.
² If the voter has "Vote-by-Mail" or "Proof of Residence Required" designation in the Voter Roster, see 3.4.4.2 on page 38 or 3.4.4.3 on page 39.
³ California Elections Code requires that a voter must state his or her name and address in "an audible tone of voice," and the poll worker must repeat it (§ 14216).
⁴ When issuing a provisional ballot, press "Provisional" first, then press "YES" and "Print." See "3.5.2.2 Provisional Access Code" on page 44.
⁵ If the voter requests a paper ballot, see "3.4.5.2 Issuing a paper ballot" on page 42.

3.4.3 Voter line management

3.4.3.1 Using the Alpha List

One of your duties as a poll worker is to manage the line of voters. Some voters may be dropping off vote-by-mail ballots and others may need to vote provisionally. These voters can be identified by using the Alpha List.

1. Get the Alpha List, a stack of ballot cards and a pen. Use the black folder to write on.
2. Starting with the second voter in line, ask if he or she is dropping off a vote-by-mail ballot. If yes, accept the ballot, check that the envelope is correctly signed, and drop it in the ballot box. Then move to the next voter.
3. If the voter is not dropping off a vote-by-mail ballot, ask for the voter's name and locate the name in the Alpha List.
 - After locating voter name, write the voter's name, precinct and line number on the Ballot Card and give to the voter.
 - If the name is not in the Alpha List, write the voter's name on the Ballot Card and give to the voter.
 - If the name shows "Vote-by-Mail," write the voter's name and "VBM" on the Ballot Card and give to the voter.

3.4.3.2 Using online tools

Using a internet-enabled smart phone or mobile device, you can help voters who have come to the wrong polling place:

- **ocvote.com/lookup**: Find assigned polling place by address
- **ocvote.com/verify**: Find voter's registered address

See "3.9 Online Lookup and Verify Tools" on page 51.

3.4.4 Voter Roster and Street Index

When a voter first approaches the Official Table, you will greet them at the Voter Roster. If the voter already has a ballot card, use it to look him or her up in the Voter Roster. Otherwise ask for the voter's name.

1. *"Hello. What is your name, please?"*
2. Search for the voter in Voter Roster. Remember to check the Supplemental Roster as well, which is in the back of the Voter Roster.
3. Repeat the voter's name audibly. If you do not understand the voter's name, ask him or her to write the name down or ask a bilingual poll worker for help.
4. *"Please sign your name and write your address on the line with your name in the Voter Roster."*
5. Complete the ballot card with the XREF# and Precinct ID.
6. Hand ballot card to next poll worker to check Street Index.
7. The next poll worker will find the XREF# on the Street Index list and ask the voter to verify address in an audible voice.
8. Repeat the voter's address and cross out the voter's name on the street index.
9. Proceed to "3.4.5 Issuing a Ballot" on page 41.

The following pages contain instructions for different scenarios that might arise while processing voters.

If a voter is not in your roster, use **ocvote.com/lookup** to help find his or her correct polling place. This website is available to any phone or tablet with internet. It can be accessed by a poll worker or directly by the voter.

3.4.4.1 Voter's name is NOT in the Voter Roster/Supplemental Roster

1. *"Your name is not in the roster, and we want to make sure you vote on the appropriate ballot."*
2. Use **ocvote.com/lookup** to find voter's correct polling place. See "3.9 Online Lookup and Verify Tools" on page 51.
3. If the voter insists to vote at your polling place, see "3.5 Provisional Voting" on page 43.

If the voter's stated address is different than in the Street Index, he or she must vote provisionally. The voter's address will be updated when the provisional ballot is processed. See "Provisional Voting" on page 43.

3.4.4.2 Voter has "Vote-by-Mail" designation

A voter with the "Vote-by-Mail" designation has already been issued a vote-by-mail ballot prior to Election Day. First, ask the following:

"You are marked as a vote-by-mail voter. Are you dropping off your vote-by-mail ballot?"

If voter says YES:

- Take voted vote-by-mail ballot from voter.
- Confirm that the voter has signed the back of the envelope.
- Place ballot in ballot box.
- Voter does **not** sign the Voter Roster.

If voter says NO:

- If voter has a ballot but wants to surrender the ballot and vote:
 - Take vote-by-mail ballot from the voter.
 - Write **VOID** across the back of the envelope.

- Place the envelope inside the SURRENDERED/SPOILED Ballot Envelope.
- Proceed to process voter regularly (this situation does not require a provisional ballot).
- Check "Surrendered ballot" on Voter Roster.
- If voter does not have ballot, see "3.5 Provisional Voting" on page 43.

Dropping off a vote-by-mail ballot means the voter is casting his or her voted ballot at the polling place. **Surrendering** a vote-by-mail ballot means the voter is voiding the ballot and wants to vote on an eBooth or paper ballot at the polling place.

3.4.4.3 Voter has "Proof of Residence Required" designation

A voter with the "Proof of Residence" designation must provide an acceptable Proof of Residence in order to vote. Ask the voter:

"You are marked as Proof of Residence Required. Do you have a proof of residence for us to verify?"

Acceptable Proof of Residence documents include:

| | |
|---------------------------------------|--|
| CA Driver's License/State ID Card | Bank Statement |
| Lease Agreement or Mortgage Statement | Sworn attestation to a voter's residence by a known neighbor (found in Voter Roster) |
| Vehicle Registration | Bank Deposit Slip |
| Property or Income Tax Statement | Pre-Printed Personal Check |
| Utility or Credit Card Bill | Government Check |

3. PROCESSING - PROCESSING VOTERS

If voter has Proof of Residence:

- Mark the type of proof that voter provides in Voter Roster
- Proceed to process voter regularly

If voter does not provide Proof of Residence, see “3.5 Provisional Voting” on page 43.

3.4.4.4 Voter has “Early Voter” designation

Voters with the “Early Voter” designation are have already cast a ballot at an Early Voting location. Ask the voter:

“You are marked as an Early Voter. Did you already cast a ballot at an Early voting location?”

If the voter has already voted early, he or she cannot vote again.

If the voter claims that he or she has not already voted, see “3.5 Provisional Voting” on page 43.

