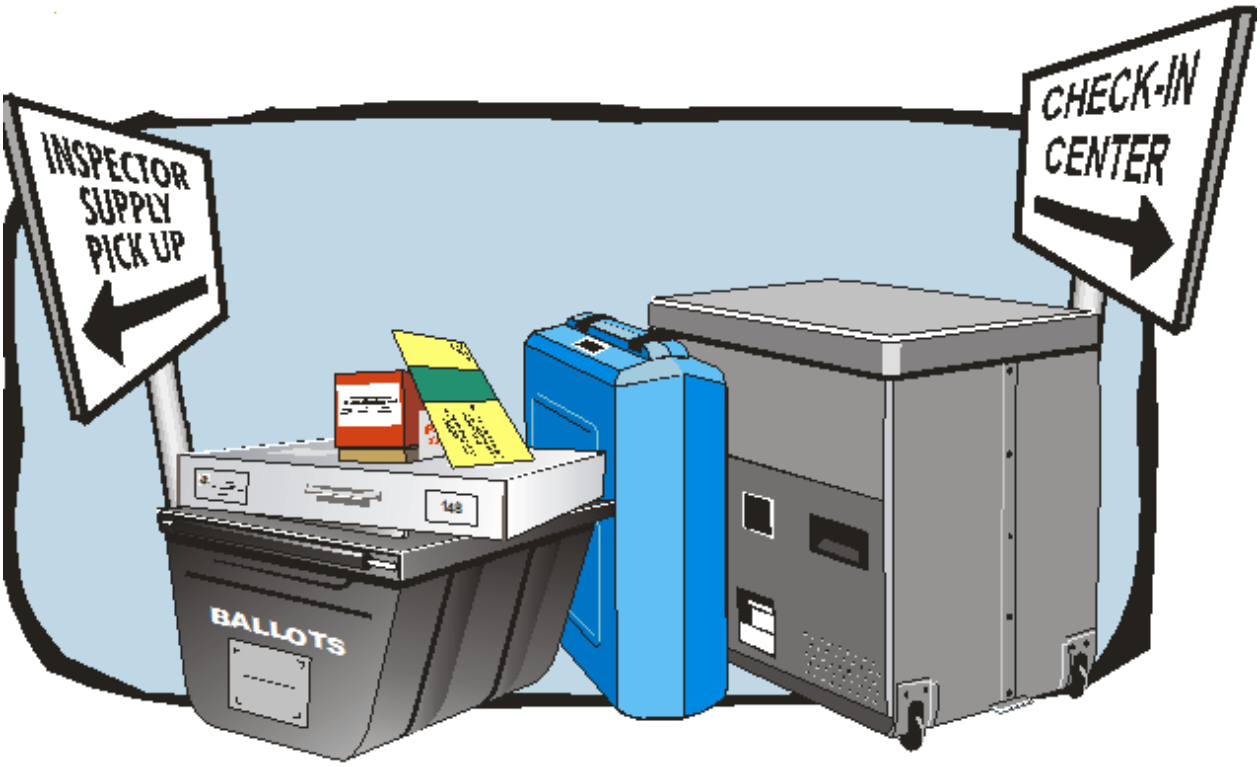
Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk



INSPECTOR SUPPLY PICK UP CHECK-IN CENTER

November 2014

Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

TO: Check-In-Center Chiefs

FROM: Dean Logan, Registrar-Recorder/County Clerk

SUBJECT: Inspector Supply Pick-Up & Check-In-Center Procedures

We are pleased to present this updated Inspector Supply Pick-Up (ISPU) and Check-In-Center (CIC) Training Manual.

Thank you! Many of you have been serving as CIC Chief for numerous years and we appreciate your dedication and service.

What is *Inspector Supply Pick-Up*? ISPU allows Inspectors to pick up election supplies approximately 10 days prior to Election Day. The ISPU site is centrally located within a group of precincts and serves as a distribution location for election supplies. As an added benefit, picking up supplies at ISPU allows Inspectors to become familiar with their Election Night CIC site in advance since the majority of the ISPU sites remain the same for Election Night Check-In Center sites. For a major election, approximately 4,800 precincts will be available for pick-up through 74 Check-In-Centers. For smaller elections, approximately 1,800 precincts are available for pick-up through approximately 35 ISPU sites. Detailed procedures for ISPU are provided in this training manual.

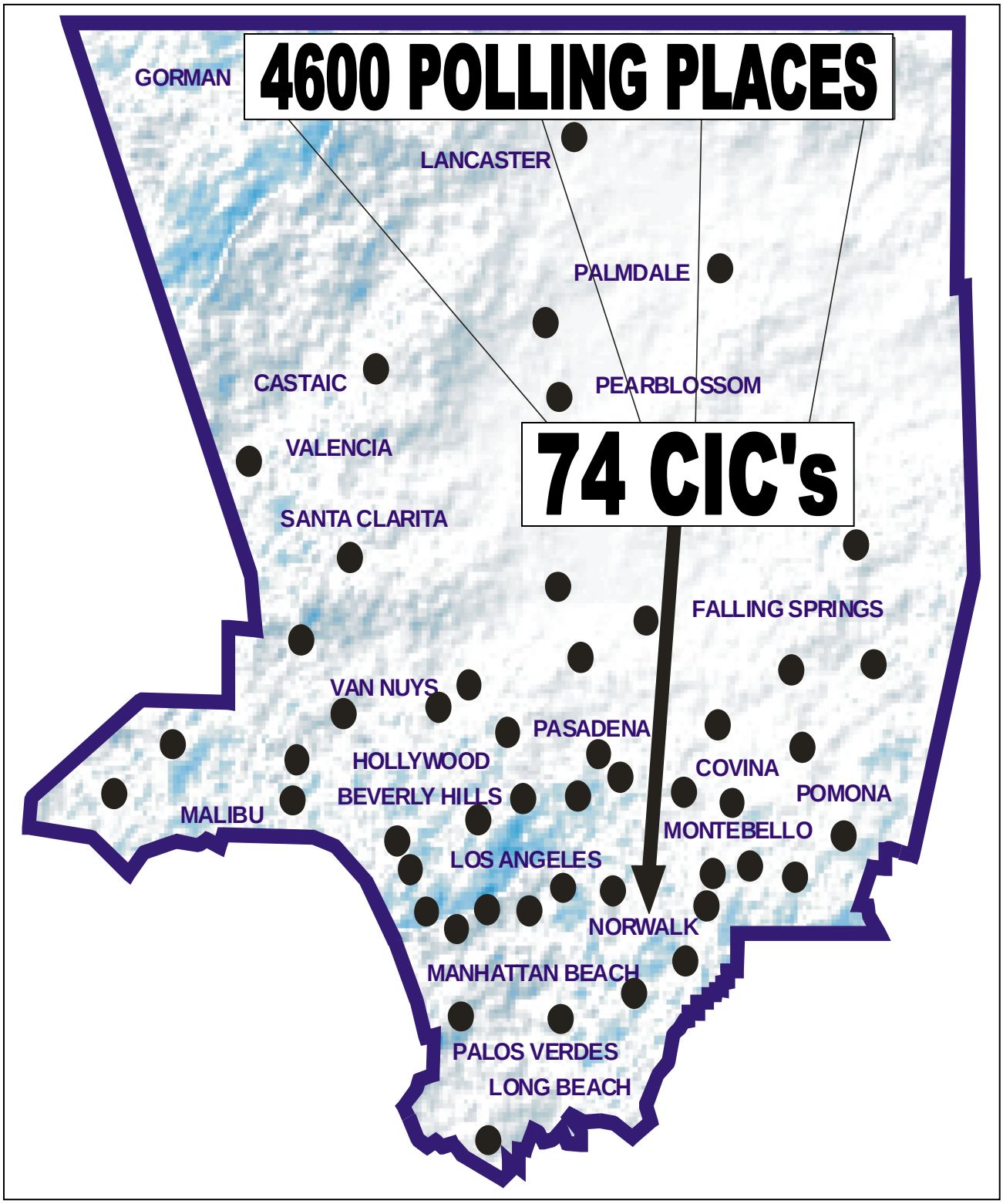
What are Check-In-Centers? CICs are sites designated for Inspectors to return all election materials on Election Night. In order to assist you with questions or issues you may encounter at the CIC, we have established a Check-In-Center Precinct Control operation where you can call for assistance. The Check-In-Center Precinct Control operation is also where you will be reporting the opening and closing of your Check-In-Center. Detailed procedures for CIC operations are also provided in this training manual.

