



Polling Place Operations Manual

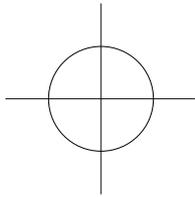
November 6, 2012
Presidential
General Election



Neal Kelley
Orange County
Registrar of Voters



Remember to bring this manual with you on Election Day
and always carry your Poll Worker PASS card.

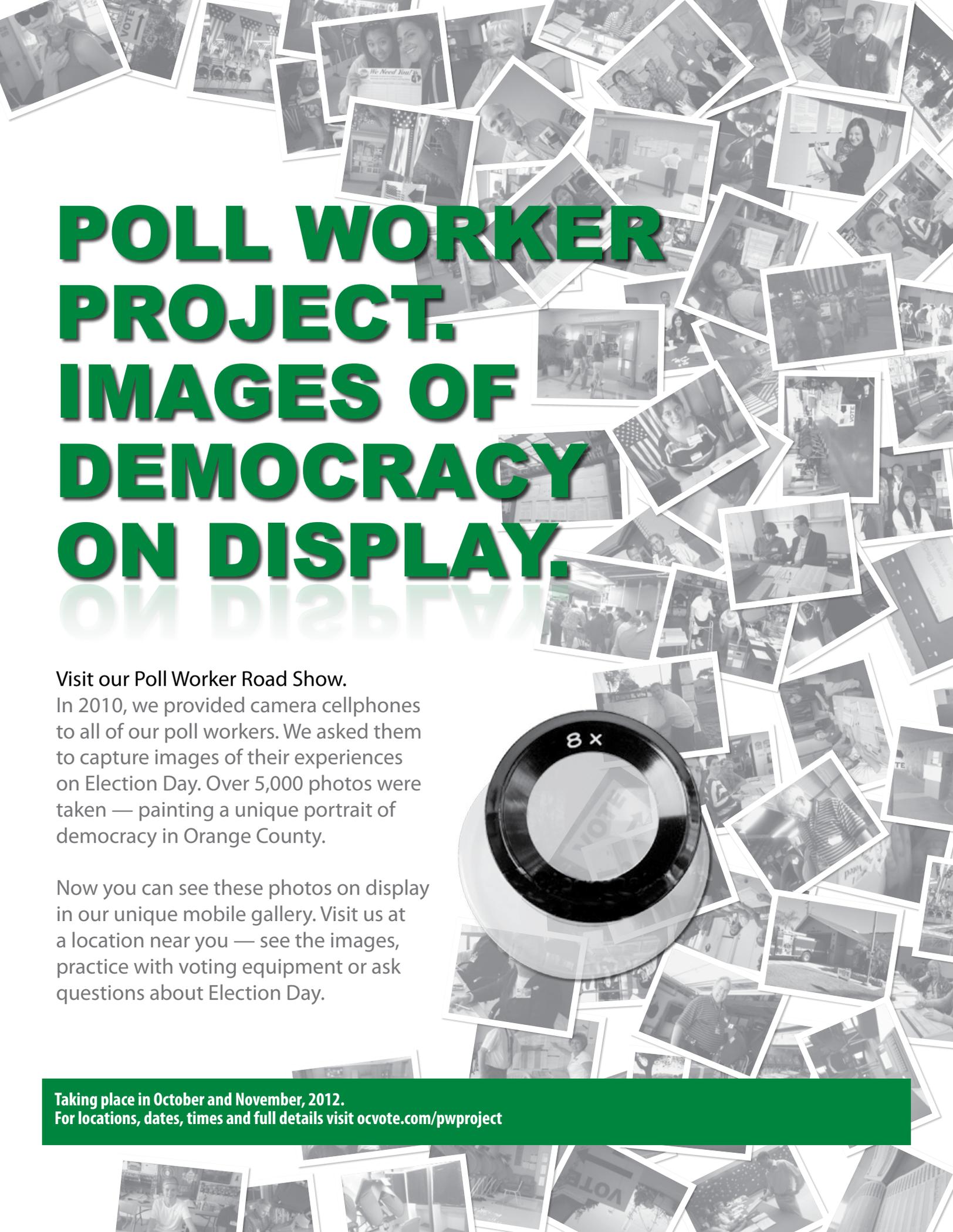


Our new Poll Worker Training DVD contains more detail and was produced using feedback directly from poll workers.

The DVD also includes the new documentary “What It Takes to Count: Inside an Orange County Election”.

Go behind the scenes and learn firsthand what it takes to produce one of the country’s biggest elections.





POLL WORKER PROJECT. IMAGES OF DEMOCRACY ON DISPLAY.

Visit our Poll Worker Road Show.

In 2010, we provided camera cellphones to all of our poll workers. We asked them to capture images of their experiences on Election Day. Over 5,000 photos were taken — painting a unique portrait of democracy in Orange County.

Now you can see these photos on display in our unique mobile gallery. Visit us at a location near you — see the images, practice with voting equipment or ask questions about Election Day.



Taking place in October and November, 2012.
For locations, dates, times and full details visit ocvote.com/pwproject

OUR HELPFUL CHECKLIST AND VOTER CHART. SIMPLIFYING THE PROCESS!



Tear out our helpful checklist and voter chart. These will make processing voters a breeze — allowing you to run a smooth polling place. Use these throughout the day and reference this manual as needed. We're improving the process one step at a time.

Sign up for our poll worker newsletters, newsfeeds and more by visiting ocvote.com/signup



Polling Place Operations Checklist

HOW TO USE THIS CHECKLIST

Assign a poll worker to call out procedure. Have another verify completion of task.

SAMPLE OF PROCEDURE VERIFIED

EARLY SETUP

- INSPECTOR CONTACT FACILITY TO ARRANGE EARLY SET-UP (IF ALLOWED)..... COMPLETED
- DO NOT TAKE THE JBC OR PAPER BALLOTS TO EARLY SET-UP CONFIRMED
- SET-UP CARDBOARD BOOTHS.....COMPLETED
- POST INSIDE POSTERS AND SIGNS.....COMPLETED
- VERIFY EBOOTH TAMPER-EVIDENT SECURITY SEALS..... VERIFIED
- SIGN EBOOTH CHAIN OF CUSTODY DOCUMENT COMPLETED
- SET-UP AND DAISY CHAIN EBOOTH.....COMPLETED
- CONNECT VVPAT POWER CORDS TO POWER STRIP.....COMPLETED
- DO NOT CONNECT POWER STRIP TO WALL OUTLET..... CONFIRMED

ELECTION MORNING SETUP

- TURN-ON COUNTY CELL PHONE COMPLETED
- SIGN OATH/PAYROLL PAGE.....COMPLETED
- VERIFY EBOOTH TAMPER-EVIDENT SECURITY SEALS..... VERIFIED
- SIGN EBOOTH CHAIN OF CUSTODY DOCUMENT COMPLETED
- SET-UP ALL EBOOTH'S DELIVERED (IF EARLY SET-UP WAS NOT DONE)..... COMPLETED
- SET-UP CARDBOARD BOOTHS (IF EARLY SET-UP WAS NOT DONE)..... COMPLETED
- MAKE SURE POWER STRIP IS CONNECTED TO WALL OUTLET AND SWITCHED ON.....COMPLETED
- HANG INSIDE/OUTSIDE SIGNSCOMPLETED
- HANG AMERICAN FLAG OUTSIDE NEAR ENTRANCE TO POLLING PLACE.....COMPLETED

ATTACH JBC TO EBOOTH

- VERIFY JBC TAMPER-EVIDENT SECURITY SEALS..... VERIFIED
- SIGN JBC CHAIN OF CUSTODY DOCUMENT.....COMPLETED
- ATTACH GRAY DATA CABLE TO FIRST EBOOTH..... COMPLETED
- CONNECT BLACK POWER CORD TO POWER STRIP/WALL OUTLET.....COMPLETED
- CONNECT BATTERY KEYCOMPLETED
- VERIFY "AC OKAY/BATT OKAY" ON JBC SCREEN..... VERIFIED
- ASSIGN NUMBERS TO EBOOTH..... COMPLETED
- PRINT ZERO TAPE (LEAVE ATTACHED TO JBC)..... COMPLETED
- OPEN POLLS ON JBCCOMPLETED

SETUP OFFICIAL TABLE

- REFER TO OPERATIONS MANUAL CONFIRMED

FIRST VOTER RESPONSIBILITIES

- VERIFIES BALLOT BOX IS EMPTY (THEN SEAL SHUT).....COMPLETED
- VERIFIES PUB COUNT IS ZERO VERIFIED
- SIGNS ZERO TAPECOMPLETED
- POLL WORKER PLACES SIGNED ZERO TAPE INSIDE JBC MAIN ENVELOPE..... COMPLETED

DURING ELECTION DAY

- FILL OUT POLL WORKER SURVEYS AS REQUIRED
- VERIFY TAMPER-EVIDENT SEALS/SIGN CHAIN OF CUSTODY DOCUMENTS VERIFIED

PRE-CLOSING PROCEDURES

- DO NOT PACK BLUE (VVPAT) CANVAS BAGS IN SUPPLY BOX..... VERIFIED
- DO NOT PACK CELL PHONE IN SUPPLY BOX (KEEP WITH YOU UNTIL YOU ARRIVE AT COLLECTION CENTER) VERIFIED
- KEEP MAP TO COLLECTION CENTER & RECEIPT FOR SEALED CONTAINER IN YOUR CAR..... VERIFIED

ELECTION NIGHT CLOSING

- ANNOUNCE THE POLLS ARE CLOSED..... COMPLETED
- CLOSE POLLS ON JBC COMPLETED
- PRINT TWO TALLY TAPES COMPLETED
- COMPLETE UNUSED BALLOT BAG COMPLETED
- UNSEAL BALLOT BOX REMOVE/SEPARATE/COUNT ALL BALLOTS..... COMPLETED
- FILL OUT BALLOT STATEMENT ON ROSTER..... COMPLETED
- SEAL AND SIGN VOTED BALLOT CONTAINER..... COMPLETED
- PACK RED CANVAS BAG.....COMPLETED
- TAKE DOWN INSIDE/OUTSIDE SIGNS.....COMPLETED
- VERIFY JBC/EBOOTH TAMPER-EVIDENT SECURITY SEALS VERIFIED
- DISCONNECT JBC FROM EBOOTH.....COMPLETED
- DISCONNECT BATTERY KEYCOMPLETED
- DISCONNECT BLACK POWER CORD.....COMPLETED
- SIGN JBC/EBOOTH CHAIN OF CUSTODY DOCUMENTS COMPLETED
- PLACE SIGNED JBC CHAIN OF CUSTODY DOCUMENT INSIDE THE BLACK JBC BOX..... COMPLETED
- SIGN EBOOTH CHAIN OF CUSTODY DOCUMENT PLACE IN PLASTIC SLEEVE ON CADDY COMPLETED
- REMOVE ALL VVPAT PRINTERS FROM EBOOTH (PACK INTO BLUE CANVAS BAGS) COMPLETED
- DISASSEMBLE EBOOTH AND PACK INTO CADDY COMPLETED
- PACK ELECTRICAL SUPPLIES BAG..... COMPLETED
- PACK SUPPLY BOX.....COMPLETED



Processing Voters — Quick Reference Chart

VOTER TYPE	Type of Ballot	Sign Roster	Provisional Ballot Envelope	Use Ballot Card	Provisional Access Code Receipt	Secrecy Folder	Offer Voter Registration Form	Black Folder (writing surface)	DAU (Disabled Access Unit)
Standard	Electronic	●		●					
	Paper	●		●		●			
VBM* without ballot to surrender	Electronic		●		●				
	Paper		●			●			
VBM* with ballot to surrender	Electronic	●		●					
	Paper	●		●		●			
Early voter	Electronic		●		●				
	Paper		●			●			
Change of address	Electronic		●		●				
	Paper		●			●			
Provides a different name	Electronic		●		●		●		
	Paper		●			●	●		
Not in roster	Electronic		●		●		●		
	Paper		●			●	●		
Proof of residence required with proof	Electronic	●		●					
	Paper	●		●		●			
Proof of residence required without proof	Electronic		●		●				
	Paper		●			●			
Curbside voting	Electronic	●		●					●
	Paper	●		●		●		●	

* VBM = Vote-by-mail

Important Information

Please recycle any old manuals or training guides from previous elections. The information contained in this booklet replaces any previous instruction.

Election Day is Tuesday, November 6, 2012 Polls are open from 7 a.m. to 8 p.m. *Poll workers should arrive at the polling place facility by 6 a.m.*

Symbols you will see in this operations manual:



- New information



- Tip or suggestion



- Important reminder



- Common mistake!



Look for the DVD icon throughout this manual. More information is available on the topic by watching the video found on the training DVD.

Important Phone Numbers:

Poll Worker Customer Service Line

Available September 21, 2012–November 6, 2012

For questions regarding training, polling place assignments, supplies, etc.

714-954-1901

Election Day Poll Worker Help Desk

For questions on Election Day. Do not give to the public.

714-954-1901

Voter Information

(714) 567-7600

Media Inquiries

Community Engagement Manager

(714) 567-5197



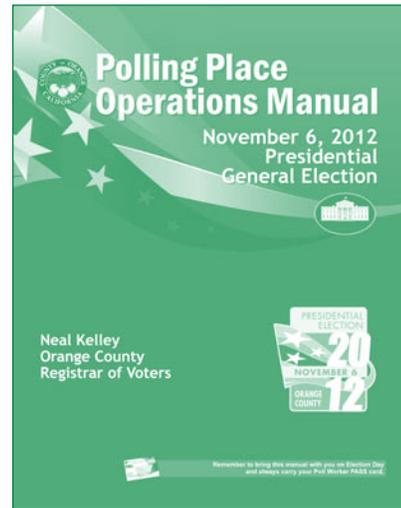
Remember: Please take this manual to your polling place on Election Day. It can be used as a guide for tasks requiring multiple steps (setting up the eBooths, opening the polls on the JBC, etc.) Have one poll worker read the instructions while the other poll workers perform the steps. It also contains the “What To Do If” guide in the back.



Quick Reference Guide



Carry Poll Worker *PASS* at all times



Review the manual and/or DVD

Remember:

- Be available to help with early setup
- Be prepared for a long day – food, water, comfortable clothes
- BE ON TIME (6:00 a.m. on Election Day)

Every Standard Voter:

- Signs the Combined-Roster Index (Pink)
- Verifies his/her address
- Receives a ballot or access code & Votes

Provisional Voters:

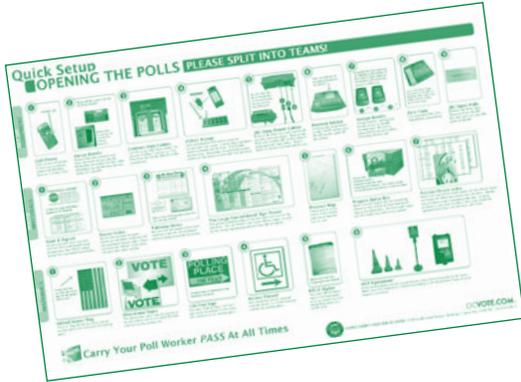
- Complete and sign a Provisional Envelope
- Receive a Paper Ballot or Provisional Access Code & Vote



ocvote.com/pass

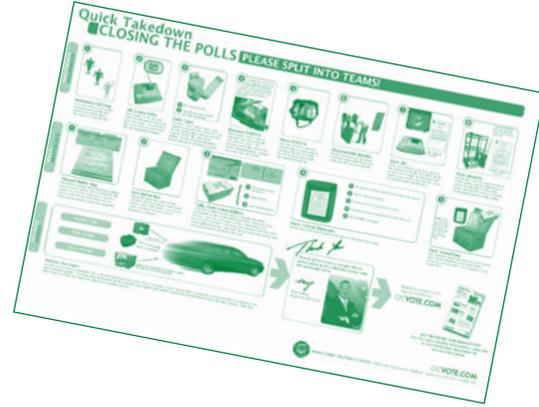
Remember to carry your Poll Worker PASS card with you at all times!

Quick Reference Guide



Follow the steps on the Quick Setup Guide including:

- Sign Oath & Payroll
- Setup eBooths and JBC
- Print Zero Tape & then open polls on JBC
- Post Signs
- Ask first voter to verify zero tape is all zeros & Ballot Box is empty



Follow the steps on the Quick Takedown Guide including:

- Close the Polls on JBC ONLY after 8:00 p.m. and last voter has voted.
- Disassemble equipment
- Secure Unused Ballot Bag
- Tally & pack the voted ballots
- Return supplies



Table of Contents

Welcome to Poll Workers	4
The 2012 General Election	5
Poll Worker Basics	8
Voter Service	9
Voter Intimidation	11
Voters with Disabilities	12
Americans with Disabilities Act Modifications	13
Your Poll Worker Team	14
Before Election Day	15
Supplies	16
Chain of Custody: A Closer Look	18
Inside the Supply Box	23
Election Day Morning	30
Sign the Oath of Office and Payroll Page	30
Post the Inside and Outside Signs.....	32
Arranging the Room.....	33
Table Arrangements: Three Tables (Ideal Setup).....	34
Setting Up the Cardboard Booths.....	37
Setting up the eBooths	39
Preparing the JBC	43
Completing eBooth and JBC Setup	45
A Word About Early Setup	46
Assigning eBooths	47
Opening the Polls	50
During the Day: Processing Voters	53
Processing Voters: An Overview.....	53
Roster Clerk.....	54
The Sections of the Roster	54
Street Index Clerk	63



Table of Contents

Paper Ballot Clerk.....	65
How to Vote On a Paper Ballot.....	66
JBC Clerk.....	68
Loading the JBC Tape.....	70
Checking Access Codes on the JBC	71
Canceling an eBooth	72
Voting on the eSlate.....	74
The Provisional Voting Process	79
Curbside Voting	87
Spoiling a Ballot.....	89
eSlate Issues	90
Error Codes	91
Long Lines	93
During the Day Reminders	94
Closing the Polling Place.....	96
Closing the Polls on the JBC	97
The Ballot Statement	103
Returning the Supplies	109
Inspector Supplemental Guide.....	110
Before Election Day	112
The Night Before.....	113
Election Morning	113
During the Day	115
Test Your Knowledge: Inspectors.....	116
Test Your Knowledge: Clerks	122
Glossary	127
Index	141
What To Do If.....	144



Welcome to Poll Workers

Dear Poll Worker:

Welcome to the November 6, 2012 General Election! Thank you for your willingness to serve the democratic process. This important election promises to be interesting and we are pleased you have volunteered for this critical role.

Your preparation is the key to a successful polling place. While the amount of material covered in this manual may at first seem overwhelming, remember that processing voters is "as easy as 1-2-3!" You will see this theme echoed throughout training to help simplify procedures and ease you into your role as a poll worker.

In addition to this manual, our training program offers a variety of resources to help you in your preparation:



Registrar of Voters Neal Kelley

- ★ **Training DVD:** our new and improved DVD offers a visual approach to understanding some of the scenarios encountered on Election Day including our new Provisional Voting process. I would also encourage you to watch the all new documentary, "What it Takes to Count: Inside an Orange County Election," which we've included on your dvd.
- ★ **Registrar of Voters Training Website:** complete with FAQs, online video, online quizzes and operations manual offered in an easy-to-use PDF format - covers almost every aspect of our training curricula.
- ★ **Training Class:** only mandatory for Inspectors, as is required by law, the class will give you a solid foundation for working at the polls, in addition to hands-on instruction with the equipment. A Clerks class will be offered, but they may choose the home training option.
- ★ **Home Training:** all Clerks will be offered the opportunity to complete training at home. Training at home consists of an online tutorial including text, video, audio and quizzes designed to give you an overview of policies and procedures in the polling place. New Clerks that opt for the tutorial must also attend a Poll Worker Practice session. Eligible Clerks unfamiliar with the online format may choose to attend a training session.
- ★ **Poll Worker Practice:** a fourteen-day event, held throughout Orange County, where poll workers can practice everything they need to know for Election Day. This open-house format allows you to spend as much time as you like interacting with trainers and fellow poll workers. New Clerks that take the online tutorial must attend a Poll Worker Practice session.
- ★ **Poll Worker Road Show:** a three-day event where poll workers can visit our mobile voting trailer which will be equipped with a mural created from the Poll Worker Project pictures taken during the November 2010 General Election.
- ★ **Poll Worker Customer Service Line:** call our office to speak with a trained agent about your Election Day assignment, training or general questions. To contact the customer service line, call 714-954-1901. You can also use our Poll Worker Chat where you can instant message your questions to a live customer service agent. To access Poll Worker Chat, visit ocvote.com/training.

What's new for this election? Our provisional voting process has completely changed! Only ONE provisional envelope to make processing the provisional voter easier than ever! We have also changed the port connections for the electronic voting equipment. With stronger pins and a new port there should be no connection problems on Election Day. Please read this manual in order to understand all the changes we have implemented for 2012.

Thank you again for your generous contribution to the General Election.

Sincerely,



Neal Kelley
Registrar of Voters



The 2012 General Election

The General Election on November 6, 2012 will feature multiple issues and contests. Orange County voters will see many key contests and questions on the ballot - including races for federal, state, and local offices, state propositions, local measures and other items.

Although the Americans Elect Party has qualified as a political party they have chosen to not participate in the November 6, 2012 election.



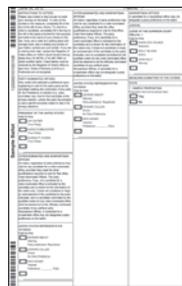
Voting 101

The voters you will assist on Election Day will vote by one of two ways:



eSlate

OR



Paper Ballot

In order to register to vote in Orange County, a voter must meet the following criteria:

- A United States citizen
- A resident of Orange County
- At least 18 years of age by the date of the next election
- Not in prison or on parole for conviction of a felony
- Have not been judged by a court to be mentally incompetent to register and vote



TOP TWO CANDIDATES OPEN PRIMARY ACT PROPOSITION 14

Many candidate contests that were on the June 5, 2012 Presidential Primary Election ballot were governed by a new open primary law that took effect this year. The Top Two Candidates Open Primary Act requires that all candidates for a voter-nominated office be listed on the same ballot. Previously known as partisan offices, voter-nominated offices are state legislative offices, U.S. congressional offices, and state constitutional offices.

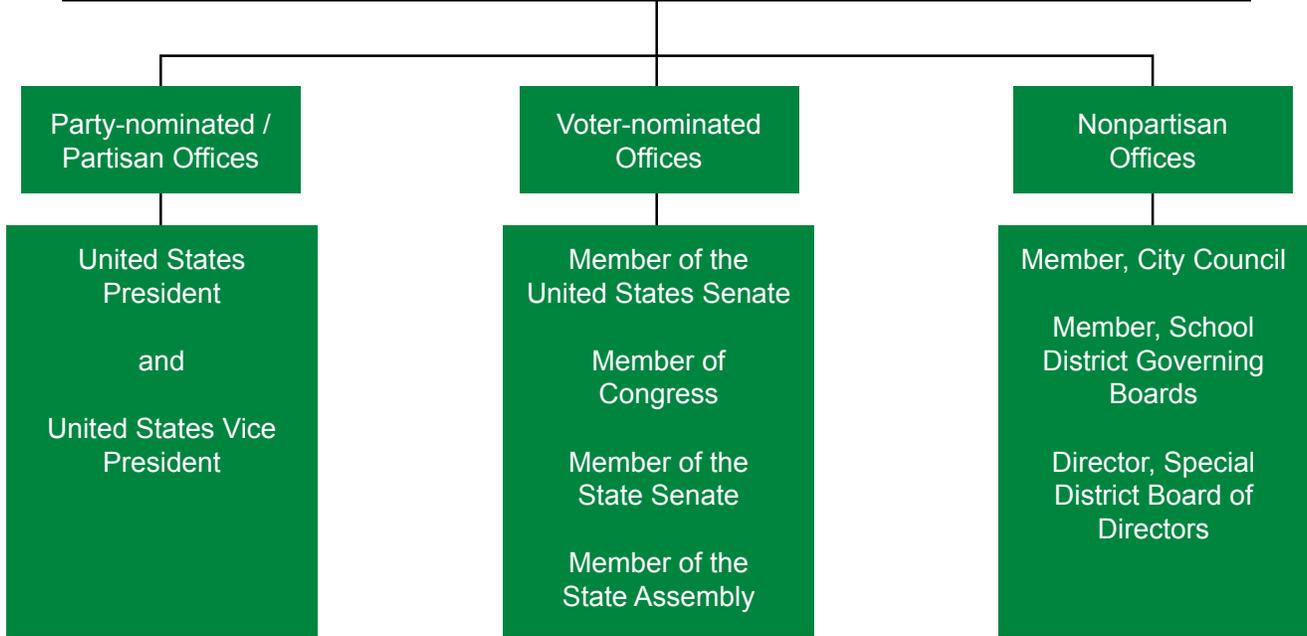
This meant that for the June 5, 2012 Presidential Primary Election, a voter could cast his/her vote for any candidate, regardless of what party preference the voter indicated on his/her voter registration form. Only the two candidates receiving the most votes – regardless of party preference – will be on to the 2012 General Election ballot, regardless of vote totals. Even if a candidate received a majority of the vote (50 percent + 1), he/she must be in a run-off in the General Election. And, even if there were only two candidates in the open primary, a General Election is still required.

A write-in candidate from the June 5, 2012 Presidential Primary Election can only move on to the General Election if the candidate is one of the top two vote-getters in the Primary Election. The voter may not write-in a name for a voter-nominated contest in the General Election.

California's "Top Two Candidates Open Primary Act" does not apply to candidates running for United States President or local offices.



November 6, 2012 General Election Contests on Ballot



Poll Worker Basics

Poll Worker Standards and Expectations

Citizens of Orange County expect the best from the poll workers who work on Election Day. The Registrar of Voters requests that you adhere to the following standards:

- Dress and groom 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. Remember, 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 poll place before closing. Just like you, the polling place is volunteering use of their facility for the day.



Prepare for a Long Day

Keep in mind that you will serve at the polls from approximately 6 a.m. until 9:30 p.m. Wear comfortable shoes as you may be on your feet for long periods throughout the day. **Come prepared for different temperatures; some polling places can become hot or chilly during the day, so dress accordingly.**

Poll workers may take breaks during slow periods as needed, but make sure to coordinate with your group. It is a good idea to plan a schedule in advance to decide who can take over someone's position while he/she is on break.

Remember to bring your meals with you or arrange for a friend or family member to deliver them. Check with your fellow poll workers if you want to arrange group snacks. All Clerks must remain at the site to assist the Inspector and should not leave until the Inspector leaves, after polls close, at the end of the night.

A Unified Effort

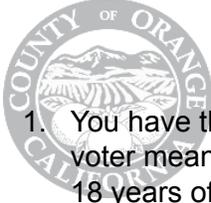
Poll workers should work together and communicate with one another to make the polling place successful. Treat one another with respect and do your best to mitigate any differences or conflicts. Your ability to work together with proficiency and friendliness helps instill voter confidence in the election process.



Voter Service

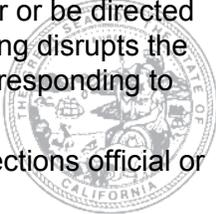
Poll workers represent the Registrar of Voters office. They are to conduct Election Day operations in a fair and impartial manner. Many aspects of the polling place are governed by law. Voters have a legal right to cast their ballot free from intimidation, coercion and prejudice.

Orange County is one of the most diverse counties in the United States. The area is home to people of different ethnicities, religions, nationalities and beliefs. The Voter Bill of Rights guarantees that voters of all backgrounds will be treated fairly and equitably in accordance with the California Elections Code. As an elections official you are responsible for protecting these rights.



Voter Bill of Rights

1. You have the right to cast a ballot if you are a valid registered voter. A valid registered voter means a United States citizen who is a resident in this state, who is at least 18 years of age and not in prison or on parole for conviction of a felony, and who is registered to vote at his or her current address.
2. You have the right to cast a provisional ballot if your name is not listed on the voting rolls [rosters].
3. You have the right to cast a ballot if you are present and in line at the polling place prior to the close of the polls.
4. You have the right to cast a secret ballot free from intimidation.
5. You have the right to receive a new ballot if, prior to casting your ballot, you believe you made a mistake. If, at any time before you finally cast your ballot, you feel you have made a mistake you have the right to exchange the spoiled ballot for a new ballot. Vote-by-Mail voters may also request and receive a new ballot if they return their spoiled ballot to an elections official prior to the closing of the polls on Election Day.
6. You have the right to receive assistance in casting your ballot if you are unable to vote without assistance.
7. You have the right to return a completed Vote-by-Mail ballot to any precinct in the county.
8. You have the right to election materials in another language if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about election procedures and observe the elections process. You have the right to ask questions of the precinct board and election officials regarding election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the execution of their duties, the board or election officials may discontinue responding to questions.
10. You have the right to report any illegal or fraudulent activity to a local elections official or to the Secretary of State's office.





Voter Service

Bilingual 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 see polling place signs and voter instructional materials in five languages: Chinese, English, Korean, Spanish and Vietnamese.



The Registrar of Voters' newly designed website, www.ocvote.com, is an example of the resources available in Chinese, English, Korean, Spanish and Vietnamese.

Your Team as a Resource

The Registrar of Voters diligently recruits bilingual poll workers for areas with a higher percentage of limited English-proficient voters. On Election Day, make sure you notify the other poll workers if you speak a language in addition to English and wear the badge provided in the Red Canvas Bag that identifies you as a bilingual poll worker.



If you do not have anyone who can assist a voter with limited English proficiency, do your best to refer him/her to the written instructions available or find another voter who can translate. The Voter Assistance Telephone Card (left) that you will place on the Official Table gives a number that voters can call for assistance; Registrar of Voters staff members can provide language assistance for all required languages.

Promoting Equality

State and federal laws require that all voters receive fair treatment, regardless of their native language. As a poll worker, you must understand the language challenges that limited English-proficient voters encounter when they go to the polls to cast a ballot. It is your duty to assist them in any way possible. Remember, every American citizen has the right to be treated equally at the polling place.

As a poll worker you must be sensitive to the racial, ethnic and cultural makeup of your precinct and the vulnerability of some voters to intimidation. The next section will discuss this threat and how to address it.



Voter Intimidation

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:**

- 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/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 as long as the guard or security personnel is not hired or arranged solely for the day on which an election is held.



Signs at the Polling Place

As election officers, only you 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. (Instructions about what signs must be posted and where to post them are found on pg. 28.)

If you become aware of any other signs being posted within 100 feet of a polling place, you should see that they are removed. If you have any difficulty in this area, call the Help Desk immediately.



In general, most problems at the polling place should be reported to the Registrar of Voters Help Desk, *not* local law enforcement. However, if you encounter a situation that jeopardizes your safety or the safety of any voter, do not hesitate to call 911.

Challenging Voters

Only poll workers have the right to challenge a voter at the polls. A challenge occurs when a poll worker questions a voter's eligibility to vote. If a person at the polls has reason to believe a voter should be challenged, poll workers should get the individual's name and information and call the Help Desk. The Registrar of Voters will make the determination of whether or not a challenge is valid. If the challenge is authorized, record all required information in the Challenge List of the Roster (see pg. 54) and issue a provisional ballot. See pgs. 79-86 for instructions on processing provisional voters.

Poll Monitors

Poll monitors typically represent a candidate, party or organization. They 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. They also may not remain if they interfere with or intimidate voters. Call the Registrar of Voters immediately if you believe the presence or activity of a poll monitor may be intimidating voters.

Use Your Judgment

Most importantly, if anything occurs in your precinct which is out of the ordinary or if you feel there are persons or signs present which may be intimidating to voters or could cause interference with the voting process, please contact the Registrar of Voters immediately to resolve any problems. This office will not do anything which affects your job as a poll worker without first providing notification to you.

For more information on regulations regarding voter intimidation, see pg. 126.

Voters with Disabilities

In 2002, Congress passed the Help America Vote Act (HAVA) in response to widespread concerns about the 2000 Presidential Election. One important reform of HAVA requires local government to better accommodate voters with disabilities. In the past, voters with disabilities did not have easy access to the polling place and the opportunity to vote independently without assistance.

As an elections official you carry an important responsibility to help ensure that voters with disabilities are treated fairly and receive any assistance they may request.



Enabling Voters through eSlates

The implementation of electronic voting equipment was partially in response to demands for a voting system that allowed voters with disabilities to vote without assistance. The eSlates at your polling place, specifically the Disabled Access Unit (DAU) placed at the end of the line, enable all voters to do just that.



The DAU is specifically designed so that persons with disabilities can access and cast their ballots. Poll workers may even carry the DAU outside to accommodate a curbside voter (found on pgs. 87-88) or someone who is physically unable to enter the polling place. Additionally, the DAU is equipped with headphones so that voters with visual impairments may listen to an audio ballot and make selections.

Polling Place Accessibility

The Registrar of Voters has made an expanded effort to ensure that voters with disabilities have a smooth and equitable Election Day experience. Hundreds of polling locations in Orange County will be specially equipped with ramps and/or parking signs to provide an accessible entrance to voters with limited mobility.

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.

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 supplies 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. Inspectors may receive instructions from the Registrar of Voters regarding any ADA modifications to their facility. This may require additional equipment set up.

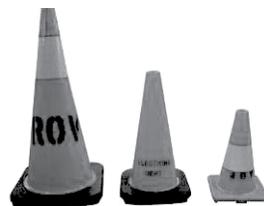
Special Equipment You Might See:



Ballot Call (in box)



Ballot Call (assembled)



Large, Medium and Small Cones



Ramp

Your Poll Worker Team

A poll worker team is sometimes referred to as an “elections board”. Each board consists of an Inspector, who manages the polling place, and several Clerks assigned to various duties on Election Day.

Elections Board Team Members & Responsibilities			
	Pre-Election	During Election Day	Closing the Polls
Inspector 	Coordinates access to the facility, picks up supplies, and arranges preliminary setup before Election Day.	Oversees the polling place, signs in and assists provisional voters, reduces and manages lines during busy times, fills in for Clerk positions as needed and assigns breaks and lunch times during slow periods.	Certifies closing procedures, helps complete Ballot Statements and returns supplies to designated collection center with one Clerk.
Clerks 4-6 per polling place 	Assist in preliminary setup before Election Day, as needed. Help set up equipment and supplies, and hang polling place signs.	Serve as Roster Clerk, Street Index Clerk, Paper Ballot Clerk or JBC Clerk. Update voter lists for the public; assists provisional voters, issues ballots to provisional voters.	Assist with closing procedures and paperwork; help pack up the supplies.

Making Assignments

Keep in mind there are no set duties assigned to each Clerk prior to Election Day. It is the Inspector’s responsibility to delegate various tasks to each member of the elections board. This allows each team the independence and flexibility to assign Clerks based on their individual skill set and abilities. Clerks may trade or switch positions during the day—this will be helpful when your fellow poll workers need to take breaks or lunches.

You may not know in advance the specific Clerk position you will serve on Election Day. Therefore it is important for you to be familiar with all of the Clerk duties and responsibilities. This manual describes in-depth all tasks completed by the Inspector and Clerks.



Use the Table of Contents on Election Day morning to quickly find information on your assigned duties.



Before Election Day

There are several ways poll workers should prepare for Election Day. During the week(s) before the election, poll workers should communicate with one another to ensure the polling place facility and all board members are ready.

All Poll Workers Should:

- Read and study the entire Polling Place Operations Manual
- Take the relevant “Test Your Knowledge” quiz in the back of this manual and study the answers (pg. 116 for Inspectors, pg. 122 for Clerks)
- Watch the Poll Worker Training DVD
- Attend a hands-on Poll Worker Practice event

The Inspector Should:

- Contact all members of the elections board to coordinate Election Day preparation and operations (*Note: Inspectors will receive a phone number and code to enable contact with students*)
- Coordinate facility access for Election Day morning
(*Will someone let you in the facility or will you need a key? Is there an alarm? Where is the caddy stored? How do you get access?*)
- Make arrangements with Clerks for early setup (when applicable)
- Notify the Registrar of Voters as soon as possible if your poll worker team requires physical assistance setting up the electronic voting equipment
- Pick up supplies prior to Election Day from distribution center

Early Setup of the Polls

Because there are so many tasks to be completed at the voting location, the Inspector should make every effort to arrange preliminary setup the day/night before the election (if allowed by the facility owner/manager). This will alleviate stress on Election Day morning and ensure that the polls open promptly at 7 a.m.

The Inspector must contact the facility to arrange for early setup. The contact information for your polling place can be found in your online Poll Worker PASS account. The Registrar of Voters does not coordinate this for you. Please note that the facility is not required to accommodate early set up.

All poll workers should try to make themselves available to help with early setup. The Inspector must have at least one other poll worker with him/her during early setup to sign the eBooth Chain of Custody document.

Some of the tasks poll workers can complete the night before include: surveying the area for the best room arrangement; setting up cardboard voting booths; posting the inside posters and signs; and assembling, standing up and daisy-chaining the eBooths.

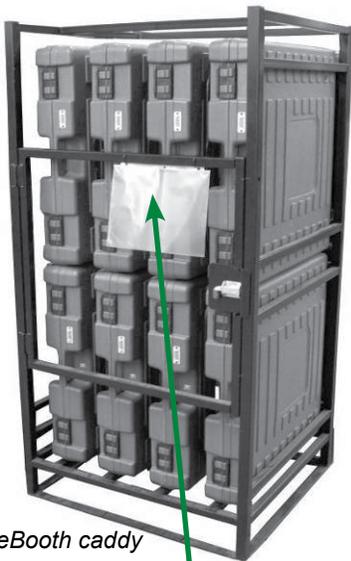
If you decide to perform some preliminary setup at the polling place, keep in mind that you **cannot** leave the Judges Booth Controller (JBC) or the Supply Box (which includes paper ballots) at the polling place overnight.



Supplies

Supplies Delivered Directly to Polling Place

Before Election Day



eBooth caddy

Each polling place will have eBooths delivered to the polling place before Election Day. The eBooths are stored in a large caddy with a cable lock. (The combination to the caddy lock is provided in the Inspector's "Last Minute Reminders" given at the distribution center.)

The eBooths will have a **Chain of Custody** document, which tracks the security seals and who has possession of the equipment at all times.

eBOOTH CHAIN OF CUSTODY	
Sign in the appropriate space below. You do not need to check barcode numbers on the seals.	
Picked Up By Delivery Vendor	
Vendor, Rep Name (print)	Signature _____ Date _____ Time _____
Received by Polling Place Facility	
Facility Contact Name (print)	Signature _____ Date _____ Time _____
Seal Verification	
Blue Seals - Front of Booth Printer Screen Audio VOTAT Seals	Red Seals - Back of Booth Printer Screen Audio VOTAT Seals
00810 1149713 880337 796742 1021335 1396123 1310179	02812 1149888 704910 796689 1021349 1396124 1310179
02014 1149728 724617 725200 1047624 1047625 1049868 1396124	02819 1149758 889762 889746 1021327 1396123 1310179
02819 1149714 889784 796743 1021325 1396124 1310179	03815 1149712 889689 889590 1021306 1396127 1310179
04033 1149715 889784 796743 1021325 1396123 1310179	05032 1149811 704910 796689 1021327 1396127 1310179
Early Setup - Before Election Day (if applicable)	
Inspector (print)	Signature _____ Date _____ Time _____
Clerk (print)	Signature _____ Date _____ Time _____
AM Setup Time: _____	During Day (AM) Time: _____
During Day (PM) Time: _____	Polls Closed Time: _____
Inspector Initials _____	Inspector Initials _____
Clerk Initials _____	Clerk Initials _____
Inspector Name (print)	Signature _____ Date _____ Time _____
Clerk Name (print)	Signature _____ Date _____ Time _____
Returned to ROV	
ROV Official Name (print)	Signature _____ Date _____ Time _____

eBooth Chain of Custody

The Registrar of Voters delivers cardboard voting booths to each facility so that voters using a paper ballot may vote in secrecy.



Every polling place facility is required to keep the election equipment stored in a safe location away from public access. **For this reason, the Inspector should find out in advance from the facility where the eBooths and other equipment can be found on Election Day morning.** If you cannot locate the equipment on Election Day morning you might waste precious time searching the facility when you should be opening the polls.

Remember, your polling place may also have ADA modifications to ensure access to all voters. Some of these may be delivered and picked up by the Registrar of Voters.