3.4.5 Issuing a Ballot

3.4.5.1 Issuing an electronic ballot

1. Press "Add Voter" on the JBC
2. Enter correct Precinct ID using the completed ballot card.
3. Press "Print."
4. Draw a line through the ballot card.
5. Hand the voter the access code, ballot card, an "I Voted" sticker, and provisional envelope if applicable.
6. *"You will need to use the dial as it is not a touchscreen. You will be finished voting when you see the waving American flag."*
7. Direct the voter to an open electronic voting booth.

If the voter is voting a provisional ballot, see "3.5.2.2 Provisional Access Code" on page 44

If you are at a polling place with only one precinct, you will not see the Enter Precinct ID screen on the JBC.

3.4.5.2 Issuing a paper ballot

Keep a tally of the paper ballots you have issued on the ballot cover sheet. You can use this at the end of the night to help determine how many paper ballots are left—without needing to count them all.

1. Locate a ballot for the correct precinct and language using the completed ballot card or provisional envelope. It is important to select the correct precinct.
2. Write a tally mark on the precinct ballot cover sheet.
3. Check that you have given the voter the correct number of pages.
4. Issue the ballot to the voter in a secrecy folder or in their provisional envelope.
5. Direct the voter to a cardboard booth and remind him or her to return to the Official Table with the completed ballot inside the secrecy folder or provisional envelope.
6. Any poll worker may take the voter's paper ballot when he or she returns to the Official Table.
7. Drop ONLY the ballot into the ballot box by holding the tab on the secrecy folder and allowing the ballot to slip through the ballot box opening.
8. Retain the secrecy folder and place it under the table.
9. If the voter has a provisional envelope, see "3.5.2.3 When provisional voter returns" on page 44.
10. Give the voter an "I Voted" sticker.

3.5 Provisional Voting

3.5.1 Types of Provisional Voters

The following types of voters must be processed as provisional voters:

- Voter name is not in the Voter Roster or Supplemental Roster, or is different than what is listed.
- "Vote-by-Mail" designation is in the Voter Roster but the voter does not have his or her ballot.
- Voter lives at a different address than that in the Street Index.
- "Proof of Residence" designation is in the Voter Roster but the voter cannot provide proof of residence.
- "Early Voter" designation is in the Voter Roster but the voter claims that they did not vote at an early voting location.

3.5.2 Processing a Provisional Voter

3.5.2.1 The provisional envelope

To process a provisional voter:

1. Get a provisional envelope from under the table.
2. Fill out the top gray box on the orange envelope.
3. Hand the provisional envelope to the voter.
4. *"Please complete the red fields and bring back to the official table."*
5. After the provisional envelope is returned, check that the voter provided information in the red fields.

After the provisional envelope has been completed, follow the steps to issue an electronic or paper ballot per instructions in “3.4.5 Issuing a Ballot” on page 41.

3.5.2.2 Provisional Access Code

1. Press “Add Voter” then input the Precinct ID on the JBC.
2. Press “Provisional,” confirm “YES” and press “Print.”
1. Instruct the voter to print name and sign the bottom of the provisional access code.
2. Fold the provisional access code.
3. Place the signed portion of the provisional access code in the provisional envelope, with the access code visible to the voter.
4. Instruct the voter: *“When you are finished voting, please put your access code into the envelope and return to this table.”*

3.5.2.3 When provisional voter returns

1. Make sure that the paper ballot or provisional access code is inside the provisional envelope.
2. Give the Voter Receipt to the voter and explain to the voter that he or she can call the number listed to check the his or her ballot’s status.
3. Seal provisional envelope and deposit in the ballot box.
4. Offer the voter a new voter registration form, if needed.

For a detailed diagram describing how to identify provisional voters, see “3.10 Diagram: Identifying Voters” on page 52.

3.6 Curbside Voting

On Election Day, voters with limited mobility may come to the polling place and vote outside. The Disabled Access Unit (DAU) eBooth can be disconnected from the others and carried outside for a voter who opts to stay in the car or vote from outside the polling place.

1. Bring the Alpha List and a ballot card outside to the voter.
2. Process the voter as described in “3.4.3.1 Using the Alpha List” on page 36 and “3.4.4 Voter Roster and Street Index” on page 37.
3. Gather the Voter Roster and Street Index to bring to the voter.
4. If the voter requests paper, prepare a paper ballot, and pen and a hard writing surface such as the black folder.
5. If the voter requests electronic:
 - Wait until the DAU eBooth is available, if needed.
 - Use the ballot card to issue an access code on the JBC (see “3.4.5 Issuing a Ballot” on page 41).
 - Enter the voter’s language and access code into the DAU.
 - Disconnect the DAU’s gray data cable and black power cable.
 - Close the lid eBooth.
 - Two poll workers prepare to carry the eBooth outside.
6. Bring all necessary items out to the voter, as listed above.
7. Allow the voter to cast a private ballot.

To reconnect the DAU eBooth:

- Connect the black power cable first and listen for the printer to start up.

- Connect the gray data cable.
- When you see the screen with the waving American Flag, the vote has been transmitted to the JBC.

3.7 Routines and Other Duties

3.7.1 Updating the Street Index

1. Every hour until 6:00 p.m., take the Street Index labeled “marked” off the door and bring it to the Official Table.
2. Place the “marked” Street Index and the “table” Street Index next to each other and compare each page side-by-side.
3. Update the “marked” Street Index to match the “table” Street Index by drawing a line through the matching names.

You may bring colored pencils to mark the Street Index and use a different color for each hour. This makes updating the “marked” version easy—just find the color you used for that hour!

3.7.2 Updating the Chain of Custody forms

1. Check the seals on the eBooths and JBC mid-morning and afternoon.
2. eBooth Chain of Custody:
 - Remove from the plastic sleeve in the caddy.
 - Verify placement of both red and blue security seals on the printer, and record on the Chain of Custody form.
 - Return Chain of Custody form to caddy.
3. JBC Chain of Custody:
 - Remove from under the JBC.

- Verify placement of both red and blue security seals on the side and back of the JBC, and record on the Chain of Custody form.
- Return Chain of Custody to under JBC form.