What's new? The way to log Sheriff Container Pick-Up Record is new. There are also Job Cards provided to the staff so they know what to expect on Election Night.

The detailed procedures in this manual serve as a source of reference for CIC Chiefs and staff to ensure ISPU and Check-In-Centers locations run smooth, both of which are integral parts of a successful election.

THANK YOU FOR YOUR DEDICATED SERVICE TO THE VOTERS OF L.A. COUNTY!

Los Angeles County
Check-In-Centers



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SECTION ONE:
Inspector Supply Pick-Up

A. INTRODUCTION

In addition to your service as a CIC Chief, our elections staff is pleased that you have agreed to take on an additional election related assignment by serving in our *Inspector Supply Pick-Up program*.

1. The Inspector Supply Pick-Up (ISPU) program was created to enable polling place Inspectors to pick up their election supplies before Election Day at a time convenient for them. The most efficient manner in which this can be done is to use the election Check-In-Center sites and staff to facilitate the distribution of Election supplies at ISPU.

B. GENERAL OPERATIONAL PROCEDURES

1. **CIC Chief is responsible for the operation** of the Inspector Supply Pick-Up, including the exercise of proper control and security of election material to be distributed to Inspectors or their designees, and the training of Check-In-Centers personnel.

2. **CIC personnel represent the office of the Registrar-Recorder/County Clerk** and shall conduct themselves in a courteous, dignified and business-like manner at all times. All personnel are to wear nametags and should be clean and properly dressed. CIC Chiefs should explain to their CIC team that we are guests of the host facility and that they are not to enter any area except that assigned for use of the Check-In-Center.

3. **CIC Chiefs will be provided with a cell phone at the training class**. This will enable CIC Chiefs to contact Inspectors to remind them to pick up their supplies. CIC Chiefs assigned a County cell phone will be responsible for the use and care of the phone and charger, and for ensuring that the phone is fully charged the day of Inspector Supply Pick-Up and on Election Night. The cell phone is issued only for calls related to the operation of election activities. Both the phone and charger are to be placed in the box.

4. **ELECTION MATERIALS TO BE DISTRIBUTED TO INSPECTORS ARE:**

- Black Supply Box (Scanned out)
- Vote Recorder Suitcase (Scanned out)
- Voting Booths (Pizza Boxes, Aluminum)
- Precinct Ballot Reader (Gray, remove labels)
- Audio Ballot Booth (Blue, remove labels)
- New Kiosk (Brown pizza box, similar to Voting Booth box)

5. **TRACKING DISTRIBUTION OF ELECTION MATERIALS.** The CIC team will meet the truck drivers at the CIC location the morning of the ISPU.

   The CIC Chief is responsible for making reminder calls to Inspectors and designating staff to control traffic and assist truck drivers. The truck drivers will give the CIC Chief a CIC supply box consisting of:

   > **Election Operations Center Board Member Flimsies:** This is the list of precincts and pollworkers assigned to your CIC. Use this list to call the Inspector to remind them to pick up their supplies. You should begin calling around 10 am. Remember, the Inspector is allowed to pick up their supplies up until 5 pm. If the Inspector is not able to pick up supplies, call other board members and try to arrange pick-up.

   The truck drivers are responsible for issuing Black Supply Boxes, Voting Booths, Vote Recorder Suitcases, Kiosks, Precinct Ballot Readers (PBR) and blue Audio Ballot Booths (ABB) including pulling and posting labels from PBR and ABB units and placing on Supply Receipt (Attachment B). They should also receive a signature of person picking up supplies. **The truck drivers and CIC staff should work as a team**.

6. **Traffic Control.** CIC Chiefs oversee the movement of traffic through the Inspector Supply Pick-up center. Cars must be moved in and out of the site expeditiously, with safety being the primary consideration at all times.

7. **Traffic Flow.** You can refer to the map for traffic flow and location of where to set up. The map can be found in the CIC Supply Box.

C. PERSONNEL AND TIMEKEEPING REQUIREMENTS

1. **Recruitment of Staff**. The Check-In-Center Chiefs are responsible for recruiting the clerks assigned to their specific operations. The only exception is the facility custodian, if one is provided. Check-In-Center Chiefs recruit staff members for Inspector Supply Pick-Up. Each CIC will have one driver for each truck. Each driver will be assisted by one swamper.

2. The CIC Chief assures that the following forms are properly filled out and returned to the Registrar-Recorder/County Clerk in the envelope provided:

   (a) **Stipend Cards (Attachment A):** CIC Chiefs and Clerks must complete and sign the Stipend Cards. You will need to return them in the CIC supply box.

   (b) **Sign-in Sheets (Attachment C)**: Must be completed and returned with the above forms. The Sign-in Sheet should be returned by placing the Sign-in Sheet with the Stipend Cards in the CIC supply box.