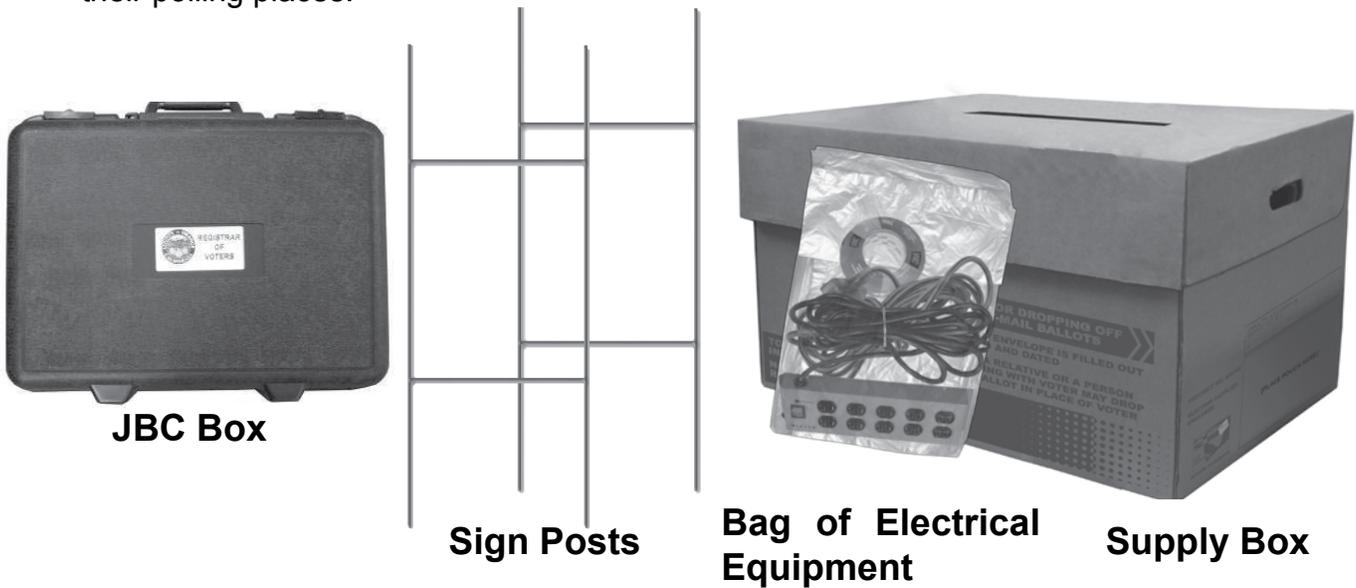


Supplies

Supplies Picked Up at the Distribution center

The Inspector will pick up several supplies (in addition to the Inspector's "Last Minute Reminders" packet) from the distribution center before Election Day. He/she will receive the JBC Box, the Supply Box, sign posts for outside signs and a bag with electrical equipment. Some Inspectors may also receive smaller ADA modification equipment for their polling places.

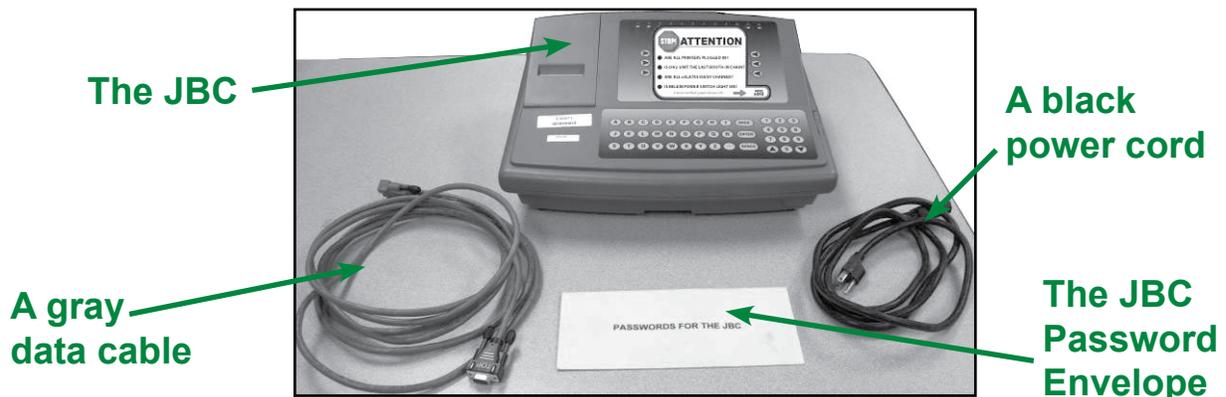
Before Election Day



The JBC Box

One of the most important items is the JBC (Judges Booth Controller) Box containing the JBC that generates access codes for the eBooths, making it a key component to the electronic voting system. Due to the importance of the unit's integrity, the JBC is accompanied with a JBC Chain of Custody document (similar to the one used for eBooths). This document tracks who has possession of the JBC Box at all times. The next several pages will explore the Chain of Custody in more depth.

Inside the JBC Box you will find:



Chain of Custody: A Closer Look

The Chain of Custody, first introduced in 2008, is a set of documents mandated by the California Secretary of State. The two documents—one for the eBooths and one for the JBC—track who has custody of the electronic voting equipment before and during Election Day. The forms are also used to verify the tamper-evident seals on the equipment at four points during Election Day. An example of the JBC Chain of Custody is shown below:




JBC CHAIN OF CUSTODY

Verify the seals and sign in the appropriate spaces below.

Inspector signs here when picking up JBC Box

Inspector/Clerk signs here when JBC arrives on Election Day morning

Barcode numbers listed for each tamper-evident seal

Poll workers must check seals and initial four times.

Inspector & Clerk sign & date

Registrar of Voters official signs here when equipment is returned

Picked Up By Inspector

Inspector Name (print) Signature Date Time

Delivered to Polling Place (Election Day Morning)

Clerk/ Inspector Name (print) Signature Date Time

Seal Verification

Blue Seals -			Red Seals -				
<i>Verify before opening polls on Election Day. Remove seals & place on back of this paper.</i>			<i>Leave sealed and verify placement. Integrity of seals 4 times on Election Day. listed below</i>				
JBC Box Number	JBC Box	Red Data Port	Small Data Port	Back Seam	Printer Port	MBB Door	Intab Lock
J007	796543	10057826	1031440	1019451	1001441	1043862	200256

AM Setup Time: _____ Inspector Initials _____ Clerk Initials _____	During Day (AM) Time: _____ Inspector Initials _____ Clerk Initials _____	During Day (PM) Time: _____ Inspector Initials _____ Clerk Initials _____	Polls Closed Time: _____ Inspector Initials _____ Clerk Initials _____
--	---	---	--

Inspector Name (print) Signature Date Time

Clerk Name (print) Signature Date Time

Returned to ROV

ROV Official Name (print) Signature Date Time



Using the JBC Chain of Custody

While there are several sections on the Chain of Custody documents, they are quite simple and self-explanatory. The Inspector signs the first section of the JBC Chain of Custody document when picking up the supplies from the distribution center before the election (as shown).

Picked Up By Inspector			
<i>Henry Fleming</i>	<i>Henry Fleming</i>	<i>Nov. 5, '12</i>	<i>2:20 p.m.</i>
Inspector Name (print)	Signature	Date	Time

All Inspectors must keep their JBC safe and in their possession prior to Election Day. Do not keep the JBC in the trunk of your car. When the Inspector arrives at the polling place on Election Day morning, he/she or one of the Clerks must fill out the next section to indicate the JBC has arrived at the polling place. The blue seal on the JBC box must be removed in the presence of at least two poll workers (Inspector plus one Clerk).

Delivered to Polling Place (Election Day Morning)			
<i>Henry Fleming</i>	<i>Henry Fleming</i>	<i>Nov. 6, '12</i>	<i>6:05 a.m.</i>
Clerk/Inspector Name (print)	Signature	Date	Time

The Seal Verification Section of the document is extremely important. At four points during the day, the Inspector and one Clerk must check the tamper evident seals to verify their placement and integrity and initial the form.

AM Setup Time: <i>6:45 a.m.</i> <i>HF</i> Inspector Initials <i>IA</i> Clerk Initials	During Day (AM) Time: <i>11:30 a.m.</i> <i>HF</i> Inspector Initials <i>IA</i> Clerk Initials	During Day (PM) Time: <i>4:46 p.m.</i> <i>HF</i> Inspector Initials <i>IA</i> Clerk Initials	Polls Closed Time: <i>8:19 p.m.</i> <i>HF</i> Inspector Initials <i>IA</i> Clerk Initials
Inspector Name (print)		Signature	
Clerk Name (print)		Signature	
Date		Time	

As the document indicates, seals must be checked in the morning during setup (when blue seals are removed), twice during the day and once when the polls close. Poll workers write the exact time they checked the seals in the section marked "Time" on each white box. For more information about the tamper evident seals, see pgs. 43.



The eBooth Chain of Custody

The eBooth Chain of Custody is almost identical to the document used for the JBC. This document is located in the plastic sleeve on the front of the eBooth caddy and **must be returned there at the end of Election Day** or upon closing the polling place. The sections of the eBooth Chain of Custody are detailed below:



Delivery vendor signs here when receiving eBooths

Polling place contact signs here when eBooths are delivered

Barcode numbers listed for each tamper-evident seal

Use this section to verify seals if you do early setup

Poll workers must check seals and initials four times

Inspector & Clerk sign & date when booths are returned to caddy

Registrar of Voters official signs here when equipment is returned



eBOOTH CHAIN OF CUSTODY

Verify the seals and sign in the appropriate spaces below.

Picked Up By Delivery Vendor

Vendor, Rep. Name (print) _____ Signature _____ Date _____ Time _____

Received by Polling Place Facility

Facility Contact Name (print) _____ Signature _____ Date _____ Time _____

Seal Verification

Booth	Blue Seals - <i>Verify under "Wight Before" or "Open Polls" Remove seals & place on back of this paper</i>		Red Seals - <i>Leave sealed and verify placement, integrity of seals 4 times on Election Day, listed below</i>			
	Front of booth	Back of booth	Printer Seal	eSeam	Screw	Audio W/PAT Seam
00810	1144713	805337	794742	1023351		1042123
00813	1144908	782493	794849	1023620		1031879
02014	1147628	725457	725200	1047614	1047615	1040868 1043234
02819	1144708	805955	805548	1022817		1042693
02845	1144714	805336	794743	1023352	1047515	1047517 1034424
03816	1144712	805089	805540	1022868		1042687
04033	1144715	805338	794744	1023353		1034215
05032	1144911	804114	1031872	1029549		1034425

Early Setup - Before Election Day (if applicable)

Inspector (print) _____ Signature _____ Date _____ Time _____

Clerk (print) _____ Signature _____ Date _____ Time _____

AM Setup

Time: _____

Inspector Initials _____

Clerk Initials _____

During Day (AM)

Time: _____

Inspector Initials _____

Clerk Initials _____

During Day (PM)

Time: _____

Inspector Initials _____

Clerk Initials _____

Polls Closed

Time: _____

Inspector Initials _____

Clerk Initials _____

Inspector Name (print) _____ Signature _____ Date _____ Time _____

Clerk Name (print) _____ Signature _____ Date _____ Time _____

Returned to ROV

ROV Official Name (print) _____ Signature _____ Date _____ Time _____



When the Inspector retrieves the eBooth Chain of Custody document from the plastic sleeve on the eBooth caddy, he/she will notice the first two sections of the document have already been filled out by the delivery vendor and polling place.

Picked Up By Delivery Vendor			
<u>Tyler Beus</u>	<u>Tyler Beus</u>	<u>11/01/12</u>	<u>9:08 a.m.</u>
Vendor, Rep. Name (print)	Signature	Date	Time
Received by Polling Place Facility			
<u>Rosie Dawson</u>	<u>RDawson</u>	<u>Nov. 1, '12</u>	<u>2:15 p.m.</u>
Facility Contact Name (print)	Signature	Date	Time

When completing early setup, the Inspector and a Clerk should check the tamper-evident seals indicated on the form and sign the section labeled “Early Setup - Before Election Day”. Poll workers may remove all blue seals on the eBooth—**except the one located on the VVPAT printer**—the night before Election Day.

Early Setup – Before Election Day (if applicable)			
<u>Henry Fleming</u>	<u>Henry Fleming</u>	<u>11-05-12</u>	<u>7:20p.m.</u>
Inspector (print)	Signature	Date	Time
<u>Isabelle Archer</u>	<u>Isabelle Archer</u>	<u>11/5/12</u>	<u>7:20 p.m.</u>
Clerk (print)	Signature	Date	Time

The rest of the document is identical to the JBC Chain of Custody used for the JBC. At four points during the day, the Inspector and one Clerk must check the placement and integrity of the tamper evident seals and initial the form. It is easier for the Inspector and Clerk to check the seals for the JBC and eBooths at the same time. This helps ensure that seal verification is performed on both documents four times during the day.

AM Setup Time: <u>6:46 a.m.</u> <u>HF</u> Inspector Initials <u>IA</u> Clerk Initials	During Day (AM) Time: <u>11:31 a.m.</u> <u>HF</u> Inspector Initials <u>IA</u> Clerk Initials	During Day (PM) Time: <u>4:47 p.m.</u> <u>HF</u> Inspector Initials <u>IA</u> Clerk Initials	Polls Closed Time: <u>8:20 p.m.</u> <u>HF</u> Inspector Initials <u>IA</u> Clerk Initials
Inspector Name (print)	Signature	Date	Time
Clerk Name (print)	Signature	Date	Time



Completing the Chain of Custody

The process is complete at the end of the night when the Inspector and Clerk record their names and signatures, date the “seal verification” section of the two forms and record the time of day.

<u>JA</u> Clerk Initials	<u>JA</u> Clerk Initials	<u>JA</u> Clerk Initials	<u>JA</u> Clerk Initials
<u>Henry Fleming</u> Inspector Name (print)	<u>Henry Fleming</u> Signature	<u>11-06-12</u> Date	<u>8:32 p.m.</u> Time
<u>Isabelle Archer</u> Clerk Name (print)	<u>Isabelle Archer</u> Signature	<u>11/06/12</u> Date	<u>8:32 p.m.</u> Time

When packing up supplies, the Inspector must place the JBC Chain of Custody inside the JBC Box with the JBC itself. The Chain of Custody for the eBooths should be returned to the plastic pouch of the eBooth caddy. In other words, each Chain of Custody document remains with its corresponding equipment.

JBC CHAIN OF CUSTODY
Printed Up By Delivery Vendor

Delivered to Polling Place
Election Day Seal Verification

Blue Seal - [] Seal Verification

Returned to BOV

JBC Chain of Custody



JBC Box



eBooth caddy

eBooth CHAIN OF CUSTODY
Printed Up By Delivery Vendor

Received by Polling Place Facility

Seal Verification

Blue Seal - [] Seal Verification

Returned to BOV

eBooth Chain of Custody

When the Inspector returns the JBC box and other items to a collection center, the JBC and its Chain of Custody will be in the care of the Registrar of Voters. The collection center staff simply receives the JBC Box. **Therefore, it is important that the Chain of Custody is inside.** The eBooth Chain of Custody will be returned with the eBooth caddy when a Registrar of Voters designated trucking vendor retrieves the eBooth caddy.

We Appreciate Your Effort

While the Chain of Custody procedures do add a few more tasks and responsibilities to poll workers, the Registrar of Voters is grateful for your diligence in helping us fulfill this state mandate.



Inside the Supply Box

The Supply Box

Now that you have had an introduction to the JBC Box and the two Chain of Custody documents, it is time to examine some of the items found in the Supply Box.

Most of the supplies needed to process voters are found in the box. It is the Inspector's responsibility to review and inventory its contents before Election Day. Missing items can be reported to (714) 954-1901.

The Supply Box plays an important role on Election Day—including serving as the Ballot Box. **Poll workers will show the empty box to the first voter before sealing it.** During the day, the box is used to store voted paper, Vote-by-Mail and Provisional Ballots.

In order to prepare the Ballot Box for Election Day use, remember to unpack and arrange all contents of the box before the polls open. For your convenience, all items in the box are bundled into six easy-to-locate groups:



Look for important information on the side of your Supply Box

Before Election Day



Loose Items



Red Canvas Bag



Voted Ballot Container



Plastic Bag #1: Table Items



Plastic Bag #2: Behind the Table Items



Plastic Bag #3: Inside & Outside Posted Materials

These groups of items are discussed in the next several pages.

Supply Box: Loose Items

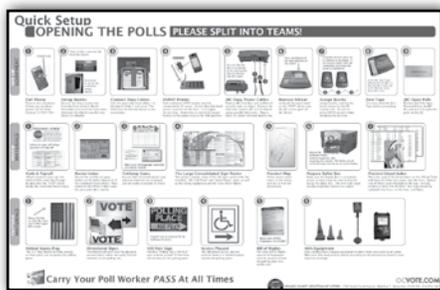
The loose items in the Supply Box are varied in type and purpose. Most items are too large to place inside a bag:



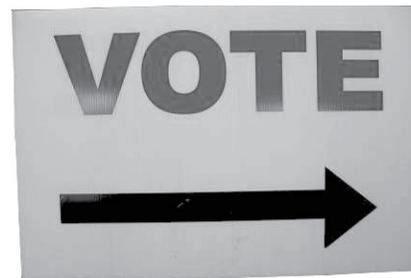
VVPAT Printer Canvas Bags



Cell Phone and Charger



Quick Setup/Takedown Guide



Large Plastic Vote Signs



American Flag

Supply Box: Red Canvas Bag

Items Specific to Polling Place

Before Election Day

Combined Roster-Index (pink)

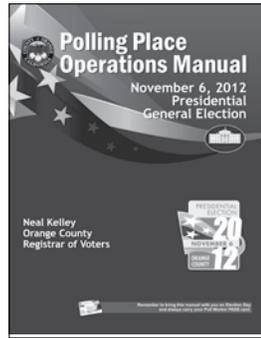


Board Member Badges



Bilingual Clerk badges (designated locations)

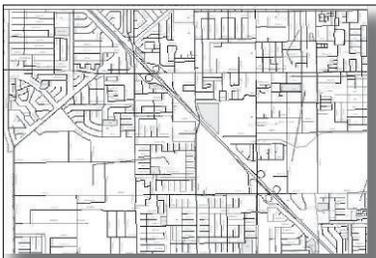
Precinct-Street Indexes



Poll Worker Manual



Collection center map



Precinct Map

"STOP" Notice to Voters

Voting Equipment Incident Report

JBC Main Envelope

Voter Direction List (Alpha List)

ocvote.com/pass

Remember to carry your Poll Worker PASS card with you at all times!



Supply Box: *Plastic Bag #1*

Table Items



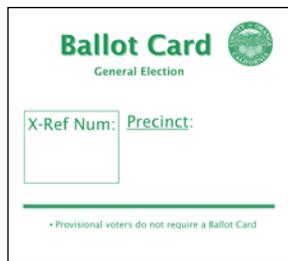
Rolls of JBC Tape



Magnaviewer



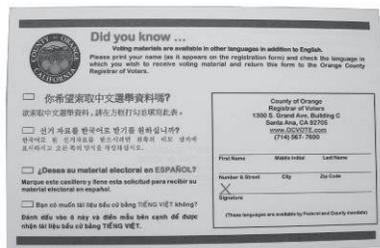
Pens and Rulers



Ballot Cards



Multicolored Procedural Cards



Pad of "Did You Know" Cards



Election Officers Digest



*Telephone Card
(Voter Assistance)*



Note Pad



"I Voted" Stickers



Supply Box: *Plastic Bag #2* *Behind the Table Items*

ORANGE COUNTY PROVISIONAL VOTER ENVELOPE

POLL WORKER COMPLETE THIS SECTION

Precinct Number: _____

VOTER COMPLETE THIS SECTION. ITEMS IN RED ARE REQUIRED (IN BLUE PRINT)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____

REGISTRATION NUMBER: _____

INSPECTOR'S SIGNATURE: _____

Provisional Envelopes

RECEIPT FOR SEALED CONTAINER

Precinct Number _____

Received From _____ for the above designated precinct.

ELECTION SUPPLY BOX
 JURY BOX
 V/PAT
 BALLOT CALL
 CELL PHONE

ATTN: One of the two pieces (approach board number) is to be placed in the supply box, V/PAT, BALLOT CALL or CELL PHONE box and non-card precinct.

Time of Receipt _____ o'clock (A.M.) (P.M.)

Dated at _____ day of _____ 20__ by _____

Receipt for Sealed Container



Trash Bag

ORANGE COUNTY VOTER REGISTRATION FORM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____

REGISTRATION NUMBER: _____

INSPECTOR'S SIGNATURE: _____

Voter Registration Forms



Absorbent Wipes

ENTER PRECINCT NO. _____

ENCLOSE ONLY UNVOTED (SURRENDERED) VOTE-BY-MAIL BALLOTS IN THIS ENVELOPE

BALLOTS IN THIS ENVELOPE WILL NOT BE COUNTED

PLACE IN UNUSED PROVISIONAL PLASTIC BAG

I DECLARE, AS INSPECTOR, THAT VOTE-BY-MAIL BALLOTS ENCLOSED IN THIS ENVELOPE ARE UNVOTED AND THE VOTER VOTED A REGULAR BALLOT AT THE POLLING PLACE. THE BALLOTS, HAVE BEING IN THIS ENVELOPE ARE NOT TO BE COUNTED.

INSPECTOR'S SIGNATURE _____

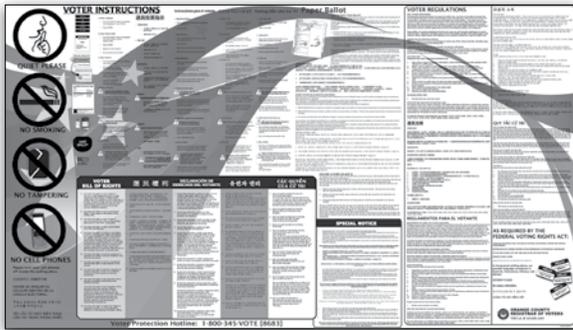
*Envelope for Unvoted/
Surrendered Vote-by-Mail
Ballots*

Before Election Day



Supply Box: Plastic Bag #3

Inside Signs



Large Consolidated Sign Poster



Masking Tape



Plastic Hook with Large Clip

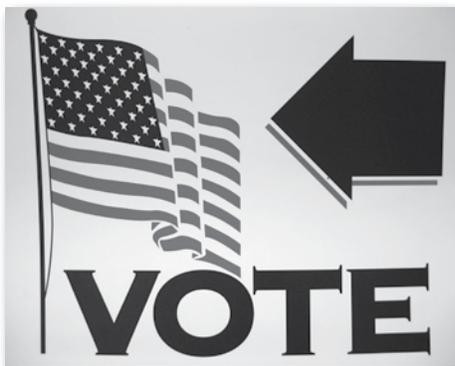
Outside Signs



Wheelchair Access Sign



Polling Place 100 feet Sign



"Vote" Sign



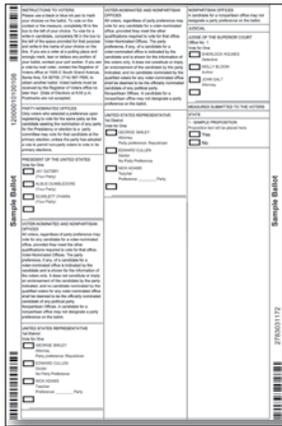
Voter Bill of Rights (in five languages)



Supply Box: Voted Ballot Container



Voted Ballot Container



Paper Ballots



Spoiled Paper Ballot Envelopes



Sample Ballots



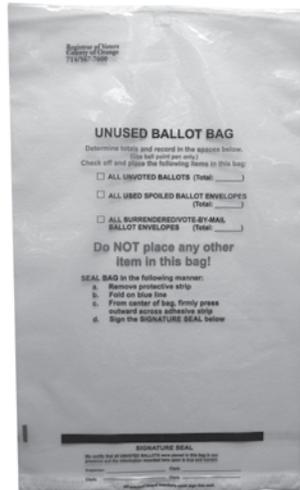
Red/White Signature Sealing Tape



White Sealing Tape



Black Folder



Unused Ballot Bag



Secrecy Folder

Plastic Bag with Electrical Items (Separate from Supply Box)



Belkin Power Strips



Extension Cord



Duct Tape

Election Day Morning

While poll workers' deadline for arriving at the polls is 6 a.m., you should consider arriving earlier to ensure you are ready to process voters at 7 a.m. It can be time consuming to set up the area and assemble all the voting equipment in one hour.

The Inspector should contact the polling place facility to arrange for early setup the night before the election or arrange for the building to be open prior to 6 a.m. Please be aware that not every facility can accommodate this request.

Sign the Oath of Office and Payroll Page

The first duty of all poll workers on Election Day morning is to take the Oath of Office and sign the Oath & Payroll sheet. This document is located inside the Roster (if your polling place has multiple rosters, it will be found inside the "main" Roster for your location). The first page of the Roster reminds you to sign the Oath & Payroll sheet before doing anything else. The next page contains the actual document that poll workers must sign.



Setting Up

ATTENTION POLL WORKERS:



Turn this sheet over to find the consolidated Payroll and Oath of Office. Administer the Oath to each poll worker and make sure they signs the Payroll. You must be paid for Election Day.

Please allow 4-6 weeks to receive your payroll.

“STOP” Reminder Page

Loyalty Oath, Declaration & Claim for Compensation for «dtElectionDate»

The person named below is qualified to act as poll worker in the position indicated below and come on duty to act as «dtElectionDate», and the compensation claimed by each poll worker is fair, legal and properly approved.

INSPECTOR: I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of Inspector for precinct «dtPrecinctID» for the election to be held on «dtElectionDate». Signed in the presence of: _____ Address: «dtAddress»

Inspector	Signature _____	Mailing Address: _____	Phone: _____ E-mail: _____
------------------	-----------------	------------------------	-------------------------------

CLERKS: I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of Election Board Member for precinct «dtPrecinctID» for the election to be held on «dtElectionDate». Signed in the presence of: _____ Address: «dtAddress»

Clerk	Signature _____	Mailing Address: _____	Phone: _____ E-mail: _____
Clerk	Signature _____	Mailing Address: _____	Phone: _____ E-mail: _____
Clerk	Signature _____	Mailing Address: _____	Phone: _____ E-mail: _____
Clerk	Signature _____	Mailing Address: _____	Phone: _____ E-mail: _____

↓ Turn over for more Oath & Compensation fields ↓

Oath & Payroll Page

The Inspector will administer the oath printed at the top of the page to the other poll workers, who then sign to affirm the oath (the document has two sides to accommodate up to 10 poll workers). A poll worker will administer the oath to the Inspector, who must also sign.

Each poll worker's signature and information is essential for payroll purposes. Poll workers who fail to sign risk delaying their payment. If a poll worker is absent on Election Day, be sure to indicate his/her absence on the payroll sheet by writing "**NO-SHOW**" next to the poll worker's name. Failure to do so will result in delayed payment for the rest of the board. Please call the Registrar of Voters at 714-954-1901 if a poll worker does not show, especially if he/she is bilingual.

Also make sure that the **mailing address** and **phone number** listed for each poll worker on the payroll page are correct.

30

ocvote.com/pass

Remember to carry your Poll Worker PASS card with you at all times!

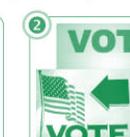
Election Day Morning

Getting Started: Use the Quick Setup Guide

After signing the Oath & Payroll sheet, poll workers should work together quickly to set up the polling place and be ready to process voters at 7 a.m. To accomplish this task, poll workers should retrieve the Quick Setup Guide from the top of the Supply Box.

The Quick Setup Guide is a large poster that indicates the different tasks and responsibilities to be completed. Use it as a reference on Election Day morning so that every step is followed. *Do not post the Quick Setup Guide on the wall during Election Day.*

Quick Setup OPENING THE POLLS PLEASE SPLIT INTO TEAMS!

SETUP EQUIPMENT	1	2	3	4	5	6	7	8	9
SETUP EQUIPMENT	 <p>Cell Phone Turn on the cell phone. If there are problems, please call the Help Desk at 714-954-1901.</p>	 <p>Set-up Booths Remove the blue security seal from the front of each booth. Remember to extend the foot tubes; otherwise the booths may fall over. Setup ALL booths.</p>	 <p>Connect Data Cables Link the gray cable from eState 1 to the top of eState 2 and so on. The DMI must be the last booth in the connection.</p>	 <p>VVPAT Printer Each individual VVPAT printer must be connected to AC power. Gently place the black power connector on the floor. It is fragile; do not drop. Remember to switch the power button on the power strip to the "ON" position.</p>	 <p>JBC Data, Power Cables Remove JBC from box and confirm all security seals are intact. Remove the blue seal; connect JBC to First booth using gray JBC data cable. Plug in black AC power cord and battery key.</p>	 <p>Remove Sticker Verify all the steps listed on the "STOP" sticker on the JBC screen; peel off the sticker.</p>	 <p>Assign Booths Assign booths, making the booth closest to the JBC number one. Be sure to press ENTER on each eState, including the last one.</p>	 <p>Zero Tape You must print the Zero Tape before proceeding.</p>	 <p>JBC Open Polls Retrieve the Polls Open Passcard from the JBC box and use it to open the polls on the JBC.</p>
INSIDE MATERIALS	 <p>Oath & Payroll All poll workers must sign the Oath of Office and Payroll page located after the "STOP" notice inside the Combined Roster-Index.</p>	 <p>Roster-Index Record the number of paper ballots on the Ballot Statement of the Combined Roster-Index. Place roster on the Official Table; keep the pens and rulers nearby.</p>	 <p>Tabletop Items Be sure that all sample ballots and tabletop materials are displayed and are easily accessible to voters.</p>	 <p>The Large Consolidated Sign Poster This poster contains many of the old signs such as the "No Smoking," "No Cell Phone" and "Quiet Please" signs, as well as the voting regulations and the Voter Bill of Rights.</p>	 <p>Precinct Map Always you to assist voters in the wrong poll site to find the correct one.</p>	 <p>Prepare Ballot Box Make sure the Supply Box is completely empty so that it may be used during the day as the ballot box. The first voter must see the empty box before it is sealed.</p>	 <p>Precinct-Street Index Place one copy of the Street Index on the Official Table and hang the other two copies near the door. Update one of these copies throughout the day. As long as there is not a line of voters, this copy should be updated every hour, on the hour, until 6pm.</p>		
OUTSIDE MATERIALS	 <p>United States Flag The U.S. Flag should be hung outside so that voters can recognize the polling place.</p>	 <p>Directional Signs The directional signs must be placed in an area where voters can easily find the entrance to the polling site.</p>	 <p>100 Feet Sign The blue "Polling Place 100 Feet" sign must be posted 10 feet from the entrance to the polling place.</p>	 <p>Access Placard The wheelchair access placard must be hung in a visible location outside the polling place.</p>	 <p>Bill of Rights The Voter Bill of Rights signs in all languages must be posted outside the polling place in a visible area.</p>	 <p>ADA Equipment Some polling places require equipment to make them accessible to all voters. Make sure this equipment is placed according to the instructions found in your Inspector envelope.</p>			



Carry Your Poll Worker PASS At All Times



ORANGE COUNTY REGISTRAR OF VOTERS | 1306 South Grand Avenue | Building C | Santa Ana, CA 92705 | 714-954-1901



Setting Up

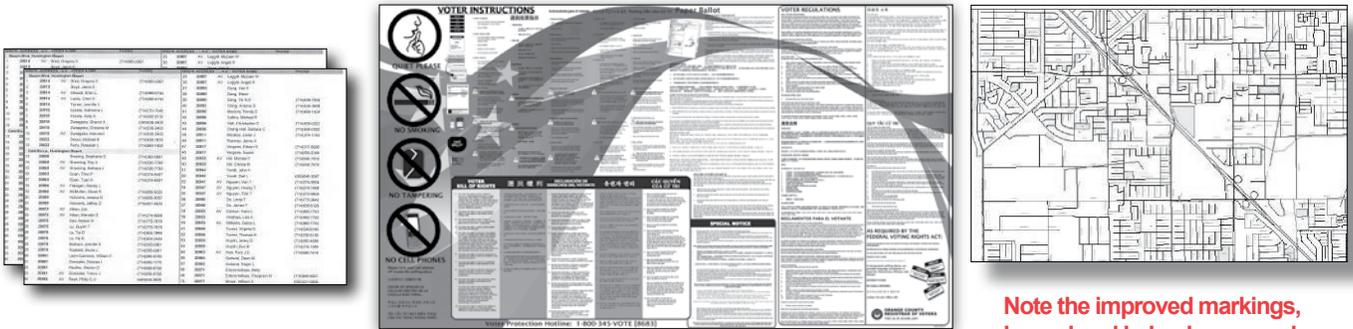


Post the Inside and Outside Signs

The Quick Setup Guide directs you to use the masking tape from the Supply Box to post the inside and outside signs. Do **not** use the duct tape to post signs. It could ruin the paint and walls of the facility. Duct tape should only be used to secure electrical cords on the carpet as a safety precaution.

Post the following signs inside:

Hang **two** copies of each Precinct-Street Index (use the plastic hook from your Supply Box). Make sure the posted indexes are inside the polling place and in sight of the elections board. Post the Large Consolidated Sign Poster in an area easily visible to voters. Post the Precinct Map near the official table. You will use the map to assist voters outside the precinct in finding their correct polling place.



Note the improved markings, legend and help phone number.



Post the following signs outside:

- Paper and Large Plastic “Vote” Signs
- Wheelchair Access Sign
- Polling Place 100 Feet Sign
- Voter Bill of Rights Signs (in all languages)



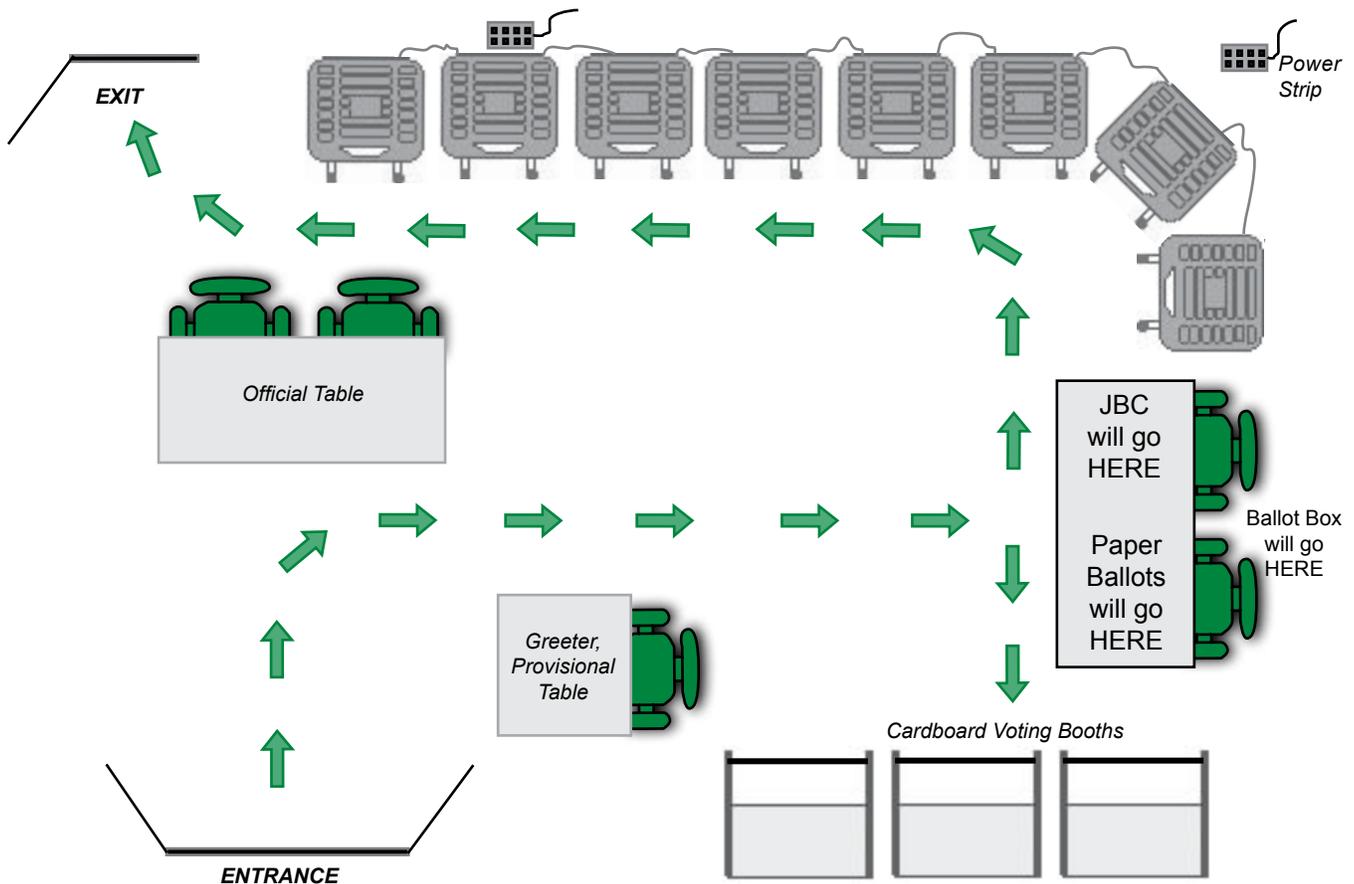
Hang the American flag outside the entrance of the polling place to mark the polling place for voters. Be sure that you hang the flag with the stars in the **upper-left** corner. Do **not** hang the flag in a window.



Arranging the Room

Before setting up the voting area, poll workers should survey the room to determine the best way to accommodate voter lines, traffic flow and other considerations. The room configuration must require voters to sign in at the Official Table before receiving an electronic or paper ballot, while ensuring that voter lines do not disrupt individuals at the booths.

See the example below for an ideal room configuration (arrows indicate voter flow). The arrangement at your location will depend on the size and shape of your polling place, the location of the wall outlets and the number of eBooths. If you are faced with limited space or only one table, think creatively about how you can set up the voting area at your location.



Security Considerations

Make sure the cardboard booths and eBooth configuration puts the voting equipment in full view of poll workers so they can watch for any activity that indicates tampering or an attempt at tampering. For example, eBooths should not be placed behind columns, planters or any other item that may limit your observation of the voting equipment at any time.

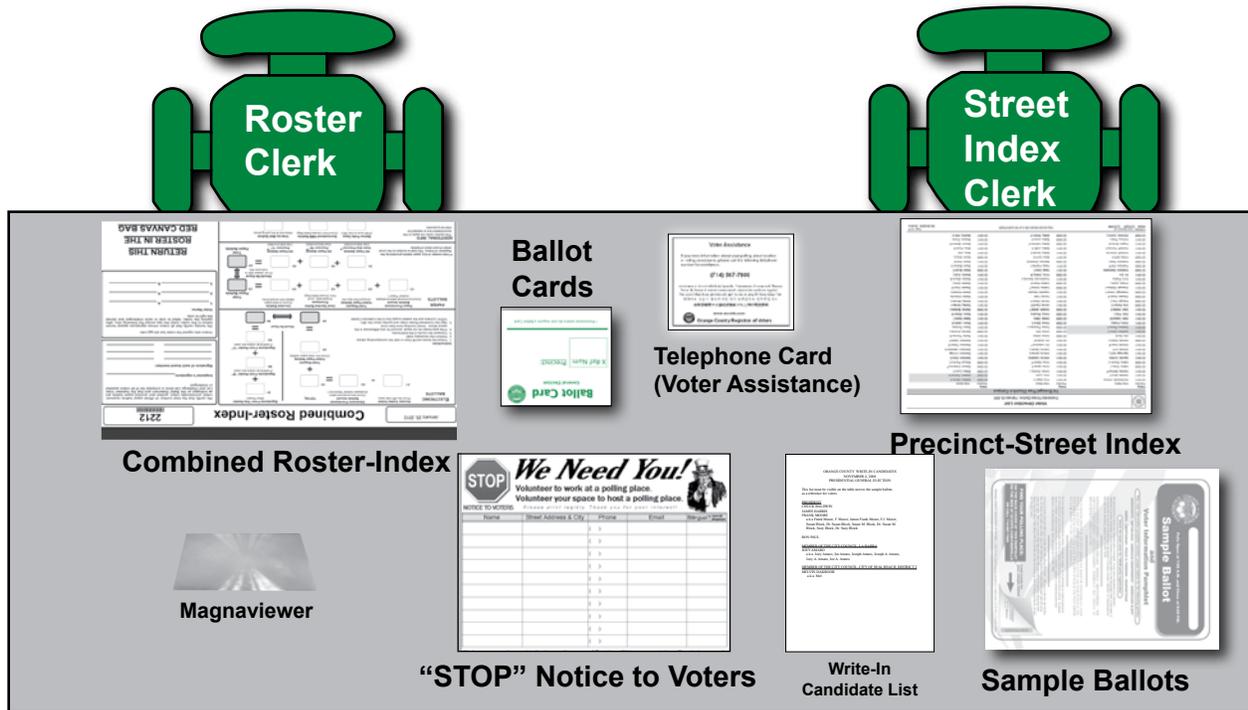
Also be sure that the Ballot Box is located in a secure area where it is in full view of the voters but safe from public reach and tampering.

