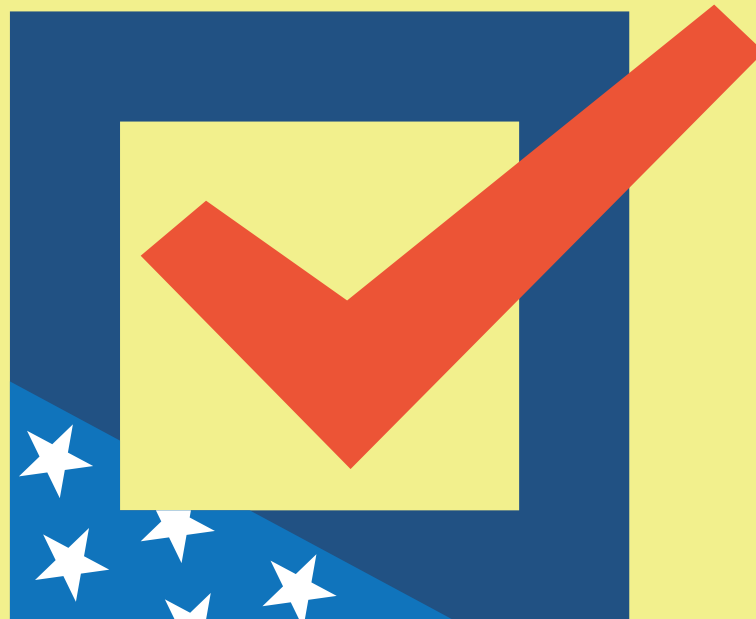




# ELECTION GUIDE AND CHECKLIST



*Election Day Procedures*



**November 8, 2016**

**General Election**



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The following symbols are used throughout this guide to alert you to key information:



Important



Take a closer look

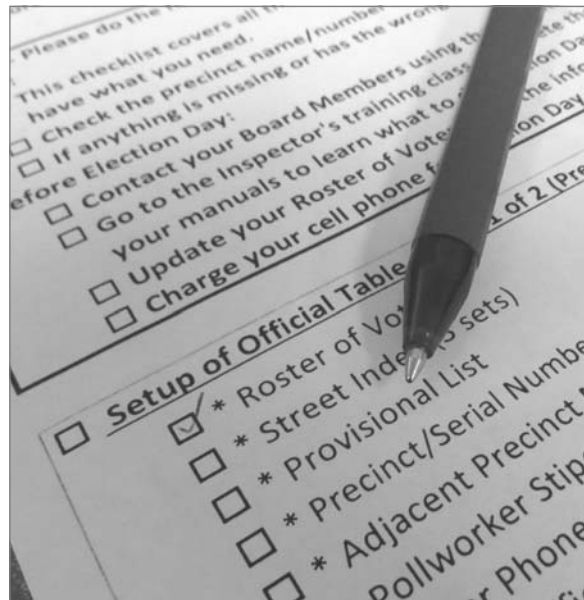


Checklist



# Section 1:

## Preparing for Election Day



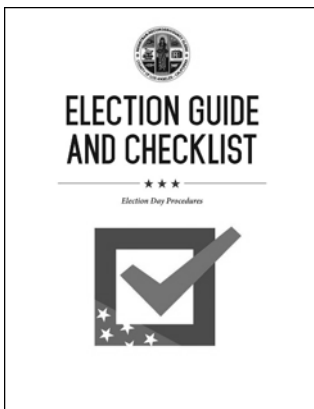




## AVAILABLE RESOURCES

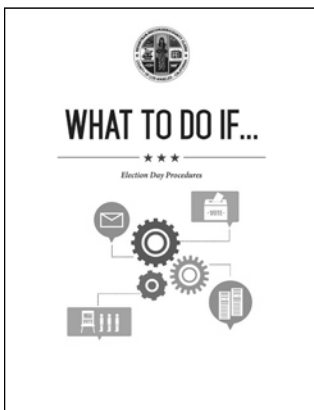
### ELECTION GUIDE & CHECKLIST

The yellow *Election Guide & Checklist* provides checklists and common information for setting-up and running your Polling Place.



### WHAT TO DO IF...

The green *What To Do If...* provides procedures on resolving problems and specialized situations.



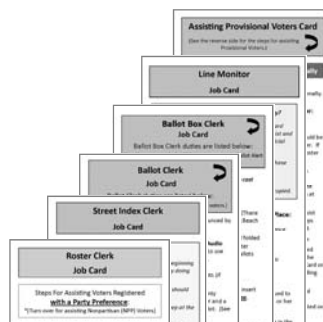
### REMEMBER

*Whether you are new or experienced, always review your handbooks; there is always new and updated information.*

### JOB CARDS

The multicolored *Job Cards* are small, easy to use cards that outline the different job duty steps for each Clerk position and assisting Provisional Voters.

There is also a **Line Monitor Job Card**, which will help manage foot traffic inside the Polling Place should a line form.



Job Cards are useful for quick reference.

Remember to set the Job Cards next to each clerk position on the Official Table



## SET-UP CHECKLIST



### SET-UP CHECKLIST

#### OUTSIDE SIGNS

- Street Index
- Voter Bill of Rights
- Top 2 Primary Notice from Secretary of State
- Vote Here Sign
- No Electioneering Signs
- American Flag
- Directional Arrows
- Curbside Voting Sign

#### INSIDE SIGNS

- Kiosk
- Top 2 Primary Notice from Secretary of State

#### OFFICIAL TABLE

- Roster of Voters (Blue Supplemental Roster Pages attached and VBM notations updated)
- Pen
- Job Cards
- "Stop We Need You" page
- Street Index, with liner/red pencil
- Practice Vote Recorder and Demonstration/Emergency Ballots
- Official Ballots
- Assisted Voters Tally Card
- Voter Turnout Tally Sheet
- Telephone Referral Cards
- Vote By Mail (VBM) Replacement Envelopes
- Multilingual Translations of VBM Envelopes
- Sample Ballots
- List of Write-In Candidates (if any)
- Write-In Candidate Voting Instructions
- Dexterity Ball and Magnifier
- "We Speak" Language Sign, if appropriate
- Disability Sensitivity at the Polls reference sheet
- Pamphlets/Voter Guides
- Cell Phone (turned on)
- Signature Guide
- Provisional Voting Materials (may be at separate table)
  - Adjacent Precinct Map
  - Precinct/Serial Number labels

- Provisional Sleeves
- Provisional Envelopes
- Provisional List

#### VOTING BOOTHS

- Regular Voting Booths
- Voters with Disabilities Booth
- Vote Recorders

#### PRECINCT BALLOT READER (PBR) AND AUDIO BALLOT BOOTH (ABB)

- PBR (red arrows matching and sliding door open)
- ABB (turned for privacy and status reading "Available")
- Yellow Lock
- Blue Cable Tie
- Zero Report and Header Card in envelope behind screen
- Multilingual Audio Ballot Point to Card
- I Voted Stickers

#### NEAR OFFICIAL TABLE

- Curbside Voting Procedures Packet
- White Box

#### MISCELLANEOUS

- Name Tag (worn by each Pollworker)
- Stipend Cards (signed and placed in Stipend Card Envelope)
- Sign Loyalty Oath

#### CHECKING FOR SAFETY

- Tape down loose cords
- Complete Poll Safety Inspection Card
- Verify path of travel wide enough for wheelchairs
- Door propped open
- Accessible entrances marked with arrows

## PACKING CHECKLIST



### PACKING CHECKLIST

#### RED BOX (STACK IN ORDER)\*

- Regular Ballots (1st — on bottom)
- Write-In Ballots, if any (2nd)
- Damaged Ballots, if any (3rd)
- Audio Ballots, if any (4th)
- ROV Card (5th)
- Precinct Ballot Log (6th)
- Red and White copy of Official Ballot Statement (7th—on top)

#### GREEN STRIPE ENVELOPE (GSE)\*

- Roster of Voters, all 3 copies of Street Index, and Provisional List (all items rubber banded together)
- Stipend Card Envelope
- Poll Safety Inspection Card
- Completed Certification of Voter with Disabilities Cards, if any
- Assisted Voters Tally Card
- “Stop We Need You” page

#### BALLOT SECURITY ENVELOPE (BSE)\*

- Vote By Mail Envelopes
- Provisional Envelopes

**\* Do not put the Red Box, GSE or BSE in the Black Supply Tub. Hand them separately to the Check-In-Center (CIC) staff.**

#### PRECINCT BALLOT READER (PBR) AND AUDIO BALLOT BOOTH (ABB)

- White Envelope (leave behind screen)
  - Zero Report
  - Ballot Header Card
- Power Cord
- Gray Cover (on PBR lid)
- ABB Legs (inside ABB)
- ABB Headset (inside ABB)

#### VOTE RECORDERS AND VOTING BOOTHS

- Vote Recorders (packed into original box)
- Voting Booths (packed into brown cardboard boxes)
- Voters with Disabilities Booth

#### KIOSK

- Kiosk (packed into brown cardboard box)
- Return plastic clips to Blue Supply Bag

#### BLACK SUPPLY TUB

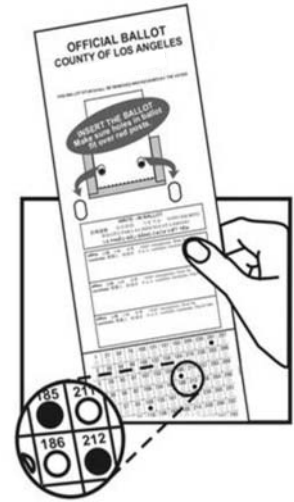
- WHITE BOX**
  - Unused Ballots
  - Voided Ballots (including voided Test Audio Ballot)
  - Voided Vote By Mail Ballot Envelopes
  - Broken/Used Blue InkaVote Plus Cable Tie
  - Used Demonstration Ballots
  - Ballot Pad Stubs from used Ballot Pads
  - Any other election trash items
- ALL REMAINING SUPPLIES, INCLUDING...**
  - Blue Supply Bag (including Kiosk clips, used/broken yellow lock, door stop, etc.)
  - Practice Vote Recorder
  - Unused provisional supplies
  - Cell Phone and charger
  - Extension Cords
  - All signs (including Curbside Voting Sign with stake)
  - All other polling place supplies

# WHAT IS *plus* InkaVote...?

InkaVote is an optical scan voting system.

Voters use a device, called a Vote Recorder, with an attached marker to fill in circles on a paper ballot. Voters view contests on pages of a booklet that is also attached to the device.

Instructions for using the Vote Recorder to mark a ballot are shown on the next page.

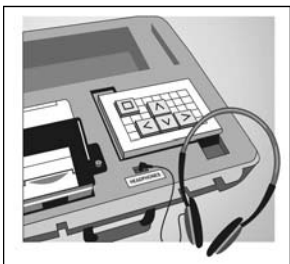


## WHY THE *plus*?

InkaVote Plus is an enhancement to the InkaVote paper ballot voting system, which has been used in Los Angeles County elections since November 2003. The “Plus” consists of two additional parts:

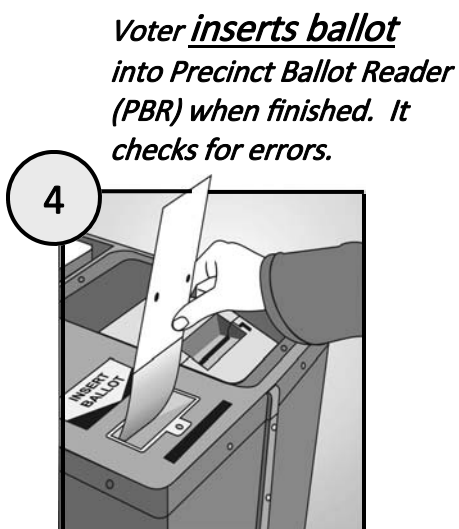
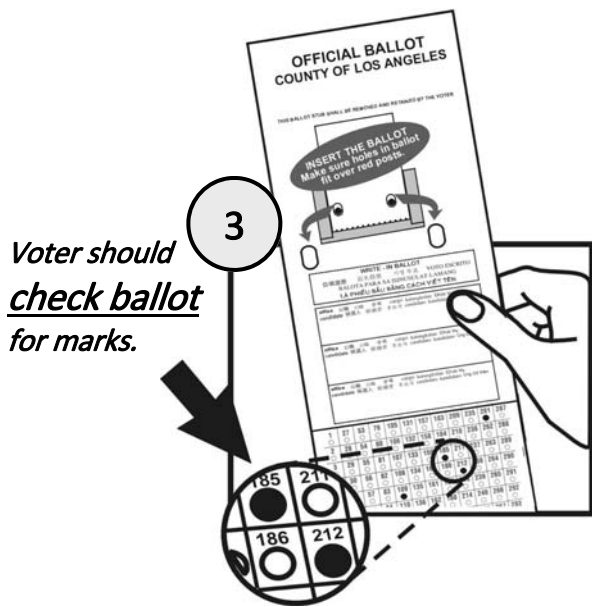
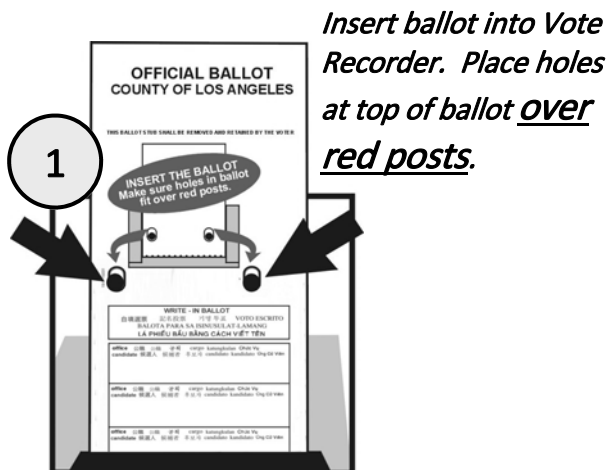


A **Precinct Ballot Reader (PBR)** that sits on top of the Ballot Box. The PBR checks ballots for Overvotes (more selections than a contest allows) and completely Blank Ballots. It notifies voters of either error by printing a Ballot Alert Notification Slip, thus providing a second chance to correct the ballot.



An **Audio Ballot Booth (ABB)** assists voters through use of a simple keypad and headset. The ABB should be offered to all voters and anyone may use it. However, in general, voters who are blind or visually impaired, and voters who request assistance in a language other than English will use the ABB.

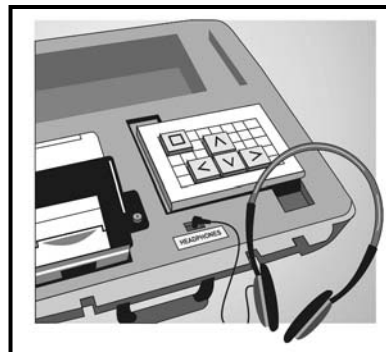
# HOW VOTING WILL TAKE PLACE FOR THIS ELECTION



**Also Available!**

*The Audio Ballot Booth (ABB) is available to all voters, but will most likely be used by:*

- A. Voters who are blind or visually impaired; or*
- B. Voters who request assistance in a language other than English.*



## Preparing for Election Day

### SUMMARY OF ELECTION DAY DUTIES (FOR ALL POLLWORKERS)

**Inspectors:** Inspectors are responsible for the overall operation of their assigned Polling Place. They work together with other members of the Precinct Board to assist voters. Inspectors also resolve any issues inside the Polling Place and those that may arise with voters.

**Clerks:** Clerks work with the Inspector and other members of the Precinct Board in order to set-up the Polling Place and assist voters. Generally, Clerks perform one of the different Clerk positions (described in Section 3). It is possible for Clerks to rotate positions throughout Election Day, at the discretion of the Inspector. One Clerk will also travel with the Inspector to deliver supplies to the Check-In-Center (CIC) at the end of the night.



#### INSPECTOR AND CLERK SHARED DUTIES

On Election Day, Inspectors and Clerks work together to perform many of the same jobs. The duties of Inspectors and Clerks include:

<b>Setting Up</b>	Setting up the Polling Place in time to open by 7:00 a.m.
<b>Assisting Voters</b>	Assuming the duties of one of the four Clerk positions. (Depending on the number of Pollworkers, some positions may need to be combined or shared.)
<b>Answering Questions</b>	Answering voter questions and referring voters to the Inspector if further assistance is needed.
<b>Assisting with Closing</b>	Closing the Polling Place and packing-up ballots and supplies. <b>Note: When taking supplies to CIC, the Inspector and a Clerk must travel together in same vehicle.</b>
<b>Other</b>	Performing any other necessary duties for a successful Election Day.

#### ADDITIONAL INSPECTOR DUTIES

Inspector's duties also include:

<b>Communicating with Polls and Coordinator</b>	Communicating with the Polls Section and Coordinator throughout Election Day using the cell phone.
<b>Assigning Clerk Positions</b>	Assigning Clerk positions, including assigning one to him or herself. (Depending on the number of Pollworkers, some positions may need to be combined or shared.)
<b>Setting Breaks Schedule</b>	Working with the Precinct Board to arrange breaks. It is recommended that each Pollworker receive a one hour food break and two 15 minute breaks. <b>Note: Two Pollworkers must be on duty at all times. All Pollworkers must be on duty during the first three hours (7:00 a.m. to 10:00 a.m.) and last two hours (6:00 p.m. to 8:00 p.m.).</b>
<b>Answering Questions</b>	Answering questions from Clerks or voters using available resources ( <i>Election Guide &amp; Checklist, What To Do If...</i> handbook, and Job Cards) to resolve any issues.
<b>Delivering Supplies to the CIC</b>	Delivering ballots and supplies to the CIC with the assistance of a Clerk. <b>Note: When taking supplies to CIC, the Inspector and a Clerk must travel together in same vehicle.</b>

## VISITING POLLING PLACES BEFORE ELECTION DAY

### Know Where to Go:

Drive by your assigned Polling Place prior to Election Day if you are unfamiliar with the location of the facility. This will avoid any problems locating it at 6:00 a.m. the morning of the election.



### For Inspectors Only:

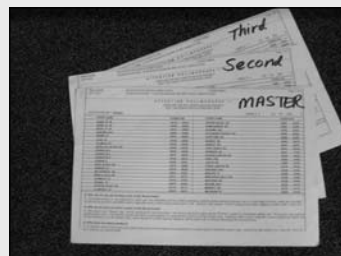
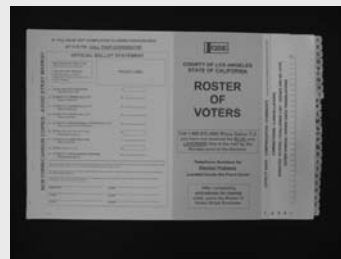
If you are able to get inside the location prior to Election Day, review the items listed below:

- Go inside to view the room only if it is a public building. **Do not go inside before Election Day if it is a private residence.**
- Introduce yourself to the person in charge of the location. Remind him or her you will arrive on Election Day at 6:00 a.m.
- **Never call a facility being used as a Polling Place. Contact the Polls Section to find out if it is possible to get a key.**
- Set-up early, if possible. Set-up only the voting booths, kiosk, table(s), and chairs.



### IMPORTANT

Do not leave the Precinct Ballot Reader (PBR), Audio Ballot Booth (ABB), Vote Recorders, ballots, Roster of Voters, or Street Indexes overnight at the Polling Place. Set-up these, plus any other necessary items, beginning at 6:00 a.m. on Election Day.



## PICKING-UP AND CHECKING SUPPLIES (FOR INSPECTORS)

Inspectors will receive a notice with a date, time, and location for Inspector Supply Pick-Up (ISPU). Each Inspector should pick-up his or her supplies on the date and time listed on this notice.

- **Check supplies as soon as possible!** Use the checklist found in the Black Supply Tub to verify they are accurate and complete.



**Note:** *If it is after the date listed on the ISPU notice and you have not picked-up your supplies, please contact the Polls Section immediately.*



### CHECKING AND VERIFYING SUPPLIES

To check supplies, twist and break the plastic lock on the Black Supply Tub. Retrieve the Inspector’s Materials/Supply Checklist inside and follow the steps below.

**When you answer “Yes” to each question, check it off. If you answer “No” to any question, call 877-728-0235 for assistance.**

- Open the White Box and count the number of ballots. Does the number issued match the number printed on the label of the White Box?

**Enter that number on Line 1 of the Official Ballot Statement.**

- Find the checklist inside. Do you have all the supplies listed on your checklist?

- Find the precinct number listed on the Roster of Voters, Street Index copies, label of White Box, and the Red Box. Is the precinct number the same for each item?

- Find the serial number listed on the bottom of each ballot, Roster of Voters, Street Index copies, label of the Vote Recorder case, label of the White Box, and the Red Box. Is the serial number the same for each item?

- Find the InkaVote Supplies Bag. Is the Ballot Header Card inside?

- Do the pages of the Sample Ballot match the pages of the Vote Recorders?  
**Names and order of candidates should match.**

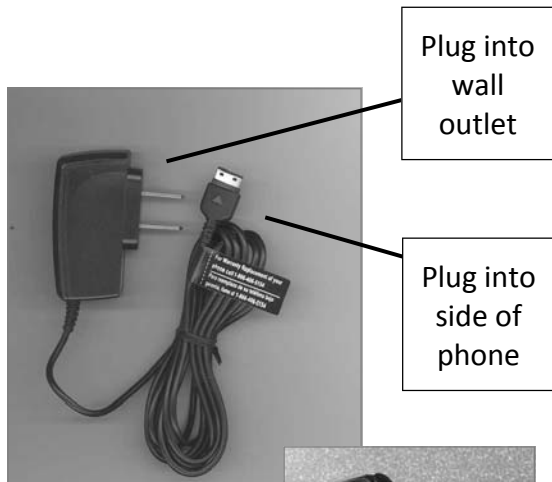


## CELL PHONE (FOR INSPECTORS)

### Charge the cell phone:

The cell phone will not be charged in advance. To charge the cell phone, do the following:

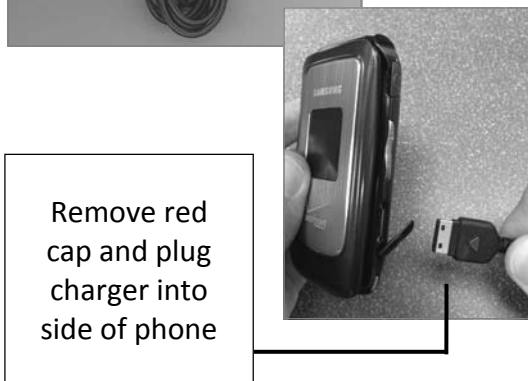
- Remove the cell phone charger from the clear plastic pouch inside the Black Supply Tub.
- Charge for **6 hours** the weekend before the election.



### Contact Clerks:

Use the cell phone for all election related calls, including contacting Clerks. Remind Clerks:

- Polling Place location and address.
  - 6:00 a.m.:** Arrive at Polling Place to set-up.
  - 7:00 a.m.:** Polls open.
- Ask one Clerk to be available to assist with dropping-off supplies at the Check-in-Center (CIC) at the end of Election Day.
  - Give cell phone number to Clerks when contacting them.
  - Also, give number to Coordinator when he or she contacts you. Contact the Polls Section if you do not speak with your assigned Coordinator by the Sunday before the election.



## USING THE CELL PHONE:

### START CALL:

*Dial area code and phone number, then press green **SEND** button to start call.*

### ANSWER PHONE:

*Flip open phone to answer incoming call. If phone is already open, press green **SEND** button.*



### END CALL:

*Press **RED END BUTTON** to end call or close phone.*

### POWER ON/OFF:

*Press and hold **RED END BUTTON** for three seconds to turn on/off.*

Remember to charge it!

## PREPARING THE ROSTER OF VOTERS AND STREET INDEX (FOR INSPECTORS)

### Watch for updates in the Mail:

Prior to the election, Inspectors may receive two packets by mail that may contain either of the following: blue Supplemental Roster Page(s) and/or lavender Vote By Mail (VBM) Voter List.

**How to Prepare the Roster:** Before Election Day, follow the steps below:

<p><b>STEP 1:</b> Attach <u>blue</u> Supplemental Roster Page(s):</p>	<p>The <u>blue</u> Supplemental Roster Pages list all voters who registered to vote after the Roster of Voters was printed.</p> <ol style="list-style-type: none"> <li>1. Remove the Roster from the Set-Up of Official Table Bag 1.</li> <li>2. Attach the page(s) to the inside back cover of Roster by removing adhesive strip(s).</li> </ol>
<p><b>STEP 2:</b> Update Roster with <u>lavender</u> VBM Voter List</p>	<p>The <u>lavender</u> VBM Voter List contains voters who applied for Vote By Mail Ballots after the Roster of Voters was printed.</p> <ol style="list-style-type: none"> <li>1. Remove the Roster from the Set-Up of Official Table Bag 1.</li> <li>2. Find the names of voters appearing on this list and print "VBM" in the signature column of the Roster.</li> </ol>

### SEARCH SAMPLE OF HOW ROSTER LOOKS AFTER YOU MARK IT:

***"VBM ISSUED" Already Printed:***  
*The voter on Line 1 applied for a Vote By Mail Ballot before the Roster was printed. Therefore, "VBM ISSUED" is pre-printed.*

***Voter on lavender Vote By Mail Voter List:***  
*The voter on Line 2 appears on the lavender Vote By Mail Voter List. Therefore, print "VBM" on the left side of the Signature Line for that voter. (Repeat this process for all voters appearing on the list.)*

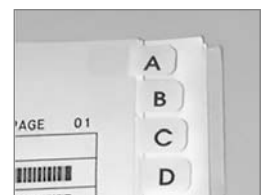
***Blank Line:***  
*The voter on Line 3 did not apply for a Vote By Mail Ballot. No further action is needed.*

LN #	STATUS	VOTER NAME	RESIDENCE ADDRESS	SIGNATURE
1	A	AGOZZINO JOSEPH	163 APACHE ST	VBM ISSUED
2	A	ALLEN BETTY	1117 MOHAWK ST	VBM
3	A	ALLEN LINDA A	126 PUEBLO ST	
4	I	AMIEL HENRI	562 ELECTRIC ST	

### Attach Alpha-Index Tabs for Roster and Street Index.

Alpha-Index Tabs are found in the Set-Up of Official Table Bag 2 and help with looking up voters' names and street names quickly. Attach to the edges of your Roster and Street Index pages.



