



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

ELECTION OBSERVER PANEL PLAN

NOVEMBER 8, 2022 GENERAL ELECTION

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Voting System: Voting Solutions for All People (VSAP) 3.0

OBJECTIVE: To provide a program that allows Political Organization representatives and members of the public an opportunity to observe the Election events during the Early Voting Period, on Election Day, and Post- Election.

Observer Panel Key Dates

Vote by Mail Begins:	October 11, 2022 (E-28)
Early Voting at RR/CC HQ Begins:	October 11, 2022 (E-28)
Early Voting at Vote Centers:	October 29, 2022 (E-10) Through November 7, 2022 (E-1)
Election Day:	November 8, 2022

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1 **PURPOSE OF THE ELECTION OBSERVER PANEL**

- 1.1 To provide a means for public observation of the election process.
- 1.2 Maintain the integrity of the election process.
- 1.3 Encourage participation and build voter confidence in the election process.

2 **GENERAL INFORMATION**

The Registrar-Recorder/County Clerk (RR/CC) makes various election activities available for public observation. Participating organizations are responsible for the assignments, conduct, and activity of their representatives. Due to ongoing risks associated with the recent pandemic, observation posts will be limited and may not accommodate all observer requests. All participants will be required to adhere to health and safety guidelines as established by the Los Angeles County Department of Public Health.

2.1 **Observers will be required to:**

- 2.1.1 Maintain safe social distancing all times.
- 2.1.2 Use face masks when required by an operation or required by any RR/CC facility.
- 2.1.3 Observers who refuse to adhere to these health and safety guidelines may not be allowed to participate.

2.2 The RR/CC will designate staff as Observer Coordinators. These individuals will act as liaisons between the RR/CC and each organization. Observer Coordinators will inform organizations of election events and activities.

2.3 The RR/CC provides participating organizations the “Public Observation Schedule of Events” and a list of Vote Center locations. Additionally, the RR/CC will provide the location of observation posts at Vote by Mail (VBM) Operations Center, local Vote Centers, Check-In-Centers (CIC) and the Tally Operations Center (TOC). RR/CC Observer Coordinators will provide badges, an Observer Certificate when applicable, and an Election Observer Questions and Comments Form, (pg. 13).

3 **VOTE BY MAIL (VBM) OPERATIONS CENTER**

Location: 13401 Crossroads Parkway N., City of Industry, CA 91746

3.1 **Observer Check-In:**

Observers should park only in designated parking spaces. Check-in stations will be located just inside the facility, near the main personnel entrance. At check-in, observers will receive badges that must remain visible while at the facility. On the operational floor there will be six (6) Election Observer Posts where observers may observe. Signage will be placed throughout the work area to identify the observation

areas. Each area (listed in detail below) will allow observers to view a specific part of the VBM process.

3.1.1 Election Observer Posts

3.1.2 POST # 1 – Incoming Ballots

- 3.1.2.1 Ballots are received in three (3) types of containers: USPS carts from the US Postal Service, Drop Box transport bags, and Vote Center ballot security envelopes. Return envelopes are removed from the containers and organized for Automate Signature Verification.

3.1.3 POST # 2 – Automated Signature Verification

- 3.1.3.1 Return envelopes are processed through eight (8) Mail Ballot Verifier machines.
- 3.1.3.2 Envelopes are endorsed and placed in trays awaiting clearance from Data Processing/Signature Verification.

3.1.4 POST # 3 – Data Processing

- 3.1.4.1 Envelopes with challenged signatures are reviewed.
- 3.1.4.2 Envelopes with challenges unrelated to signature are researched.
- 3.1.4.3 Envelopes that will remain challenged and held from extraction are collected from the corresponding trays.
- 3.1.4.4 Ballots cleared for extraction are transferred to the Ballot Extraction area.

3.1.5 POST # 4 – Ballot Extraction

- 3.1.5.1 Designated staff and equipment open verified envelopes.
- 3.1.5.2 Cut envelopes are distributed to Ballot Extraction Staff.
- 3.1.5.3 Staff remove all ballot cards in the return envelope, perform a review of all cards and make one of three determinations:
 - 3.1.5.3.1 Ballot cards are cleared for Tally.
 - 3.1.5.3.2 Ballot cards are damaged, include write-in votes, or are improperly marked, requiring the ballot cards to be remade.
 - 3.1.5.3.3 Ballot cards and envelope should be held for supervisor review.