3. **REPORTING TIMES AND PROCEDURES:**

   - CIC Chief and staff report at 7:00 am.
   - **CIC Chief must call 1-877-728-0235 upon arrival.**
   - CIC Chief should call 877-728-023 to give a status report at approximately 10:00 am and again at 2:00 pm.
   - Employees who are late may be replaced (by an authorized replacement) at the discretion of the Election Operations Center.

D. PRIOR TO DATE OF INSPECTOR SUPPLY PICK-UP

1. **Attend Training Session**. It is important to attend the training session at the RR/CC's Election Operations Center to familiarize yourself with the procedures and new information for this particular election.

   - Supplies and cell phones are issued at the training session.

NOTE: Where the facilities custodian is hired to open and close the facility, he/she does not serve as part of the CIC team (but must fill out a Special Pay Form).

2. **Visit your Inspector Supply Pick-Up Site!** It is critical that you go to the ISPU site well in advance to ensure that everything will go smoothly. Even if you have operated an ISPU site many times at the same location, a visit should be made to observe any changes that may have recently occurred that will impact the ISPU operation.

3. **CIC Contacts.** Be sure you have access to the ISPU site on the day designated for supply pick-up. Refer to the Authorization Form for the name and telephone number of the contact person(s) who will be available to open the facility, so that contact can be made if the ISPU site is not open.

    a. **Traffic Flow Pattern.** Review the traffic flow pattern shown on your CIC map. If the traffic flow pattern is not the best or safest possible, modify the CIC sketch. Draw the preferred traffic flow pattern on the back of the CIC sketch, making a note of it on the CIC Evaluation Questionnaire. Return it to the RR/CC in the CIC Supply Box.

If gate is locked on the morning of the
Inspector Supply Pick-Up
or
for any other problems:
Call 1-877-728-0235

NOTE: *Facility restrooms may NOT be available for personnel use.*

SECTION TWO:
Check-In-Centers

A. GENERAL OPERATIONAL INFORMATION

1. **CIC Chief is responsible for all operations of the Check-In-Center,** including the exercise of proper control and security of all election materials, and the recruiting and training of Check-In-Center personnel.

2. **CIC personnel represent the office of the RR/CC** and shall conduct themselves in a courteous, dignified, and business-like manner at all times. All personnel are to wear nametags and should be clean and properly dressed. CIC Chief should to your CIC team that we are guests of the host facility and that they are not to enter any area except that assigned for use of the Check-In-Center.

3. **CIC Supplies.** Cell phones and documents will be issued to CIC Chiefs at the training class held prior to Election Day at the Election Operations Center in Santa Fe Springs. CIC supply box, envelopes, fireproof (gray) bags, and other materials will be available at the CIC site.

4. **CIC Chiefs must be accessible by telephone** starting at noon on Election Day. CIC Chiefs will be responsible for:

   - The use and care of the phone and charger.
   - Ensuring the phone is fully charged on Election Night, making only necessary calls relating to the operation of the CIC.

5. **Seven items must be turned into the Check-In-Center** by the Inspector:

   (1) Red Box (containing voted ballot cards) need to be scanned
   (2) Green Stripe Envelope (containing Roster, Provisional List and Ballot Security Envelope)
   (3) Black Supply Box
   (4) Precinct Ballot Reader (Gray, remove labels)
   (5) Vote Recorder Suitcase
   (6) Audio Ballot Booth (Blue, remove labels)
   (7) Voting Booths
   (8) Kiosk (Brown pizza box, similar to Voting Booth box)

   See the following chart for details.

ITEMS TO BE RETURNED TO THE CIC BY POLLWORKERS

Item	Why?	Where It's Going At The CIC Site	Where It's Going At The End Of The Night
RED BOX	Contains voted ballots.	Sheriff pick up	Must go to the RR/CC headquarters to be counted.
GREEN STRIPE ENVELOPE	Contains voted vote-by-mail and provisional ballots.	Sheriff pick up	Must go to RR/CC headquarters for processing.
BLACK SUPPLY BOX	Supply box contains all other election supplies.	Supply Truck	Must go to Election Operations Center in Santa Fe Springs for de-processing.
VOTE RECORDER SUITCASE	Contains Vote Recorder devices.	Supply Truck	Must go to Election Operations Center in Santa Fe Springs for de-processing.
VOTING BOOTHS (PIZZA BOX & ALUMINUM)	Inspectors return voting booths to the CIC so RR/CC staff does not have to visit each polling location after the election.	Booth Truck	Must go to Election Operations Center in Santa Fe Springs for de-processing.
PRECINCT BALLOT READER (PBR, GRAY)	Inspectors return PBR to the CIC so RR/CC staff does not have to visit each polling location after the election.	ABB & PBR Truck	Must go to Election Operations Center in Santa Fe Springs for de-processing.
AUDIO BALLOT BOOTH (ABB, BLUE)	Inspectors return ABB to the CIC so RR/CC staff does not have to visit each polling location after the election.	ABB & PBR Truck	Must go to Election Operations Center in Santa Fe Springs for de-processing.
KIOSK	Inspectors return Kiosk to the CIC so RR/CC staff does not have to visit each polling location after the election.	Booth Truck	Must go to Election Operations Center in Santa Fe Springs for de-processing.

6. **Traffic Control**. CIC Chiefs oversee the movement of traffic through the Check-In-Center. Cars must be moved in and out of the Check-In-Center expeditiously, while ensuring that safety remains the primary consideration at all times.

7. **Security of material must be maintained at all times**. Only authorized personnel are allowed to handle election material.

8. **Sheriff Deputies** will pick up fireproof gray bags containing Red Boxes and Green Stripe Envelopes. Bags are not to be turned over to any other person unless directed by the RR/CC CIC Precinct Control.

9. **A Trouble Area** will be established adjacent to the vehicle offload station for problem resolution of missing or improperly returned election materials. Examples: Improperly sealed or missing Red Box or Green Stripe Envelope, Black Supply Box, etc.

10. **Observers** may observe the operation of the Check-In-Center. Political party observers and the public are welcome to watch and ask questions as long as they do not disrupt the operation. Any questions concerning procedures are to be directed to the CIC Chief. The CIC Control may be called for assistance if necessary.

11. **Precinct Coordinator Supplies** may be returned by Precinct Coordinators. These supplies are in a white suitcase which the Precinct Coordinator will seal before returning to the CIC. Place these supplies on the truck; you do not need to make any notations regarding these supplies. Precinct Coordinators should not wait in line to return supplies; have them pull over and return supplies to truck driver.