# Section 2:

## Setting-Up the Polling Place



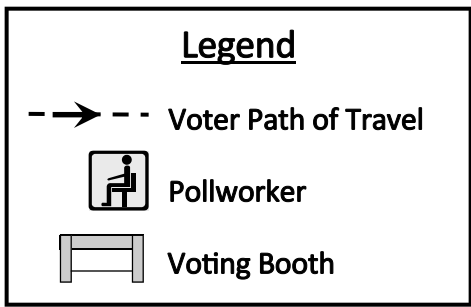
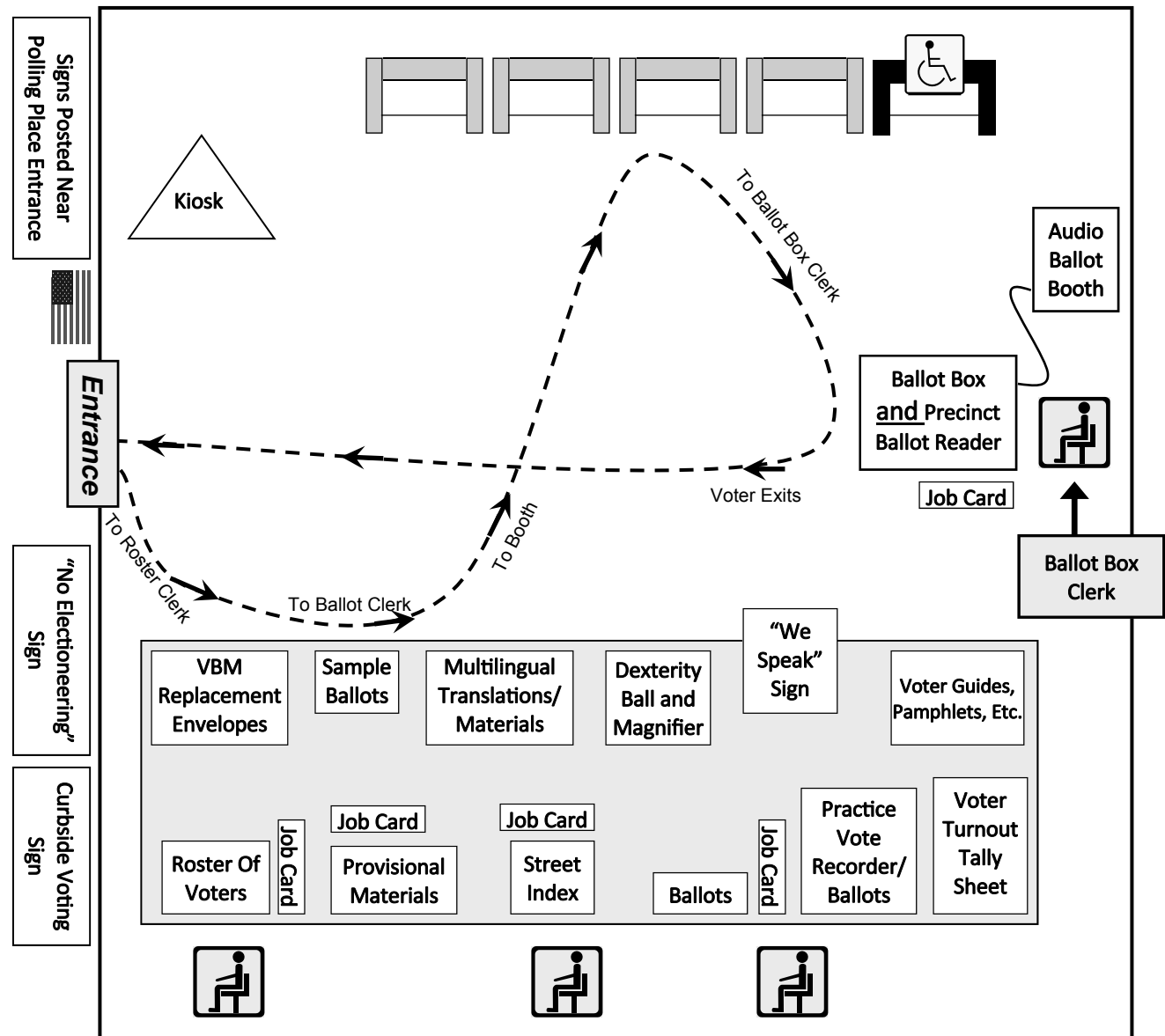


## SET-UP OVERVIEW

Pollworkers must arrive at **6:00 a.m.** for Polling Place set-up.

The diagram below illustrates the typical Polling Place set-up. The shape and size of your Polling Place may vary. Set-up as close to the diagram as possible.

See the next several pages for details on setting-up the Polling Place.



Setting-Up the Polling Place

## SAFETY OUTSIDE THE POLLING PLACE

Verify that the path of travel voters will most likely use to get to the room of the Polling Place is **safe and free of any hazardous objects and conditions.**

- Fill-out the Poll Safety Inspection Card when setting-up. Place in Green Stripe Envelope (GSE) when complete.

A sample of the Poll Safety Inspection Card is shown below:

Poll Safety Inspection Card

GSE

Election Date: \_\_\_\_\_
Inspector's Name: \_\_\_\_\_

Precinct Number: \_\_\_\_\_
Room Name: \_\_\_\_\_

**Instructions for the Inspector**

1. Prior to 7 a.m. walk the route most voters will likely use to enter your poll.
2. If you see any unsafe or hazardous conditions, report them to the polling place manager immediately.
3. Complete this card.
4. Put the card into the Green Stripe Envelope (GSE).

Polling Place Name	Time of Inspection	Results
		<input type="checkbox"/> No hazardous or unsafe conditions were found. <input type="checkbox"/> I reported these conditions: _____ _____

06-15

## FOOT TRAFFIC AND SAFETY INSIDE THE POLLING PLACE

### Ensure a clear path of travel

The path of travel inside the Polling Place should be free of hazardous conditions **for all voters**, including those using walkers, service animals and wheelchairs. Hazardous conditions could include chairs, power cords, or any other loose objects that are in the path of travel.

The diagram on page 11 shows a dotted line indicating a logical voter flow. When setting-up the Polling Place, think about the simplest path when a voter:

1. Enters the room;
2. Arrives at the Official Table;
3. Uses a voting booth;
4. Arrives at Precinct Ballot Reader (PBR) and Ballot Box; and
5. Exits the room.

### Report incidents to Polls Section

Any unsafe or hazardous conditions should be promptly reported to the Polls Section. Also, any incidents in the Polling Place related to the path of travel, such as a voter or Pollworker that trips or falls, should be promptly reported.



### POST CLEAR SIGNS

Use Polling Place direction signs, found in the Outside Signs Bag, to assist voters with finding the Polling Place. Post signs where appropriate.



## PRIVACY AND ACCESSIBILITY

### Positioning the Precinct Ballot Reader (PBR) and Audio Ballot Booth (ABB):

Set-up the PBR and ABB so that both are easily accessible to all voters. The Ballot Reader Slot should face voters as they approach the PBR.

Position the ABB for maximum privacy by turning it away from the PBR. Ensure that the front of the ABB is still accessible for **any** voter to use. Remember, **all voters should be offered the ABB.**



### Voters with Disabilities Booth:

Place the Voters with Disabilities Booth near the Official Table and Ballot Box. Provide a chair to any voter who needs to be seated while using the booth. The leg extensions attach so the front legs extend to each side.

### Voting Booths:

**Arrange all voting booths to allow for as much privacy as possible.** Place the voting booths away from the Official Table and kiosk, so voters arriving and reading signs do not disturb individuals in the booths.

## REGULAR VOTING BOOTHS

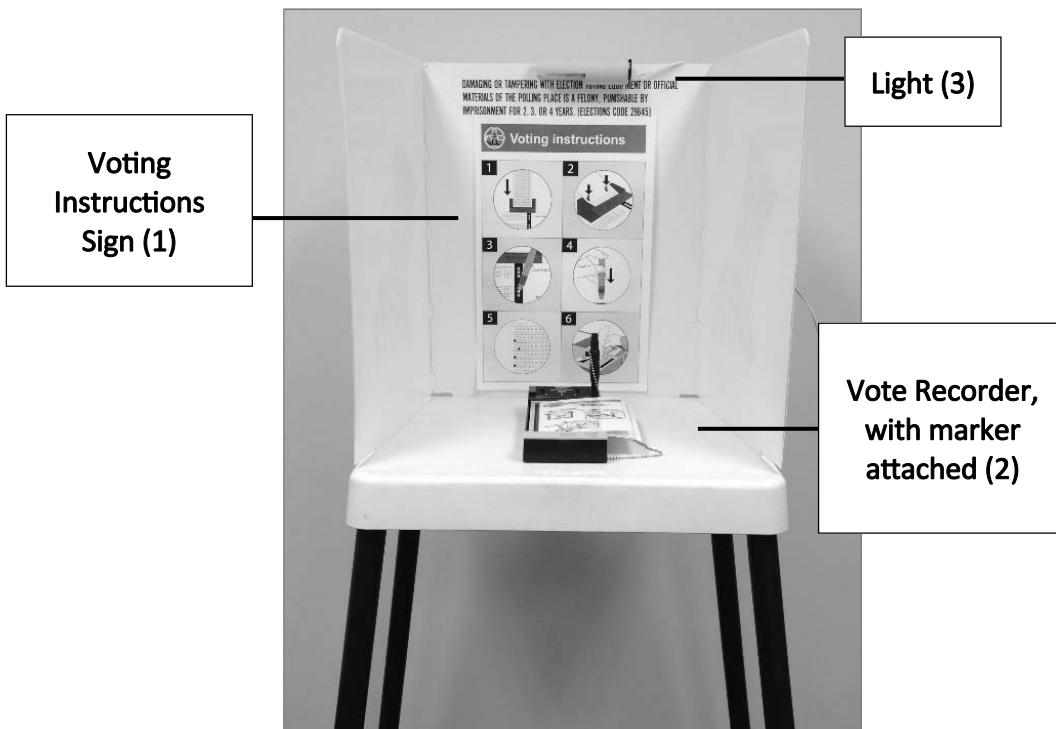
The components of the voting booths are found inside the brown cardboard “pizza boxes.” Assemble the legs and insert them into the bottom of the booth.



### USE THE CHECKLIST BELOW FOR SETTING-UP THE VOTING BOOTHS:

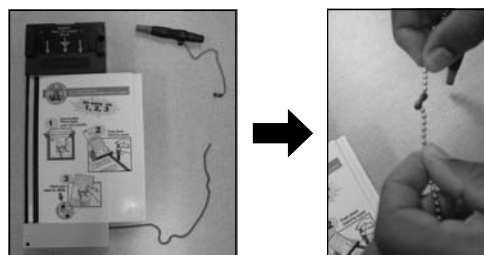
- Voting Instructions Sign (will be attached already) (1)
- Vote Recorder, with marker attached (2)
- Light, plugged into wall or to another voting booth (3)

(For reference, each item is numbered and shown in the photo below.)



### ATTACHING VOTE RECORDER MARKERS:

Hook the end of the chain extending from the marker to the red clasp at the end of the chain extending from the Vote Recorder.





## VOTERS WITH DISABILITIES BOOTH

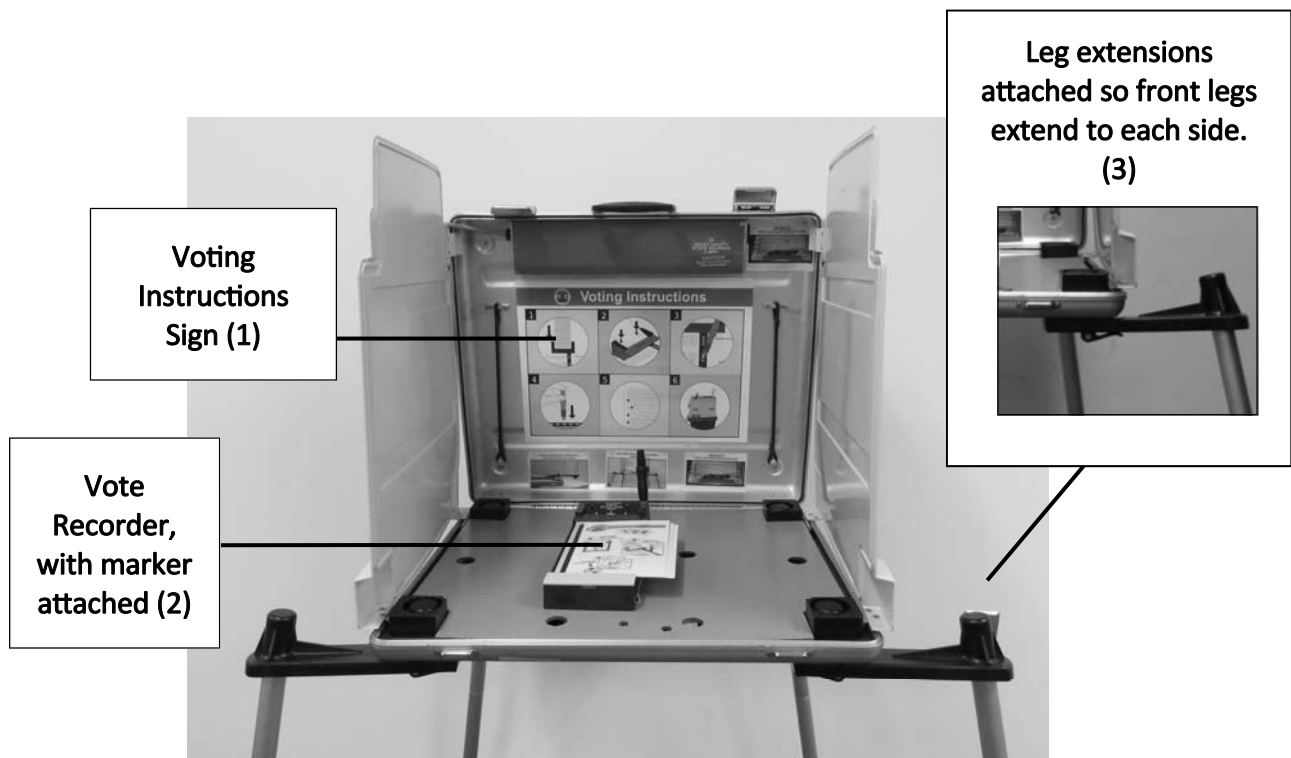
The silver aluminum case unfolds to become the Voters with Disabilities Booth, with leg components found inside. Assemble the legs, using the leg extensions, so the front legs extend to each side.

The following guidelines will help with setting-up the Voters with Disabilities booth. Always set-up the Voters with Disabilities booth as the booth closest to the Official Table.

 **USE THE CHECKLIST BELOW FOR SETTING-UP THE VOTERS WITH DISABILITIES BOOTH:**

- Voting Instructions Sign (will be attached already) (1)
- Vote Recorder, with marker attached (2)
- Light, plugged into wall or to another voting booth (3)

(For reference, each item is numbered and shown in the photo below.)



 **WHERE TO PLACE THE VOTERS WITH DISABILITIES BOOTH**

Always set-up Voters with Disabilities Booth as the voting booth closest to the Official Table.

## KIOSK

Most signs inside the Polling Place are found on the kiosk (in addition to other information). Position the kiosk near the entrance and away from the Official Table and voting booths, without blocking the voter's path of travel.

*Follow the steps below for setting-up the kiosk inside the Polling Place:*

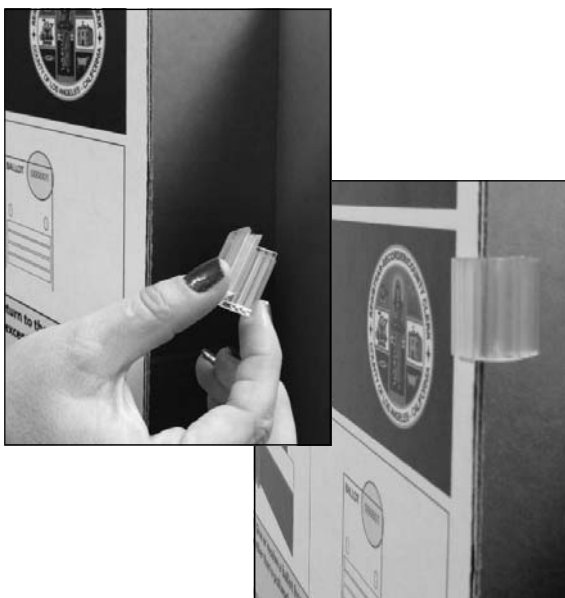
- 1 Remove kiosk from box and unfold.



- 2 Stand kiosk on its side and close ends to form a triangle.



- 3 Remove three plastic clips from the Blue Supply Bag. Attach all three clips to one edge of the kiosk at the top, middle and bottom.



- 4 Close kiosk by attaching other edge to plastic clips.



## SIGNS OUTSIDE THE POLLING PLACE

 USE THE CHECKLIST BELOW FOR PLACING SIGNS OUTSIDE THE POLLING PLACE:

- Street Index, post **second or third** copy — **do not** post the Master copy
- “Voter Bill of Rights” Sign
- Top 2 Primary Notice from Secretary of State
- Polling Place “Vote Here” Sign
- Two “No Electioneering” Signs
- American Flag, placed with stars on your left

 POSTING SIGNS OUTSIDE THE POLLING PLACE:

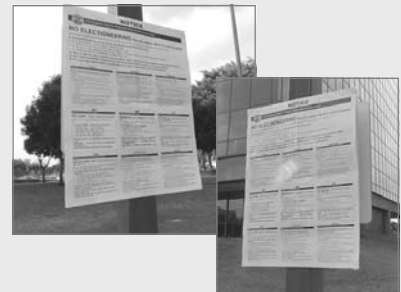
Post at the entrance to the room where voting is taking place:

- Street Index
- “Voter Bill of Rights” Sign
- Top 2 Primary Notice from Secretary of State

Post the Polling Place “Vote Here” Sign immediately outside entrance of Polling Place

Post the American Flag so it is visible to arriving voters.

Post “No Electioneering” Signs in two different directions, 100 feet from the entrance of the Polling Place.



“No Electioneering” Signs

## SIGNS OUTSIDE THE POLLING PLACE: CURBSIDE VOTING SIGN

### What is Curbside Voting?

Curbside Voting allows voters who are unable to go inside the Polling Place to vote from their vehicle. The Curbside Voting Sign lists the Inspector’s County-issued cell phone number, so voters arriving at the Polling Place may request assistance without having to go inside.

### How to Set-Up the Curbside Voting Sign

Set-up the Curbside Voting Sign so it is visible from the street to all arriving voters. A wire stake, found in the Black Supply Tub, should be attached so the sign can be easily placed in grass or dirt. If there is no grass, dirt, or similar area to place the sign, it may be affixed to a wall or similar surface outside the Polling Place.

In a location with more than one precinct, such as an NVC, set-up only the Curbside Voting Sign from the Green Table.

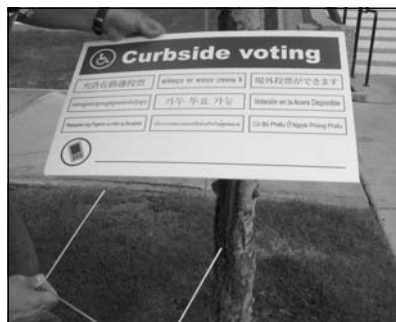
(For information on providing Curbside Voting, see page 40.)



*Inspector’s County-issued cell phone number will be listed here*

### ASSEMBLING THE CURBSIDE VOTING SIGN:

Insert the wire stake into the perforations on the bottom of the sign.



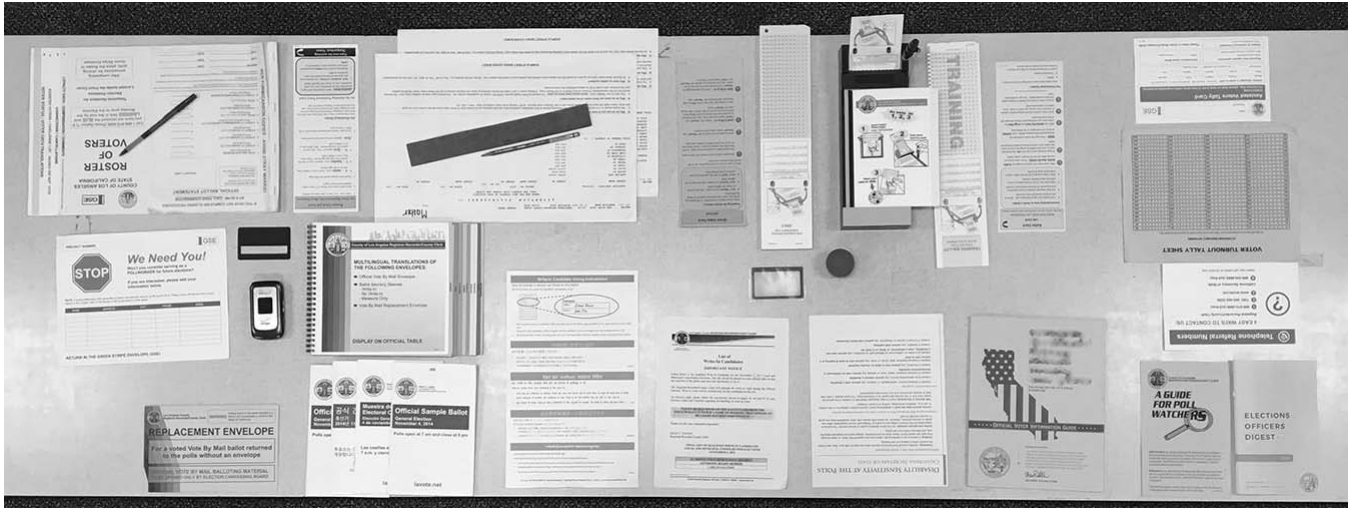
OFFICIAL TABLE

USE THE CHECKLIST BELOW FOR SETTING-UP THE OFFICIAL TABLE:

- Signature Guide
- Roster of Voters, with pen
- Roster Clerk Job Card
- Phone
- "Stop We Need You" page
- Street Index, with liner/red pencil
- Street Index Clerk Job Card
- Practice Vote Recorder and Demonstration/ Emergency Ballots
- Ballots
- Ballot Clerk Job Card
- Assisted Voters Tally Card
- Voter Turnout Tally Sheet
- Telephone Referral Cards
- Vote By Mail (VBM) Replacement Envelopes
- Multilingual Translations of Vote By Mail Envelopes
- Sample Ballots
- List of Write-In Candidates, if any
- Write-In Candidate Voting Instructions
- Dexterity Ball and Magnifier
- Disability Sensitivity at the Polls reference sheet
- "We Speak" Language Sign(s), if appropriate
- Pamphlets/Voter Guides

Setting-Up the Polling Place

Example of an Official Table

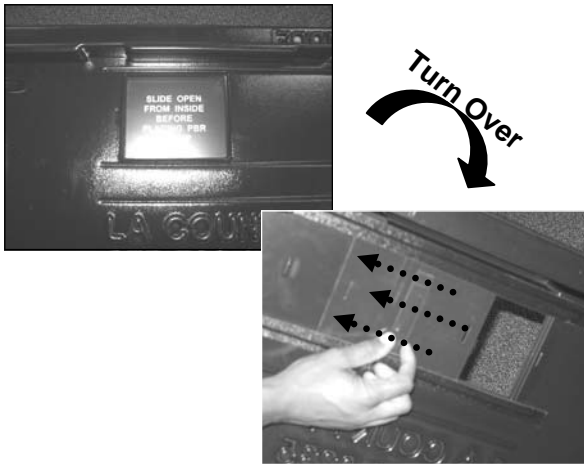


"We speak" Language Sign(s) attached to front of Official Table, if appropriate

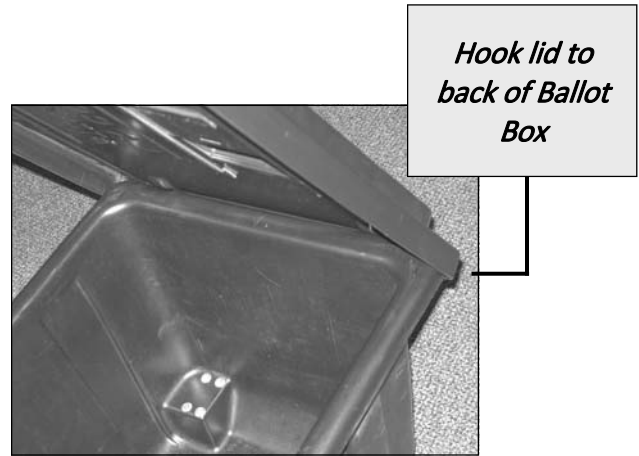
## PRECINCT BALLOT READER (PBR)

Follow the steps below and on the next page for setting-up the PBR:

- 1 Turn Ballot Box lid over to open sliding door.



- 2 Hook Ballot Box lid to back of Ballot Box, along the edge.



- 3 Drop Ballot Box lid so it fits snugly over the edges of the Ballot Box.

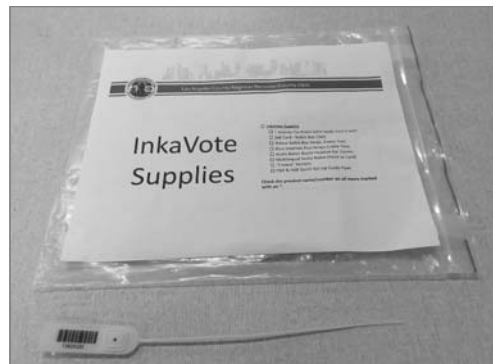
**Note:** Sliding door on Ballot Box lid **must** remain open.



- 4 Lock Ballot Box using yellow Ballot Box lock. The Ballot Box lock ensures ballots are secured throughout Election Day.

The yellow Ballot Box lock is found in the InkaVote Supplies bag.

**See next page for attaching the Ballot Box lock.**



## PRECINCT BALLOT READER (PBR) CONTINUED...

*Before completing set-up of the PBR, attach the yellow Ballot Box lock as shown below:*



## HOW TO ATTACH THE YELLOW BALLOT BOX LOCK

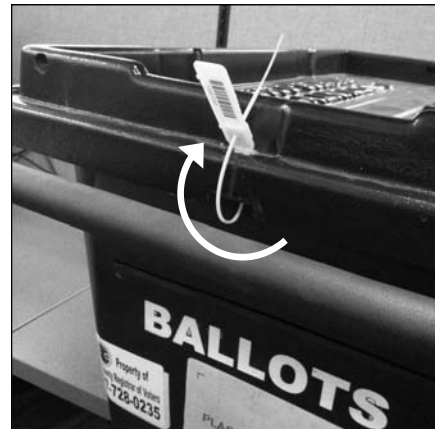
- A** **Insert** yellow Ballot Box lock straight-down through hole where lid and Ballot Box align.

The bar code and serial number should face forward.



- B** To complete locking of the Ballot Box, do the following:

- (i) **Loop** narrow end of strap through hole in the flat end of lock.
- (ii) **Pull** narrow end of strap through hole in the flat end to tighten lock.



## IMPORTANT

The yellow Ballot Box lock should never be removed while the Polling Place is open.

Only break the lock during closing.

PRECINCT BALLOT READER (PBR) CONTINUED...

Continue following the steps below for setting-up the PBR:

- 5 Remove the PBR cover and set it aside until closing.

**Note:** A "Quick Start Guide" for PBR set-up is attached to the top of the PBR cover.



- 6 Place Ballot Box near an outlet (extension cord provided). Then, place PBR on Ballot Box.

Red arrows should point at each other.

