



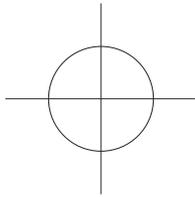
Polling Place Operations Manual

March 17, 2015
37th State Senate District
Special Primary 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 Poll Worker Training DVD contains more detail and was produced using feedback directly from poll workers.

The DVD also includes the 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.





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 SET-UP

- 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 SET-UP

- 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 SIGNS COMPLETED
- 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 KEY COMPLETED
- 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 JBC COMPLETED

SET UP OFFICIAL TABLE

- REFER TO OPERATIONS MANUAL CONFIRMED

FIRST VOTER RESPONSIBILITIES

- VERIFY BALLOT BOX IS EMPTY (THEN SEAL SHUT) COMPLETED
- VERIFY PUB COUNT IS ZERO VERIFIED
- SIGN ZERO TAPE COMPLETED
- POLL WORKER PLACED 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 KEY COMPLETED
- 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

Table of Contents

Welcome to Poll Workers

Chapter 1: Volunteering at the Polls

I. General Information	2
II. Poll Worker Basics	3
III. An Inspector's Responsibilities	4
IV. Assisting Voters.....	5
V. Working with the Public.....	8
VI. Key Terms	9
VII. Chapter Review.....	11

Chapter 2: Setting Up Your Polling Place

I. Getting to Know Your Supplies.....	14
II. Supplies Delivered to Polling Place	20
III. Early Set-Up of the Polls	22
IV. Election Day Room Set-up.....	23
V. Setting up the eBooths.....	26
VI. Completing eBooth & JBC Set-Up	30
VII. Setting Up Cardboard Booths	34
VIII. Opening the Polls on the JBC	35
IX. The Ballot Statement.....	36
X. "The Polls Are Now Open..."	37
XI. Key Terms	38
XII. Chapter Review.....	40

Chapter 3: Processing Voters

I. Processing Voters: An Overview.....	42
II. Poll Worker Roles	43
III. Processing Standard Voters.....	45
IV. Processing Provisional Voters.....	50
V. Processing Other Voters	54
VI. Key Terms	56
VII. Chapter Review.....	59

Chapter 4: During the Day

I. Voting on an Electronic Ballot	62
II. Voting on a Paper Ballot.....	67
III. Managing Lines.....	68

IV. Other Responsibilities	69
V. Key Terms	70
VI. Chapter Review.....	71
Chapter 5: Closing the Polls	
I. Closing the Polling Place	74
II. The Ballot Statement.....	78
III. Repack the Supplies	81
IV. Returning the Supplies.....	83
V. Finished!.....	84
VI. Key Terms	85
VII. Chapter Review.....	86
Chapter 6: What To Do If...	
I. Voting Equipment Errors	88
II. EVBO Error Messages.....	89
Appendices	
Appendix A: Voter Bill of Rights.....	92
Appendix B: Voter Intimidation Law.....	93
Appendix C: Disability Sensitivity at the Polls	94
Glossary	96
Index.....	112
Chapter Review Answer Key.....	115

Welcome to Poll Workers

Dear Poll Worker:

Welcome to the March, 17, 2015 37th State Senate District Special Primary 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.



Registrar of Voters Neal Kelley

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

- ★ Training DVD: Our new and improved DVD offers a visual approach to understanding some of the scenarios encountered on Election Day including an improved Provisional Voting process. I would also encourage you to watch the documentary, “What it Takes to Count: Inside an Orange County Election,” which we’ve included on your DVD.
- ★ Registrar of Voters Training Web Site: 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. Visit this site anytime at ocvote.com/pwresource.
- ★ 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 Clerk class will be offered, but they may choose the home training option.
- ★ Home Training: All returning 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. Eligible Clerks unfamiliar with the online format may choose to attend a training session.
- ★ 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.

Just a quick reminder, we changed the provisional voting process in 2012. Only ONE provisional envelope is needed - making the provisional voting process easier than ever! We also changed the port connections for the electronic voting equipment. With stronger pins and new ports, there should be fewer connection problems on Election Day.

Thank you again for your generous contribution.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neal Kelley', written over a light-colored background.

Neal Kelley
Registrar of Voters

THANK YOU FOR VOLUNTEERING!

Election Day is Tuesday, March 17, 2015!

Polls are open from 7 a.m. to 8 p.m. Poll workers should arrive at the polling place facility by 6 a.m.



Important Phone Numbers:

[Poll Worker Customer Service Line](#)

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](#)

(714) 567-5197

Volunteering at the Polls

1



What You Will Find Here:

- I. General Information
- II. Poll Worker Basics
- III. An Inspector's Responsibilities
- IV. Assisting Voters
- V. Working with the Public
- VI. Key Terms
- VII. Chapter Review

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. As a poll worker, you represent the Registrar of Voters' office and are responsible for conducting Election Day operations in a fair and impartial manner. Furthermore, state and federal laws regulate many aspects of polling place operations to help guarantee that voters of all backgrounds will be treated fairly and equitably. The following chapter will take a close look at the responsibilities of a poll worker as well as the tools in place to help you assist voters. Always remember, every American citizen has the legal right to cast their ballot free from intimidation, coercion and prejudice. It is your duty as a poll worker to help protect these rights.

I. General Information

This Election, Orange County voters will see many key contests and questions on the ballot – including races for federal, state and local offices, state propositions and local measures.

Election Day

Poll workers should arrive at their polling place at 6 a.m. on Election Day. There are numerous resources, such as the Polling Place Operations Checklist, Quick Setup Guide, Processing Voters Quick Reference Chart, Multicolored Procedural Cards and Quick Takedown Guide to assist poll workers with all Election Day procedures.

Prepare for a Long Day

Keep in mind that you will serve at the polls from approximately 6 a.m. until approximately 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. Remember to bring your meals with you or arrange for a friend or family member to deliver them. All Clerks must remain at their polling place until closing procedures are completed.

Voting 101

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

Be Prepared:

- Watch weather forecast and dress accordingly.
- Bring water, meals and snacks for the day.
- Dress in a manner that dignifies your role – business casual is acceptable.

Standard Voters:

- Sign the Combined-Roster Index (Pink)
- Verify his/her address in an audible tone
- Receive a paper ballot or access code

Provisional Voters:

- Complete and sign a Provisional Envelope
- Receive a paper ballot or provisional access code



eSlate

OR



Paper Ballot

II. Poll Worker Basics

An Election Board consists of an Inspector, who manages the polling place, and several Clerks assigned to various duties on Election Day.

	Pre-Election	Election Day	Closing the Polls
Inspector 	Coordinates access to facility, picks up supplies, arranges early set up when applicable	Oversees the polling place, reduces/ manages lines, assigns breaks and lunches during non busy times	Certifies closing procedures, helps complete Ballot Statement, returns supplies to Collection Center
Clerks* 	Assist in early set up when applicable, helps set up polling place	Serve as Roster Clerk, Street Clerk, Paper Ballot Clerk or JBC Clerk, assist in processing voters	Assist with closing procedures and packing of supplies
*State law allows legal residents to serve as Clerks			

Be sure to carry your Poll Worker PASS card with you at all times.

For more information on Clerk duties, see chapter three of this manual. You can also refer to the multicolored procedural cards found inside the supply box.

Making Assignments

There are no set duties assigned to each Clerk prior to Election Day. It is the Inspector's responsibility to delegate tasks to each member of the poll worker team. This allows each team the flexibility to assign Clerks based on their individual skill set. Clerks may trade or switch positions during the day-this will be helpful when you 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.

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 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 owner is volunteering his/her facility for Election Day.

III. An Inspector's Responsibilities

An Inspector is the supervisor of the polling place and oversees site access, polling place set up, processing voters and closing procedures.

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 information on supply pick-up in his/her Poll Worker *PASS* packet and online 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 the correct polling place and precinct(s) information has been issued. The Inspector will write the total number of paper ballots received on the Ballot Statement and update the Combined-Roster Index by inserting the Supplemental Voter List from the Inspector Supply Pick-Up Envelope.

The Night Before

Depending on the polling place, the Inspector may choose to have the elections board perform some of the set up activities the night before Election Day.

Election Morning

The Inspector will bring the JBC Box and Supply Box (including the paper ballots, Combined Roster-Index(es), Precinct-Street Index(es), 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 Supply Pick-Up Envelope.

If you are unable to enter the polling place facility on Election morning, call the Registrar of Voters' Help Desk immediately. 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.

Using the Cell Phone

A County cell phone is provided in the Supply Box. The cell phone is the best form of contact between the polling place and the Registrar of Voters' office.

Turn the cell phone on by pressing the  button on the front of the phone for at least three seconds.

IV. Assisting Voters

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.

See Appendix A on page 92 for more information on the Voter Bill of Rights.

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 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 your personal badge included in your Poll Worker *PASS* packet or one of 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. The Voter Assistance Telephone Card that you will place on the Official Table gives a number that voters can call for assistance. The Registrar of Voters' staff can provide language assistance for all required languages.

See Appendix C on page 94 for more information on assisting voters with disabilities.

Voters with Disabilities



In 2002, Congress passed the Help America Vote Act (HAVA) which requires local government to better accommodate voters with disabilities. 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.

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

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 places in Orange County will be specially equipped with equipment to ensure accessibility to all voters. 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.



Voter Intimidation

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.



See Appendix B on page 93 for more information on Voter Intimidation.

V. Working with the Public

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. 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.

Poll Monitors and the Public

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

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

Members of the Media

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

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.

