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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:

Preparation 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 provide simple, step-by-step instructions for each Clerk Position. Also included is a Job Card with the steps for Assisting Provisional Voters.
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
- Signature Guide
- Job Cards
- Street Index, with liner/red pencil
- Demonstration/Emergency Ballots
- Practice Vote Recorder
- Magnifier and Dexterity Ball
- Official Ballots
- Voter Turnout Tally Sheet
- “Stop We Need You” page
- Cell Phone (turned on)
- Assisted Voters Tally Card
- Telephone Referral Cards
- Vote By Mail (VBM) Replacement Envelopes
- Multilingual Translations of VBM Envelopes
- List of Write-In Candidates, if any
- Write-In Candidate Voting Instructions, if any
- Voter Information Guides
- Sample Ballots
- “We Speak” Language Sign, if appropriate
- Translated Sample Ballots Flyer
- Pamphlets/Flyers/Informational Sheets (“A Guide for Pollwatchers” Pamphlet, Disability Sensitivity at the Polls reference sheet, Media at the Polls Flyer, Voter Status Referral Number Flyers, etc.)

- Provisional Voting Materials (may be at separate table)
- Adjacent Precinct Map
- Precinct/Serial Number labels
- Provisional Sleeves
- Provisional Envelopes
- Provisional List

VOTING BOOTH
- Regular Voting Booths
- Voters with Disabilities Booth
- Vote Recorders (with markers attached)

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

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
- Unsigned Ballot Statement forms, if any

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)
- 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 **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

1. Insert ballot into Vote Recorder. Place holes at top of ballot over red posts.

2. Push down firmly with Vote Recorder marker to mark.

3. Voter should check ballot for marks.

4. Voter inserts ballot into Precinct Ballot Reader (PBR) when finished. It checks for errors.

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.
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:

<table>
<thead>
<tr>
<th>Setting Up</th>
<th>Setting up the Polling Place in time to open by 7:00 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting Voters</td>
<td>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.)</td>
</tr>
<tr>
<td>Answering Questions</td>
<td>Answering voter questions and referring voters to the Inspector if further assistance is needed.</td>
</tr>
<tr>
<td>Assisting with Closing</td>
<td>Closing the Polling Place and packing-up ballots and supplies.</td>
</tr>
<tr>
<td><em>Note:</em> When taking supplies to CIC, the Inspector and a Clerk must travel together in same vehicle.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Performing any other necessary duties for a successful Election Day.</td>
</tr>
</tbody>
</table>

ADDITIONAL INSPECTOR DUTIES
Inspector’s duties also include:

| Communicating with Polls Section and Coordinator | Communicating with the Polls Section and Coordinator throughout Election Day using the cell phone. |
| Assigning Clerk Positions | 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.) |
| Setting Break Schedule | 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. |
| *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.). |
| Answering Questions | Answering questions from Clerks or voters using available resources (Election Guide & Checklist, What To Do If... handbook, and Job Cards) to resolve any issues. |
| Delivering Supplies to the CIC | Delivering ballots and supplies to the CIC with the assistance of a Clerk. |
| *Note:* When taking supplies to CIC, the Inspector and a Clerk must travel together in same vehicle. |
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. This number can be found on your Appointment Notice.
- 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 group number listed on the top of each Sample Ballot, the bottom of each Vote Recorder, and the bottom right corner of each Vote Recorder label. Is the group number the same in all three places?

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

- Find the InkaVote Supplies Bag. Is the Ballot Header Card inside?
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:
- a. Polling Place location and address.
- b. 6:00 a.m.: Arrive at Polling Place to set-up.
- c. 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:

Prior to Election Day, Inspectors may receive one or more packets containing blue Supplemental Roster Page(s) and/or lavender Vote By Mail (VBM) Voter List(s). These may arrive via mail, FedEx, or may be included in the Black Supply Tub.

HOW TO PREPARE THE ROSTER BEFORE ELECTION DAY

STEP 1: Attach blue Supplemental Roster Page(s):

The blue Supplemental Roster Pages list all voters who registered to vote and/or re-registered after the Roster of Voters was printed.