Table Arrangements: Three Tables (Ideal Setup)

The optimal arrangement of polling place supplies, shown below, uses three tables. With this example you will have more space to arrange the table items and process voters.

The Roster Clerk and the Street Index Clerk are seated at the first table, located next to the polling place entrance. Voters will proceed from this table to the second table, where the JBC Clerk and the Paper Ballot Clerk are seated. It will also be helpful if the Inspector can have a separate area to process provisional voters. The following diagrams show how the tables might be arranged in different sections of the room.

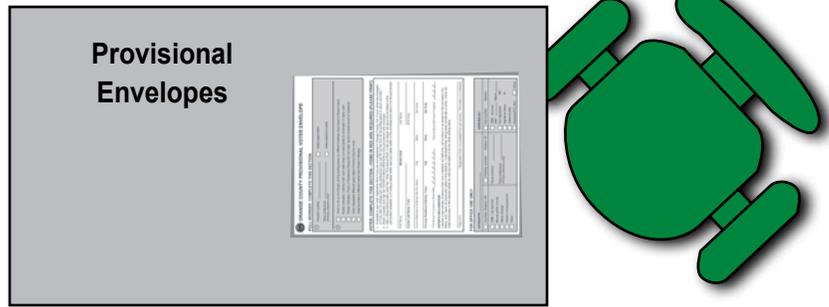
First Table: Roster Clerk and Street Index Clerk



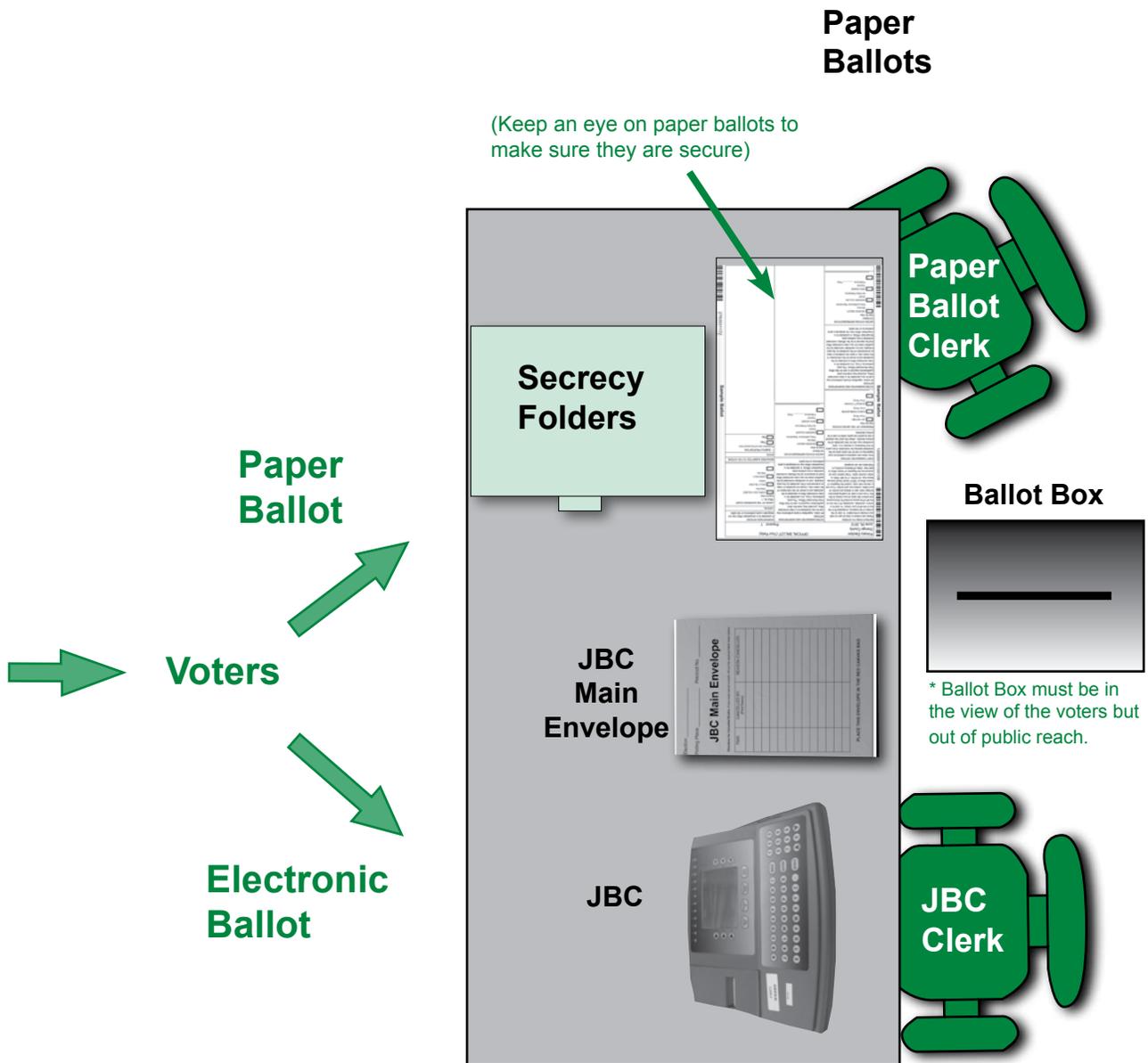
Setting Up



Area for Processing Provisional Voters



Second Table: JBC Clerk and Paper Ballot Clerk



Setting Up

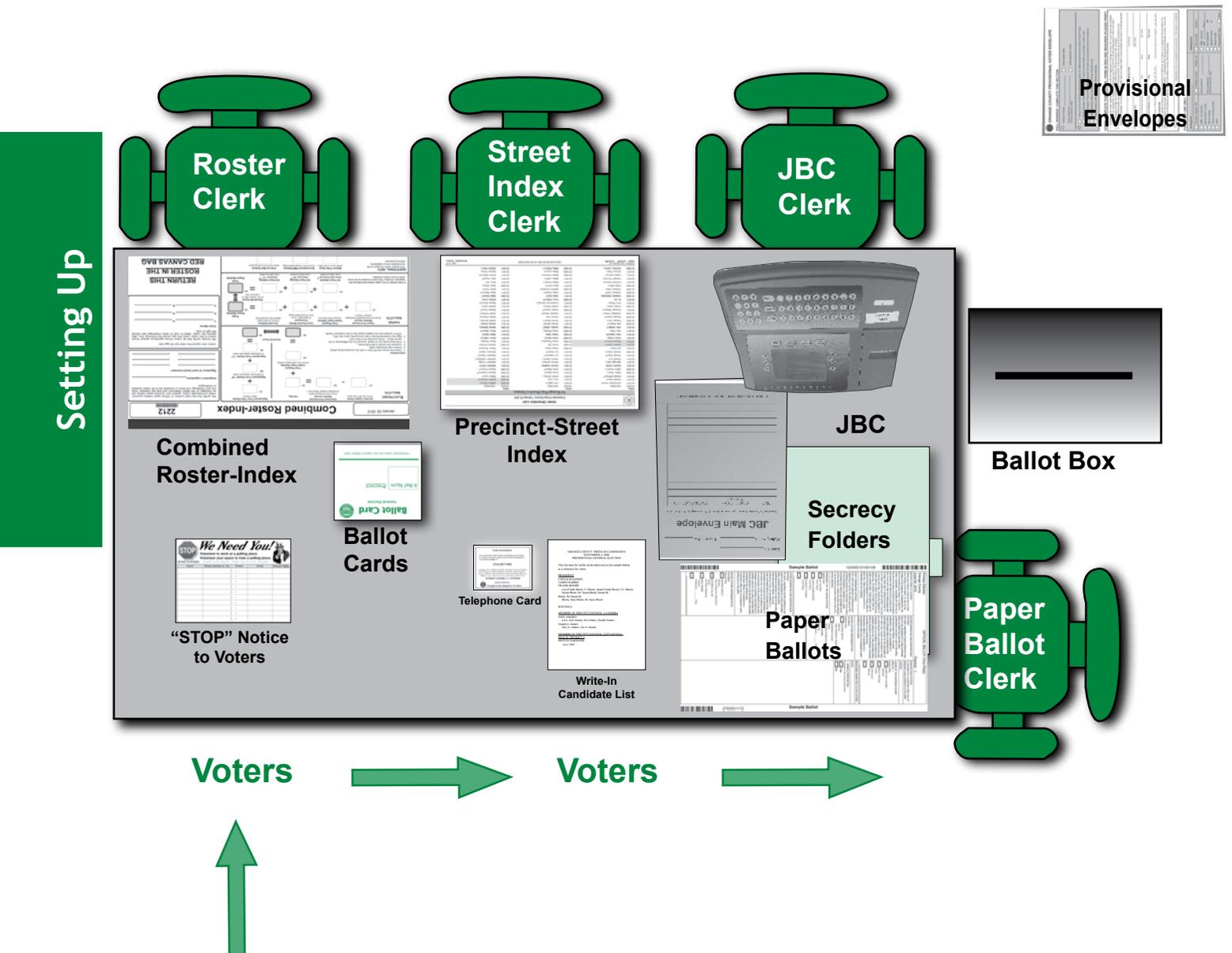


Table Arrangements: *One Table*

Every polling place will have a minimum of one table and a limited number of chairs available. The Inspector should contact the facility prior to Election Day to determine how many it can provide.

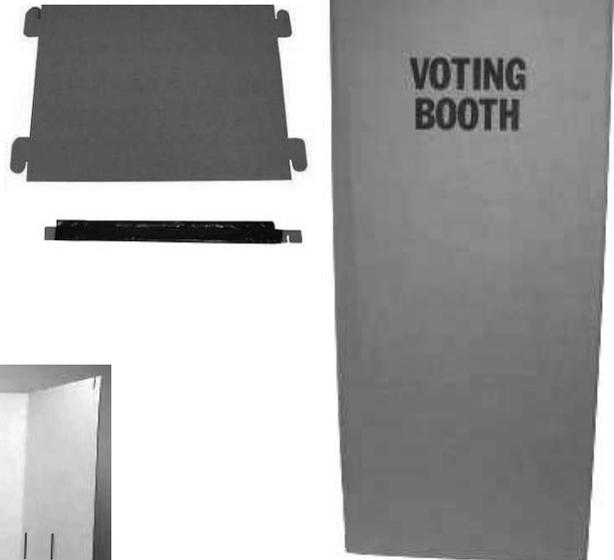
If you only have one table, you will need to arrange it so that the Roster Clerk is seated closest to the polling place entrance. In the diagram below, the provisional materials are positioned behind the table to save space.

Remember to place the Ballot Box in full view of the voter.



Setting Up the Cardboard Booths

The cardboard voting booths will be used by voters who are voting with paper ballots. There will be three cardboard voting booths at your polling place. Each cardboard booth consists of three pieces (right).

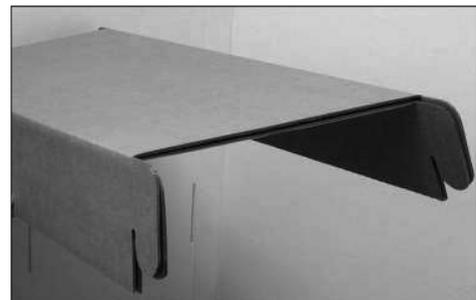


Follow these steps for assembling the cardboard booths:

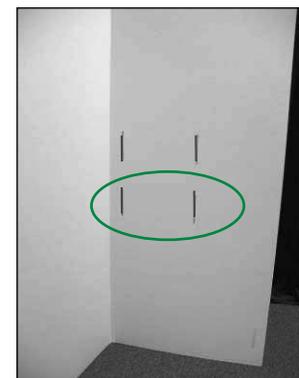
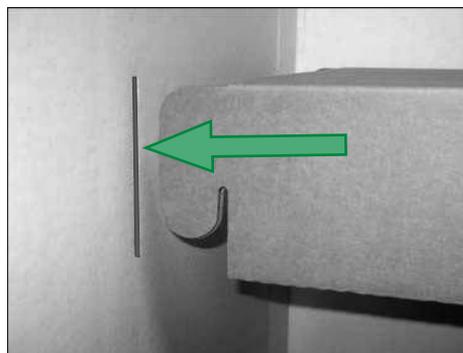
- Stand the cardboard walls upright.



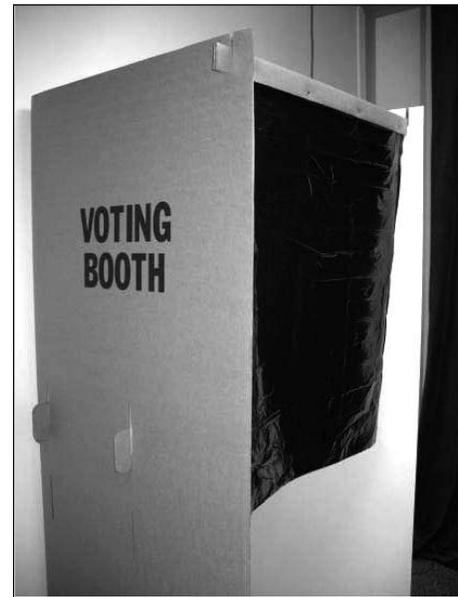
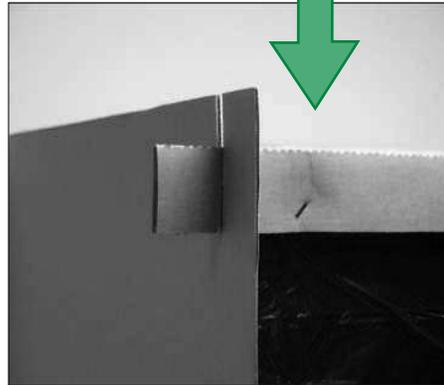
- Take the next piece of cardboard, still folded in half, and fold each side down. The slits in the cardboard will point downward.



- Fit this piece into the slots in the walls. The two pieces of cardboard should fit together completely and securely. Use the lower slits in the cardboard walls for voters in a wheelchair or who must remain seated while voting.



- Unravel the plastic security screen and slide it into the slits at the top of the cardboard booth.



Example of an assembled cardboard booth:



Place a black or blue pen in each cardboard booth for voters to fill out their paper ballots.

Setting up the eBooths

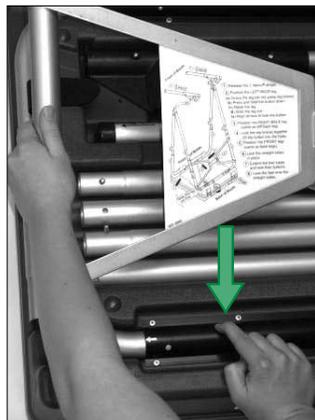
Once you have decided on an arrangement for your eBooths, the next step is to set them up. These setup instructions are also located on the leg reinforcements of each eBooth. If you have not already unlocked the caddy, you will find the combination in the Inspector's "Last Minute Reminders Envelope". You must set-up **every** eBooth delivered to your polling site to prepare for unanticipated voter turnout.



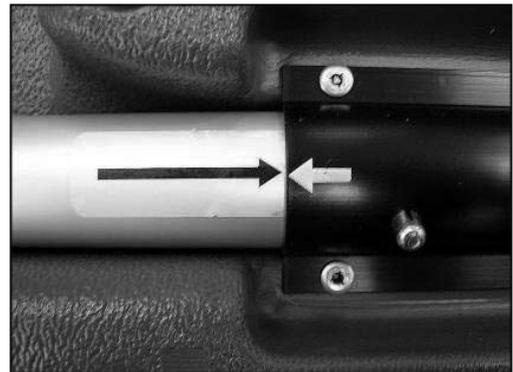
- Position the eBooth on the floor so that the back of the booth is facing you. Release the three Velcro straps on the eBooth.



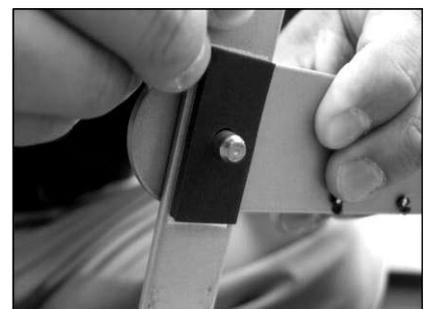
- While grasping the first leg, press the security button in to raise the leg.



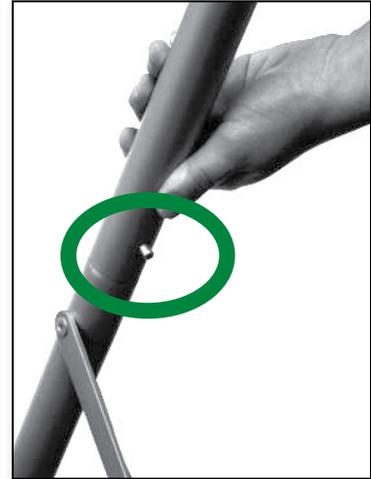
- Slide the leg out until the tips of the arrows on the leg align. You should hear the security button pop as the leg is locked in place. The first leg is secure and you may follow the same steps on the second leg.



- Lock the leg brace for the first pair of legs by securing the security button on the brace. **Complete the above steps for the second pair of legs on the eBooth.**



- Attach one straight tube onto each leg, making sure the security button on the straight tube pops through the hole on the leg and locks in place.



Next, extend the foot tubes and lock them in place. It is **very** important that you extend the foot tubes; otherwise, the eBooth may fall over when you try to stand it up.



Incorrect



Correct

- It is also important that you attach the foot tubes to the eBooth with the part labeled “front” pointing toward the front of the eBooth. The black tip of the foot tube should extend in the direction of the eBooth’s handle.



- The eBooth may now be moved to a standing position. Have **two** poll workers turn the eBooth over, one on each side. The eBooth should be moved carefully, using two motions, to ensure poll worker safety.



- After verifying the placement and integrity of the security seal over the eBooth lid, remove it and open the latches on the front to raise the lid.



Poll workers verify and remove the blue tamper-evident seal.



This hinge has been set up properly and is locked into place.



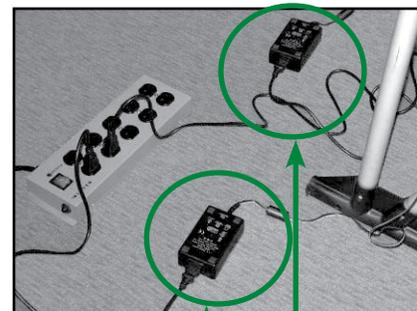
A poorly set hinge could cause the lid to collapse and injure a poll worker or voter.



Make sure to lock the hinge in place so that the lid does not fall.

- After the eBooths have been assembled and moved to a standing position, the next step is to connect the power cables for each eBooth's VVPAT printer. Remove the black power converter from the Velcro strip on the eBooth. Place the black power converter, Velcro side down, on the floor.

FRAGILE! THERE IS A GLASS FUSE INSIDE THE BLACK POWER CONVERTER; HANDLE WITH CARE.



**HANDLE WITH CARE
DO NOT DROP**

- Please handle the black power converter with care. It is very fragile.
- Make sure the black power converter is plugged in to the printer on the eBooth.

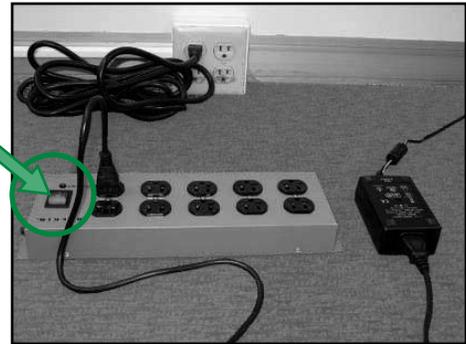


Check the connection point between the black power converter and the printer.

- Plug each black power converter in to the Belkin power strip that is included in your bag of electrical items. Plug the power strip into the wall outlet and confirm that the power strip is turned on. (Refer to pg. 46 for additional instructions if you are setting up the equipment the night before.)

Power strip is turned on when the light on the switch is lit.

You may use the duct tape from the electrical bag to tape down the cables.



What's New?

Daisy Chaining the eBooths

The way we connect the eBooths has changed since the last election. We will be daisy-chaining the eBooths together by connecting the gray data cable into the top of the eSlate. We will no longer be plugging the gray data cable into the back of the eBooth. **This change has been made to improve the performance of eBooths on Election Day.**



Remove the gray data cable from the storage compartment of the first eBooth and connect it to the top of the second eSlate. Continue daisy-chaining until the last eSlate—the DAU—is connected.



Inspect all visible seals on eBooths. The blue seal on the VVPAT printer must remain intact until after polls close.



Preparing the JBC

The JBC is used to issue access codes to the eSlates and helps store election results; therefore, its security is paramount. In addition to the Registrar of Voters' rigorous **security** protocol for all electronic voting equipment, the Secretary of State requires that poll workers use the Chain of Custody documents to verify that the JBC and eBooths have not been compromised.

The eBooths and JBC feature tamper-evident stickers, or security seals, that poll workers visually inspect (and certify on the Chain of Custody) while setting up the equipment. This task is also performed twice during the day and at night before closing the polls.

To simplify the procedure, all seals are color-coded red or blue. Poll workers are allowed to remove the blue seals when directed. Red seals should **NOT** be removed under any circumstance.



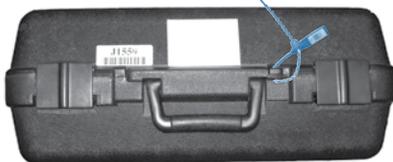
Poll workers will remove **blue** tamper-evident seals when directed.



Red seals must **NOT** be removed from the equipment.

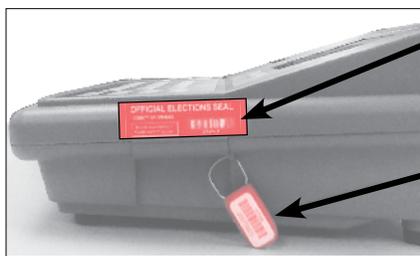
On Election Day morning, the JBC Box will be secured with a blue tamper-evident seal. (If the seal is not intact before opening the box, notify the Registrar of Voters immediately.)

Seal Verification Step #1



The Inspector, with at least one other poll worker observing, will open the seal on the JBC box and remove the JBC, the gray data cable and the black power cord. Set the cords aside.

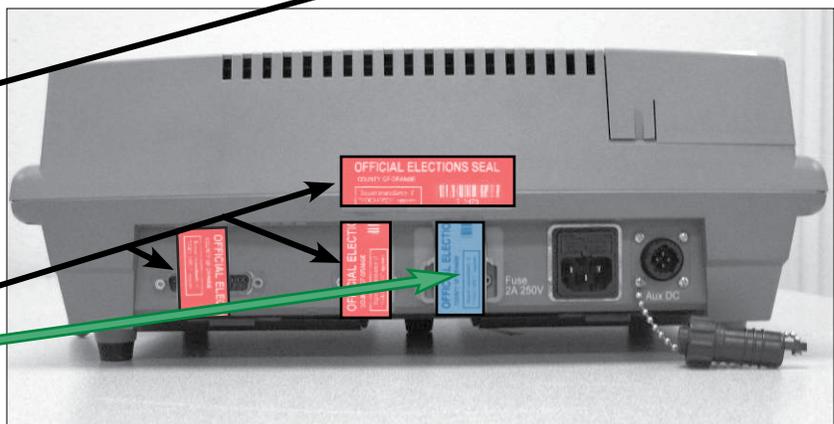
Upon unpacking the JBC, you will notice several red tamper-evident seals located in the following areas:



Red seal over the MBB (Mobile Ballot Box)

Red Intab Lock attached to MBB door

Red seals are placed over unused ports on the back of the unit. **Blue seal is removed during setup.**

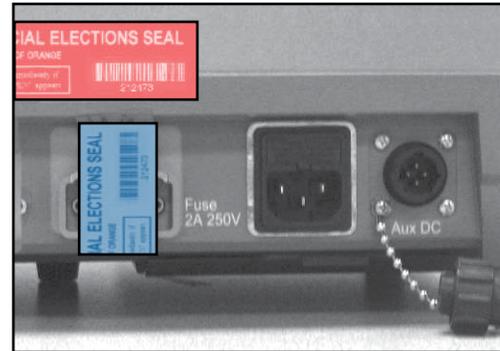


Seal Verification Step #2

The Inspector, with at least one other poll worker observing, will examine the placement and integrity of the seals on the JBC unit. Leave all red seals intact on the unit—do NOT remove them at any time during Election Day.

Remove the blue tamper-evident seal placed over the data port. You will need access to this port to set up the JBC.

 Poll workers must immediately report any irregularities in seal placement or integrity to the Registrar of Voters.



Seal Verification Step #3

The Inspector and one other poll worker must sign the JBC Chain of Custody document for the JBC unit. After verifying security seals on the eBooths, sign the eBooth Chain of Custody document (stored in the plastic sleeve on the caddy).

All seals to the JBC and eBooths must be checked FOUR times on Election Day: once while setting up equipment, twice during the day and once before closing the polls. However, poll workers only need to confirm that the serial numbers on the seals match those listed on the Chain of Custody document at the beginning of the day.

 **Return all Chain of Custody documents to their original locations.** The JBC Chain of Custody belongs inside the JBC Box. The eBooth Chain of Custody goes inside the plastic sleeve of the eBooth caddy. **This will ensure the documents are easily found when completing additional seal verifications throughout the day.**



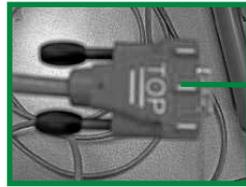
Completing eBooth and JBC Setup

After certifying the integrity of the JBC and the VVPAT printers, you are ready to connect the JBC to the eBooths that are daisy-chained together.

Before connecting the JBC, you will notice a static-cling sticker over the screen. This sticker reminds you to follow all setup steps correctly. After verifying the checklist, remove the sticker and place it in the JBC Box.



- Retrieve the gray data cable and black power cord from the JBC box.
- Plug the red end of the gray data cable into the red receptor on the back of the JBC and tighten the thumbscrews.
- Plug the loose end of the gray data cable into the top of the eSlate inside eBooth #1 and tighten the thumbscrews.



Be sure to follow the directional commands that are on each end of the data cable.



We have included a new sticker pointing to the exact spot for the the new cable connections located on the top of the eSlate.



Remember to tighten the thumbscrews and give the cable a little tug to make sure there is a solid connection. If the cable comes out or feels loose you need to continue tightening the thumbscrews.



- Plug the female end of the JBC's black power cord into the JBC and the male end into the wall outlet or Belkin power strip.
- Plug the battery key into the JBC **after** you have confirmed that the JBC is receiving AC power.
- Unfold the privacy screens on each eBooth.



A Word About Early Setup

Many Inspectors will choose to have their boards set up eBooths the night before Election Day. The Inspector must communicate with the polling place to verify whether or not this is possible and make arrangements with the Clerks. The setup will, for the most part, follow the eBooth setup as described in the previous pages with some **important** differences.

First, do not plug the power strip into the wall outlet the night before. You may connect the VVPAT printer cables to the power strip as long as the power strip is not receiving power. If the printers have power, they will print reports the entire night, wasting the printer paper. The **VVPAT printer paper cannot be replaced if it runs out on Election Day.**

On Election Day morning, remember to plug the power strip into AC power and turn it on before connecting the JBC to the first eBooth. The final step is to plug the JBC in to AC power and then plug in the battery key.

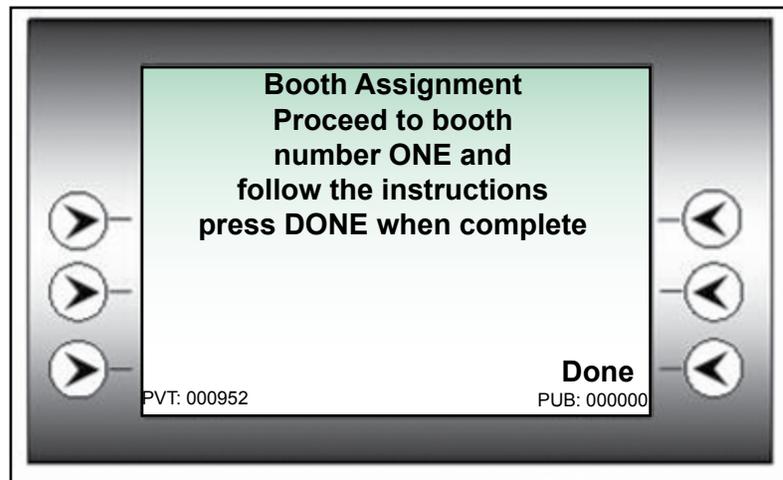
Second, do not bring the JBC to the polling place before the election. **The Inspector must retain custody of the JBC until the morning of the election.** This means that if you set up the night before, you will not be able to perform the steps involving the JBC until Election Day morning.



OOOPS!

Assigning eBooths

- After plugging in the JBC you will see a prompt to assign the eBooths.
- Assign the eBooth closest to the JBC as booth #1 by pressing the “ENTER” button on that eSlate. Make sure that after you press “ENTER” the number assigned to the booth is highlighted in yellow.



- Continue to the second eBooth and press the “ENTER” button to assign it as booth #2. Do the same for each following eBooth, making them booth #3, booth #4 and so on.



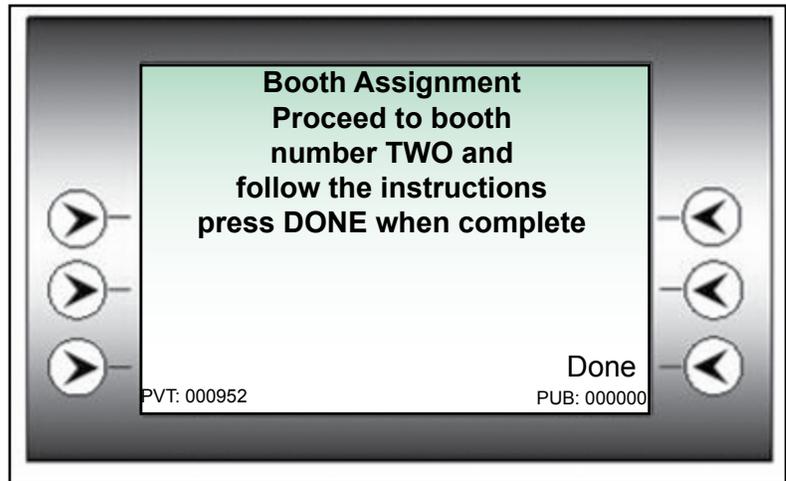
- There will be **NO** batteries in the eSlates. If the screens on the eSlates are black, they have no power and all connections should be checked.

(eSlates are not removed from eBooths)

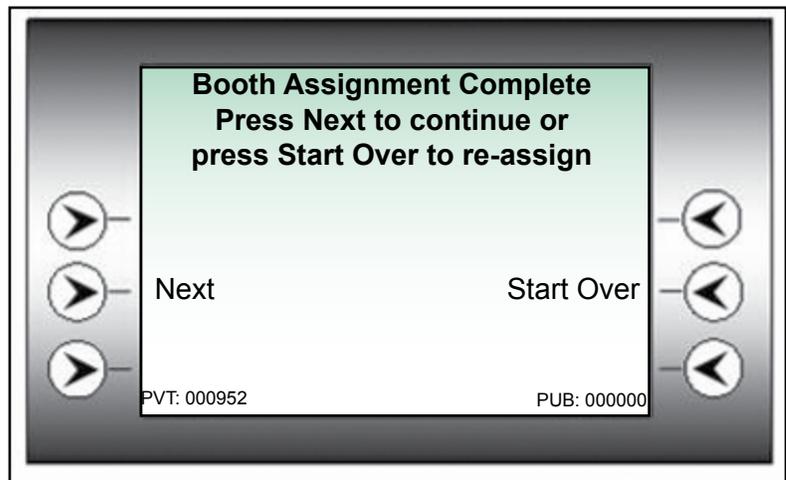


Remember to assign the last booth in the row!

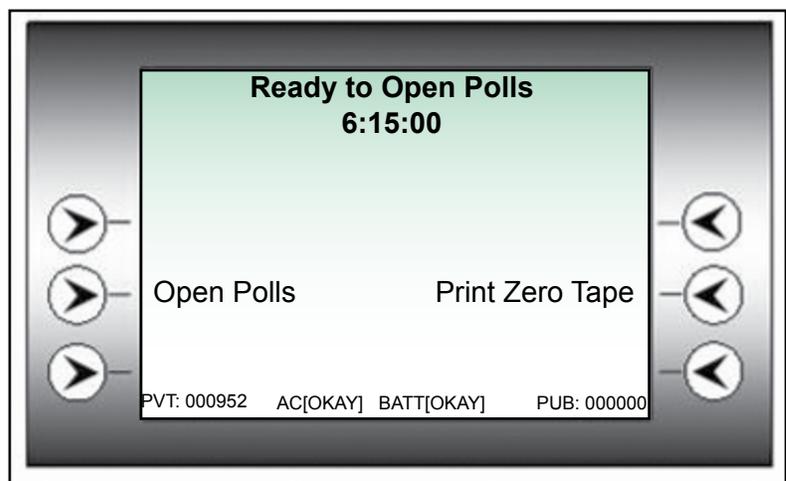
- Press “Done” on the JBC screen after all eBooths have been assigned booth numbers.



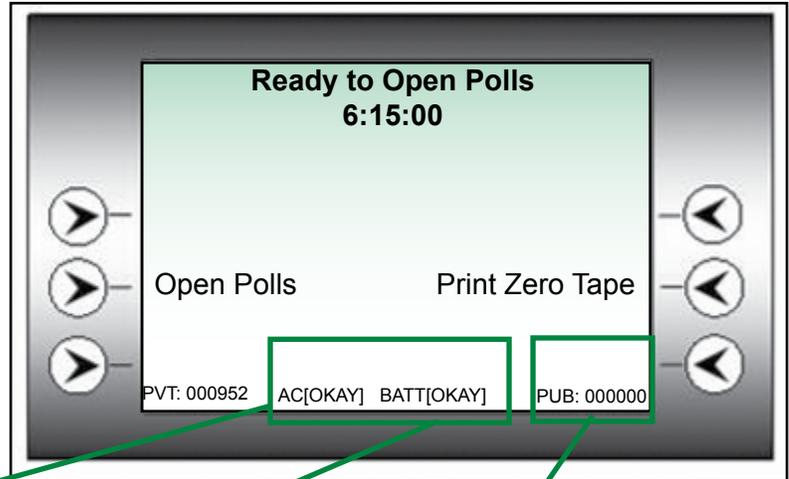
- If you happen to assign the booths incorrectly or out of order, you may press “Start Over”. Otherwise, press “Next”.



- Once you have finished assigning the eBooths, the screen will change to the “Ready to Open Polls” screen.



- The bottom of the JBC screen should read “OKAY” next to both the AC Power and Battery Power indicators.



- The PUB number in the lower right corner of the JBC screen shows the number of votes cast on the JBC for this election. This number should be all zeros.



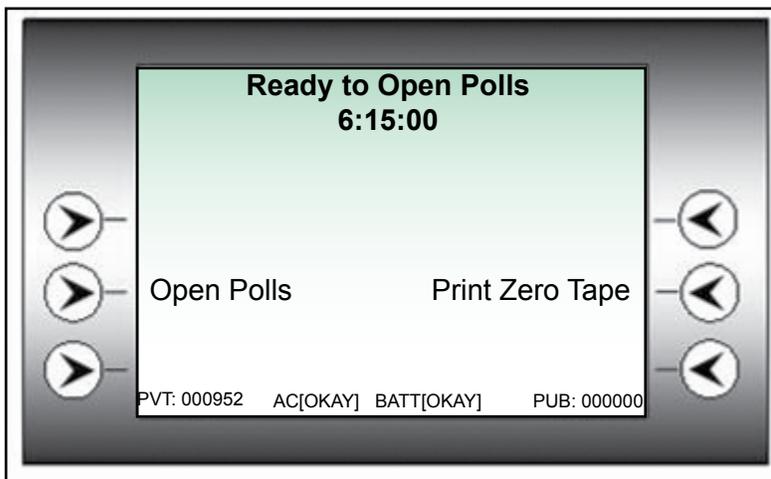
*If the PUB count is not all zeros or if the AC power does not read “OKAY” after you have checked the connection, call the Registrar of Voters Help Desk right away because the JBC **cannot** be used. Faulty AC power or battery power could cause the JBC to stop working later in the day.*



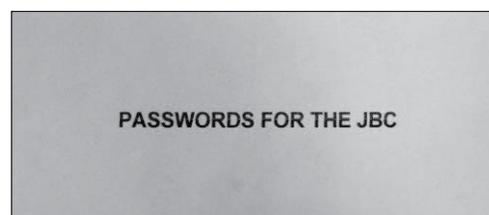
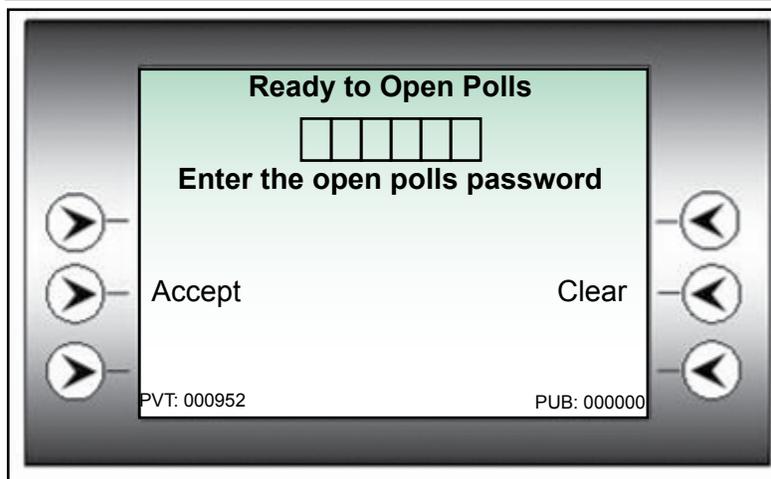
Opening the Polls

The polls may be opened on the JBC as soon as the JBC and eBooths have been set up. You do not need to wait until 7 a.m. to open the polls on the JBC. **Note: Voters will not be processed before the polls officially open at 7 a.m.** Follow each of the steps below to open the polls on the JBC.

- **Before opening the polls on the JBC, print a Zero Tape** on the JBC by pressing the arrow next to "Print Zero Tape". Leave the Zero Tape attached to the JBC so that at 7 a.m. the first voter can verify that no votes have been cast.



- On the "Ready to Open Polls" screen, press the arrow next to "Open Polls".
- On the next screen, enter the Polls Open Password (found in the JBC Password Envelope in the JBC Box) and press the arrow next to "Accept".



- After the polls have been opened on the JBC, make sure the green booth status lights on the JBC are lit up for each eBooth, each eSlate is on the language selection screen and there are no error codes listed on the eSlate screens.



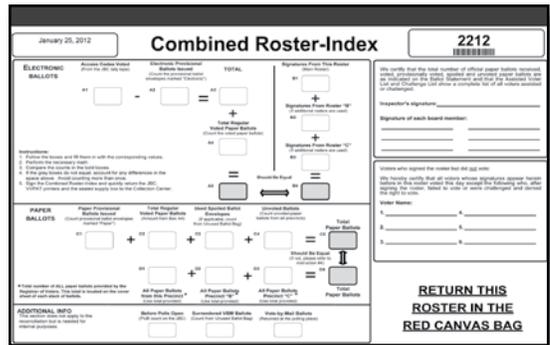


What's New?



The Ballot Statement

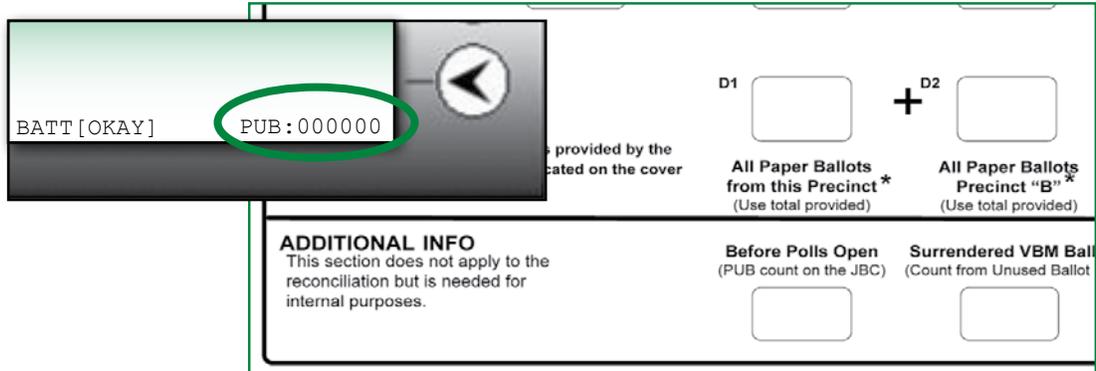
One important responsibility poll workers must attend to is preparing the Ballot Statement both Election Day morning and during the closing the polls procedures. We have created a new, easier Ballot Statement. This is located on the front of the pink Combined Roster Index and some information must be filled in before processing voters. This new process allows you to just follow the arrows or numbers to complete the Ballot Statement.