B. PERSONNEL AND TIMEKEEPING REQUIREMENTS

1. **Recruitment of Staff**. The CIC Chiefs are responsible for recruiting the clerks assigned to their Check-In-Center*. The only exception is the facility custodian, if one is provided. On Election Night, CIC Chiefs may only hire *authorized* additional personnel to replace employees who fail to report, or fail to fulfill their duties. If the CIC Chief needs help recruiting replacements, the Election Operations Center should be called for assistance as soon as possible at 1-877-728-0235.

2. **Staffing of Check-In-Centers** is based on the number of precincts assigned to the CIC. The EOC will inform you on how many Clerks you are allowed to recruit for Election Night. In addition to the CIC staff, every CIC will have a minimum of two trucks, each with a driver and swamper. So a CIC with 72 precincts may have 14 staff members.

NOTE: If your CIC location has physical characteristics that impact traffic flow and safety and additional personnel will solve the problem, you should discuss this with the EOC staff and you may be given additional staff.

When the facilities custodian is hired to open and close the facility, he/she does not serve as part of the CIC team (but must fill out a Special Pay Form).

3. **Forms**. The CIC Chief assures that the following forms are properly filled out and returned to the RR/CC in the envelope provided:

   (a) **Stipend Cards (Attachment A):** CIC Chiefs and Clerks must complete and sign the Stipend Cards. You will need to return them in the CIC supply box. This is how you will get paid.

   (b) **Sign-in Sheets (Attachment C)**: Must be completed and returned with the above forms. The Sign-in Sheet should be returned by placing the Sign-in Sheet with the Stipend Cards in the CIC supply box.

4. **Work starts** for the CIC Chief at 6:00 pm. All other Check-In-Center staff must report by 6:30 PM. Employees who are late may be replaced at the discretion of the RR/CC.

C. DUTIES PRIOR TO ELECTION DAY

1. **Training Session**. It is important to attend the training session at the EOC to familiarize yourself with the procedures and new information for this particular election.

   - Cell phones and other supplies are issued at the training session.

2. **Visit your Check-In-Center**. Even if you have operated a Check-In-Center many times at the same location, a visit should be made before Election Day to observe any recent changes that may impact the operation.

3. **Be sure you have access to the Check-In-Center on Election Night.** Obtain the name and telephone number of the host contact person to open the facility on Election Night.

4. **Check lighting system.** Make sure there is sufficient light at the Control Table location. Control Table workers must be able to read the CIC Control Logos and their watches. Beware of “time controlled” lights. Check with host to make sure they will not automatically go off when you still need lighting. Note the Day Light Saving might impact lighting.

5. **Review the traffic flow pattern** shown on your customized sketch of the CIC which will be found in the CIC Supply Box. If the traffic flow pattern is not the best or safest, modify the sketch by drawing the preferred traffic flow pattern on the back of the CIC sketch and make a note of it on the CIC Evaluation Questionnaire. Return it to the EOC in the CIC Supply Box.

NOTE: CIC Chiefs may change the traffic flow pattern on Election Night to maintain safety, but must remember that Inspectors have a copy of the original traffic flow pattern. Traffic directions should be clearly marked and easy to follow.

6. **Determine Deputy Sheriff route into and out of the CIC.**

7. **Select location of the Offload Station(s) and Trouble Area.**

8. **Charge the cell phone and test it to ensure it is operational.**

Report any problems or changes, immediately, to the Registrar-Recorder/County Clerk at 1-877-728-0235.

D. ELECTION DAY DUTIES: PRIOR TO 8:00 pm

- **Make sure to retrieve your gray bags from the RDC driver prior to 7pm.**

- CIC Control opens at 6:00 pm. Call CIC Control between 6:00 pm and 6:30 pm. If you do not call, an emergency vehicle may have to be sent to your CIC. The numbers can be found on the last page of this manual.

- As personnel arrive, begin personnel paper work, issue nametags and assign a specific job assignment to each person. Using the Job Cards found in the CIC Supply Box.

- Set up tables. Walk personnel through the CIC so that they will be aware of the activity at each location.

- Conduct separate training sessions for Offload Station and Control Table personnel (See job descriptions on pages 10 to 15).

- Designate a parking area for the truck(s). This should be near the Offload Station(s) and out of the way of pollworker and Sheriff Deputy Traffic lanes.

- Set up a Black Supply Box and Vote Recorder Case staging area for storage until there is time to load them onto the truck. This should be near the Offload Station and under the canopy provided.

E. ELECTION NIGHT DUTIES: AFTER 8 pm

Check-In-Center Chiefs will ensure that:

- Cars move in and out of CIC quickly but safely.
- Pollworkers remain in their vehicles unless otherwise directed.
- Sheriff vehicles are not delayed.
- Place traffic cones and barricades to direct traffic in and out of the CIC.

F. OFFLOAD STATIONS (Attachment E)

- There will be one Offload Station with two clerks who will check in the Red Boxes and Green Stripe Envelopes, using the Precinct Control Logs. Remember only the Red Boxes will need to be scanned prior to placing in the gray bag.

1. Offload Clerk Responsibilities

- Offload Clerk #1
  - Remove Red Box and Green Stripe Envelope from Inspector's car.
  - Look through windows in Red Box to make sure that there are ballots in it (use the flashlight to assist you with visibility at night.)
  - Check the Red Box to make sure it is sealed and the Green Stripe Envelope (contains the Roster, Provisional List and Ballot Security Envelope) and to ensure it is closed securely. (If there is a problem with the Red Box or there are items missing from the Green Stripe Envelope, direct Inspector to Trouble Area).
  - Notify Receipt Clerk that items are turned in.
  - Call out the precinct name and sequence number. Take the Red Box and Green Stripe Envelope immediately to the Control Table, placing the Red Box on top of the envelope, so that they can be processed together by Control Clerk #1 & 2.

- Offload Clerk #2
  - Assist Truck Drivers with removing Precinct Ballot Reader, Audio Ballot Booth, Voting Booths and Kiosk from Inspector's car.
  - Remove the Precinct Ballot Reader and Audio Ballot Booth labels with the code and place them on the flimsie.
  - Neatly stack Voting Booths and Kiosk on truck or in Offload Staging Area.

- Offload Clerk #3

  - Remove Black Supply Box & Vote Recorder suitcase from Inspector's car.
  - Call out "OK" to Receipt Clerk that Black Supply Box and Vote Recorder Case was turned in.
  - Neatly stack Black Supply Box on truck or in Offload Staging Area.
  - If Clerk #1 indicates a problem with Red Box or Green Stripe Envelope, make sure all election materials including the Black Supply Box go to the Trouble Area with Inspector.