VI. Key Terms

	<p>Elections Board</p>	<p>Consists of the volunteer poll workers (Inspector and Clerks) at a polling place.</p>
	<p>Clerk</p>	<p>Assists the Inspector in polling place operations including setting up the equipment and supplies, processing voters and assisting with closing procedures.</p>
	<p>Student Clerks</p>	<p>Serve as Clerks on Election Day, participating in the High School Student Poll Worker program.</p>
	<p>Inspector</p>	<p>Oversees operations at an assigned polling place including: Site access, picking up supplies, coordinating polling place set up, 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.</p>
	<p>Coordinator</p>	<p>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.</p>

	<p>Board Member Name Badges</p>	<p>Each polling place board member or poll worker will receive a name badge to wear on Election Day. Their personal name badges are included in their Poll Worker <i>PASS</i> packets.</p>
	<p>Ballot Call</p>	<p>A device given to some polling places to help voters with disabilities notify poll workers that they require curbside voting or assistance. Inspectors will be notified if a ballot call is needed at the polling place. Ballot calls will be provided to these inspectors at supply distribution.</p>
	<p>VAP Signage Box (Van Accessible Parking Sign)</p>	<p>A box that contains signage for van accessible parking. Inspectors will pick this up at supply distribution (if required).</p>
	<p>Disabled Access Unit (DAU)</p>	<p>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.</p>

VII. Chapter Review

Throughout this chapter you have learned about the roles and responsibilities entrusted in you as a poll worker. It is vital that poll workers work together and communicate with one another to make the polling place successful. Most importantly, if anything occurs at your polling place that is out of the ordinary or if you feel there are persons or signs presents which may be intimidating voters, contact the Registrar of Voters' office immediately.

Review Questions:

1. It is acceptable for poll workers to wear clothing that represents a particular party or issue on Election Day.

- A) True
- B) False

2. What time should poll workers arrive at their polling place on Election Day?

- A) 6 a.m.
- B) 7 a.m.
- C) 8 a.m.

3. It is a crime for a person with a firearm or a person in a peace officer or security guard uniform to be within 100 feet of the polling place except:

- A) Security personnel who is at the polling place to cast his or her vote
- B) 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.
- C) Both A and B are acceptable

4. Polling Place Observers are allowed to

- A) Sit at the official table
- B) Obtain information from the Precinct-Street Index
- C) Post signs within 100' of the polling place

Answers to review questions can be found on page 115.

Polling Place Set Up

2



Whether you choose to set up your polling place the day before the election or on Election Day morning, the steps for getting the polling place ready for voters are the same. You will need to understand your Election Day supplies, decide the most effective way to arrange the room, set up your eBooths and cardboard voting booths and prepare the JBC. By working as a team and following the steps outlined in this chapter you will ensure that your polling place is ready to process the first voter at 7 a.m.

What You Will Find Here:

- I. Getting to Know Your Supplies
- II. Supplies Delivered to Polling Place
- III. Early Set-Up of the Polls
- IV. Election Day Room Set-up
- V. Setting up the eBooths
- VI. Completing eBooth & JBC Set-Up
- VII. Setting Up Cardboard Booths
- VIII. Opening the Polls on the JBC
- IX. The Ballot Statement
- X. "The Polls Are Now Open..."
- XI. Key Terms
- XII. Chapter Review

I. Getting to Know Your Supplies

Supplies Picked Up at Distribution

The Inspectors will pick up their supplies from the distribution center before Election Day. This includes 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.

The JBC Box



A key component to the electronic voting system is the JBC (Judges Booth Controller) Box. The JBC is accompanied with a JBC Chain of Custody document to verify the unit's integrity throughout the day.

The Inspector must keep the JBC safe and in his/her possession prior to Election Day. Do not keep the JBC in the trunk of your car.

JBC Chain of Custody: A Closer Look

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.
- 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).
- As the document indicates, seals must be checked in the morning during set-up (when blue seals are removed), twice during the day and once when the polls close. The Inspector and one Clerk must check the tamper evident seals to verify their placement and integrity, initial the form and write the exact time they checked the seals in the section marked "Time" on each white box.
- When packing up supplies, the Inspector must place the JBC Chain of Custody inside the JBC Box with the JBC.



JBC CHAIN OF CUSTODY

Verify the seals and sign in the appropriate spaces below.

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 -

*Verify before opening polls on Election Day
Remove seals & place on back of this paper*

JBC Box Number	JBC Box	Red Data Port
J007	796543	10057826

Red Seals -

Leave sealed and verify placement. Integrity of seals 4 times on Election Day, listed below

Small Data Port	Back Seam	Printer Port	MBE Door	Intab Lock
1031440	1019451	1031441	1043862	200286

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

Inspector signs here when picking up the JBC box

Inspector/Clerk sign here when the JBC arrives at the polling place on Election Day morning

Poll workers must check seals and initial four times

Inspector and Clerk sign & date

Registrar of Voters' official signs here when the equipment is returned to the ROV

Setting Up

Inside the Supply Box

Most of the supplies needed to process voters are found in the supply 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 contents of the supply box are arranged in six easy to locate groups:



Loose items container



Red canvas bag



Voted ballot



Plastic bag #1:
Table items



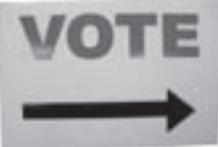
Plastic bag #2:
Behind the Table Items

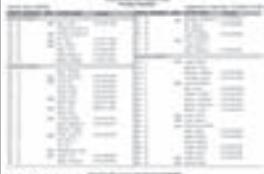
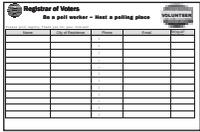
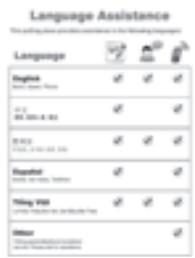


Plastic bag #3:
Posted Materials

In addition, the Inspector may receive a "Vote-by-Mail Voters List" in their inspector supply pick-up envelope. This information must be updated in the Roster. Find each voter's name in the Voter Roster List and write "VBM" or "Vote-by-Mail" on the voter's signature line.

CINCT NUMBER	ADDRESS	SIGNATURE	VOTE-BY-MAIL/PROOF OF RESIDENCE
1043	<i>Address</i>	Vote-by-Mail	No VBM ballot (sign provisional envelope): <input type="checkbox"/> Surrendered VBM ballot (voter signs here): <input type="checkbox"/>
1043	<i>Address</i>	VBM	<i>Sign Here</i>

Loose Items			
	VVPAT Printer Canvas Bags	Cell Phone and Charger	Quick Setup/Takedown Guide
			
	Large Plastic Vote Signs	American Flag	Repackage List
			
	H Rod Post	Inspector Supply Pick Up Envelope	
Electrical Items			
	Power Strip	Extension Cord	Duct Tape

Red Canvas Bag			
	Combined Roster Index (Pink)	Name Badges	Precinct-Street Indexes
			
	Collection Canter Map	Precinct Map	Voter Volunteer Form
			
	Voting Equipment Incident Reports	JBC Main Envelope	Voter Direction List
			
	Language Assistance Sign	Poll Worker Surveys	

Plastic Bag #1			
	Rolls of JBC Tape	Magnaviewer	Ballot Cards
			
	Multicolored Procedural Cards	"Did You Know" Cards	Election Officers Digest/State Voter Guide
			
Telephone Cards	Note Pad/ Pens/ Rulers	"I Voted" Stickers	
Plastic Bag #2			
	Provisional Envelopes	Receipt for Sealed Container	Voter Registration Forms
			
Trash Bags	Alcohol Wipes	Unvoted/Surrendered VBM Ballot Envelope	
Plastic Bag #3			
	Large Consolidated Sign Poster	Voter Bill of Rights	Masking Tape
			
Plastic Hook with Large Clip	Wheelchair Access Sign	Polling Place 100 Feet Sign and "Vote" Sign	

II. Supplies Delivered to Polling Place



Each polling place will have eBooths and cardboard voting booths delivered to the polling place before Election Day. Every polling place facility is required to keep the election equipment stored in a safe location away from public access. The location of this equipment can be found in the Inspector's Poll Worker PASS account under the Polling Place tab. If you cannot locate the equipment on Election Day morning, please call the Help Desk immediately.



In addition, 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.

eBooth Chain of Custody: A Closer Look

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.

- 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.
- When completing early set-up, the Inspector and a Clerk should check the tamper-evident seals indicated on the form and sign the section labeled “Early Set-up - 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.
- 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.
- At the end of the night, the Chain of Custody for the eBooths should be returned to the plastic pouch of the eBooth caddy.

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 "Night 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>				VVPAT Seal
	Front of booth	Back of booth	Printer Seal	eSeam	Screw	Audio	
00810	1144713	805337	794742	1023351			1042123
00813	1144908	782493	794849	1023630			1031879
02014	1147628	725457	725300	1047614	1047615	1040868	1043234
02819	1144708	805905	805548	1022817			1042693
02845	1144714	805338	794743	1023352	1047516	1047517	1034424
03816	1144712	805089	805540	1022808			1042887
04033	1144716	805338	794744	1023353			1034215
05032	1144911	804114	1031872	1029540			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
---------------------------	-----------	------	------

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 set up

Poll workers must check seals and initial four times

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

Only the Inspector should contact the polling place to arrange for early set-up.

III. Early Set-Up of the Polls

Some of the polling place set-up that can be completed the night before include: Room arrangement, setting up cardboard voting booths, posting the inside posters and signs, and setting up the eBooths. This will alleviate stress on Election Day morning and help to ensure that the polls open promptly at 7 a.m.

Early set-up is helpful and encouraged; however, the facility is **not** required to accommodate early set-up and the Registrar of Voters does not coordinate early polling place access for you. No earlier than one week prior to Election Day, the Inspector can contact the facility to request and arrange for early access to the polling place. The contact information for your polling place can be found in your online Poll Worker *PASS* account.

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

If you decide to perform some preliminary set-up 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.

IV. Election Day Room Set-up

Poll workers should arrive at their assigned polling place by 6 a.m. to ensure that they are ready to process voters at 7 a.m.

Oath & Payroll

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 Inspector will administer the oath printed at the top of the page to the other poll workers, who then sign to affirm the oath. 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 stipend. 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 may result in delayed stipend 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.

Each poll worker should verify that the mailing address and phone number listed for each poll worker on the payroll page is correct.