Before the Polls Open

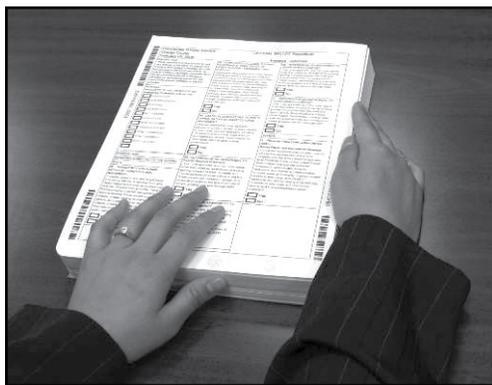
JBC PUB Count

As the form indicates, poll workers will record the PUB Count on the JBC, located on the bottom right side of the JBC screen, on the **Additional Information** line. If the number does not read "0", notify the Registrar of Voters immediately. Paper ballots must be issued until the problem is resolved.



Total Number of Paper Ballots

The other item poll workers need to document is the total number of paper ballots issued from the Registrar of Voters. The paper ballots for this election will include a count of total ballots in each stack, so you will not have to count the ballots by hand. Record the total # of ballots issued under the "Paper Ballots" section of the Ballot Statement.



You will need to complete this section of the Ballot Statement before the polls open at 7 a.m.

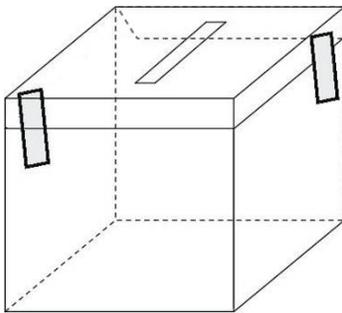
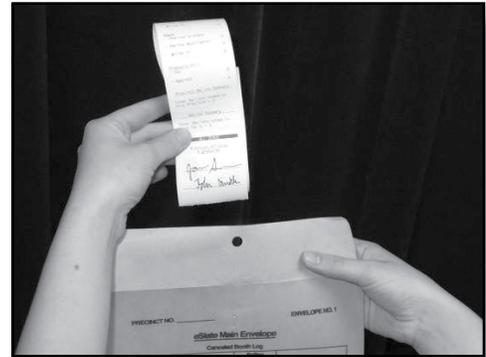


At 7 a.m. ...

Use the clock on the JBC to determine when it is 7 a.m. If you are unable to use the clock on the JBC (for example, you cannot enter the polling place facility and are opening the polls outside), use your county cell phone to get the correct time.

At 7 a.m. a poll worker will announce both inside and outside of the polling place, “The polls are now open”.

- Have the first voter verify that the Zero Tape contains all zeros. Ask the **voter and Inspector** to sign the bottom of the Zero Tape (if the voter refuses to sign, the Inspector will print the voter’s name on the Zero Tape). **Place this tape in the JBC Main Envelope.**



- Also have the first voter verify that the Ballot Box (formerly used as the Supply Box) is empty. Seal the Ballot Box with the white sealing tape provided in the Supply Box. Do not seal over the precinct number, ballot slot or box handles. Once the Ballot Box has been sealed it must remain sealed until the closing procedures have begun. Only after the Unused Ballot Bag has been secured during closing procedures can the Ballot Box be opened.

Missing Poll Workers and Opening the Polls

If there are fewer than three board members present when it is time to open the polls, call the Help Desk immediately. **The polls must open at 7 a.m.** Have a voter take the Oath of Office and sign the roster’s oath and compensation page so that you may open the polls. If the voter is willing to serve throughout the day and his/her participation is necessary, the voter may serve as a poll worker. Otherwise, the Inspector should write “NO COMPENSATION” next to the voter’s name on the oath and compensation page. If a Bilingual Poll Worker is missing, you must call immediately to have this person replaced.

We may now discuss processing voters. The following pages will teach you step-by-step how each poll worker will contribute.

Poll workers can also utilize the multicolored procedural cards (from the Supply Box) as an additional resource for understanding their responsibilities.



During the Day: Processing Voters

Processing Voters: An Overview

When the voter arrives at the polling place, he/she will go to the table closest to the entrance, known as the *Official Table*.

The Roster Clerk asks for the voter's name and looks it up in the *Combined Roster-Index*. (Note: If you are unable to find the voter's name in the Roster, check the Inactive Voter List and Supplemental List before making the voter a provisional voter.) The Roster Clerk asks the voter to sign in and print his/her address. Meanwhile, the Roster Clerk fills out a slip of paper known as a Ballot Card, using key information found in the roster. The Roster Clerk then passes the Ballot Card to the Street Index Clerk.



The voter records his/her signature and address in the Roster as the Clerk fills out a Ballot Card with the voter's information.

Roster (Precinct-Street) Index				Registration Close Date: 10/20/08			
General Election							
PRECINCT	VOTER NAME	PHONE	PRECINCT	VOTER NAME	PHONE	PRECINCT	VOTER NAME
0001	Blum, Janet L.	(714) 447-1455	0002	Milne, Justin	(714) 325-4579	0003	Milne, Justin
0004	Chatham, Howard B.		0005	Anders, Charles	(714) 298-9992	0006	Keller, Claudia
0007	Min, Alan P.	(714) 871-4498	0008	Anders, Charles	(714) 324-3424	0009	Martin, Claudia P.
0010	Min, Cheryl L.	(714) 871-4498	0011	Lopez, Steven		0012	Lopez, Steven
0013	Candell, Lorenza	(714) 880-4541	0013	Alan, Timothy G.	(714) 566-4321	0014	Alan, Timothy G.
0015	Waters, William	(714) 871-3257	0015	Waters, William		0016	Waters, William
0017	Waters, William	(714) 871-3257	0017	Waters, William		0018	Waters, William
0019	Waters, William	(714) 871-3257	0019	Waters, William		0020	Waters, William
0021	Waters, William	(714) 871-3257	0021	Waters, William		0022	Waters, William
0023	Waters, William	(714) 871-3257	0023	Waters, William		0024	Waters, William
0025	Waters, William	(714) 871-3257	0025	Waters, William		0026	Waters, William
0027	Waters, William	(714) 871-3257	0027	Waters, William		0028	Waters, William
0029	Waters, William	(714) 871-3257	0029	Waters, William		0030	Waters, William
0031	Waters, William	(714) 871-3257	0031	Waters, William		0032	Waters, William
0033	Waters, William	(714) 871-3257	0033	Waters, William		0034	Waters, William
0035	Waters, William	(714) 871-3257	0035	Waters, William		0036	Waters, William
0037	Waters, William	(714) 871-3257	0037	Waters, William		0038	Waters, William
0039	Waters, William	(714) 871-3257	0039	Waters, William		0040	Waters, William
0041	Waters, William	(714) 871-3257	0041	Waters, William		0042	Waters, William
0043	Waters, William	(714) 871-3257	0043	Waters, William		0044	Waters, William
0045	Waters, William	(714) 871-3257	0045	Waters, William		0046	Waters, William
0047	Waters, William	(714) 871-3257	0047	Waters, William		0048	Waters, William
0049	Waters, William	(714) 871-3257	0049	Waters, William		0050	Waters, William
0051	Waters, William	(714) 871-3257	0051	Waters, William		0052	Waters, William
0053	Waters, William	(714) 871-3257	0053	Waters, William		0054	Waters, William
0055	Waters, William	(714) 871-3257	0055	Waters, William		0056	Waters, William
0057	Waters, William	(714) 871-3257	0057	Waters, William		0058	Waters, William
0059	Waters, William	(714) 871-3257	0059	Waters, William		0060	Waters, William
0061	Waters, William	(714) 871-3257	0061	Waters, William		0062	Waters, William
0063	Waters, William	(714) 871-3257	0063	Waters, William		0064	Waters, William
0065	Waters, William	(714) 871-3257	0065	Waters, William		0066	Waters, William
0067	Waters, William	(714) 871-3257	0067	Waters, William		0068	Waters, William
0069	Waters, William	(714) 871-3257	0069	Waters, William		0070	Waters, William
0071	Waters, William	(714) 871-3257	0071	Waters, William		0072	Waters, William
0073	Waters, William	(714) 871-3257	0073	Waters, William		0074	Waters, William
0075	Waters, William	(714) 871-3257	0075	Waters, William		0076	Waters, William
0077	Waters, William	(714) 871-3257	0077	Waters, William		0078	Waters, William
0079	Waters, William	(714) 871-3257	0079	Waters, William		0080	Waters, William
0081	Waters, William	(714) 871-3257	0081	Waters, William		0082	Waters, William
0083	Waters, William	(714) 871-3257	0083	Waters, William		0084	Waters, William
0085	Waters, William	(714) 871-3257	0085	Waters, William		0086	Waters, William
0087	Waters, William	(714) 871-3257	0087	Waters, William		0088	Waters, William
0089	Waters, William	(714) 871-3257	0089	Waters, William		0090	Waters, William
0091	Waters, William	(714) 871-3257	0091	Waters, William		0092	Waters, William
0093	Waters, William	(714) 871-3257	0093	Waters, William		0094	Waters, William
0095	Waters, William	(714) 871-3257	0095	Waters, William		0096	Waters, William
0097	Waters, William	(714) 871-3257	0097	Waters, William		0098	Waters, William
0099	Waters, William	(714) 871-3257	0099	Waters, William		0100	Waters, William



The Street Index Clerk crosses out the voter's name in the Precinct-Street Index.

The Street Index Clerk uses the Ballot Card to locate the voter in the *Precinct-Street Index*. The Street Index Clerk verifies the voter's address and draws a bold line through the voter's name in the Precinct-Street Index. The Clerk then hands the Ballot Card to the voter.

The voter may now proceed to the Ballot Clerks for an electronic or paper ballot. He/She will hand the Ballot Card to the appropriate Clerk (Paper Ballot Clerk or JBC Clerk).

If the voter chooses to vote electronically, he/she will receive an access code to vote on an *eBooth*, or electronic voting booth. The voter's electronic ballot has been cast when they see the waving American flag on the eSlate screen.

If the voter requests a paper ballot, he/she proceeds to a cardboard booth to vote privately. When the voter is finished voting, he/she must return the paper ballot in a Secrecy Folder to the Paper Ballot Clerk to be dropped in the Ballot Box.



The JBC Clerk and Paper Ballot Clerk distribute ballots to voters at their table.

The following pages contain in-depth descriptions of each Clerk's responsibilities for processing a voter.



Roster Clerk

The Roster Clerk is primarily in charge of the **Combined Roster-Index**. (If you are at a polling place serving multiple precincts, there will be a Combined Roster-Index for each precinct). The Combined Roster-Index is also referred to as the **Roster**. It is an alphabetical list of all registered voters within a precinct.

The Sections of the Roster

The Roster contains a number of different documents you will use on Election Day. (There will be a Table of Contents to help guide you.)



What's New?

The Roster Cover and Ballot Statement have been redesigned to simplify the process.

- **The cover** of the Roster contains the Ballot Statement, which tracks the number of ballots issued throughout the day.
- **The Oath & Compensation** section ensures that all poll workers are paid for their service. The Roster Clerk should check that all poll workers have signed in before processing voters.

This section also contains the Existing Board Confirmation form, where poll workers can sign up to volunteer for the next election.

- **The Sworn Statement** can be used for voters required to show proof of residence. A different voter may sign to vouch for the residence of the person in question.
- **The Challenge List** is only used when a poll worker suspects a voter is giving false or misleading information in an attempt to vote. After getting approval from the Registrar of Voters to challenge the voter, you may allow him/her to vote provisionally using the Provisional Envelope (also see pg. 79).
- **The Assisted Voter List** is used to document any voters whose secrecy was relinquished while receiving assistance in casting their ballot.

Combined Roster-Index (January 05 09:02, 2212)

Loyalty Oath, Declaration & Claim for Compensation for «Election Day»

Inspector Signature: _____ Mailing Address: _____ Phone: _____ E-mail: _____

Clerk Signature: _____ Mailing Address: _____ Phone: _____ E-mail: _____

SWORN STATEMENT (ATTENTION TO A VOTER'S RESIDENCE ADDRESS)

PLEASE READ THIS DECLARATION UNDER PENALTY OF PERJURY CAREFULLY BEFORE COMPLETING AND SIGNING.

1. I declare that _____ (voter's name) resides at _____ (voter's address)
 Excluded on this _____ (date) day of _____ (month) at _____ (city) _____ (state) _____ (county), California.
 First Name: _____ Signature: _____

2. I declare that _____ (voter's name) resides at _____ (voter's address)
 Excluded on this _____ (date) day of _____ (month) at _____ (city) _____ (state) _____ (county), California.
 First Name: _____ Signature: _____

3. I declare that _____ (voter's name) resides at _____ (voter's address)
 Excluded on this _____ (date) day of _____ (month) at _____ (city) _____ (state) _____ (county), California.
 First Name: _____ Signature: _____

4. I declare that _____ (voter's name) resides at _____ (voter's address)
 Excluded on this _____ (date) day of _____ (month) at _____ (city) _____ (state) _____ (county), California.
 First Name: _____ Signature: _____

CHALLENGE LIST

If any poll worker suspects a voter is giving misleading information in attempt to vote, call (714) 965-1901 to request permission from the Registrar of Voters to challenge the voter. Record any challenges below and allow the voter to vote provisionally.

Name, Address of Person Challenged	<input checked="" type="checkbox"/> Grounds of Challenge	Name and Address of Person Offering Information or Testimony Regarding Challenge
Name: _____ Address: _____	<input type="checkbox"/> Voter is not the person he/she claims to be <input type="checkbox"/> Voter is not at least 18 years of age <input type="checkbox"/> Voter is not a citizen of the U.S. <input type="checkbox"/> Voter already voted in this election <input type="checkbox"/> Voter is on parole for felony conviction <input type="checkbox"/> Other, specify: _____	Name: _____ Address: _____ Notes: _____
Name: _____ Address: _____	<input type="checkbox"/> Voter is not the person he/she claims to be <input type="checkbox"/> Voter is not at least 18 years of age <input type="checkbox"/> Voter is not a citizen of the U.S. <input type="checkbox"/> Voter already voted in this election <input type="checkbox"/> Voter is on parole for felony conviction <input type="checkbox"/> Other, specify: _____	Name: _____ Address: _____ Notes: _____
Name: _____ Address: _____	<input type="checkbox"/> Voter is not the person he/she claims to be <input type="checkbox"/> Voter is not at least 18 years of age <input type="checkbox"/> Voter is not a citizen of the U.S. <input type="checkbox"/> Voter already voted in this election <input type="checkbox"/> Other, specify: _____	Name: _____ Address: _____ Notes: _____

ASSISTED VOTER LIST

Any voter declaring under oath that he/she is unable to vote the ballot alone shall receive assistance from not more than two persons selected by the voter. Print the name of each voter receiving assistance on the form below.

NOTE: Legislation excludes from those persons who may be selected by the voter to provide assistance in making the voter's ballot, the voter's employer, an agent of the voter's employer and an officer or agent of the voter's union.

Name of Voter Assisted	Name of Voter Assisted
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20



There are three key sections you will use to find and sign in voters during the day:

- **The Active Voter Roster List** is the largest section of the Roster; it contains the names of all active voters registered in the precinct. **This is the section the Roster Clerk will use the most during the day.** If you cannot find a voter in the Active Voter list, remember to check the next two sections of the Roster.

Active Voter Roster List

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18550 & 14108)

XREF NUM.	VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
954	Barber, Tom	0011043	xxxxxx	Vote-by-Mail	xxxxxx
965	Barber, Wanda C	0011043	xxxxxx	xxxxxx	xxxxxx
477	Barber, Celeste	0011043	xxxxxx	xxxxxx	xxxxxx
184	Bainger, Claude	0011043	xxxxxx	Vote-by-Mail	xxxxxx
183	Bainger, Elizabeth M	0011043	xxxxxx	Vote-by-Mail	xxxxxx
1811	Bateman, Amber	0011043	xxxxxx	xxxxxx	xxxxxx
1812	Bateman, Richard	0011043	xxxxxx	xxxxxx	xxxxxx
380	Bayer, Carol	0011043	xxxxxx	xxxxxx	xxxxxx
379	Bayer, Michael F	0011043	xxxxxx	xxxxxx	xxxxxx
980	Benson, Jonathan	0011043	xxxxxx	xxxxxx	xxxxxx
981	Benson, Suzanne A	0011043	xxxxxx	xxxxxx	xxxxxx
982	Benson, Tyler J	0011043	xxxxxx	xxxxxx	xxxxxx
1675	Bern, Jaryd	0011043	xxxxxx	Proof of Residence Required	xxxxxx
1766	Bernal, Gabriel	0011043	xxxxxx	xxxxxx	xxxxxx
1787	Bernal, Ana R	0011043	xxxxxx	xxxxxx	xxxxxx
88	Bin, Ajay M	0011043	xxxxxx	xxxxxx	xxxxxx
90	Bin, Suleman	0011043	xxxxxx	xxxxxx	xxxxxx

Voting Precinct: 0011043

Active Voter Roster List Page 10 of 106
Barber-Bin

- **The Inactive Voter Roster Index** is printed on light yellow pages and contains the names of voters whose registration was cancelled due to postal notification. Voters on this list will have their registration affidavit restored after voting.

Inactive Voter Roster Index

This is the certificate affording to continue residency in the precinct of any voter whose affidavit may have been cancelled because of erroneous postal notification or any reason. I am a resident of and have resided continuously in this precinct since the date shown on my Affidavit of Registration. I certify under penalty of perjury that the foregoing is true and correct. Executed by me in Orange County, California on the Election Day.

VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
Allen, Darcy	0011043	xxxxxx	xxxxxx	xxxxxx
Chudis, Carl	0011043	xxxxxx	xxxxxx	xxxxxx
Gabowski, Mist L	0011043	xxxxxx	xxxxxx	xxxxxx
Sandwich, Brian	0011043	xxxxxx	xxxxxx	xxxxxx
Tain, Matthew T	0011043	xxxxxx	xxxxxx	xxxxxx

Voting Precinct: 0011043
INACTIVE ROSTER

Inactive Voter Roster Index Page 1 of 1
Allen-Tain

- **The Supplemental Voter List** contains voters who registered *after* the Roster was printed. **The Inspector will receive this list (in the Last Minute Reminders envelope) in the supply box before Election Day.** This page must be inserted into the Roster by the Inspector.

Supplemental Voter List
Statewide Primary Election

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18550 & 14108)

VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
Dila, JuliaAnn	0011043	xxxxxx	xxxxxx	xxxxxx
Fakone, Vera	0011043	xxxxxx	xxxxxx	xxxxxx
Hank, Martin J	0011043	xxxxxx	xxxxxx	xxxxxx
Hellstrom, June	0011043	xxxxxx	xxxxxx	xxxxxx
Nordoff, Michael	0011043	xxxxxx	xxxxxx	xxxxxx
Swaybe, Mark	0011043	xxxxxx	xxxxxx	xxxxxx

Voting Precinct: 0011043

Supplemental Voter List Page 1 of 1
Dila-Swaybe

Processing Voters



Roster Clerk: How to Process a Voter

The Roster Clerk may flip between the different sections of the Roster during the day, but will primarily use the “Active Voter Roster List” to locate and help process voters.



Understanding the Roster: The Active Voter Roster List

Voters who are currently registered within a precinct will be listed in the Active Voter Roster List pages. Take a moment to familiarize yourself with the different sections of the Active Voter Roster List and what to look for when processing voters.

The **cross-reference number** is listed in the Roster as “XREF NUM”. This number will be used to look up the voter in the Precinct-Street Index.

Active Voter Roster List

Total Signatures

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE VOTE-BY-MAIL/PROOF OF RESIDENCE	REGISTRATION NUMBER
964	Barber, Tom	0011043	Address	Vote-by-Mail	Sign Here
965	Barber, Wanda C	0011043	Address		Sign Here
477	Barberri, Celeste	0011043	Address		Sign Here
184	Basinger, Claude	0011043	Address	Vote-by-Mail	Sign Here
183	Basinger, Elizabeth M	0011043	Address	Vote-by-Mail	Sign Here
1811	Bateman, Amber	0011043	Address		Sign Here
1812	Bateman, Richard	0011043	Address		Sign Here
380	Bayer, Carol	0011043	Address		Sign Here
379	Bayer, Michael F	0011043	Address		Sign Here
980	Benson, Jonathan	0011043	Address		Sign Here
981	Benson, Suzanne A	0011043	Address		Sign Here
982	Benson, Tyler J	0011043	Address		Sign Here
1675	Bern, Jaryd	0011043	Address	Proof of Residence Required	Sign Here
1766	Bernal, Gabriel	0011043	Address		Sign Here
1767	Bernal, Ana R	0011043	Address		Sign Here
89	Bin, Asya M	0011043	Address		Sign Here
90	Bin, Suleiman	0011043	Address		Sign Here

Active Voter Roster List Voting Precinct: 0011043 Page 10 of 108
Barber—Bin

Processing Voters

The “ADDRESS” and “SIGN HERE” sections of the Roster have been listed upside-down, so that you no longer have to turn the Roster around for the voter to sign it. These sections are facing the voter, so that he/she can sign the Roster while you are looking up his/her information for the Ballot Card.



ROSTER CLERK'S STEPS FOR PROCESSING VOTERS

Step 1: Find the Voter's Name in the Roster

Look up the voter's name in the Roster. Keep in mind that the voter's name may be listed in the Inactive Voter Roster Index (located behind the Active Voter Roster List), in the inserted Supplemental Voter List received at supply distribution, or in the Precinct-Street Index. The Roster Clerk should also be checking for any indications on a voter's signature line (such as Proof of Residence Required or VBM) and follow the appropriate guidelines for each scenario.

(If the voter is not listed in the Roster, he/she will be processed as a provisional voter.)

Active Voter Roster List

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
964	Barber, Tom	0011043	Address	Vote-by-Mail	Sign Here
965	Barber, Wanda C	0011043	Address	Vote-by-Mail	Sign Here
477	Barbieri, Celeste	0011043	Address	Vote-by-Mail	Sign Here
184	Basinger, Claude	0011043	Address	Vote-by-Mail	Sign Here
183	Basinger, Elizabeth M	0011043	Address	Vote-by-Mail	Sign Here
1811	Bateman, Amber	0011043	Address	Vote-by-Mail	Sign Here
1812	Bateman, Richard	0011043	Address	Vote-by-Mail	Sign Here
380	Bayer, Carol	0011043	Address	Vote-by-Mail	Sign Here
379	Bayer, Michael F	0011043	Address	Vote-by-Mail	Sign Here
980	Benson, Jonathan	0011043	Address	Vote-by-Mail	Sign Here
981	Benson, Suzanne A	0011043	Address	Vote-by-Mail	Sign Here
982	Benson, Tyler J	0011043	Address	Vote-by-Mail	Sign Here
1675	Bern, Jaryd	0011043	Address	Proof of Residence Required	Sign Here
1766	Bernal, Gabriel	0011043	Address	Vote-by-Mail	Sign Here
1767	Bernal, Ana R	0011043	Address	Vote-by-Mail	Sign Here
89	Bin, Asya M	0011043	Address	Vote-by-Mail	Sign Here
90	Bin, Suleiman	0011043	Address	Vote-by-Mail	Sign Here

Voting Precinct: 0011043

Page 10 of 108
Barber—Bin

1811 Bateman, Amber

Step 2: The Voter Signs the Roster

Ask the voter to sign on the signature line and print his/her home address in the Roster. The "name" and "address" fields are printed upside-down, so you do not have to turn the roster around for the voter to sign. **Be sure the voter signs on the correct line!** Specify the line color (gray or white) and use your finger to point to the correct line.

Active Voter Roster List

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
964	Barber, Tom	0011043	Address	Vote-by-Mail	Sign Here
965	Barber, Wanda C	0011043	Address	Vote-by-Mail	Sign Here
477	Barbieri, Celeste	0011043	Address	Vote-by-Mail	Sign Here
184	Basinger, Claude	0011043	Address	Vote-by-Mail	Sign Here
183	Basinger, Elizabeth M	0011043	Address	Vote-by-Mail	Sign Here
1811	Bateman, Amber	0011043	Address	Vote-by-Mail	Sign Here
1812	Bateman, Richard	0011043	Address	Vote-by-Mail	Sign Here
380	Bayer, Carol	0011043	Address	Vote-by-Mail	Sign Here
379	Bayer, Michael F	0011043	Address	Vote-by-Mail	Sign Here
980	Benson, Jonathan	0011043	Address	Vote-by-Mail	Sign Here
981	Benson, Suzanne A	0011043	Address	Vote-by-Mail	Sign Here
982	Benson, Tyler J	0011043	Address	Vote-by-Mail	Sign Here
1675	Bern, Jaryd	0011043	Address	Proof of Residence Required	Sign Here
1766	Bernal, Gabriel	0011043	Address	Vote-by-Mail	Sign Here
1767	Bernal, Ana R	0011043	Address	Vote-by-Mail	Sign Here
89	Bin, Asya M	0011043	Address	Vote-by-Mail	Sign Here
90	Bin, Suleiman	0011043	Address	Vote-by-Mail	Sign Here

Be aware that some voters with disabilities may need to use a signature stamp to sign the Roster; this is permissible.

0011043 Amber Bateman
208 14th St. Address

0011043 Address

Processing Voters



Step 3: Issue a Ballot Card

The Ballot Card has space for the Roster Clerk to write in the voter's cross-reference number (X – REF NUM), and precinct.

Ballot Card
General Election



X-Ref Num: Precinct:

• Provisional voters do not require a Ballot Card

The Roster Clerk will write the voter's cross-reference number on a Ballot Card so that the Street Index Clerk can locate the voter in the Precinct-Street Index. If the polling place serves multiple precincts, the Roster Clerk must also write the precinct number so the JBC Clerk or Paper Ballot Clerk will know which ballot to give the voter.



The Roster Clerk will write the voter's information on a Ballot Card while the voter writes his/her signature and address in the Roster.



Fill out the Ballot Card while the voter is writing his/her signature and address in the Roster. Record the voter's cross-reference number located in the very first column of the roster next to the voter's name.

Active Voter Roster List

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 16550 & 14108)

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS
964	Barber, Tom	0011043	Address
965	Barber, Wanda C	0011043	Address
477	Barberri, Celeste	0011043	Address
184	Basinger, Claude	0011043	Address
1811	Bateman, Amber	0011043	Address
1812	Bateman, Richard	0011043	Address
380	Bayer, Carol	0011043	Address
379	Bayer, Michael F	0011043	Address
980	Benson, Jonathan	0011043	Address
981	Benson, Suzanne A	0011043	Address
982	Benson, Tyler J	0011043	Address
1675	Bern, Jaryd	0011043	Address
1766	Bernal, Gabriel	0011043	Address
1767	Bernal, Ana R	0011043	Address
89	Bin, Asya M	0011043	Address
90	Bin, Suleiman	0011043	Address

Voting Precinct: 0011043

Page 10 of 108
Barber—Bin

Ballot Card
General Election

X-Ref Num: 1811 Precinct: _____

• Provisional voters do not require a Ballot Card

Next, record the voter's precinct, located in the column to the right of the voter's name. Note that all voters inside the roster belong to the same precinct. If your polling place serves multiple precincts, you will have multiple rosters.

Active Voter Roster List

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 16550 & 14108)

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS
964	Barber, Tom	0011043	Address
965	Barber, Wanda C	0011043	Address
477	Barberri, Celeste	0011043	Address
184	Basinger, Claude	0011043	Address
183	Basinger, Elizabeth M	0011043	Address
1811	Bateman, Amber	0011043	Address
1812	Bateman, Richard	0011043	Address
380	Bayer, Carol	0011043	Address
379	Bayer, Michael F	0011043	Address
980	Benson, Jonathan	0011043	Address
981	Benson, Suzanne A	0011043	Address
982	Benson, Tyler J	0011043	Address
1675	Bern, Jaryd	0011043	Address
1766	Bernal, Gabriel	0011043	Address
1767	Bernal, Ana R	0011043	Address
89	Bin, Asya M	0011043	Address
90	Bin, Suleiman	0011043	Address

Voting Precinct: 0011043

Page 10 of 108
Barber—Bin

Ballot Card
General Election

X-Ref Num: 1811 Precinct: 11043

• Provisional voters do not require a Ballot Card

The Roster Clerk's final step in processing the voter is to hand the Ballot Card to the Street Index Clerk.

Processing Voters



Other Types of Voters

The Roster Clerk may see one of three different notations for some voters listed in the Roster: “Early Voter”, “Vote-by-Mail” or “Proof of Residence Required”. Voters with one of these designations require specific procedures to be processed correctly.

Vote-by-Mail

A **Vote-by-Mail** voter is someone who requested a ballot to be sent through the mail to his/her address. This type of voter usually comes to the polls to *drop off* the Vote-by-Mail ballot (which is placed in the Ballot Box), this voter does not need to wait in line and will just hand his/her ballot to one of the Ballot Clerks. This voter may also vote at the polls if their Vote-by-Mail ballot is *surrendered*. Write “VAP” (Voted at Polls) on the front of the ballot envelope and put it in the Unvoted/Surrendered Vote-by-Mail Ballot Envelope. Cross out “Vote-by-Mail” next to the voter’s name in the Roster, write in VAP, and have him/her follow the regular steps for processing a standard voter.

SIGNATURE	
VOTE-BY-MAIL/PROOF OF RESIDENCE	
Address	Vote-by-Mail VAP
Address	
Address	
Address	Vote-by-Mail

If a Vote-by-Mail voter wishes to vote at the polls but does not have a Vote-by-Mail ballot to surrender, he/she must vote using a Provisional Envelope. For how to process provisional voters, see pgs. 79-86.

Early Voters

Voters designated as an “Early Voter” in the Roster are listed by the Registrar of Voters as having already cast a ballot at an Early Voting location (Early Voting takes place several weeks prior the Election Day). If a voter claims he/she has not already voted, issue a **provisional** ballot. For information on how to process a provisional voter, see pgs. 79-86.

Voters Recently Changed to Vote-by-Mail Status

The Inspector may receive a “New Vote-by-Mail Voters List” before Election Day. This is a list of voters who switched to Vote-by-Mail status after the Roster was printed. This information must be updated in the Roster. Find each voter’s name in the Active Voter Roster List and write “VBM” or “Vote-by-Mail” on the voter’s signature line.

CT	ADDRESS	SIGNATURE
		VOTE-BY-MAIL/PROOF OF RESIDENCE
3	Address	Vote-by-Mail
3	Address	VBM



Proof of Residence Required

If a voter has “**Proof of Residence Required**” next to his/her name, he/she must provide a proof of residence in order to vote at the polls. First-time voters are required to show a proof of residence. When addressing the voter, ask for a proof of **residence**, **not** a proof of **identification**. Voters may provide types of identification (as listed below) as a proof of residence, but poll workers cannot specifically request them.

Keep in mind that it is against California State law to ask voters to show ID; you may only request a proof of residence from voters listed as “Proof of Residence Required”.

Active Voter Roster List

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
964	Barber, Tom	0011043	Address	Vote-by-Mail	Sign Here
965	Barber, Wanda C	0011043	Address	Sign Here	Sign Here
477	Barberri, Celeste	0011043	Address	Sign Here	Sign Here
184	Basinger, Claude	0011043	Address	Vote-by-Mail	Sign Here
183	Basinger, Elizabeth M	0011043	Address	Vote-by-Mail	Sign Here
1811	Bateman, Amber	0011043	Address	Sign Here	Sign Here
1812	Bateman, Richard	0011043	Address	Sign Here	Sign Here
380	Bayer, Carol	0011043	Address	Sign Here	Sign Here
379	Bayer, Michael F	0011043	Address	Sign Here	Sign Here
980	Benson, Jonathan	0011043	Address	Sign Here	Sign Here
981	Benson, Suzanne A	0011043	Address	Sign Here	Sign Here
982	Benson, Tyler J	0011043	Address	Sign Here	Sign Here
1675	Bern, Jayd	0011043	Address	Sign Here	Sign Here
1766	Bernal, Gabriel	0011043	Address	Sign Here	Sign Here
1767	Bernal, Ana R	0011043	Address	Sign Here	Sign Here
89	Bin, Aaya M	0011043	Address	Sign Here	Sign Here
90	Bin, Suleiman	0011043	Address	Sign Here	Sign Here

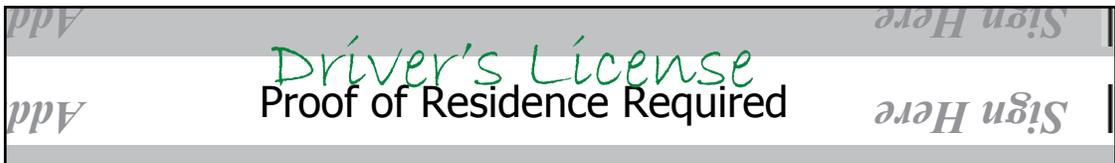
Voting Precinct: 0011043

Page 10 of 108
Barber—Bin

Proof of Residence Required

- Acceptable Proofs of Residence:**
- CA Driver’s License
 - California State Identification Card
 - Lease Agreement
 - Mortgage Statement
 - Vehicle Registration
 - Property Tax Statement
 - Income Tax Return
 - Utility Bill
 - Credit Card Bill
 - Bank Statement
 - Pre-Printed Personal Check
 - Bank Deposit Slip
 - Government Check
 - Sworn statement/ attestation to a voter’s residence by a known neighbor (found in Roster Index)

Remember to mark in the Roster what proof of residence the voter provides, as shown below: Once proof of residence is provided the voter is processed as a standard voter.

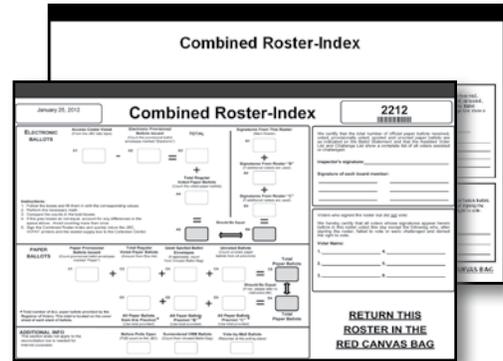


If the voter is unable to provide a proof of residence, he/she may vote provisionally using a Provisional Envelope. See pgs. 79-86 for how to process provisional voters.



Checking All Rosters, All Sections

Some polling places will host multiple precincts of voters. Each precinct of registered voters will be listed in a different Roster. If this is the case at your polling place, the Roster Clerk should keep all rosters in front of him/her. If a voter is not found in any of the pages of one Roster be sure to check the Roster of another precinct. (The Voter Directional List and Precinct Map can also help determine which precinct a voter lives in.)



When searching for a voter in any Roster it is important to check all sections, not just the “standard pages” of the Active Voter Roster List. Voters not found in the Roster may vote provisionally, but the Clerks should first make sure the voter is at the correct polling place and is not in the Inactive Voter or Supplemental Voter List. Use the Precinct Map as a resource or encourage the voter to call the Registrar of Voters’ Voter Information Line at (714) 567-7600.

The Inactive Voter Roster Index & Supplemental Voter List

Voters found in the Inactive Voter Roster Index (light yellow pages) or in the Supplemental Voter List (gold-colored pages inserted into the Roster) will follow the same process as any other voter; they do not have to vote provisionally.

Instruct the voter to sign and write his/her address, note that these voters will not have a cross-reference number. Since there is no cross-reference number you will hand the Ballot Card to the voter who will skip the Street Index Clerk and head directly to the Ballot Clerks.

Inactive Voter Roster Index

This is the certificate attesting to continuous residency in the precinct of any voter whose affidavit may have been cancelled because of erroneous postal notification or any reason: I am a resident of and have resided continuously in this precinct since the date shown on my Affidavit of Registration. I certify under penalty of perjury that the foregoing is true and correct. Executed by me in Orange County, California on this Election Day.

VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE VOTE-BY-MAIL/PROOF OF RESIDENCE	REGISTRATION NUMBER
Allen, Darcy	0011043	Address	Sign Here	
Crucillo, Carl	0011043	Address	Sign Here	
Gajkowski, Mikel L	0011043	Address	Sign Here	
Sanneback, Brian	0011043	Address	Sign Here	
Tran, Matthew T	0011043	Address	Sign Here	

Supplemental Voter List
Statewide Primary Election

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

Total Signature _____

VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE VOTE-BY-MAIL/PROOF OF RESIDENCE	REGISTRATION NUMBER
Dille, JulieAnn	0011043	Address	Sign Here	
Falcone, Vera	0011043	Address	Sign Here	
Haws, Martin J.	0011043	Address	Sign Here	
Hellstrom, June	0011043	Address	Sign Here	
Nordoff, Michael	0011043	Address	Sign Here	
Swaybe, Mark	0011043	Address	Sign Here	



Street Index Clerk

The Street Index Clerk's duties for processing voters begin once the Roster Clerk passes the voter's Ballot Card to him/her. The Street Index Clerk is responsible for the **Precinct-Street Indexes**. These packets are organized alphabetically by **street name**. There will be three individual Precinct-Street Indexes for each precinct: two copies must be posted on the wall and the third will be used by the Street Index Clerk when verifying voters' addresses.



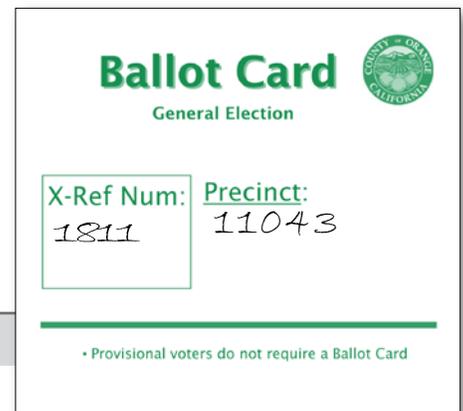
Precinct-Street Indexes

The Street Index Clerk will follow these steps when processing voters on Election Day:

Step 1:

Locate the Voter in Precinct-Street Index

The Street Index Clerk receives the voter's Ballot Card with the voter's cross-reference number and precinct from the Roster Clerk. The Street Index Clerk uses the cross-reference number to locate the voter in the Street Index.



Kings Hill Drive, Orange			
1810	10	Gordon, Marsha	
1811	12	Bateman, Amber	(714) 738-8444
1812	12	VBM Phillips, Charles F	(714) 738-8444
1813	14	Hale, Cody H	(714) 447-8918

Step 2: Verify the Voter's Address

Once you find the voter's name, ask the voter to state his/her address and confirm that it matches the address listed in the Street Index. (If address does not match, voter must vote provisionally; see pgs. 79-86 for information on provisional voters.)

Step 3: Cross Out the Voter's Name

Cross out the voter's name after verifying the address. You do not need to cross out the entire line as this may be more time-consuming.

1810	10	Gordon, Marsha	
1811	12	Bateman, Amber	(714) 738-8444
1812	12	VBM Phillips, Charles F	(714) 738-8444





You may find it helpful to bring colored pencils or markers to cross out names in the Precinct-Street Index. You can use a different color for every hour; that way you can easily identify which lines you have not updated—only those of the particular color you’ve used during the hour.



Updating the Street Index

The Street Index Clerk will use the Precinct-Street Index copy on the Official Table to update one copy of the Index posted on the wall. (For each precinct, you will update **one** wall copy and leave the other wall copy in its original condition.) The Street Index should be updated hourly until 6 p.m. However, if your polling place becomes increasingly busy, you may update as soon as you are available.

Step 4: Give the Ballot Card to the Voter

After the Street Index Clerk has verified the voter’s address and crossed out his/her name in the Street Index, he/she will hand the voter’s Ballot Card to the voter. The voter will need to present this card to the Paper Ballot Clerk or JBC Clerk in order to receive the correct ballot.



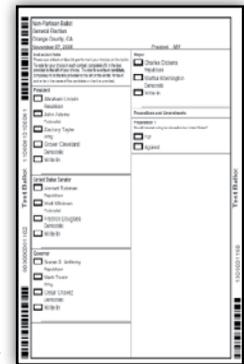
Important Notice

As mandated by the Secretary of State, Poll workers should *never* record the time or order in which voters vote at the polling place.



Paper Ballot Clerk

If the voter wishes to vote on a paper ballot, he/she will go to the Paper Ballot Clerk. The Paper Ballot Clerk will be in charge of all paper ballots. He/she will also be responsible for the Secrecy Folders, which ensure that a voter's paper ballot is kept private.