3.7.3 Loading the JBC paper roll

If you see pink markings on the JBC paper roll, it's time to replace it.

1. Press tab on back of JBC to open printer compartment.
2. Lift up the gray lever next to the rubber roller to release the paper and remove the old roll.
3. Prep the new roll by tearing off past the glue.
4. Insert the spool on to the new roll.
5. Insert the roll with the paper loading from the bottom.
6. Insert the paper under rubber roller.
7. Turn the rubber roller to feed the paper through with at least an inch of paper showing.
8. Move gray lever back to original position.
9. While closing cover, insert paper through slot.
10. Press the Printer Feed button, if needed.
11. Tear off excess paper.

3.7.4 Issuing a New Access Code

If a voter requests a new access code, determine if the voter is eligible to receive a new code.

1. Press "Check Code" on JBC.
2. Enter the voter's initial access code.

3. PROCESSING - ROUTINES AND OTHER DUTIES

3. Issue the voter a new access code if the screen reads:
 - "Status: Assigned but Expired," or
 - "Status: Assigned but Cancelled"
4. See "3.4.5.1 Issuing an electronic ballot" on page 41.

3.7.5 Cancelling an eSlate

If a voter makes a voting mistake on the eSlate ballot, it DOES NOT need to be cancelled. Explain to the voter that he or she can press the "Prev" button to go back and change his or her voting choices.

If a voter is issued an access code for the wrong precinct or they selected the wrong ballot language, check to make sure that a ballot wasn't cast before you issue a new access code.

1. Press "Check Code" on JBC.
2. Enter the access code

If the ballot has been cast, the eSlate CANNOT be cancelled.

If the ballot has NOT been cast:

3. Press "Other" on JBC
4. Press "Cancel Booth"
5. Enter the eSlate number that you are cancelling and put a "0" before single digit numbers
6. Go to the eSlate and press ENTER on the eSlate
7. Press "Continue" on JBC
8. Press "Polls Open Menu"
9. See "3.7.4 Issuing a New Access Code" on page 47.

3.7.6 Spoiled Paper Ballot

1. Take ballot and secrecy folder from voter.
2. Partially pull ballot out.
3. Write "Spoiled" across secrecy folder and the pulled out part of the ballot.
4. Place secrecy folder and ballot in the Unused Ballot Bag from under the table.
5. Issue a new paper ballot and secrecy folder to the voter.

A voter is allowed three tries to complete a ballot. Mistakes are treated as a spoiled ballot. Inform voter that third ballot is final ballot.

3.7.7 Short on Paper Ballots

Call the Help Desk (714-954-1901) as soon as you notice paper ballots are running low. Provide the voter with the electronic voting option if you run out of paper ballots before new ones are delivered.

3.7.8 Fleeing Voter

When a voter doesn't finish casting their electronic ballot, two poll workers must finish casting the ballot on the eSlate for the voter. Without looking at the ballot, Press the CAST BALLOT button until you see the waving American flag.

3.7.9 Incident/Injury Report

If anyone is injured at the polling place, you must immediately contact the Poll Worker Help Desk (714-954-1901) and complete the Incident/Injury Report found in the supply box.

3.8 Working with the Public

3.8.1 Signs at the Polling Place

Only poll workers have the right to post signs within 100 feet of a polling place. The only signs you should post are those given to you by the Registrar of Voters' office. If you become aware of any other signs being posted within 100 feet of a polling place, you should see that they are removed. Call the Help Desk for assistance, if needed.

3.8.2 Poll Monitors and the Public

Poll Monitors have a right to be in your polling place. However, they may only observe the procedures. They may not, in any way, be involved with polling place operations, nor are they permitted to interfere with your operation of the polling place. Call the Help Desk immediately if you believe the presence or activity of a poll monitor may be intimidating voters.

You may permit poll monitors or members of the public to view the eBooths and all externally-visible security seals used to secure voting equipment, as well as the posted copies of the Precinct-Street Index. Public inspection of voting equipment shall not interfere with voting.

3.8.3 Members of the Media

Reporters, camera crews and other members of the media are allowed at the polling place as long as they respect voter privacy and do not interfere with or disrupt the voting process. Taking pictures or recording footage of actual ballots is not allowed. Please call 714-567-5197 to inform the Registrar of Voters of media presence at your polling place.

3.9 Online Lookup and Verify Tools

3.9.1 Using ocvote.com/lookup

The Lookup tool displays the assigned polling place for a given address. It provides the polling place address and a map with driving directions from the given address.

1. Navigate to **ocvote.com/lookup** on your computer or phone.
2. Enter the voter's street number in the first text box.
3. Enter the voter's street name, leave out any suffix or direction.
4. Click "Submit."
5. Click on the voter's address that appears on the screen.

Example:

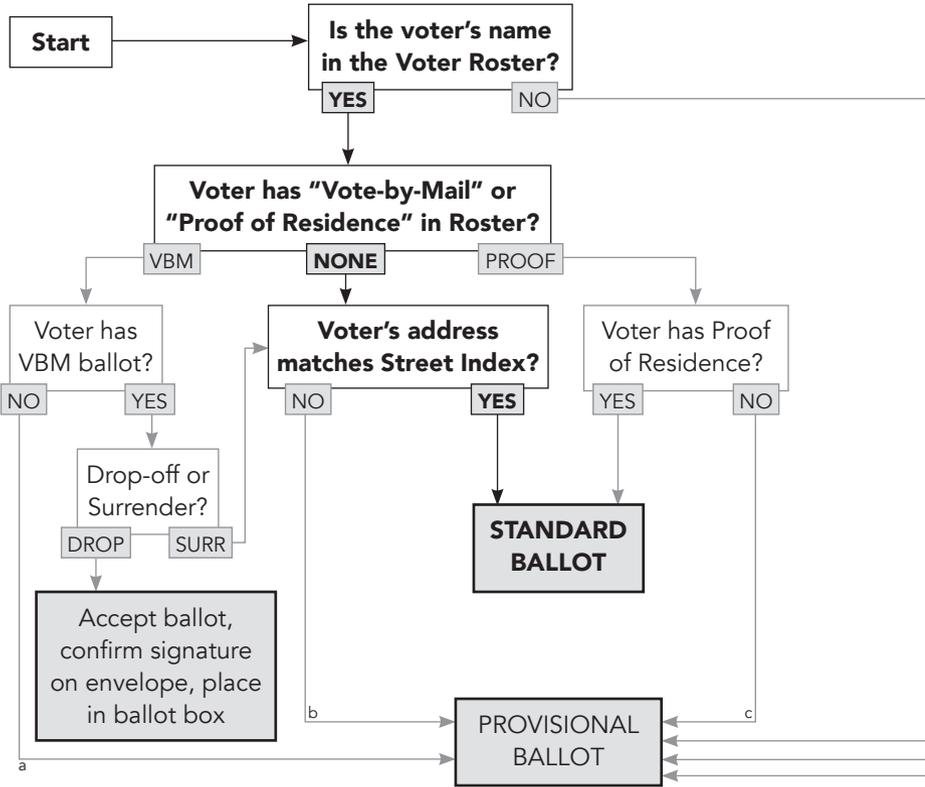
1234 **W.** Main St, Santa Ana, CA 92701
 street number street name