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, utilize the Quick Setup Guide.

Post the Inside and Outside Signs

Use the masking tape from the Supply Box to post the inside and outside signs. 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 using the plastic hook from your Supply Box. Make sure the posted indexes are 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



Stipends are mailed out 4 to 6 weeks after Election Day.

Please do not use the duct tape to post signs; it could ruin the paint and walls of the facility. Use the masking tape provided in bag 3.

Post the following signs outside:

- The paper and large plastic “Vote” signs, wheelchair access sign, “Polling Place 100 Feet” Sign, and Voter Bill of Rights Signs (in all languages) outside the polling place.
- 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.

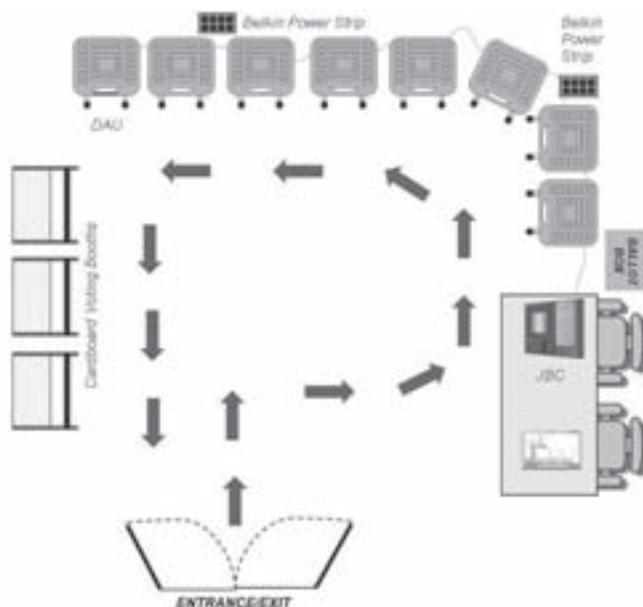


Arranging the Room

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 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.

For security purposes, 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 view of the voting equipment at any time.

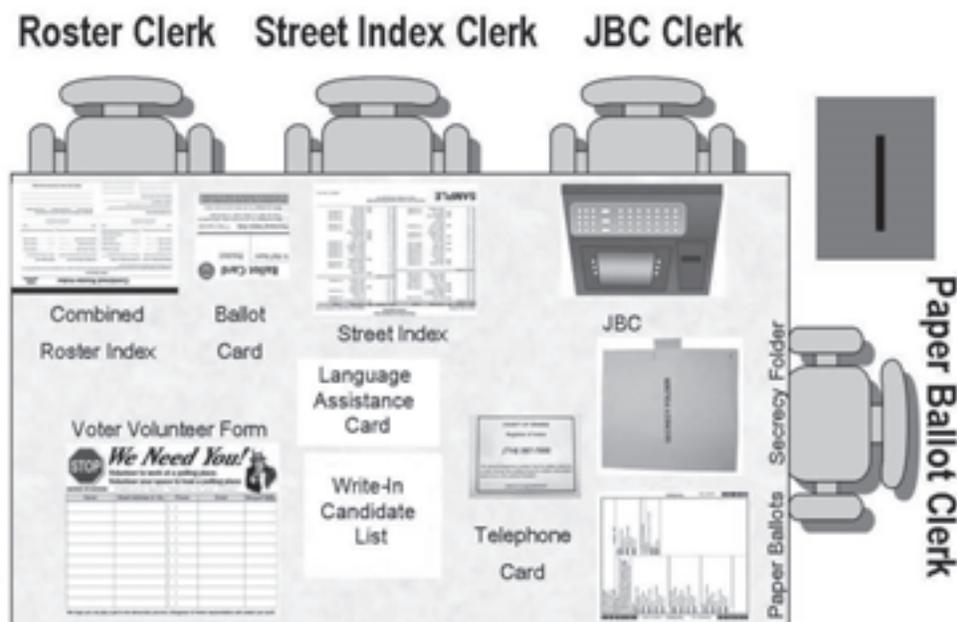
Also be sure that the Ballot Box is located in a secure area where it is in full view of the voters but safe from public reach and tampering. Try this:



Official Table:

Every polling place will have a minimum of one table and several chairs available. If the Inspector confirms that the polling place doesn't have a table or chairs they can request some through their Poll Worker PASS account.

Arrange the official table 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.



The ballot box should always be in view of the voter.

Items the must be included on the Official Table are:

- Combined-Roster Index
- Ballot Cards
- Precinct-Street Index
- JBC
- Secrecy Folders
- Paper Ballots
- Voter Volunteer Form
- Write-In Candidate List
- Language Assistance Card
- Telephone Card
- Sample Ballots

You must set up every eBooth delivered to your polling place to prepare for unanticipated voter turnout.

V. Setting up the eBooths

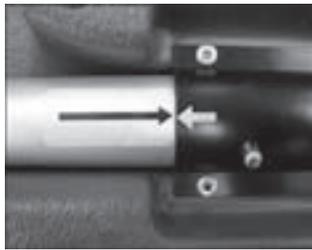
Follow these steps for assembling the eBooths:



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. Follow this procedure for all four legs.



Lock the leg brace for the first pair of legs by securing the security button on the brace.



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. The part labeled “front” should be pointing toward the front of the eBooth. The black tip of the foot tube should extend in the direction of the eBooth’s handle. Then lock the feet to the legs of the eBooth as shown.



To safely stand the eBooth, two poll workers should lean it back until it rests flatly on the back legs. Holding the handle and sides, the poll workers continue to lean the eBooth until it stands freely on the foot tubes.



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.

It is very important that you extend the foot tubes; otherwise, the eBooth may fall over when you try to stand it up.

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

Please handle the black power converter with care. It is very fragile.

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.



Make sure the black power converter is plugged into the printer on the eBooth

If needed, you may use duct tape to tape the cables to the floor.



Plug each black power converter into 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.

A Note Regarding Early Set-Up:

If completing early set-up, 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.

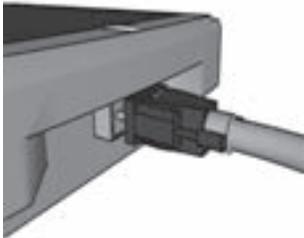
Port Connection Instructions



Once the eBooth is opened, lift the flap above the eSlate. With one hand, feel for the port on the top of the eSlate, directly under the “Hart” logo.



With a free hand, align the plug of the gray data cable to the “Hart” logo so that it is directly in-line with the port. Bring the plug straight into the port, using the first hand as a guide.



Firmly press the plug into the port, gently moving side-to-side if necessary, until the plug is seated snugly in the port.

Continue this process until the last eSlate—the DAU—is connected.

VI. Completing eBooth & JBC Set-Up

If completing early set-up, 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.

Seal Verification

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.

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).



Poll workers will remove blue-tamper evident seals when directed. Removed seals will be placed on the back of the Chain of Custody document.



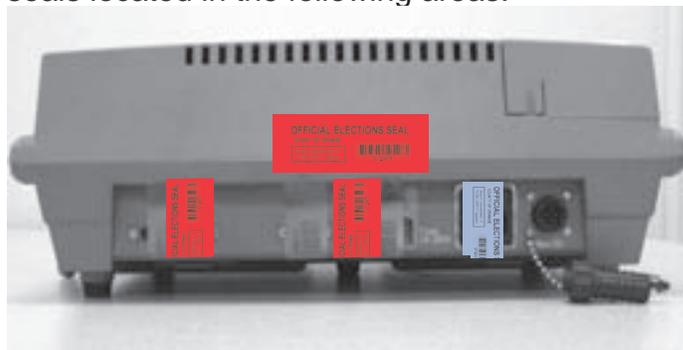
Red seals must NOT be removed from the equipment.

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

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:



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 and place it on the back of the JBC Chain of Custody. You will need access to this port to set up the JBC.

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 on 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.

Connecting eBooths to the JBC

After certifying the integrity of the JBC and the VVPAT printers, you are ready to connect the JBC to the closest eBooth. This will complete the connection of all eBooths with the JBC.



You will notice a static-cling sticker over the screen. This checklist reminds you to follow all set-up steps correctly. After verifying all steps on 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.

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

A new sticker pointing to the exact spot for the new cable connections is located on the top of the eSlate.



Plug the loose end of the gray data cable into the top of the eSlate inside eBooth #1 and tighten the thumbscrews.

Tighten fasteners to prevent connection problems.



Plug the female end of the JBC's black power cord into the JBC and the male end into the wall outlet.



Plug the battery key into the JBC after you have confirmed that the JBC is receiving power.



Unfold the privacy screen on each eBooth. Clean the screen with the provided alcohol wipe.

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.



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.

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.

Remember to assign the last booth in the row!

All cardboard booths must be set up.

VII. Setting Up Cardboard Booths

There will be three cardboard voting booths at your polling place. 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. At least one booth must 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.

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



Example of an assembled booth.

VIII. Opening the Polls on the JBC

You do not need to wait until 7 a.m. to open the polls on the JBC, however, 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.



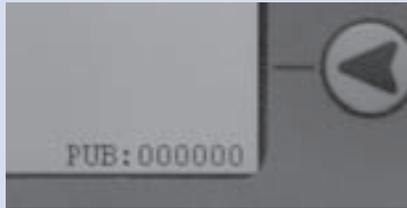
On the "Ready to Open Polls" screen, press the arrow next to "Open Polls".



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.

IX. The Ballot Statement



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.

- Record the PUB Count from the JBC on the Additional Information line of the Ballot Statement. If the number does not read “0”, notify the Registrar of Voters immediately. No electronic ballots shall be issued until the problem is resolved. Instead, issue paper ballots if needed.

ADDITIONAL INFORMATION AND EXPLANATION OF DISCREPANCIES

JBC PUB Count: Surrendered Ballots: Vote-by-Mail Ballots:

- Record the total # of ballots provided 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.

OPENING PAPER BALLOT COUNT

Prior to opening the polls, record the number from the cover sheet of each stack of ballots.