- Remove the Roster from the Set-Up of Official Table Bag 1.
- Attach the first set of page(s) to the inside back cover of the Roster by removing the left adhesive strip. (Use the second adhesive strip for the second set of pages, if any.)

Important: Remember to check the blue Supplemental Roster pages on Election Day. These pages will contain the most current voter information. By using these pages, you will help decrease the number of Provisional voters in your Polling Place.

STEP 2: Update Roster with lavender VBM Voter List

The lavender VBM Voter List contains voters who applied for Vote By Mail Ballots after the Roster of Voters was printed.

- Find the names of voters appearing on this list and print “VBM” in the signature column of the Roster. (Do this for each list received.)

See next page for a sample of the Roster of Voters after updating
PREPARING THE ROSTER OF VOTERS AND STREET INDEX (FOR INSPECTORS) (CONTINUED...)

SAMPLE OF HOW ROSTER LOOKS AFTER YOU MARK IT:

<table>
<thead>
<tr>
<th>LN #</th>
<th>STATUS</th>
<th>VOTER NAME</th>
<th>RESIDENCE ADDRESS</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>AGOZZINO JOSEPH</td>
<td>163 OAK ST</td>
<td>VBM ISSUED</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>ALLEN BETTY</td>
<td>1117 MAPLE ST</td>
<td>VBM</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>ALLEN LINDA A</td>
<td>126 PINE ST</td>
<td></td>
</tr>
</tbody>
</table>

"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. Therefore, no further action is needed.

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.
End of Section
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.
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](image)

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).
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 13 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.

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)
- Leg extensions attached so front legs extend straight out to each side (3)
  
  Note: Leg extensions should point straight out to the sides to make the booth as wide as possible.
- Voting Booth placed over 10 inches away from wall (4)

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

![Diagram of Voters with Disabilities Booth]

WHERE TO PLACE THE VOTERS WITH DISABILITIES BOOTH

- Set-up Voters with Disabilities Booth as the voting booth closest to the Official Table.
- Place booth over 10 inches from the wall to give space for a voter’s legs to extend out behind the booth.

Note: The Voters with Disabilities Booth should not be placed in a corner.
INSIDE SIGNS

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 upright 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.

---

**Top Two Primary Notice**

Post one copy of the Top Two Primary Notice from the Secretary of State inside the Polling Place.
**Setting-Up the Polling Place**

**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:**

<table>
<thead>
<tr>
<th>Post at the entrance to the room where voting is taking place:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Street Index</td>
</tr>
<tr>
<td>● “Voter Bill of Rights” Sign</td>
</tr>
<tr>
<td>● Top 2 Primary Notice from Secretary of State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post the Polling Place “Vote Here” Sign immediately outside entrance of Polling Place</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Post the American Flag so it is visible to arriving voters.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Post “No Electioneering” Signs in two different directions, 100 feet from the entrance of the Polling Place.</th>
</tr>
</thead>
</table>
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 44.)

ASSEMBLING THE CURBSIDE VOTING SIGN:
Insert the wire stake into the perforations on the bottom of the sign.
Setting-Up the Polling Place

OFFICIAL TABLE

Example of an Official Table

- Roster of Voters, with pen (1)
- Signature Guide (2)
- Roster Clerk Job Card (3)
- Street Index Clerk Job Card (4)
- Street Index, with liner/red pencil (5)
- Ballot Clerk Job Card (6)

- “We speak” Language Sign(s) attached to front of Official Table, if appropriate
- Demonstration/Emergency Ballots (7)
- Practice Vote Recorder (8)
- Magnifier and Dexterity Ball (9)
- Ballots (10)
- Voter Turnout Tally Sheet (11)
- “Stop We Need You” page (12)
- Phone (turned on) (13)
- Assisted Voters Tally Card (14)
- Telephone Referral Cards (15)

- Translated Sample Ballots Flyer, taped to the Official Table in front of the Ballot Clerk
- Vote By Mail (VBM) Replacement Envelopes (16)
- Multilingual Translations of Vote By Mail Envelopes (17)
- List of Write-In Candidates, if any (18)