3.1.6 POST # 5 – Ballot Remake

- 3.1.6.1 Ballots designated to be remade are received from Ballot Extraction.
- 3.1.6.2 Staff print replacement cards for the ballot.
- 3.1.6.3 Staff fill out the replacement cards (utilizing a colored pen/highlighter) as the voter indicated on the original.
- 3.1.6.4 Staff review replacement cards against the original before clearing for Tally.

3.1.7 **POST # 6 – Ballot Preparation**

3.1.7.1 Ballots cleared for Tally are consolidated into ballot boxes.

3.1.7.2 Staff seal and label boxes, placing them on carts in preparation for transport to the Tally scanners.

4 **CHECK-IN CENTER (CIC) OBSERVATION THROUGHOUT THE COUNTY**

4.1 **Observer Check-In:**

Upon arrival, observers must check-in with the CIC Chief. During the Early Voting Period (E-10 through E-1), observers must check in by 6:30 p.m. and on Election Day, they must check in by 7:30 p.m. The CIC Chief will provide supplies and a badge which is to be worn all times while observing activities at the CIC.

4.2 **Procedures:**

All questions concerning procedures are to be directed to the CIC Chief. If an established procedure is not being utilized, notify the Chief, and use the Political Observer Questions and Comments Form to record the nature of the incident. Report must include the CIC number, time of the incident, and as much detail as possible relevant to the problem.

4.2.1 **Observers May Not:**

4.2.1.1 Touch or handle ballots and/or election materials.

4.2.1.2 Assist in operations at any CIC.

4.2.2 **Observers Should:**

4.2.2.1 Remain at the CIC until completion of all operations and clearance from Tally Operations Center.

4.2.2.2 Forward the completed Election Observer Questions and Comments Form to the RR/CC Observer Coordinator.

4.2.2.3 Return badges, clipboards, pens, and instructions to the CIC Chief.

5 **VOTE CENTER OBSERVATION THROUGHOUT THE COUNTY**

5.1 **Observer Check-In:**

Public observation at Vote Centers is available E-10 through Election Day. Observer participation may begin during Vote Center set-up, which begins at 9:00 a.m. during the in-person Early Voting period, and at 6:00 a.m. on Election Day. Observers should identify themselves with the Vote Center Lead. (Elec. Code [14221](#))

5.2 **Procedures:**

The function is to observe the voting process. Touching or handling of any ballots, and/or

election materials is strictly prohibited. Observer's actions may not interfere with the processing of voters or cause voters to feel intimidated. If an observer's actions are perceived to be intimidating to voters or obstructive to the voting process, they will be asked to leave. (Elec. Codes [18370](#), [18540](#), [18541](#)). The public, including observers, may not challenge voters. (Elec. Code [14240](#)). Questions concerning Vote Center procedures should be directed to the Vote Center Lead.

5.2.1 Observers May Not:

- 5.2.1.1 Touch any voting materials, equipment, sit at the official table or remain behind the official table.
- 5.2.1.2 Converse with voters (within 100 feet of the entrance to a Vote Center) regarding their vote or speak to a voter regarding their qualifications to vote.
- 5.2.1.3 There is NO ELECTIONEERING allowed inside or within 100 feet of the Vote Center. Electioneering is the visible display of any campaign materials including on badges, buttons, or apparel. (Election Code [319.5](#))
- 5.2.1.4 Interfere, in the judgement of the elections official, with the conduct of the election.
- 5.2.1.5 Wear the uniform of a peace officer, a private guard, or security personnel.
- 5.2.1.6 Touch election personnel.
- 5.2.1.7 Eat or drink inside a Vote Center.
- 5.2.1.8 Talk to Vote Center workers while voters or ballots are being processed.
- 5.2.1.9 Violation of any of these guidelines by an observer may result in their removal.

6 TALLY OPERATIONS CENTER (TOC) OBSERVATION

Location: 9150 Imperial Hwy., Downey, CA 90242

6.1 Observer Check-In

Observers must check-in at the main entrance of the TOC to receive a badge, listen to a brief orientation, and be escorted in. Observation is available E-10 through Election Day. Observers should check-in by 7:30 p.m. during the in-person Early Voting Period and by 8:00 p.m. on Election Day.

6.2 Procedures

The sole function is to observe procedures at the TOC and touching or handling of any ballots or election materials is prohibited.

6.2.1.1 Observers May Not:

- 6.2.1.1.1 Touch any ballots, voting materials, or equipment.