- Offload Clerk #4 (Receipt Clerk)

  - Provide receipt if all supplies are returned (Red Box, Green Stripe Envelope, Black Supply Box, Vote Recorder case, Precinct Ballot Reader, Audio Ballot Booth, Voting Booths and Kiosk).
  - If there is a problem with returned materials, ask the pollworker to move the car to the Trouble Area and call the CIC Chief.

G. RESOLUTION OF PROBLEMS BY CHECK-IN-CENTER CHIEF

Direct vehicle to TROUBLE AREA and call CIC Chief if:

Red Box

1. Missing
2. Unsealed or poorly sealed
3. Empty

Green Stripe Envelope

1. Missing
2. Missing Items
3. Empty

Black Supply Box or Vote Recorder Device Case

1. Missing

White Box or other materials

1. Delivered outside of Black Supply Box

Precinct not listed on CIC Control Log

1. WHAT TO DO IF… PROBLEMS WITH RED BOX

- **MISSING RED BOX:** Look in Black Supply Box. If Red Box is inside, remove it and relock Black Supply Box with a yellow plastic lock. If not in Supply Box, ask pollworkers where it is. If it has been left behind at the polling place, do not accept any election materials. Have the pollworker(s) return to the polling place and bring all of the required items back to the polling place. Call CIC Control Chief in Norwalk to report "sent-back" and provide precinct number.

- **UNSEALED RED BOX:** The CIC Chief and one of the pollworkers must sign a yellow "CIC Replacement for Red Box Seal". Seal the box without covering the precinct number labels.

- **EMPTY RED BOX:** If Red Box looks like it is empty, ask pollworker whether all voted ballot cards are inside or, if not, where they are located. If any ballot cards are not in the Red Box, call CIC Precinct Control You will be given special instructions according to the circumstances.

2. WHAT TO DO IF… PROBLEMS WITH GREEN STRIPE ENVELOPE

- **MISSING:** If the Green Stripe Envelope is missing, look in the Black Supply Box. If it is in there, remove it and relock the Box.

- **NOT IN THE BLACK SUPPLY BOX:** If the Green Stripe Envelope is not found, accept the Red Box. Note the shortage on the CIC Control List and instruct the pollworkers to return to the polling place and locate it and return it to the CIC. **Immediately call the CIC Precinct Control** if they don't return within an hour.

- **EMPTY GREEN STRIPE ENVELOPE/MISSING ITEMS:** If the Green Stripe Envelope appears to be empty or is missing items, check the Black Supply Box for the missing items. Ask the pollworker to open the Green Stripe Envelope and place any missing required items that may be loose in the Black Supply Box in the Green Stripe Envelope. If the required items are not found, ask the pollworkers to return to the polling place to find them and then bring them back to the Check-In-Center.

3. WHAT TO DO IF … PROBLEMS WITH BLACK SUPPLY BOX OR BOOTHS

- **BLACK SUPPLY BOX IS OPENED:** Relock with a plastic lock. Extra plastic locks are available in the CIC Supply Box.

- **MISSING THE BLACK SUPPLY BOX, BOOTHS OR KIOSK:** If any of these items are missing, issue a partial receipt noting the shortage of the particular item(s). Unless you are almost ready to close the CIC, instruct the pollworker to return to the polling place and pick them up. If it will delay the closing of the CIC, call CIC Precinct Control and advise them of the shortage. These items can be picked up the following day, if necessary. **THIS DOES NOT APPLY TO THE RED BOX AND GREEN STRIPE ENVELOPE, WHICH MUST BE RECEIVED BEFORE CLOSING THE CHECK-IN-CENTER**.

- **MATERIALS OUTSIDE THE BLACK SUPPLY BOX:** If materials other than the Green Stripe Envelope or Red Box are delivered outside of the Black Supply Box, open it and put the items inside, and then reseal with a plastic lock.

Note: Check-In-Center Evaluation Questionnaire can be used to note name and precinct number of uncooperative pollworkers.

4. WHAT TO DO IF … PROBLEMS WITH BLACK SUPPLY BOX OR BOOTHS

- Add the precinct name and number to your CIC Control Log. Then call CIC Precinct Control immediately and give them the precinct number. Precinct Control will notify the precinct's assigned Check-In-Center that the material was received at another CIC. This will prevent delays when the time comes to close the assigned Check-In-Center.

H. CONTROL TABLE

Control Table Team consists of two persons designated as Control Clerks #1 and #2.

Control Clerk #1 Duties:

- Tape the "Master" Copy of the CIC Control Log "Red Box" (Attachment G) to the table along the top edge.

- Place carbon paper and duplicate copy of the CIC Control Log under the Master page(s). Make sure that the duplicate copy is lined up with the Master copy.

IMPORTANT: KEEP MASTER CONTROL LOG ON CONTROL TABLE. The duplicate CIC Control Log records information for a particular bag (which goes with the bag containing Red Boxes and Green Stripe Envelopes), while

the “Master” Precinct Log shows the information for all precincts and all bags. The Master CIC Control Logs are the RR/CC’s records and are returned in the CIC Supply Box at the closing of the CIC.

- When the Red Box and Green Stripe Envelope are placed on the Control Table by the Offload Clerk, scan the Red Box. Pass the Green Stripe Envelope to Control Clerk #2.

- Locate the sequence number on the Red Box and find the number on the CIC Control Log “Red Box”. Record the time received and the gray bag number the Red Box is placed into.

- Place the Red Box in the fireproof gray bag, and assure that a container tag labeled “Red Box” is attached to the bag.

- Once you have placed multiple Red Boxes in the gray bag and are ready to seal the bag, place the corresponding duplicated CIC Control Log in the bag. Please note: The bag being filled must be closed and sealed, whether it is full or not, when a Sheriff Deputy approaches. The Sheriff Deputy is on a strict schedule and must not be kept waiting.

- Lock the gray bag with a red tamper evident seal. Make sure that the lock has been clicked into place.

- Place a clean duplicate CIC Control Log under the carbon paper and begin using the next bag number in sequence.

Control Clerk #2 Duties:

- Tape the “Master” Copy of the CIC Control Log “Green Stripe Envelope” (Attachment H) to the table along the top edge.

- Place carbon paper and duplicate copy of the CIC Control Log under the Master page(s). Make sure that the duplicate copy is lined up with the Master copy.

- Locate the sequence number on the Green Stripe Envelope and find the number on the CIC Control Log “Green Stripe Envelope”. Record the time received and the gray bag number the Green Stripe Envelope is placed into.

- Place the Green Stripe Envelope in the fireproof gray bag, and assure that a container tag labeled “Green Stripe Envelope” is attached to the bag.