Precinct 10217

Precinct 10361+

Precinct 10362+

Total =

CLOSING PAPER BALLOT COUNT

After polls close, record the number of paper ballots issued and the number of remaining unvoted paper ballots.

 Paper Provisionals

+ Voted Paper Ballots

+ Spoiled Ballots

+ Unvoted Paper Ballots

Total **Total**

These amounts should be equal. If not, please provide an explanation below.

X. "The Polls Are Now Open..."

- 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.
- The first voter should also verify that the Ballot Box is empty. Seal the Ballot Box with the white sealing tape provided in the Voted Ballot Container. Do not seal over the precinct number, ballot slot or box handles. Use the guides provided on the supply box to place the tape. Once the Ballot Box has been sealed it must remain sealed until the closing procedures have begun.

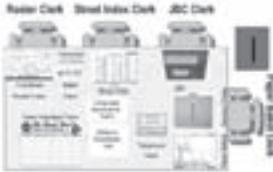
Missing Poll Workers and Opening the Polls

If there are fewer than two 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.

Signed in the presence of _____ (Inspector) on _____	
Clerk	No Compensation Signature <u>John Doe</u>
Clerk	

XI. Key Terms

	<p>JBC (Judges Booth Controller)</p>	<p>The control unit of the eSlate voting system that regulates access to the eSlates and stores the votes. The JBC Clerk uses the JBC to generate and print access codes for electronic ballots.</p>
	<p>eBooth</p>	<p>The electronic voting booth. The eBooth consists of the eSlate and VVPAT printer, as well as their cables.</p>
	<p>eSlate</p>	<p>The electronic voting machine.</p>
	<p>Security Seal</p>	<p>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.</p>
	<p>VVPAT Printer</p>	<p>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.</p>

	<p>Ballot Statement</p>	<p>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. <i>The Ballot Statement MUST be completed. It is an official record of the election.</i></p>
	<p>Zero Tape</p>	<p>When the polls are opened on the JBC at 7 a.m. 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).</p>
	<p>Official Table</p>	<p>The main table where Clerks process voters. The table has various materials for voters that are required to be displayed by the Elections Code. 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.</p>
	<p>Ballot Box</p>	<p>Stores completed paper ballots, Vote-by-Mail ballots and Provisional Envelopes during the day. The Supply Box becomes the Ballot Box after set-up on Election Morning.</p>

XII. Chapter Review

All poll workers should make themselves available to help with early set up, however, if the polling place is unable to accommodate early access to the polling place you will have sufficient time to complete all set up procedures the morning of Election Day. Be sure to utilize the Quick Setup Guide and work as a team to set up the polling place before 7 a.m.

Review Questions

1. What items cannot be left at the polling place during Early Set-up?
 - A) Paper Ballots
 - B) JBC
 - C) Roster
 - D) All of the above
2. Where is the connection between eBooths?
 - A) Back of the eBooth
 - B) On the side of the eBooth
 - C) On the top of the eSlate
 - D) None of the above
3. What are the duties of the First Voter?
 - A) Verifies Zero Tape
 - B) Signs the Zero Tape
 - C) Verifies Ballot Box is empty
 - D) All of the above
4. What time do the polls open for voters?
 - A) 6 a.m.
 - B) 7 a.m.
 - C) 8 a.m.

Answers to review questions can be found on page 115.

Processing Voters

3



The primary responsibility of each poll worker is to help process voters throughout Election Day. Whether working with standard voters, provisional voters or other types of voters, the process is as easy as 1-2-3. This chapter contains an in-depth description of each Clerk's responsibilities as well as the key steps to process the different types of voters you will assist on Election Day.

What You Will Find Here:

- I. Processing Voters: An Overview
- II. Poll Worker Roles
- III. Processing Standard Voters
- IV. Processing Provisional Voters
- V. Processing Other Voters
- VI. Key Terms
- VII. Chapter Review

I. 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 greets the voter and asks him/her to state his/her name. When the voter's name is found in the roster, the Roster Clerk repeats the name, and asks the voter to sign in and print his/her address. Meanwhile, the Roster Clerk fills out a Ballot Card, using key information found in the roster. The Roster Clerk then passes the Ballot Card to the Street Index Clerk, who 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 Street Index Clerk then hands the Ballot Card to the voter.

The voter may now proceed to the Ballot Clerk 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.

II. Poll Worker Roles

Inspector

The Inspector supervises the polling place by checking in periodically with the Clerks to see if they need help with anything or a break/lunch. The Inspector will also ensure all polling place guidelines are followed (no smoking, no cell phones, no talking, no tampering with equipment) by all voters.

Greeting Voters

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

At busier periods during the day, the Inspector will go down the line of voters to look up their names in the Voter Direction 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.

Roster Clerk

The Roster Clerk will greet the voter and ask the voter to state his/her name in an audible tone. The Roster Clerk will then locate the voter's name in the Combined Roster-Index and repeat the voter's name.

After locating the voter's name on the roster, the Roster Clerk will then verify that there is no "Vote-By-Mail", "Proof of Residence" or "Early Voter" notation next to the voter's name in the Roster.

If the voter has a vote-by-mail notation, the Roster Clerk will ask the voter if he/she brought his/her vote-by-mail ballot to surrender. If the voter answers yes, then the Roster Clerk will write VAP across the VBM ballot envelope ("Voted at Polls") and place it inside the "Surrendered VBM Envelope". The Roster Clerk will then mark the "Surrendered VBM Ballot" checkbox in the roster and process the voter as a standard voter. If the voter does not have a ballot to surrender, then the voter must be processed as a provisional voter.

If the voter has a "Proof of Residence" notation, the Roster Clerk will show the voter the list of acceptable proofs of residence. If the voter provides proof of residence, the Roster Clerk will mark the "Provided" checkbox in the roster and note what proof was shown. If the voter has no proof to offer, that voter must be processed as a provisional voter.

The Roster Clerk will then have the voter sign his/her name and print his/her address in the Roster. While the voter signs the Roster, the clerk will record the voter's cross-reference number, precinct and party (primary election only) on a Ballot Card.

It is important that the Roster Clerk checks the Supplemental section of the Roster.

In polling places where there are multiple precincts, it is important that the correct precinct is verified on the Ballot Card when the paper ballot is issued.

The Paper Ballot Clerk should always ensure a complete ballot is being issued.

Street Index Clerk

The Street Index Clerk will receive the voter's Ballot Card from the Roster Clerk. After greeting the voter, the Street Index Clerk will locate the voter in the Precinct-Street Index using the cross-reference number found on the Ballot Card.

The Street Index Clerk will then ask the voter to state his/her address in an audible tone and compare to what is listed in the Precinct-Street Index. If the address is the same, the Street Index Clerk will repeat the address and draw a line through the voter's name, hand the Ballot Card to the voter and direct the voter to the JBC Clerk or Paper Ballot Clerk for a ballot.

If the voter's address does not match the one listed in the Street Index, the voter becomes a provisional voter. The Street Index Clerk must notify the Roster Clerk to cross out the voter's signature in the Combined Index Roster and to write in the word "provisional".

Paper Ballot Clerk

If a voter wants a paper ballot, he/she will proceed from the Street Index Clerk to the Paper Ballot Clerk. The Paper Ballot Clerk will greet the voter and take the voter's Ballot Card. The Paper Ballot Clerk will utilize the voter's Ballot Card to identify the appropriate ballot for the voter's precinct and party (primary only).

The Paper Ballot Clerk will then hand the ballot and a secrecy folder to the voter and advise the voter that the ballot must be folded in half to fit inside the secrecy folder when he/she returns to the Paper Ballot Clerk. The Paper Ballot Clerk will then draw a line across the voter's Ballot Card to indicate he/she has received a ballot.

Next, the Paper Ballot Clerk will direct the voter to an available cardboard booth. (If lines are long, designate special areas where voters can vote on a paper ballot in private.) When the voter returns, the Paper Ballot Clerk will place the secrecy folder over the opening in the Ballot Box and hold the folder's tab, allowing the ballot to drop into the Box.

JBC Clerk

If a voter chooses an electronic ballot, he/she will proceed from the Street Index Clerk to the JBC Clerk. The JBC Clerk will greet the voter and take the voter's Ballot Card.

The JBC Clerk will press the arrow next to "Add Voter" on the JBC screen. If there are multiple precincts at the polling place, the JBC Clerk will be prompted to select the voter's precinct.

Next, the JBC Clerk will select "Print" to print an access code. The JBC Clerk will then draw a line across the voter's Ballot Card to indicate he/she has received a ballot, hand the ballot card and access code to the voter and direct the voter to an available eBooth.

III. Processing Standard Voters

The first Clerk that a voter will see at the Official Table is the Roster Clerk. The Roster Clerk will greet the voter and, utilizing the Combined Roster Index, assist the voter.

Roster Clerk: Processing Voters

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

vote more than once, attempt to vote m

XREF NUM	VOTER NAME
964	Barber, Tom
965	Barber, Wanda C
477	Barberr, Celeste
164	Basinger, Claude

Greet the voter and ask him/her to state his/her name. Look up the voter's name in the Roster. Keep in mind that the voter's name may be listed in the inserted Supplemental Voter List received at supply distribution. 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.

Voters on the Supplemental Roster 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 JBC or Ballot Clerk.

Also keep in mind 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.

Once you find the voter on the roster, restate the voter's name and address in an audible tone.

.