- 6.2.1.1.2 Wear the uniform of a peace officer, a private guard, or security personnel.
- 6.2.1.1.3 Touch election personnel.
- 6.2.1.1.4 Disrupt TOC workers, while staff is processing ballots.
- 6.2.1.1.5 Hold discussion or conversation in the designated work areas.
- 6.2.1.1.6 Eat or drink in the TOC.
- 6.2.1.1.7 Purses, backpacks, or packages of any kind are prohibited inside the TOC.
- 6.2.1.1.8 All devices must be set to silent, airplane mode or turned off while in the TOC.

6.2.1.2 **Observers Should:**

- 6.2.1.2.1 Wear a badge all times while in the TOC.
- 6.2.1.2.2 Submit questions and/or comments to the RR/CC using the provided Election Observer Questions and Comments form or via email to: electionobserver@rrcc.lacounty.gov

6.3 **Program Integrity**

Violation of guidelines by an observer will result in their removal. Should the number of observers become so great that it interferes with operations, the RR/CC will limit the number of observers who will be allowed to enter areas where operations are taking place. Upon departure, observers must return badges, clipboards, pens, and instructions.

6.4 **Election Observer Posts**

6.4.1 **Post # 1 – Receiving of Ballot Transport Boxes**

Ballots are received in Ballot Transport Box (BTB) from CICs by authorized personnel.

6.4.1.1 **Points of Observation:**

- 6.4.1.1.1 Early Voting Period (E-10 through E-1): BTBs are received from CIC vehicles staff and inspected to ensure tamper evident seals remain intact.
- 6.4.1.1.2 Election Day: BTBs are retrieved from Los Angeles Sheriff's Department (LASD) personnel and inspected to ensure tamper evident seals remain intact.
- 6.4.1.1.3 BTBs have a CIC routing slip for tracking.

6.4.2 **Post # 2 – Entry Scan**

BTBs are scanned for tracking chain of custody.

6.4.2.1 **Points of Observation:**

6.4.2.1.1 All BTBs are counted and reconciled against the CIC routing slip.

6.4.2.1.2 BTBs are visually inspected and are routed to the Ballot Preparation Room if sealed properly and to the Complex Box Area if received unsealed.

6.4.2.1.3 All BTBs are scanned upon entry to the TOC at the South Entrance for tracking.

6.4.2.1.4 BTBs are placed in carts for transport to Ballot Preparation clerical stations.

6.4.3 **Post # 3 – Routing of BTB for Preparation**

BTBs are placed in carts and routed to the Ballot Preparation Room. During the in-person Early Voting period of E-10 through E-1, BTBs are stored and locked overnight. BTBs are inventoried and documented using a carbon-copy receipt indicating the number of BTBs stored and is placed inside the storage area. Ballot Preparation staff reconcile the BTB inventory against the prior night's receipt, the following morning before the start of BTB processing. On Election Day, BTBs are transported to the Ballot Preparation Room and are processed the same night by Ballot Preparation Staff.

6.4.3.1 **Points of Observation:**

6.4.3.1.1 BTBs are properly sealed and placed in transport carts. Improperly sealed/unsealed BTB are properly identified and routed to Complex Box Area.

6.4.3.1.2 Cart handlers follow a designated route for the transport of BTBs to the Ballot Preparation Room.

6.4.3.1.3 From E-10 through E-1, BTBs are carefully counted, verified, and recorded in a carbon copy receipt.

6.4.4 **Post # 4 – BTB Preparation and Processing**

6.4.4.1 Each clerk station receives one (1) sealed BTB at a time.

6.4.4.2 Clerks open and check the ballot statement for quantities and makes sure the statement seal number matches the number on BTB seal.

6.4.4.3 Clerks check all ballots for damages, wrinkles, alterations, and other potential defects prior to transferring to the TOC.

6.4.4.4 Damaged/defective ballots and miscellaneous items found in a BTB that are placed in a "Withheld Box."

6.4.4.5 **Points of Observation:**

- 6.4.4.5.1 Seal on BTB is not broken/torn or altered before reaching the Ballot Preparation clerk station.
- 6.4.4.5.2 Damaged/defective ballot and miscellaneous items found in BTB are placed in a "Withheld Box" and stored for Canvass section to review and validate.
- 6.4.4.5.3 Once reviewed and prepared, ballots are repacked in Pre-Tally transport boxes and routed to the TOC.