- Write-In Candidate Voting Instructions, if any (19)
- Voter Information Guides (20)
- Sample Ballots (21)
- Pamphlets/Flyers/Informational Sheets (A Guide for Pollwatchers, Disability Sensitivity at the Polls reference sheet, Media at the Polls Flyer, Voter Status Referral Flyers, etc.) (22)
PRECINCT BALLOT READER (PBR)

Follow the steps below and on the next pages 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.
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.
Continue following the steps below for setting-up the PBR:

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

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

Red arrows should point at each other.
Follow the steps below and on the next page for setting-up the ABB:

1. Remove leg components from the blue case.

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

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

   ![Insert Ballot Header Card into Ballot Reader Slot](image)

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

   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.

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.

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

TESTING SOUND ON ABB

On Election Morning, test the sound on the ABB to ensure that it will work properly for voters during the day.

Follow the steps below for testing the sound on the ABB:

1. Press the Start button located near bottom of the PBR screen.

2. Press the Ballot Group button, appearing on the left side of the PBR screen.

3. Select any language button.

4. Press Play Audio button.

5. Verify sound is coming from the headphones. If there is no sound, do the following:
   - Check headphones are plugged into ABB.
   - Raise volume level by adjusting dial on headphone cord.
   - Raise volume by pressing up arrow on keypad multiple times.

6. Press Cancel button after testing sound. This will return PBR to the Start Screen.
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)
  
  **Note:** The ABB legs should point straight out to the sides to make the booth as wide as possible.

- 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.

- “I Voted” Stickers (5)

- ABB placed over 10 inches away from any item to allow space for a voter’s legs to extend out behind the booth (6)

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

**Note:** The ABB should not be placed in a corner.

**IMPORTANT**

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

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.

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

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

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

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.
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:

- 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.

NEW

Tape the Translated Sample Ballots Flyer to the Official Table in front of the Ballot Clerk.

This sign informs voters of the presence of Translated Sample Ballots in the Polling Place.
SUMMARY OF VOTERS WITH DISABILITIES MATERIALS AND ITEMS

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

- Curbside Voting Sign
- Curbside Voting Procedures Packet
- County-issued cell phone number will be shown here
- Dexterity Ball and Magnifier

**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).

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.

☐ 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!”
End of Section
Section 3: Assisting Voters
HOW VOTING WORKS ON ELECTION DAY — SUMMARY

Find voter’s name in Roster of Voters or blue Supplemental Roster Page(s)

Name Found: Assisting Regular Voters

- Roster Clerk finds voter’s name and address in the Roster of Voters or blue Supplemental Roster Page(s).
- Voter signs Roster.

- Street Index Clerk listens for voter’s address, then lines out address and name in Street Index.

Name Not Found: Assisting Provisional Voters

- Pollworker and Provisional Voter complete pink Provisional Envelope.
- Ballot Box Clerk receives completed pink Provisional Envelope.

- Pollworker assisted Provisional Voter prints voter’s name in the Provisional List.

- Pollworker assisting Provisional Voter issues voter a ballot and a Provisional Sleeve.

- Voter arrives at Ballot Box.
- Ballot Box Clerk removes Voter Stub/Receipt (leaving ballot inside sleeve), then inserts Provisional Sleeve containing ballot into completed Provisional Envelope.
- Ballot Box Clerk seals envelope, then removes Provisional Receipt, and hands both receipts back to voter.

- Ballot Box Clerk inserts sealed Provisional Envelope into slot on back of Ballot Box and gives voter “I Voted” sticker.

Assisting Voters

- Voter arrives at Ballot Box.
- Ballot Box Clerk removes Voter Stub/Receipt (leaving ballot inside sleeve), then inserts Provisional Sleeve containing ballot into completed Provisional Envelope.
- Ballot Box Clerk seals envelope, then removes Provisional Receipt, and hands both receipts back to voter.

- Ballot Box Clerk inserts sealed Provisional Envelope into slot on back of Ballot Box and gives voter “I Voted” sticker.

- Street Index Clerk listens for voter’s address, then lines out address and name in Street Index.