3.9.2 Using ocvote.com/verify

The Verify tool displays information from the voter registration record of a given voter. It includes current address, assigned polling place, districts and elected officials, Vote-by-Mail status and voting history.

1. Navigate to **ocvote.com/verify** on your computer or phone.
2. Enter voter's date of birth in the first text box.
3. Enter the last four digits of the voter's *driver's license* (not Social Security number).
4. Click "Submit"

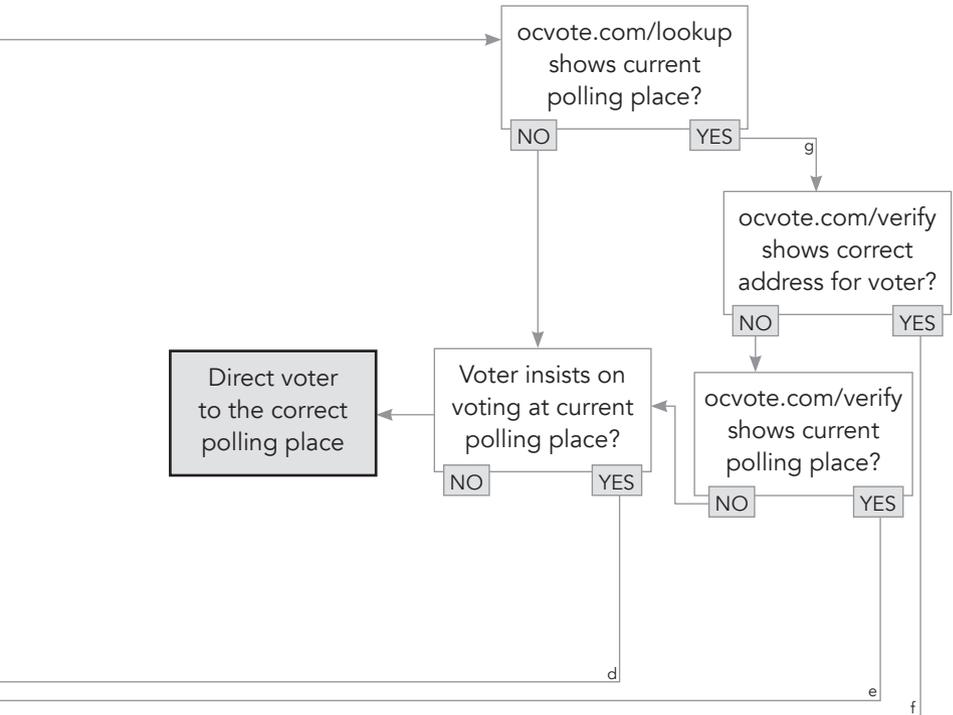
3.10 Diagram: Identifying Voters



This diagram describes the logic by which you can identify a voter and determine what kind of ballot he or she will receive. Each hollow box represents a decision point – by answering these simple questions, you will obtain the information you need to move to the next step. Shaded boxes represent the final outcome of your determination.

In the 2012 General Election, 84% of polling place voters cast a standard ballot (meaning a non-provisional ballot), illustrated above in **bold**. Your polling place will reflect this statistic. However, you also need to familiarize yourself with the different scenarios that lead to a provisional ballot, as well as the standard procedure.

3. PROCESSING - DIAGRAM: IDENTIFYING VOTERS



The steps above rely on **ocvote.com/lookup** and **ocvote.com/verify**. If you are not familiar with these tools, see “3.9 Online Lookup and Verify Tools” on page 51.

Paths labeled a through g are explained below.

- Must vote provisionally to prevent possibility of voting twice.
- Voter registration record will be updated with new address when provisional ballot is processed.
- First-time voters in a Federal election are required to show proof of residence in order to vote standard.
- Insistent voters are allowed to vote provisionally, although they know their ballot may not be counted.
- Double check the Roster and Alpha List.
- Double check the Roster and Alpha List.
- The voter may have re-registered at a new address, or changed physical address without re-registering.

SECTION 4: CLOSING THE POLLS

Election Night
8PM-10PM

4. Closing the Polls

4.1 Closing the Polls

Your first priority on Election Night is returning the JBC and election supplies in a timely manner. It is critical to close your polling place as quickly as possible.

When the JBC clock displays 8:00 p.m., announce inside and outside:
"The polls are now closed."

If there is a line of voters at 8:00 p.m., one poll worker will stand at the end of the line politely explaining to tardy citizens that the polls are closed.

After the last voter has cast his or her ballot and left the polling place, you may start closing the polling place.

It is best to divide into two groups for closing the polls:

- One group organizes the Official Table and completes ballot reconciliation.
- The other group takes down outside and indoor signs and closes the eBooths.