**Note:** Always use two people when lifting.



Red arrows should point at each other

- 7 Attach the Blue InkaVote Plus Cable Tie, found in the InkaVote Supplies bag. The Cable Tie secures the PBR to the Ballot Box.

**HOW TO ATTACH THE BLUE INKAVOTE PLUS CABLE TIE**

- (a) **Insert** Cable Tie through hole on side of Ballot Box lid.
- (b) **Slide** narrow end of Cable Tie around metal post and through front corner hole of lid.
- (c) **Loop** narrow end of strap through hole in the flat end of Cable Tie.
- (d) **Pull** narrow end of strap through the hole in the flat end to tighten.

(a) Insert through hole on side of Ballot Box lid

(b) Slide narrow end around metal post and through front corner hole

(c) Loop narrow end of strap through hole

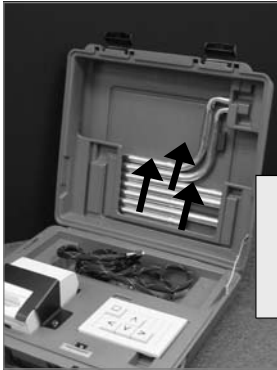
(d) Pull through hole to tighten



## AUDIO BALLOT BOOTH (ABB)

*Follow the steps below and on the next page for setting-up the ABB:*

- 1 Remove leg components from the blue case.



*Lift leg components to remove*

- 2 Close case and turn over with leg slots facing up.



- 3 Assemble the legs. Straighten roped legs. Insert short rods into curved rods.



**!** SAFETY LOCK

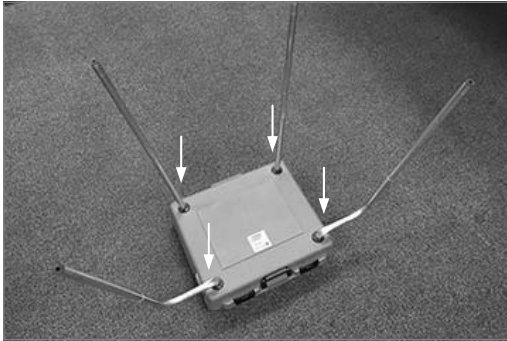
*Check that safety locks click into place*

A close-up photograph of a metal leg component. A small circular safety lock is being inserted into a hole on the leg. A black circle highlights the lock.

## AUDIO BALLOT BOOTH (ABB) CONTINUED...

*Continue following the steps below for setting-up the ABB:*

- 4 Insert each leg into slots on ABB by pushing **down** and **slightly twisting**. Legs should fit snugly inside slot. Curved legs go in front — where the handle is.



- 5 Using two Pollworkers, turn over and stand up the ABB.

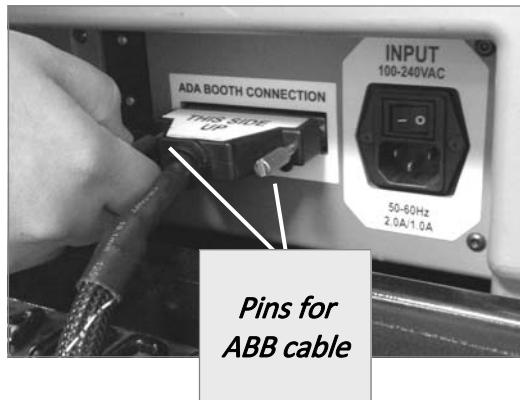
**Note:** Position ABB so back faces PBR. This ensures additional privacy for voters.



- 6 Insert ABB cable into the side of PBR. Attach at yellow label that reads: **ADA Booth Connection**.



- 7 Tighten ABB cable pins on each end by twisting to the right (like a screw). Pins should be firmly tightened.



- 8 Connect ABB headset to console.



### IMPORTANT

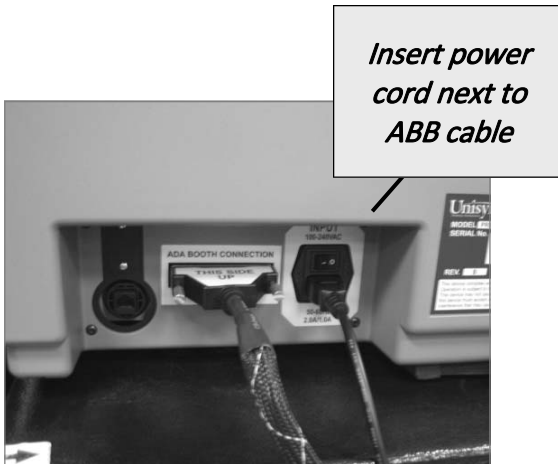
*When setting-up election equipment, remove cords and other items from the path of travel.*

*Create a safe environment by hiding cords or affixing them to the floor.*

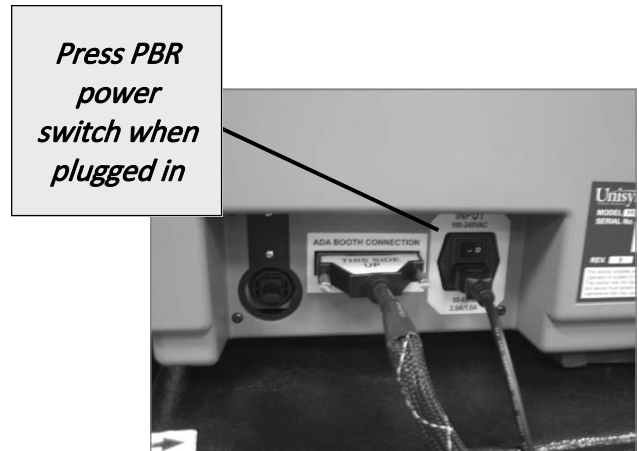
## STARTING-UP THE PRECINCT BALLOT READER (PBR)

*Follow the steps below for starting-up the PBR:*

- 1 Remove power cord from behind PBR screen. Insert power cord into side of PBR, then plug into wall.

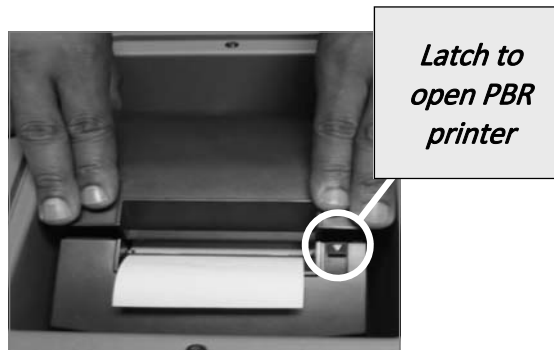


- 2 Turn on PBR by pressing power switch located above power cord connection and ABB cable.



- 3 Set paper roll. Slide down latch to open PBR printer. Tighten paper roll and pull out a few inches of paper, then close.

**Note:** *To close properly, press on both sides of printer cover until it clicks.*



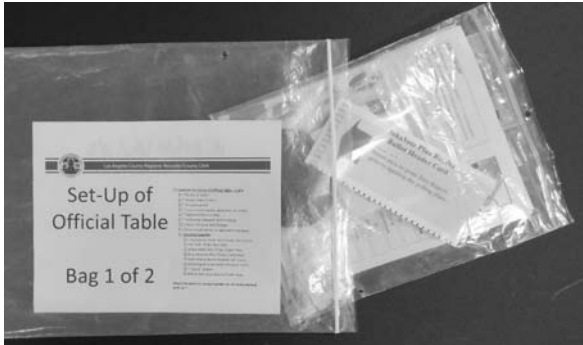
# STOP!

***Do not press anything else until the screen instructs you to insert the Ballot Header Card!***

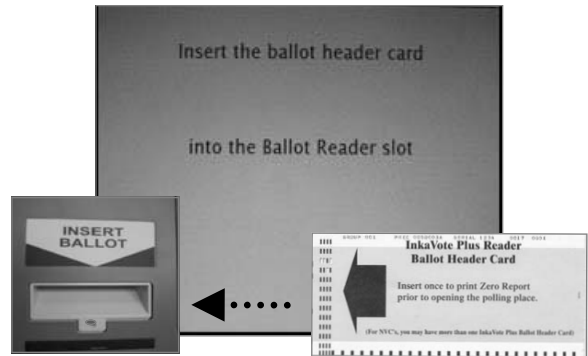
## ZERO REPORT AND TEST AUDIO BALLOT

*Follow the steps below for printing Zero Report and Test Audio Ballot:*

- 1 Remove the Ballot Header Card from the InkaVote Supplies Bag, which will be inside the Set-Up of Official Table Bag 1.



- 2 Insert the Ballot Header Card into Ballot Reader Slot when the PBR screen reads:



- 3 After the Ballot Header Card has been inserted, a Zero Report and Test Audio Ballot will print.

Zero Count	
Demonstration	
LOS ANGELES COUNTY	
FAMOUS NAMES DEMO	
Jan 30, 2020	
Report Printed: 03/23/2012 08:10:17	
Machine Name: LAC01025	
Diagnosics: Passed	
Public Count	0
Protective Count	72
Open Poll	Fri Mar 23 08:10:16 PST 2012
Total Vote Count	
0	
Presidential Preference	
Vote for 1	Total: 0
2 Thomas Jefferson (NPP)	0 00.00%
4 Abraham Lincoln (NPP)	0 00.00%
8 John F. Kennedy (NPP)	0 00.00%
Commissioners For National Pastries	
Vote for 2	Total: 0
12 Jim Thorpe (NPP)	0 00.00%
14 Bill Russell (NPP)	0 00.00%
16 Joe DiMaggio (NPP)	0 00.00%
Measure A	
Vote for 1	Total: 0
21 YES (NPP)	0 00.00%
23 NO (NPP)	0 00.00%
Enter Current Time	
Demonstration	

Place the Ballot Header Card inside the envelope behind the PBR screen.

**Note:** After inserting the Ballot Header Card, there may be a delay before the Zero Report Prints.



- 4 Remove the Test Audio Ballot and void. Then, place inside White Box.

**Note:** The Test Audio Ballot does not count towards the total number of Voided Ballots which is noted on the Official Ballot Statement.



## ZERO REPORT AND TEST AUDIO BALLOT (CONTINUED...)

Zero Report verifies the Precinct Ballot Reader (PBR) has not been used prior to Election Day.

**Follow the steps below for checking and completing the Zero Report:**

- 5 Compare contests on the left side of the Zero Report with the Vote Recorder pages.

All ballot positions and candidates should match.

**Should match  
Vote Recorder**

Contest	Ballot Position	Count	Percentage
Commissioners For National Pastimes		Total: 0	
Vote for 2		0	00.00%
12 Jim Thorpe (NPP)		0	00.00%
14 Bill Russell (NPP)		0	00.00%
16 Joe Dimaggio (NPP)		0	00.00%
Measure A		Total: 0	
Vote for 1		0	00.00%
21 YES (NPP)		0	00.00%
23 NO (NPP)		0	00.00%

Enter Current Time

Demonstration

- 6 Check that zeros appear on the right side of the Zero Report for each listed contest.

**Note:** If a number other than zero appears, contact the Polls Section.

Contest	Ballot Position	Count	Percentage
Commissioners For National Pastimes		Total: 0	
Vote for 2		0	00.00%
12 Jim Thorpe (NPP)		0	00.00%
14 Bill Russell (NPP)		0	00.00%
16 Joe Dimaggio (NPP)		0	00.00%
Measure A		Total: 0	
Vote for 1		0	00.00%
21 YES (NPP)		0	00.00%
23 NO (NPP)		0	00.00%

Enter Current Time

Demonstration

**Zeros should appear on right side**

- 7 Inspector and a Clerk should sign and enter time on the Zero Report.

Contest	Ballot Position	Count	Percentage
BEST ICE-CREAM FLAVOR		Total: 0	
Vote for 1		0	00.00%
28 CHOCOLATE (NP)		0	00.00%
29 STRAWBERRY (NP)		0	00.00%
30 VANILLA (NP)		0	00.00%
31 WHITEIN		0	00.00%
A		Total: 0	
Vote for 1		0	00.00%
33 YES		0	00.00%
34 NO		0	00.00%
B		Total: 0	
Vote for 1		0	00.00%
36 YES		0	00.00%
37 NO		0	00.00%

6:17 a.m.

Enter Current Time

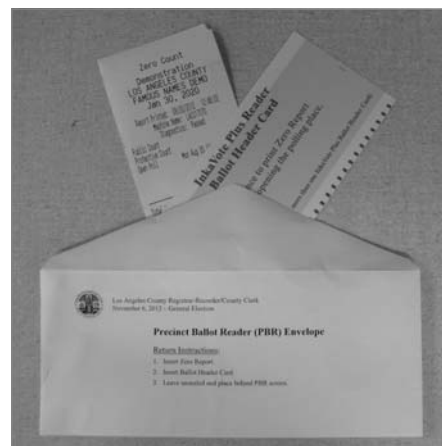
Jeff Klein

Blanca Lopez

**Inspector and Clerk sign and enter time**

- 8 Place the Zero Report and Ballot Header Card inside envelope behind PBR screen.

Leave envelope behind PBR screen. Do not seal envelope.



## NEAR THE OFFICIAL TABLE

Place the Precinct Ballot Reader (PBR) and Ballot Box near the Official Table, along with the Audio Ballot Booth (ABB) which should be connected to the PBR. Position the ABB so that all voters can easily access it, and turn it so that the voter has maximum privacy.



### USE THE CHECKLIST BELOW FOR SETTING-UP ITEMS NEAR THE OFFICIAL TABLE:

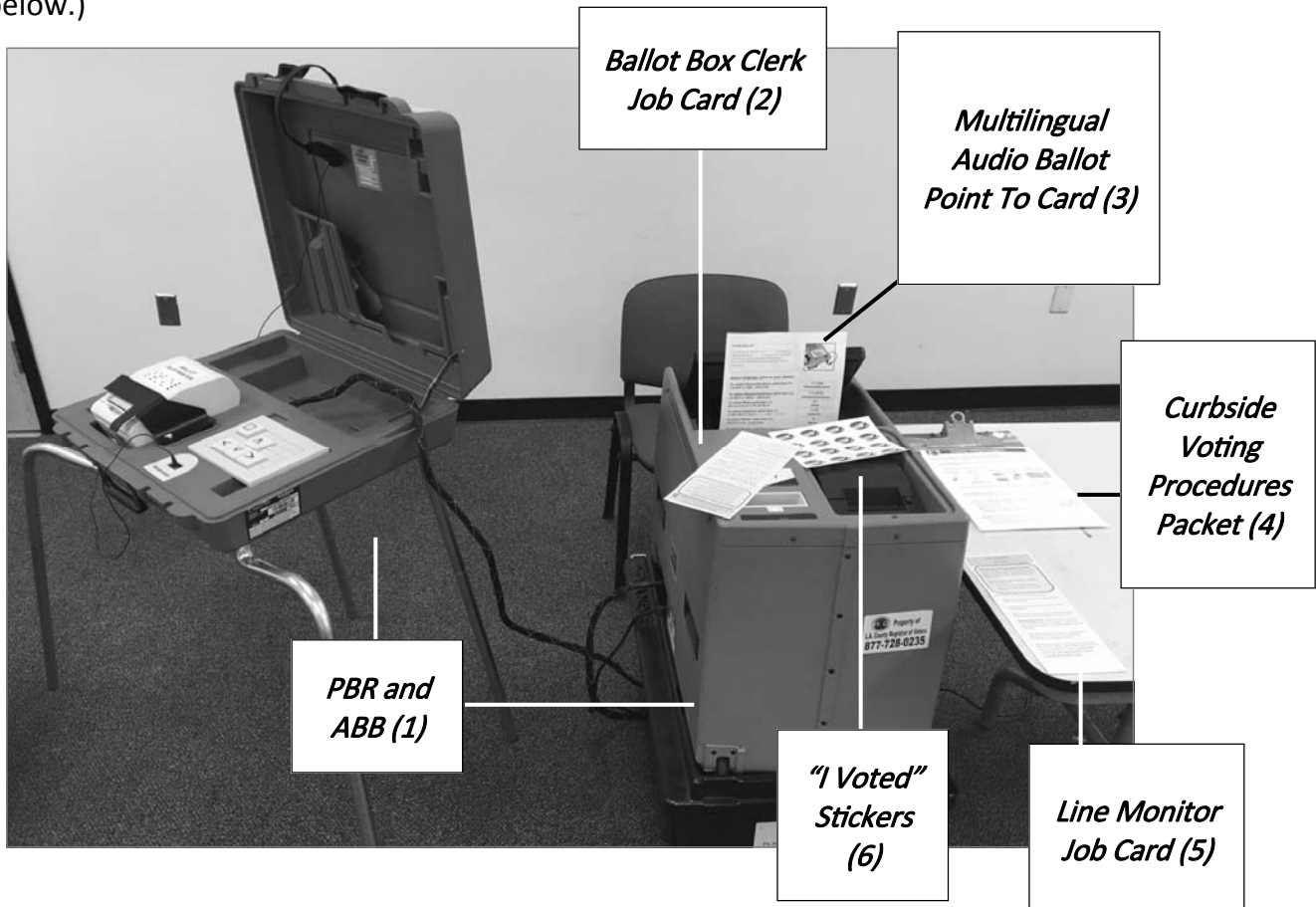
- PBR placed on Ballot Box with ABB connected (1)
- Ballot Box Clerk Job Card (2)
- Multilingual Audio Ballot Point To Card (3)
- Curbside Voting Procedures Packet (4)
- Note:** The Curbside Voting Procedures Packet is used to assist voters during Curbside Voting.*
- Line Monitor Job Card (5)
- "I Voted" Stickers (6)



### IMPORTANT

Alert the Polls Section immediately if you notice any tampering with voting equipment or supplies, including seals on any voting equipment.

(For reference, each item is numbered and shown in the photo below.)



## PROVISIONAL VOTER MATERIALS

Most Provisional items are pink.

Place the Provisional Voter materials with the Pollworker who will be assisting Provisional Voters. (It is recommended that the Roster Clerk assist Provisional Voters with a majority of the steps.)

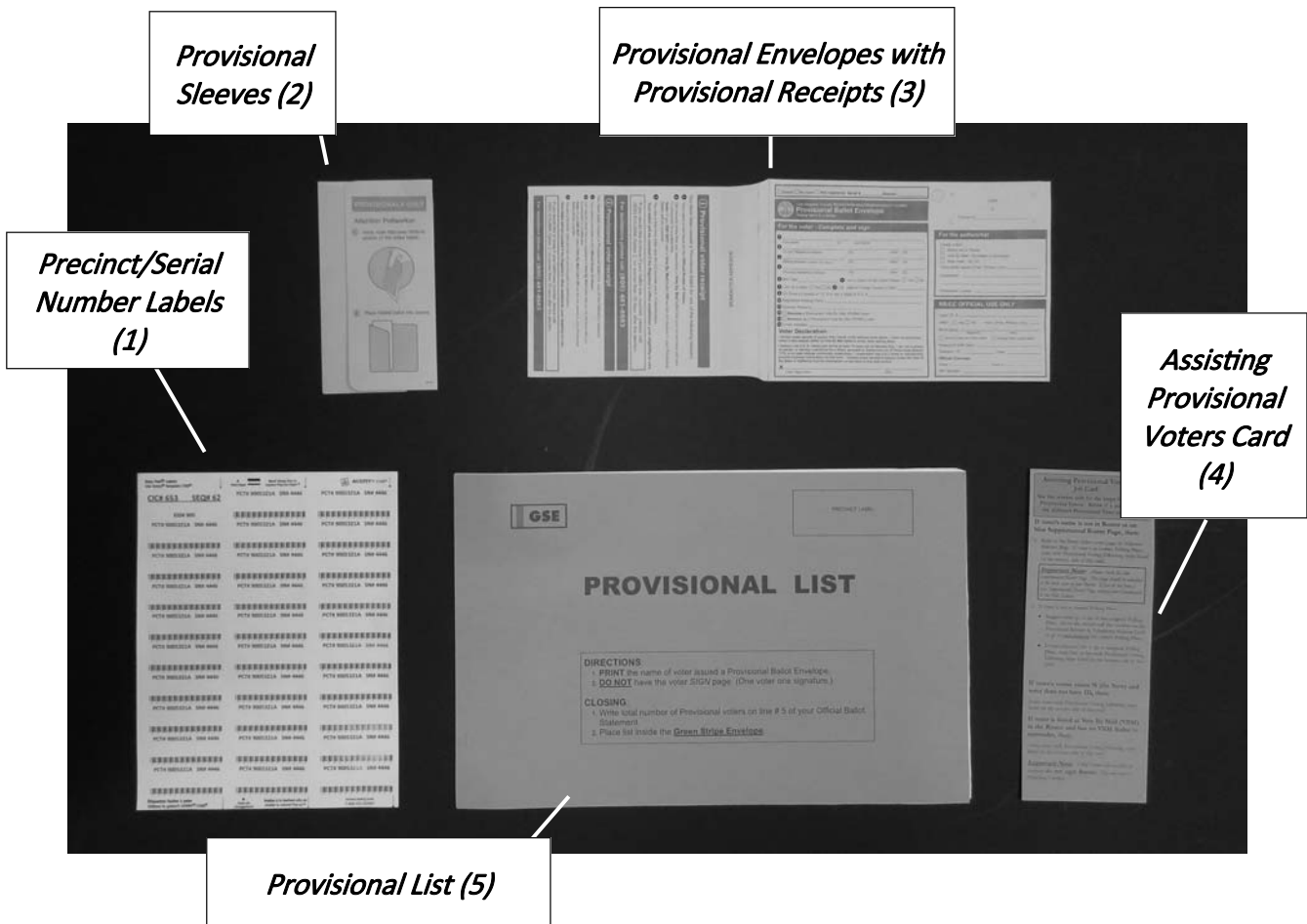
 **USE THE CHECKLIST BELOW FOR SETTING-UP THE PROVISIONAL VOTER MATERIALS:**

- Precinct/Serial Number Labels (1)

**Note:** Unlike the other Provisional supplies, these labels are found in the Set-Up of Official Table Bag 1.

- Provisional Sleeves (2)
- Provisional Envelopes with Provisional Receipts (3)
- Assisting Provisional Voters Card (4)
- Provisional List (5)

(For reference, each item is numbered and shown in the photo below.)



## RECEIVING YOUR STIPEND: STIPEND CARD

The Stipend Card must be completed and given to the Inspector on Election Day. A pre-printed Stipend Card is found on the back of your Appointment Notice. **Failure to complete the Stipend Card will delay receiving your stipend.**

If you misplace or forget to bring your Appointment Notice to your assigned Polling Place on Election Day, blank Stipend Cards are provided in the Set-Up of Official Table Bag 2. To complete the Stipend Card, do the following:

**! IMPORTANT**

*To receive your stipend, you must complete both the Stipend Card and the Loyalty Oath.*

- 1 Verify mailing address, then sign and date Stipend Card at bottom. Inspector will also sign at bottom of Clerks' Stipend Cards. (Inspectors' cards will only have one signature.)

- 2 Blank Stipend Cards should be completed only if you forget your pre-printed Stipend Card.

Complete the blank Stipend Card, then give to Inspector for signature.

*Verify mailing address*

*Place checkmark to confirm, or print correct address*

**POLLWORKER STIPEND CARD INSTRUCTIONS**  
FAILURE TO COMPLETE AND TURN IN YOUR STIPEND CARD MAY DELAY PROCESSING YOUR POLLWORKER PAYMENT

- 1 Verify **PRE-PRINTED** information on **STIPEND CARD** below. If any **INFORMATION** is incorrect, please make the changes in the box provided.
- 2 If no changes are needed, **CHECK BOX** below to use the pre-printed information. If no **E-MAIL ADDRESS** was printed, enter your **E-MAIL ADDRESS**.
- 3 **SIGN STIPEND CARD** on **SIGNATURE** line.

**DON'T FORGET!** Give your **STIPEND CARD** to the **INSPECTOR** for **SIGNATURE** then **PLACE** in **STIPEND CARD ENVELOPE**.

SETION AND PLACE AL STIPEND CARD ENVELOPE

**PRESIDENTIAL PRIMARY ELECTION** GSE

June 7, 2016

ML CLERK: JANEK KANGAS  
P O BOX 28  
ALHAMBRA, CA 91802  
(909) 200-7300

PCR#: 9100037A Sup. Dist: 8  
STIPEND CARD ENVELOPE  
EML\_ID: 980 WAVE\_ID: 370206

PLEASE MAKE ANY NECESSARY CHANGES TO YOUR INFORMATION BELOW IF NO CHANGES ARE NEEDED, CHECK BOX ABOVE

PLEASE CHECK HERE IF MAILING ADDRESS IS SAME AS ABOVE

MAILING ADDRESS: BUILDING / UNIT / APT # PHONE NUMBER  
CITY, STATE AND ZIP CODE: E-MAIL:

I certify or declare under penalty of perjury that the foregoing is true and correct.

**Joan Q Voter** 11-8-2016  
SIGNATURE DATE

The above named person served as a Volunteer Pollworker at precinct indicated above. The compensation claimed by above is justly due and is hereby approved.

**Jeff Klein**  
SIGNATURE OF INSPECTOR

*Signatures and date noted here*

ELECTION NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ GSE

**Joan Q. Voter** Clerk  
PRINT FIRST AND LAST NAME POSITION SERVED  
**7-7-74**  
DATE OF BIRTH

PLEASE COMPLETE INFORMATION BELOW

123 N. Stipend Street, #80 213-555-0011  
ADDRESS PHONE NUMBER  
Los Angeles, CA 90001 jqv@email.com  
CITY, STATE AND ZIP CODE E-MAIL

I certify or declare under penalty of perjury that the foregoing is true and correct.

**Joan Q. Voter** 11-8-16  
SIGNATURE DATE

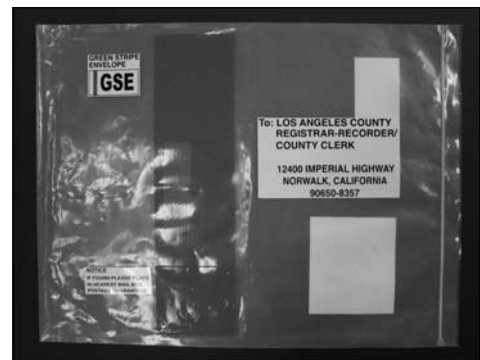
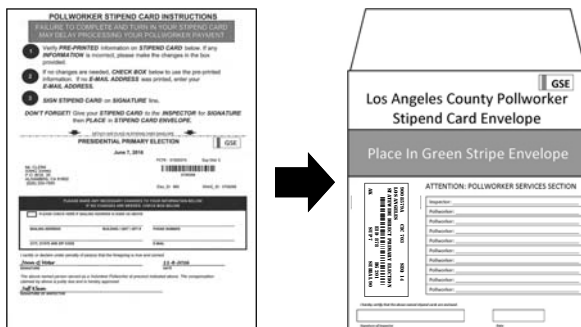
The above named person served as a Pollworker at precinct indicated above. The compensation claimed by above is justly due and is hereby approved.