- Once you have placed multiple Green Stripe Envelopes in the gray bag and are ready to seal the bag, place the duplicated CIC Control Log In the bag. Please note: The bag being filled must be closed and sealed,

whether it is full or not, when a Sheriff Deputy approaches. The Sheriff Deputy is on a strict schedule and must not be kept waiting.

- Lock the gray bag with a red tamper evident seal. Make sure that the lock has been clicked into place.

- Place a clean duplicate CIC Control Log under the carbon paper and begin using the next bag number in sequence.

New

- Tape the "Master" Copy of the Sheriff Container Pick-Up Record (Attachment J) to the table along the top edge.

- Place the longer carbon under "Master" Sheriff Container Pick-Up Record (duplicate will be given to Sheriff Deputy) and enter gray bag number, check the box for Red Boxes or Green Stripe Envelopes in bag (whichever are in that bag number) and enter the staff initials (i.e. Bag # 2001, ☑ Red Boxes (RB), Initials: J.J.).

- When the Sheriff Deputy arrives, Deputy confirms the number of bags being received with "Number of bags picked-up by Sheriff" on the Sheriff Container Pick-Up Record then sign and enters the time.

- Give duplicate copy of Sheriff Container Pick-Up Record to Sheriff Deputy and keep "Master" on the table. Place the "Master" in CIC Supply Box at the closing of the CIC.

DO NOT LET ANYONE EXCEPT A SHERIFF DEPUTY REMOVE BAGS FROM THE CONTROL TABLE. THE DUPLICATE CIC CONTROL LOG MUST BE INSIDE THE CORRESPONDING BAG.

I. SHERIFF DEPUTY PICK-UP

- The Deputy Sheriff confirms the number of bags being received with the number of bags on the Sheriff Container Pick-Up Record then sign and enters the time.

- The Sheriff Deputy will not accept any bags that are overfilled or not properly sealed.

- The Sheriff Deputies are assigned to pick up materials from between 1-3 CICs on Election Night. The Sheriff Deputies have received specific instructions on what they need to be doing, where to go and when to leave on Election Night. They may only take instruction from their central dispatch, so if you have any questions or concerns about what they should be doing, contact CIC Precinct Control at 1-877-728-0235.

- By 8:30 pm, the Sheriff will arrive at their first stop. They are there to pick up any Red Boxes and Green Stripe Envelopes that have arrived up to that

point. If you have received any Red Boxes and Green Stripe Envelopes from the polls, when the Sheriff arrives, please close up the bag and check it out to the Sheriff. If there are no Red Boxes and Green Stripe Envelopes in hand at 8:30 pm, the Sheriff will wait at the first site on their Route until 8:45 pm to get whatever has come in at that time. After that, they will pick up bags in a round robin.

- If you have any questions regarding the transport of gray bags by Sheriff Deputy, call CIC Precinct Control at 1-877-728-0235.

J. TRUCKS ASSIGNED TO CHECK-IN-CENTER

- Reminder, the Regional Distribution Center (RDC) truck will have the gray bags. **Make sure to retrieve them by 7pm.**

- In most cases, three trucks will be assigned to each CIC. One for Black Supply Boxes, the second truck for Precinct Ballot Readers and Audio Ballot Booths, and third for the Voting Booths. The drivers should arrive no later than 6:30 p.m.

- CIC personnel carry the Black Supply Boxes, Booths, and Kiosks form the Offload Station to the truck and put them on the tailgate. The driver is responsible for stacking the Black Boxes, Booths and Kiosks on the truck. These items don't need to be carried to the truck during the busiest periods. Unloading precinct vehicles and moving traffic safely through the CIC are more important.

- The Supply Truck will remain at the Check-In-Center until released by the CIC Chief. The CIC Chief should not release the truck until authorized to close. The boxes with any unused fireproof gray bags, and the CIC supplies, including the payroll paperwork, as well as any special equipment that came on the truck, must be loaded on the truck before it is released.

K. CLOSING CHECK-IN-CENTER

1. **The CIC may not be closed until authorized by the Chief of CIC Precinct Control**. The CIC Precinct Control must know the whereabouts of all ballots. Therefore it is required that you:

   - Check that all fireproof gray bags containing Red Boxes and Green Stripe Envelopes have been picked up by the Sheriff Deputies.

   - Have the Master CIC Control Logs and Master Sheriff Container Pick-up Records with you when calling CIC Precinct Control. You will be asked to read the bag numbers and precinct numbers to the telephone clerk.

   - Under normal circumstances, the telephone clerk will not be able to authorize you to close. This must be done by the Chief of CIC Precinct Control. Be

patient. This is absolutely necessary to ensure that all Red Boxes and Green Stripe Envelopes are received and are on their way to the Tally Center.

2. Late Precincts

- If precincts (less than 5) are extremely late and it has been one half hour since the last precinct came in, the CIC Chief should call CIC Precinct Control at 1-877-728-0235, and be prepared to give the CIC number and the sequence numbers of the late precincts.

- The CIC Chief may release some personnel at this time as they will not be needed to offload the few remaining precinct vehicles.

3. Before Calling CIC Precinct Control to request permission to close:

- Put the Stipend Cards, Master CIC Control Logs and Master Sheriff Container Pick-Up Records in the CIC Supply Box.

- Ensure that all flashlights, clipboards, unused locks, and unused paper supplies are returned in the CIC Supply Box. The lid of the CIC Supply Box must be securely closed.

- Check that the CIC Supply Box and all Black Supply Boxes, Precinct Ballot Readers, Audio Ballot Booths, Voting Booths, Kiosks and unused gray bags are loaded onto the truck.

- Place any special equipment that arrived on the truck.

- Ensure that any equipment borrowed from the facility is returned to its proper place, and that the premises are as clean as when you arrived.

- As previously stated, the truck may not leave until after approval to close is given by the Chief of CIC Precinct Control.

L. MISCELLANEOUS ITEMS TO REMEMBER

- Gray bags should be handled with care. Dragging or throwing bags around not only may damage the bag but also damage the ballot cards inside the bag. These bags are expensive and are limited in number. CIC Chiefs must account for all bags received.

- Contact the local police department if any security issues arise.

- Check-In-Center Evaluation Questionnaire**:** Please remember to complete this questionnaire and return it to the EOC in the CIC Supply Box, or via email or U.S. Mail as soon as possible. The questionnaire can be completed during the slow period between the rush and the last few precincts coming in. You

need not wait until you are ready to close to complete the questionnaire. It is particularly important that you make note of any problem precincts. If problems at the Check-In Center are not reported on this questionnaire, corrective action cannot be taken and problems will reoccur.