4.2 Organizing the Official Table

4.2.1 Closing the JBC

1. Press "Close Polls" button on JBC.
2. Press "Continue."
3. Enter the Polls Close password found on the back of the JBC envelope.
4. Press "Accept."
5. Press "Print Tally" and wait until the tally has finished printing.
6. Press "Print Tally" again.
7. Tear tally sheets off together
8. Separate both tallies.
9. All poll workers sign the bottom of both tallies.
10. Post one tally outside of the polling place.
11. Find the ACCESS CODE SUMMARY at the bottom of the tally.
12. Locate the "Precinct Ballot Summary" on the tally.
13. Record the "Total Ballots Voted in this Precinct" number on Section #3 of the Voter Roster cover.
14. Place the tally in the JBC envelope.

4.2.2 Disconnecting the JBC

1. Complete JBC Chain of Custody.
2. Disconnect the JBC from the outlet or extension cord.
3. Unplug the battery key.
4. Disconnect the black power cord from the JBC.
5. Disconnect the gray data cable from the JBC and first eSlate.

6. Place JBC, gray data cable, black power cord, JBC envelope and JBC Chain of Custody in the JBC case. Fasten latches.

4.2.3 Organize the Official Table

1. Create Pile A (extra supplies) with:
 - Secrecy folders
 - Provisional envelopes
 - Blank registration forms
 - Blank Incident Reports
 - The black folder
 - Sample Ballots
 - Voter Information Guide
 - Write-In Candidate List
 - Tray
2. Create Pile B (precinct-specific supplies)
 - Completed registration forms
 - Completed Incident Reports
 - Voter volunteer forms
 - Street Indexes (from inside and outside)
 - Alpha list
3. Create Pile C (tally supplies)
 - Unused Ballot Bag
 - Voted Ballot Container (VBC)
 - Voter Roster
 - Tally (found inside Voter Roster)
 - Surrendered/Spoiled Ballot Envelope

4.2.4 Record surrendered/spoiled ballot counts

1. Find Surrendered/Spoiled Ballot Envelope (pile C).
2. Count the surrendered vote-by-mail ballots.
 - Record count on Surrendered/Spoiled Ballot Envelope.
 - Record count on Section #6 of the Voter Roster cover.
3. Count the spoiled ballots.
 - Record count on Surrendered/Spoiled Ballot Envelope.
 - Record count on Section #2 of the Voter Roster cover.
4. Place surrendered/spoiled ballots into the Surrendered/Spoiled Ballot Envelope.
5. Seal and sign the Surrendered/Spoiled Ballot Envelope, and place under the table.

4.2.5 Record unused ballots

1. Find Unused Ballot Bag (pile C).
2. Count unused ballots (use the tally sheet on top of each ballot stack).
 - Record count on Unused Ballot Bag.
 - Record count on Section #2 of the Voter Roster cover.
3. Place unused ballots into the Unused Ballot Bag.
4. Seal and sign the Unused Ballot Bag, and place under the table.

4.2.6 Unseal the Ballot Box

1. Break the white sealing tape on the ballot box.
2. Open the box.
3. Organize the contents of the box into four groups.

- Voted paper ballots (lay flat).
- Provisional paper ballot envelopes.
- Provisional electronic ballot envelopes.
- Vote-by-mail envelopes.

4.2.7 Record the ballot box contents

Count all ballots cast and vote-by-mail envelopes, and record on the Voter Roster cover as instructed below:

1. Count the voted paper ballots.
 - Record the number on the "Voted Paper Ballots" lines in section #2 and section #3 on the Voter Roster cover.
2. Count the voted provisional paper ballot envelopes.
 - Record the number on the "Paper Provisional" line in section #2 of the Voter Roster cover.
3. Count the voted provisional electronic ballot envelopes.
 - Record the number on the "Electronic Provisional" on section #6 of the Voter Roster cover.
4. Count the vote-by-mail envelopes.
 - Record the number on the "Dropped Off Vote-by-Mail Ballots" line in section #6 of the Voter Roster.

4.2.8 Place Ballot Box contents in Voted Ballot Container

1. **Place everything you took out, counted, and recorded from the sealed ballot box into the Voted Ballot Container.**
 - Vote-by-mail ballots
 - Provisional envelopes
 - Voted paper ballots
2. Seal the white Voted Ballot Container box using the red and white sealing tape found in the tray.
3. Poll worker team signs the tape on the box to verify contents.

4.2.9 Record the voted ballot counts

1. Go to section #3 on the Voter Roster cover and add the numbers.
2. Record the sum for section #3.
3. Count the signatures in the Voter Roster, for each precinct.
4. Record the Voter Roster signature count.
5. Record the total number of signatures at the bottom of section #4.

4.2.10 Completing Voter Roster cover

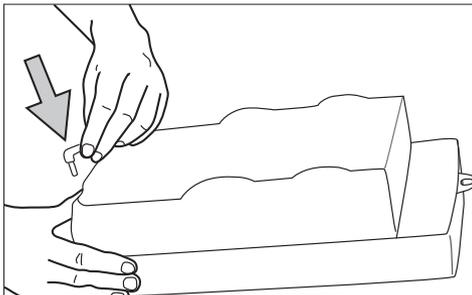
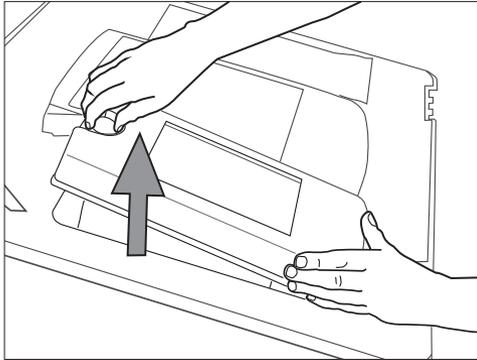
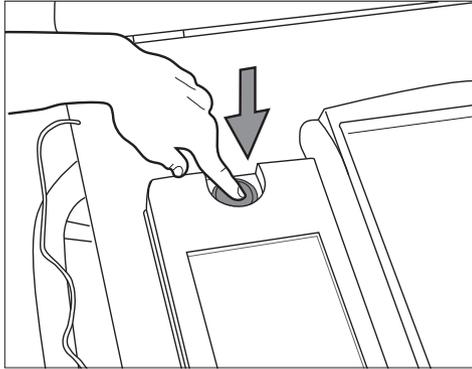
1. Compare section #3 and section #4 numbers.
2. If the numbers do not match, provide a possible explanation of the difference.
3. All poll workers and the Inspector will sign section #5 on the Voter Roster cover.