**Jeff Klein**  
SIGNATURE OF INSPECTOR

*Additional instructions on reverse side of card*

- 3 Inspector places all signed Stipend Cards in the Stipend Card Envelope. Then, Inspector and Clerks sign envelope.

- 4 Place the Stipend Card Envelope inside the Green Stripe Envelope.





## RECEIVING YOUR STIPEND: LOYALTY OATH

All Pollworkers should complete the Loyalty Oath. Coordinators and NVC Directors may also sign the Loyalty Oath at your precinct.

**!** **IMPORTANT**

*To receive your stipend, you must complete both the Stipend Card and the Loyalty Oath.*

1. Inspector enters date at top of Loyalty Oath page.
2. All Pollworkers must read and complete Loyalty Oath by printing name, address, phone number, and by signing. (Pollworkers wanting to serve next election should check the box to the right of phone number.)
  - Inspectors should complete line noted "Inspector."
  - Clerks should complete line noted "Clerk."
3. Inspector should date and sign at bottom left once Pollworkers recite the Loyalty Oath.
4. A Clerk should date and sign at bottom right.

**Claim for Polling Place Rental or Custodial Compensation:** The area at the bottom right corner is to be completed by either the owner of the Polling Place or the custodial agent.

**DO NOT REMOVE PAGE FROM ROSTER**

COUNTY OF LOS ANGELES  
LOYALTY OATH, DECLARATION AND CLAIM FOR COMPENSATION

DATE OF THIS ELECTION \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will, to the best of my ability, faithfully discharge the duties of Precinct Officer.

**CHECK BOX IF YOU WOULD LIKE TO WORK NEXT ELECTION**

TITLE	PRINT NAME	EACH PRECINCT OFFICER MUST SIGN OWN NAME	MAILING ADDRESS INCLUDING CITY, STATE & ZIP	PHONE NO.	<input type="checkbox"/>	PRINT NAME*	EACH PRECINCT OFFICER MUST SIGN OWN NAME*	PHONE NO.	<input type="checkbox"/>
INSPECTOR					<input type="checkbox"/>				<input type="checkbox"/>
CLERK					<input type="checkbox"/>				<input type="checkbox"/>
CLERK					<input type="checkbox"/>				<input type="checkbox"/>
CLERK					<input type="checkbox"/>				<input type="checkbox"/>
CLERK (or Student)					<input type="checkbox"/>				<input type="checkbox"/>
CLERK (or Student)					<input type="checkbox"/>				<input type="checkbox"/>
COUNTY EMPLOYEE(S)					<input type="checkbox"/>				<input type="checkbox"/>
INTERPRETER(S)					<input type="checkbox"/>				<input type="checkbox"/>

(\*NOTE: If you are working a split shift, remember, only the "primary" Precinct Officer will receive the stipend and is responsible for sharing the money appropriately.)

**RESERVISTS, COORDINATORS AND NVC DIRECTORS SIGN BELOW:**

PRINT NAME	SIGN NAME	MAILING ADDRESS INCLUDING CITY, STATE & ZIP	PHONE NO.	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

I, the undersigned, have witnessed the above signatures, and declare before me by each of the above named persons this \_\_\_\_\_ DAY of \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR

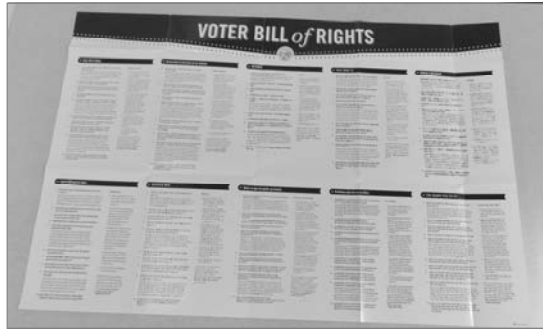
And that the above named persons were qualified to act as board as stated herein; that the compensation claimed is as provided.

**CLAIM FOR POLLING PLACE RENTAL OR CUSTODIAL COMPENSATION**

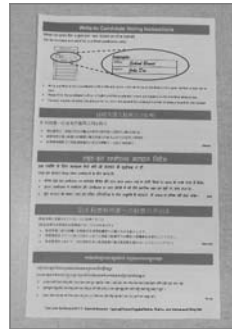
Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_

## SUMMARY OF MULTILINGUAL MATERIALS AND ITEMS

The following is a summary of items used to assist voters requesting assistance in a language other than English:



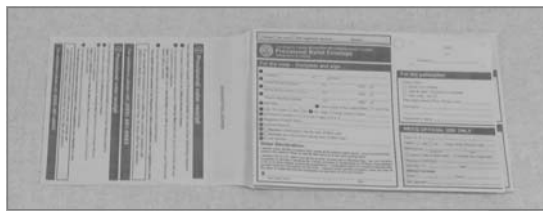
*"Voter Bill of Rights" Sign*



*Write-In Candidate Voting Instructions*



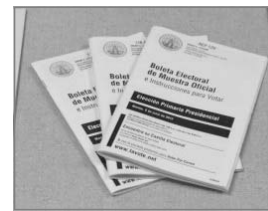
*Telephone Referral Card*



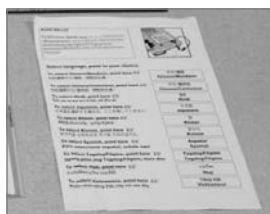
*Provisional Envelopes and Receipts*



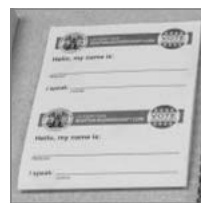
*Multilingual Translations of Vote By Mail Envelopes*



*Multilingual Sample Ballots*



*Multilingual Audio Ballot Point To Card*



*Name Tags*



*Voter Information Guides (in multiple languages)*

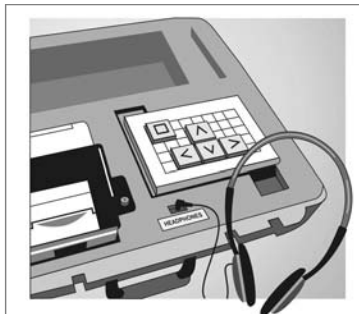
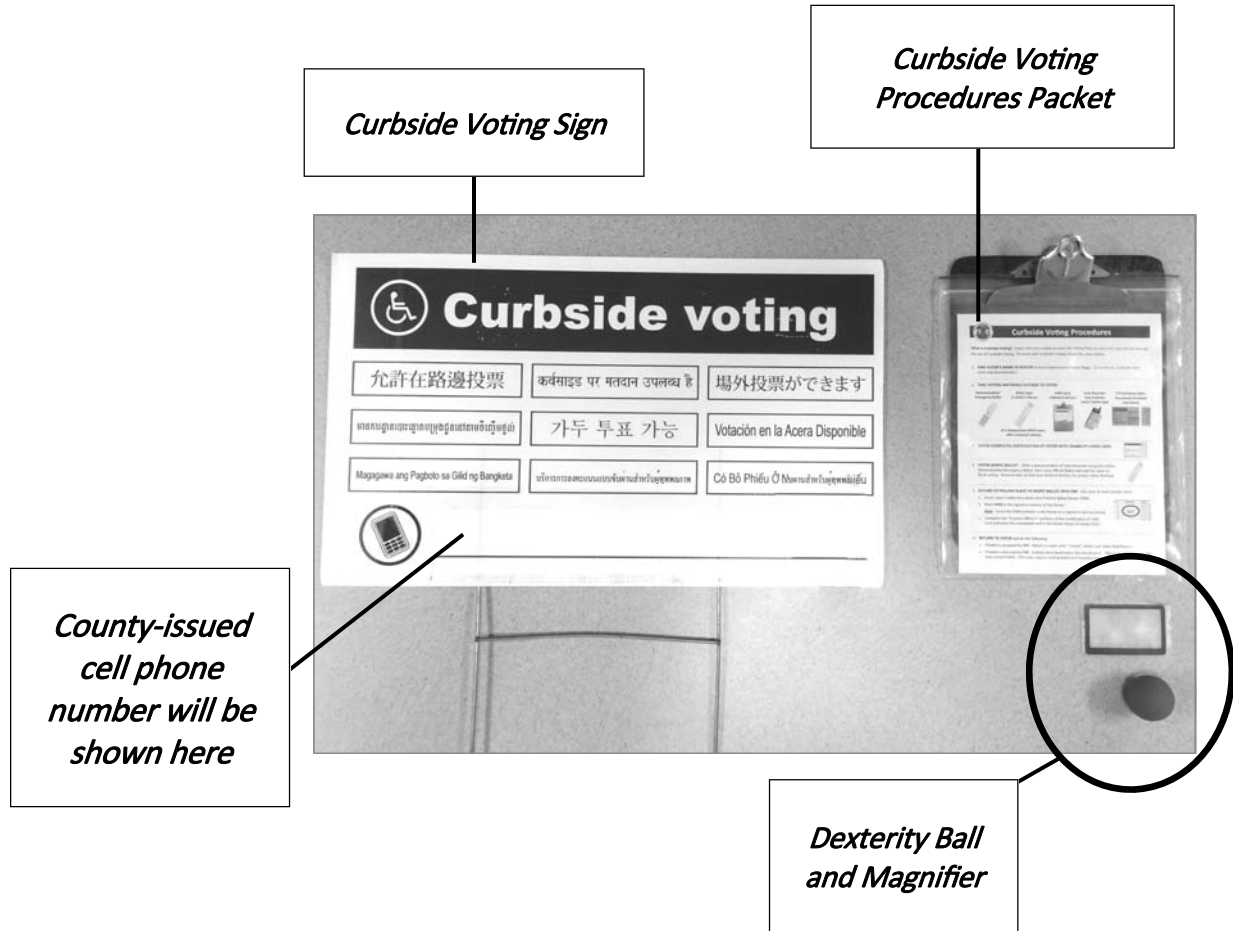


*If any Pollworker speaks one of the mandated languages (other than English), place the appropriate "We Speak" language sign on the Official Table in front of him or her.*

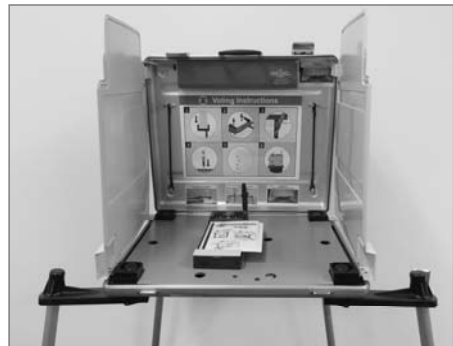
## SUMMARY OF VOTERS WITH DISABILITIES MATERIALS AND ITEMS

The following is a summary of items used to assist Voters with Specific Needs:

Setting-Up the Polling Place



*The Audio Ballot Booth provides an audio version of the ballot along with a keypad for voters who may benefit from such service.*




*The Voters with Disabilities Booth is wider and lower than regular booths. This is a more accessible booth and will generally be used by voters in wheelchairs and individuals who must remain seated while voting.*

## FINAL SET-UP STEPS AND REMINDERS

### Wear a Name Tag

Election Code requires that all Pollworkers wear a name tag throughout Election Day. Each Pollworker should print their precinct number and name in the spaces provided. In the space next to “I speak,” Pollworkers may write any other languages that they speak (including languages that are not one of the mandated languages).

	<b>Election Official</b>
Hello, my name is:	Precinct # _____
Please print	_____
I speak:	Language _____



### FINAL REMINDERS CHECKLIST

- Ballot Box is locked with a yellow Ballot Box lock and Precinct Ballot Reader (PBR) secured with a Blue InkaVote Plus Cable Tie*
- Audio Ballot Booth (ABB) is set-up and positioned so it is available and accessible to **all** voters.*
- Ballot Header Card has been inserted and Zero Report has been printed (with signatures and time entered).*
- Dexterity ball and magnifier are placed on the Official Table for voters.*
- Curbside Voting Sign has been placed outside so approaching voters can see the listed phone number.*
- Cell phone is fully charged and turned on.*
- Job Cards — including the Line Monitor Card — are placed at Clerk positions, and training books are readily available for Precinct Board members that may have questions.*
- Precinct/serial number labels are removed from Set-Up of Official Table Bag 1 and placed alongside Provisional Envelopes.*
- Stipend Card completed and Loyalty Oath signed by all Pollworkers.*

### Final Step:

At 7:00 a.m., open the Polls even if you have not finished setting-up by announcing outside the entrance of the Polling Place:

**“The Polls are now open!”**

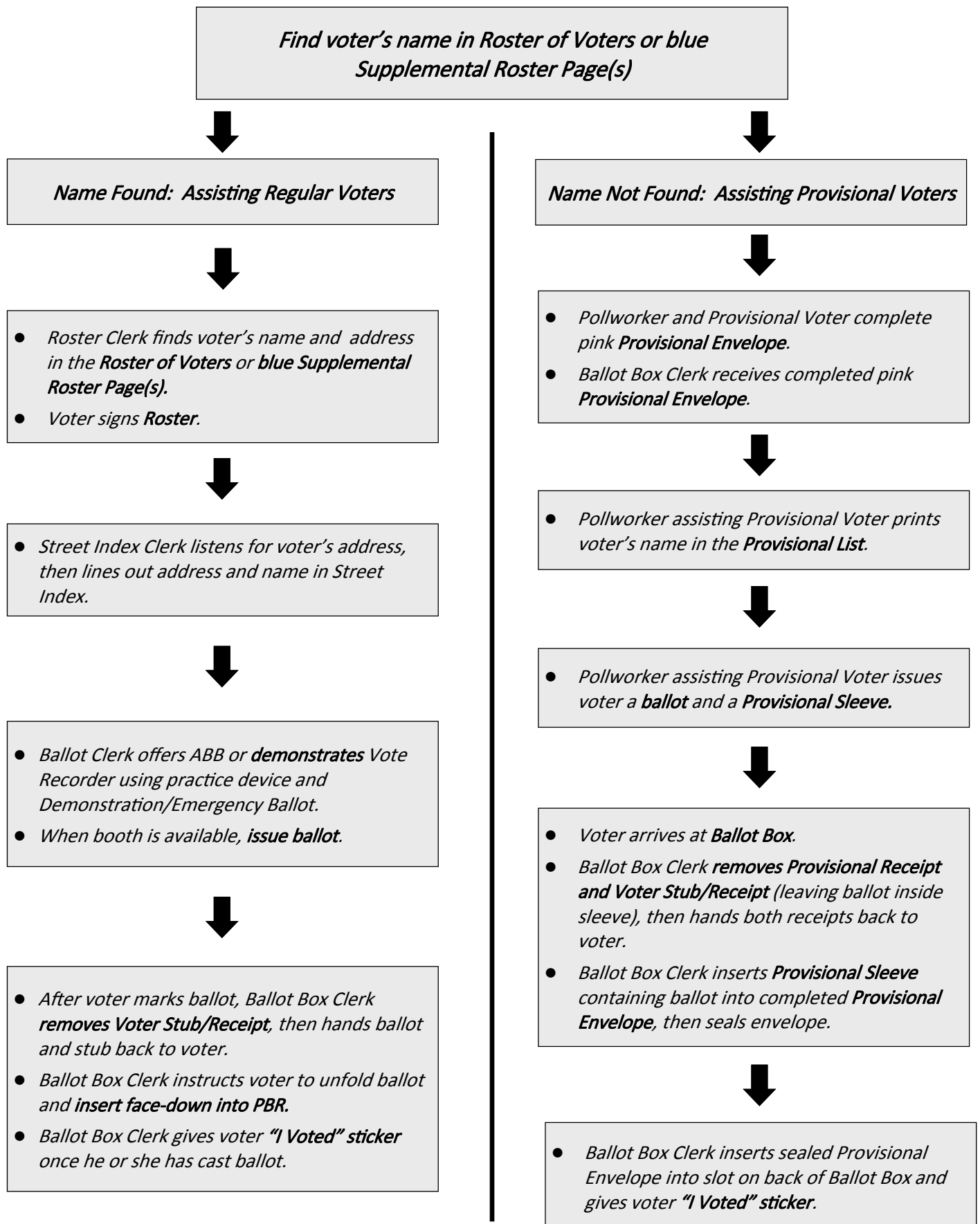
# Section 3:

## Assisting Voters





## HOW VOTING WORKS ON ELECTION DAY: SUMMARY



Assisting Voters

## PROPER CONDUCT AT THE POLLING PLACE

### Diversity Awareness:

It is the responsibility of all Pollworkers to operate their Polling Place in a courteous, fair, and non-partisan manner. Pollworkers should refrain from discussing:

- Candidates or issues on the ballot.
- Topics related to the ethnicity, culture, religion, and gender of a Pollworker, voter, or any other person at the Polling Place.
- Any disability that a voter may have (unless it's necessary to discuss the disability in order to provide assistance).



It is important to respect all individuals visiting the Polling Place — whether inside or outside. Please be diplomatic and patient with all voters. Overall, avoiding the above topics of discussion will prevent conversations from being taken out of context or being misconstrued.

### Sexual Harassment:

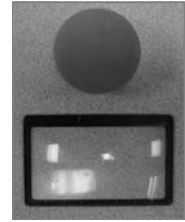
Please be respectful of other individuals' personal space. This includes all Pollworkers' and voters' personal space. Refrain from any inappropriate physical contact or similar actions.

It is important to remember that Polling Places are considered LA County facilities for the day, and serving as a Pollworker should be treated with utmost professionalism. All Pollworkers are representatives of the Los Angeles County Registrar-Recorder/County Clerk.



## PROVIDING ASSISTANCE TO VOTERS WITH SPECIFIC NEEDS

When interacting with voters, proactively look for individuals who may need assistance, such as Voters with Specific Needs. The list below offers some tips and items each Clerk position should be familiar with in order to better assist voters.



### *Roster Clerk*

- **Wait, recognize, and listen.** Use patience and pay attention to voters to determine what assistance may be necessary.
- Have a pen and piece of paper handy to communicate by writing, if needed.
- Communicate with other Pollworkers. Generally, the Roster Clerk is the first person to interact with voters. Inform other Pollworkers should a voter need specific assistance.

### *Ballot Clerk*

- **Offer the Audio Ballot Booth (ABB) to all voters.**
- Place the **dexterity ball** and **magnifier** on the Official Table. Offer the dexterity ball to voters who have trouble gripping the Vote Recorder marker and the magnifier to voters who have trouble reading small print.
- Offer the Voters with Disabilities Booth to voters in wheelchairs or individuals who may need to sit while voting.

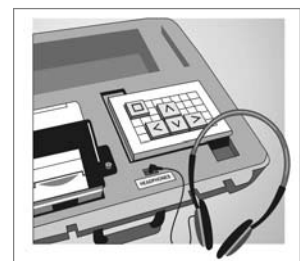
### *Ballot Box Clerk*

- Be ready to assist voters who would like to use the Audio Ballot Booth (ABB). Help with affixing headsets, if necessary.
- Use the Multilingual Audio Ballot Point To Card to assist an ABB voter with selecting language, if needed.

If a Pollworker or another person at the Polling Place assists a voter inside the voting booth, refer to the next page.

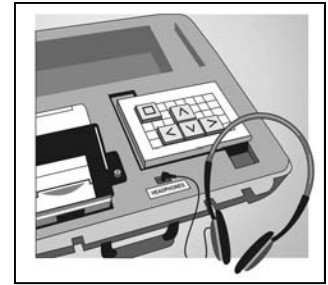
**Remember:** Disabilities can be either **hidden** (not apparent until the voter interacts with a Pollworker) or **visible**.

Page 86, *Appendix D: Working with Voters with Specific Needs*, provides additional information.



## PROVIDING ASSISTANCE TO VOTERS INSIDE THE VOTING BOOTH

Any voter may ask for assistance inside the voting booth. Voters who request assistance and would like to vote independently in the voting booth should be directed to the Audio Ballot Booth (ABB).



Before a voter receives assistance inside the voting booth, he or she must declare, under oath, that he or she is unable to mark the ballot. (Assisting voters oath is found on page 3 of the Roster.)

**Who can assist:** A voter who receives assistance in the voting booth may choose one or two people (including minors and Pollworkers).

The person assisting the voter:

- Does not have to be a registered voter,
- Shall not be the voter's employer or an agent of the voter's employer,
- Shall not be an officer or agent of the union to which the voter is a member, and
- Shall not divulge any information regarding the marking of the ballot.

**What to fill out when providing assistance in the voting booth:** The Assisted Voter's List, on page 3 in the Roster of Voters, must be completed as follows:

- **Column 1:** Pollworker records name of voter being assisted in the voting booth.
- **Column 2:** Pollworker enters reason the voter is asking for assistance in the booth.
- **Column 3:** Person assisting signs.
- **Column 4:** Second person assisting signs (if any).

The assisted voter still signs the Roster of Voters (or the Provisional Envelope if voting provisionally).



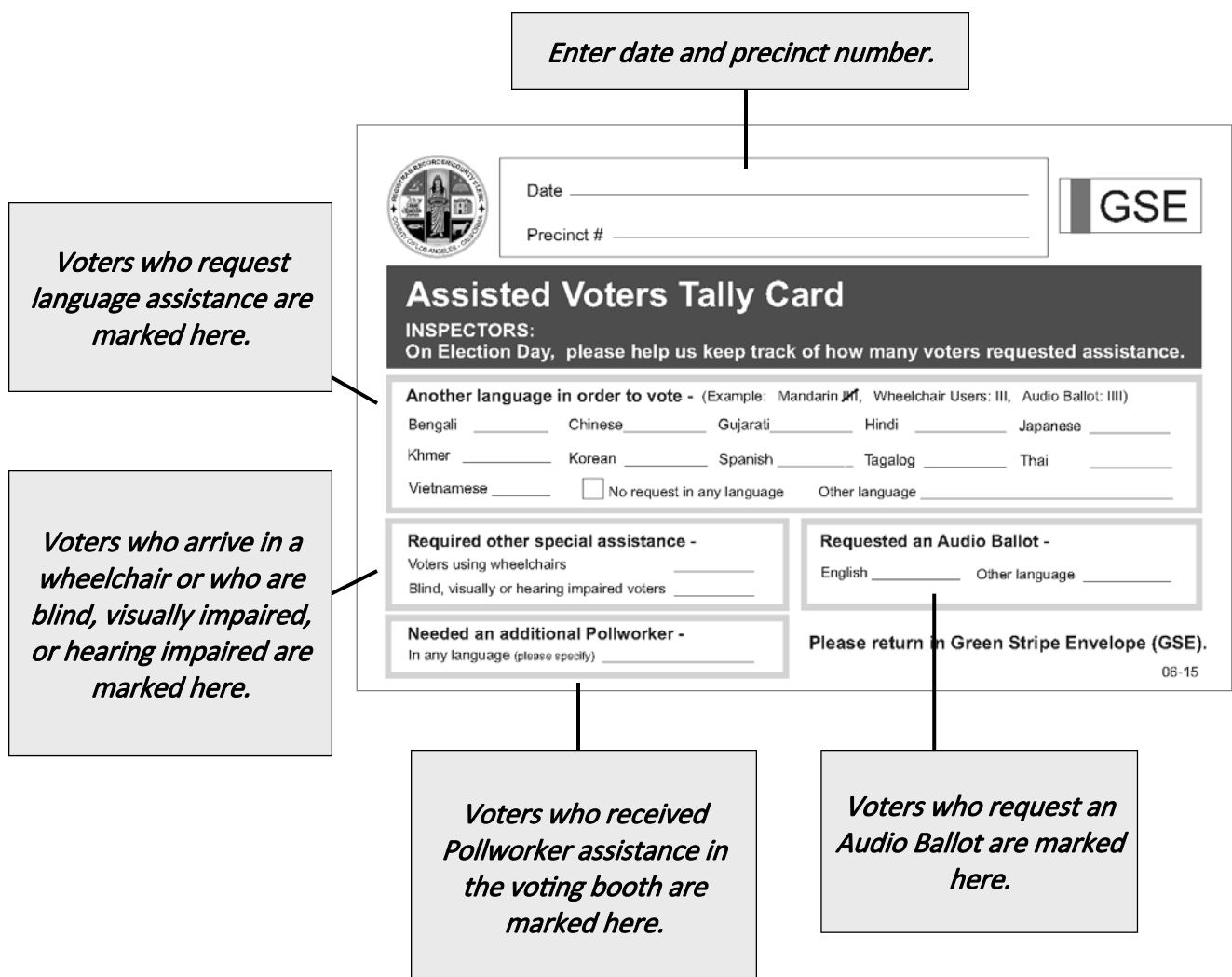
### IMPORTANT

Materials, such as Sample Ballots, are printed in Chinese, English, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog/Filipino, Thai, and Vietnamese. Voters may also use the ABB in order to hear their ballot read in any of the above mandated languages.

## COMPLETING THE ASSISTED VOTERS TALLY CARD

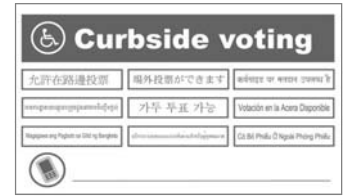
The Assisted Voters Tally Card helps the Registrar-Recorder/County Clerk (RR/CC) track the number of Multilingual voters and Voters with Specific Needs who requested assistance. Use tally marks to track the following:

- Voters who requested assistance in any language
- Voters who arrived in a wheelchair
- Voters who are blind, visually impaired, or hearing impaired
- Voters who requested an Audio Ballot through use of the Audio Ballot Booth
- Voters who received Pollworker assistance in the voting booth



## PROVIDING CURBSIDE VOTING

**What is Curbside Voting?** Voters who are unable to enter the Polling Place to vote may vote outside through the use of Curbside Voting.

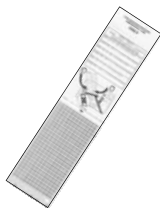


**TO ASSIST WITH CURBSIDE VOTING, FOLLOW THE STEPS BELOW:**

1. **FIND VOTER'S NAME IN ROSTER** or blue Supplemental Roster Pages. (If not found, curbside voter must vote provisionally.)

2. **TAKE VOTING MATERIALS OUTSIDE TO VOTER**

Demonstration/  
Emergency Ballot



Official Ballot



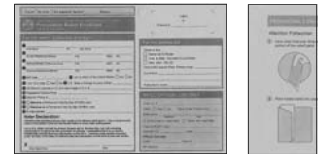
VWD Card, clipboard  
and pen



Vote Recorder



If Provisional Voter:  
Provisional Envelope and  
sleeve



Assisting Voters

3. **VOTER COMPLETES CERTIFICATION OF VOTER WITH DISABILITY (VWD) CARD**



4. **VOTER MARKS BALLOT.** Offer a demonstration of Vote Recorder using the yellow Demonstration/Emergency Ballot, then issue Official Ballot and wait for voter to finish voting. Remind voter to fold-over Write-In Portion for privacy when finished.



5. **RETURN TO POLLING PLACE TO INSERT BALLOT INTO PBR.** Ask voter to wait outside, then:

- a. Insert voter's ballot face-down into Precinct Ballot Reader (PBR).
- b. Mark **VWD** in the signature column of the Roster.  
*Note: Count the VWD notation in the Roster as a signature during closing.*
- c. Complete the "Precinct Officer's" portions of the Certification of VWD Card and place the completed card in the Green Stripe Envelope (GSE).