THANK YOU FOR YOUR INVALUABLE ASSISTANCE. WITHOUT YOU, ELECTIONS CANNOT BE A SUCCESS!

STIPEND CARD

NOVEMBER 4, 2014 GENERAL ELECTION

EID: 905

CIC#: _____

ISPU EVENT SERVED

CLERK

PRINT FIRST AND LAST NAME | **POSITION SERVED**

DATE OF BIRTH

PLEASE COMPLETE INFORMATION BELOW (CHECK WILL BE MAILED TO)

MAILING ADDRESS	**PHONE NUMBER**
CITY, STATE AND ZIP CODE	**E-MAIL**

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will, to the best of my ability, faithfully discharge the duties of ISPU/CIC Staff member. I furthermore certify or declare under penalty of perjury that the foregoing is true and correct.

SIGNATURE | **DATE**

The above named person served as an Election Board Member at the Check-In Center indicated above. The compensation claimed by above is justly due and is hereby approved. Additionally, the Oath above was subscribed and sworn before me today.

SIGNATURE OF CHIEF

INSPECTOR
CHARLES LIDDELL
360 CLEMENTE AVE A 27
AVALON, CA 90704

POLLING PLACE LOCATION
ST CATHERINE CHURCH
PARISH HALL / GREEN TABLE
800 BEACON ST
AVALON CA 90704

STATEWIDE DIRECT **TO BE HELD: 06 /03/2014**

* 0 5 0 0 0 0 1 A *

ELECTION PCT.	SERIAL_NO	CIC	STOP
0500001A	127	101	1

THE FOLLOWING SUPPLIES WERE PICKED UP: ___SUPPLY/BALLOT BOX
___ PRECINCT BALLOT READER
___ AUDIO BALLOT BOOTHS
___ VOTE RECORDER SUITCASE
___ KIOSK

Voting BOOTHS ISSUED - REG 4 HCP 1

_____ RECEIVED BY (SIGN)
(____)_____ TELEPHONE NO.
_____ TITLE (or Relation)

_____ PRINT NAME
_____ ADDRESS
_____ DRIVER'S NAME
_____ DATE

_____
PROOF OF IDENTIFICATION

COMMENTS:
_____

PLACE PBR LABEL HERE (Distribution)	PLACE ABB LABEL HERE (Distribution)

PLACE PBR LABEL HERE (Return)	PLACE ABB LABEL HERE (Return)

Turned in by: _____ **Rec'd By:** _____
(Print and Sign) **(Signature)**

All Supplies Received ☐ Missing _____

R450.003 Combined Flimsies_CicSeqOrder.rpt Rev: 5-21-14 Elec ID: 879 Print Date:5/21/2014 record # 1

Attachment B

SIGN-IN SHEET

SIGN IN SHEET

INSPECTOR SUPPLY PICK-UP

OCTOBER 25, 2014

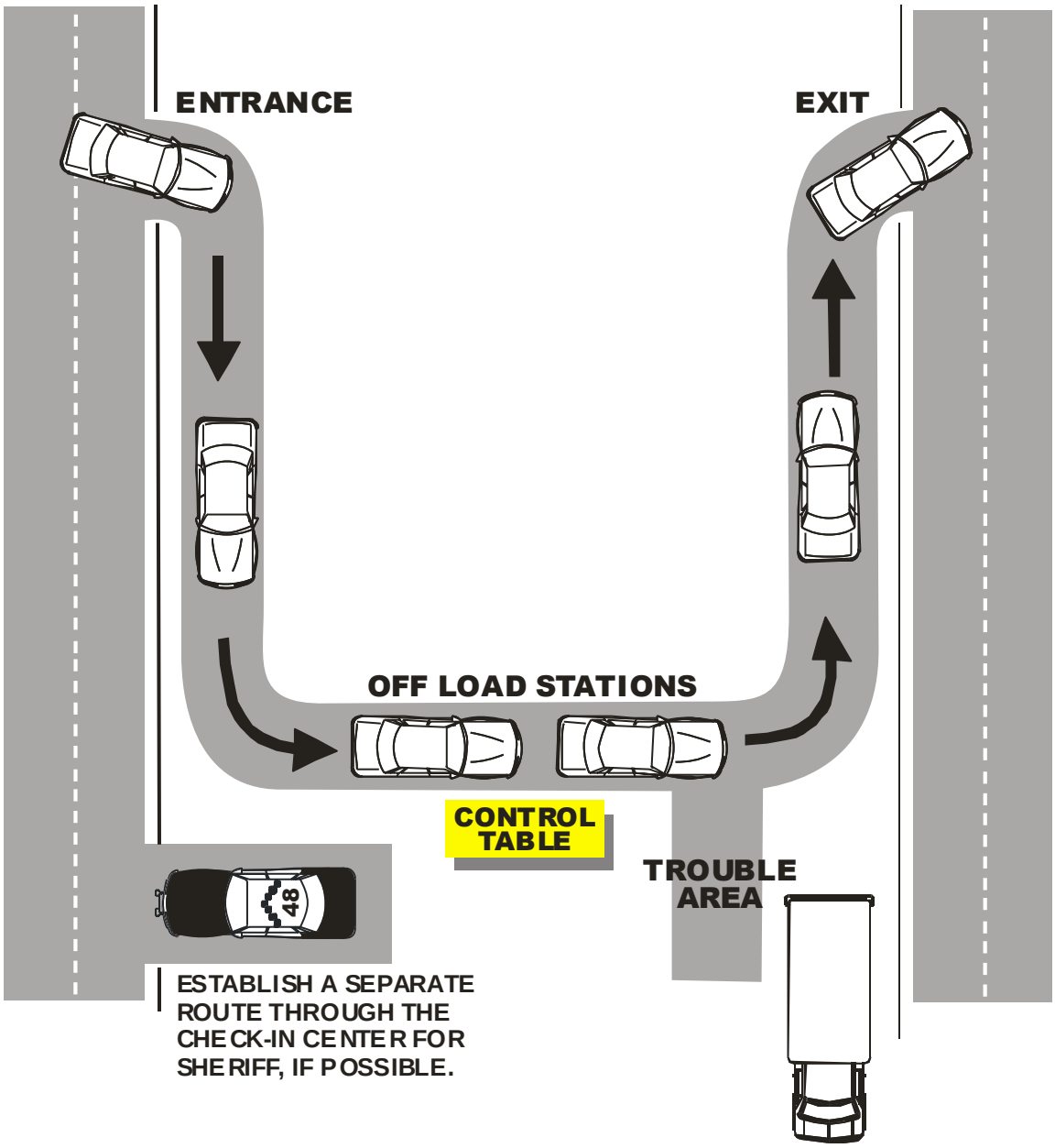
CIC 113

SIGNATURE EMPLOYEE NAME	DUTY	TIME IN	TIME OUT
_____ VALTER REIMNITZ	CIC CHIEF	_____	_____
_____ LORETTA HERRON	CIC CLERK	_____	_____
_____ MARGARET MORRIS	CIC CLERK	_____	_____
_____ ANNETTE CULVER	CIC CLERK	_____	_____