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 VOTE-BY-MAIL/PROOF OF RESIDENCE	REGISTRATION NUMBER
964	Barber, Tom	0011043	#####	Vote-by-Mail	#####
965	Barber, Wanda C	0011043	#####	#####	#####
477	Barberr, Celeste	0011043	#####	#####	#####
164	Basinger, Claude	0011043	#####	Vote-by-Mail	#####
183	Basinger, Elizabeth M	0011043	#####	Vote-by-Mail	#####
1811	Baleman, Amber	0011043	#####	#####	#####
1812	Baleman, Richard	0011043	#####	#####	#####
380	Bayer, Carol	0011043	#####	#####	#####
379	Bayer, Michael F	0011043	#####	#####	#####
960	Benson, Jonathan	0011043	#####	#####	#####
961	Benson, Suzanne A	0011043	#####	#####	#####
962	Benson, Tyler J	0011043	#####	#####	#####
1675	Bern, Jeryl	0011043	#####	Proof of Residence Required	#####
1700	Bernal, Gabriel	0011043	#####	#####	#####
1767	Bernal, Ana R	0011043	#####	#####	#####
89	Bin, Aya M	0011043	#####	#####	#####
90	Bin, Suleiman	0011043	#####	#####	#####

Voting Precinct: 0011043

Page 10 of 106
Barber-Tom

Processing Voters

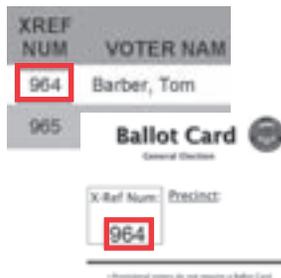
Be aware that some voters with disabilities may need to use a signature stamp to sign the Roster; this is permissible.

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!

Step 3: Issue 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.

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”.

Acceptable Proofs of Residence:

- CA Driver’s License
- CA State ID 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 attestation to a voter’s residence by a known neighbor (found in the Roster Index).

If the voter is unable to provide a proof of residence, he/she may vote provisionally using a Provisional Envelope.

Be sure to mark the Roster with the type of proof of residence the voter provides.

Once proof of residence is provided, process the voter as a standard voter.

Street Index Clerk: Processing Voters

The Street Index Clerk uses the Ballot Card to locate the voter in the Precinct-Street Index and verify the voter's address.

The Street Index Clerk is also responsible for updating the posted copy of the Street Index every hour.

Step 1: Locate the Voter in Precinct-Street Index

907	25	VBM	Johnson, Betty	(714)
908	25		Hahn, Kathleen A	(714)
909	25		Feldman, Lee	
910	30	VBM	Carter, Joyce A	(714)
911	31		Gil, Harry Jr	
912	31		Gil, Ceci	
913	32	VBM	Montgomery, Rose	
914	33		Barber, Tom	(714)
915	33		Barber, Wanda C	(714)

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.

Step 2: Verify the Voter's Address

Once you find the voter's name, ask the voter to state his/her address, confirm that it matches the address listed in the Street Index and repeat the address back to the voter in an audible tone.

If the address does not match, the voter must vote provisionally.

Step 3: Cross Out the Voter's Name

Cross out the voter's name after verifying the address.

961	31		Gill, Harry Jr	
962	31		Gill, Ceci	
963	32	VBM	Montgomery, Rose	
964	33		Barber, Tom	(714)
965	33		Barber, Wanda C	(714)

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. Let the voter decide between a paper or electronic ballot, then instruct the voter to present the ballot card to the Paper Ballot Clerk or JBC Clerk.

Paper Ballot Clerk: Processing Voters

If the voter wishes to vote on a paper ballot, he/she will go to the Paper Ballot Clerk.

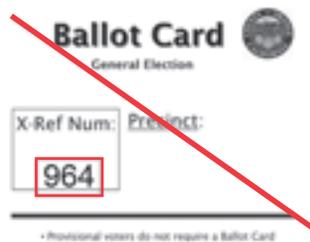
Step 1: Receive the Voter's Ballot Card

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 and secrecy folder to the voter.

Step 3: Cross Off Ballot Card



Draw a line across the Ballot Card to indicate the voter has received a ballot.

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. Be sure to 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.

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 and allow the ballot to drop into the box. Retain the Secrecy Folder so you can re-use it.

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.

Only a poll worker can drop a ballot into the Ballot Box.

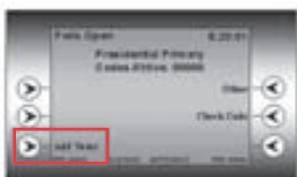
JBC Clerk: Processing Voters

If the voter wishes to vote electronically, he/she will go to the JBC Clerk.

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. Once a Booth become available, press the arrow next to "Add Voter" on the JBC screen.

A flashing red and green light means that someone in the booth has requested help.



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.

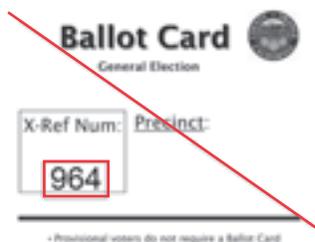
Remember, you will not see a precinct screen if you are at a polling place with only one precinct.

Step 3: Print the Access Code



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 ballot card to indicate that a ballot has been issued and direct the voter to any available eBooth.

IV. Processing Provisional Voters

A provisional voter is a voter whose registration status must be verified before his/her ballot can be counted. Poll workers identify voters who must be processed provisionally, while registration verification happens at the Registrar of Voters' office after the Election.

The following must be processed as provisional voters:

- Voters who are not at their correct precinct (whose name is not found in the Roster), yet wish to vote at that polling place
- Voters with "Vote by Mail" next to their name in the Roster but do not have their ballot to surrender
- Voters whose address differs from what appears in the Precinct Street-Index
- Voters with "Proof of Residence Required" next to their names 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)

Processing a provisional voter is completed in 3 steps:

1. Fill out a provisional envelope.
2. Issue a provisional ballot.
3. Collect the voted ballot and provisional envelope from the voter.

You should not turn a voter away from the polls. If you question a voter's eligibility to vote, call the Help Desk for permission 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.

Remember, provisional voting is a last resort - check all roster lists before using provisional ballots.

The following should NOT be processed as provisional voters:

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

Provisional Voting in 3 Steps

Step 1: Fill Out Provisional Envelope

The poll worker completes the gray box at the top of the provisional envelope. In the first section, the poll worker will write the precinct number (if the voter is not in the roster, the main precinct number should be used) and the voter's party preference (Primary Election only). In section 2, the poll worker will indicate by check mark the reason for which the voter is being processed provisionally.

Provisional voters do NOT sign the Combined Roster Index.

POLL WORKER: COMPLETE THIS SECTION

<p>① Precinct number: _____</p> <p>Party preference: _____ (Primary Election only)</p>	<p><input type="checkbox"/> Voted paper ballot</p> <p><input type="checkbox"/> Voted electronic ballot</p>
<p>②</p> <p><input type="checkbox"/> Voter is not on the Roster at this polling place (or different address than listed in Street Index)</p> <p><input type="checkbox"/> Roster indicates "vote-by-mail" and voter does not have ballot to surrender; or early voter</p> <p><input type="checkbox"/> Roster indicates "Proof of Residence Required" but voter cannot present proof of residence</p> <p><input type="checkbox"/> Voter requested different party ballot (Primary Election only)</p> <p><input type="checkbox"/> Voter provides a different name than Roster indicates</p>	

The voter completes the white box in the center of the envelope. The poll worker should instruct the voter to return to the JBC or Paper Ballot Clerk to receive a ballot after completing the provisional envelope.

When applicable, provide the voter a new voter registration form.

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#t _____		**Social Security# (Last 4 digits)t _____	

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

The voter MUST sign the provisional envelope.

Step 2: Issue a Provisional Ballot

The Ballot Clerk will check that the voter provided the information required in red lettering and then will ask the voter if he/she would like to vote on a paper or electronic ballot. The Ballot Clerk should indicate the voter's choice in Section 1 of the provisional envelope.

Use these steps when issuing a provisional paper ballot:

- After receiving the voter's provisional envelope, hand the voter the correct paper ballot, according to precinct (and party for Primary Election).
- Direct the voter to an open cardboard voting booth. Instruct the voter to fold the completed ballot and place it in the provisional envelope, then return it to the Ballot Clerk.

Use these steps when 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.

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.

Voter Provisional Stub	
Date:	02-05-2008
Time:	09:11:11
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:	
	February 05, 2008
NAME OF ELECTION:	
	Presidential Primary
PRECINCT NAME:	
	0010329
BALLOT CODE:	
	200696
PRINTED NAME OF VOTER:	
Voter Signature:	
X	

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. Hand the envelope to the voter.

Instruct the voter to use the provisional access code to retrieve his/her provisional ballot 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.

Be sure to inform the voter to keep his/her Voter Receipt to check the status of his/her ballot after the election (by calling 1-888-OCVOTES).

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, tears off the Voter Receipt and informs the voter that he/she can call the number listed on the receipt to check the status of his/her ballot. The Clerk then closes, seals and deposits the envelope in the Ballot Box.

Remember only a poll worker can deposit a ballot into the Ballot Box.

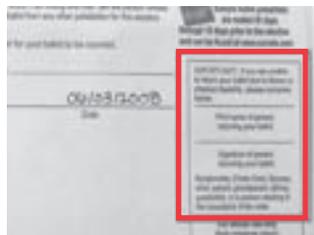
If a Vote-by-Mail voter drops off his/her Vote-by-Mail ballot at the polling place, he/she will NOT sign the Combined Roster-Index.

V. Processing Other Voters

Dropping Off Vote-By-Mail Ballots at the Polls



When a voter brings a voted Vote-by-Mail ballot to drop off, verify that the envelope is filled out completely, signed and dated. Then place the unopened Vote-By-Mail ballot in the ballot box.



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.



A voter may also vote at the polls if his/her Vote-by-Mail ballot is surrendered. If a Vote-By-Mail voter surrenders his/her ballot, the poll worker will write "VAP" (Voted at Polls) on the front of the surrendered ballot envelope and put it in the Unvoted/Surrendered Vote-by-Mail Ballot Envelope. The voter then signs the roster and is issued a regular access code.

If a voter is designated "VBM" on the Combined Roster Index, but does not have a ballot to surrender he or she does not sign the roster and is issued a provisional envelope and provisional access code.