4.3 Taking down the eBooths

4.3.1 Disconnect and remove printers

1. Turn off the red switch and unplug power strip.
2. Unplug all black power cords from power strip.
3. Fold and secure all of the privacy screens.
4. Lift cover above eSlate screen, unplug gray data cable, and stow fixed gray data cable in storage space above eSlate.
5. Remove eBooth Chain of Custody from the plastic sleeve in front of the eBooth caddy.
 - Check blue printer seal is present.
 - Remove and place blue printer seal on back of the Chain of Custody.
6. Remove printers from eBooths.
 - Press, twist and lift the black button on the printer gently.
 - Carefully remove black cables from white clips on the back of the eSlate printer.
 - Gently disconnect the two black cables from the back of the eSlate printer.
 - Place the printer on the Official Table.
 - Check that the red security seals are on the printers and if the seals are not secure – note on Chain of Custody.
 - Sign and place eBooth Chain of Custody in front plastic caddy sleeve.
 - Repeat for all eBooths.
7. Place 4 printers on their sides inside each blue canvas bag found under the table.

4. CLOSING - TAKING DOWN THE EBOOTHS



Removing eBooth Printer.

4.3.2 Closing and taking down eBooths

Two poll workers should work together to take down each eBooth.

1. Open cover above eSlate screen and unplug the black power cord.
2. Place black power cords into empty printer space and adapter onto the velcro. Make sure everything is tucked neatly inside.
3. Place your right hand on the eBooth handle to support lid.
4. With your left hand, carefully pull the hinge of the lid lock toward you.
5. Gently lower the eBooth lid.
6. On the front of the eBooth, lock the two front latches.
7. Pull eBooth into open space.
8. A poll worker stands on each leg side of the eBooth.
9. Each poll worker grabs the top of the legs and carefully lowers the eBooth to the ground, hinge-side down.
10. One poll worker stands on the foot-side and lifts the black foot tubes until the eBooth is lying fully on its lid.
11. Repeat for all eBooths.

4.3.3 Break down the eBooth legs

1. Remove black foot tubes
 - Push buttons to lift feet off legs.
 - Break down the feet by pushing the buttons and gently pushing them into place.
 - Secure the two black foot tubes into place on the eBooth.
2. Remove the four leg extensions.
3. Secure the four leg extensions into place on the eBooth.
4. Move to the handle side of the eBooth.
5. Unfasten Velcro straps.
6. Unlock right front leg button, push in and fold into center.
7. Repeat for left front leg.
8. Move to hinge side of eBooth.
9. Unlock brace.
10. Unlock right back leg button, push in and fold into center.
11. Repeat for left back leg.
12. Fasten Velcro straps.

4.3.4 Moving eBooths into caddy

1. Lift and carry eBooth to caddy (ask for help if it is too heavy).
2. Place each eBooth in the caddy with the bottom of the eBooth facing "your left" and the handle facing out.
3. Use cable lock to lock the eBooths inside the caddy.

4.4 Signs and cardboard booths

4.4.1 Outdoor duties

1. Remove all the signs and the flag from outside.
2. Bring in any ADA equipment and place next to the caddy.
3. If you have a Ballot Call or Van Accessible Parking (VAP) Set-up, repack and place next to Official Table.

4.4.2 Break down cardboard booths

1. Use instructions on cardboard booth or in “2.3.1 Cardboard Voting Booths Set-up” on page 18 to break down.
2. Place next to eBooth caddy.

4.4.3 Breakdown display stand

1. Remove top panel by pulling straight up (this is easier with two poll workers).
2. Fold base down flat.
3. Place folded base and top panel next to eBooth caddy.

4.5 Repacking the supply box

1. Remove and set aside:
 - 2 remaining strips of white sealing tape from the tray.
 - Collection center map and the receipt for sealed container from the outside pocket of the orange canvas bag.
 - Cell phone and charger.
 - Trash bag (from tray).
2. Place the following in the orange canvas bag:
 - Voter Roster(s) from pile C.
 - All items from pile B.
3. Repack items into supply box in this order:
 - Plastic VOTE signs, H-rod signs, remaining signs.
 - Supply tray.
 - Voted Ballot Container.
 - Unused Ballot Bag.
 - Everything else (neatly, with the goal of making everything fit).
4. Seal the front of the supply box using two white pieces of sealing tape that you set aside earlier.
5. Pack Electrical Supplies
 - Place power strip, duct tape, and extension cord in electrical supply bag found under the table.

4. CLOSING - ONE LAST LOOK

6. Pack Ballot Call and Van Accessible Parking (VAP) box, if applicable.
7. Cleaning
 - Use the trash bag to pick up trash.
 - Please leave the room neater than when you arrived in the morning.
8. Load the Inspector's car.

4.6 One Last Look

Before closing the polling place door, verify that the Inspector has the following:

1. In Inspector's hand:
 - Poll worker cell phone and charger
 - Collections Center map
 - Receipt for Sealed Container
2. Staged by the door:
 - JBC
 - Supply box
 - eSlate Printers in blue canvas bags
 - Electrical supply bag
 - Ballot Call or Van Accessible Parking (VAP) cases, if applicable
3. Left at the polling place:
 - Caddy with all stowed eBooths
 - Cardboard voting booths
 - Display stand
 - Any ADA equipment (cones, ramps, etc)

4.7 Returning the Supplies

1. The Inspector and one clerk go directly to the Collection Center using the Collection Center map found in the Orange Canvas Bag.
2. The clerk follows the Inspector to the entrance of the Collection Center.
3. The Inspector drives into the Collection Center. The clerk does not enter, but continues on home after observing Inspector enter Collection Center.
4. Inspector remains in the car and hands Receipt of Sealed Container, poll worker cell phone and cell phone charger to the Collection Center staff.
5. Follow the Collection Center staff instructions
6. Collection Center staff will remove items from the Inspector's vehicle.

Congratulations! You've completed your poll worker duties and Election Day is over. Thank you for your service and we look forward to working with you next time!