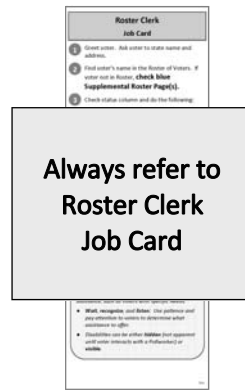
IS	SIGNATURE	LN #
		1 028-
		2 523-
	<b>VWD</b>	3 380-
		4 523-
		5 528-
		6 522-

6. **RETURN TO VOTER** and do the following:

- If ballot is accepted by PBR: Return to voter with "I Voted" sticker and Voter Stub/Receipt.
- If ballot is returned by PBR: A Ballot Alert Notification Slip should print. Return to voter so he or she may correct ballot. (This may require voiding ballot and issuing a new one.)

## ROSTER CLERK DUTIES

1. Greet voter. Ask voter to state name and address.
2. Find voter’s name and address in the Roster of Voters or blue Supplemental Roster Page(s).  
*Note: Allow a voter to look for his or her name if you have trouble finding it.*
3. Check status column. Follow instructions listed at the top left of each Roster page for voter’s status. (For a full explanation of voter status instructions, see the box at the bottom of this page.)
4. Instruct voter to sign his or her name in the signature column of the Roster. Signatures may be placed upside-down to avoid rotating Roster back and forth.
5. Direct voter to Ballot Clerk.



! **IMPORTANT**

Make sure voter signs within the correct space.

*See next page for a sample of the Roster of Voters.*











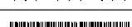
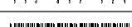
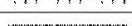
<span style="font-size: 1.5em; border: 1px solid white; border-radius: 50%; padding: 5px; display: inline-block;">Q</span> WHAT DO THE DIFFERENT STATUS LETTERS MEAN?	
A	Voter is <b>Active</b> . Direct voter to Ballot Clerk to receive ballot after he or she signs Roster.
I	Voter is <b>Inactive</b> . Instruct him or her to take the “Inactive Voter Oath” printed at the bottom of the Roster page and then sign the Roster. Once voter takes oath and signs Roster, direct him or her to Ballot Clerk to receive ballot. (A translation page of the “Inactive Voter Oath” is provided in the Roster.)
N	Voter is <b>New</b> . Ask voter to provide ID prior to signing Roster. Examples of ID include Driver’s License, Military ID Card, Student ID Card, and Utility Bill. A complete list of acceptable voter IDs can be found in Appendix E on page 87.  <i>Note: If ID has no picture, the address must match Roster.</i>  Once voter provides ID and signs Roster, direct him or her to Ballot Clerk to receive ballot.
A-B	Voter is <b>Active</b> and should also <b>print their birthdate</b> . Direct voter to Ballot Clerk to receive ballot after he or she signs Roster and prints their birthdate on the signature line next to their signature.
I-B	Voter is <b>Inactive</b> and should also <b>print their birthdate</b> . Direct voter to Ballot Clerk to receive ballot after he or she signs Roster and prints their birthdate on the signature line next to their signature.

## ROSTER CLERK DUTIES (CONTINUED...)



### VOTER STATUS

- A = Active - Sign Roster, Issue Ballot
- I = Inactive - Must take Inactive Voter Oath below, Sign Roster, Issue Ballot
- N = New Voter - Must show ID, Sign Roster, Issue Ballot OR if no ID, Vote Provisional Ballot
- A-B = Active, Birthdate Required - Sign Roster, write Date of Birth next to signature, Issue Ballot
- I-B = Inactive, Birthdate Required - Must take Inactive Voter Oath, Sign Roster, write Date of Birth next to signature, Issue Ballot


LN#		VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	LN#	VOTER ID
1	A	AARON BROCK	644 JONES LN	<i>Aaron Brock</i>		026-722-123 
2	A	AARON CHRISTINE	312 JONES LN			523-572-456 
3	I-B	AARON HILDA	496 PALM DR			380-028-789 
4	A	ABBOT ROSS	542 PALM DR	<i>Ross Abbot</i>		523-564-123 
5	I	ABBOT SARA	325 JONES LN			536-837-456 
6	A	ABBOT STEVE	3245 AFTON ST			942-854-456 
7	A	ABBOT TED	654 JONES LN			128-513-789 
8	A-B	ADAMS EILEEN	489 HELEN LN	<i>Eileen Adams 2/7/1960</i>		134-500-123 
9	A	ALLEN WILLY	783 PALM DR	VBM BALLOT ISSUED		365-551-456 
10	A	ALSTON JANE	424 LONE PINE LN			012-577-789 
11	I-B	ALSTON KYLE	424 LONE PINE LN			472-582-123 
12	A	AMANDA JONES	654 JONES LN			523-742-456 
13	N	ANDERSON CASEY	421 JONES LN			000-155-789 

Assisting Voters

**Voter status.**  
Descriptions listed at top of page.

**Voter names and addresses.** Names listed alphabetically.

**Signature line.**  
Voters may sign upside down.



**SIGNATURES**

Make sure voter signs within the correct space.

***The Inactive Voter Oath is listed at bottom of each Roster page:***

I = INACTIVE VOTER OATH: "I swear (or affirm) under penalty of perjury that I am a registered voter in this precinct and continue to reside at the registered address shown."

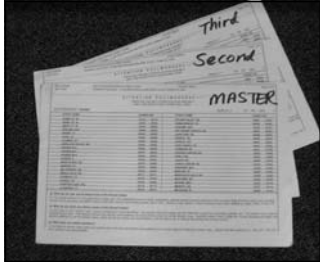
"WARNING: It is a crime punishable by imprisonment in the state prison or in county jail for any one to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (ELECTIONS CODE SEC. 18560)."

### OTHER SITUATIONS THE ROSTER CLERK MAY ENCOUNTER:

- Vote By Mail Voter does not have ballot to surrender (pages 56 - 58).
- Voter not found in Roster or on blue Supplemental Roster Page (pages 56 - 58).
- Vote By Mail Ballots dropped-off at the Polling Place (*What To Do If...* pages 8 - 9).
- Vote By Mail Voter wants to vote at the Polling Place (*What To Do If...* page 10).

## STREET INDEX CLERK DUTIES

Three Street Indexes are provided. At the beginning of the day, each copy should be prepared by doing the following:



- Mark **“Master”** on one Street Index and keep at the Official Table. **This copy should not leave the Official Table.**
- Mark **“Second”** on another Street Index and keep at the Official Table for the time being.
- Mark **“Third”** on the last Street Index and post near the entrance of the Polling Place before 7:00 a.m.

**Street Index Clerk  
Job Card**

**Preparing the Street Indexes:**  
Three Street Indexes are provided. At the beginning of the day, each copy should be prepared by doing the following:

- Mark **“Master”** on one copy. This copy should not leave the Official Table.
- Mark **“Second”** on another copy and keep at the

**Always refer to  
Street Index Clerk  
Job Card**

After rotating, the copy now at the Official Table should be updated from the **“Master”** copy.

4. **After 6:00 p.m.:** Continue updating **only** the **“Master”** until the last voter has cast his or her ballot. (It is not necessary to update the **“Second”** and **“Third”** copies after 6:00 p.m.)

When a voter arrives at the Polling Place, he or she should state address and name:

1. Find voter’s address and name in the Street Index. First, locate the voter’s street, then look for his or her listed address number. The voter’s name will be listed as well.
2. Line-out addresses and names on the **“Master”** and **“Second”** copies using a pen or pencil for each voter.
3. **Until 6:00 p.m.:** Rotate the **“Second”** and **“Third”** copies once per hour. One should always be posted near the entrance to the Polling Place and one should remain at the Official Table (along with the **“Master”** copy). After rotating, the copy now at the Official Table should be updated from the **“Master”** copy.
4. **After 6:00 p.m.:** Continue updating only the **“Master”** until the last voter has cast his or her ballot. (It is not necessary to update the **“Second”** and **“Third”** copies after 6:00 p.m.)

*See next page for sample of Street Index.*

# STREET INDEX CLERK DUTIES (CONTINUED...)

The Street Index consists of two parts:

1. A cover page that lists all streets in a precinct, as well as the range of addresses on those streets.
2. A listing of all registered voters for a precinct in order by address.

*A sample of the cover and a page from the Street Index:*

The cover page contains the following information:

PRECINCT NO. 147  
 PRECINCT NAME: BLUE SKY CT, CLARK CT, DENKER AV  
 ADDRESS RANGE: 409-436, 209-619, 412-468

**Street Name** callout: BLUE SKY CT, CLARK CT, DENKER AV

**Address Range** callout: 409-436, 209-619, 412-468

Below the cover page are instructions for voters:

Q. Why do we ask you to keep mine or our door number?  
 A. The address range is of importance to the election process and poll workers need to know the location of each voter.

Q. Why do we need you to keep mine or our door number?  
 A. The address range is of importance to the election process and poll workers need to know the location of each voter.

Q. Why do we need you to keep mine or our door number?  
 A. The address range is of importance to the election process and poll workers need to know the location of each voter.

STREET NO.	LAST NAME	FIRST NAME	PHONE
412	SMITH	JANE	412-468
413	SMITH	JANE	412-468
414	SMITH	JANE	412-468
415	SMITH	JANE	412-468
416	SMITH	JANE	412-468
417	SMITH	JANE	412-468
418	SMITH	JANE	412-468
419	SMITH	JANE	412-468
420	SMITH	JANE	412-468



## BALLOT CLERK DUTIES

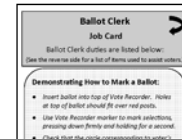
1. Offer each voter the option of using the **Audio Ballot Booth (ABB)**. Voters who choose to use the ABB will not receive a paper ballot.
2. If voter chooses not to use the ABB, demonstrate how to mark ballot by using the practice Vote Recorder and a yellow Demonstration/Emergency Ballot.

**Note:** *Once you are ready to discard the Demonstration/Emergency Ballot, write **DEMO** on front of it and place in the White Box.*

3. Offer voters using a paper ballot and Vote Recorder the option of using the **dexterity ball** and **magnifier**.
4. Issue voter a ballot when a voting booth is vacant. If a booth is not vacant, ask voter to wait. **Issue ballots in sequential order.**

**Note:** If there is a line, refer to Line Monitor duties on page 59 or Line Monitor Job Card.

5. Instruct voter to fold over the Write-In Portion when finished marking the ballot, and then go to the Ballot Box Clerk who is stationed at the Precinct Ballot Reader (PBR).

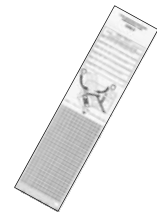


**Always refer to  
Ballot Clerk  
Job Card**



## HOW TO OFFER A DEMONSTRATION

- 1) Insert ballot into top of Vote Recorder. Holes at top of ballot should fit over red posts.
- 2) Use Vote Recorder marker to mark selections, pressing down firmly and holding for a second.
- 3) Check that the circle corresponding to selection was properly marked.
- 4) Wait a few seconds to let ink dry, then remove ballot from Vote Recorder.



## ASSISTING PROVISIONAL VOTERS — BALLOT CLERK DUTIES

### ADDITIONAL STEPS WHEN ASSISTING PROVISIONAL VOTERS:

- *Issue Provisional Sleeve*
- *Instruct Provisional Voters to fold over Write-In Portion and place ballot inside sleeve when finished voting.*

*Go to pages 57 - 58 for steps on assisting Provisional Voters.*

## BALLOT CLERK DUTIES (CONTINUED...)

A sample of the ballot and description is shown below:

### WRITE-IN PORTION:

Voter enters any write-in votes in the spaces provided.

After ballot is marked, voter should fold over before arriving at Ballot Box Clerk.

### OFFICIAL BALLOT

County of Los Angeles

**WRITE-IN BALLOT**  
Use this part of the ballot to vote for qualified write-in candidates in the Presidential and qualified write-in candidates.  
Example: *Bob Lee*

### VOTER STUB/RECEIPT:

Voter retains this portion after casting ballot.

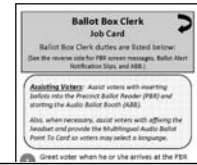
### BALLOT CARD:

Voter's selections are marked on this portion using Vote Recorder marker.

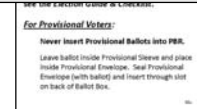
After marking ballot, voter should wait a few seconds before removing from Vote Recorder to avoid smearing ink.

## BALLOT BOX CLERK DUTIES

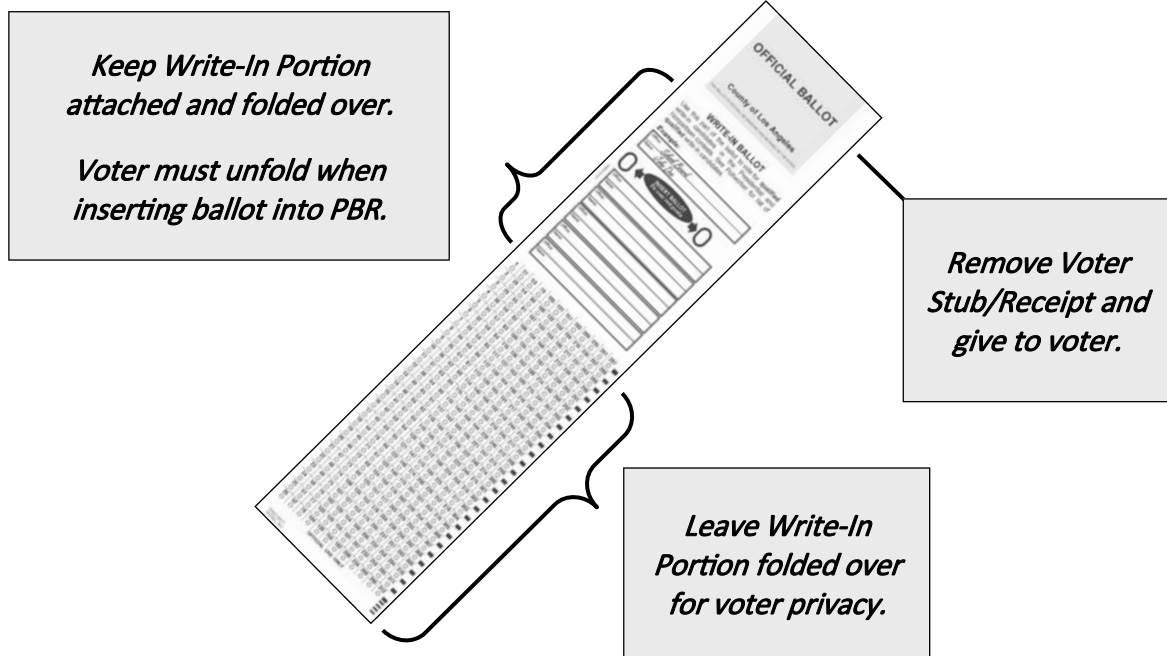
1. Greet voter when he or she arrives at the Precinct Ballot Reader (PBR) by asking: **“Are you ready to cast your ballot?”**
2. Keep Write-In Portion attached and folded over for voter privacy.  
**Note:** If not folded over, ask voter to fold over Write-In Portion before handling.
3. Remove Voter Stub/Receipt. Then return Voter Stub/Receipt and ballot to voter.
4. Instruct voter to **unfold** ballot and insert **facedown** into the PBR. The ballot will either be accepted or returned to voter. (If returned, see page 51 for Ballot Alerts.)



**Always refer to Ballot Box Clerk Job Card**



**For operating the Precinct Ballot Reader (PBR) and Audio Ballot Booth (ABB), see pages 48 - 55.**



## ASSISTING PROVISIONAL VOTERS — BALLOT BOX CLERK DUTIES

Never insert a Provisional Voter’s ballot into the PBR. Leave ballot inside Provisional Sleeve and place inside envelope.

Remove Provisional Receipt from Provisional Envelope and give to voter. Then, insert Provisional Envelope (with ballot) through slot on back of Ballot Box. Go to pages 56 - 58 for assisting Provisional Voters.



## BALLOT BOX CLERK DUTIES — OPERATING THE PBR

*Follow the steps below and on the next page for operating the PBR:*

- 1 Check that the yellow Ballot Reader Slot is on the side where voters will approach to insert ballots.

(The PBR screen will face the Ballot Box Clerk.)



- 2 Instruct voters to insert ballots face down into the Ballot Reader Slot.

**Note:** Voters may insert their own ballots into the Ballot Reader Slot.



**PURPOSE OF THE PBR**

The PBR checks for Overvotes and completely Blank Ballots so that voters may have a second chance to correct an error on their ballot.

The PBR is not used to provide an official count of the ballots. This is done at the Registrar-Recorder/County Clerk's office.

*If ballot is accepted: Continue to step 3 below.*

*If ballot is returned: Skip to step 5 on next page.*

**Ballot is accepted:**

- 3 Give voter an "I Voted" sticker.



- 4 Check-off the number on the green Voter Turnout Tally Sheet.

**Note:**  
This tally represents the total number of voted ballots so far.

**VOTER TURNOUT TALLY SHEET**

ATTENTION PRECINCT OFFICERS

This tally sheet has many spaces for your use. Mark off the number of ballots as presented on the Ballot Box.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

## BALLOT BOX CLERK DUTIES — OPERATING THE PBR (CONTINUED...)

*Continue following the steps listed below for operating the PBR:*

**Ballot is returned:**

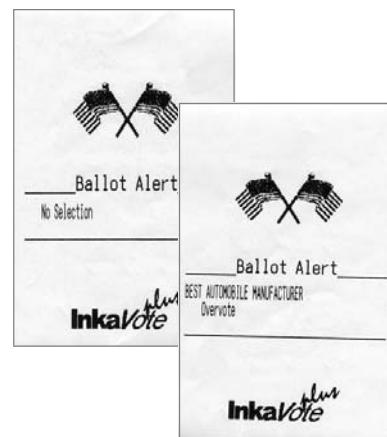
- 5 Ballot returns to voter; he or she removes ballot from slot.

A ballot that is returned by the PBR has either an Overvote or is a Blank Ballot. (See page 51 for an explanation of Overvotes and Blank Ballots.)



- 6 Ballot Alert Notification Slip will print and state ballot error.

**Note:** Place Ballot Alert Notification Slips in White Box after reviewing.



- 7 Suggest that voter correct his or her ballot and return to the Ballot Box Clerk.

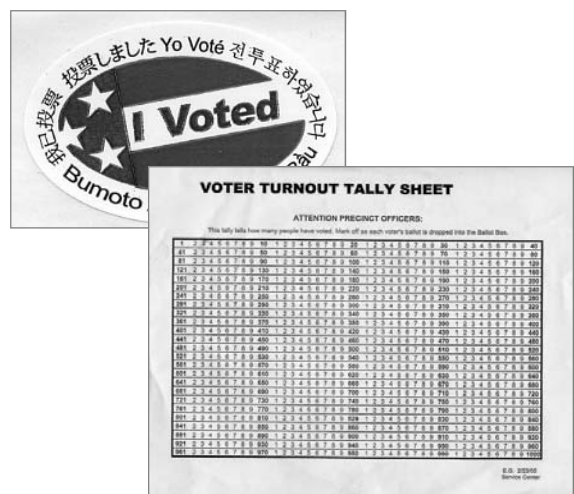
**If voter chooses not to correct ballot:** Press **Override** on PBR screen; voter then re-inserts ballot.

(See next few pages for explanation of PBR screen and Override Button.)



- 8 Give voter "I Voted" sticker. Then, check-off the number on the green Voter Turnout Tally Sheet.

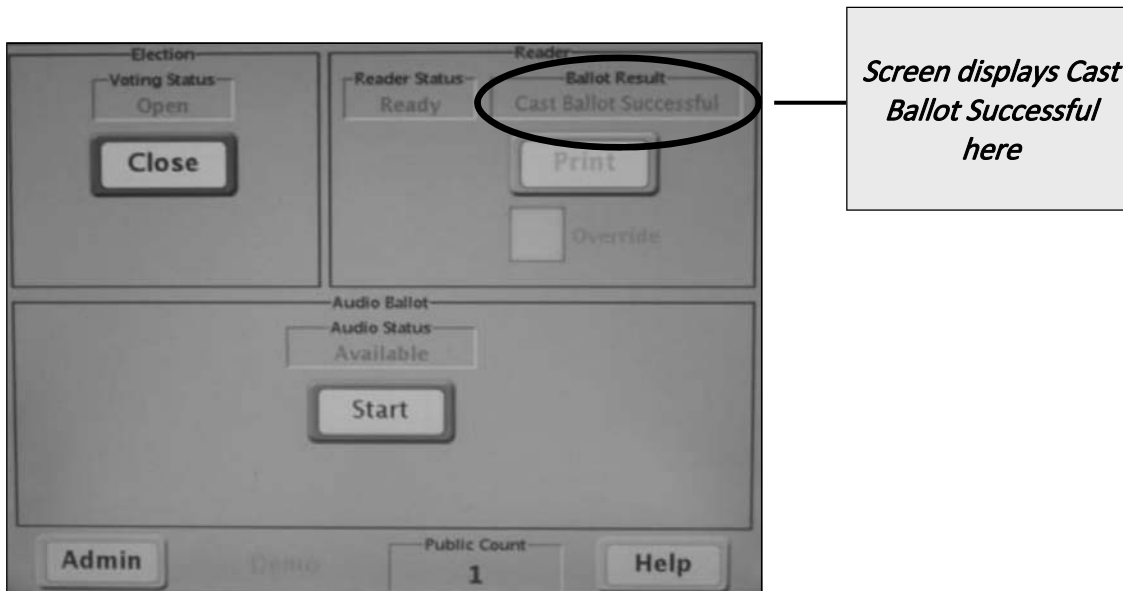
**Note:** This tally represents the total number of voted ballots so far.



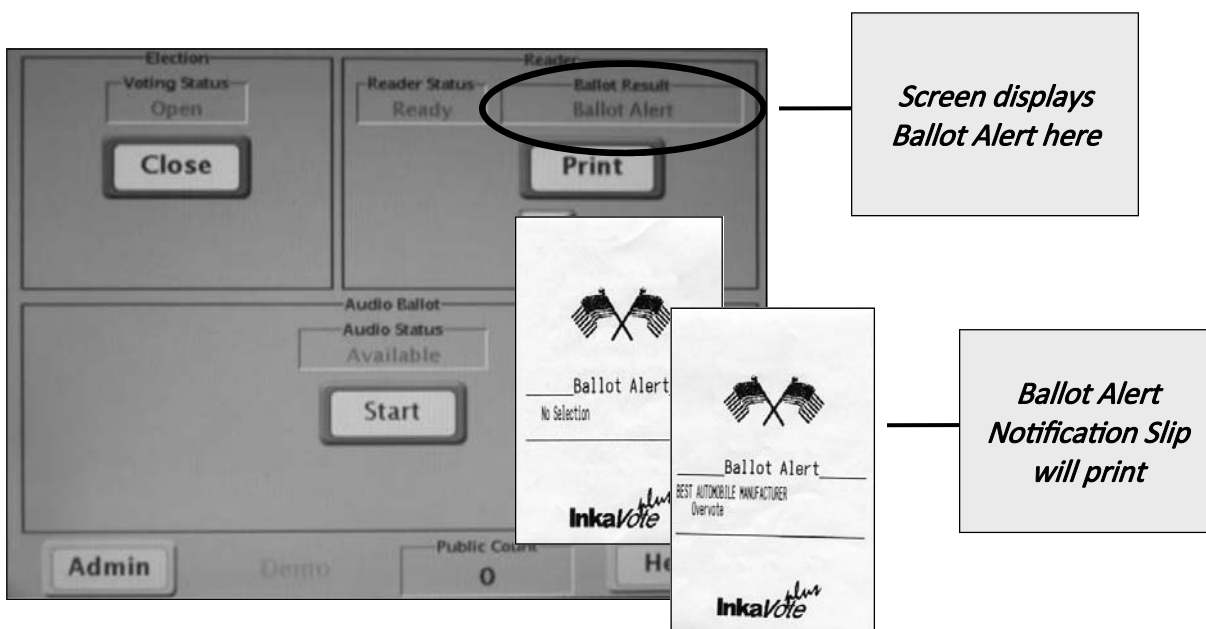
## BALLOT BOX CLERK DUTIES — PBR SCREEN MESSAGES

When a voter inserts his or her ballot into the PBR, it will either be accepted or returned. The PBR screen will state **Cast Ballot Successful** or **Ballot Alert**. See below for an explanation of both:

- **Cast Ballot Successful:** This message appears when a voter’s ballot is accepted and does not have an error. (Nothing will print from the PBR printer.)



- **Ballot Alert:** This message appears when a voter’s ballot is returned because it either has an **Overvote** or is a **Blank Ballot**. A Ballot Alert Notification Slip will print. (See next page for information on Overvotes and Blank Ballots.)



## BALLOT BOX CLERK DUTIES — BALLOT ALERTS

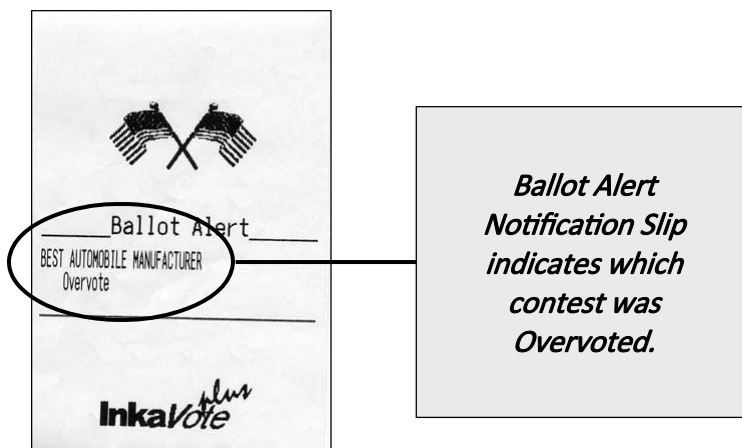
If a Ballot Alert screen message appears, a voter has either an **Overvote** or **Blank Ballot**. A Ballot Alert Notification Slip will print informing the voter of the error. See below for an explanation:

### OVERVOTES:

The voter has made more selections for a contest than he or she is allowed. (For example, a voter is allowed one selection, but marks two or more.) An Overvoted contest will not count, but all other contests on the ballot that are correctly voted will count.

- **How to correct:** Instruct voter to return to the Ballot Clerk to receive a new ballot.