The November Ballot

This multiple-page ballot requires careful attention from poll workers. The Paper Ballot Clerk must take care to issue all pages of the ballot to voters. Also, because of the size of the ballot, voters will need to fold the ballot pages in half so they fit inside the Secrecy Folder.

There will be different ballots for each precinct; many of these ballots look similar so the Paper Ballot Clerk must take care to issue the correct one.

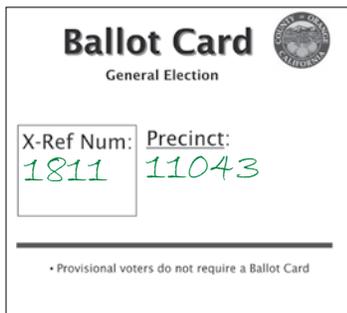
How to Issue a Paper Ballot

The Paper Ballot Clerk will follow these steps for processing voters:

Step 1: Receive the Voter's Ballot Card

The voter will hand his/her Ballot Card to the Paper Ballot Clerk.

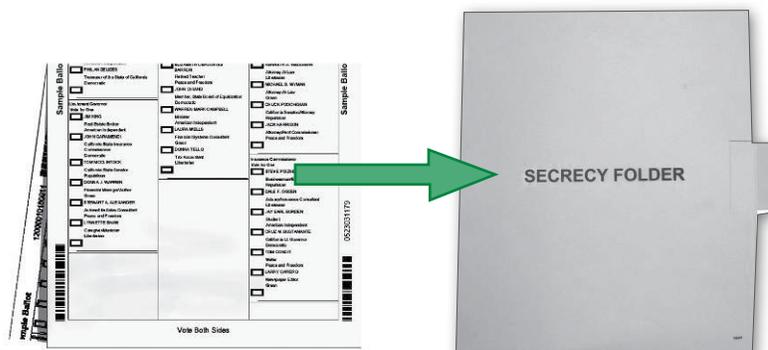
Step 2: Issue a Paper Ballot to the Voter



Look at the voter's precinct and use this information to issue the proper paper ballot to the voter.

Important: If you have more than one precinct, make sure that you issue the correct ballot based on the information on the voter's Ballot Card.

Make sure there is an available cardboard booth; then give the ballot in a Secrecy Folder to the voter. Instruct the voter to fold the ballot in half before returning it to you in the Secrecy Folder. Otherwise the ballot will not be covered up completely.



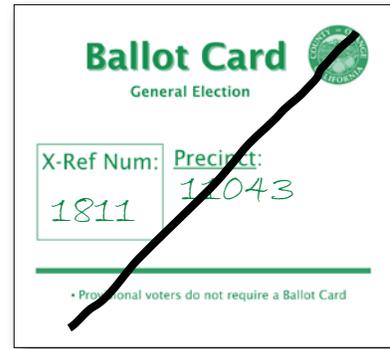
Paper ballots must be folded in half to fit inside Secrecy Folder.

Processing Voters



Step 3: Cross Off Ballot Card

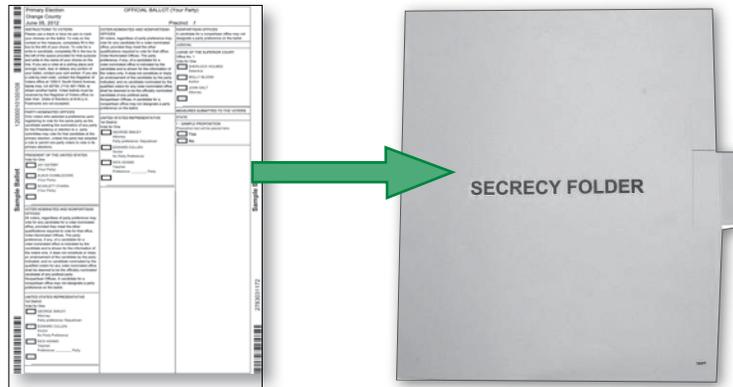
Draw a line across the Ballot Card to indicate the voter has received a ballot. (This helps prevent any voter from attempting to vote twice.) The voter may keep the Ballot Card if he/she wishes.



Step 4: Direct Voter to Cardboard Booth



Direct the voter to an available cardboard booth and instruct him/her to bring you the ballot in the Secrecy Folder when finished voting. (Make sure the booth contains a pen with black or blue ink for the voter to use.)



Note: The inside of the booth has posted instructions on how to correctly mark a paper ballot. Rectangles on the ballot should be shaded in completely, not checked or marked any other way.

How to Vote On a Paper Ballot

- If the voter makes a mistake on the ballot, he/she will bring the ballot in a Secrecy Folder to a poll worker. The poll worker will then spoil the ballot and issue a new ballot to the voter (a voter can only have his/her ballot spoiled twice).
- Instructions on how to mark each selection are clearly posted inside the cardboard voting booth and on the ballot itself. Voters must completely fill in the rectangle next to the selection of their choice. The voter should NOT check or "X" the rectangle. If they do, the tabulating equipment at the Registrar of Voters cannot process the ballot.



Correct



INCORRECT!



INCORRECT!



Step 5: Place Ballot in Ballot Box

When the voter returns with the voted paper ballot, hold the Secrecy Folder (with the voter's ballot pages folded inside) about one inch into the slit of the Ballot Box. While holding the folder's tab, allow the ballot to drop into the box. Retain the Secrecy Folder so you can re-use it. **Only a poll worker can drop a ballot into the Ballot Box.**

Remember: The Ballot Box must be placed in public view. State law states that only a Poll Worker can deposit ballots into the ballot box.



Preventing a Shortage of Paper Ballots

The Inspector and the Paper Ballot Clerk should regularly check the supply of paper ballots to prevent a shortage. Call the Help Desk phone number on the first page of this manual immediately if you are running low on a particular type of ballot. The Registrar of Voters will deliver more paper ballots to your polling place.

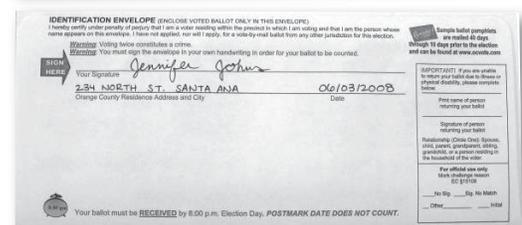
If you do run out of a particular ballot before you have had the chance to order more, give the voter the option of voting electronically or allow him/her to vote on a sample ballot. Call the Help Desk immediately to replenish the supply.

Accepting Vote-by-Mail Ballots

Every election, the Registrar of Voters sends out ballots to thousands of voters through the postal service. Any voter may elect this "Vote-by-Mail" option. The voter will send the voted ballot to the Registrar of Voters or bring it in its return envelope to any polling place within Orange County to be dropped inside a secure Ballot Box.

When a voter brings a voted Vote-by-Mail ballot to drop off, verify that the envelope is filled out completely, signed and dated. Only family members or members of the voter's household may drop off a Vote-by-Mail ballot for a voter.

If someone other than the voter brings in a Vote-by-Mail ballot, the box listing the person's relationship to the voter must be completed or else the ballot may not be counted. Place all voted Vote-by-Mail ballots in the Ballot Box.

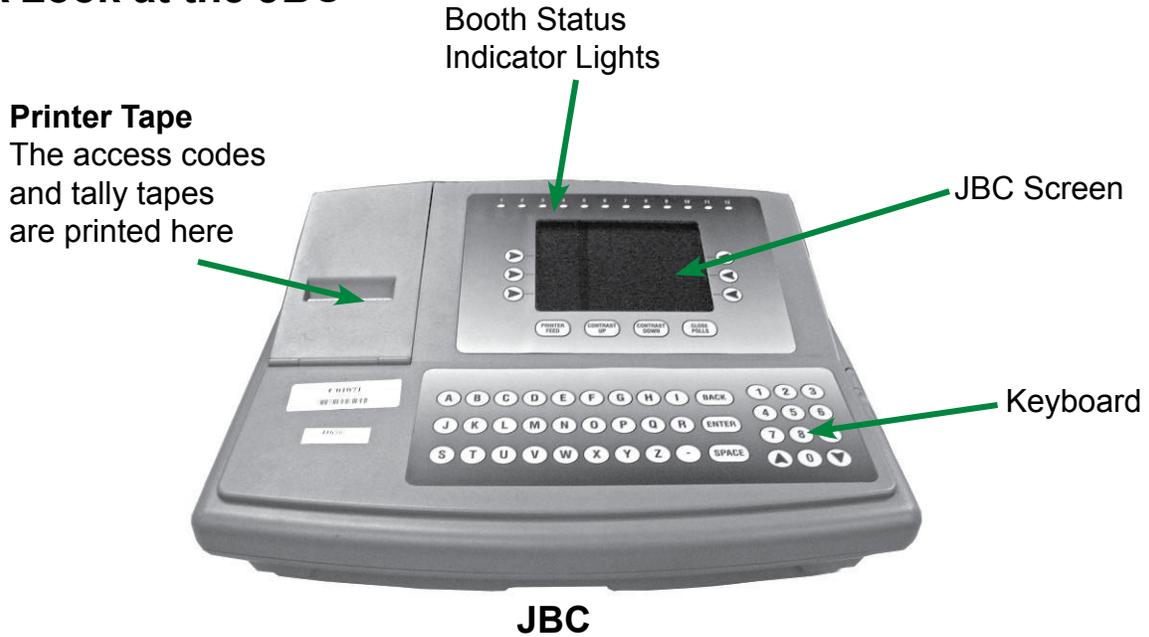


Important: If a Vote-by-Mail voter drops off his/her Vote-by-Mail ballot at the polling place, he/she will NOT sign the Combined Roster-Index.

JBC Clerk

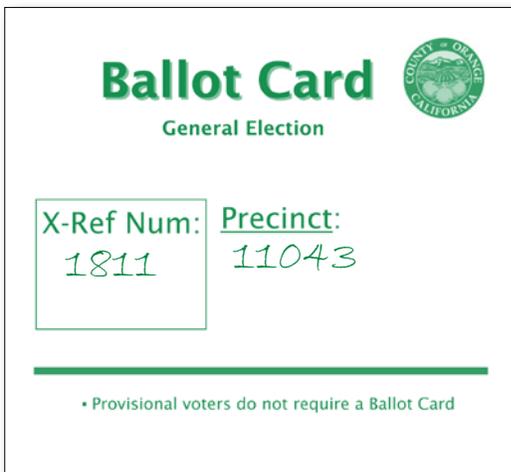
Voters who wish to vote on an electronic ballot will go to the JBC Clerk. The JBC Clerk operates the JBC (Judges Booth Controller), which prints the access codes for electronic voting.

A Look at the JBC



How to Issue an Electronic Ballot

The JBC Clerk will follow these steps for processing voters on Election Day:



Step 1: Accept Voter's Ballot Card

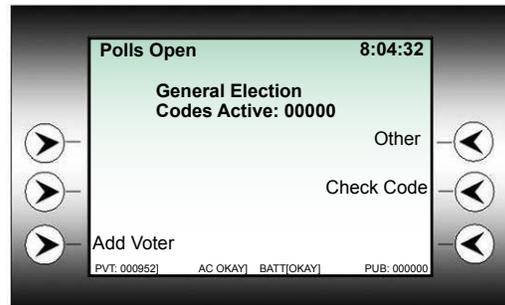
The voter presents the Ballot Card with precinct information to the JBC Clerk.



Step 2: Enter the Voter's Information on the JBC

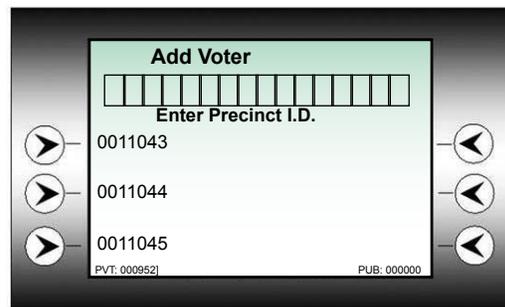
Wait for an eBooth to become available, as indicated by the lights above the JBC screen. Green means the eBooth is available and red means it is occupied. (Note: a flashing red and green light means that someone in the booth has requested help.)

Press the arrow next to "Add Voter" on the JBC screen.

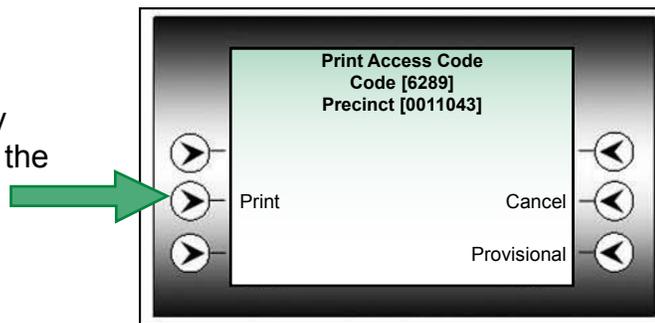


If you are at a polling place with multiple precincts, the next screen on the JBC will list the precincts at your site. Look at the voter's Ballot Card and select the correct precinct by pressing the arrow next to that number.

Remember, you will not see a precinct screen if you are at a polling place with only one precinct.



Print an access code for the voter by pressing the arrow next to "Print" on the following screen.

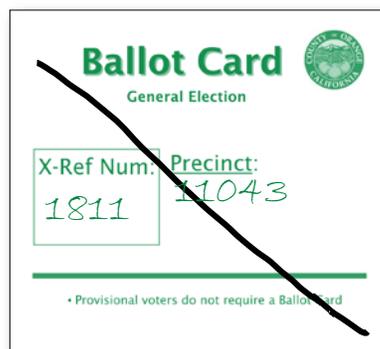




Tear the access code off and give the slip to the voter. He/she will need this code in order to access his/her electronic ballot.

 **Draw a line** across the voter's Ballot Card to indicate a ballot has been issued, and hand the card to the voter.

Direct the voter to any available eBooth.



Loading the JBC Tape

Three rolls of JBC Tape will be provided with your supplies. When the JBC Tape is low the sides of the tape will show pink markings. This alerts you that it is time to change the tape. Follow these instructions to change the JBC Tape:

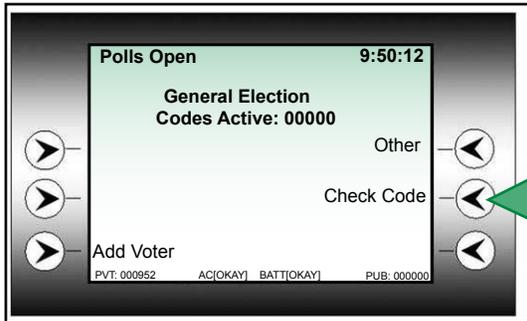
- Open the tape compartment on the JBC by unhooking the latch at the top.
- Lift the gray lever at the right of the printer spool.
- Remove the old roll of tape from the JBC.
- Load the new roll of tape. **Important:** load from the bottom of the roll of tape **only**. The tape is heat sensitive. If it is loaded upside down the information will not be printed on the tape.
- You can use the printer feed button on the JBC to feed the tape.
- Put the gray lever down.
- Put the loose end of tape through the slot in the lid.
- Close the lid.



Checking Access Codes on the JBC

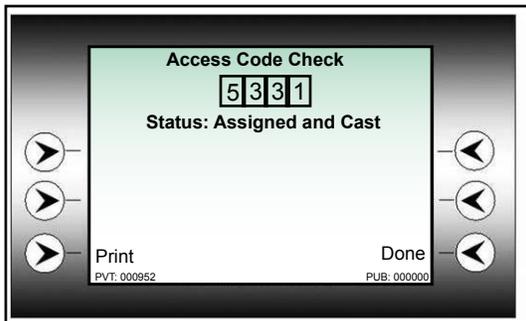
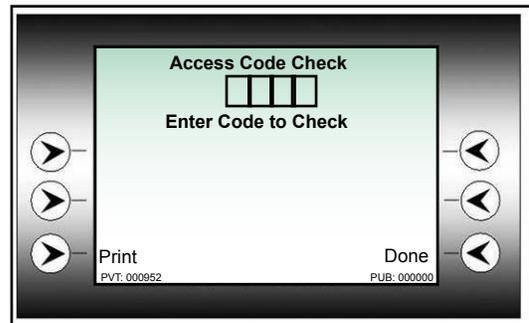
In the event of a technical concern on the voting equipment, a voter may request a new access code. You must first check the status of a voter's access code on the JBC to determine whether the voter is eligible to receive a new code. (If a voter's ballot has already been cast, you cannot issue a new access code.)

Follow the steps below to check a voter's access code:



- Press the arrow next to "Check Code" on the main JBC screen.

- Enter the access code that you wish to check by using the keypad on the JBC.



- If a ballot has been cast with that access code, the next screen will read "Status: Assigned and Cast".

DO NOT issue a new access code if the JBC shows a status below:

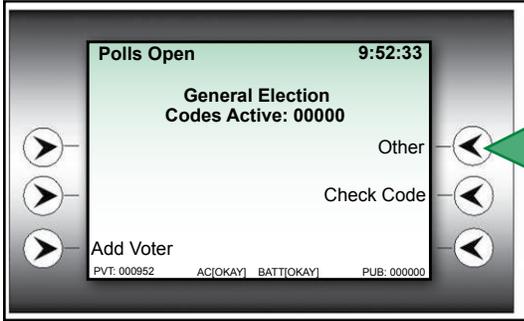
- **Assigned and Cast:** Voter has already voted.
- **Assigned and Open:** Voter has not yet entered the access code on an eBooth. The code he or she has should access the ballot once entered into the eSlate.
- **Assigned and In Use:** Voter is in the process of voting or has abandoned the ballot before completing all steps to cast ballot.
- **Not Assigned:** Access code was not issued at your polling place. Check the code for date/time/location information.

You MAY issue a new access code in the following two instances:

- **Assigned but Expired:** Voter held the access code for too long before attempting to vote.
- **Assigned but Canceled:** The ballot was discarded before being cast.

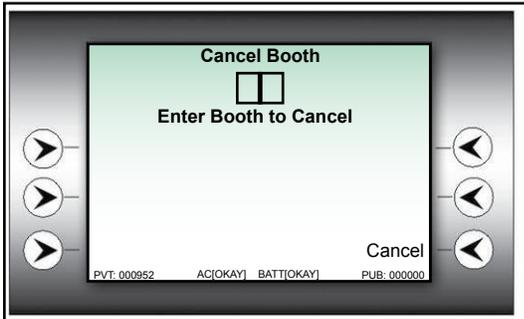
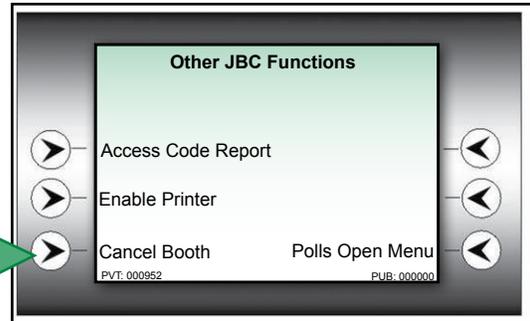
Canceling an eBooth

If a voter needs to cancel an electronic ballot (for example, the voter was issued a ballot for the wrong precinct) before it has been cast, you will need to cancel the voter's eBooth using both the JBC and the eBooth. Check the voter's current access code with the JBC to make sure the ballot was not cast before issuing a new access code. You cannot cancel the eBooth for the voter if the ballot has already been voted (see pg 71).



- From the main JBC screen, press the arrow next to "Other".

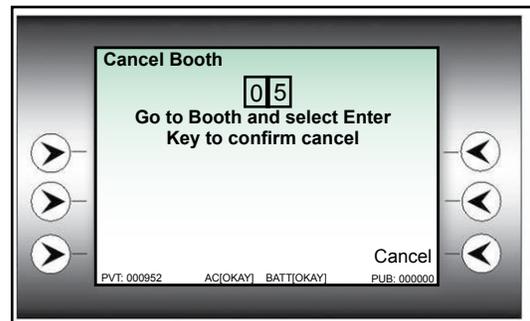
- On the "Other JBC Functions" menu, press the arrow next to "Cancel Booth".



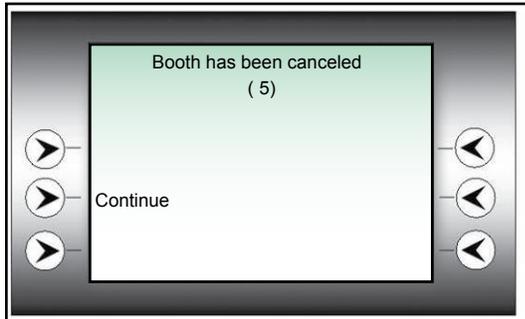
- Enter the number of the eBooth that you wish to cancel. A zero must precede single-digit booth numbers. For example, if you wish to cancel eBooth #5, you would enter "05".

- After entering the booth number you would like to cancel, the screen will direct you to go to the eBooth unit to confirm the cancellation.

This prevents poll workers from canceling a booth while a voter is in the process of voting.

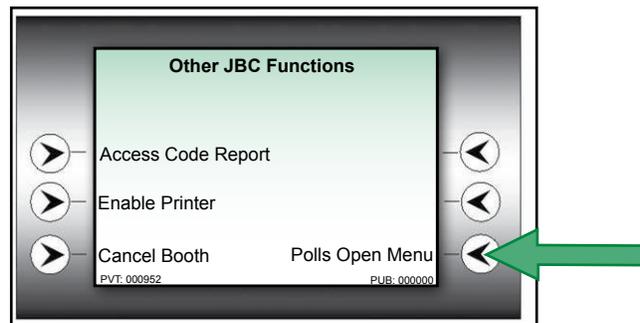


- When you arrive at the eBooth you want to cancel, press the “ENTER” button as prompted on the eSlate screen.



- Return to the JBC and press the arrow next to “Continue”.

- Press the arrow next to “Polls Open Menu” to return to the main screen.



Canceling the eBooth will bring up the language screen on the eBooth. The eBooth may then be used to cast a new ballot.

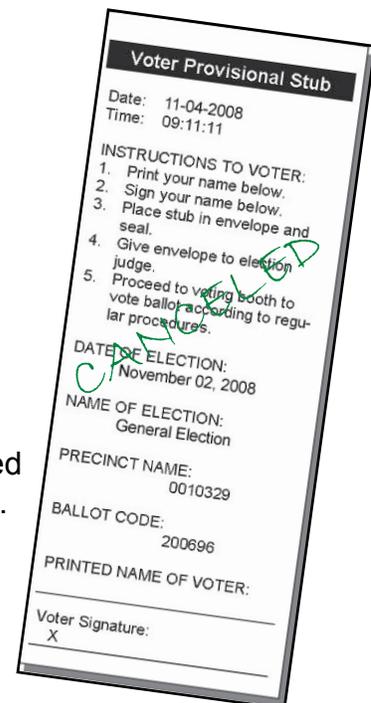


Record the canceled eBooth on the Canceled Booth Log on the front of the JBC Main Envelope.

For Provisional Ballots

If you cancel an eBooth that a provisional voter was using, you will need to issue a new provisional access code to the voter. Remove the signed access code tape from the unsealed provisional envelope and write “CANCELED” across the tape. Place this canceled tape in the JBC Main Envelope.

Issue the voter a new provisional access code. Then have the voter sign the new tape and place it in the provisional envelope before sending the voter to an eBooth.

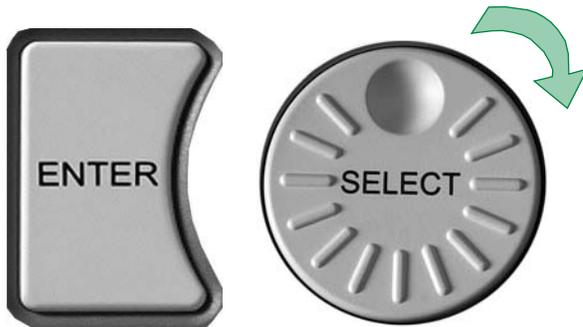


Voting on the eSlate

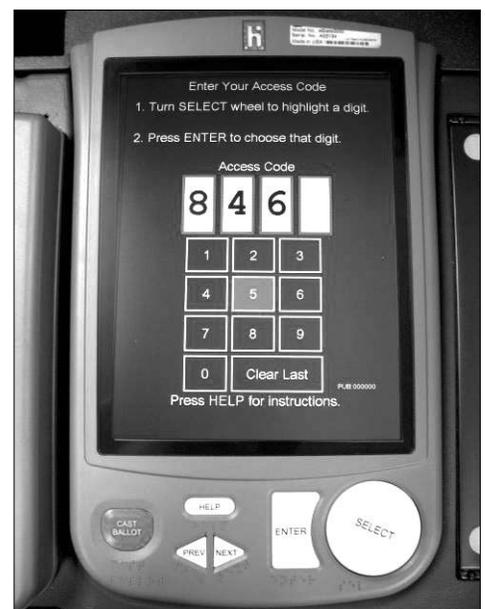
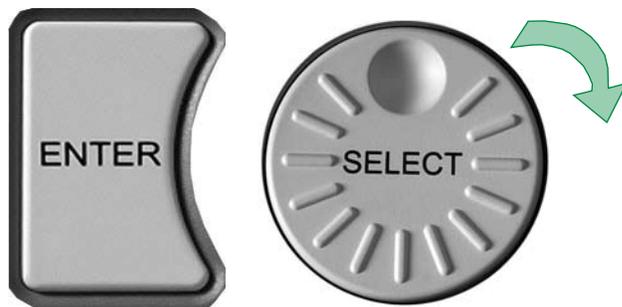
Using the eSlates

The eSlates are the electronic voting equipment that voters use to cast their ballots. The eSlate and the VVPAT (Voter-Verified Paper Audit Trail) printer together make up an eBooth. A voter needs an access code, issued by the JBC Clerk, to vote on an eSlate. The access code determines what ballot the voter should receive, based on his/her precinct (and party for Primary Elections). Once the voter has been given an access code, he/she will proceed to an available eBooth.

- The first screen on the eSlate is the “Select a Language” screen. Voters may receive ballots in Chinese, English, Korean, Spanish or Vietnamese. The voter chooses his/her language by using the “SELECT” wheel to highlight the language and then pressing “ENTER”.



- The voter enters his/her access code on the next screen. He/she inputs the numbers by using the “SELECT” wheel to highlight the numbers and pressing “ENTER” after each number.



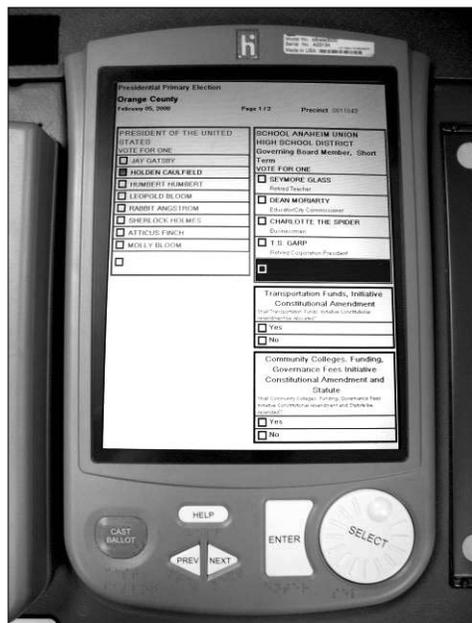
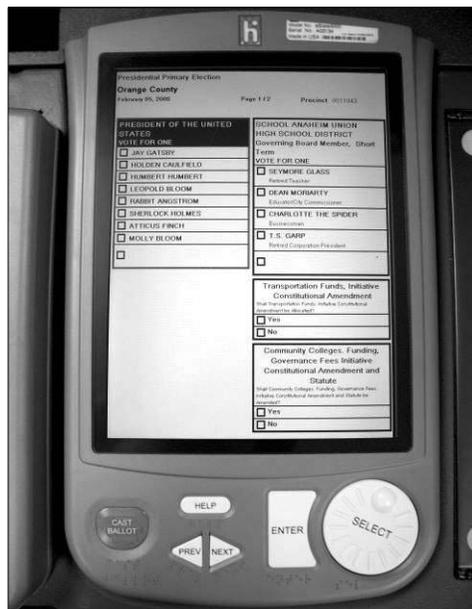
- When the voter presses “ENTER” after selecting the fourth number of the access code, the screen automatically changes to the first page of the ballot.



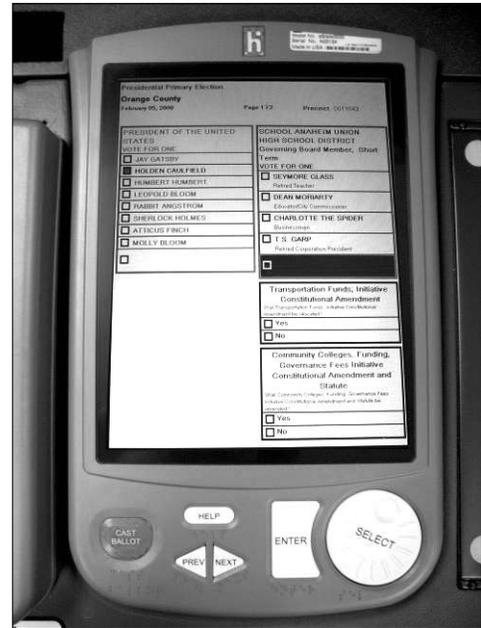
- The first contest on the first page of the ballot will be highlighted. The voter uses the “SELECT” wheel to move between the choices in that contest and presses “ENTER” when his/her choice is highlighted. The box to the left of that choice will then be filled in red and the next contest will be highlighted.
- If the voter wishes to change a selection that has already been made, he/she can simply use the “SELECT” wheel to highlight the intended selection and hit “ENTER”. The screen will automatically update the voter’s selection.



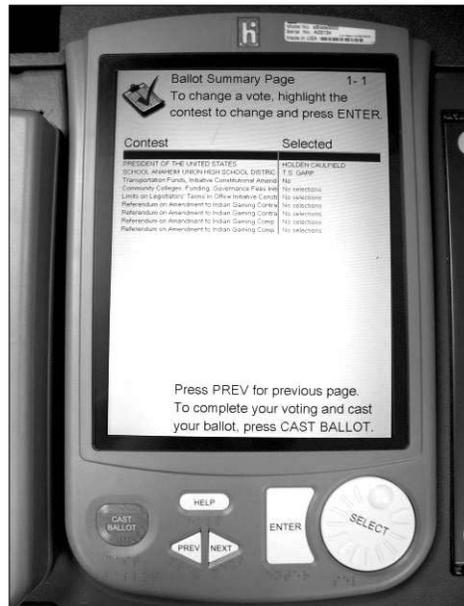
- The voter can choose not to make a selection for a contest by pressing the “NEXT” button or scrolling past it with the select wheel. The eSlate will skip to the following contest.



- Voters have the option of voting for write-in candidates for certain contests. First, the voter must use the “SELECT” wheel to highlight the write-in box for that contest and press “ENTER”.
- A new screen titled “Enter Write-In Candidate” will appear.
- The voter uses the “SELECT” wheel to select the letters of the write-in candidate’s name, pressing “ENTER” after each letter. To insert a space, the voter uses the “SELECT” wheel to highlight the “Space” icon and presses “ENTER”. To delete a letter, the voter uses the “SELECT” wheel to highlight the “Clear Last” icon and presses “ENTER”.
- If the voter no longer wishes to vote for a write-in candidate, he/she will need to highlight “Cancel” with the “SELECT” wheel and press “ENTER”.
- Once the voter has finished entering the write-in candidate’s name, he/she highlights “Accept” with the “SELECT” wheel and presses “ENTER”.

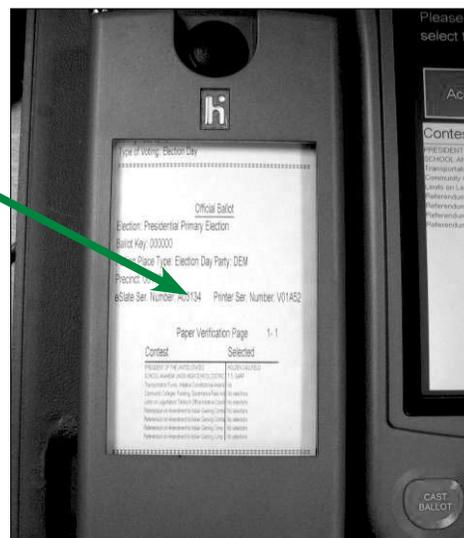


- The Ballot Summary Page appears after all selections have been made on the ballot. This page displays the voter's selections for each contest. The voter should verify that the information displayed on the Ballot Summary Page is correct. When he/she has finished reviewing the selections, he/she will print a paper verification page by pressing the "CAST BALLOT" button.



The Voter-Verified Paper Audit Trail (VVPAT)—plays a vital role in the voting process. It allows the voter to be certain that the electronic selections displayed on the eSlate are what he/she intended.

- The paper verification page is printed out on the VVPAT printer. The page is a hard-copy record of the ballot selections the voter accepted from the Ballot Summary Page. It can be viewed through the clear window on the printer.



- If the printout is correct the voter will highlight "Accept Page" on the screen and press the "ENTER" button. Depending on how many contests are on the ballot, the voter may need to repeat this process. If the voter wishes to change something on the ballot, he/she will highlight "Reject Page" and press "ENTER" to reject the ballot. (The VVPAT printer will show a printout indicating "Ballot Rejected".) The voter will see the summary page to access any contest and revise selections.



- Once the voter has accepted the paper verification page(s), a screen will appear stating that “all printed pages have been verified”. The screen prompts him/her to press the “CAST BALLOT” button to finish voting, while still providing the option to make changes to the ballot by pressing the “PREV” button (this will reject the ballot). Upon pressing the “CAST BALLOT” button, the screen displays a waving American flag, signifying that the voter’s ballot has been cast.
- The voter is only able to reject a ballot **twice**. He/she will receive a warning after the second rejection stating that the ballot may not be rejected again.



Abandoned Ballots and Fleeing Voters

Some voters, for various reasons, leave their eBooths before they have finished casting a ballot. In the case of a fleeing voter, **two** poll workers must finish casting the ballot for the voter without examining the selections made. Do this by pressing the “CAST BALLOT” button until you see the waving American flag.

During the Day: Provisional Voters



What's New?

The Provisional Voting Process

Our entire provisional voting process has been redesigned to simplify the process.

Identifying Provisional Voters

Most **Provisional Voters** are those in the following categories:

- 1 - His/her **name does not appear** in any Roster List
- 2 - He/she **does not surrender a Vote-By-Mail ballot** (when applicable)

However, this is not an all-inclusive list. It is very important to check all sections of the Roster for the voter's name before issuing a provisional envelope. Check the following before proceeding:

- 1 - Active Voter Roster List
- 2 - Inactive Voter Roster List
- 3 - Supplemental Voter List

Provisional voters will fill out a Provisional Envelope, based on the following criteria:

- Voters who are not at their correct precinct (whose name is not found in the Roster), yet insist on voting at that polling place
- Voters whose address differs from what appears on the Precinct Street-Index
- Voters with "Vote by Mail" next to their name in the Roster but do not have their ballot to surrender
- Voters with "Proof of Residence Required" next to their name in the Roster who cannot provide a proof of residence
- Voters with a name different than that listed in the Combined Roster-Index
- Voters requesting a different party ballot (Primary Election only)



New Provisional Envelope

Voter Eligibility and Provisional Ballots (Challenging a Voter)

As a poll worker, your duty is to help administer the election to the public. You should *not* turn a voter away from the polls. On the rare occasion you have doubts regarding a voter's eligibility to vote, call the Help Desk to ask for permission from the Registrar of Voters to challenge the voter. Once approved by the Registrar of Voters, record the voter's information on the "Challenge List" of the Roster and issue a provisional ballot using a provisional envelope. The Registrar of Voters will determine whether or not the ballot is eligible to be counted.



Provisional Voters



Processing Provisional Voters

Identifying Provisional Voters

Most provisional voters discover that they require a provisional ballot when they sign in at the Official Table. It is often the Roster Clerk who realizes an individual meets the requirements for a provisional voter (i.e., voter is not in the Roster, was mailed a Vote-by-Mail ballot, etc). The voter will be processed provisionally. **Please remember: Provisional voters do NOT sign the pink Roster.**

NOTE: The Street Index Clerk may discover that a voter needs to vote provisionally because the voter resides at an address that is different than the address listed in the Precinct-Street Index. **If the voter already signed the Combined Roster-Index, the Roster Clerk must cross out the voter's signature in the Roster and write "provisional" next to it.**

Things to Remember:



- **Provisional voters** are those whose registration status must be verified before their ballots can be counted
- Provisional voting is a **last resort** - check all Roster Lists before using provisional ballots
- A Ballot Card is **no** longer required for provisional voters
- Provisional voters do **NOT** sign the pink Roster

Provisional voters DO NOT include:

- Inactive voters
- Supplemental List voters
- VBM voters who **do** surrender a ballot

Provisional Voting in 3 Steps

Step 1: Fill out the Provisional Envelope

- Poll worker completes the top of the provisional envelope (gray section)
- Voter completes the center of the envelope (white section) making sure to complete items in red

ORANGE COUNTY PROVISIONAL VOTER ENVELOPE

POLL WORKER: COMPLETE THIS SECTION

Printed number Mailed paper ballot
 Party preference (Primary Election only) Mailed electronic ballot

Voter is not on the Roster at the polling place (or different address than listed in Street Index)
 Voter indicates "Vote-by-Mail" and voter does not have ballot to surrender or early voter
 Voter indicates "Print of Roster-Index" and voter cannot present proof of residence
 Voter requested different party ballot (Primary Election only)
 Voter provides a different name than Roster indicates

VOTER: COMPLETE THIS SECTION - ITEMS IN RED ARE REQUIRED (PLEASE PRINT)

1. Complete voter registration form if you are not registered in Orange County, CA. If your name has changed, or if you wish to change your party preference you can fill out the form at the polling place or return via mail.
 2. Read instructions and give the VOTER'S DECLARATION to the provisional voter.
 3. After voting electronically insert the "Voter Provisional Ballot" in the envelope and give the envelope to the poll worker assigned, or if voting a paper ballot seal your paper ballot in the envelope and return to the poll worker.

First Name _____ Middle Initial _____ Last Name _____
 Former Last Name, if any _____ Birth Date _____
 Current Residence Address (for P.O. Box) _____ City _____ State _____ Zip Code _____
 Previous Residence Address, if any _____ City _____ State _____ Zip Code _____

*I, the Voter's Signature or Sign Other _____ *I have been/last signed _____
 I declare under penalty of perjury that I am a resident of California, not in prison or on parole for the conviction of a felony and have not previously voted in this election. I understand that voting by mail constitutes a crime. I have not voted previously in this election either by vote-by-mail ballot or at any other polling place.

*Registration _____ *Registration form available from poll workers. *Information is confidential.

FOR OFFICE USE ONLY

APPROPRIATE		REASON EL		REASON	
<input type="checkbox"/> Counted	<input type="checkbox"/> Reason OK	<input type="checkbox"/> Partially counted	<input type="checkbox"/> Reason EL	<input type="checkbox"/> Not counted	<input type="checkbox"/> Reason
<input type="checkbox"/> VBM - not returned	<input type="checkbox"/> Home precinct	<input type="checkbox"/> VBM - returned	<input type="checkbox"/> Not registered	<input type="checkbox"/> VBM - returned	<input type="checkbox"/> State
<input type="checkbox"/> Moved within County	<input type="checkbox"/> Party preference (Primary Election only)	<input type="checkbox"/> Not registered	<input type="checkbox"/> Signature issue	<input type="checkbox"/> Mailed or proxy	<input type="checkbox"/> Other
<input type="checkbox"/> Name change	<input type="checkbox"/> Listed in wrong precinct	<input type="checkbox"/> Other	<input type="checkbox"/> Incomplete ID	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Step 2: Once the Envelope is filled out, Issue a Provisional Ballot

- Issue a paper or electronic ballot and direct the voter to an open voting booth; ask the voter to return to the Ballot Clerk when he/she is finished voting



Step 3: Voter Votes, Returns to Ballot Clerk

- Verify the paper ballot or Voter Provisional Stub is in the provisional envelope
- TEAR OFF the Voter Receipt (this contains details on how the voters can check the status of their ballots), hand to voter
- Place provisional envelope in the ballot box

Provisional Voting in More Detail



Step 1: Fill Out Provisional Envelope

Poll worker: Complete this Section (gray area, top of provisional envelope)

Section 1 -

- Write the precinct number (if voter is not in Roster, write main precinct number)
- Write party preference (Primary Election only)
- When applicable, provide the voter a new voter registration form (if the voter is not registered in Orange County; if the voter's name has changed; or if the voter wished to change his/her party preference)

Section 2 -

- Indicate by check mark the reason for voter being a provisional voter

ORANGE COUNTY PROVISIONAL VOTER ENVELOPE
POLL WORKER: COMPLETE THIS SECTION

① Precinct number: _____ Voted paper ballot
Party preference: _____ Voted electronic ballot
(Primary Election only)

② Voter is not on the Roster at this polling place (or different address than listed in Street Index)
 Roster indicates "vote-by-mail" and voter does not have ballot to surrender; or early voter
 Roster indicates "Proof of Residence Required" but voter cannot present proof of residence
 Voter requested different party ballot (Primary Election only)
 Voter provides a different name than Roster indicates

Voter: Complete This Section (white box in center of envelope)

VOTER: COMPLETE THIS SECTION - ITEMS IN RED ARE REQUIRED (PLEASE PRINT)

1. Complete a new voter registration form if you are not registered in Orange County, CA, if your name has changed, or if you wish to change your party preference (you can fill out the form at the polling place or return via mail).
2. Read, complete and sign the VOTER'S DECLARATION on this provisional voter envelope.
3. After voting electronically insert the "Voter Provisional Stub" in this envelope and give the envelope to the poll worker unsealed; or if voting a paper ballot seal your paper ballot in this envelope and return it to the poll worker.