5. Appendix

5.1 Appendix A: Voter Bill of Rights

5.1.1 You have the following rights:

1. The right to vote if you are a registered voter. You are eligible to vote if you are:
 - A U.S. citizen living in California
 - Registered where you currently live
 - At least 18 years old
 - Not in prison or on parole for a felony
2. The right to vote if you are a registered voter even if your name is not on the list. You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
3. The right to vote if you are still in line when the polls close.
4. The right to cast a secret ballot without anyone bothering you or telling you how to vote.
5. The right to get a new ballot if you have made a mistake, if you have not already cast your ballot. You can:
 - Ask an elections official at a polling place for a new ballot;
 - Exchange your vote-by-mail ballot for a new one at an elections office, or at your polling place; or
 - Vote using a provisional ballot, if you do not have your original vote-by-mail ballot.
6. The right to get help casting your ballot from anyone you choose, except from your employer or union representative.

7. The right to drop off your completed vote-by-mail ballot at any polling place in the county where you are registered to vote.
8. The right to get election materials in a language other than English if enough people in your voting precinct speak that language.
9. The right to ask questions to elections officials about election procedures and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
10. The right to report any illegal or fraudulent election activity to an elections official or the Secretary of State's office.

5.1.2 Special Notice to Voters

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

5.2 Appendix B: Disability Sensitivity at the Polls

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

5.2.1 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 condition)*
- Instead of epileptic, say *person with epilepsy*
- Instead of a Down's person, say *person with Down Syndrome*

5.2.2 Meeting a Person With a Disability

A handshake is not an appropriate greeting for everyone. Greet everyone with a smile and a spoken greeting.

Speak directly to a person with a disability, not just to others accompanying a person.

Offer assistance, but do not insist on providing it. It is best to ask all voters if they need assistance, instead of assuming who may or may not have a disability. Always ask how you may best assist and never make assumptions. If you offer assistance, wait until the offer is accepted, then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.

Don't ask about or mention 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.

5.2.3 Interacting With a Person Who Uses a Wheelchair

Provide personal space. Do not push, lean on, or hold onto a person's wheelchair unless the person asks. Remember, the wheelchair is part of his or her personal space.

Clear the path. Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.

When giving direction to a wheelchair user, consider the distance, weather, and physical obstacles such as curbs and stairs the wheelchair user will encounter. Know where the accessible pathways, restrooms, and water fountains are in and outside of the building.

5.2.4 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.

5.2.5 Meeting Someone Who Has a Visual Impairment

Greetings: Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.

Guiding: If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.

Service animals: Do not pet or distract a service animal. The service animal is responsible for the owner's safety and is working. People with visual impairments often use service animals. However, be aware that people with other disabilities may use service animals as well.

5.2.6 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.

5.3 Appendix C: Language Assistance

5.3.1 Voting Rights Act and California Elections Code

Orange County is required by Section 203 of the Federal Voting Rights Act to provide translated materials and language assistance in the following languages:

- Spanish
- Vietnamese
- Chinese
- Korean

Section 14201 of the California Elections Code also requires that a facsimile ballot shall be posted in other languages determined by the Secretary of State.

Many polling places in Orange County are required to have bilingual poll workers. If a scheduled bilingual poll worker does not show up on Election Day, even if you think you won't need support in that language, you must call the Help Desk (714-954-1901) to report.

5.3.2 Why language assistance in the polling place is important

- Over 2.6 million adult U.S. citizens in California (11.4%) have some difficulty speaking, reading, or writing English.
- Without language assistance, these citizens have difficulty casting an informed ballot.

5.3.3 Assisting voters who need language assistance

The guidelines listed in “5.2 Appendix B: Disability Sensitivity at the Polls” on page 73 also apply to helping voters with language needs. Active listening and patience will help you understand the voter’s specific needs and what you can do to assist.

How you can tell what language a particular voting material is in:

- Ballots: language is printed in top-right corner of the ballot.
- Sample ballot: language initial (i.e. “S” for Spanish) is printed on the right side of the back cover, just above the barcode.

Key points to remember on Election Day:

- If you have difficulty understanding the voter’s name, you can ask the voter to write the name down.
- Translated materials should be displayed visibly for voters to see, rather than stacked under English versions.
- Poll workers are permitted to communicate with voters in a language other than English .
- A voter is permitted to have a helper of choice in the voting booth.
- If you are a bilingual poll worker, please help voters who need assistance in the language you speak.
 - Wear a name badge that includes the languages you speak.
 - Do your assigned job but make sure to be available to help voters who need language assistance.
 - If needed, ask another poll worker to cover your job while you help voters who need language assistance.

5.4 Appendix D: Voter Intimidation and Electioneering

5.4.1 Voter Intimidation

5.4.1.1 Background

On November 8, 1988, a situation occurred in 20 predominantly Hispanic precincts in the 72nd Assembly District wherein uniformed poll monitors were sent by one of the political parties to monitor the procedures in the precincts. These individuals were not sent by the Registrar of Voters' office. In some instances the uniformed poll monitors posted signs regarding eligibility criteria to vote, and in some citizens' opinions, their mere presence was a form of intimidation to qualified voters. In response to this occurrence, it is now a crime for a person with a firearm or a person in a peace officer or security guard uniform to be within 100 feet of the polling place, except as provided in Election Code Section 18544.

5.4.1.2 Exceptions

- An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
- A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
- A private guard or security personnel hired or arranged for by a city or county elections official.
- A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

5.4.1.3 California Elections Code Sections

18543. Challenging Without Probable Cause

Every person who knowingly challenges a person's right to vote without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.

Every person who conspires to violate subdivision (a) is guilty of a felony.

18544. Firearms and Uniforms in a Polling Place

Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment.

This section shall not apply to any of the following:

- An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.

- A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.
- A private guard or security personnel hired or arranged for by a city or county elections official.
- A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

18545. Any person who hires or arranges for any other person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, to be stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to the owner or manager of the facility or property in which the polling place is located if the private guard or security personnel is not hired or arranged solely for the day on which the election is held.

5.4.2 Electioneering

Regulations on electioneering, or compelling an individual to vote in a certain way, are detailed in the California Elections Code sections below.