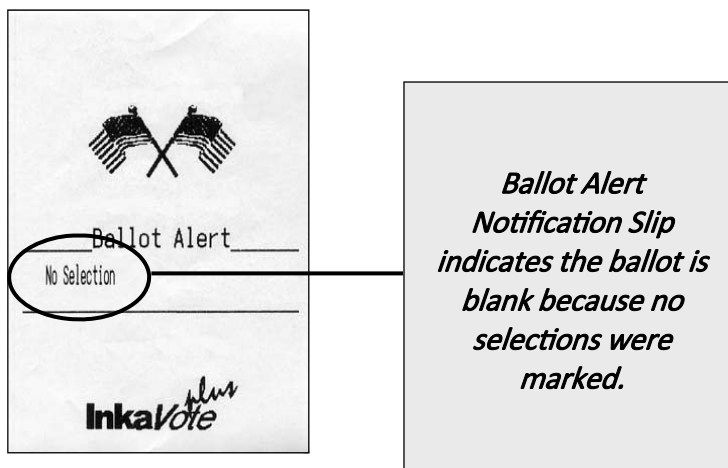
***Note:** Ballot Clerk should void Overvoted ballot. (See page 6 in the What To Do If... handbook for voiding and issuing ballots.)*



### BLANK BALLOTS:

The voter has not made any marks on his or her ballot. (To avoid a Blank Ballot, voter must vote for at least one contest.) This will appear on the Ballot Alert Notification Slip as “No Selection.”

- **How to correct:** Instruct voter to return to voting booth to properly mark ballot.



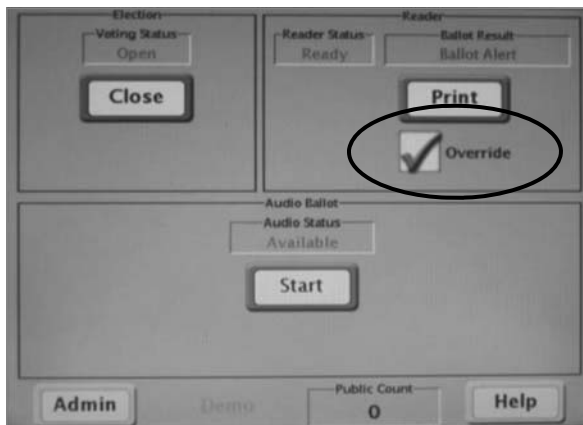
## BALLOT BOX CLERK DUTIES — OVERRIDING OVERVOTED AND BLANK BALLOTS

A voter may choose to cast an Overvoted or Blank Ballot. Explain to him or her that any Overvoted contest will not be counted and a Blank Ballot means no votes have been made.

***If a voter wants to cast an Overvoted or Blank Ballot without making changes, do the following:***

- 1 Press the Override button on the PBR screen. This should cause a checkmark to appear.

***Note:*** Pressing the Override button again will remove the checkmark.



- 2 Instruct voter to unfold ballot and re-insert it face down into the Ballot Reader Slot.

***Note:*** Voters may insert their own ballots into the Ballot Reader Slot.

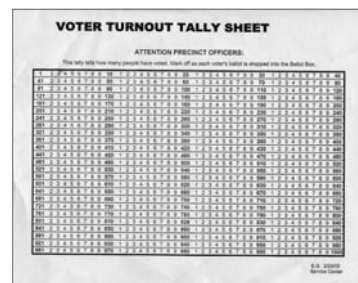


- 3 Give voter an "I Voted" sticker.



- 4 Check-off the number on the green Voter Turnout Tally Sheet.

***Note:*** This tally represents the total number of voted ballots so far.



### REMEMBER: VOTING NEVER STOPS!

*Simply insert ballots by hand into the Ballot Box, through the slot on back, if you are unable to insert ballot into the Precinct Ballot Reader.*



## BALLOT BOX CLERK DUTIES — OPERATING THE ABB

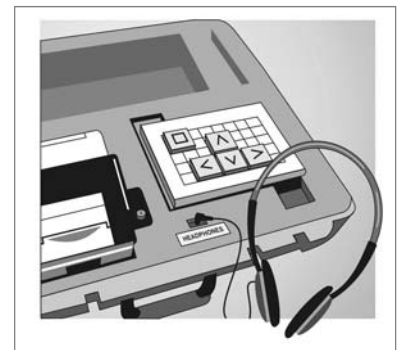
**About the Audio Ballot Booth (ABB):** The Audio Ballot Booth should be offered to all voters. Although any voter may use the ABB, Voters with Specific Needs, as well as individuals who request language assistance, are most likely to use it.

Position the ABB so it is visible and accessible to all voters who enter the Polling Place.

Voters use a keypad to make selections. (Keypad instructions are shown below.) Once a voter has finished making selections, an Audio Ballot will print from the ABB printer.

### *Languages available for this election:*

- Chinese (both Cantonese/Mandarin)
- English
- Hindi
- Japanese
- Khmer
- Korean
- Spanish
- Tagalog/Filipino
- Thai
- Vietnamese

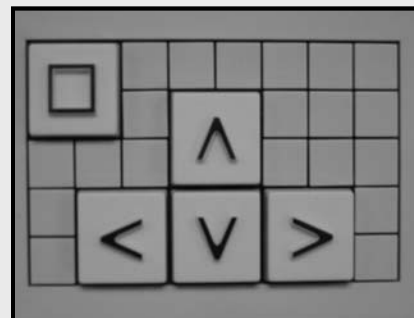


### USING THE ABB KEYPAD

*ABB instructions are explained at the beginning of the Audio Ballot. Once the instructions have finished the voter must press the **right arrow** twice to start the ballot.*

*The directions for navigating the ballot are described in the instructions:*

- **Square:** make selection
- **Up/Down Arrow (once):** scroll through list of candidates or selections
- **Up/Down Arrow (multiple times):** raise/lower volume
- **Left Arrow:** move to previous contest
- **Right Arrow:** move to next contest



**BALLOT BOX CLERK DUTIES — OPERATING THE ABB (CONTINUED...)**

*Follow the steps below and on the next page for operating the ABB:*

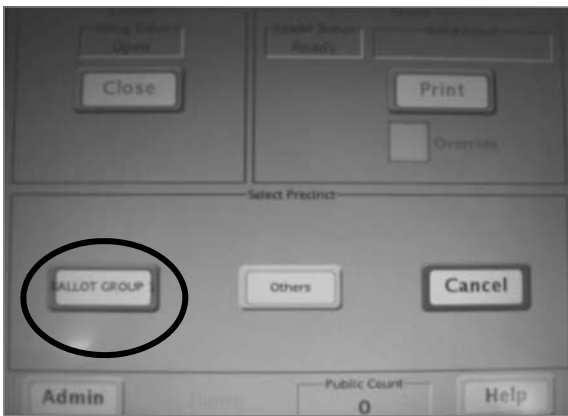
- 1 Offer voter the Multilingual Audio Ballot Point to Card, if he or she requires assistance selecting a language.



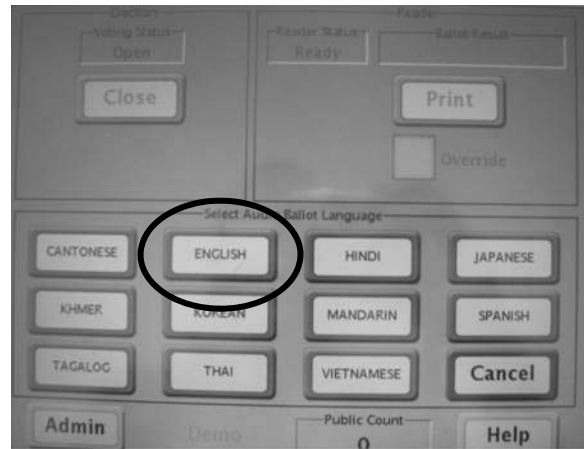
- 2 Press the **Start** button located near bottom of the PBR screen.



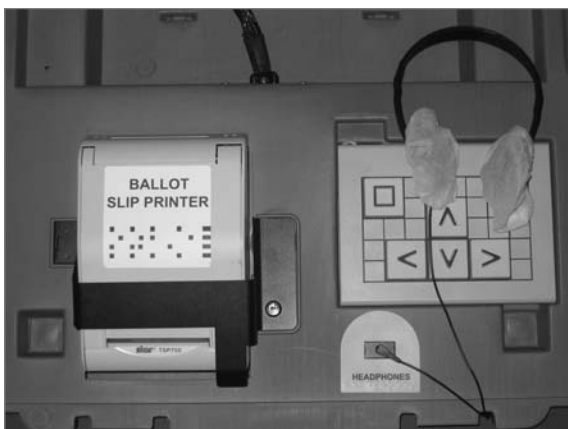
- 3 Press the **Ballot Group** button, appearing on the left side of the PBR screen.



- 4 Select the **language** requested by voter.



- 5 Assist voter with **headset**, if necessary.



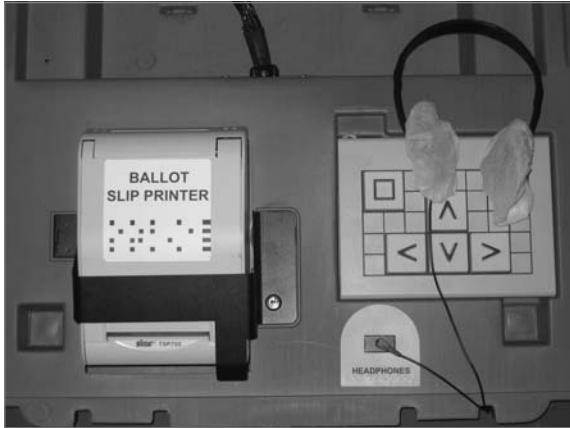
- 6 Press **Play Audio** button when voter is ready.



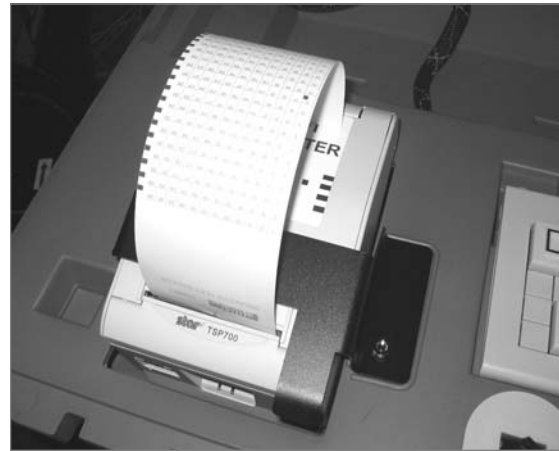
**BALLOT BOX CLERK DUTIES — OPERATING THE ABB (CONTINUED...)**

*Continue following the steps below for operating the ABB:*

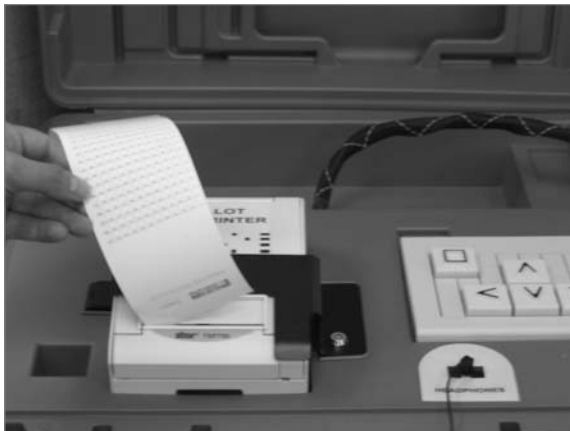
- 7 Voter uses headset to hear directions and ballot, and uses keypad to make selections.



- 8 Ballot prints from ABB printer when voter has finished making selections.



- 9 Voter removes Audio Ballot from ABB printer and goes to PBR (assist if necessary).

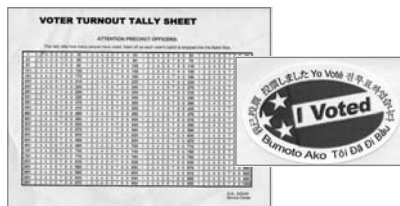


- 10 Voter inserts Audio Ballot into Ballot Reader Slot on PBR (assist if necessary).

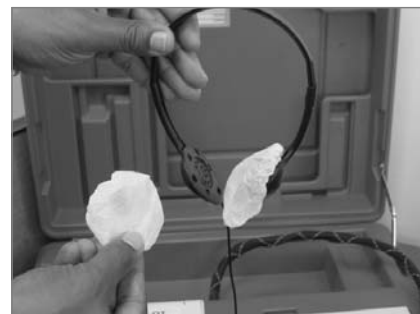


***Note: Audio Ballots do not have a Voter Stub/Receipt.***

- 11 Check-off number on the green Voter Turnout Tally Sheet. Then, give voter an “I Voted” sticker.



- 12 Replace ABB headset ear covers.



## PROVISIONAL VOTERS

### What is Provisional Voting?

As described by the CA Secretary of State, Provisional Voting ensures that no properly registered voter is denied his or her right to cast a ballot if that voter’s name is not on the Roster of Voters due to clerical, processing, computer, or other error.

Also, it allows the Registrar-Recorder/County Clerk (RR/CC) the ability to verify that no voter votes twice, either intentionally or inadvertently, in a given election.

### Are all Provisional Ballots Counted?

Yes. As long as a voter is registered to vote and has not yet voted in the election, his or her Provisional Ballot will be counted.

Different Provisional Voter situations, and direction for each, are listed below. The steps for assisting Provisional Voters continue on the next two pages.

Always refer to  
Assisting  
Provisional  
Voters Card

### COMMON PROVISIONAL VOTING SITUATIONS

VOTER’S NAME NOT IN ROSTER OR BLUE SUPPLEMENTAL PAGE(S):	VOTE BY MAIL (VBM) VOTER WITH NO BALLOT TO SURRENDER:	NEW VOTER WITH NO IDENTIFICATION (ID):
<p><b>Is the voter at the correct location?</b> Check the Polling Place map to see if the voter’s address is inside the precinct’s boundaries.</p> <p><b>If Yes:</b> If the voter’s address <u>IS</u> inside the precinct’s boundaries:</p> <ul style="list-style-type: none"> <li>Assist voter provisionally. (Follow steps listed on the next two pages.)</li> </ul> <p style="text-align: center;"><b>— OR —</b></p> <p><b>If No:</b> If the voter’s address <u>IS NOT</u> inside the precinct’s boundaries:</p> <ul style="list-style-type: none"> <li>Suggest voter go to his or her assigned Polling Place.</li> <li>If voter does not want to go to assigned Polling Place, assist him or her with voting provisionally. (Follow steps listed on the next two pages.)</li> <li>For assistance locating correct Polling Place, voter should contact the RR/CC or go to <a href="http://www.lavote.net">www.lavote.net</a>.</li> </ul>	<p><b>No VBM ballot to surrender?</b></p> <ul style="list-style-type: none"> <li>If voter does not have VBM ballot to surrender, assist him or her with voting provisionally. (Follow steps listed on the next two pages.)</li> </ul> <p><b>Note:</b> Voter will not sign the Roster. He or she will <u>only</u> sign the Provisional Envelope.</p> <p><b>VBM notation:</b> A voter who requested to Vote By Mail will be either noted by “VBM Issued” printed on the signature line of the Roster or will appear on the lavender Vote By Mail Voter List.</p>	<p><b>Only</b> voters with “N” in the status column of the Roster will be asked for ID. (See Appendix E — page 87 for acceptable forms of ID.)</p> <p>Examples of ID are:</p> <ul style="list-style-type: none"> <li>Driver’s License</li> <li>Military ID Card</li> <li>Student ID Card</li> <li>Utility Bill</li> </ul> <ul style="list-style-type: none"> <li>If New voter does not have ID, assist him or her with voting provisionally. (Follow steps listed on the next two pages.)</li> </ul>

## PROVISIONAL VOTERS (CONTINUED...)

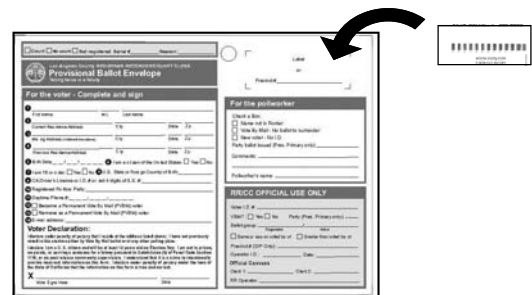
FOLLOW THE STEPS BELOW AND ON THE NEXT PAGE FOR ASSISTING PROVISIONAL VOTERS:

- 1 Complete envelope, then give to Ballot Box Clerk. Voter completes left side; Pollworker completes right.

**Note:** When completing right side, use label for precinct/serial numbers.

- 2 Remove precinct/serial number label from sheet, found in the Set-Up of Official Table Bag 1, and affix to top right of Provisional Envelope where indicated.

**Note:** Do not label envelopes in advance.



- 3 Print voter's name in the Provisional List.

**Note:** Voter does not sign this list.

- 4 Direct voter to Ballot Clerk. Issue voter a ballot and a Provisional Sleeve.

Instruct voter to fold-over ballot and place in sleeve after marking. Then, go to Ballot Box Clerk.



### IMPORTANT

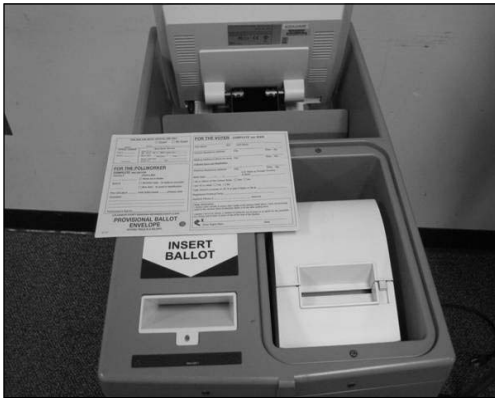
Instruct voter to fold-over ballot and place inside the Provisional Sleeve after he or she has finished marking ballot.

**PROVISIONAL VOTERS (CONTINUED...)**

**CONTINUE FOLLOWING THE STEPS BELOW FOR ASSISTING PROVISIONAL VOTERS:**

***VOTER ARRIVES AT BALLOT BOX CLERK...***

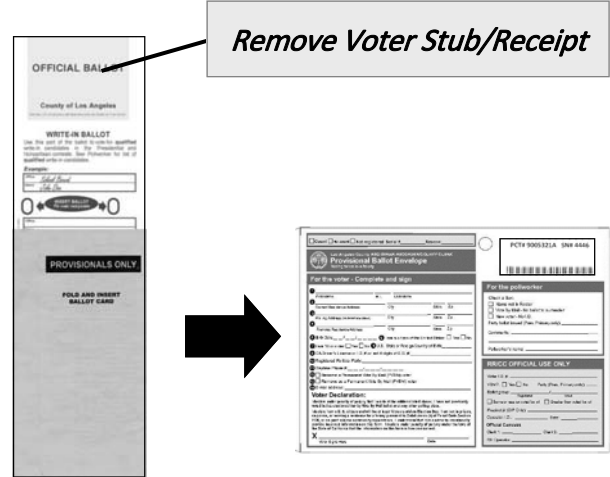
- 5 Give Ballot Box Clerk completed Provisional Envelope (unsealed).



- 6 Leave ballot inside Provisional Sleeve; remove Voter Stub/Receipt and give to voter. Then, insert Provisional Sleeve containing ballot into completed Provisional Envelope and seal envelope.

***Important Reminder: Provisional Voters' ballots are never inserted into the PBR.***

***Remove Voter Stub/Receipt***

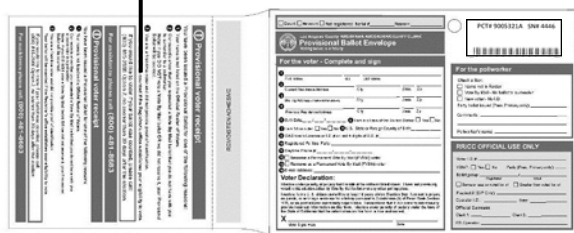


**!** **IMPORTANT**

If there are multiple Provisional Envelopes, ask voter's name to ensure that his or her ballot is placed in the correct envelope.

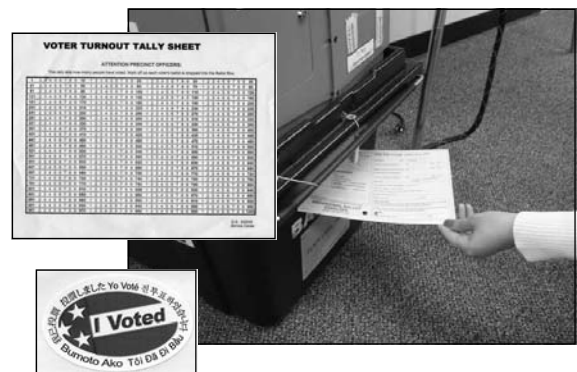
- 7 After sealing envelope, remove Provisional Receipt from Provisional Envelope and give to voter.

***Remove Provisional Receipt***



- 8 Insert sealed Provisional Envelope into slot on back of Ballot Box. Give voter "I Voted" sticker.

Then, check-off the number on the green Voter Turnout Tally Sheet.



## LINE MONITOR

### When and why the Line Monitor is necessary:

The Line Monitor is a discretionary Precinct Board position on Election Day, and only operates when a substantial line of voters has formed. Therefore, this position is only in effect as needed.

The purpose of the Line Monitor is to assist and prepare voters prior to their arriving at the Official Table. In doing so, this creates a more organized Polling Place. The Line Monitor duties are performed under these conditions:

1. A significant line of voters has formed.
2. Most of the voting booths are currently occupied.



Always refer to  
Line Monitor Job Card



### *Follow the steps below when a line has formed at your Polling Place:*

1. Greet voters and thank them for their patience while waiting in line.
2. Instruct voters waiting in line to review their Sample Ballots.
3. Allow a voter to use any Sample Ballots issued to Polling Place if he or she does not have a copy.
4. Inform voters in line that the Audio Ballot Booth (ABB) is available to all voters.
5. Offer demonstration to voters waiting in line using practice Vote Recorder and yellow Demonstration/ Emergency Ballots.
6. Inform voters, prior to entering voting booths, since there is a line to try to limit time in booth to ten (10) minutes. **Never approach voters at voting booths, unless requested by the voter.**



### IMPORTANT

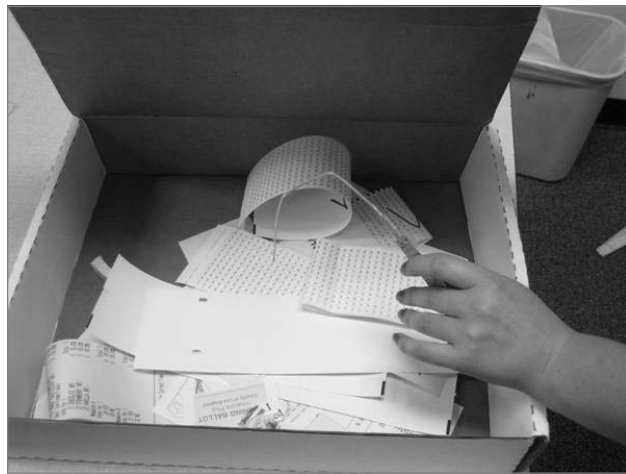
Remind voter not to write in the Sample Ballot issued to Polling Place. Any Sample Ballots which are marked or written-in should be placed in the White Box.

*End  
of  
Section*



# Section 4:

## Closing the Polls



**“The Polls are now closed!”**



### INITIAL STEPS

You should finish **no later than 9:30 p.m.** If you believe you will not be able to finish by that time, please contact your Coordinator or the Polls Section.

*Follow the steps below to begin closing:*

#### 1 8:00 p.m. — Time to Close:

Announce: ***“The Polls are now closed!”*** outside the Polling Place.

Allow voters in line by 8:00 p.m. to vote. Identify who the last voter will be. (If necessary, station a Pollworker at the end of the line.)

#### 3 Count Signatures:

Inspectors should assign one Pollworker to count signatures and **VWD** notations in the Roster.

When finished counting, enter the number on **Line 9** of the Official Ballot Statement.

**Note:** *If number does not match entry on Line 8, do only one recount. If not finished by 9:30 p.m., contact your Coordinator or the Polls Section.*

**! WHEN TO CLOSE THE POLLS**

Do not begin closing until the last voter has voted.

#### 2 Repack Supplies:

Inspectors should assign Pollworkers closing and packing duties. Begin with breaking down voting booths and the kiosk.



**🔍 COUNTING SIGNATURES**

Use space at bottom right corner to help with tabulating signatures.

A	150-375-844	[Barcode]
A	502-464-295	[Barcode]
A	522-918-255	[Barcode]
A	094-594-768	[Barcode]
A	128-471-414	[Barcode]
A	522-922-800	[Barcode]
A	387-467-242	[Barcode]
I	400-997-027	[Barcode]
TOTAL SIGNATURES:		<b>20</b>

E  
R  
S

Closing the Polls

# WHITE BOX

*Follow the steps below and on the next page for closing the White Box:*

## 4 Open the White Box:

Count the number of Voided and Unused Ballots and enter totals on the Official Ballot Statement.

- Voided Ballots on **Line 2**.
- Unused Ballots on **Line 3**.



## 5 Break Blue InkaVote Plus Cable Tie:

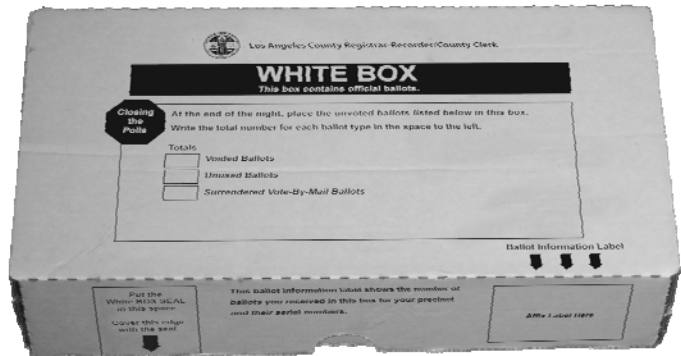
Break by twisting the flat end of the Blue InkaVote Plus Cable Tie, then place pieces in White Box.



## 6 Seal the White Box:

Always close and seal the White Box before opening the Ballot Box.

- Leave all items in the White Box.
  - Enter total number of Voided Ballots, Unused Ballots and surrendered Vote By Mail Ballots on top of the White Box.
- Note:** Do not include surrendered Vote By Mail Ballots in the count of Voided Ballots.
- Remove the White Box Seal from the supplies and complete. (See example to the right.)
  - Affix the seal over the front left edge of White Box, as shown on box.
  - Place White Box in Black Supply Tub once it's emptied.



*List beginning/ending sequential numbers of unused ballots*

*All Pollworkers should sign*

**WHITE BOX SEAL**  
Enter the unused ballot serial number range(s) below.

Beginning Serial Number	Ending Serial Number
00551	01000

The other ballots in this box are voided ballots or surrendered Vote-By-Mail ballots. Put the total of each on the lid of the box. The other items in this box do not need to be counted.

Sign below to say the ballots were put in this box in my presence and the information on this seal is true and correct.