- Ballot Clerk offers ABB to voter.
- If voter chooses not to use ABB, Ballot Clerk demonstrates Vote Recorder using practice device and Demonstration/Emergency Ballot.
- When booth is available, issue ballot.

- After voter marks ballot, Ballot Box Clerk removes Voter Stub/Receipt, then hands ballot and stub back to voter.
- Ballot Box Clerk instructs voter to unfold ballot and insert face-down into PBR.
- Ballot Box Clerk gives voter “I Voted” sticker once he or she has cast ballot.

- Ballot Box Clerk inserts sealed Provisional Envelope into slot on back of Ballot Box and gives voter “I Voted” sticker.
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.

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 Armenian, Chinese, English, Farsi, Hindi, Japanese, Khmer, Korean, Russian, Spanish, Tagalog/Filipino, Thai, and Vietnamese. Voters may also use the ABB in order to hear their ballot read in any of the above languages.

Translated Sample Ballots:

- Should be placed on the Official Table
- Are available for voters as a reference tool and may be used in the voting booth
- Cannot be voted on

Note: Pollworkers should regularly check Sample Ballots to ensure that they are not marked. Marked Sample Ballots should be removed from the Official Table and placed in the White Box.
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

Enter date and precinct number.

Voters who request language assistance are marked here.

Voters who arrive in a wheelchair or who are blind, visually impaired, or hearing impaired are marked here.

Voters who received Pollworker assistance in the voting booth are marked here.

Voters who request an Audio Ballot are marked here.
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

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.
   c. Complete the “Precinct Officer’s” portions of the Certification of VWD Card and place the completed card in the Green Stripe Envelope (GSE).

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.)
Assisting Voters

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.

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

WHAT DO THE DIFFERENT STATUS LETTERS MEAN?

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Voter is Active. Direct voter to Ballot Clerk to receive ballot after he or she signs Roster.</td>
</tr>
<tr>
<td>I</td>
<td>Voter is Inactive. 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.)</td>
</tr>
</tbody>
</table>
| N      | Voter is New. 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 89. 
   
   Note: If ID has no picture, the address must match Roster. 

   Once voter provides ID and signs Roster, direct him or her to Ballot Clerk to receive ballot. |
| A-B    | Voter is Active and should also print their birthdate. 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 Inactive and should also print their birthdate. Direct voter to Ballot Clerk to receive ballot after he or she takes the “Inactive Voter Oath,” 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

---

#### 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)."

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#### OTHER SITUATIONS THE ROSTER CLERK MAY ENCOUNTER:

- Vote By Mail Voter does not have ballot to surrender (pages 60 - 62).
- Voter not found in Roster or on blue Supplemental Roster Page (pages 60 - 62).
- Vote By Mail Ballots dropped-off at the Polling Place (What To Do If… pages 9 - 10).
- Vote By Mail Voter wants to vote at the Polling Place (What To Do If… page 11).
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.

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:
**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.**

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).

**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 61 - 62 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.

**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.

**VOTER STUB/RECEIPT:**
Voter retains this portion after casting ballot.
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 55 for Ballot Alerts.)

   *For operating the Precinct Ballot Reader (PBR) and Audio Ballot Booth (ABB), see pages 52 - 59.*

---

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 60 - 62 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:


4. 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 — 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 55 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 re-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.


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.*
ASSISTING VOTERS

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:

- Armenian
- Chinese (both Cantonese/Mandarin)
- English
- Farsi
- Hindi
- Japanese
- Khmer
- Korean
- Russian
- 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.