18540. Electioneering Near Polling Place

Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment in the state prison for 16 months or two or three years.

18541. Compelling Another in Voting

No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:

- Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

5.5 Appendix E: List of Supplies

5.5.1 Orange Canvas Bag

- Voter Roster
- Street Indexes
- Alpha List
- Voter Volunteer Form
- Voting Equipment Incident Reports
- Bilingual Badges/Board Member Badges
- Language Assistance Sign
- Voter Registration Forms
- Receipt for Sealed Container (outside pocket)
- Collection Center Map (outside pocket)

5.5.2 Voted Ballot Container (VBC)

- Unused Ballot Bag
- Surrendered/Spoiled Ballot Envelope
- State Voter Pamphlets (in all languages)
- Sample Ballots (in all languages)
- Provisional Envelopes
- Secrecy Folders
- Black Folder

5.5.3 Signs

- Polling Place 100' Feet
- Wheelchair Access Sign
- Voter Bill of Rights (in 5 languages)
- Paper Vote Signs
- Plastic Vote Signs
- Sign Stakes

5.5.4 Tray

- Rolls of JBC tape
- "I Voted" Stickers
- Absorbent Wipes
- Trash Bag
- Pens
- Rulers
- Plastic Hook & Large Clip
- "Need Help" Cards
- Notepad
- Election Officer's Digest
- Magnaviewer
- Ballot Cards
- Masking Tape
- White Sealing Tape
- Red/White Sealing Tape

5.5.5 Loose Items

- Paper Ballots
- Blue Canvas Printer Bags
- US Flag
- Cell Phone/Charger

5.6 Appendix F: Troubleshooting Guide

5.6.1 What To Do If...

| Symptom | Solution |
|-------------------------------|--|
| eSlates say "Unavailable" | Reboot the JBC (see next page). |
| eSlate Screen Frozen | Reboot the JBC (see next page). <i>If voter is voting, issue a new access code.</i> |
| EVBO 101 Error | Close the lid. <i>If voter is voting, allow to finish.</i> |
| EVBO 102 Error | Close the lid. <i>If voter is voting, allow to finish.</i> |
| EVBO 103 Error (not flashing) | Check all power connections to printer |
| EVBO 103 Error (flashing) | Close the lid. |
| EVBO 104 Error | Close the lid. <i>If voter is voting, issue a new access code.</i> |
| EVBO 105 Error | Close the lid. |
| DAU: "Audio Card Invalid" | Call Help Desk. |
| DAU: "BATTERY [NONE]" | Call Help Desk. |

DO NOT close the polls on the JBC while troubleshooting. This will render your JBC unusable for the rest of the day.

5.6.2 Troubleshooting Procedures

5.6.2.1 Reboot the JBC

- Wait until all other eBooths are empty.
- Unplug the battery key and the black power cord from the JBC.
- Wait for 10 seconds.
- Plug both the black power cord and battery key back into the JBC.
- Assign booth numbers to the eSlates by pressing the "ENTER" button on each eSlate.
- Re-enter the Open Polls Password.

Sometimes the eSlate screen may freeze while a voter is voting. The ballot will be cancelled automatically when you reboot the JBC. In this case, you need to issue the voter a new access code.

If these steps do not resolve the issue, close the lid to the eBooth. Leave it connected to the rest. If you anticipate you will need that eBooth later in the day, report it to the Help Desk.

5.6.2.2 Check all power connections to printer

An EVBO 103 error on an eSlate indicates something is wrong with the connection between the eSlate and the VVPAT printer.

- Make sure that the power strip is plugged into a wall outlet.
- See that the red button on the power strip is flipped to the "ON" position.

- Try testing the power strip (with another electrical item such as the cell phone and charger) to see if the power strip is functional.
- Check that each black power adapter is plugged in to the power strip.
- Make sure the black power cord is snugly connected in the black power adapter.
- Check that the black power adapter is plugged into the top of the printer.
- Make sure that the eSlate is seated properly in the eBooth.

If these steps do not resolve the issue, close the lid to the eBooth. Leave it connected to the rest. If you anticipate you will need that eBooth later in the day, report it to the Help Desk.

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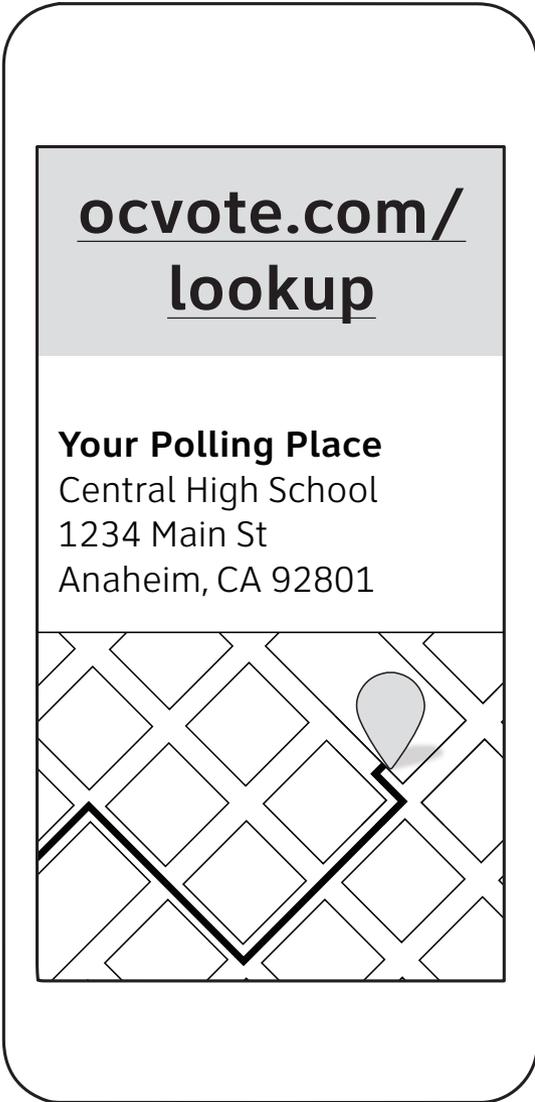
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Polling Place Lookup

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