Curbside Voting



On Election Day, voters with limited mobility may come to the polling place and vote outside while in their vehicles. 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 voter will inform poll workers of the need for curbside voting by sending someone inside or (when applicable) will press the Ballot Call button. Some locations will be equipped with a Ballot Call so that curbside voters can request assistance from outside.

Steps for Processing a Curbside Voter:

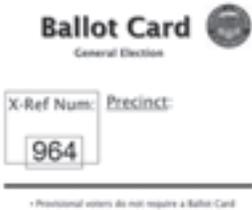
- Bring all materials used to process voters outside to the voter in order to save time: The Combined Roster-Index(es), Provisional Envelope, Precinct-Street Index, a Ballot Card and a pen. Fill in the necessary fields on a Ballot Card while the voter writes his/her signature and address in the Roster.
- 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.
 - » 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.

Early Voting

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. If a voter claims he/she has not already voted, issue a provisional ballot.

VI. Key Terms

	<p>Standard Voter</p>	<p>A voter who has no special circumstances that would make him/her a provisional voter.</p>
	<p>Combined Roster-Index</p>	<p>A roster 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 Voter List and a Supplemental Page for voters in addition to the 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.</p>
	<p>Voter List</p>	<p>An alphabetical list of the voters within a precinct who have voted in recent elections.</p>
	<p>Supplemental Voter List</p>	<p>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 Inspector Supply Pick-Up Envelope. You will need to insert this list into the Roster so that you can process these voters on Election Day. Not all inspectors will receive a list.</p>

	<p>Street Index</p>	<p>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.</p>
	<p>Secrecy Folder</p>	<p>A green folder used by voters voting on paper ballots to help maintain the privacy of their ballot.</p>
	<p>Ballot Card</p>	<p>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.</p>
	<p>Provisional Voter</p>	<p>A 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 registrations 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 a Provisional Envelope.</p>

	<p>Provisional Envelope</p>	<p>A Provisional Envelope is used by the Registrar of Voters to gather information from a provisional voter to help determine the eligibility status of the voter.</p>
	<p>Vote-by-Mail Voter</p>	<p>A voter who chooses to have his/her ballot mailed to his/her residence. A voted VBM 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.</p>
	<p>Surrendered VBM Ballot</p>	<p>When a Vote-by-Mail voter chooses to vote at the polling place he/she may surrender his/her VBM ballot at the polling place and be processed as a standard voter.</p>
	<p>Challenge List</p>	<p>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.</p>

VII. Chapter Review

In this chapter you learned that processing voters is as easy as 1-2-3. First, the voter is greeted by the Roster Clerk and signs the Combined-Roster Index. Next, the voter is greeted by the Street-Index Clerk who verifies his or her address. Lastly, the voter chooses a paper or electronic ballot. If the voter chooses to vote on a paper ballot, the Paper Ballot Clerk will issue the voter a paper ballot and a secrecy folder. If the voter wishes to voter electronically, the JBC Clerk will issue the voter an access code. If the voter is a provisional voter, he or she will bypass the Roster Clerk and Street Index Clerk, fill out a Provisional Envelope and then choose to cast a paper or electronic provisional ballot. Remember, whether the voter is a standard, provisional or curbside voter, always allow the voter choose between a paper and electronic ballot.

Review Questions

1. Which if these is NOT correct about Roster Clerks?
 - A) They make sure that the voter signs the Roster in the correct location
 - B) They issue access codes on the JBC
 - C) They fill out the Ballot Card

2. If the Roster indicates that a voter is a Vote-By-Mail voter, but he/she does not have his/her Vote-By-Mail ballot with him/her, you should...
 - A) Not allow him/her to vote
 - B) Process him/her as a provisional voter
 - C) Give him/her a Vote-By-Mail ballot

3. Who might be a provisional voter?
 - A) A voter who has recently changed his/her name or address
 - B) A voter who is not in Roster
 - C) A VBM voter with no ballot to surrender
 - D) All of the above

4. Provisional voters should sign the Roster as well as their Provisional Envelope.
 - A) TRUE
 - B) FALSE

Answers to review questions can be found on page 115.

During the Day

4



What You Will Find Here:

- I. Voting on an Electronic Ballot
- II. Voting on a Paper Ballot
- III. Managing Lines
- IV. Other Responsibilities
- V. Key Terms
- VI. Chapter Review

All poll workers should keep busy during the day. In addition to processing voters, throughout the day you will be assisting voters, updating the posted Precinct-Street Index, keeping the Official Table and voting area tidy, inspecting voting equipment to ensure security seals are intact, completing inventory of supplies, etc. In addition, line management should be a key priority for poll workers. The following section contains more detailed information about what you can expect throughout the day.

I. Voting on an Electronic Ballot

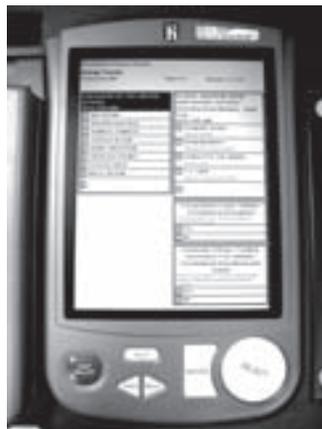
How to Vote On the eSlate



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 on each number. When the voter selects the fourth number of the access code, the screen 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 on 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.

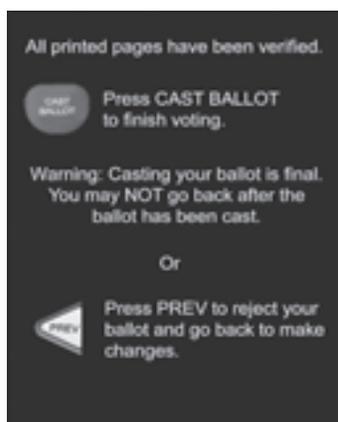


The Ballot Summary Page appears after all selections have been made on the ballot. When the voter has finished reviewing the selections, he/she will print a paper verification page by pressing the “CAST BALLOT” button.

The voter is only able to reject a ballot twice. He/she will receive a warning after the second rejection stating that the ballot cannot be rejected again.



The paper verification page is printed out on the VVPAT 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.

Abandoned Ballots and Fleeing Voters

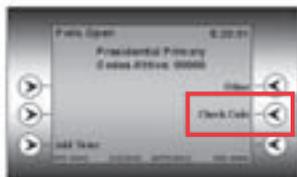


Some voters, for various reasons, leave their eBooths before they have finished casting a ballot. In the case of a fleeing voter, two poll workers must finish casting the ballot for the voter without examining the selections made. Do this by pressing the CAST BALLOT button until you see the waving American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

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).

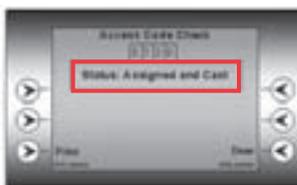
Follow the steps below to check a voter's access code:



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:

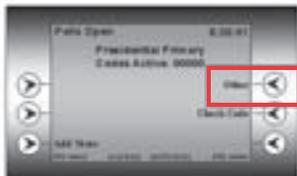
- Assigned and Cast: Voter has already voted.
- Assigned and Open: Voter has not yet entered the access code on an eBooth. The code he or she has should access the ballot once entered into the eSlate.
- Assigned and In Use: Voter is in the process of voting or has abandoned the ballot before completing 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:

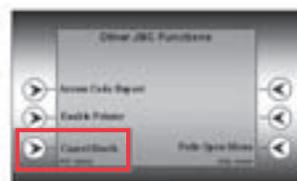
- Assigned but Expired: Voter held the access code for too long before attempting to vote.
- Assigned but Canceled: The ballot was discarded before being cast.

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.



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.

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.

II. Voting on a Paper Ballot

How to Vote On a Paper Ballot



Voters must completely fill in the rectangle next to the selection of their choice. The voter should NOT check or cross out the rectangle.

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.

Spoiling a Paper 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.

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.

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

III. Managing Lines



At some points during the day—especially in the morning and evening—your polling place could become extremely busy. Decreasing lines and voters’ wait time should be a key priority for poll workers. When there is an increase in voter traffic, poll workers can take several steps to help ease line congestion. Consider the following suggestions when your polling place starts to get busy:

Normally, voters will feel more comfortable if they know the expected wait time, even if they have to stand in a long line.

- 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 ballots 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 to find any voters not listed in the Roster Index. 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.

IV. Other Responsibilities

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 the Precinct-Street Index as soon as you are available.

You may find it helpful to bring colored pencils 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.

Loading the JBC Tape



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.
- 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.

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 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.

V. Key Terms

	<p>Abandoned Ballot</p>	<p>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.</p>
	<p>Assisted Voter List</p>	<p>Document used to list any voters whose secrecy was relinquished while receiving assistance in casting their ballots.</p>
	<p>Spoiled Ballot</p>	<p>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 (wrong precinct), the wrong language, or is not on the DAU eSlate and should be. A ballot is spoiled on paper if the voter makes a mistake or otherwise ruins his/her ballot.</p>
	<p>Voter Direction List</p>	<p>An alphabetical list of all voters assigned to a polling place. If a voter's name is missing from the Voter Direction List, he/she will not be found in the Combined Roster-Index. If long lines start to form, the Inspector can use the Voter Direction List to identify voters who need to vote provisionally.</p>
	<p>Write-In Candidate</p>	<p>A candidate who qualified to be on the ballot but did so during the Write-in filing period of Candidate Filing. The Write-In Candidate list should be placed on the Official Table.</p>

During the Day

VI. Chapter Review

There are many responsibilities to keep poll workers busy during the day. Poll workers must be knowledgeable in how to cast an electronic and paper ballot so that they may answer voter questions, be able to spoil a paper ballot or cancel an eBooth if a voter made a mistake on his/her ballot, update the posted Precinct-Street Index at designated times, effectively manage voter turnout to minimize voter wait times and maintain polling place supplies. Team work and effective communication are essential in executing all Election Day responsibilities.