First Name _____ Middle Initial _____ Last Name _____
Former Last Name, if any _____ Birth Date _____
Current Residence Address (No P.O. Box) _____ City _____ State _____ Zip Code _____
Previous Residence Address, if any _____ City _____ State _____ Zip Code _____
**CA Driver's License or State ID# _____ **Social Security# (Last 4 digits) _____

VOTER'S DECLARATION:
I declare under penalty of perjury that I am a resident of California, not in prison or on parole for the conviction of a felony, and I have not previously voted in this election. I understand that voting twice constitutes a crime. I have not voted previously in this election either by vote-by-mail ballot or at any other polling place.

*Signature *Registration forms are available from poll workers. **Information is confidential



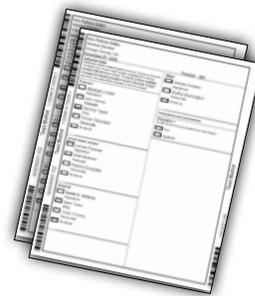
Step 2: Issue a Provisional Ballot



- Instruct the voter to return to the Ballot Clerk/official table (indicating who/where that is) to receive a ballot after completing the provisional envelope
- Ballot Clerk will check that the voter provided the information required in red lettering
- Indicate in Section 1 if voter chooses to vote on a paper ballot or electronic ballot
- Issue a paper ballot or electronic ballot and direct the voter to an open voting booth; ask the voter to return to the Ballot Clerk when he/she is finished voting

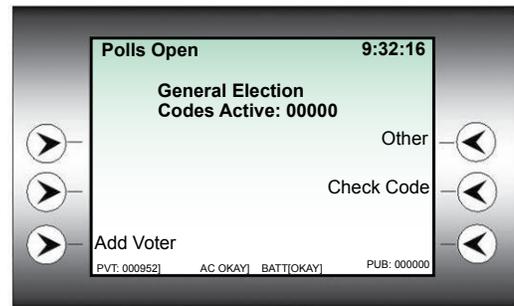
Steps for Issuing a Provisional Paper Ballot -

- After receiving the voter's provisional envelope hand voter correct paper ballot, according to precinct (and party for Primary Election)
- Direct the voter to an open cardboard voting booth and ask him/her to return, with the envelope and folded ballot inside the provisional envelope, to the ballot table/ Ballot Clerk when he/she is finished voting

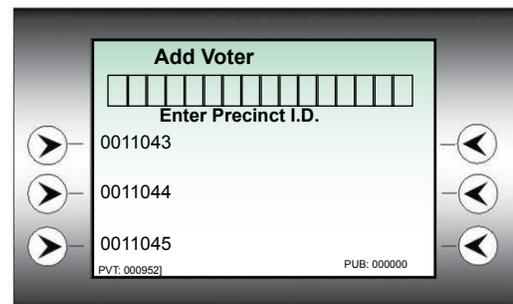


Steps for Issuing a Provisional Electronic Ballot -

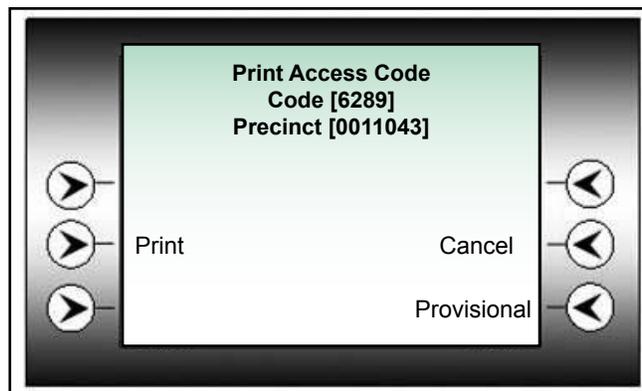
- After receiving the voter's completed provisional envelope, press the arrow next to "Add Voter" on the JBC



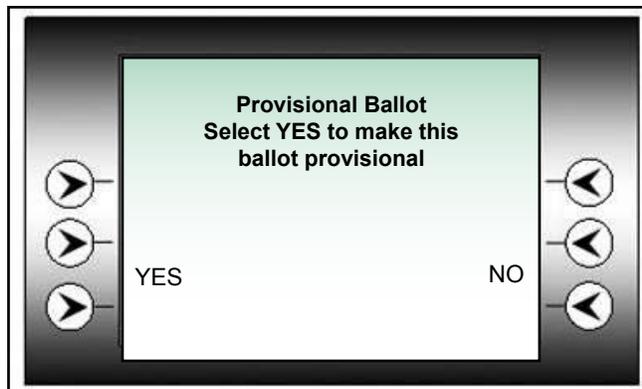
- Press the arrow next to the precinct ID that corresponds to the voter's provisional envelope (only applies to polling places with multiple precincts)



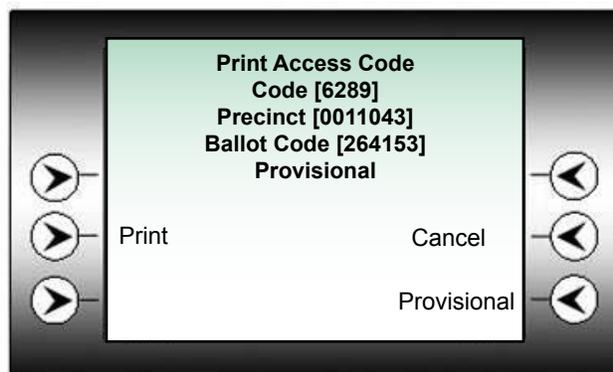
- Press the arrow next to “Provisional” on the JBC



- Press the arrow next to “Yes” to confirm the voter needs a provisional ballot



- The ballot is now marked as a provisional ballot and you may press the arrow next to “Print” to print the provisional access code tape for the voter



- Have the voter print his/her name and sign on the bottom portion of the access code tape (Voter Provisional Stub)
- Place the signed access code tape (Voter Provisional Stub), with signed portion tucked into the provisional envelope, allowing access code to display outside the envelope, then hand the envelope to the voter
- Tell the voters they will use the provisional access code to retrieve their provisional ballots on the eSlate
- Direct the voter to an open eBooth and ask him/her to return to the ballot table/Ballot Clerk with the envelope when he/she is finished voting

Note: If you mistakenly print a regular access code simply place it in the JBC Main Envelope and start over to issue a new provisional access code

ACCESS CODE
Clave de Acceso
6289
Date: 11-04-2008 Time: 09:10:50 Place: Anaheim VFW Hall Pct: 0011043
VOTER PROVISIONAL STUB
Date: 11-04-2008 Time: 09:10:50
INSTRUCTIONS TO VOTER:
1. Print your name below.
2. Sign your name below.
3. Place stub in envelope and Seal.
4. Give envelope to election judge.
5. Proceed to voting booth to vote ballot according to regular procedures
DATE OF ELECTION: November 04, 2008
NAME OF ELECTION: General Election
PRECINCT NAME: 0011043
BALLOT CODE: 264153
PRINTED NAME OF VOTER: _____
Voter Signature: _____



Step 3: Voter Votes and Returns to the Ballot Clerk

The voter must place the paper ballot or the provisional access code inside the provisional envelope. The Clerk accepts the voter's provisional envelope, seals it closed and deposits it in the Ballot Box.

The voter has finished voting and will keep his/her Voter Receipt to check the status of his/her ballot after the election (by calling 1-888-OCVOTES). Remember only a poll worker can deposit a ballot into the Ballot Box.



Things to Remember When Processing Provisional Voters -

- There is no need to fill out a Ballot Card for provisional voters
- A poll worker will fill out parts 1 and 2 (top portion) of provisional envelope
- Voter completes VOTER section of provisional envelope
- Make sure voter provided information in red lettering
- After voting, voter places ballot in provisional envelope
- Poll worker seals the envelope and tears off the Voter Receipt
- Place provisional envelope in the Ballot Box
- When applicable, provide the voter with a voter registration form

ORANGE COUNTY PROVISIONAL VOTER ENVELOPE

POLL WORKER COMPLETE THIS SECTION

VOTER COMPLETE THIS SECTION (ITEMS IN RED ARE REQUIRED IN RED PRINT)

PUR OFFICE USE ONLY

Primary Election
Orange County
June 16, 2012

OFFICIAL BALLOT (One Page)

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Section 10

Section 11

Section 12

Section 13

Section 14

Section 15

Section 16

Section 17

Section 18

Section 19

Section 20

Section 21

Section 22

Section 23

Section 24

Section 25

Section 26

Section 27

Section 28

Section 29

Section 30

Section 31

Section 32

Section 33

Section 34

Section 35

Section 36

Section 37

Section 38

Section 39

Section 40

Section 41

Section 42

Section 43

Section 44

Section 45

Section 46

Section 47

Section 48

Section 49

Section 50

Section 51

Section 52

Section 53

Section 54

Section 55

Section 56

Section 57

Section 58

Section 59

Section 60

Section 61

Section 62

Section 63

Section 64

Section 65

Section 66

Section 67

Section 68

Section 69

Section 70

Section 71

Section 72

Section 73

Section 74

Section 75

Section 76

Section 77

Section 78

Section 79

Section 80

Section 81

Section 82

Section 83

Section 84

Section 85

Section 86

Section 87

Section 88

Section 89

Section 90

Section 91

Section 92

Section 93

Section 94

Section 95

Section 96

Section 97

Section 98

Section 99

Section 100



During the Day: Curbside Voting

On Election Day, voters with limited mobility may come to the polling place and vote outside while in their vehicles. This is called “curbside voting.” The DAU eBooth is placed at the end of the eBooth arrangement so that it can easily be disconnected from the other eBooths and used for curbside voting.

The steps for curbside voting are listed below:

- The voter will inform poll workers of the need for curbside voting by sending someone inside or (when applicable) will press the Ballot Call button. Several locations will be equipped with a ballot call so that curbside voters can request assistance from outside.
 - Bring all materials used to process voters outside to the voter in order to save time: the Combined Roster-Index(es), Provisional Envelope, Precinct-Street Index, a Ballot Card and a pen. Fill in the necessary fields on a Ballot Card while the voter writes his/her signature and address in the Roster.
 - Ask the voter to state his/her address. After confirming the voter’s address, cross out his/her name in the Precinct-Street Index. Ask the voter if he/she would like to vote on a paper ballot or an electronic ballot.
 - If the voter requests a **paper ballot**, bring the Ballot Card inside to identify the appropriate paper ballot. Bring out the ballot, a pen, a Secrecy Folder and a black folder for the voter to write on.
- Allow the voter to vote privately. When finished, instruct him/her to fold the ballot in half. (If the voter is unable to do so you may fold the ballot, taking care not to look at the selections.) Place the folded ballot pages in the Secrecy Folder to bring inside with the other materials. Upon returning inside, drop the paper ballot into the Ballot Box.
- If the voter requests an **electronic ballot**, bring the Ballot Card inside the polling place to issue an access code for the correct ballot on the JBC.



A poll worker brings the Roster and a pen outside to the voter for her to sign.



Ballot Card	
General Election	
X-Ref Num:	Precinct:
<input type="text"/>	<input type="text"/>
• Provisional voters do not require a Ballot Card	

- Check that battery status on the DAU eSlate reads “OKAY”. (If battery indicator says “NONE” you will not be able to use the DAU for curbside voting.)
- Enter the voter’s language of choice on the DAU eSlate. Enter the voter’s access code on the next screen.
- Disconnect the gray data cable from the top of the DAU eSlate and disconnect the VVPAT’s black power cord from inside the eBooth’s storage compartment.
- Fold up the DAU’s privacy screens and close the lid of the eBooth.
- Have two poll workers carry the DAU outside and bring it next to the voter’s car. Open the lid and unfold the privacy screen.
- Move the DAU up against the voter’s car so that he/she can reach it easily through the window. (The voter may also open the car door for better access to the DAU.)
- The voter will see the screen with the waving American flag when he/she has finished voting. Close the DAU’s lid and bring it inside.
- Attach the DAU to the end of the line of eBooths by first reconnecting the black VVPAT power cord, then the gray data cable.
- You will see a second screen with the American flag, indicating that the vote has been transmitted to the JBC.



During the Day: Spoiling a Ballot

There are various reasons for spoiling electronic and paper ballots during the day. Spoiling a ballot means that the ballot has not been voted and the voter can begin with a new ballot. Follow these procedures for spoiling ballots:

Spoiling an Electronic Ballot

Electronic ballots are spoiled by rejecting the ballot on the eSlate after the printer shows the voter’s selections on the printout, also known as the Voter-Verified Paper Audit Trail (VVPAT).

The voter can reject his/her ballot twice and return to the summary page to review the choices and access any of the contests to change the selections made. After the second time the ballot is rejected, a warning screen informs the voter that he/she will not be able to reject the third and final ballot.

Spoiling a Paper Ballot

A paper ballot must be spoiled if the voter makes a mistake on the ballot. A voter may spoil a ballot up to **two times**. Poll workers will need to warn the voter before issuing the third ballot that this is the final ballot. Additional ballots will not be issued.

When you receive a paper ballot to spoil, take the ballot in its Secrecy Folder and write “SPOILED” across the Secrecy Folder and **part of the ballot**. If part of the ballot is not showing, ask the voter to pull a section of the ballot out from the Secrecy Folder that does not show contests. Place the Secrecy Folder, with the spoiled ballot inside, in a Spoiled Ballot Envelope. Write the voter’s precinct number on the Spoiled Ballot Envelope and seal the envelope. Store the sealed Spoiled Ballot Envelope in the Unused Ballot Bag (do not seal the Unused Ballot Bag until after the polls have closed).

Issue a new paper ballot and Secrecy Folder to the voter.

Follow the same steps for a provisional paper ballot. Do not spoil the Provisional Envelope as the voter can still use it.



Poll workers will record the total number of spoiled paper ballots on the Combined Roster-Index’s Ballot Statement as part of the poll closing procedures.



During the Day: eSlate Issues

The Red Canvas Bag in your Supply Box has a packet of documents titled “Voting Equipment Incident Report”. Use the Voting Equipment Incident Reports to record all problems or issues with the voting equipment reported by voters and/or observed by poll workers.



Red Canvas Bag

Filling Out the Voting Equipment Incident Report

- Record the date, time of occurrence and name of the polling place.
- Record the equipment involved as well as the serial number.
- Check the appropriate box indicating whether the problem was observed by a voter or poll worker. Write the name and phone number of the voter, if applicable.
- Provide a brief description of the occurrence, including any error codes, and state what actions, if any, were taken to resolve the issue.
- Upon closing the polls, place all completed Voting Equipment Incident Reports in the Red Canvas Bag.

Please Use This Form When an Issue is Not Resolved Using the Help Troubleshooting Procedures. When Completed Place in Red Canvas Bag.

000001

Voting Equipment Incident Report

Report Number: _____
 Date/Time: _____
 Location: _____
 Reported by: _____
 Reported to: _____
 Reported by (Name/Phone): _____
 Reported to (Name/Phone): _____
 Problem Description: _____
 Action Taken: _____
 Status: _____
 Reported by (Signature): _____
 Reported to (Signature): _____
 Date: _____

Voting Equipment Incident Report



What to Do in Case of a VVPAT Paper Jam

In the event that there is a paper jam and a voter cannot view the VVPAT printout, do the following:

- Immediately notify the Registrar of Voters of the problem. The Registrar of Voters will send a rapid deployment team to the polling place to address the issue.
- Record the occurrence on a Voting Equipment Incident Report found in the Red Canvas Bag.
- Check the voter’s Access Code on the JBC (see pg. 71 for how to check an Access Code and what the different statuses mean).
- **Close the lid on the booth.**
- If the status of the Access Code does not indicate a ballot has been cast issue a new Access Code to the voter and direct him/her to an available eBooth.



During the Day: Error Codes

One or More eSlates is “Unavailable”

If all eSlate screens say “Unavailable,” this means that the polls were opened on the JBC before booth numbers were assigned. If one eSlate screen says “Unavailable,” that eSlate was skipped when the booth numbers were assigned. Both problems can be fixed by following these steps:

- Restart the JBC by unplugging the battery key and the black power cord from the JBC. Wait for 10 seconds.
- Plug both the battery key and black power cord back into the JBC. (Place any reports that the JBC prints out in the JBC Main Envelope.)
- Assign booth numbers to the eSlates by pressing the “ENTER” button on each eSlate. Start with the eBooth that is closest to the JBC and assign it as booth #1. (See pg. 47 for detailed instructions on how to assign eBooths.)
- Press “Done” on the JBC.
- Re-enter the Open Polls Password.
- Record the issue on a Voting Equipment Incident Report.



Do **not** close the polls on the JBC while attempting to fix this problem.

EVBO 103 Error

If an eSlate has an EVBO 103 error, something is wrong with the connection between the eSlate and the VVPAT printer. Check these connections for an EVBO 103 error:

- Check that the black power converter is plugged in to the top of the VVPAT printer.
- Ensure that all black VVPAT printer cords are connected to the black power converters. Check that each black power converter is plugged in to the power strip.
- Check that the power strip is plugged in to a wall outlet and turned on.
- Make sure that the eSlate is seated properly in the eBooth.



Follow these instructions for reseating the eSlate:

- Open the lid to the eBooth's storage compartment.
- Grasp the lower and top edges of the eSlate.
- Slide it up to unseat the eSlate, then slide it back down again to return it to its mounting pegs inside the eBooth.
- The eSlate is correctly aligned when the lower edge of the eSlate is resting against the bottom edge of the depression in the eBooth. You will know the eSlate has been properly reseated when the VVPAT printer prints a connection report and the tablet is secure.

If the EVBO 103 error is still present after you have checked the connections, close the lid to the eBooth and notify your Coordinator or call the Registrar of Voters Help Desk.

Remember to record the issue on a Voting Equipment Incident Report.

eSlate Contains Old Election Data

If an eSlate screen reads "Old Election Information", it was not properly reset and cannot be used. Remove it from the chain of eBooths and notify the Registrar of Voters office. Record the issue on a Voting Equipment Incident Report.

All Other Problems and Errors

For any other problems or error codes that happen with an eSlate, you will **not** be able to fix the problem. Follow these steps for handling problems with the eSlates:

- Fold up the privacy screens on the problem eBooth and close its lid.
- Notify your Coordinator or call the Registrar of Voters Help Desk.
- Record the issue and any error codes on a Voting Equipment Incident Report.

Polls were Closed on the JBC Prematurely

If the polls are closed on the JBC prematurely, they cannot be reopened. You will need to call the Registrar of Voters Help Desk **immediately** and another JBC will be delivered to your polling place. Process voters with paper ballots in the meantime.



During the Day: Long Lines

Decreasing lines and voters' wait time should be a key priority for poll workers. When there is an increase in voter traffic, the poll workers can take several steps to help ease line congestion. The Inspector has an active role in making the voting process as efficient and fluid as possible.



Consider the following suggestions when your polling place starts to get busy:

- Assign Clerks to their strongest positions to help process voters more quickly.
- Communicate with the public to inform them of expected wait times. The Inspector can serve as a greeter and help direct voter traffic.
- Encourage voters to review and mark their sample ballot so they know in advance who and what they are voting for. This helps voters take up less time inside the voting booth.
- If there is a line of voters waiting for a particular type of ballot (eSlate or paper), inform them of the alternative.
- If possible, designate a separate area for provisional voters to fill out their envelopes, away from the Official Table. This will eliminate any disruption to the line of voters.
- The Inspector (while acting as the greeter) can identify Vote-by-Mail voters waiting in line to drop off their ballots. Point them directly to the Paper Ballot Clerk to deposit the ballots.
- Identify bottlenecks and think creatively about how to solve them.
- The Inspector can identify provisional voters before they reach the Roster Clerk by using the Voter Direction List (Alpha List) to find any voters not listed in the Roster Index. The Voter Direction List is a directory of voters from all the precincts at the polling place, arranged alphabetically by voter's last name. If a voter's name is missing from the Voter Direction List, the Inspector will know the voter needs a provisional ballot and can assist him/her.
- Your Election Day Coordinator can also be used as a resource during busy voting periods.

During the Day: Reminders

Let the Voter Decide: Paper or Electronic

The Inspector, Roster Clerk and Street Index Clerk should not offer a particular type of ballot, but instead let the voter choose between a paper or electronic ballot. (Remember that, unlike the eSlates, the supply of paper ballots is limited.) The voters will decide the type of ballot they want when they reach the table where the Paper Ballot Clerk and JBC Clerk are seated.

Additionally, do not hide the paper ballots from voters. All voters should be aware of the option to choose a paper ballot.

Keep Busy

All poll workers should keep busy throughout the day. During slow periods, find tasks like updating the posted Precinct-Street Index, keeping the Official Table and voting area tidy, inspecting voting equipment to ensure security seals are intact, doing inventory of supplies, etc.

Public Inspection of Voting Equipment and Procedures

All voting equipment and security seals are open to public inspection during Election Day. The public has a right to **visually** inspect voting equipment and seals without interfering with the voting process.

If poll monitors or members of the public request to observe and inspect the integrity of the voting equipment, you may permit them to view – not touch – the eBooths and all externally visible security seals used to secure voting equipment. Public inspection of voting equipment may not interfere with the conduct of the election or the privacy of any voter.

The public is also allowed to view poll closing procedures as long as they do not interfere with the process.

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 the voting process. Taking pictures or recording footage of actual ballots is not allowed. Do not allow the media to disrupt activities at the polling place. Please call (714) 567-5197 to inform the Registrar of Voters of media presence at your polling place.

Poll Monitors

A political party, candidate or organization may appoint a poll monitor to observe activity at the polls and track voter turnout. Poll monitors can refer to the two posted copies of the Precinct-Street Index if desired, but they may not interfere with or intimidate voters. Notify the Registrar of Voters immediately if you believe that the presence or activity of a poll monitor may be intimidating voters.

Please direct all questions and concerns from media or poll monitors to the: Community Engagement Manager, at (714) 567-5197.



Check Paper Ballot Availability

Remember to call the Help Desk if you start to run low on paper ballots. The Registrar of Voters will immediately send a dispatch to help replenish your supply. If the polling place does run out of paper ballots, voters must have an immediate alternative. Give the voter the option of voting electronically or allow him/her to vote on a sample ballot.



When the Registrar of Voters delivers additional paper ballots, make sure to add that number to the total in the “Ballots Issued to Polling Place” section of the Ballot Statement.

Watch for Suspicious Behavior

Keep an eye out for activity that could indicate tampering or an attempt at tampering. Immediately report to the Registrar of Voters any observations of tampering or an attempt to tamper with voting equipment. The Registrar of Voters will determine whether the machine needs to be removed from service.

Cardboard Booths



Periodically check the shelf and inside walls of the cardboard booths to make sure nothing has been written on them (watch for political statements or graffiti).

Inspect Security Seals on JBC & eSlates

You have already inspected the seals when opening the polls. At closing poll workers must re-examine the placement and integrity of all visible seals on the electronic voting equipment.

JBC CHAIN OF CUSTODY
 Sign in the appropriate space below. You do not need to check barcode numbers on the

Picked Up By Inspector
 Inspector Name (print) _____ Signature _____ Date _____

Delivered to Polling Place (Election Day Morning)
 Clerk/Inspector Name (print) _____ Signature _____

Election Day:

Blue Seals –
 Identify before opening polls on E/e. Remove seals & place on back.
 JBC Box Number _____ JBC Box _____

Polls Open	During Day (AM)	During Day (PM)	Polls Closed
Time: <u>6:45 a.m.</u>	Time: _____	Time: _____	Time: _____
Inspector Initials: <u>HF</u>	Inspector Initials _____	Inspector Initials _____	Inspector Initials _____
Clerk Initials: <u>IA</u>	Clerk Initials _____	Clerk Initials _____	Clerk Initials _____

Inspector Name (print) _____ Signature _____ Date _____ Time _____
 Clerk Name (print) _____ Signature _____ Date _____ Time _____

Returned to ROV
 ROV Official Name (print) _____ Signature _____ Date _____ Time _____

The Inspector and at least one other poll worker will certify the placement and integrity of the seals by initialing the JBC Chain of Custody document (stored with the JBC) and the eBooth Chain of Custody document (found in the plastic sleeve located on the front of the caddy).



Closing the Polling Place

The polls must be closed at 8 p.m. on Election Day. Use the clock on the JBC to determine when it is 8 p.m. All voters who are in line by 8 p.m. are allowed to vote.

At 8 p.m., the Inspector will assign one Clerk to announce inside and outside of the polling place, "The polls are closed". The Inspector will ask the same Clerk to stand at the end of the line of voters, so that no one attempts to enter the line after 8 p.m.



It is important that the polling place supplies are packed up quickly and carefully. Supplies must be returned to the collection centers as soon as possible and they must be returned in the correct bags and boxes. The complete poll closing procedures are described on the following pages.

All poll workers must stay until the entire process is complete.

Key guidelines to keep in mind for closing the polls:

- Do not attempt to close the polls on the JBC before 8 p.m.
- Do not close the polls on the JBC until the last voter who was in line at 8 p.m. has finished voting.
- Print two tally tapes after closing the polls on the JBC: one to place in the JBC Main Envelope and the other to post on the outside of the polling place facility. **All poll workers must sign both tally tapes.**
- Disconnect the JBC. Store the JBC, the gray data cable, power cord and JBC Chain of Custody document in the JBC box.
- Remove **all** VVPAT printers from the eBooths, including those that were not used or were closed early. Place the printers in the blue VVPAT printer canvas bags, as shown in the picture on pg. 100.
- Disassemble all eBooths, store them in the caddy and lock the caddy. Place the eBooth Chain of Custody document inside the plastic sleeve on the caddy.
- Disassemble the cardboard booths and leave them at the polling place.
- All unused paper ballots, spoiled paper ballots and surrendered Vote-by-Mail ballots must be placed in the Unused Ballot Bag **before** the Ballot Box is unsealed.
- Fill out the Ballot Statement for the Combined Roster-Index(es).
- If the numbers on the Ballot Statements do not match, do not begin to recount the signatures or try to solve the issue. It is much more important to get the ballots to the collection center quickly.
- All voted ballots must be placed in the Voted Ballot Container and the Voted Ballot Container must be sealed following the proper procedures.



Closing the Polls on the JBC

You will close the polls on the JBC after it has been announced at the poll site that the polls have been closed and after the last voter **who was in line by 8 p.m.** has voted.

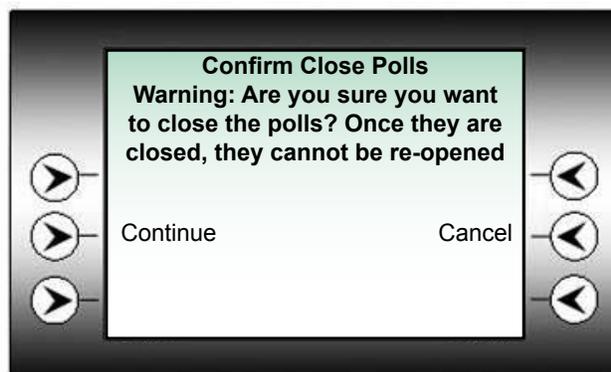
Do **not** attempt to close the polls on the JBC before 8 p.m. The polls cannot be reopened on the JBC once they have been closed.

Here are the steps for closing the polls on the JBC:

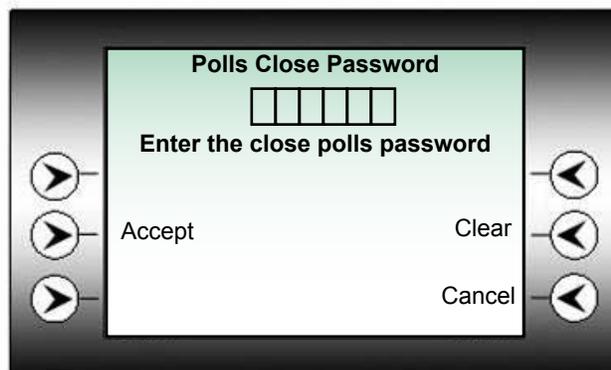
- Press the “CLOSE POLLS” button on the JBC.



- Press the arrow next to “Continue” to confirm that you want to close the polls.

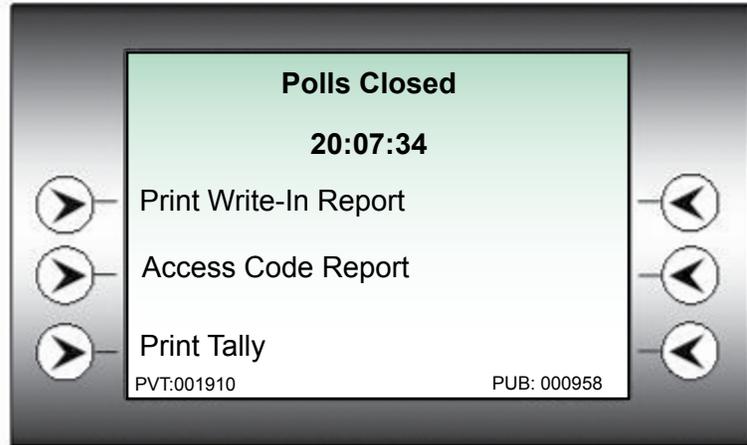


- Enter the Polls Close Password from the JBC Password Envelope. Press the arrow next to “Accept”.



- Press the arrow next to “Print Tally”. When the Tally Tape has finished printing, tear it off and ensure that **every poll worker** signs it.
- **Post the first tally outside of the polling place.**
- Press the arrow next to “Print Tally” again. Again, make sure **the entire board** signs this tape.
- Do **not** leave the second tally tape attached to the JBC. **Tear off the second tape and use it to complete the Ballot Statement before placing the tape inside the JBC Main Envelope.**

REMEMBER: All poll workers must sign both copies of the Tally Tape.



Precinct Ballot Summary

Total Ballots voted in this Precinct = 250

Ballot Summary

Total Ballots voted in this Tally = 250

Access Code Summary

Access Code Totals:

Issued	=	255
Voted	=	250
Expired	=	2
Cancelled	=	3

Election Official Signatures

Henry Fleming

Isabel Archer

Holden Caulfield

Nick Carraway

Stephen Daedalus

Elizabeth Bennet

Janie Crawford

Tally Tape



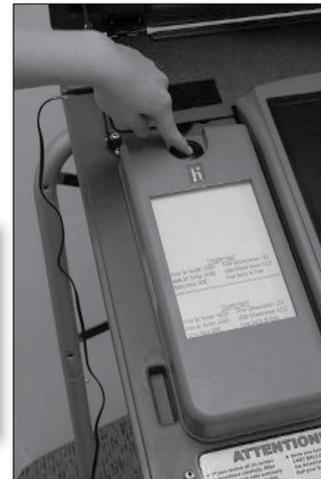
Disconnect the JBC

After closing the polls on the JBC and printing out the necessary tallies, disconnect the JBC from AC power and unplug the battery key. Then, disconnect the black power cord from the JBC and the gray data cable from the JBC and the first eBooth. Place the JBC and both cables in the JBC box along with the JBC Chain of Custody document. **While handling the JBC, take care to not damage the Red Intab Lock.**



Remove the VVPAT Printers from the eBooths

Turn power off to VVPATs before disconnecting. After disconnecting the JBC, you will need to remove the VVPAT printers so that they can be packed into the Blue Canvas VVPAT Bags. You must remove the printers from **every** eBooth, including any eBooths that were not used or that were closed due to technical problems.



- Each VVPAT printer was secured with a **blue** security seal during the day. After signing the Chain of Custody to certify the seal, you may remove it.
- After removing the seal, press and release the black button at the top of the printer. The button will pop up.
- Grasp the button and turn it counter-clockwise while at the same time lifting the printer from the eBooth.



- Disconnect the two black cables from the bottom of the printer and store them in the open space in the eBooth.
- Remember to verify the **red** security seal (only visible once the VVPAT is removed from the eBooth) on the Chain of Custody document.



 Store the VVPAT printers in the Blue Canvas Bags, four to each bag. Place the printers on their sides in the bags, as shown in the picture below, with the barcode and Red Tamper Evident Seal face up for easier scanning once returned to the Registrar of Voters office.

Handle the printers carefully at all times, whether inside or outside of the bags. The printers are very fragile.



Disassemble the eBooths

Disconnect the data cables and place them in the eBooth's storage compartment. Unplug the black power converter cables from the power strip, and attach them to the Velcro strips on each eBooth. Fold and secure the privacy screens. Disassemble the eBooths, reversing the steps for setting them up.

Stow the eBooths

After you have disassembled the eBooths, stow the eBooths in the caddy. Use two people to move each eBooth into the caddy. Place each eBooth in the caddy with the legs of the eBooth facing the left and the handle facing you, as shown in the photo below.



eBOOTH CHAIN OF CUSTODY
Sign in the appropriate space below. You do not need to check function numbers on the seals.

Picked Up By Delivery Vendor
Vendor, Rep. Name (print) _____ Signature _____ Date _____ Time _____

Received by Polling Place Facility
Facility Contact Name (print) _____ Signature _____ Date _____ Time _____

Seal Verification

Blue Seals – Record under "Right Before" or "Open Roll"				Red Seals – Leave signed and verify placement, integrity Remove seals & place on back of this page			
Booth	Point	Roll	Seal	Booth	Point	Roll	Seal
00810	114013	80037	790148				
00813	114008	79243	790148				
02014	114028	72017	720109	104761	104808		
02819	114008	80045	800148				
03845	114014	80036	790148				
03816	114012	80069	800148				
04023	114015	80038	790148				
05022	114011	79247	790148				

Early Setup – Before Election Day (if applicable)
Inspector (print) _____ Signature _____ Date _____ Time _____
Clerk (print) _____ Signature _____ Date _____ Time _____

Polls Open	During Day (on)	During Day (off)	Polls Closed
Time: _____	Time: _____	Time: _____	Time: _____
Inspector Initials: _____	Inspector Initials: _____	Inspector Initials: _____	Inspector Initials: _____
Clerk Initials: _____	Clerk Initials: _____	Clerk Initials: _____	Clerk Initials: _____

Inspector Name (print) _____ Signature _____ Date _____ Time _____
Clerk Name (print) _____ Signature _____ Date _____ Time _____

Returned to ROV
ROV Official Name (print) _____ Signature _____ Date _____ Time _____

Completed eBooth Chain of Custody must go into plastic sleeve

Use the cable lock to lock the eBooths inside caddy. Ensure that the eBooth Chain of Custody document is stored in the front plastic sleeve on the caddy. (It is helpful to tape the sleeve closed to ensure the eBooth Chain of Custody does not fall out.)

Dismantle the Cardboard Booths

The cardboard booths must be dismantled at the end of the day. Leave the cardboard booths at the polling place, leaning against a wall.

The Unused Ballot Bag

Before the Ballot Box can be opened, there are certain items that must NOT come in contact with voted ballots. These items include:

- All unused paper ballots
- Spoiled paper ballots
- Unvoted/Surrendered Vote-by-Mail ballots



Unused Ballot Bag

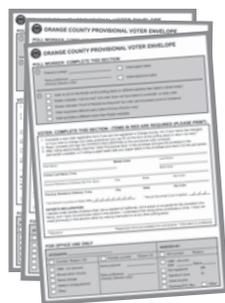
Each type of ballot must be counted, with the totals recorded on the Ballot Statement on the Combined Roster Index. After obtaining a tally of each total, place the items in the Unused Ballot Bag. **These three groups are the only items that go in the Unused Ballot Bag** (unused provisional envelopes do not go in the bag). Write the tallies of the unused ballots on the front of the bag. You can use the information to complete the Ballot Statement later on, if needed. **Lastly, seal the bag.**



Once the Unused Ballot Bag has been sealed it **cannot** be opened. Therefore, be especially mindful that you have gathered the necessary totals and have only placed the items listed above in the Unused Ballot Bag.

Unsealing the Ballot Box

- Unseal the Ballot Box by breaking the white sealing tape.
- Open the box and take out all of its contents.
- Organize the contents into four groups:
 - Voted paper ballots - unfold these and lay them flat
 - Provisional Envelopes - Paper Ballot checkmark
 - Provisional Envelopes - Electronic Ballot checkmark
 - Voted VBM envelopes
- Get an official tally for each group.



Use the tally numbers to complete the “Paper Ballot Count” section of the Ballot Statement on the front of the main Combined Roster-Index.



What's New?

The Ballot Statement

The Ballot Statement (the cover of the pink Combined Roster-Index) has been completely redesigned to simplify this process. The Ballot Statement is a summary of the total paper and electronic ballots issued, matching the total number of ballots to the number of signatures in the Roster(s). You will recall that before the polls opened the PUB count and number of paper ballots was written on the Ballot Statement.

It is primarily the Roster Clerk's responsibility to complete the Ballot Statement after the polls have closed on election evening.

The JBC (electronic) Ballots Section

Once the polls close, start at the JBC (electronic) Ballots section located in the "Voted Ballots" section of the document. This section requires some information from the Tally Tape printed on the JBC. The printed Tally Tape may be extremely long. The portion you will reference will be located near the very end, near the signature lines and labeled "Access Code Summary". Using the tape, fill in the appropriate boxes, as shown below:

Ballot Summary

Total Ballots voted in this Tally = 250

Access Code Summary

Access Code Totals:

- Issued = 255
- Voted = 250
- Expired = 2
- Cancelled = 3

Election Official Signatures



After filling out the required information from the Tally Tape, place the tape inside the JBC Main Envelope.

The next step of the Ballot Statement requires you to count the total number of provisional envelopes check marked for an electronic or paper ballot. Separate the provisional envelopes by paper ballots or electronic ballots. Follow the flow of the

boxes to complete the Ballot Statement.

Access Codes Voted (From the JBC tally tape)	Electronic Provisional Ballots Issued (Count the provisional ballot envelopes marked "Electronic")	TOTAL	Signatures From This Roster (Main Roster)
A1 <input type="text" value="250"/>	A2 <input type="text" value="27"/>	A3 <input type="text" value="223"/>	B1 <input type="text"/>
-		=	+
			Signatures From Roster "" (If additional rosters are used)
		+	B2 <input type="text"/>
		Total Regular Voted Paper Ballots (Count the voted paper ballots)	+
		A4 <input type="text" value="13"/>	Signatures From Roster "" (If additional rosters are used)
		=	B3 <input type="text"/>
			=
		Should Be Equal	

Fill them in with the corresponding values. Do not use any mathematical symbols in the bold boxes. If the totals do not equal, account for any differences in the counting more than once. Roster-Index and quickly return the JBC.



The Paper Ballot Section

The "Paper Ballot" section of the Ballot Statement tracks the paper ballots used and received during Election Day. Fill in the information requested on each line. Some tallies required are tallies of items from the Unused Ballot Bag sealed earlier.

PAPER BALLOTS	Paper Provisional Ballots Issued (Count provisional ballot envelopes marked "Paper")	Total Regular Voted Paper Ballots (Amount from Box A4)	Used Spoiled Ballot Envelopes (If applicable, count from Unused Ballot Bag)	Unvoted Ballots (Count unvoted paper ballots from all precincts)	Total Paper Ballots
	C1 <input type="text" value="4"/>	C2 <input type="text" value="13"/>	C3 <input type="text" value="1"/>	C4 <input type="text" value="331"/>	C5 <input type="text" value="349"/>
	+	+	+	=	
		D1 <input type="text" value="349"/>	D2 <input type="text" value="0"/>	D3 <input type="text" value="0"/>	D4 <input type="text" value="349"/>
		+	+	=	
		All Paper Ballots from this Precinct * (Use total provided)	All Paper Ballots Precinct "B" * (Use total provided)	All Paper Ballots Precinct "C" * (Use total provided)	Total Paper Ballots

Total number of ALL paper ballots provided by the Registrar of Voters. This total is located on the cover sheet of each stack of ballots.