6.4.5 **Post # 5 – Tally Operations Center**

- 6.4.5.1 Pre-Tally transport boxes with prepared ballots are delivered to TOC.
- 6.4.5.2 Pre-Tally boxes are placed in a table for TOC for staff to process.
- 6.4.5.3 Each Tally Scanner reads the votes on Ballots and tabulates the results for inclusion on the Election Results Bulletin.
- 6.4.5.4 The bulletin number and time are placed on each bulletin.
- 6.4.5.5 After processing, ballots are placed in Ballot cabinets, and the storage location is recorded.

6.4.5.6 **Points of Observation:**

- 6.4.5.6.1 Pre-Tally Ballot runners follow a prescribed route to the TOC.
- 6.4.5.6.2 Runners transport Pre-Tally boxes with prepared ballots to the TOC staff on a flow basis.
- 6.4.5.6.3 Pre-Tally Boxes are distributed to staff scanning by Supervisor.
- 6.4.5.6.4 Ballots are processed properly in the TOC.
- 6.4.5.6.5 All ballots are properly stored and recorded immediately after being processed.
- 6.4.5.6.6 All error conditions are properly corrected.
- 6.4.5.6.7 Non-processable ballots are given to a supervisor.
- 6.4.5.6.8 RR/CC representative seal ballots and secure in storage area.



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

Public Observation Schedule of Events

November 8, General Election

Dates and times are subject to change

Registrar-Recorder/County Clerk Headquarters

- **Address:** 12400 Imperial Highway, Norwalk, CA 90650
- **Parking:** North lot in front of the building (along Imperial Highway)

1% Manual Tally

- Random selection: November 10 10:00 AM
 - 1% manual audit: November 11 8:30 AM
- Continues Monday – Thursday 8:00 AM – 6:00 PM, Friday 8:00 AM – 5 PM and Saturday and Sundays 8:00 AM – 4:00pm until the process is completed

Conditional Voter Registration and Provisional Ballot Processing

- Monday – Friday (beginning October 31) 7:00 AM – 5:00 PM

Vote by Mail Operation Center

- **Address:** 13401 Crossroads Pkwy North, City of Industry
- **Parking:** Available

Vote by Mail Processing and Verification

- 10/11/2022 – 10/15/2022 7:00 AM – 4:00PM
- 10/17/2022 – 10/21/2022 7:00 AM – 7:00PM
- 10/22/2022 – 10/23/2022 7:00 AM – 4:00PM
- 10/24/2022 – 10/28/2022 7:00 AM – 7:00PM
- 10/29/2022 – 10/30/2022 7:00 AM – 4:00PM
- 10/31/2022 – 11/4/2022 7:00 AM – 7:00PM
- 11/5/2022 – 11/6/2022 7:00 AM – 4:00PM
- 11/7/2022 – 11/11/2022 7:00 AM – 7:00PM
- 11/12/2022 – 11/13/2022 7:00 AM – 4:00PM
- 11/14/2022 – 11/18/2022 7:00 AM – 7:00PM
- 11/19/2022 – 11/20/2022 7:00 AM – 4:00PM

Tally Operation Center

- **Address:** 9150 Imperial Highway, Downey, CA 90242
- **Parking:** North lot in front of the building (along Imperial Highway) and on Ardis Avenue & Dalen Street

Logic and Accuracy Testing

- October 14: 10:00 AM – 4:00 PM*
- *Testing may finish before the listed end time

Scanning – October 17 – December 5

- Monday – Friday: 9:00 AM – 4:00 PM

Election Night Results Reporting – November 8 – November 9

- 8:00 PM: Begin ballot tabulation
 - 8:15-8:30 PM*: Vote by Mail ballots cast before Election Day
 - 8:30 PM-8:45 PM*: Vote Center ballots cast before Election Day
 - 9:30 PM – TBD*: Vote Center ballots cast on Election Day
 - All ballots cast at Vote Centers are transported to Downey for central tally
 - End of Election
- *Times are subject to change

Official Election Canvass – Post-Election Night Results Schedule

- November 11
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- November 15
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- November 18
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- November 22
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- November 25
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- November 29
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- December 2
 - 3:30 PM – Tabulation Begins
 - 4:00-5:00 PM – Report Results
- December 5 (if needed)
 - 12:30 PM – Tabulation Begins
 - 1:00 PM – Report Results



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Election Observer Questions and Comments

Thank you for participating in the election process. As an election observer you may have questions or comments that require research and input from different operations and/or various levels of management. Please allow at least two business days for a response. Depending on the question more time may be needed to provide a response.

To facilitate a response, please provide your contact information, questions, and comments in the space provided below.

Questions and comments may also be submitted via email at: Outreach@rrcc.lacounty.gov

Name: _____

Email: _____

Phone: _____