Review Questions

1. A voter who is voting electronically is NOT finished voting until they see a waving American flag on the screen of the eSlate.
 - A) TRUE
 - B) FALSE
2. How often is the Precinct-Street Index updated?
 - A) Every hour until 6 p.m.
 - B) Four times throughout the day
 - C) The Precinct-Street Index does not need to be updated
3. You can issue a new access code to a voter if:
 - A) The JBC shows the access code as “Assigned but Expired”
 - B) The JBC shows the access code as “Assigned but Canceled”
 - C) Both A and B
4. A voter can spoil his or her paper ballot more than 3 times.
 - A) TRUE
 - B) FALSE

Answers to review questions can be found on page 115.

Closing the Polls

5



What You Will Find Here:

- I. Closing the Polling Place
- II. The Ballot Statement
- III. Repacking the Supplies
- IV. Returning the Supplies
- V. Finished!
- VI. Key Terms
- VII. Chapter Review

It's 8 p.m. and you have stated to the voters inside and outside, "The polls are now closed." Election Day is over but you are left with one last, very important process—closing the polls. It is here that all of your hard work will be recorded, balanced and packed up to be returned to the Registrar of Voters.

The number of ballots cast is balanced with the number of voter signatures on the Ballot Statement. 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. There is much to do after the polls close, but with an organized team these steps can be carried out in a smooth and timely manner. The complete closing procedures are described on the following pages.

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.

I. Closing the Polling Place

At 8 p.m., the Inspector will assign one Clerk to announce inside and outside of the polling place, “The polls are now 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. All voters who are in line by 8 p.m. are allowed to vote.

Closing the Polls on the JBC

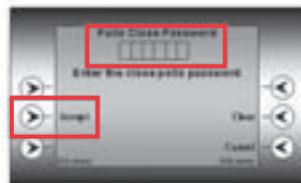
You will close the polls on the JBC after it has been announced at the polling place that the polls have been closed and after the last voter who was in line by 8 p.m. has voted. Here are the steps for closing the polls on the JBC:



Press the “CLOSE POLLS” button on the JBC.



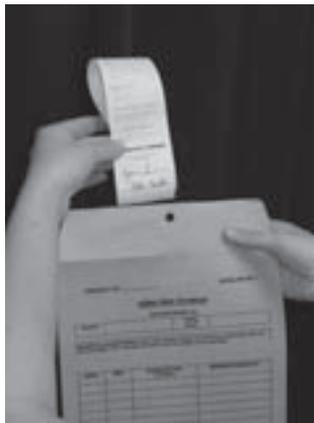
Press the arrow next to “Continue” to confirm that you want to close the polls.



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.



After closing the polls on the JBC and printing out the necessary tallies, disconnect the JBC from AC power and unplug the battery key.

While handling the JBC, take care to not damage the Red Intab Lock.



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.

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

Remove the VVPAT Printers from the eBooths

Turn power off to the 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, then lift 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.

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.

Use two people to move each eBooth into the caddy. Place each eBooth in the caddy with the legs of the eBooth "facing left" and the handle facing you, as shown in the photo above.

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.

Dismantle the Cardboard Booths

The cardboard booths must be dismantled at the end of the day. Leave the cardboard booths at the polling place, next to the caddy.

It is helpful to tape the sleeve closed to ensure the eBooth Chain of Custody does not fall out.

II. The Ballot Statement

The Ballot Statement is used to balance the number of votes cast with the number of signatures on the roster. There are several procedures in completing the Ballot Statement and poll workers should work together to complete them quickly and accurately.

The Unused Ballot Bag

Before the Ballot Box can be opened, each type of unused ballot must be counted, with the totals recorded on the Ballot Statement on the Combined Roster Index. These items include:

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

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.

It is crucial that unused ballots DO NOT come in contact with voted ballots. The unused ballots must be tallied and the unused ballot bag must be sealed BEFORE the ballot box is opened.

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 check mark
 - » Provisional Envelopes - Electronic Ballot check mark
 - » Voted VBM envelopes
- Get an official count for each group.
- Use the official counts to complete the "Paper Ballot Count" section of the Ballot Statement on the front of the main Combined Roster-Index.

Completing the Ballot Statement

The JBC (electronic) Ballots Section

Total Ballots voted in this Tally = 515

Access Code Summary

Access Code Totals:

Issued	=	530
Voted	=	515
Expired	=	3
Cancelled	=	17

Election Official Signatures

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”.

VOTED BALLOT RECONCILIATION

Record the total number of voted access codes and paper ballots. Then subtract the number of electronic provisionals.

Access Codes Voted	515	
Voted Paper Ballots		+/-
Electronic Provisionals		+/-
Total		=

These amounts should be 0.

Using the tape, fill in the “Access Codes Voted” Section of the Ballot Statement:

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

The Provisional Ballots Section

CLOSING PAPER BALLOT COUNT

After polls close, record the number of paper ballots issued and the number of remaining unvoted paper ballots.

4	Paper Provisionals
+	Voted Paper Ballots
+	Spoiled Ballots
+	Unvoted Paper Ballots

VOTED BALLOT RECONCILIATION

Record the total number of voted access codes and paper ballots. Then subtract the number of electronic provisionals.

Access Codes Voted	
Voted Paper Ballots	+/-
Electronic Provisionals	- 13

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.

The Paper Ballot Section

CLOSING PAPER BALLOT COUNT

After polls close, record the number of paper ballots issued and the number of remaining unvoted paper ballots.

4	Paper Provisionals
+ 15	Voted Paper Ballots
+ 1	Spoiled Ballots
+ 715	Unvoted Paper Ballots

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 “Voted Paper Ballots” amount is entered twice on the Ballot Statement—once in the “Paper Ballot” section and again in the “Voted ballot” section.

Reconciling Ballots and Roster Signatures

It is now time to finalize the Ballot Statement 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.

Counting the number of signatures in the Roster can be simplified by utilizing 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 roster.

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 your polling place has a 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.

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.

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

Place Voted Ballots in Voted Ballot Container

After completing the Ballot Statement, 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 and vote-by-mail ballots.
- 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.

III. Repacking 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.
- The map to your collection center.
- The Receipt for Sealed Container.
- 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 Voter Volunteer Form
- All completed Voter Registration Forms
- All completed Voting Equipment Incident Reports
- The JBC Main Envelope
- The Voter Directional List

Items placed on the bottom of the Supply Box:

- Take down all inside and outside signs and 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.

Items placed on the top of the Supply Box:



- The Red Canvas Bag
- The Unused Ballot Bag
- The Voted Ballot Container (should be on top of everything else)

Items not placed in the Supply Box

- 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

- 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.

The repackaging list found loose in the supply box can be used to assist you in properly repacking all supplies.

If a polling place has a Ballot Call or VAP box, the Inspector returns it to the collection center; all other voting equipment remains at the polling place.

Leave ADA Equipment Behind

After the election, the Registrar of Voters will retrieve any ADA equipment 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. These items can be placed in the box entitled “Election Day Supplies” at the site and left next to the caddy of voting equipment. The only exception is the Ballot Call and VAP box that the Inspector received at distribution. These two items must be returned to the Collection Center.

Clean the Polling Place

Polling Places are volunteers just like you. It is important we are respectful to the facility and make every effort to leave the room in a clean and organized condition at the end of the day. Use the trash bags that are provided in your Supply Box to pick up any trash.

IV. Returning the Supplies

At least 2 poll workers (the Inspector and one Clerk) must deliver the JBC, VVPAT printers and polling place supplies to the Collection Center. 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 receipt ensures that the following items are returned to the Registrar of Voters on election night:

- Supply Box
- JBC box (with JBC, JBC Chain of Custody, black power cord and gray data cable inside)
- All VVPAT printers stored in Blue Canvas Bags
- ADA equipment (Ballot Call, VAP box)
- Cell phone, cell phone charger and instructions (Inspector keeps with him/her until arrival at the Collection Center).
- Rod frames
- Electrical equipment

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 main Combined Roster-Index's Ballot Statement.

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, the Inspector will be responsible for locating the item.

V. Finished!

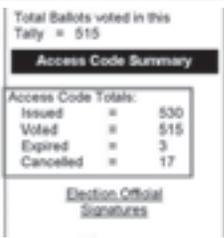
A poll worker's duties are finished when all indicated supplies have been returned and accounted for at the collection center.

Poll Worker Compensation

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 stipend.

VI. Key Terms

	<p>Access Code Report</p>	<p>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.</p>
	<p>Red/White Signature Sealing Tape</p>	<p>Tape used to secure the Voted Ballot Container at the end of Election Day closing the polls procedures.</p>
	<p>Tally Tape</p>	<p>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.</p>
	<p>Unused Ballot Bag</p>	<p>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.</p>
	<p>Voted Ballot Container</p>	<p>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.</p>

VII. Chapter Review

Your duties as a poll worker are not completed when the polls close at 8 p.m.—you must still execute several key closing procedures. Begin by closing the polls on the JBC. Next, you will complete the Ballot Statement. Finally you will pack the supplies and return them to your designated collection center. It is imperative that all of these procedures are executed quickly yet accurately. After the supplies have been dropped off at the collection center, your duties as a poll worker have been fulfilled. Thank you for volunteering. You can expect your stipend to be mailed to you in four to six weeks.

Answers to review questions can be found on page 115.

Review Questions

1. When do you close the polls on the JBC?
 - A) 6 p.m.
 - B) 7 p.m.
 - C) 8 p.m.
 - D) After the last voter in line at 8 p.m. has voted
2. How many tally tapes must be printed after the polls are closed?
 - A) 1
 - B) 2
 - C) 3
 - D) None
3. What are the final three items to be repacked into the supply box after closing the polls?
 - A) eBooths, eBooth “Chain of Custody” Document and VVPAT Printers
 - B) Blue Canvas Bag, JBC and Quick Takedown Guide
 - C) Cell Phone, Collection Center Map and Receipt For Sealed Container
 - D) Red Canvas Bag, Unused Ballot Bag and Voted Ballot Container Box

What To Do If...