Should Be Equal
(If not, please refer to instruction #4)

The number of provisional paper ballots, regular voted paper ballots, used spoiled ballot envelopes and unvoted ballots are completed in the "Paper Ballot" section of the Ballot Statement. The second row of this section was filled in on Election Day morning with the number of paper ballots received by the Inspector for the polling place.



Reconciling Ballots and Roster Signatures

Now that you have finished the electronic and paper ballot sections of the Ballot Statement, it is time to finalize the document by reconciling the total number of ballots with the number of signatures in the roster(s). This portion is found on the right side of the "Voted Ballots" section of the Ballot Statement.

<p>Electronic Provisional Ballots Issued</p> <p>Count the provisional ballot spaces marked "Electronic"</p> <p>331</p>	<p>TOTAL</p> <p>A3 349</p> <p>+</p> <p>Total Regular Voted Paper Ballots (Count the voted paper ballots)</p> <p>A4 0</p> <p>A5 349</p>	<p>Signatures From This Roster (Main Roster)</p> <p>B1 349</p> <p>+</p> <p>Signatures From Roster "B" (If additional rosters are used)</p> <p>B2 0</p> <p>+</p> <p>Signatures From Roster "C" (If additional rosters are used)</p> <p>B3 0</p> <p>B4 349</p>	<p>We certify that the total number of ballots voted, provisionally or otherwise, as indicated on the Ballot Statement and Challenge List are equal to the total number of signatures on the Roster or challenged.</p> <p>Inspector's signature: _____</p> <p>Signature of each Board Member: _____</p> <p>Voters who signed the Roster but did not vote: _____</p> <p>We hereby certify that all voters who signed the roster before this time have signed the roster, for the right to vote.</p> <p>Voter Name: _____</p>
<p>Regular</p>		<p>Used Spoiled Ballot</p>	<p>Unvoted Ballots</p>

Counting the number of signatures in the Roster can be simplified by using the "Total Signatures" box located in the top corner of each Roster page. Record the number of signatures on each page and add up the subtotals to determine the total sum of signatures in the book.

XREF NUM	VOTER NAME	PRECINCT NUMBER	ADDRESS	SIGNATURE	REGISTRATION NUMBER
964	Barber, Tom	0011043	address	Vote-by-Mail	Sign Here
965	Barber, Wanda C	0011043	address	Sign Here	Sign Here
477	Barbieri, Celeste	0011043	address	Sign Here	Sign Here
184	Basinger, Claude	0011043	address	Vote-by-Mail	Sign Here
183	Basinger, Elizabeth M	0011043	address	Vote-by-Mail	Sign Here
1811	Bateman, Amber	0011043	address	Sign Here	Sign Here
1812	Bateman, Richard	0011043	address	Sign Here	Sign Here
380	Bayer, Carol	0011043	address	Sign Here	Sign Here
379	Bayer, Michael F	0011043	address	Sign Here	Sign Here
980	Benson, Jonathan	0011043	address	Sign Here	Sign Here
981	Benson, Suzanne A	0011043	address	Sign Here	Sign Here
982	Benson, Tyler J	0011043	address	Sign Here	Sign Here
1675	Bern, Jaryd	0011043	address	Proof of Residence Required	Sign Here
1766	Bernal, Gabriel	0011043	address	Sign Here	Sign Here
1767	Bernal, Ana R	0011043	address	Sign Here	Sign Here
89	Bin, Asya M	0011043	address	Sign Here	Sign Here
90	Bin, Suleiman	0011043	address	Sign Here	Sign Here

Active Voter Roster List

Voting Precinct: 0011043

Page 10 of 10

Total Signatures: **3**

Total Signatures: **3**

REGISTRATION NUMBER

If your polling place does have another Roster for a second precinct (Roster "B") or a third precinct (Roster "C"), record the total number of signatures in lines provided in the shaded area. Notice the secondary Rosters contain a section on the cover to write the number of signatures inside:

January 25, 2012	Combined Roster-Index	2212
<p>No. of Signatures in this Combined Roster-Index 63</p> <p>Record this signature count in the appropriate space of the Ballot Statement for Roster A (Line 10 or 19).</p>		<p>We certify that the total number of Official Paper Ballots received, Access Codes Issued, voted, provisionally voted, expired, cancelled, spoiled and Spoiled Paper Ballots are as indicated on the Ballot Statement and that the Attached Voter List and Challenge List show a complete list of all voters as listed or challenged.</p> <p>Inspector's Signature: _____</p> <p>Signature of each Board Member: _____</p> <p>Voters who signed the Roster but did not vote: _____</p> <p>We hereby certify that all voters who signed the roster before this time have signed the roster, for the right to vote.</p> <p>Voter Name:</p> <p>1. _____ 4. _____</p> <p>2. _____ 5. _____</p> <p>3. _____ 6. _____</p>
RETURN THIS ROSTER IN THE RED CANVAS BAG		



After recording the number of signatures on each roster, add up the Total Signatures to get the total signatures on all rosters. Record this number on the equal line of the "Signatures from Rosters" section of the Ballot Statement. The total number ballots issued should equal the number of voter signatures.



If the total numbers on the Ballot Statement do not add up, **do not** recount the signatures or try to fix the problem. It is more important to get the ballots and equipment back to the Collection Center in a timely manner. The Registrar of Voters office will address the problem after the ballots have been returned.

Poll Workers Sign and Certify the Ballot Statement

The Inspector and all Clerks will sign the cover of the Roster (as well as the covers of Rosters B and C, if applicable). The signatures certify that the information recorded in the Roster and on the Ballot Statement is correct.

as indicated on the Ballot Statement and that the Assisted Voter List and Challenge List show a complete list of all voters assisted or challenged.

Inspector's signature: Henry Fleming

Signature of each board member:

<u>Isabelle Archer</u>	<u>Elizabeth Bennet</u>
<u>Holden Caulfield</u>	<u>Stephen Daedalus</u>
<u>Nick Carraway</u>	<u>Janie Crawford</u>

Voter Name:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Voters who signed the roster but did not vote:

We hereby certify that all voters whose signatures appear herein before in this roster voted this day except the following who, after signing the roster, failed to vote or were challenged and denied

After completing the Rosters, poll workers are ready to pack up the supplies.



Place Voted Ballots in Voted Ballot Container

After completing the Ballot Statement, you are ready to place all voted paper, Vote-By-Mail and provisional ballots in the white Voted Ballot Container.

This step is critical; the ballots contain important election data and must be safe and secure. Arrange all voted paper ballots in a stack, ensuring that the “cut” corners match up, and place them inside the Voted Ballot Container with the voted provisional envelopes. After making sure the box contains all voted ballots - *and nothing else* - seal the box with the red and white sealing tape. All board members should sign the tape to confirm the ballots are secure.



Repack the Supplies

It is important that all supplies from the Supply Box are returned to the collection center in the same box. Follow these guidelines for repacking supplies:

- Set aside some white sealing tape to seal the Supply Box, in addition to the **map to your collection center** and the **Receipt for Sealed Container** (the Inspector will need these to get to the collection center). The Inspector will also keep the **cell phone** turned on and in his/her possession until he/she arrives at the collection center.
- Place these items in the **Red Canvas Bag**:



Combined Roster-Index(es) (make sure payroll is filled out!)
Completed Surveys
All copies of the Precinct-Street Indexes
The completed “STOP” Notice to Voters
All completed Voter Registration Forms
All completed Voting Equipment Incident Reports
The JBC Main Envelope
The Voter Directional List

- Take down all inside and outside signs. Place the signs back into the Supply Box.
- Place all supplies, such as the plastic hook, pens, rulers and informational cards in the Supply Box

Leave ADA Equipment Behind

After the election, the Registrar of Voters will retrieve any special equipment for Americans with Disabilities Act (ADA) compliance, including cones, ramps, parking signs, etc. If you have any of these items at your polling place, leave them in a central location where they can easily be found after the election. The only exception is the Ballot Call that the Inspector will return to the collection center.

These are the “Top Three” items to be placed in the Supply Box on top of all other supplies:



1. The Red Canvas Bag
2. The Unused Ballot Bag
3. The Voted Ballot Container (should be on top of everything else)



- Place all electronic supplies (extension cord, Belkin power strip and Duct tape) back in the electrical supplies bag. Do **not** place this bag in the Supply Box; take it with you to the collection center.
- **Seal the Supply Box with white sealing tape.** Tape the two longer sides of the Supply Box to the lid, making sure not to cover the precinct number or handles. Place a strip of the sealing tape over the ballot opening in the lid.

Make sure that the polling place facility is left in clean condition at the end of the day. Use the wipes and trash bags that are provided in your Supply Box as needed.

Returning the Supplies

At least 2 poll workers (the Inspector and a Clerk) must deliver the JBC, VVPAT printers and polling place supplies to the collection center.

 If a piece of equipment is compromised by **not having** two poll workers accompany it, notify the Registrar of Voters immediately.

The poll workers who are delivering the supplies to the collection center do not need to take the same car, but they should follow each other and arrive at the collection center at the same time, **without** stopping along the way.

Receipt for Sealed Container

The Inspector will hold on to the Receipt for Sealed Container (found in the Supply Box, in Plastic Bag #2), keeping it in a safe place where it is separate from the supplies that must be returned to the collection center.

The receipt ensures that the following items are returned to the Registrar of Voters on election night:

- **Supply Box (accompanied by the electrical supplies bag)**
- **JBC box (with JBC, JBC Chain of Custody, black power cord and gray data cable inside)**
- **All VVPAT printers stored in Blue Canvas Bags**
- **Ballot Call (where applicable)**
- **Cell phone, cell phone charger and instructions (Inspector keeps with him/her until arrival at the Collection Center).**

The Inspector will write the precinct number and his/her name on the Receipt in the spaces indicated. For polling places serving multiple precincts he/she will write the main precinct number, typed in bold on the Combined Roster-Index's Ballot Statement A.

The Clerk is free to leave once he/she sees the Inspector enter the line at the collection center. A collection center worker will review the Receipt for Sealed Container with the Inspector.

If any item on the Receipt for Sealed Container is missing from the supplies that the poll workers have returned, the Inspector will be responsible for locating the item.

Finished!

A poll worker's duties are finished when all indicated supplies have been returned and accounted for to the collection center.

You will receive your stipend in approximately four to six weeks after Election Day. The Registrar of Voters appreciates your service to the voters of Orange County. You can always visit your Poll Worker PASS account to track your payment

RECEIPT FOR SEALED CONTAINER	
Precinct Number	_____
Received From	_____ for the above designated precinct.
	<input type="checkbox"/> ELECTION SUPPLY BOX <input type="checkbox"/> JBC BOX <input type="checkbox"/> VVPAT <input type="checkbox"/> BALLOT CALL <input type="checkbox"/> CELL PHONE
At the time of this receipt from said precinct board member, he/she stated to me that the said Supply Box, JBC Box, VVPATs, Ballot Call and Cell Phone were delivered from said precinct.	
Time of Receipt	_____ o'clock (A.M.) (P.M.)
Dated this _____ day of _____ 20____	By _____



Inspector

Supplemental Guide



Inspector-Specific Duties

Before Election Day

Most pre-election responsibility falls on the Inspector, who is required to pick up the supplies and bring them to the polling place.

The Inspector will receive instructions and an address for the distribution center in his/her Poll Worker *PASS*. This information will be available in his/her account at ocvote.com/pass. Once the Inspector retrieves the supplies, he/she must do a careful inventory to make sure all items are accounted for and have been issued to the correct polling location and precinct(s).

Secure Storage of Election Supplies Before Election Day

As the Inspector, every measure must be taken to ensure the secure storage of all supplies (especially the JBC) while they are in your possession before Election Day.

Poll workers *must* adhere to the following rules regarding the storage of voting equipment prior to Election Day:

- Voting equipment shall be stored in a locked location, free from public access.
- No person other than the poll worker shall have access to the voting equipment prior to Election Day.
- Immediately notify election officials at the Registrar of Voters if you have reason to believe that the voting equipment has been tampered with while in your possession. Call the Help Desk at (714) 954-1901.
- ***The JBC and Supply Box may not be stored overnight in the trunk of any vehicle.***

Starting the Paper Ballot Count of the Ballot Statements and Updating the Roster

After the Inspector has picked up the supplies from the distribution center, he/she can write the total number of paper ballots received on the Combined Roster-Index Ballot Statement on the “Ballots Issued to Polling Place” line.

At supply pickup the Inspector will be handed an envelope containing the Last-Minute Reminders and some precinct specific documents.

The Inspector will need to update the Combined Roster-Index by inserting the Supplemental Voter List from the Last-Minute Reminders packet. These voters are eligible to vote for this election; however, their information was not received in time to be printed in the Active Voter List of the Roster.



There may also be a list titled, “New Vote-by-Mail Voters List” in the Last-Minute Reminders packet. You will need to find these voters in the Roster and write “VBM” or “Vote-by-Mail” on the signature line next to their names.

If a write-in candidate list is included in the packet it must be placed on the Official Table next to the sample ballots.

The Night Before

Depending on the polling place, the Inspector may choose to have the elections board perform some of the setup activities the night before Election Day. For information on setting up the night before, see pg. 46.

Help is Available

If you think that you and your fellow poll workers will need physical assistance with lifting or setting up the eBooths, call the Registrar of Voters as soon as possible to make arrangements. Help is provided on a first-come, first-served basis.

Election Morning

The Inspector will bring the JBC Box and Supply Box (including the paper ballots, Combined Roster-Index, Precinct-Street Index, and provisional envelopes) to the polling place on election morning, arriving no later than 6 a.m. If your facility has ADA modifications, please set up the equipment as per the instructions received in your Inspector envelope.

Can't Enter the Polling Place Facility on Election Morning

If you are unable to enter the polling place facility on Election Morning, call the Registrar of Voters Help Desk right away. If it is 7 a.m. and you are still unable to enter the polling place, you will need to open the polls outside of the facility and have voters use paper ballots. Have the first voter verify that the Ballot Box is empty and seal it. Follow the standard procedures for processing voters. Issue the paper ballots inside Secrecy Folders and give them a black or blue pen to use and the black folder from your Supply Box to write on.

Using the Cell Phones

A County cell phone is provided in the Supply Box. The Inspectors will be in charge of the cell phones. The cell phones are the best form of contact between the polling place and the Registrar of Voters Help Desk. *(If for any reason your cell phone is not working on Election Day, notify the Registrar of Voters and provide a phone number where you can be reached for the duration of the day.)*

The county cell phone is the primary source of contact with the poll workers and polling sites. Please do not substitute the County cell phone with your personal cell phone when communicating with our help desk or for receiving calls from our main office.



Make sure the cell phone is fully charged before Election Day. Use the cell phone charger provided, if needed.

As a precaution, you may consider programming important phone numbers, such as local law enforcement and the fire department, in the cell phone before Election Day.

- Turn the cell phone on by pressing the  button on the front of the phone for at least three seconds. The phone's display screen will light up. Do this **before** you have arrived at the polling place on Election Day.
- Your cell phone will be enabled with a Direct Connect feature, allowing the Registrar of Voters to have direct contact with you when necessary. If you hear a beeping sound, please stand by for an important message from the Registrar of Voters.



- Make a call by keying the phone number with the phone's number pad and pressing the button with the green symbol to send the call.

- Answer a call when the phone rings by pressing the button with the green symbol.
- End a call by pressing the button with the  symbol.



- Turn the cell phone off by pressing and holding down the  button on the front of the phone. The cell phone's display screen will go dark, indicating that the phone is turned off. Do not turn off the cell phone until you have arrived at the collection center after the polls have closed on election night.

It may be necessary for the Registrar of Voters to contact *all* polling places in the event of an unforeseen emergency by using a **text message**. If you receive a text message the cell phone will beep and "MISSED ALERTS" along with the text message will appear on the display screen. To read the message, press the  button below the word "View" on the screen.

Never use the cell phone for personal calls. The cell phone must only be used for calling your Coordinator or the Registrar of Voters (or in an emergency).



Inspector-Specific Duties: During the Day

During Election Day the Inspector will primarily act as a greeter, oversee the processing of voters and assist provisional voters.

Greeting Voters

As the greeter, the Inspector will welcome the voters who enter the polling place. He or she will direct voters to the Roster Clerk and answer any questions they may have.

Voter Direction List

The Voter Direction List (Alpha List) is an alphabetical list of all voters designated to that polling place. At busier periods during the day, the Inspector will go down the line of voters to look up their names in the Alpha List. If the Inspector comes across a provisional voter, then he/she will take the voter out of the line and have that voter vote provisionally.

Voter Direction List Presidential Primary Election - February 16, 2006 1st Evangel Free Church in Campus					
Polling Precinct	Voter Name	Polling Precinct	Voter Name	Polling Precinct	Voter Name
0018411	Adams, Andrew	0018411	Adams, Edgar C	0018388	Adams, Brian D
0018411	Adams, Mark P	0018411	Adams, LARRY	0018388	Adams, Patricia M
0018411	Adams, Michael P	0018411	Adams, Charles J	0018388	Adams, Robert E
0018388	Adams, Charles J	0018411	Adams, James S	0018388	Adams, Catherine P
0018388	Adams, Sharon A	0018411	Adams, Walter P	0018388	Adams, Patricia S
0018411	Adams, Cynthia	0018411	Adams, Barbara	0018411	Adams, Edna E
0018411	Adams, April	0018411	Adams, James A	0018411	Adams, William
0018411	Adams, ALP	0018411	Adams, Steven J	0018411	Adams, William B
0018411	Adams, James E	0018411	Adams, Lawrence T	0018411	Adams, William E
0018388	Adams, Charles A	0018411	Adams, Susan M	0018411	Adams, William P
0018411	Adams, David	0018388	Adams, William	0018411	Adams, Thomas W
0018411	Adams, Daniel H	0018388	Adams, Eric	0018388	Adams, Kenneth L
0018411	Adams, James A	0018388	Adams, Frederick J	0018411	Adams, Christian
0018411	Adams, Phillip	0018388	Adams, Brian C	0018411	Adams, James M
0018411	Adams, Carolyn E	0018388	Adams, Charles	0018411	Adams, Alan C
0018411	Adams, Paul J	0018388	Adams, Rosalind	0018411	Adams, William B
0018411	Adams, Mark C	0018388	Adams, James T	0018388	Adams, Barbara L
0018388	Adams, Marilyn G	0018411	Adams, Steven D	0018411	Adams, William J
0018388	Adams, Victor J	0018411	Adams, Charles A	0018411	Adams, William J
0018388	Adams, Susan E	0018411	Adams, Kate	0018411	Adams, Katherine
0018388	Adams, James A	0018411	Adams, Maryam	0018411	Adams, Ronald L
0018411	Adams, Melissa J	0018388	Adams, Andrew P	0018411	Adams, Cory W
0018388	Adams, James	0018388	Adams, Robert	0018411	Adams, Charles
0018411	Adams, Patricia	0018411	Adams, David L	0018411	Adams, Wayne B
0018411	Adams, Dan	0018388	Adams, Shelby R	0018411	Adams, David L
0018388	Adams, Steven M	0018411	Adams, Alan H	0018388	Adams, Brian D
0018388	Adams, Scott R	0018411	Adams, Andrew H	0018411	Adams, Edward A
0018388	Adams, Paul J	0018388	Adams, Charles B	0018411	Adams, Paul M
0018388	Adams, Beth A	0018411	Adams, Daniel	0018388	Adams, Steven D
0018411	Adams, William	0018411	Adams, David C	0018411	Adams, John
0018411	Adams, Thomas H	0018411	Adams, John A	0018411	Adams, Paul M
0018411	Adams, Thomas E	0018388	Adams, William P	0018411	Adams, Edward M
0018411	Adams, Philip L	0018388	Adams, Laura A	0018411	Adams, Chelsy
0018388	Adams, Joseph L	0018388	Adams, William P	0018411	Adams, Mike A

Supervising the Area

Throughout the day, the Inspector should check in with the Clerks to see if they need help with anything or if anyone needs a break. The Inspector should make sure the polling place guidelines are followed (i.e. no smoking, no cell phones, no talking and no tampering with the equipment) by all voters.



Test Your Knowledge: Inspectors

Before Election Day Questions (Answers can be found on page 121)

1. The Inspector is responsible for picking up Election Day supplies at a specified distribution center before the election and storing them in a secure location.
 - a. True
 - b. False
2. The Inspector can leave the JBC in the trunk of his/her car until Election morning.
 - a. True
 - b. False
3. Who is responsible for contacting the polling place in advance in order to coordinate access and early set up?
 - a. A Clerk
 - b. The Coordinator
 - c. The Inspector
 - d. The Registrar of Voters
4. Where will the Inspector locate the combination for the caddy lock on the eBooths?
 - a. Inside the precinct Supply Box
 - b. On the eBooth caddy
 - c. Inside the Last-Minute Reminders packet
5. The Inspector is responsible for taking an inventory of all supplies in the large Supply Box prior to Election Day and verifying that all documents used to process voters match the precinct number(s) assigned. The Inspector will notify the Registrar of Voters immediately if supplies are incorrect or missing.
 - a. True
 - b. False
6. Which items **must** remain with the Inspector until Election Morning?
 - a. The Indoor signs, Existing Board Confirmation Form and Quick Setup Guide
 - b. The American flag, Belkin power strip and Large Consolidated Sign Poster
 - c. The Combined Roster-Index(es), Precinct-Street Indexes, Provisional Roster Index, Provisional Envelopes, Alpha List, Ballot Cards, paper ballots and JBC
7. The Inspector will contact all Clerks assigned to the board after receiving his/her Poll Worker *PASS* to confirm each Clerk's availability for early set up of the polling place and to remind them to arrive at the polls no later than 6 a.m. on Election Day.
 - a. True
 - b. False

8. When will the Inspector sign the Chain of Custody document for the JBC? (Circle all that apply.)
- When picking up the supplies at the distribution center
 - When setting up the JBC on Election Morning
 - Twice during the day when verifying equipment security seals
 - When returning the supplies to a collection center
9. When performing troubleshooting of the electronic voting equipment, what should be checked **prior** to calling the Registrar of Voters help desk? (Circle all that apply.)
- Check that the Belkin power strip is turned on and the wall outlet is working
 - Check that all VVPAT printers are plugged into power and that all other cords and connections to the printers are firmly secured
 - Check that the AC and the battery power have been connected to the JBC
 - Check that the eSlate is seated properly within the eBooth
10. Only the Inspector is required to sign the Chain of Custody Documents.
- True
 - False
11. When will the Inspector sign the Chain of Custody Document for the eBooths?
- When performing eBooth setup
 - Twice during the day when verifying equipment security seals
 - When the eBooths are returned to the caddy after voting has been completed
 - All of the above
12. A removable static sticker on the JBC screen reminds poll workers to?
- Open the polls at 7:00 a.m.
 - Sign the JBC Chain of Custody document
 - Verify that all electronic voting equipment connections have been completed before powering up the JBC
 - Return the power cord and gray data cable to the JBC box after the polls have been closed
13. It is the Inspector's responsibility to administer the Oath of Office to all members of his/her board as part of the Election Morning set up process and have them sign the Oath of Office page in the Combined Roster-Index.
- True
 - False



14. Who signs the Zero Tape on Election Morning?
 - a. The Inspector and a Clerk
 - b. The Inspector and Coordinator
 - c. The Inspector and the first voter
 - d. A Clerk and the first voter
15. Before opening the polls on Election Day, what information needs to be recorded on the Ballot Statement?
 - a. The End of the Day Public (PUB) count from the JBC
 - b. The Start of the Day Public (PUB) count from the JBC
 - c. Number of Paper Ballots received
 - d. Both b and c
16. In addition to the Oath of Office, the Inspector will also have all members of his/her board sign the Payroll page. The Inspector will write "NO SHOW" next to any poll worker listed who did not work at his/her polling place.
 - a. True
 - b. False
17. For what reason would the Inspector call the Registrar of Voters Help Desk on Election Day?
 - a. When fewer than three poll workers are present on Election Day morning and/or if any bilingual poll worker is not present
 - b. When all troubleshooting techniques have been followed and poll workers are unable to resolve an issue with the electronic voting equipment
 - c. When there is a PUB count other than "0" on the JBC prior to opening the polls on the JBC
 - d. All of the above

During the Day Questions

18. The Inspector is responsible for managing the polling place including: Assigning Clerks to their positions, processing provisional voters, managing lines and ensuring that all Election Day procedures are followed.
 - a. True
 - b. False



19. What should the JBC Clerk do with the power-up reports and other tapes that print out from the JBC that are not used to process voters?
 - a. Throw them away
 - b. Rubber band them together and place them in the Red Canvas Bag
 - c. Mark them "invalid" and drop them in the Ballot Box
 - d. Place them in the JBC Main Envelope
20. The designation VBM next to a voter's name indicates what?
 - a. The voter has voted and may not vote again
 - b. The voter must be processed as a provisional voter
 - c. Registrar of Voters records show the voter requested a Vote-By-Mail ballot
 - d. None of the above
21. The Inspector can authorize a poll worker to open the sealed Ballot Box at any time on Election Day in order to retrieve something that was dropped in it by error.
 - a. True
 - b. False
22. When filling out a Ballot Card, the Roster Clerk will always write the cross reference number and precinct if there are multiple precincts in the polling place.
 - a. True
 - b. False
23. When processing a provisional voter Clerks must check the box indicating whether the voter chose a paper ballot or electronic ballot on the new Provisional Envelope?
 - a. True
 - b. False
24. It is okay for a provisional voter to sign the pink Combined Roster-Index.
 - a. True
 - b. False
25. Problems with the electronic voting equipment that poll workers resolve or are unable to resolve after following the recommended troubleshooting techniques need to be recorded on a Voting Equipment Incident Report.
 - a. True
 - b. False
26. How many times can a voter request a replacement paper ballot if he/she spoils one?
 - a. One
 - b. Two
 - c. Three
 - d. Never



Closing the Polls Questions

27. Which voters are allowed to vote after the polls close at 8:00 p.m.?
- Poll workers who were unable to vote before the polls closed
 - Voters who arrive at the polls while poll closing procedures are still in progress
 - Voters who were in line when the announcement was made that the polls were closed
 - None of the above
28. What items will go in the Unused Ballot Bag after the polls are closed? (Circle all answers that apply)
- Surrendered VBM ballots
 - Spoiled paper ballots
 - All unused paper ballots
 - Unused provisional envelopes
29. What items will go in the Voted Ballot Container after the polls have closed and before it is sealed with the red and white Sealing Tape? (Circle all answers that apply)
- Voted paper ballots
 - Voted VBM ballots
 - Spoiled paper ballots
 - Provisional Envelopes that were in the Ballot Box
30. The Red Canvas Bag with its documents, the Unused Ballot Bag containing all unused ballots and the sealed Voted Ballot Container containing all voted ballots will be the last three items placed in the large Supply Box before it is sealed and returned to the collection center.
- True
 - False
31. VVPAT printers must be removed from all eBooths, placed in the blue VVPAT canvas bags and returned to the collection center by the Inspector on Election Night.
- True
 - False
32. The Inspector will keep the county cell phone on and available until it is returned with the charger at the collection center.
- True
 - False
33. The Chain of Custody document for the JBC will be returned to the collection



center with the JBC. It is important that the JBC Chain of Custody is packed inside the JBC Box. The Inspector will need to hand this JBC Box (with the document inside) to a Registrar of Voters representative at the collection center.

- a. True
 - b. False
34. The completed eBooth Chain of Custody document will remain with the eBooths in the plastic sleeve attached to their caddy after the polls have closed.
- a. True
 - b. False

Answer Key

(See the referenced pages for further information.)

- | | |
|------------------|----------------|
| 1. a | 23. a |
| 2. b | 24. b |
| 3. c | 25. a |
| 4. c | 26. b |
| 5. a | 27. c |
| 6. c | 28. a, b and c |
| 7. a | 29. a, b and d |
| 8. a, b, and c | 30. a |
| 9. a, b, c and d | 31. a |
| 10. b | 32. a |
| 11. d | 33. a |
| 12. c | 34. a |
| 13. a | |
| 14. c | |
| 15. d | |
| 16. a | |
| 17. d | |
| 18. a | |
| 19. d | |
| 20. c | |
| 21. b | |
| 22. a | |



Test Your Knowledge: Clerks

Before Election Day Questions (Answers can be found on page 125)

1. Clerks, including student Clerks, should call their Inspector as soon as they receive his/her contact information?
 - a. True
 - b. False
2. The eBooths can be set up the night before the election.
 - a. True
 - b. False

Election Morning Questions

3. All members of an Elections Board must be at the polls no later than 6:00 a.m. on Election Day.
 - a. True
 - b. False
4. All members of an Elections Board must sign the Oath of Office and Payroll Page located in the Combined Roster-Index.
 - a. True
 - b. False
5. What time do the Polls open on Election Morning?
 - a. At 6:00 a.m.
 - b. At 7:00 a.m.
 - c. At 8:00 a.m.
 - d. Whenever the Polling place is ready.
6. What will the first voter processed on Election Day be asked to do?
 - a. Sign a statement stating that the polls opened at 7:00 a.m.
 - b. Verify and sign the Zero Tape
 - c. Verify the Ballot Box is empty before it is sealed
 - d. Both b and c
7. Where is the Combined Roster-Index Ballot Statement located?
 - a. In the back of the Precinct-Street Index
 - b. Inside the Combined Roster-Index
 - c. On the cover of the Combined Roster-Index
 - d. There is no Ballot Statement



During the Day Questions

8. What is the job of the Roster Clerk?
 - a. To fill out the voter's Ballot Card
 - b. To cross off the voter's street address
 - c. To have the voter sign the Combined Roster-Index
 - d. Both a and c
9. The Street Index Clerk will perform the following tasks:
 - a. Verify the voter's address, then cross out the voter's name in the Precinct-Street Index
 - b. Send the voter to the Paper Ballot Clerk or JBC Clerk to receive a ballot
 - c. Update a wall copy of the Street Index every hour
 - d. All of the above
10. What does the designation VBM next to a voter's name indicate?
 - a. The voter has voted and may not vote again
 - b. The voter must be processed as a provisional voter
 - c. Registrar of Voters records show that the voter requested a Vote-by-Mail ballot
 - d. None of the above
11. It is okay for a provisional voter to sign the pink Combined Roster-Index.
 - a. True
 - b. False
12. Who is primarily responsible for processing the provisional voters?
 - a. The Roster Clerk
 - b. The Ballot Clerks
 - c. The Inspector
 - d. All of the Above
13. What tasks does the Paper Ballot Clerk perform?
 - a. Place the paper ballot in the Ballot Box
 - b. Assist provisional voters
 - c. Receive the voter's Ballot Card and Issue a Paper Ballot
 - d. All of the Above
14. When filling out a Ballot Card for a voter, the Roster Clerk will always write the down the cross reference number (when listed).
 - a. True
 - b. False



15. How many times can a voter reject his/her electronic ballot on an eSlate?
 - a. One time
 - b. Two times
 - c. Three times
 - d. Never
16. How many times may a voter be issued a replacement ballot if he/she spoils a paper ballot?
 - a. Never
 - b. Three times
 - c. Two times
 - d. One time

Closing the Polls Questions

17. All voters in line at 8:00 p.m. before the Clerk announces that the “Polls are closed” will be allowed to vote.
 - a. True
 - b. False
18. Clerks are not required to stay after the polls have officially closed. All poll closing duties are the responsibility of the Inspector.
 - a. True
 - b. False
19. When are VVPAT printers removed from the eBooths?
 - a. Immediately after the polls have closed and all voting is complete
 - b. After the election is over and the booths arrive at the Registrar of Voters
 - c. When the Coordinator removes them
 - d. Never
20. When counting the paper ballots at the end of the night, what should poll workers keep in mind? (circle all answers that apply.)
 - a. You will record the number of voted paper ballots on the Ballot Statement
 - b. Spoiled paper ballots should be recorded on the Ballot Statement
 - c. There will be no paper ballots
 - d. The Registrar of Voters will fill out the Ballot Statement



21. After the polls are closed, the completed Chain of Custody document for the eSlates is returned to the clear plastic sleeve located on the front of the booth caddy.
 - a. True
 - b. False
22. The Inspector will return the JBC Chain of Custody document directly to a Registrar of Voters representative at the collection center on Election Night.
 - a. True
 - b. False
23. Which three items will be put on top of all other items in the large Supply Box?
 - a. Pens, rulers and outdoor signs
 - b. Indoor signs, outdoor signs and the Red Canvas Bag
 - c. Red Canvas Bag, Unused Ballot Bag and the Voted Ballot Container
 - d. Voted Ballot Container, blue VVPAT canvas bags and the Red Canvas Bag
24. A Clerk must ride with or follow the Inspector to the collection center and watch him/her get into line before leaving.
 - a. True
 - b. False

Answer Key

(See the referenced pages for further information.)

- | | | |
|-------|----------|-------|
| 1. a | 11. b | 21. a |
| 2. a | 12. d | 22. a |
| 3. a | 13. d | 23. c |
| 4. a | 14. a | 24. a |
| 5. b | 15. b | |
| 6. d | 16. c | |
| 7. c | 17. a | |
| 8. d | 18. b | |
| 9. d | 19. a | |
| 10. c | 20. a, b | |



Voter Intimidation Supplement

Regulations on voter electioneering, compelling an individual in voting and voter intimidation are detailed in the California Elections Code sections below.

18540. Electioneering Near Polling Place

- a. 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.
- b. 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

- a. No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) 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.
 - (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.
- b. 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.
- c. 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.

18543. Challenging Without Probable Cause

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

18544. Firearms and Uniforms in a Polling Place

- a. 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.
- b. This section shall not apply to any of the following:
 - (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his or her vote.
 - (2) 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.
 - (3) A private guard or security personnel hired or arranged for by a city or county elections official.
 - (4) 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.



Glossary

A

Abandoned Ballot: Occurs when a voter using an eSlate leaves the polling place without casting his/her ballot. Two Clerks must finish casting the ballot, without examining the choices made by the voter.

Absentee Ballot: California Legislature has changed the term to “Vote-by-Mail.” Please see “*Vote-by-Mail*”.

Access Code: A four-digit code issued by the JBC Clerk that allows the voter to access his/her ballot on the eSlate. Clerks should not issue an access code until a voting booth is available. The code will eventually expire.

Access Code Report: A report printed on the JBC that lists the number of access codes issued, voted, expired and canceled. When closing the polls, the JBC prompts you to print this report, along with the “**write-in**” and “**tally**” reports. See pg. 71.

Active Voter Roster List: An alphabetical list of the voters within a precinct who have voted in recent elections.

American Flag: The national flag of the United States of America. An American flag is hung directly outside the entrance to a polling place on Election Day.

Americans with Disabilities Act (ADA) Modifications: Equipment that is sent to the polling place with the intention to make the polling place accessible to all voters, in accordance with the Americans with Disabilities Act.

Alpha List: See “*Voter Direction List*”.

Americans with Disabilities Act (ADA): Regulations and standards ensuring that Americans with Disabilities are not discriminated against.

Assisted Voter List: Is used to document any voters whose secrecy was relinquished while receiving assistance in casting their ballot.

B

Ballot: The method of voting by means of printed or written ballots or electronic voting machines.

Ballot Box: Stores completed paper ballots, Vote-by-Mail ballots and Provisional Envelopes during the day. The Supply Box becomes the Ballot Box during the day.

Ballot Call: A device given to some polling sites to help voters with disabilities notify

poll workers that they require curbside voting or assistance.

Ballot Card: A card that indicates the correct ballot the voter should receive. The Roster Clerk writes the voter's cross-reference number, precinct and party (Primary Election only) on the card and gives it to the Street Index Clerk.

Ballot Statement: The form listed on the front cover of the pink-colored Combined Roster-Index. Poll workers should work together to complete the form. The Inspector and Clerks will sign and certify this statement. ***The Ballot Statements MUST be completed. They are official records of the election.***

Belkin (power strip): A power strip that the VVPAT printer cables plug into. It must be turned on and plugged into a wall outlet.

Bilingual Clerk Badges: Name badges that specifically state what other language a poll worker speaks.

Black Folder: A hard folder that is used to assist voters who wish to vote curbside on a paper ballot.

Boards: See "*Elections Board*".

Board Member Badges: Each polling place Board member or poll worker will receive a name badge to wear on Election Day.

C

Cardboard Booth: Used by people voting on paper ballots. For cardboard booth setup, see pgs. 16, 37.

Cell Phone/Charger: The County issues each polling place a cell phone with charger picked up by the Inspector located in the Supply Box. The Inspector is expected to charge the phone prior to the election and have the phone on and accessible throughout Election Day. The County issued cell phone is the primary form of contact between a polling place and Registrar of Voters office.

Chain of Custody: A process implemented and required by the Secretary of State to ensure the security and integrity of all voting equipment.

Chain of Custody Documents: There are separate Chain of Custody documents for the JBC and eBooths. The **red** and **blue** tamper-evident seals are verified upon delivery and throughout Election Day. All **blue** seals are removed at the appropriate times (most during set-up) while the **red** seals are never to be removed from the equipment.

Challenge List: A page located towards the back of the pink Combined Roster Index where a poll worker would document any voter who was challenged during Election



Day.

Challenging a Voter: A challenge occurs when a poll worker questions a voter's eligibility to vote. If a person at the polls has a reason to believe a voter should be challenged, poll workers should get the individual's name and information and call the Help Desk. The Registrar of Voters will make the determination of whether or not a challenge is valid. Remember - only a poll worker can challenge a voter.

Clerk: Assists the Inspector in polling place operations including setting up the equipment and supplies, processing voters and assisting with closing procedures. See also: *JBC Clerk, Paper Ballot Clerk, Roster Clerk, Street Index Clerk.*

Collection Center: Where the Inspector returns the Receipt for Sealed Container, JBC Chain of Custody, Supply Box, JBC box, VVPAT printers in blue canvas bags, cell phone and Ballot Call (where applicable) after the polls have closed.

Combined Roster-Index: A book with a pink cover containing a list of voters within a precinct. It is sorted alphabetically by the voter's last name. The Roster has these sections: The Active Voter List, the Inactive Voter List and a Supplemental Page for voters in addition to the Active Voter List. The voter, if listed in the Combined Roster-Index, must write his/her signature and address next to the name. Each voter in the Combined Roster-Index is assigned a cross-reference number that is used to find the voter in the Precinct-Street Index.

Collection Center Map: A map included in the Red Canvas Bag that the Inspector should leave in his/her car for convenience when returning all election supplies at the end of Election Day.

Contest: A choice available on the ballot.

Coordinator: A volunteer who acts as a contact between poll workers and the Registrar of Voters' office on Election Day. Each Coordinator oversees multiple polling places. Coordinators help solve technical issues, reinforce proper polling place procedures and resolve conflicts between voters and poll workers.

Compensation: Each poll worker receives a stipend for both attending training and working on Election Day. Please allow 4-6 weeks for your check to arrive.

Cross-Reference Number: The number listed next to a voter's name in the Combined Roster-Index that is used to look up the voter in the Precinct-Street Index.

Curbside Voting: Occurs when a voter is unable to enter a polling place to vote and must vote from his/her car. The poll workers must unhook the DAU from the group of eBooths and follow the instructions on pgs. 87-88 for curbside voting.



D

Daisy-Chain: Method used to connect data cables to each eBooth. One end of the cable is plugged into one machine, and the other end plugs into the neighboring machine. For more information, see pg. 42.

DAU eSlate: “Disabled Access Unit”. This eBooth is identified by red stripes on its sides and it is provided for voters with disabilities. The DAU is set up at the **end** of the row of eBooths so that it can be removed if needed for curbside voting.

Decline to State Voter: see “*No Party Preference Voter*”.

“Did You Know” Card: This is an informational card giving our voters an opportunity to request voting materials in other languages in addition to English. The voter can fill-out the card, check the language being requested (of our available languages) and mail it back to the Registrar of Voters office.

Disabled Access Unit (DAU): This unit is specifically designed so that persons with disabilities can access and cast their ballots. Poll workers may even carry the DAU outside to accommodate a curbside voter or someone who is physically unable to enter the polling place.

Distribution Center: The site where the Inspector picks up the supplies for Election Day. Information is found in the Poll Worker PASS.

E

Early Setup: An Inspector can contact a polling place and inquire about Early Setup availability. If a polling place facility is available, the poll workers will arrive the day or night before the election and set-up the eBooths, Inside Signs and Cardboard Booths. This helps alleviate some of the Election Morning stress.

Early Voter: (When available) if a voter has voted at an Early Voting event, the pink Combined Roster Index will indicate next to the voter’s name that he/she is an “Early Voter.” If the voter insists that he/she has not already voted and would like to vote at the polling place on Election Day, he/she will be processed as a Provisional Voter.