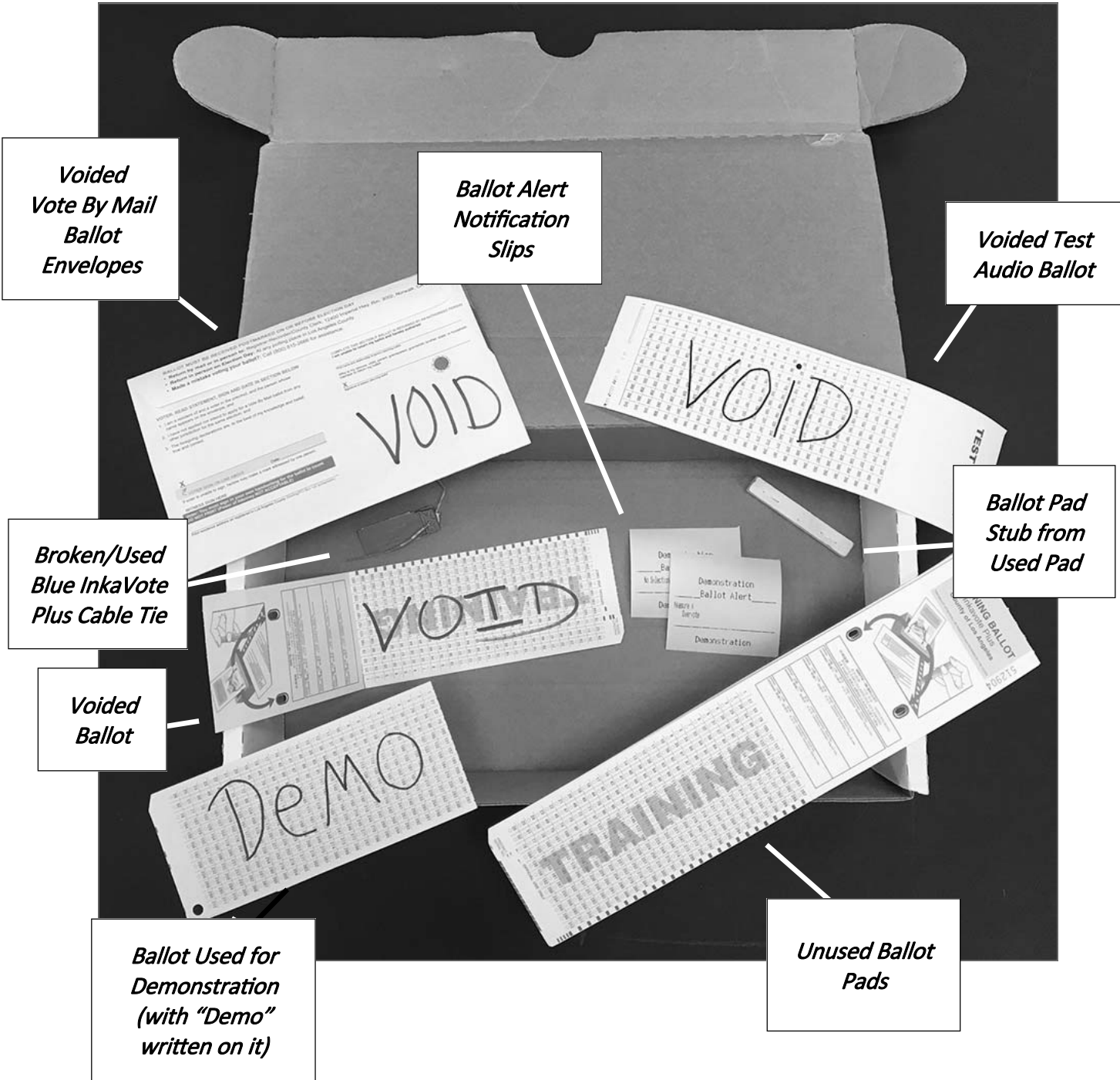
Inspector	<i>Henry B. Stanton</i>
Clerk	<i>Sylvia Johnson</i>
Clerk	<i>Susan Davis</i>
Clerk	<i>John Smith</i>

Place seal on the box where it is marked so that you cannot open the box without breaking this seal.

**WHITE BOX (CONTINUED...)**

In addition to the items shown in the picture below, any other discarded election materials should be placed in the White Box. **Never throw away any election materials.**

***What Goes In The White Box?  
(example)***

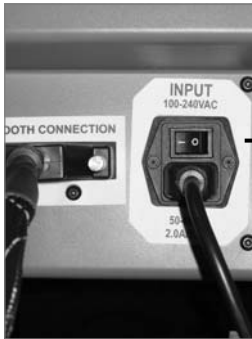


## SHUTTING-DOWN THE PRECINCT BALLOT READER (PBR)

*Follow the steps below for shutting-down the PBR:*

### 7 Turn off the PBR:

Press the power switch to turn off. Unplug the power cord from the PBR and the wall. Wind-up power cord and place behind PBR screen.



Power switch located above the power cord

### 8 Remove ABB Cable:

Unscrew the ABB cable by twisting pins to the left. Disconnect cable from PBR. Wind-up and place inside ABB.



### REMINDER: REMOVE BLUE INKAVOTE PLUS CABLE TIE

The Blue InkaVote Plus Cable Tie should already be in the White Box. (See step 5.) If it has not been removed, remove it now and place it in White Box.

### 9 Remove from Ballot Box:

Remove PBR from top of Ballot Box. Always use two Pollworkers when lifting PBR.



### 10 Cover PBR:

Place gray cover on top of PBR. (The cover was removed during set-up.)

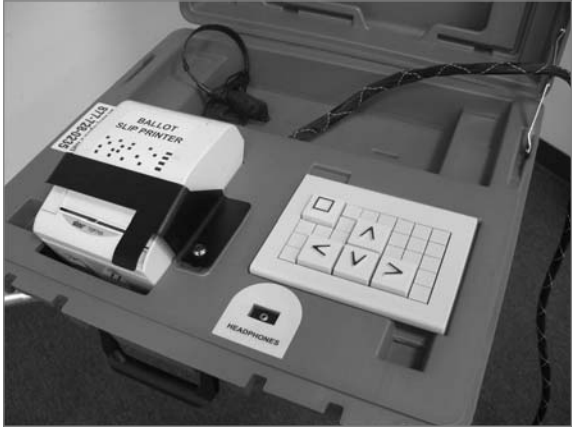


## PACKING-UP THE AUDIO BALLOT BOOTH (ABB)

*Follow the steps below for packing-up the ABB:*

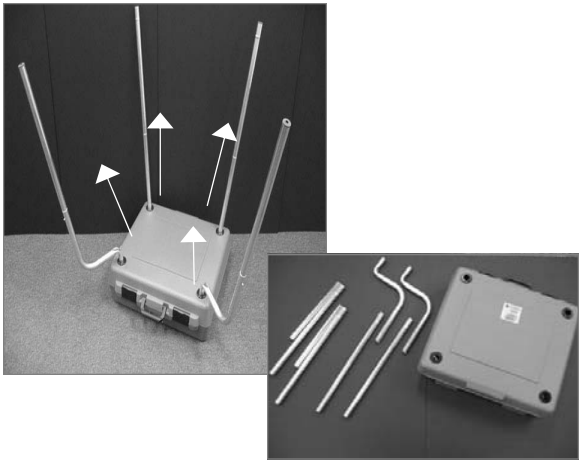
### 11 Remove Headset:

Disconnect the headset. Wind-up the headset cord and place inside ABB.



### 12 Remove ABB Legs:

Close the ABB cover. Turn unit upside-down and remove legs.



### 13 Pack ABB Legs:

Turn ABB right-side up. Disassemble the legs and place inside cover of ABB.

**Note:** A diagram is provided on the inside of the ABB cover, where the legs will be packed.



### 14 Close ABB:

Lower the ABB cover and lock it using the plastic latches located next to the handle.



# BALLOT BOX

*Follow the steps below for opening the Ballot Box:*

## 15 Break Lock:

Break the yellow Ballot Box lock by twisting and pulling. Place broken lock in Blue Supply Bag.

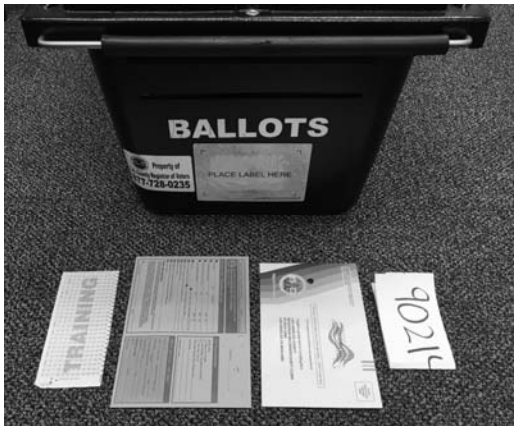
**Note:** *Two Pollworkers should open the Ballot Box.*



## 16 Empty the Ballot Box:

Remove all envelopes and ballots from the Ballot Box. Begin counting all ballots and envelopes.

Instructions on the next three pages are for counting envelopes, as well as inspecting and counting ballots.



## 17 Check for ballots in chute:

Turn the PBR on its side and reach inside chute; check for any loose ballots. The chute opening is located on the bottom of the PBR.

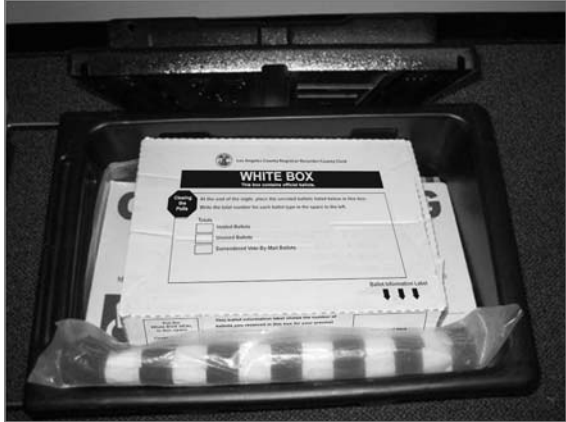
Before ballot inspection, combine with those from Ballot Box.



## 18 Begin Packing Supplies:

The Ballot Box should now be empty. (It's now called the Black Supply Tub — since it's not being used as a Ballot Box.)

Load supplies into the tub as you begin closing and packing-up.



Closing the Polls



### COUNTING PROVISIONAL ENVELOPES (PINK)

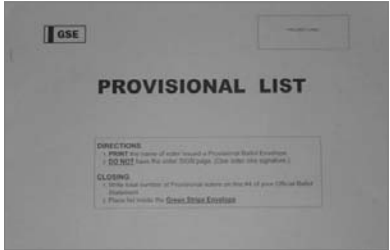
- Count all voted pink Provisional Envelopes and enter number on **Line 5** of the Official Ballot Statement.

**Important Note:** *Never open a sealed Provisional Envelope.*

- Check the pink Provisional List. The number of voted Provisional Envelopes should match the number of names listed in the Provisional List.

If any names were omitted, print them in the Provisional List **now**.

- Enter the number of Provisional Envelopes on the green Ballot Security Envelope. Place the voted Provisional Envelopes in the Ballot Security Envelope.
- Rubber band the Provisional List with the Roster of Voters and all copies of the Street Index, using the large rubber band found in the Closing Supplies Bag.



### COUNTING VOTE BY MAIL ENVELOPES

- Count all Vote By Mail Envelopes.
- Enter the number of Vote By Mail Envelopes on the green Ballot Security Envelope. Place the voted Vote By Mail Envelopes in the Ballot Security Envelope.

**Important Note:** *Never open a sealed Vote By Mail Envelope.*



Closing the Polls



### PACKING THE BALLOT SECURITY ENVELOPE

Place all pink Provisional and Vote By Mail Envelopes inside the green Ballot Security Envelope, then seal the Ballot Security Envelope.

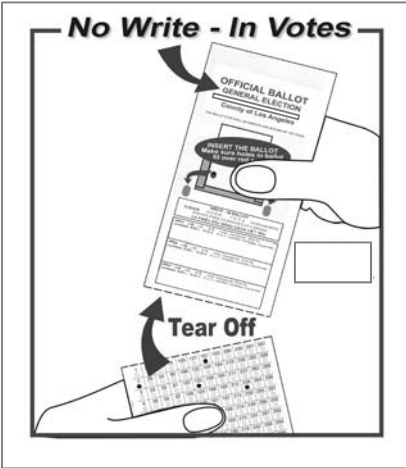
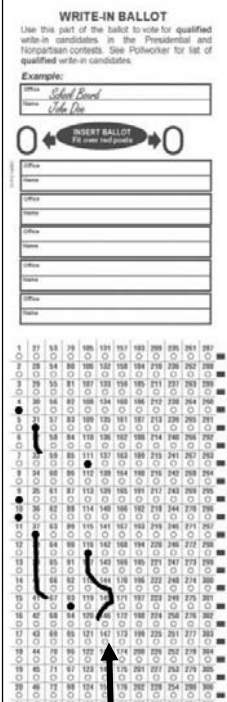
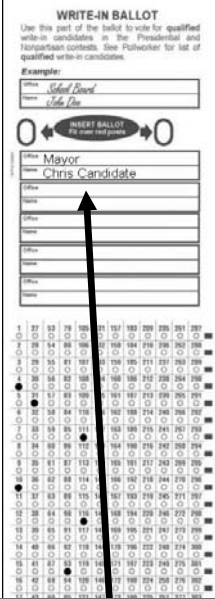


# COUNTING AND INSPECTING BALLOTS

First, count all the ballots in the Ballot Box (this includes all regular, Damaged, and Write-In Ballots). Enter the total number on **Line 4** of the Official Ballot Statement.

After counting, perform Ballot Inspection by checking for any Damaged or Write-In Ballots.

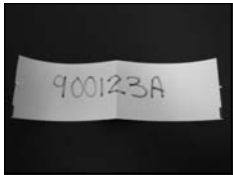
## HOW TO PERFORM BALLOT INSPECTION

REGULAR BALLOTS	DAMAGED BALLOTS	WRITE-IN BALLOTS
<p>Ballots that are not damaged and do not have Write-In Votes.</p>	<p>Ballots that have tears, creases, folds, and ink smears that go from one circle to another.</p>	<p>Ballots that have any writing on the Write-In Portion.</p>
	 <p data-bbox="656 1455 940 1612">Ink smears cause this ballot to be damaged</p>	 <p data-bbox="1110 1352 1414 1562">Writing in the Write-In Portion makes this ballot a write-in</p>
<p><b>WHAT TO DO?</b></p>	<p><b>WHAT TO DO?</b></p>	<p><b>WHAT TO DO?</b></p>
<p>Detach blank Write-In Portions and place in the clear plastic bag that reads: <i>“Please place blank Write-In Stubs in this bag.”</i> Only detach if blank!</p>	<p>Leave Write-In Portion folded over and attached, then set aside in a pile.</p>	<p>Leave Write-In Portion folded over and attached, then set aside in a pile.</p>

### COUNTING AUDIO BALLOTS

- Count the **Audio Ballots** (if any). Enter total number on **Line 7** of the Official Ballot Statement.

- Write the precinct number on **back** of all Audio Ballots.




- Fold Audio Ballots so they can be packed into the Red Box.



**!** **IMPORTANT**

Once you have counted and inspected all ballots, pack them in the Red Box.

Instructions for packing the Red Box are provided on pages 71 - 72.



# COMPLETING THE OFFICIAL BALLOT STATEMENT

Complete the **entire** Official Ballot Statement. All Pollworkers must sign at bottom.

- **Yellow Copy:** Place this copy inside yellow mailing envelope, found inside Closing Supplies Bag. A Clerk should mail.
- **Red/White Copy:** Place this copy inside the Red Box.

Closing the Polls

NCR FORM/CARBON COPIES - AVOID STRAY MARKS!!

**IF YOU HAVE NOT COMPLETED CLOSING PROCEDURES BY 9:30 PM - CALL YOUR COORDINATOR.**

## OFFICIAL BALLOT STATEMENT

**RED AND WHITE COPY (TOP) –**  
Remove and put in Red Box.

**YELLOW COPY (MIDDLE) –**  
Remove and put in return-addressed "Yellow Envelope" and drop in Mailbox.

PRECINCT LABEL

<p>1. <b>TOTAL BALLOTS RECEIVED</b> <i>-See White Box Label-</i></p> <p>2. <b>NUMBER OF VOIDED BALLOTS</b> <i>-Place in White Box-</i></p> <p>3. <b>NUMBER OF UNUSED BALLOTS</b> <i>-Place in White Box-</i></p> <p>4. <b>NUMBER OF VOTED BALLOTS</b> <i>-Place in Red Box -</i></p> <p>5. <b>NUMBER OF PROVISIONALLY VOTED BALLOTS</b> <i>-Place in Ballot Security Envelope -</i></p> <p>6. <b>TOTAL (add # 2 + # 3 + # 4 + # 5)</b> <i>-Should Agree with # 1-</i></p> <p>7. <b>NUMBER OF AUDIO BALLOTS</b> <i>-Place in Red Box -</i></p> <p>8. <b>TOTAL (add # 4 + # 7)</b></p> <p>9. <b>NUMBER OF SIGNATURES IN ROSTER</b> <i>-Should Agree with # 8-</i></p>	<p>1. <input style="width: 50px;" type="text"/></p> <p>2. <input style="width: 50px;" type="text"/></p> <p>3. <input style="width: 50px;" type="text"/></p> <p>4. <input style="width: 50px;" type="text"/></p> <p>5. <input style="width: 50px;" type="text"/></p> <p>6. <input style="width: 50px;" type="text"/></p> <p>7. <input style="width: 50px;" type="text"/></p> <p>8. <input style="width: 50px;" type="text"/></p> <p>9. <input style="width: 50px;" type="text"/></p>
---	---

INSPECTOR \_\_\_\_\_ CLERK \_\_\_\_\_

CLERK \_\_\_\_\_ CLERK \_\_\_\_\_

**Line 1 — Total Ballots:**  
This was entered after verifying your election supplies.

**Line 2 — Voided Ballots:**  
Enter the number of Voided Ballots; do not include ballots used for demonstration marked "Demo."  
**Do not include voided Vote By Mail Ballots or Test Audio Ballot.**

**Line 3 — Unused Ballots:**  
Enter total number of Unused Ballots. They should still be attached to pads.

**Line 4 — Voted Ballots:**  
Enter the total number of regular, Damaged, and Write-In Ballots, but not Audio Ballots.

**Line 5 — Provisional:**  
Enter the number of voted pink Provisional Envelopes.

**Line 6 — Add the Lines:**  
Add lines 2 through 5, and enter the total. Should equal Line 1.

**Line 7 — Audio Ballots:**  
Enter the number of voted Audio Ballots.

**Line 8 — Add 4 and 7:**  
Enter the total of Lines 4 and 7.

**Line 9 — Signatures:**  
Enter the number of signatures from the Roster of Voters, blue Supplemental Roster Page(s), and VWD notations. Should match Line 8. If not, do only one recount.

We hereby certify that all voters whose signatures appear in the Roster of Voters for this precinct voted, except for those who signed the Roster, failed to vote or were challenged and denied the right to vote.

We further certify that the total number of official ballots received, voided, unused, provisionally voted, and voted are indicated on this Official Ballot Statement.

We further certify that the Assisted Voters List, Challenge List and Provisional List show complete list of all voters assisted, challenged or who have voted provisionally.

**!**

**IMPORTANT**

All Pollworkers must sign at the bottom of the Official Ballot Statement

# Section 5:

## Packing and Delivering Ballots and Supplies





## RED BOX

*See next page for an illustration of packing the Red Box*



Starting from the bottom, pack the Red Box with the following:

1. Regular ballots are placed in the Red Box **first**. (This means they will be at the **bottom** of the box.) Line-up corner cuts.
2. Write-In Ballots with the **Write-In Portion attached** and folded over (if any).
3. Damaged Ballots with the **Write-In Portion attached** and folded over (if any).
4. Audio Ballots folded with the **precinct number written on back** (if any).
5. ROV Card — this card is found inside the Red Box.
6. Precinct Ballot Log — this card is found inside the Red Box.  
***Important Note:*** *Do not mark on the Precinct Ballot Log!*
7. The top, **red/white copy** of the Official Ballot Statement.

Before closing the Red Box, double-check that all voted ballots have been placed inside. **Vote By Mail and Provisional Envelopes do not go in the Red Box.**

### Seal The Red Box:

Remove the Red Box Seal from the Closing Supplies Bag and attach to side, pulling tightly across the bottom of the box, from one side to the other. The seal should be affixed along the bottom and should prevent the Red Box from being opened.



### KEEP RED BOX SEPARATE

Do not pack the Red Box inside the Black Supply Tub.  
Keep it separate from your supplies.

### RED BOX SEAL

#### STOP BY 9:30 PM!

- Pack supplies and deliver to Check-In-Center quickly.
- A delay impacts ballot counting.

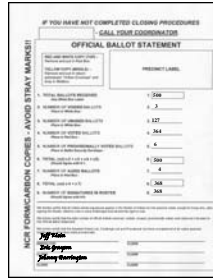
#### BALLOT CARDS - IF FOUND, IMMEDIATELY CALL

REGISTRAR-RECORDER/COUNTY CLERK  
COUNTY OF LOS ANGELES  
Polls Section  
(562) 462-2596

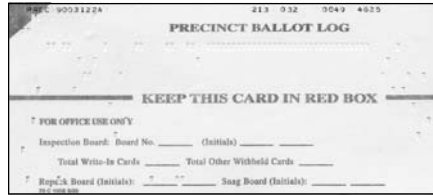
You may call collect.

RED BOX (CONTINUED...)

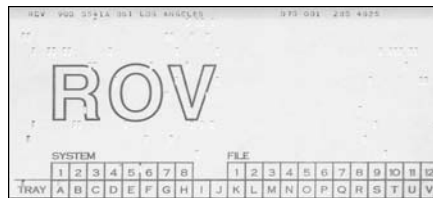
Red/White Copy of the Official  
Ballot Statement  
(on top)



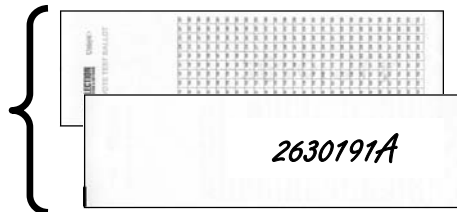
Precinct Ballot Log  
(do not mark)



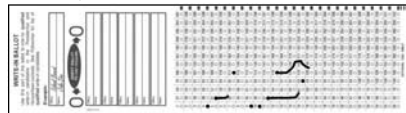
ROV Card



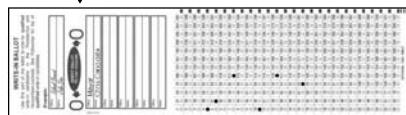
Audio Ballots with  
precinct number  
written on back  
(if any)



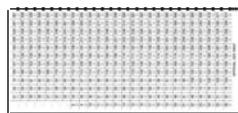
Damaged Ballots folded over  
(if any)



Write-In Ballots folded over  
(if any)



Regular Ballots  
(on bottom)





## GREEN STRIPE ENVELOPE (GSE)



### USE THE CHECKLIST BELOW FOR PACKING THE GREEN STRIPE ENVELOPE

- Roster of Voters, Street Index (all copies), and Provisional List **rubber banded together** using the large rubber band found inside the Closing Supplies Bag
- Stipend Card Envelope
- Poll Safety Inspection Card
- Certification of VWD Card (from Curbside Voting), if any
- Assisted Voters Tally Card
- “Stop We Need You” page
- Unsigned Ballot Statements, if any



Items that are placed in the clear Green Stripe Envelope will have a GSE logo.

### Seal the Green Stripe Envelope



### KEEP GSE, BSE, AND RED BOX SEPARATE



Do not place Green Stripe Envelope (GSE), Ballot Security Envelope (BSE), or Red Box inside the Black Supply Tub!

Travel to the Check-In-Center (CIC) with these items in the front seat of your vehicle.

## ZERO REPORT, BALLOT HEADER CARD, AND INKAVOTE PLUS MATERIALS



### USE THE CHECKLIST BELOW FOR PACKING THE INKAVOTE PLUS MATERIALS

- Zero Report (signed and time entered) — leave inside envelope behind PBR screen
- Ballot Header Card — leave inside envelope behind PBR screen  
***Note:** Do not seal the envelope left behind PBR screen.*
- Power Cord — place behind PBR screen
- Gray Cover — place on PBR
- ABB Legs — place inside ABB
- ABB Headset — place inside ABB



## VOTE RECORDERS AND VOTING BOOTHS

USE THE CHECKLIST BELOW FOR PACKING VOTE RECORDERS AND VOTING BOOTHS

- Vote Recorders — pack into their original box  
*Note: Pack the practice Vote Recorder into the Black Supply Tub.*
- Voting Booths — pack into the brown cardboard “pizza boxes,” along with the lights
- Voters with Disabilities Booth — pack legs and extensions back into its aluminum case

## KIOSK

USE THE CHECKLIST BELOW FOR PACKING THE KIOSK

- Pack kiosk back into kiosk container (Do not discard kiosk!)
- Return plastic clips to Blue Supply Bag



## BLACK SUPPLY TUB

USE THE CHECKLIST BELOW FOR PACKING SUPPLIES INTO THE BLACK SUPPLY TUB

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> White Box</li> <li><input type="checkbox"/> Adjacent Precinct Map</li> <li><input type="checkbox"/> Provisional Supply Kit with Unused Provisional Supplies (including precinct/serial number labels)</li> <li><input type="checkbox"/> Multilingual Translations of Vote By Mail Envelopes</li> <li><input type="checkbox"/> Multilingual Audio Ballot Point To Card</li> <li><input type="checkbox"/> “We Speak” Language Signs</li> <li><input type="checkbox"/> Curbside Voting Procedures Packet</li> <li><input type="checkbox"/> All Signs Placed Outside Polling Place</li> <li><input type="checkbox"/> Voter Turnout Tally Sheet</li> <li><input type="checkbox"/> Plastic bag with blank Write-In Stubs</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Voter Registration Forms</li> <li><input type="checkbox"/> Voter information pamphlets/booklets</li> <li><input type="checkbox"/> Sample Ballots (English and Multilingual)</li> <li><input type="checkbox"/> Blue Supply Bag (containing door stop, dexterity ball, magnifier, etc.)</li> <li><input type="checkbox"/> Practice Vote Recorder and Demonstration/Emergency Ballots</li> <li><input type="checkbox"/> Cell Phone and Charger (after calling Coordinator)</li> <li><input type="checkbox"/> Curbside Voting Sign <b><u>and wire stake</u></b></li> <li><input type="checkbox"/> American Flag</li> <li><input type="checkbox"/> Extension cords</li> <li><input type="checkbox"/> Clipboard</li> </ul> |
|---|--|

After packing everything into the Black Supply Tub, lock the tub with a yellow Ballot Box lock.

## CLEANING-UP THE POLLING PLACE

Please pick-up any trash and personal items and leave the Polling Place clean so we may be invited back. Leaving a messy or unclean Polling Place may result in no longer having your location in the future.



**Remember: Never throw election materials in the trash.**



### IMPORTANT

If you do not believe you will be able to close by 9:30 p.m., contact your Coordinator or the Polls Section immediately.

## DELIVERING SUPPLIES TO THE CHECK-IN-CENTER (CIC)

The map to your CIC is found in the Closing Supplies Bag.