6



During the day you may encounter issues with the voting equipment. 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. If you do encounter any errors with the voting equipment, follow the steps outlined in this chapter to attempt to resolve the problem. Always remember, it is important to ensure voting never stops. If all voting equipment is down, call the Help Desk immediately and issue paper ballots to voters. Lastly, do not press the “Close Polls” button before 8 p.m. on Election Day. Doing so will render the JBC unusable for the rest of the day.

What You Will Find Here:

- I. Voting Equipment Errors
- II. EVBO Error Messages

I. Voting Equipment Errors

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 a voter or poll worker observed the problem. 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.

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.
- 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.***

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.

eSlate Screen Frozen

If the eSlate screen is not responding, 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.

II. EVBO Error Messages

EVBO 101 Error

If a DAU eSlate has an EVBO 101 error it is because the battery is low.

- Voter can finish voting with this error.
- Close the lid after the voter is finished so no one else uses 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 the voter is finished so no one else uses 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 resetting 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.

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 Voters' 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.

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.

Appendix A: 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.

Appendix B: Voter Intimidation Law

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

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

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

18541. Compelling Another in Voting

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

Solicit a vote or speak to a voter on the subject of marking his or her ballot.

Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.

Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

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

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

18543. Challenging Without Probable Cause

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

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

18544. Firearms and Uniforms in a Polling Place

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

This section shall not apply to any of the following:

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

A peace officer who is conducting official business in the course of his or her public employment or who is at the polling place to cast his or her vote.

A private guard or security personnel hired or arranged for by a city or county elections official.

A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

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

Appendix C: Disability Sensitivity at the Polls

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

Meeting a Person With a Disability

- **A handshake is not an appropriate greeting for everyone.** Greet everyone with a smile and a spoken greeting.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance, instead of assuming who may or may not have a disability. Always ask how you may best assist and never make assumptions. If you offer assistance, wait until the offer is accepted, then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention the person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Wheelchair

- **Provide personal space.** Do not push, lean on, or hold onto a person's wheelchair unless the person asks. Remember, the wheelchair is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to a wheelchair user,** consider the distance, weather, and physical obstacles such as curbs and stairs the wheelchair user will encounter. Know where the accessible pathways, restrooms, and water fountains are in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Service animals.** Do not pet or distract a service animal. The service animal is responsible for the owner's safety and is working. People with visual impairments often use service animals. However, be aware that people with other disabilities may use service animals as well.

Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has (a condition)**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

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.

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.

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 places 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 Statement 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.

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.

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 the 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 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 all supplies, including: The Receipt for Sealed Container, Supply Box, JBC Box with JBC Chain of Custody inside, 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 two sections: The Voter List and a Supplemental Page for voters in addition to the 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 of the Inspector's assigned collection center. It is included in the Red Canvas Bag and the Inspector should leave it 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.

D

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 Set-Up: 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 the California Elections Code and includes sections pertinent to the duties of election 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.

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: 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

Inside Signs: Signs that are placed strategically inside the polling place, which consist 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.

Inspector Checklist: A reminder checklist for the Inspector that includes before Election Day reminders, Election Morning reminders, Election Day reminders and closing reminders.

Inspector Supply Pick-Up Envelope: Includes a letter from Registrar of Voters Neal Kelley, Inspector Checklist, Poll Worker Pins, Supplemental Roster, ADA Instructions (if applicable), Notice to Inspectors, and JBC Chain of Custody.

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.

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).

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.

Multicolored 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 receive a stipend. This ensures that all poll workers are compensated for their service.

Oath of Office: Loyalty Oath and Declaration, whereby each poll worker raises his/her right hand and solemnly declares that he/she 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 this election.

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.

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. 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: Consists of the Ballot Statement, the Oath & Compensation Page, The Voter Roster List, 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 placed 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 poll workers online access to 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.

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 a Provisional Envelope.

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 poster provided in the Supply Box to guide 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 turn 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-Indexes, JBC Main Envelope, Poll Worker and Training Surveys, Precinct Map, Precinct-Street Indexes, Voter Volunteer Form, Voter Direction List, and 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.

S

Sample Ballot: A ballot either mailed or available online detailing the voter's precinct, candidates, propositions, local measures 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 be. A ballot is spoiled on paper if the voter makes a mistake or otherwise ruins his/her ballot.

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

Student Clerks: Students who serve as Clerks on Election Day participating in the Student Poll Worker program.

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.

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 Inspector Supply Pick-Up Envelope. 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.

Surrendered VBM Ballot: When a Vote-by-Mail voter chooses to vote at his/her precinct, he/she must surrender his/her VBM ballot at the polling place to 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.

Voter Volunteer Form: A form on the official table where any registered voter can sign up to volunteer for an upcoming election.

“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 to any polling place within the county on Election Day.

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

Vote-by-Mail Voter: A voter who chooses to have his/her ballot mailed to his/her 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 resident who is registered to vote in the county and 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: 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.

Wheelchair Access Sign: A sign that indicates the best path of travel 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 on Election Day morning, the Zero Tape prints out and left attached to the JBC. When the polls open, the First Voter verifies the Zero Tape (along with the Ballot Box).

Index

A

- Abandoned Ballot** 70, 64, 70, 96
- Absentee.** *See* **Vote-by-Mail**
- Access Code** 85, 6
- Access Code Report** 82
- ADA Equipment** 6
- Americans with Disabilities Act (ADA)** 14, 96
 - Modifications for 70

B

- Ballot Box** 37, 24, 39, 53, 48, 78, 97
- Ballot Call** 54, 82
- Ballot Card** 49, 39, 42
- Ballot Statement** 36, 42, 75, 78, 97
- Ballot Summary Page** 64
- Belkin** 28, 81, 97
- Bilingual Assistance** 5
- Black Power Converter** 28, 75

C

- Cardboard Booths** 34, 48, 42, 77, 97
- Cell Phone** 4–5, 83, 81
- Chain of Custody** 22, 83, 76, 77, 98
- Challenge List** 58, 9
- Clerk** 3, 9
- Collection Center** 81, 73, 80, 98
- Combined Roster-Index** 57, 50, 45, 56, 106, 107
- Contest** 62, 99
- Coordinator** 9
- Cross-Reference Number** 99
- Curbside Voting** 54

D

- Disabled Access Unit (DAU)** 10, 54
- Distribution** 14
- Distribution Center** 6, 14, 100

E

- Early Set-Up** 22, 28, 30
- Early Voting** 55
- eBooth** 20, 66, 77
 - Arrangements 24
 - Assigning 33
 - Canceling 66
 - Chain of Custody 22, 77
 - Setup 26
- eBooth Chain of Custody** 31
- eSlate** 2, 62, 101

F

- First Voter** 37
- Fleeing Voters** 64

H

- Help America Vote Act (HAVA)** 6, 101

I

- Inspector** 3, 4, 9, 16, 37, 43, 80

J

- JBC** 14, 22, 31, 38, 65, 69, 74, 75, 102
 - Chain of Custody 30, 14, 83, 98
 - Main Envelope 37, 66, 81, 79, 75, 88, 102
 - Password Envelope 35, 74, 102
 - Tape, Loading 69
- JBC Clerk** 42

M

- Managing Lines** 68
- Members of the Media** 8

O

- Oath & Payroll** 23, 37
- Official Table** 3, 5, 25, 39, 42, 69, 68, 103

P

- Paper Ballot** 2, 36, 22, 55, 67, 69, 70, 79, 78, 104, 107
- Paper Ballot Clerk** 46, 42, 44, 48, 68
- Poll Monitors** 7, 8, 104

Polls Open Password 35
Poll Worker PASS 4, 105
Precinct 23, 50, 45, 42, 81, 92, 105, 108
Precinct-Street Index 36, 42, 44, 47, 55, 57, 61, 69, 81
Privacy Screens 55, 105
Proof of Residence 50, 46

Q

Quick Setup Guide 106

R

Receipt for Sealed Container 106
Red Canvas Bag 17, 45
Roster Clerk 25, 106

S

Secrecy Folder 55, 42, 67
Security Seals 27, 30, 38, 61, 76
Verification of 30
Signs 8, 16, 14
Street Index Clerk 45, 42, 44, 47, 69
Supply Box 22, 81, 107

T

Tally Tape 74, 79, 85, 108

U

Unused Ballot Bag 81, 78, 108

V

Vote-by-Mail 16, 54, 58, 68, 78, 92, 109
Voted Ballot Container 80, 108
Voter Bill of Rights 5, 24, 109
Voter Direction List 43, 70, 68, 109
Voter Intimidation 7
Voters with Disabilities 6, 28
Voting Equipment Incident Report 81, 88
VVPAT Printer 31, 76, 110

W

Write-In Candidate 63, 70

Z

Zero Tape 35, 37, 39, 35

Chapter Review Answer Key

Chapter 1

1. B) False
2. A) 6 AM
3. C) Both A and B are acceptable
4. B) Obtain information from the Precinct-Street Index

Chapter 2:

1. D) All of the above
2. C) On the top of the eSlate
3. D) All of the above
4. B) 7 a.m.

Chapter 3

1. B) They issue access codes on the JBC
2. B) Process him/her as a provisional voter
3. D) All of the above
4. B) FALSE

Chapter 4

1. A) TRUE
2. A) Every hour until 6 PM
3. C) Both A and B
4. B) FALSE

Chapter 5

1. D) After the last voter in line at 8 p.m. has voted
2. B) 2
3. D) Red Canvas Bag, Unused Ballot Bag and Voted Ballot Container Box



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 PASS Learn how our Poll Worker PASS program works.	Polling Station Begin or return to your active election station if you are eligible.	Poll Worker Pass Look through our poll worker pass archives or purchase a pin.
Operations Manual Access our Election Day Operations Manual.	Election Supplies Find out what your Election Day needs are.	Poll Worker Pass Join our poll discussion board and join the conversation.
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.	

POLL WORKER RESOURCE CENTER. DESIGNED WITH YOU IN MIND.

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