<table>
<thead>
<tr>
<th>COMMON PROVISIONAL VOTING SITUATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VOTER’S NAME NOT IN ROSTER OR BLUE SUPPLEMENTAL PAGE(S):</strong></td>
</tr>
</tbody>
</table>
| Is the voter at the correct location? Check the Adjacent Precinct Map to see if the voter’s address is inside the precinct’s boundaries. **If Yes:** If the voter’s address IS inside the precinct’s boundaries:
  - Assist voter provisionally. (Follow steps listed on the next two pages.) **— OR —**
  - If No: If the voter’s address IS NOT inside the precinct’s boundaries:
    - Suggest voter go to his or her assigned Polling Place.
    - 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.)
    - For assistance locating correct Polling Place, voter should contact the RR/CC or go to www.lavote.net. |
| If voter does not have VBM ballot to surrender or does not have all VBM ballot pages to surrender, assist him or her with voting provisionally. (Follow steps listed on the next two pages.) (See page 11 in the What To Do If handbook for an explanation of VBM ballot pages.) **Note:** Voter will not sign the Roster. He or she will only sign the Provisional Envelope. **VBM notation:** 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. **Only** voters with “N” in the status column of the Roster will be asked for ID. (See Appendix E — page 89 in the Election Guide & Checklist for acceptable forms of ID.) Examples of ID are:
  - Driver’s License
  - Military ID Card
  - Student ID Card
  - Utility Bill
  - If New voter does not have ID, assist him or her with voting provisionally. (Follow steps listed on the next two pages.) |
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.

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

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.
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.)

2. **Repack Supplies:**
   - Inspectors should assign Pollworkers closing and packing duties. Begin with breaking down voting booths and the kiosk.

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.
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.
(a) Leave all items in the White Box.
(b) 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.
(c) Remove the White Box Seal from the supplies and complete. (See example to the right.)
(d) Affix the seal over the front left edge of White Box, as shown on box.
(e) Place White Box in Black Supply Tub once it’s emptied.
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)

- Voided Vote By Mail Ballot Envelopes
- Ballot Alert Notification Slips
- Voided Test Audio Ballot
- Ballot Pad Stub from Used Pad
- Unused Ballot Pads
- Ballot Used for Demonstration (with “Demo” written on it)
- Broken/Used Blue InkaVote Plus Cable Tie
- Voided Ballot
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.

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.
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.
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.

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

<table>
<thead>
<tr>
<th>REGULAR BALLOTS</th>
<th>DAMAGED BALLOTS</th>
<th>WRITE-IN BALLOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballots that are not damaged and do not have Write-In Votes.</td>
<td>Ballots that have tears, creases, folds, and ink smears that go from one circle to another.</td>
<td>Ballots that have any writing on the Write-In Portion.</td>
</tr>
</tbody>
</table>

**WHAT TO DO?**

| Detach blank Write-In Portions and place in the clear plastic bag that reads: “*Please place blank Write-In Stubs in this bag.*” Only detach if blank! | Leave Write-In Portion folded over and attached, then set aside in a pile. | Leave Write-In Portion folded over and attached, then set aside in a pile. |
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 73 - 74.
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.

### 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 and VWD notations from the Roster of Voters and blue Supplemental Roster Page(s). Should match Line 8. If not, do only one recount.

**IMPORTANT**

All Pollworkers must sign at the bottom of the Official Ballot Statement.
Section 5:

Packing and Delivering Ballots and Supplies
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.
Packing and Delivering Ballots and Supplies

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)
Packing and Delivering Ballots and Supplies

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

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**

- White Box
- Adjacent Precinct Map
- Provisional Supply Kit with Unused Provisional Supplies (including precinct/serial number labels)
- Multilingual Translations of Vote By Mail Envelopes
- Multilingual Audio Ballot Point To Card
- “We Speak” Language Signs
- Curbside Voting Procedures Packet
- All Signs Placed Outside Polling Place
- Voter Turnout Tally Sheet
- Plastic bag with blank Write-In Stubs
- Voter Registration Forms
- Voter information pamphlets/booklets
- Sample Ballots (English and Multilingual)
- Blue Supply Bag (containing door stop, dexterity ball, magnifier, etc.)
- Practice Vote Recorder and Demonstration/Emergency Ballots
- Cell Phone and Charger (after calling Coordinator)
- Curbside Voting Sign and wire stake
- American Flag
- Extension cords
- Clipboard

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.

DEPLOYING 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.

Do not leave the CIC without getting a receipt for returning ballots and 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 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.

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.

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.

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 before Election Day and are instructed to attach it to the back inside cover of the Roster.

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) Ballot — The combined total of all VBM Ballot Cards issued to a voter.