Deliver the following items to the CIC:

- Sealed Red Box
- Sealed Green Stripe Envelope
- Sealed Ballot Security Envelope
- Locked Black Supply Tub
- Vote Recorder Case
- Voting Booths
- Kiosk
- Precinct Ballot Reader (PBR) and Audio Ballot Booth (ABB)



Per *California Election Code*, the Inspector **and** a Clerk **must** travel together to the CIC. Arrive in the same vehicle to alleviate any traffic problems. Please do not exit the vehicle. CIC staff will unload your supplies.

### THANK YOU!

Thank you for all your hard work!  
You are the reason for a successful election.

We look forward to seeing you again!

*End  
of  
Section*

# Section 6: Miscellaneous Information





## Glossary of Terms

**312 Position Ballot** — The type of ballot used for this election. It utilizes a Vote Recorder with an attached marker to mark selections. All candidates and/or issues are listed on a booklet attached to the Vote Recorder.

**ABB** — Abbreviation for Audio Ballot Booth.

**Adjacent Precinct Map** — A map of the precinct's boundaries with addresses and locations of Polling Places in neighboring precincts.

**Audio Ballot** — The ballot printed by the Audio Ballot Booth (ABB). After a voter has finished using the ABB, the attached printer will print the Audio Ballot. During closing, Pollworkers are instructed to write the precinct number on the back prior to packing into the Red Box.

**Audio Ballot Booth (ABB)** — Sometimes abbreviated as ABB. A voting booth available to all voters that allows individuals to listen to their ballot audibly through a headset and make selections using an attached keypad. Once a voter has finished, the ABB printer prints his or her ballot. Typically, voters who are visually impaired or those who require multilingual assistance will use the ABB.

**Ballot Alert** — This message will appear on the PBR screen when a voter inserts a ballot that either contains an Overvote or is a Blank Ballot.

**Ballot Alert Notification Slip** — A paper slip that prints from the PBR printer when a Ballot Alert occurs. This slip informs voters of the ballot error. Place Ballot Alert Notification Slips in the White Box when a voter has finished reviewing it.

**Ballot Box** — Large box that sits underneath the PBR and secures ballots. Ballot Boxes should remain locked with a yellow Ballot Box lock during the election. The Black Supply Tub becomes the Ballot Box once all supplies are emptied.

**Ballot Header Card** — Used to initiate the PBR during set-up. After initiating the PBR, the card is placed in the white envelope behind the PBR screen.

**Ballot Reader Slot** — The yellow slot on top of the PBR where the Ballot Header Card and ballots are inserted. This slot should face voters as they approach the PBR.

**Ballot Security Envelope** — A bright green envelope used during closing that stores Provisional and Vote By Mail Envelopes. The Ballot Security Envelope is kept separate from the rest of the supplies when delivering them to the CIC.

**Black Supply Tub** — A large black tub that stores many of the precinct's supplies. During set-up, this tub is emptied and it becomes the Ballot Box. At closing, ballots are removed and supplies packed back inside.

**Blank Ballot** — The term used for a ballot that is completely blank. The PBR will indicate Ballot Alert and print a Ballot Alert Notification Slip when a voter inserts a Blank Ballot.

**Blue InkaVote Plus Cable Tie** — Used to secure the PBR to the Ballot Box during set-up.

- Blue Supply Bag** — Stores pens, dexterity ball, magnifier, and other supplies.
- Board Members** — Refers to all the Pollworkers assigned to one Polling Place.
- Check-In-Center (CIC)** — The location where supplies are delivered after Pollworkers have closed their Polling Place. Two Pollworkers should travel to the CIC when dropping-off supplies.
- CIC** — Abbreviation for Check-In-Center.
- Curbside Voter** — A voter who utilizes the Curbside Voting option at a Polling Place.
- Curbside Voting** — A type of assistance provided to voters outside the Polling Place when a voter is unable to go inside the room where voting is taking place. Usually, Voters with Specific Needs will utilize this form of assistance.
- Damaged Ballot** — Ballots that have tears, creases, folds, and ink smears that go from one circle to another.
- Demonstration/Emergency Ballot** — A yellow ballot used when demonstrating how to use the Vote Recorder. In case of certain ballot emergencies, the Demonstration/Emergency Ballot may be used in place of a voter's ballot.
- Green Stripe Envelope (GSE)** — Large clear bag with a green stripe. At closing, the GSE stores specific items that are returned to the CIC along with the other precinct supplies.
- GSE** — Abbreviation for Green Stripe Envelope.
- InkaVote Plus** — The method of voting used in Los Angeles County, which utilizes a Vote Recorder, Precinct Ballot Reader (PBR), and Audio Ballot Booth (ABB).
- Line Monitor** — An optional Pollworker position that helps manage lines at the Polling Place.
- List Of Qualified Write-In Candidates** — A list containing official Write-In Candidates for a specific election. This list should be placed on the Official Table for voter reference.
- Multilingual** — The term used to describe materials and other items which are offered in languages other than English.
- Multiple Polling Place** — A location that contains two precincts. These two precincts may be in the same room or different rooms at that location. Not every election features Multiple Polling Places.
- Neighborhood Voting Center (NVC)** — A Polling Place that contains up to four precincts in the same room. Not every election features Neighborhood Voting Centers.
- “Not Connected” (audio status message)** — Displayed on the PBR screen when the ABB is not properly connected and, therefore, will not function.
- Official Ballot Statement** — A triplicate form on the front of the Roster of Voters, which is completed during closing. The red/white copy is removed and placed in the Red Box, along with the ballots. The yellow copy is removed and placed in the yellow mailing envelope. The third copy remains attached to the Roster.



**Overvote** — Occurs when the voter has made more selections for a contest than he or she is allowed. (For example, a voter is allowed one selection, but marks two or more.) An Overvoted contest will not count, but all other contests on the ballot that are correctly voted will count.

**PBR** — Abbreviation for Precinct Ballot Reader.

**Poll Safety Inspection Card** — Completed by the Inspector during set-up. The Inspector surveys the Polling Place and its immediate physical surroundings and fills-out the card accordingly. Once the card is complete, the Inspector places it in the GSE.

**Poll Watcher** — An individual who is not a voter or agent of the Registrar Recorder/County Clerk (RR/CC) who visits and/or remains at a Polling Place. These individuals are usually members of an organization or political campaign, but may also be independent voters. Sometimes referred to as observers.

**Precinct Ballot Log** — A card found inside the Red Box. This card is left inside the Red Box when packing the Red Box.

**Precinct Ballot Reader (PBR)** — Sometimes abbreviated as PBR. A device that sits on top of the Ballot Box and checks voter inserted ballots for errors, either an Overvote or a Blank Ballot.

**Provisional Envelope** — A pink envelope used for Provisional Voters. The front of the envelope is completed by both a Pollworker and a Provisional Voter. Once a Provisional Voter has finished marking his or her ballot, it is placed inside a Provisional Sleeve and then placed inside this envelope.

**Provisional List** — A pink-covered booklet that is used to list the names of all Provisional Voters.

**Provisional Receipt** — A pink receipt given to Provisional Voters that lists an “800” number where they can call and find out if their ballot was counted. The receipt is detached from the Provisional Envelope and given to the voter after they have finished voting.

**Provisional Sleeve** — Provisional Voters place their ballot inside this sleeve once they have finished marking the ballot. The Provisional Sleeve helps the Ballot Box Clerk with identifying Provisional Voters.

**Provisional Voter** — A voter who votes provisionally on Election Day.

**Provisional Voting** — Ensures that no properly registered voter is denied his or her right to cast a ballot if that voter’s name is not on the Roster of Voters due to clerical, processing, computer, or other error. Also, it allows the Registrar-Recorder/County Clerk (RR/CC) the ability to verify that no voter votes twice, either intentionally or inadvertently, in a given election.

**Red Box** — Stores voted ballots and other items. This box is packed during closing and transported to the CIC when delivering ballots and supplies. This box should be kept separate from the other supplies.

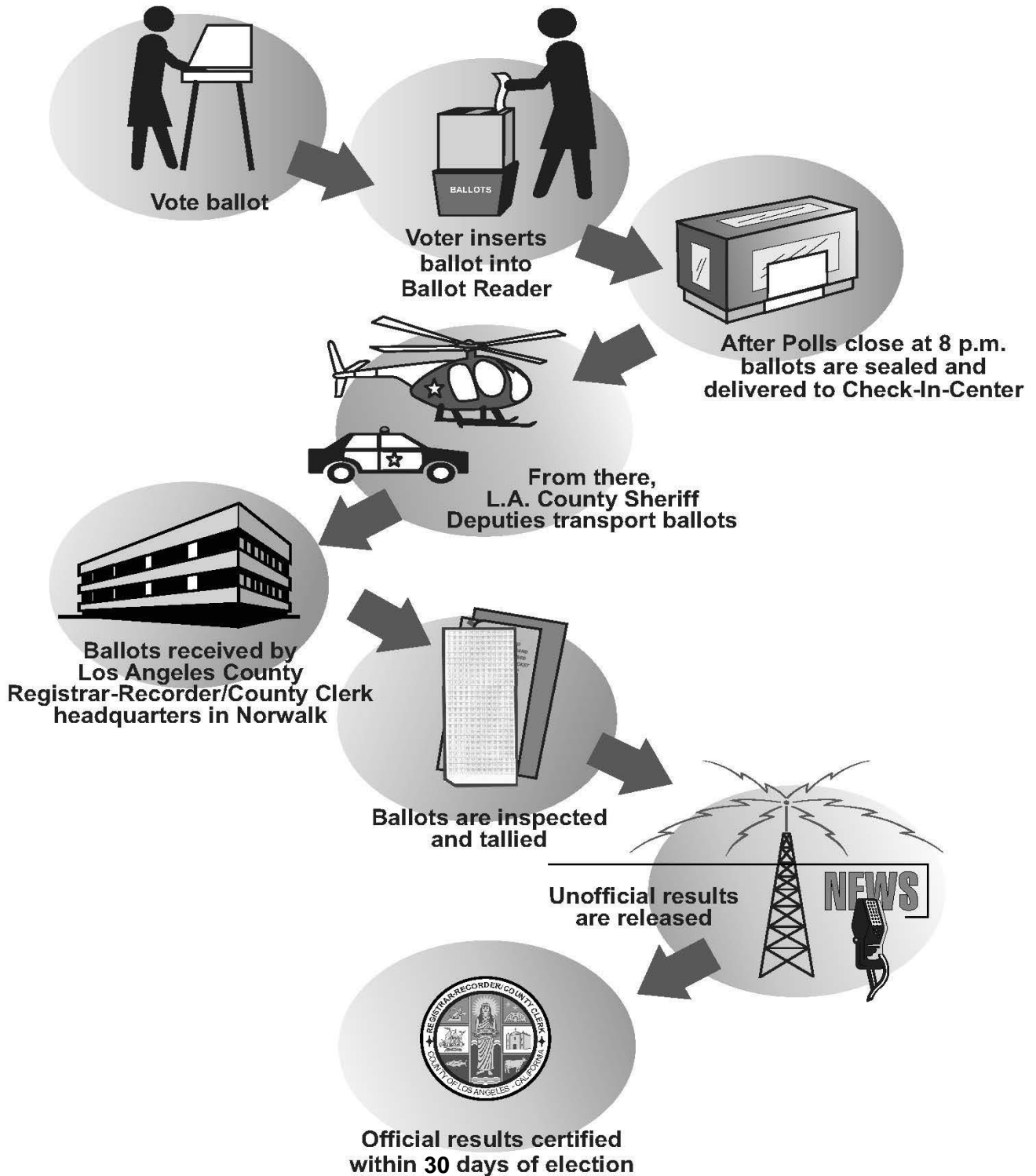
**Red Box Seal** — The seal used to secure the Red Box after all ballots and other appropriate items have been packed inside.

- Roster Of Voters** — A large booklet that contains an alphabetical listing of all voters registered to vote at a precinct. It also contains other pages relating to the operation of the Polling Place.
- ROV Card** — A card found inside the Red Box. This card is left inside the Red Box when packing the Red Box.
- RR/CC** — Abbreviation for Registrar-Recorder/County Clerk.
- Sample Ballot** — A booklet issued to a voter prior to Election Day that lists all ballot contests he or she is eligible to vote for. Several additional Sample Ballots are provided with precinct-issued supplies and, in some cases, Multilingual Sample Ballots are included as well.
- Supplemental Roster Page(s)** — A blue page(s) that lists voters who registered to vote after the Roster of Voters has been printed. Inspectors receive this list a few days before Election Day and are instructed to attach it to the back inside cover of the Roster.
- Stipend Card** — A form found on the back of Pollworkers' Appointment Notice that must be completed and given to the Inspector on Election Day. This item allows Pollworkers' stipends to be processed and awarded in a timely manner.
- Street Index** — A large booklet that contains a listing of all voters registered to vote at a precinct in address order. Additionally, the cover lists the streets and number range of all streets within the precinct.
- Test Audio Ballot** — A blank Audio Ballot that prints from the ABB Printer during set-up and indicates that the ABB is properly connected.
- Voided Ballot** — A ballot that has been voted incorrectly or returned, for any reason, by a voter (including when a voter has Overvoted his or her ballot and requests a new one). Voided Ballots are placed in the White Box and identified with "Void" written on the front. Voters may be issued up to three ballots.
- VBM** — Abbreviation for Vote By Mail.
- "VBM Issued" (notation in Roster)** — This notation is printed in the signature line of the Roster of Voters to identify voters who requested to Vote By Mail.
- Vote By Mail (VBM)** — The method of voting for voters who request to receive their ballot by mail, and then return either by mail or by dropping off at a Polling Place on Election Day.
- Vote By Mail (VBM) Voter** — A voter who votes with a Vote By Mail Ballot.
- Vote By Mail (VBM) Ballot Envelope** — An envelope used to return a Vote By Mail Ballot. All VBM Voters are issued a pre-printed envelope. In the event a voter loses his or her VBM Envelope, he or she may receive a replacement envelope at any Polling Place. Voters must sign the VBM Envelope when returning ballot by mail or dropping off at any Polling Place. If a replacement envelope is used, VBM Voters must print name and address, in addition to signing.
- Vote Recorder** — The device used in this election that uses an attached ink marker to fill in circles on a paper ballot. Voters view contests on pages of a booklet that is also attached to the device.

- Voter Stub/Receipt** — The top part of the ballot. This stub/receipt is removed by the Ballot Box Clerk prior to a voter inserting his or her ballot into the PBR. This stub/receipt is also removed prior to sealing a voter's ballot inside a Provisional Envelope. Voters keep the Voter Stub/Receipt.
- Voters with Specific Needs** — The term used to describe voters who have disabilities and may require additional assistance. Formerly called Voters with Disabilities.
- VWD** — Abbreviation for Voters with Disabilities. VWD is also marked in the Roster in place of a signature for Curbside Voters.
- White Box** — Stores Voided Ballots, Unused Ballots, Ballot Alert Notification Slips, and other discarded election materials. This box is sealed at the very beginning of closing (before opening the Ballot Box) and packed into the Black Supply Tub.
- White Box Seal** — The seal used to secure the White Box after all Voided Ballots and other appropriate items have been packed inside.
- Write-In Portion** — The part of the ballot between the Voter Stub/Receipt and the circles. Voters wishing to enter a Write-In Vote would do so here.
- Write-In Vote** — A vote for a candidate that is written in by the voter because that candidate does not appear on the pages of the Vote Recorder. Write-In Votes are entered on the Write-In Portion of the ballot.
- Zero Report** — A report generated by the PBR after the Ballot Header Card is inserted. It should show all zeros which means the PBR has not been previously used for that election.



# Los Angeles County Registrar-Recorder/County Clerk Ballot flow chart



Sample

Appendix A:

This is a sample of a Roster Page. It will be used in your training class.



- VOTER STATUS**
- A = Active
  - I = Inactive
  - N = New Voter
  - A-B = Active, Birthdate Required
  - I-B = Inactive, Birthdate Required
- Sign Roster, Issue Ballot
  - Must take Inactive Voter Oath below, Sign Roster, Issue Ballot
  - Must show ID, Sign Roster, Issue Ballot OR if no ID, Vote Provisional Ballot
  - Sign Roster, write Date of Birth next to signature, Issue Ballot
  - Sign Roster, write Date of Birth next to signature, Issue Ballot

PRECINCT: 235-0024A

BG: 173 CIC: 205-007 PAGE: 1

# NT	VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	# NT	VOTER ID
1	A AARON BROCK	844 JONES LN			026-722-123
2	A AARON CHRISTINE	812 JONES LN			523-572-456
3	I-B AARON HILDA	496 PALM DR			380-028-789
4	A ABBOT ROSS	542 PALM DR			523-564-123
5	I ABBOT SARA	325 JONES LN			536-837-456
6	A ABBOT STEVE	3245 AFTON ST			942-854-456
7	A ABBOT TED	854 JONES LN			128-513-789
8	A-B ADAMS EILEEN	489 HELEN LN			134-500-123
9	A ALLEN WILLY	783 PALM DR	VBM BALLOT ISSUED		365-551-456
10	A ALSTON JANE	424 LONE PINE LN			012-577-789
11	I-B ALSTON KYLE	424 LONE PINE LN			472-582-123
12	A AMANDA JONES	854 JONES LN			523-742-456
13	N ANDERSON CASEY	421 JONES LN			000-155-789
14	A ANDERSON DALIA	458 CLARK CT			523-511-123
15	A ANDERSON JOHN	588 JONES LN			350-372-456
16	I ANDERSON JOSE	458 CLARK CT			296-350-789
17	A ANDERSON VIOLETTE	858 JONES LN			523-707-123
18	A ANTHONY SANDRA	898 PALM DR			236-050-456
19	A ARMAND RAY	415 ORCHARD LN	VBM		407-494-789
20	N ARTHUR ANTHONY	458 PALM DR			365-633-123
21	A ARTHUR DAISY	236 JONES LN			523-139-456
22	A ARTHUR DALE	245 PALM DR			536-837-789
23	A-B ARTHUR HARRY	456 JONES LN			942-854-123
24	I ARTHUR MARY	264 PALM DR			128-513-456
25	N ARTHUR PAMELA	420 PALM DR			134-500-789

" I AM A REGISTERED VOTER IN THIS PRECINCT AND CONTINUE TO RESIDE AT THE REGISTERED ADDRESS SHOWN."  
 I = INACTIVE VOTER OATH: " I swear (or affirm) under penalty of perjury that I am a registered voter in this precinct and continue to reside at the registered address shown."  
 WARNING: It is a crime punishable by imprisonment in the state prison or in county jail for any one to fraudulently vote, 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 SEC. 187560)."

TOTAL SIGNATURES: \_\_\_\_\_

### Appendix B:

*This is a sample of a Street Index Page.  
It will be used in your training class.*

LOS ANGELES COUNTY, CALIFORNIA. This index shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14251 of the Elections Code. Any person who removes, tears, marks or otherwise defaces this index with the intent to falsify or prevent others from readily ascertaining the name, address or political affiliation of any voter, or the fact a voter has or has not voted is guilty of a misdemeanor.

ELECTION PRECINCT 3550029A		BALLOT GROUP 147		018 PAGE 1		CTC 291		SERIAL # 0487 RTE 032 STP	
PICO RIVERA						*** CHECK-IN-CENTER ORDER			
STREET NO	LAST NAME	FIRST NAME	PHONE	STREET NO	LAST NAME	FIRST NAME	PHONE	STREET NO	LAST NAME
*****				*****				*****	
LITTLETON PL				NORMANDIE AV				*****	
*****				*****				*****	
412	PADSEY	SELINA	322-930-3094	02				01	
418	FUJI	STEPHANIE	322-834-9067	03				02	
422	WALKER	LILLY	322-555-0698	04	309	HYDE	322-555-3097	03	
434	PUERTO	MARY	322-555-3646	05	310	ATTIM	322-209-9315	04	
436	BRODERICK	MS LISA	322-555-0604	06	312	CHATTON	322-555-4584	05	
440	BISON	DESHAN	322-555-2096	07	313	DAVISON	322-555-5555	06	
440	HARTMAN	BRANDI	322-555-1249	08	314	GEOPHILES	322-555-3094	07	
442	SCOTLAND	MRS TIFFANY	322-555-3097	09	315	RAYMON	322-555-9065	08	
442	ROGERS	AMANDO	322-209-9312	10	316	DAVISON	322-555-0694	09	
454	THARP	MILLIE	322-555-4582	11	318	WILL	322-555-5892	10	
458	JOHNSON	CANDY	322-555-5558	12	318	BAID	322-555-0606	11	
462	VONS	LUCY	322-555-3095	13	320	WILLIAMS	322-555-2096	12	
462	CARTER	AMANDA	322-555-9062	14	320	CLARKSON	322-555-5578	13	
464	CARTER	MR CARL	322-555-0693	15	320	COPPER	322-555-3099	14	
466	BEST	LU	322-555-5893	16	414	HANDY	322-209-9315	15	
466	ALLEN	ALIEEN	322-555-0604	17	414	WILLIS	322-555-9068	16	
466	PASTOR	FRAN	322-555-2095	18	416	WOK	322-555-0693	17	
466	PRICE	MR EARL	322-555-5576	19	418	BROOKSHIRE	322-555-5896	18	
466	PRICE	MRS LISA	322-555-3094	20	420	TALL	322-555-0602	19	
468	WEST	SHANE	322-209-9316	21	426	ROSE	322-555-2092	20	
468	BLACK	MARGARET	322-555-4582	22	501	GREEN	322-209-9314	21	
*****				23	506	HARDY	322-555-4584	22	
LONE PINE LN				24	506	PERKY	322-555-4585	23	
*****				25	510	STEPS	322-555-8989	24	
*****				26	512	CANNON	322-555-3096	25	
409	YORK	ETHEL	322-209-9316	27				26	
409	BROWN	ALLY	322-555-4589	28	ORCHARD LN			27	
417	BROWN	MR CHAZ	322-555-4583	29	*****			28	
417	FIN	PAT	322-555-8984	30	307	SOUP	322-555-0601	29	
417	FIN	RANDY	322-555-3092	31	307	SOUP	322-555-2092	30	
417	PITTM	EVE	322-555-9066	32	311	MC CARTER	322-555-1244	31	
421	LOBP	MARY	322-555-0692	33	311	MC NIGHT	322-555-3095	32	
422	RODRIGUEZ	MARIA	322-555-5891	34	317	BRAINS	322-209-9311	33	
424	COLLIE	MR LARRY	322-555-0601	35	317	ROY	322-555-4581	34	
424	ALSTON	MS KAY	322-555-2091	36	319	TUCK	322-555-5559	35	
424	ALSTON	JOHN	322-555-5572	37	319	ERKUL	322-555-3097	36	
436	BELL	CHRISTY	322-555-3091	38	321	WUKKUE	322-555-9068	37	
				39	415	ARMAND	322-555-0698	38	
								39	



## Appendix D:

### Working with Voters with Specific Needs



- **Use common sense.** Remember, a voter is a person first, the disability comes second.
- **Avoid being patronizing.** Show the voter the same courtesy and respect you expect to receive from others.
- **Be considerate and patient.** Try to anticipate what the voter’s needs might be, offering assistance if needed. Be patient if he or she needs more time to communicate or accomplish a task.
- **Communicate with the voter.** Some Voters with Specific Needs may have an assistant or companion with them. Look at and speak directly to him or her, rather than the assistant.
- **Post signs.** This will assist Voters with Specific Needs to find the most accessible way to get to the room where the voting is being held.

<i>Working with voters who are blind or visually impaired:</i>	<i>Working with voters with speech/hearing impairments:</i>	<i>Working with voters with limited mobility:</i>
<ul style="list-style-type: none"> <li>● <b>Identify yourself as a Pollworker.</b> Do this as soon as you come in contact with the voter. Offer your arm, rather than taking the voter’s arm when assisting. Help the voter avoid obstacles in the path of travel by being specific when giving verbal directions.</li> <li>● <b>If the voter has a service animal, walk on the opposite side of the voter, away from the service animal.</b> Do not pet or interact with the service animal without owner’s permission.</li> <li>● <b>Describe what you are doing as you do it.</b> If walking away from a person who is blind or visually impaired, let him or her know.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Allow a voter who cannot speak to write his or her name and address or provide identification.</b> A Pollworker should read the name and address out loud.</li> <li>● <b>Follow the voter’s cues.</b> This will help to determine whether speaking, gestures, or writing is the most effective method of communication.</li> <li>● <b>If speaking, speak calmly, slowly, and directly to the voter.</b> Do not shout. Your facial expressions, gestures, and body movements help in understanding. Face the voter at all times.</li> <li>● <b>Rephrase, rather than repeat, sentences that the voter does not understand.</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Do not push or touch a voter’s wheelchair without his or her consent.</b> People using adaptive equipment often consider the equipment as part of their personal space.</li> <li>● <b>Ask before helping.</b> Grabbing a voter’s elbow may throw the person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause the person to fall.</li> <li>● <b>Secure mats, rugs, and cords to floor or move them out of the way.</b> This will help prevent tripping.</li> <li>● <b>Keep floors dry.</b></li> <li>● <b>Keep ramps and wheelchair accessible doors unlocked and free of clutter.</b></li> </ul>



## Appendix E: List of Identification (ID) for New Voters

**Only** New Voters (indicated by “N” in the status column of the Roster of Voters) are required to present ID. For documents with name and address only, the address shown on the voter’s ID must match the address listed in the Roster.

Per the *California Code of Regulations, Section 20107*, the following list is the “Standards for Proof of Residency or Identity When Proof Is Required by Help America Vote Act”:

### **Valid Photo Identification:**

- A. Driver’s license or identification card of any state;
- B. Passport
- C. Employee identification card;
- D. Identification card provided by a commercial establishment;
- E. Credit or debit card;
- F. Military identification card;
- G. Student identification card;
- H. Health club identification card;
- I. Insurance plan identification card, or
- J. Public housing identification card.

### **Documents With Name and Address:**

- A. Utility bill;
- B. Bank Statement;
- C. Government check;
- D. Government paycheck;
- E. Document issued by a governmental agency;
- F. Sample ballot or other official elections document issued by a governmental agency, dated for the election in which the individual is providing it as proof of residency or identity;
- G. Voter notification card issued by a governmental agency;
- H. Public housing identification card issued by a governmental agency;
- I. Lease or rental statement or agreement issued by a governmental agency;
- J. Student identification card issued by a governmental agency;
- K. Tuition statement or bill issued by a governmental agency;
- L. Insurance plan card or drug discount card issued by a governmental agency;
- M. Discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence, or other matter;
- N. Public transportation authority senior citizen and disabled discount cards issued by a governmental agency;
- O. Identification documents issued by governmental disability agencies;
- P. Identification documents issued by government homeless shelters and other government temporary or transitional facilities;
- Q. Drug prescription issued by a government doctor or other governmental health care provider;
- R. Property tax statement issued by a governmental agency;
- S. Vehicle registration issued by a governmental agency; or
- T. Vehicle certificate of ownership issued by a governmental agency.