Early Voting: (When applicable) the Registrar of Voters office will initiate an Early Voting schedule where voters are able to come to designated locations and vote prior to Election Day.

eBooth: The electronic voting booth. The eBooth consists of the eSlate and VVPAT printer, as well as their cables.

eBooth Caddy: A large metal rack with security door and cable lock that stores the eBooths safely and securely.



eBooth Chain of Custody Document: A document that is mandated by the California Secretary of State. The document tracks who has custody of the electronic voting equipment before and during Election Day. The document is also used to verify the tamper-evident seal on the eBooths at four points during Election Day.

Electronic Ballot: A ballot cast via an electronic voting machine.

Election Officers Digest: A reference booklet that is included with the polling place supplies. The digest is compiled from California Elections Code and includes sections pertinent to the duties of elections officers during the casting and canvassing of the vote.

Electioneering: The intentional act to compel or coerce a voter to refrain from voting or vote a certain way, see pg. 126.

Elections Board: Consists of the volunteer poll workers (Inspector and Clerks) at a polling place.

Error Codes: Made up of letters and numbers (ex. EVBO 103 error) indicating that something is wrong with the connections, low battery, VVPAT printer running low on paper or is out of paper, or there is a paper jam.

eSlate: The electronic voting machine.

Exit Polling: Poll Monitors/Watchers survey voters upon exiting the polls to gather information on how they voted.

F

Fleeing Voter: Term referring to a voter who has left the polling place before his/her electronic ballot has been cast.

H

Help America Vote Act (HAVA): A United States federal law passed in 2002 in response to problems that arose in the 2000 Presidential Election. In part, it is meant to ensure that voters with disabilities have full access to the voting equipment.

I

Inactive Voter List: A list of registered voters who have not voted in recent elections. This list is found in the Combined Roster-Index.

Inside Signs: Signs that are placed strategically inside the polling place, which con-



sist of the Large Consolidated Sign Poster and Precinct Map.

Inspector: Oversees operations at an assigned polling place. This includes coordinating site access, picking up supplies, setting up equipment, managing and assigning Clerks, assisting and processing voters, completing the closing procedures and transporting the ballots and supplies to a collection center on Election Night.

(Red) Intab Lock: Red hard-plastic and wire lock attached to the MBB door, which must never be removed.

J

JBC (Judges Booth Controller): The control unit of the eSlate voting system that regulates access to the eSlates and tallies the votes. The JBC Clerk uses the JBC to generate and print access codes for electronic ballots.

JBC Box: A black box that securely stores the JBC.

JBC Chain of Custody Document: A document that is mandated by the California Secretary of State. The document tracks who has custody of the electronic voting equipment before and during Election Day. The document is also used to verify the tamper-evident seal on the JBC at four points during Election Day.

JBC Clerk: The Clerk responsible for issuing access codes for electronic voting. For a full list of duties, see pgs. 53, 68-73.

JBC Main Envelope: Manila envelope used to store the JBC reports and expired access codes.

JBC Password Envelope: Yellow envelope found in the JBC box containing the password for opening and closing the polls on the JBC.

JBC Tape: Tape is placed in the JBC and is used to print the access codes that allow the voter to vote electronically.

L

Large Consolidated Sign Poster: Consists of Voter Instructions, Voter Bill of Rights and Voter Regulations in all 5 languages, and the polling place guidelines (quiet please, no smoking, no tampering, and no cell phones).

Last-Minute Reminders: A reminder checklist for the Inspector that includes before Election Day reminders, Election Morning reminders, Election Day reminders and closing reminders.



Last-Minute Reminders Packet: Includes a letter from Registrar of Voters Neal Kelley, Inspectors Last-Minute Reminders, Poll Worker Pins, Supplemental Roster, ADA Instructions (if applicable), Notice to Inspectors, and JBC Chain of Custody.

M

Magnaviewer: A plastic magnifying device which enlarges the writing on the official documents allowing poll workers and voters to locate name and /or sign in the correct line.

Media: Includes newspaper, radio or TV reporters covering Election Day stories. They are allowed at the polling place but must not interfere with the voting process or take pictures of ballots.

Multi-colored Procedural Cards: A set of cards for each poll worker position (Roster Clerk, Street-Index Clerk, etc.) and serves as an additional resource for understanding their responsibilities.

N

Nonpartisan Voter: See “*No Party Preference Voter.*” A voter who has chosen not to affiliate with a particular party.

No Party Preference Voter: The official title given to voters who choose to not disclose a preference for any particular party.

No Party Preference Ballot: A ballot bearing voter nominated and nonpartisan candidates.

O

Oath and Compensation Page: All poll workers must sign this page to be paid. This ensures that all poll workers are paid for service.

Oath of Office: Loyalty Oath and Declaration, whereby each poll worker raises his/her right hand and solemnly declares that they will support the Constitution of the United States and the Constitution of State of California, and that he/she will to the best of his/her ability, faithfully discharge the duties of Inspector or Election Board Member for a specific precinct for the election to be held on November 6, 2012.



Official Table: The main table where Clerks process voters. The table has various materials and handouts available to voters. In polling places with more than one table, it may be helpful to designate the Official Table for the Roster Clerk and Street-Index Clerk and put the JBC and paper ballots on another table to save space. For more information, see pgs. 34-36.

Outside Signs: Signs that are placed strategically outside the polling place, which consist of the American Flag, paper and plastic directional “Vote” signs, Wheelchair Access Sign, Polling Place 100 Feet Sign, and Voter Bill of Rights (in all languages).

P

Paper Ballot: Used by voters as an alternative to electronic voting. Every voter has a right to ask for a paper ballot.

Paper Ballot Clerk: The Clerk whose main duties are to issue paper ballots when requested by voters and to keep watch of the Ballot Box. For a full list of duties, see pgs. 53, 65-67. If there are not enough poll workers present on Election Day, another Clerk may take on the Paper Ballot Clerk responsibilities in addition to his/her assigned duties.

Pink Combined Roster-Index: Consist of the Ballot Statement, the Oath & Compensation Page, The Active Voter Roster List, The Inactive Voter Roster Index, The Supplemental Voter Roster List (this page will be inserted into the Roster), The Sworn Statement, The Challenge List, and The Assisted Voter List.

Poll Monitor: (Formerly called “poll watcher”) An individual assigned by a candidate, party or organization to observe the polling place and occasionally track voter turnout. Poll monitors may not disrupt or interfere with the election process, sit at the Official Table, disturb voters or touch the ballot box or other materials.

Poll Watcher: See “*Poll Monitor*”

Polling Place: The location where voters go to vote. A single polling place may serve multiple precincts.

Polling Place 100 Feet Sign: A sign place approximately one hundred feet from the entrance to the polling place designating the “No Electioneering” zone.

Poll Worker: A volunteer who works at a polling place on Election Day.

Poll Worker Customer Service Line: A phone line dedicated for the purpose of a help-desk to all poll workers (714-954-1901).

Poll Worker PASS: A program, which includes an ID card, that provides you online



access to your up-to-date election information day or night.

Precinct: Geographic subdivision where voters share the same political boundaries. Voters within a precinct are assigned to the same polling place.

Precinct Map: A map displayed on Election Day showing the precinct of the polling place and the surrounding precincts.

Precinct-Street Index: A list of voters within a precinct, organized by street address. The Street Index Clerk crosses out the voters' names and updates the posted Precinct-Street Index every hour until 6 p.m. Poll monitors may look at the posted Precinct-Street Index to see which voters have not yet voted.

Privacy Screen: The collapsible screen on the eBooth that provides secrecy during voting.

Printer: See *VVPAT Printer*.

Proof of Residence Required: A newly registered voter, voting in his/her first federal election is required by federal law to show proof of residence.

Provisional Access Code: An access code that is issued to provisional voters.

Provisional Envelope: A provisional envelope is used to gather information from a provisional voter to help determine the eligibility status of the voter.

Provisional Voter: Voter whose registration status must be verified before his/her ballot can be counted. Reasons include, but are not limited to: Voters who moved but did not re-register at their new addresses; voters whose registration cannot be located in the Combined Roster-Index; and voters who may have already voted (either by early voting or a Vote-by-Mail ballot). Provisional Voters will be issued either Provisional Envelope. For guidelines on provisional voters, see pgs. 79-86.

PUB Count: The number in the lower-right corner of the JBC screen that counts the number of ballots cast in the current election. The PUB Count must contain all zeros at the start of Election Day.

Q

Quick Setup/Take Down Guide: A guide provided in the Supply Box to remind poll workers how to set up and close the polls on Election Day.

R

Receipt for Sealed Container: A receipt that the Inspector and one other poll worker must hand in to the Collection Center at the end of the night to ensure that the JBC



Chain of Custody, JBC box, Supply Box, VVPAT printers in the blue canvas bags, cell phone and Ballot Call (where applicable) are returned.

Red Canvas Bag: Located in the supply box picked up by the Inspector prior to Election Day. This bag contains: Board Member Badges, Collection Center Map, Combined Roster-Index, JBC Main Envelope, Poll Worker and Training Surveys, Precinct Map, Precinct-Street Indexes, STOP Notice to Voters, Voter Direction List, Voting Equipment Incident Reports.

Red/White Signature Sealing Tape: Tape used to secure the Voted Ballot Container at the end of Election Day closing the polls procedures.

Roster: See *Combined Roster-Index*.

Roster Clerk: The Clerk whose primary duties are to find the voter's name in the Combined Roster-Index and fill out the voter's information on a Ballot Card. For a full list of duties, see pgs. 53, 56-62.

S

Sample Ballot: A ballot either mailed or available online detailing the voter's precinct, candidates, propositions and information to assist the voter in knowing what is going to be on the actual ballot on Election Day.

Secrecy Folder: A green folder used by voters voting on paper ballots to help maintain the privacy of their ballot.

Security Seals: Tamper-evident stickers used on JBC and eSlates to protect the integrity of the equipment. Poll workers may remove blue seals at the designated times. Red seals must remain intact. The placement and integrity of seals are recorded on the JBC and eBooth Chain of Custody documents.

Setting Up the Polling Place: The procedure that readies a polling place for Election Day.

Spoiled Ballot: A ballot that has been rendered invalid by a voter who is still present at the polling place, making it necessary for Clerks to issue the voter a new ballot. A ballot is spoiled on the eSlate if the voter receives the wrong ballot style (wrong precinct), the wrong language, or is not on the DAU eSlate and should. A ballot is spoiled on paper if the voter makes a mistake or otherwise ruins his/her ballot. For more information, see pg. 89.

Standard Voter: A voter who has no special circumstances that would make them a provisional voter.



“STOP” Notice to Voters: A form on the official table where any registered voter can sign up to volunteer for an upcoming election.

Student Clerks: Clerks who work on Election Day that are designated as Students due to their inability to register to vote based on their age.

Street Index Clerk: The Clerk whose primary duties are to verify the voter’s address in the Precinct-Street Index and update the posted Street Index. For a full list of duties, see pgs. 53, 63-64.

Supplemental Voter List: A list of voters who are eligible to vote but whose affidavits were not received in time to be printed in the Roster. It is included in the Last-Minute Reminders packet to Inspectors. You will need to insert this list into the Roster so that you can process these voters on Election Day.

Supply Box: A box that the Inspector picks up from the Distribution Center containing various supplies for Election Day. For a complete list of supplies, see pgs 23-29.

Surrendered VBM Ballot: When a Vote-by-Mail voter chooses to vote at his/her precinct he/she may surrender his/her VBM ballot at the polling place and be processed as a standard voter.

T

Tally Tape: A JBC report printed when the polls are closed on Election Day. It includes the date, time, precinct(s), a tally of votes for each contest and an access code summary.

Targeted Precinct: A precinct with a voter-eligible, single-language minority greater than 5% of the voting-age citizen population resulting in a legal obligation to provide bilingual assistance.

U

Unused Ballot Bag: The clear plastic bag in which all unused paper ballots, spoiled paper ballots and surrendered Vote-by-Mail ballots must be placed after the polls have closed on Election night.

Unvoted/Surrendered VBM Envelope: An envelope used on Election Day to collect all of the unvoted or surrendered VBM ballots.



V

VAP (Voted at Polls): This is written next to a voter's name in the Combined Roster-Index when the voter surrenders his/her VBM ballot to vote at his/her polling place.

Verification of Seals: A state mandated process to protect the security and integrity of the electronic voting equipment.

“Vote” Sign: A directional sign used to guide voters in the direction of the polling place.

Vote-by-Mail (VBM): A ballot that a voter requests to receive in the mail. The voted ballot can be returned by the voter, the voter's family or a member of the voter's household at any polling place within the county on Election Day. For more information see pgs. 60, 67.

Vote-by-Mail Ballots: The ballots mailed to a voter's mailing address.

Vote-by-Mail Voter: A voter who chooses to have their ballot mailed to their residence.

Voted Ballot: A ballot that has been marked (either on paper or electronically) and cast.

Voted Ballot Container: All voted paper ballots, voted VBM ballots and completed provisional envelopes are placed in this container after the polls have been closed; the Voted Ballot Container is then sealed and signed by all poll workers.

Voter: Any registered to vote resident of the county who wishes to cast a ballot in an election.

Voter Assistance Telephone Card: A pad of cards placed on the official table that offers a phone number at the Registrar of Voters office where the voter can obtain language assistance. The voter may use the County issued cell phone to make this call.

Voter Bill of Rights: States voter's rights in each required language; should be hung in a clearly visible location.

Voter Direction List (Alpha List): An alphabetical list of all voters assigned to a polling place. If a voter's name is missing from the Alpha List, he/she will not be found in the Combined Roster-Index. If long lines start to form, the Inspector can use the Alpha List to identify voters who need to vote provisionally

Voter Intimidation: Anything that intimidates or otherwise compels a voter to vote a certain way or for a certain candidate or proposition.

Voter Receipt: The tear-off portion of the provisional envelope that the voter can use to check the status of his/her ballot.



Voter Registration Forms: A legal form by which a resident can register to vote.

Voting Equipment Incident Report: A document used by poll workers to record problems and issues with the eSlates.

VVPAT Printer: Voter-Verified Paper Audit Trail printer. The printer is adjacent to the eSlate and stores a paper copy of all electronic ballots cast, as well as a report of the eSlate's activities.

VVPAT Printer Canvas Bag (Blue Canvas Bag): The bags used to store the VVPAT printers after the polls have closed on Election Day.

W

“What To Do If...” Guide: A supplemental troubleshooting guide for resolving problems at the polling place.

Wheelchair Access Sign: A sign that indicates the best path for wheelchair access into a polling place.

White Sealing Tape: The tape used to seal the Ballot Box during the day and after the polls have closed to seal the supply box.

Write-in-Candidate: A candidate who qualified to be on the ballot but did so during the Write-in filing period of Candidate Filing.

Z

Zero Tape: When the polls are opened on the JBC Election Day morning, the Zero Tape prints out and is to be left attached to the JBC. When the polls open the First Voter verifies the Zero Tape (along with the Ballot Box).





ocvote.com/pass

Remember to carry your Poll Worker PASS card with you at all times!

Index

A

- Abandoned Ballot** 78, 127
- Absentee.** *See* *Vote-by-Mail*
- Access Code** 71
- Active Voter Roster List** 55–56, 59
- Alpha List** 25, 93, 138
- Americans with Disabilities Act (ADA)** 13, 127
 - Modifications for** 13, 17
- Assisted Voter List** 54

B

- Ballot Box** 23, 33, 35–36, 52–53, 60, 67, 85, 102, 127
- Ballot Call** 13, 87, 107, 127
- Ballot Card** 26, 34, 36, 53, 58–59, 63, 68–70, 128
- Ballot Statement** 14, 51, 54, 96, 98, 112, 128
- Batteries** 46, 49, 88
- Belkin** 29, 42, 46, 108, 128
- Black Power Converter** 41, 42, 91, 99

C

- Cardboard Booths** 16, 33, 37–38, 53, 66, 95–96, 101, 128
- Cell Phone** 24, 52, 107, 109, 113–114
- Chain of Custody** 15–23, 43–44, 95, 99, 101, 109, 128
- Collection Center** 14, 22, 25, 96, 106, 107–109, 114, 129
- Combined Roster-Index** 25, 34, 36, 53–54, 80–81, 87, 107, 112, 129, 135
- Contest** 5, 65, 75–77, 129
- Coordinator** 92, 114, 129
- Cross-Reference Number** 56, 58, 129
- Curbside Voting** 87, 129

D

- Daisy-Chain** 15, 45, 130
- DAU** 13, 87–88, 130
- Distribution Center** 13, 15, 19, 55, 112, 130

E

- Early Setup** 15, 20–21, 30, 46
- eBooth**
 - Arrangements** 33
 - Assigning** 47–48
 - Canceling** 72–73
 - Chain of Custody** 15–16, 20–22, 44, 95, 101
 - Setup** 39–42, 45
- eSlate** 5, 12, 43–44, 47, 74–78, 87–92, 131
- Error Codes** 91–92

F

- Fleeing Voters** 78

H

- Help America Vote Act (HAVA)** 12, 131

I

- Inactive Voter List (Roster)** 55, 57, 62, 131
- Inspector** 13–23, 34–36, 39, 43–44, 46, 52, 55, 60, 79–81, 93–96, 106–107, 109–114, 132

J

- JBC** 15, 17–22, 33–36, 43–50, 68–73, 90–92, 95–99, 112–113, 132
 - Chain of Custody** 17–19, 21, 22, 43–44, 95, 109, 128
 - Clerk** 14, 34–36, 53, 58, 64, 68, 74, 94, 132
 - Main Envelope** 35–36, 52, 73, 91, 96, 98, 104, 107, 132
 - Password Envelope** 17, 50, 97, 132
 - Tape, Loading** 70

L

- Large Consolidated Sign Poster** 28, 32
- Last-Minute Reminders Packet** 17, 112–113

O

- Oath** 30, 52, 54
- Official Table** 8, 10, 33, 53, 64, 80, 93–94, 133

P



Index

Paper Ballot 5, 15, 29, 33–38, 51, 53, 65–67, 87, 89, 94–96, 102–103, 104–105, 112–113, 134

Paper Ballot Clerk 14, 34–36, 58, 65–67, 93, 134

Payroll Page 30, 52

Poll Closing Procedures 89, 96

Polling Place 8–17, 19–21, 25, 28, 30, 32–37, 46, 52–54, 58–59, 62–63, 67, 69, 71, 79, 87, 92–96, 98, 101, 107, 108–109, 112–115, 134

Poll Monitors 11, 12, 94, 134

Poll Worker PASS 112, 134

Poll Worker Practice 4, 15

Power Strip. *See Belkin*

Precinct 9–12, 53, 56, 58–59, 62, 65, 79, 108–109, 135

Precinct Map 25, 32

Precinct-Street Index 25, 32, 34, 36, 53, 56–58, 63–64, 80, 87, 94, 107

Printer. *See VVPAT Printer*

Privacy Screens 46, 88, 135

Proof of Residence 61, 79

Provisional Access Code 73, 135

Provisional Envelope 27, 35, 135

Provisional Voters 12, 14, 34–35, 79–86, 135

PUB Count 49, 51, 135

Public Inspection of Voting Equipment 94

Q

Quick Setup Guide 24, 31–32, 135

R

Receipt for Sealed Container 27, 109, 135

Roster Clerk 14, 34, 36, 53–60, 62–63, 80, 93–94, 103, 115, 136

S

Secrecy Folder 29, 35–36, 53, 65–67, 87, 89

Security Seals 41–44, 94–95, 99, 136
Verification of 18–22, 43

Spoiling a Ballot 89, 136

Street Index Clerk 14, 34, 36, 53, 57–58, 63–64, 80, 94

Supplemental Voter List 55, 62, 112, 137

Supply Box 15, 17, 23–29, 31, 52, 107–109, 112–113, 137

Sworn Statement/Attestation to a Voter's Residence Address 54, 61

T

Table Arrangements 34–36

Tally Tape 96, 98, 103–104, 137

Targeted Precinct 137

U

Unused Ballot Bag 29, 89, 96, 102, 104, 108, 137

V

Vote-by-Mail 9, 23, 27, 60, 67, 79–80, 93, 96, 102, 104, 113, 138

Voted Ballot Container 23, 29, 96, 107–108, 138

Voter Bill of Rights 9, 28, 32, 138

Voter Intimidation 11–12, 126

Voters with Disabilities 12–13, 87–88

Voting Equipment Incident Report 25, 90–92, 107, 139

VVPAT Printer 21, 24, 41–42, 45–46, 77, 91–92, 139

Removing and Storing 99–100

W

“What To Do If” Guide 144–158

Write-In Candidate 76

Z

Zero Tape 50, 52



ocvote.com/pass

Remember to carry your Poll Worker PASS card with you at all times!



“What To Do If...”

November 6, 2012 General Election

A Quick-Reference Resource for Problem-Solving at the Polling Place

Neal Kelley
Registrar of Voters

Poll Worker Help Desk:

714-954-1901

Do not give this number to voters or the public.

**Registrar of Voters - Voter
Information:**

714-567-7600

Media Inquiries:

714-567-5197

Community Engagement Manager

Please always keep your County cell phone on.

How Do I Open Polls On The JBC?

1. Power up the JBC (connect both the AC power and the battery key).
2. Assign all eBooths in order. Press “Done” and then “Next” on the JBC.
3. Tear off “Polls Open” report and place in JBC Main Envelope.
4. Print a Zero Tape on the JBC by pressing the arrow next to “Print Zero Tape”. Leave the Zero Tape attached to the JBC so that at 7 a.m. the first voter can verify that no votes have been cast.
5. Enter “0” on the “PUB Count on JBC” line of the Ballot Statement, located on the front of the pink Combined Roster-Index.
6. Press the arrow next to “Open Polls” on the JBC.
7. Enter the Polls Open Password (found in the JBC Password Envelope in the JBC Box) and press the arrow next to “Accept”.
8. Confirm that the bottom of the screen reads “AC[OKAY]” and “BATT[OKAY]”.
9. At 7 a.m., the first voter and the Inspector sign the Zero Tape. Place the Zero Tape in the JBC Main Envelope.

In-depth instructions are listed in pg. 50 of your Polling Place Operations Manual.

What to do if You Forgot to Print the Zero Tape

Take the JBC Power-up Report tape and write the PUB count (should be all zeros) and have the Inspector and First Voter sign the tape.



Poll Worker Failed To Report

1. Call the Registrar of Voters Help Desk and request a permanent replacement.
2. Ask someone waiting in line (a registered voter) to fill in temporarily. That person must take the Oath of Office and sign. Write “No Compensation” next to the voter’s name.
3. If you cannot find a temporary replacement—and have at least three poll workers present—**open the polls anyway!**

Can’t Get Into Polling Place on Election Day Morning

1. Call the Registrar of Voters Help Desk immediately and explain the situation.
4. Set up outside to the best of your ability.
5. You must open the polls at 7 a.m. **whether or not you can enter the polling place.**
6. Use paper ballots.

Running Low on Supplies

If you are running low on supplies or anticipate running out before the day is over, contact your coordinator or call the Registrar of Voters Help Desk.

**POLL WORKER MISSING
CAN'T ENTER POLLING PLACE
RUNNING LOW ON SUPPLIES**



Are Poll Monitors Allowed To Observe My Polling Place?

Election regulations allow observers in the polling place. However, poll monitors may not disrupt or interfere with the election process, sit at the Official Table, disturb voters or touch the Ballot Box or other official election materials. If a poll monitor is causing any difficulties, call the Registrar of Voters Help Desk immediately for advice. If you have a serious problem, call your local law enforcement agency.

Remember to update one wall copy of the Precinct-Street Index hourly until 6 p.m. You may briefly delay this task if there are voters waiting to be processed.

An Individual Is Causing A Disturbance at the Polling Place

Poll workers are responsible for maintaining a quiet, safe polling place. If anyone is disruptive and refuses to leave, notify the Registrar of Voters Help Desk. For a situation that requires immediate attention, call your local law enforcement agency.

Should I Challenge A Voter's Eligibility To Vote?

Only poll workers are legally able to challenge a voter's right to vote at the polls. If a person at the polls has reason to believe a voter should be challenged, get the individual's information and call the Help Desk. The Registrar of Voters will make the determination of whether or not the challenge is valid. If the challenge is approved, the voter must vote provisionally. You must also record the voter's information in the Challenge List in the back of the Combined Roster-Index.



How Do I Process Properly Registered (Standard) Voters?

1. The Roster Clerk checks for the voter's name in all sections of the Combined Roster-Index.
2. The Clerk then makes sure there is no "Vote-by-Mail," "Early Voter" or "Proof of Residence Required" notation next to the voter's name (If so, see "Vote-by-Mail," "Early Voters" or "Proof of Residence Required" on the following pages).
3. The Roster Clerk has the voter sign the Combined Roster-Index. He/she fills out a Ballot Card with the voter's cross-reference number and precinct (where necessary) and hands the card to the Street Index Clerk.
4. The Street Index Clerk finds the voter's cross-reference number in the Precinct-Street Index and verifies the voter's address, then lines out the voter's name in the Street Index and directs the voter to the Paper Ballot Clerk or the JBC Clerk (voter will choose which type of ballot).
5. The **JBC Clerk** chooses the voter's precinct (if the polling place is serving more than one precinct) from the JBC screen and issues an Access Code. Instruct the voter to enter the Access Code at any available eBooth to access a ballot. Remind voter not to press the cast ballot button prematurely.
Note: If your polling place is serving only **ONE** precinct, the JBC Clerk will not have to select a precinct number from the JBC.

OR

The **Paper Ballot Clerk** hands the correct paper ballot and a secrecy folder to the voter, instructs him/her to return with the completed ballot, folded in half inside the secrecy folder, and directs him/her to an open cardboard booth. When the voter is finished voting, the Paper Ballot Clerk drops the completed ballot into the Ballot Box.



How Do I Process A “Proof of Residence Required”/First-Time Federal Voter?

Federal law requires that new register-by-mail voters, in some circumstances, supply **Proof of Residence**. This can be a Driver’s License or state ID, but may also be a bill, bank statement or one of several other documents. See pg. 61 of the Polling Place Operations Manual for acceptable proofs of residence. If the voter supplies acceptable proof, note the type of proof in the Roster and then process the voter as described in the “Processing a Standard Voter” section.

If proof cannot be provided, the voter must vote provisionally using a provisional envelope. Follow the instructions listed in the section below for processing provisional voters.

How Do I Process A Voter Who Is Not In The Combined Roster-Index?

1. If the voter’s name cannot be found in any section of the Combined Roster-Index or in the Precinct Street-Index, he/she must vote provisionally with a **provisional envelope**.
2. Ask the voter to fill out the voter section and sign the provisional envelope.
3. Provisional voters have the choice of voting with a paper or an electronic ballot.
For an electronic ballot: Issue a provisional access code with the JBC (see pgs. 82-84 of the manual for instructions). Direct voter to sign the bottom of the provisional access code tape. Tear off the top portion of tape with the access code and give it to the voter. Place the signed tape in the provisional envelope and hand it to the voter. Direct voter to an eBooth and ask him/her to return the unsealed envelope to you when he/she has finished voting. Seal the envelope, tear off the Voter Receipt (hand to voter) and place the provisional envelope in the Ballot Box.
For a paper ballot: Hand the appropriate paper ballot, as well as the provisional envelope, and a secrecy folder, to the voter. Direct him/her to a cardboard booth. Receive the provisional envelope with the voted paper ballot inside and place it in the Ballot Box.



If A Vote-By-Mail Voter Surrenders A Ballot

1. Accept the surrendered ballot and write “Voted at Polls” or “VAP” on the envelope.
2. Place the unused ballot in the “Unvoted/surrendered Vote-by-Mail” Envelope.
3. Draw a line through the “Vote-By-Mail Voter” notation next to the voter’s name in the Combined Roster-Index and write in VAP.
4. Process the voter normally.

If A Vote-By-Mail Voter Has No Ballot To Surrender

1. A vote-by-mail voter who has no ballot to surrender must vote provisionally.
2. Have the voter fill-out and sign the provisional envelope.
3. Ask the voter to fill out the provisional envelope **completely** and then proceed to the Paper Ballot Clerk to receive a ballot.

For an electronic ballot: Issue a provisional access code with the JBC (see pgs. 82-84 of the manual for instructions). Direct voter to sign and print name on the bottom of the provisional access code tape. Place the signed tape in the provisional envelope and hand it to the voter. Direct voter to an eBooth and ask him/her to return the unsealed envelope to you when he/she has finished voting. Seal the envelope, tear off the Voter Receipt (hand to voter) and place it in the Ballot Box.

For a paper ballot: Hand the appropriate paper ballot, as well as the provisional envelope, and a secrecy folder, to the voter. Direct him/her to a cardboard booth. Receive the provisional envelope with the voted paper ballot inside and place it in the Ballot Box.



Early Voters (when applicable)

A person listed as “Early Voter” in the Combined Roster-Index is shown in Registrar of Voters records as having already cast a ballot for the current election.

If someone listed as “Early Voter” insists that he/she has not yet voted, he/she may vote at the polls with a provisional ballot. Follow the same guidelines for issuing a provisional ballot as listed in the “Vote-by-Mail: No Ballot to Surrender” section on the previous page.

Issue A Provisional Envelope If:

- The voter is listed as “Vote-by-Mail” in the Combined Roster-Index but has no vote-by-mail ballot to surrender.
- The voter is listed as an “Early Voter” in the Combined Roster-Index but claims not to have voted early.
- Voters with a change of address or who have recently moved.
- “Proof of Residence Required” voters who cannot provide proof of residence.
- Voters who are not at their correct precinct, yet insist to vote at that polling place.

REMEMBER

- You no longer need to fill-out a Ballot Card for provisional voters.
- When the voter is filling-out the provisional envelope check to verify all items in red are filled-out completely.
- Give the voter his/her Voter Receipt, which contains information on how the voter can check the status of his/her ballot.



How Do I Spoil A Paper Ballot?

A voter may only spoil a paper ballot twice. Poll workers will need to warn the voter before issuing the third ballot that it is the final ballot; additional ballots will not be issued.

1. To spoil a paper ballot, first receive the ballot from the voter in its secrecy folder.
2. Write "SPOILED" across the secrecy folder and part of the ballot (if part of the ballot is not showing, ask the voter to pull a section of the ballot out from the secrecy folder that does not show any contests).
3. Place the secrecy folder, with the spoiled ballot inside, in a Spoiled Ballot Envelope.
4. Write the voter's precinct number on the Spoiled Ballot Envelope and seal the envelope.
5. Store the sealed Spoiled Ballot Envelope in the Unused Ballot Bag (do not seal the Unused Ballot Bag until after the polls have been closed).

How Do I Cancel An eBooth?

Reasons for cancelling an eBooth include:

- Voter has selected the wrong language
- Voter was issued the wrong ballot
- There was a malfunction with the eSlate or VVPAT printer
- Voter needs to use the DAU

Follow these steps for cancelling an eBooth:

1. From the JBC main screen, press the arrow next to "Other."
2. On the "Other JBC Functions" menu, press the arrow next to "Cancel Booth."
3. Enter the number of the eBooth that you wish to cancel. A zero must precede single-digit booth numbers. For example, if you wish to cancel eBooth #5, you would enter "05."
4. Follow the instructions on the next screen to go to the eBooth and press the "ENTER" button.
5. Press the button next to "Polls Open Menu" to return to the main screen.



Polling Place Is Not Accessible to Persons With Disabilities

A person with a disability that is prevented from entering the polling place must be allowed to vote as close to the polling place as possible.

Process the voter in the usual manner with the Combined Roster-Index and the Precinct-Street Index. Issue him/her a Ballot Card. The voter has the option of voting with a paper or an electronic ballot. Follow the instructions on pg. 87 of the Polling Place Operations Manual for curbside voting.

Remember when using the DAU eBooth for curbside voting that you must enter the access code on the eSlate and pull up the ballot on the screen before you unplug the eBooth and carry it outside.

Who Is Allowed To Assist A Voter To Vote?

Any poll worker is permitted to assist a voter, but must be careful to vote the ballot exactly as the voter asks and to read the entire ballot. NOTE: Reading the ballot is not necessary when using the DAU eSlate as headphones are attached so that the voter may listen to the ballot and vote independently.

By law, a voter may bring another person along to assist, but the assisted voter's name must be recorded on the Assisted Voter List in the back of the Combined Roster-Index.

By law, these persons cannot assist a voter:

- The voter's employer or an agent of the employer
- Any officer or agent of the voter's union

The Voter Does Not Understand the Ballot

The ballot for this election asks two questions: Shall the city councilman be recalled, and if so, who should replace him? Voters may cast a vote on both questions or on only one of the two questions and have their vote counted. Voters need not vote yes on the first question, to recall the councilman, in order to vote on the second question, for a replacement for him. Each question can stand alone.



The JBC Will Not Power Up

- Check that the battery key and AC power are properly connected to the back of the JBC.
- Verify that the outlet you are using is functional.
- If you are using a power strip, check that it is functioning and that it is turned on.

If these steps fail to give power to the JBC, contact your Coordinator, who will bring you a new JBC.

One Or More eSlates Not Operating

- There are no batteries in the eSlates. A black screen may mean the eSlate is receiving no power. Check all cable connections, starting with the cable from the JBC to the first eBooth. The cables should be securely connected to the top of the eSlates; however, do not force the connectors together.
- Remove the cables from the top of the eSlates and check the connectors in the eSlates for bent pins. If an eSlate has bent pins and is not functioning, close the eBooth and call the Registrar of Voters Help Desk. If everything is connected but the screens are still black, call the Registrar of Voters.
- If not all of the eSlates are operating after you have checked the connections, call your Coordinator or the Registrar of Voters Help Desk. Process voters with paper ballots, if needed.

How Do I Change the JBC Printer Tape?

- Open the tape compartment on the JBC by unhooking the latch found on the back of the unit.
- Lift the gray lever at the right of the printer spool.
- Remove the old roll of tape from the JBC.
- Load the new roll of tape. Important: Load from the bottom of the roll of tape only. The tape is heat sensitive; if it is loaded upside down the information will not be printed on the tape.
- You can use the printer feed button on the JBC to feed the tape.
- Put the gray lever down.
- Put the loose end of tape through the slot in the lid.
- Close the lid.

Do not delay issuing access codes because the printer is out of tape or will not print. You may write the codes on a piece of paper to give to voters. You must still press “Print” on the JBC to get back to the main screen, even though it doesn’t print out.

NOTE: You may not change the paper for the VVPAT printers on the eBooths under any circumstance. If there is a problem with a VVPAT printer you will need to close the eBooth lid (leave it connected to the other eBooths) and notify the Help Desk.

NO POWER TO JBC
ESLATE NOT FUNCTIONING
LOADING JBC PRINTER TAPE



How Do I Close Polls On The JBC?

1. Wait for all voters who were in line at 8 p.m. to finish voting.
2. When all voting is complete, press the “Close Polls” button on the JBC.
3. Press the arrow next to “YES” on the JBC screen to confirm that you want to close the polls.
4. Enter the Polls Close Password from the JBC Password Envelope. After you have entered the password, press the arrow next to “Accept”.
5. Tear off polls closed report and put it in the JBC Main Envelope.
6. Press the arrow next to “Print Tally.” When the Tally Tape has finished printing, tear it off and ensure that every poll worker signs it.
7. Post this first copy of the Tally Tape outside of the polling place.
8. Press the arrow next to “Print Tally” again. Again, make sure the entire board signs this tape.
9. Do **not** leave the second tally tape attached to the JBC. Tear off the second tape and use it to complete the Ballot Statement on the front cover of the Roster Index before placing the tape inside the JBC Main Envelope.

In-depth instructions are listed in your Polling Place Operations Manual on pgs. 97-98.



eSLATE SAYS “BATTERY (NONE)”

If you see “Battery (NONE)” on the bottom corner of the eSlate screen, this is normal. Batteries are no longer included in the eSlate. There are batteries only in the DAU eBooth. No action is needed.

EVBO 101 Error

If an eSlate has an EVBO 101 error it is because the battery is low.

- Voter can finish voting with this error.
- Close the lid after voter is finished so no one else can use the eBooth.

EVBO 102 Error

If an eSlate has an EVBO 102 error it is because the VVPAT printer is running low on paper and there is approximately 16 feet of paper left.

- Voter can finish voting with this error.
- Close the lid after voter is finished so no one else can use the eBooth.

EVBO 103 Error: Not Flashing

An EVBO 103 error on an eSlate indicates something is wrong with the connection between the eSlate and the VVPAT printer; they are not communicating. **First, check these connections:**

- Check that the black power converter is plugged into the top of the VVPAT printer and that all black printer cords are connected to the black power converters.
- Check that each black power converter is plugged in to the power strip.
- Make sure that the power strip is plugged into a wall outlet. (Is the wall outlet operational?)
- See that the red button on the power strip is flipped to the “ON” position.
- Try testing the power strip (with another electrical item) to see if the power strip is functional.
- Make sure that the eSlate is seated properly in the eBooth.

Follow these instructions for reseating the eSlate:

- Open the lid to the eBooth’s storage compartment.
- Grasp the lower and top edges of the eSlate; slide it up to unseat the eSlate, then slide it back down again to return it to its mounting pegs inside the eBooth.
- The eSlate is correctly aligned when the lower edge of the eSlate is resting against the bottom edge of the depression in the eBooth. You will know the eSlate has been properly reseated when the VVPAT printer prints a connection report and the tablet is secure.

If the EVBO 103 error is still present after you have checked the connections, **close the lid to the eBooth and call your Coordinator OR the Registrar of Voters Help Desk.**

EVBO 103 Error: Flashing

Close the lid to the eBooth and call the Registrar of Voters Help Desk in order to inform them of your status.

“BATTERY (NONE)”
102 ERROR
103 ERROR: Flashing/Not Flashing



EVBO 104 Error (Paper Jam)

- Close the lid to the voter's eBooth (ballot will time out and will not be cast).
- Issue a new access code to the voter and allow him/her to vote at a different eBooth.
- Notify the Registrar of Voter's office and a replacement will be dispatched.

EVBO 105 Error

An EVBO 105 error indicates that the unit VVPAT is out of paper. There are two possible situations and courses of action:

- If it is early in the day, call the Registrar of Voters Help Desk and someone will be dispatched to replace the printer for you. In the meantime, close the lid to the booth.
- If it is close to 8 p.m. and other booths are in operation, close the lid to the booth.

eSlate Screen Frozen

When the eSlate screen is not responding to any buttons or moving forward, follow these steps:

- Call the Help Desk (714) 954-1901 **to request permission** to restart the JBC:
 - Wait until all other eBooths are empty
 - Unplug the JBC
 - Remove the battery key
 - Plug the JBC back in, attach the battery key
 - Reassign the booths

If the screen freezes while a voter is voting, the ballot will be cancelled once you restart the JBC. You must issue a new access code to the voter; place the voter's original access code in the JBC Main Envelope.

If these steps do not resolve the issue, **close the lid to the eBooth and call your Coordinator OR the Registrar of Voters Help Desk.**

Audio Card Invalid

This message means that the unit is not reading the audio card. The unit must be replaced. **Notify the Registrar of Voters Help Desk immediately** and someone will be dispatched with a replacement.

Response Test Screen

It is standard for this screen to appear on the eSlates before opening the polls on the JBC. However, if the Response Test Screen fails to change over, do the following:

- Check that the gray data cables are securely connected at each point of the daisy-chain.
- Call the Help Desk (714) 954-1901 **to request permission** to restart the JBC.





Poll Worker Resource Center

➔ Poll Worker PASS program providing real-time info.

Our unique online poll worker magazine - Poll Worker Insights.

Streaming video on a variety of poll worker topics.

Poll worker discussion boards providing helpful Election Day tips.

Poll Worker PASS

Our award-winning program has dramatically improved the poll worker experience.

Go >



POLL WORKER RESOURCE CENTER. DESIGNED WITH YOU IN MIND.

Poll Worker PASS Learn how our Poll Worker PASS program works.	Online Training Begin or return to your online election training if you are eligible.	Forum Join our poll worker discussion board and join the conversation.
Operations Manual Access our Election Day Operations Manual.	Election Supplies Find out what's in your Election Day supply box.	Poll Worker Plus Look through our poll worker pin archives or purchase a pin.
Poll Worker News Access our poll worker newsletters or sign-up for a subscription.	Poll Worker Insights Read our poll worker magazine - interesting articles and more.	

Everything you need in one location. From online magazines to newsletters, training materials, discussion boards, your Poll Worker *PASS* account and more. Visit once or often — we're working to improve elections in Orange County one ballot at a time.

Visit ocvote.com/pwresource



Visit our Poll Worker Resource Center today!
Tips, information, answers to questions and more. ocvote.com/pwresource



REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, CA 92705
714-954-1901
ocvote.com