Vote By Mail (VBM) Ballot Card — Refers to one sheet of VBM ballot paper. All ballot’s cards are two pages. If there are no contests or candidates on the even side of the ballot card it will be marked “Page Intentionally Left Blank.” One side of the VBM ballot paper refers to a VBM Ballot Page.

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 By Mail (VBM) Ballot Page — One side of a VBM Ballot Card. The VBM Ballot Page number is printed on the top right corner of the VBM Ballot Page.

Vote By Mail (VBM) Voter — A voter who votes with a Vote By Mail Ballot.
**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.

**Voters with Specific Needs** — The term used to describe voters who have disabilities and may require additional assistance. Formerly called Voters with Disabilities.

**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.

**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

Vote ballot

Voter inserts ballot into Ballot Reader

After Polls close at 8 p.m., ballots are sealed and delivered to Check-In-Center

From there, L.A. County Sheriff Deputies transport ballots

Ballots received by Los Angeles County Registrar-Recorder/County Clerk headquarters in Norwalk

Ballots are inspected and tallied

Unofficial results are released

Official results certified within 30 days of election
<table>
<thead>
<tr>
<th>LN#</th>
<th>VOTER NAME</th>
<th>RESIDENCE ADDRESS</th>
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<td>AARON BROCK</td>
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VBM: 407-494-789

**TOTAL SIGNATURES:** 1

**Voter Status**

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</table>

**Election Date:**

- L5 = Caucus, Birthdate Required
- A5 = Caucus, Birthdate Required
- 4 = Caucus, Birthdate Required
- N = Voter Agent
- I = Inactive
- A = Active

**Voter Status:**

- A = Active
- G = Guardian
- P = Provisional

**Election Name:**

- Precedent: xx-xxxxx
- Ename: bg0000
- Precinct: bg0000
- CIC: bg0000

**Miscellaneous Information:**

- Includes Roster Page for training purposes.
- Voter ID is used in training class.

---

Sample page from the Roster Page for training purposes.
**Appendix B:**

*This is a sample of a Street Index Page.*

*It will be used in your training class.*

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<th>STREET NO.</th>
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<td>4TH ST</td>
<td>RAY</td>
<td>TRAVIS</td>
<td>322-556-3914</td>
<td>100</td>
<td>100</td>
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<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>
Appendix C:

This is a sample of a Provisional Envelope.
It will be used in your training class.
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.

<table>
<thead>
<tr>
<th>Working with voters who are blind or visually impaired:</th>
<th>Working with voters with speech/hearing impairments:</th>
<th>Working with voters with limited mobility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>· <strong>Identify yourself as a Pollworker.</strong> 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.</td>
<td>· <strong>Allow a voter who cannot speak to write his or her name and address or provide identification.</strong> A Pollworker should read the name and address out loud.</td>
<td>· <strong>Do not push or touch a voter’s wheelchair without his or her consent.</strong> People using adaptive equipment often consider the equipment as part of their personal space.</td>
</tr>
<tr>
<td>· <strong>If the voter has a service animal, walk on the opposite side of the voter, away from the service animal.</strong> Do not pet or interact with the service animal without owner’s permission.</td>
<td>· <strong>Follow the voter’s cues.</strong> This will help to determine whether speaking, gestures, or writing is the most effective method of communication.</td>
<td>· <strong>Ask before helping.</strong> 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.</td>
</tr>
<tr>
<td>· <strong>Describe what you are doing as you do it.</strong> If walking away from a person who is blind or visually impaired, let him or her know.</td>
<td>· <strong>If speaking, speak calmly, slowly, and directly to the voter.</strong> Do not shout. Your facial expressions, gestures, and body movements help in understanding. Face the voter at all times.</td>
<td>· <strong>Secure mats, rugs, and cords to floor or move them out of the way.</strong> This will help prevent tripping.</td>
</tr>
<tr>
<td>· <strong>Rephrase, rather than repeat, sentences that the voter does not understand.</strong></td>
<td>· <strong>Keep floors dry.</strong></td>
<td>· <strong>Keep ramps and wheelchair accessible doors unlocked and free of clutter.</strong></td>
</tr>
</tbody>
</table>
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.