Attachment C

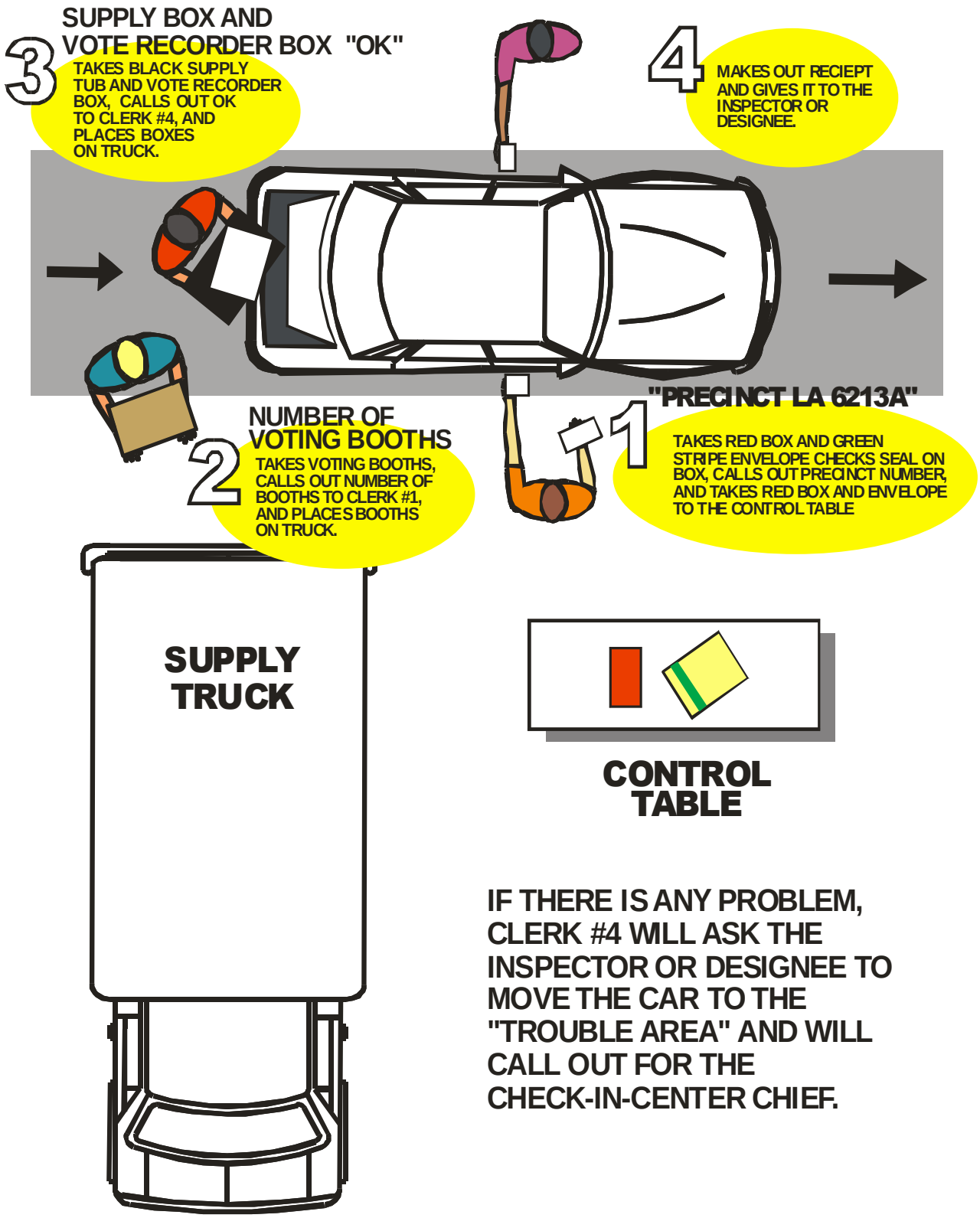
ELECTION NIGHT LAYOUT OF CHECK-IN-CENTER AND TRAFFIC CONTROL OPERATION

This is a general floorplan.
You will receive a specific traffic control map in your CIC supplies



NOTE: A VEHICLE SHOULD ENTER AND LEAVE THE CENTER ONCE EVERY 20 SECONDS - THIS REQUIRES CONSTANT ATTENTION BY THE CHECK-IN CENTER CHIEF.

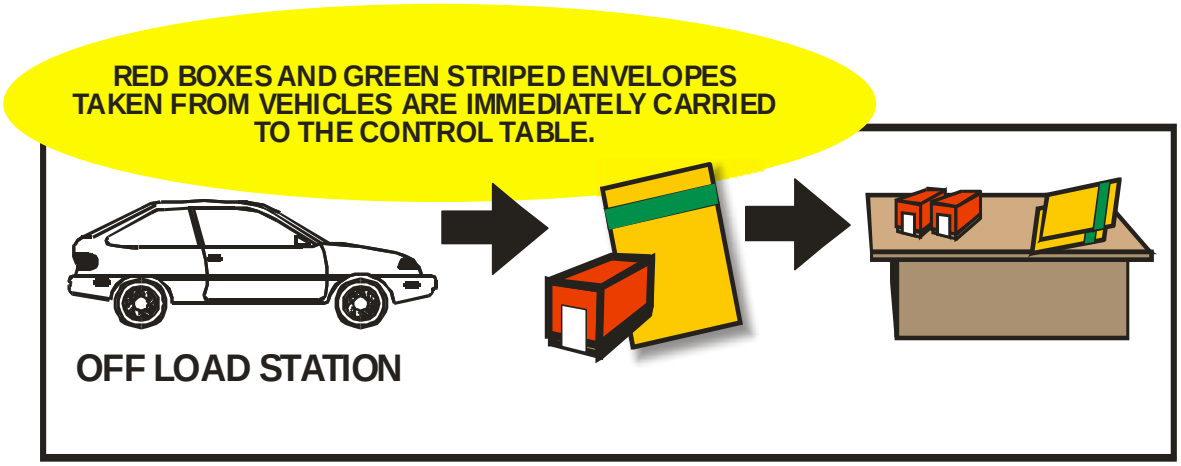
ELECTION NIGHT PROCESS
Off Load Station

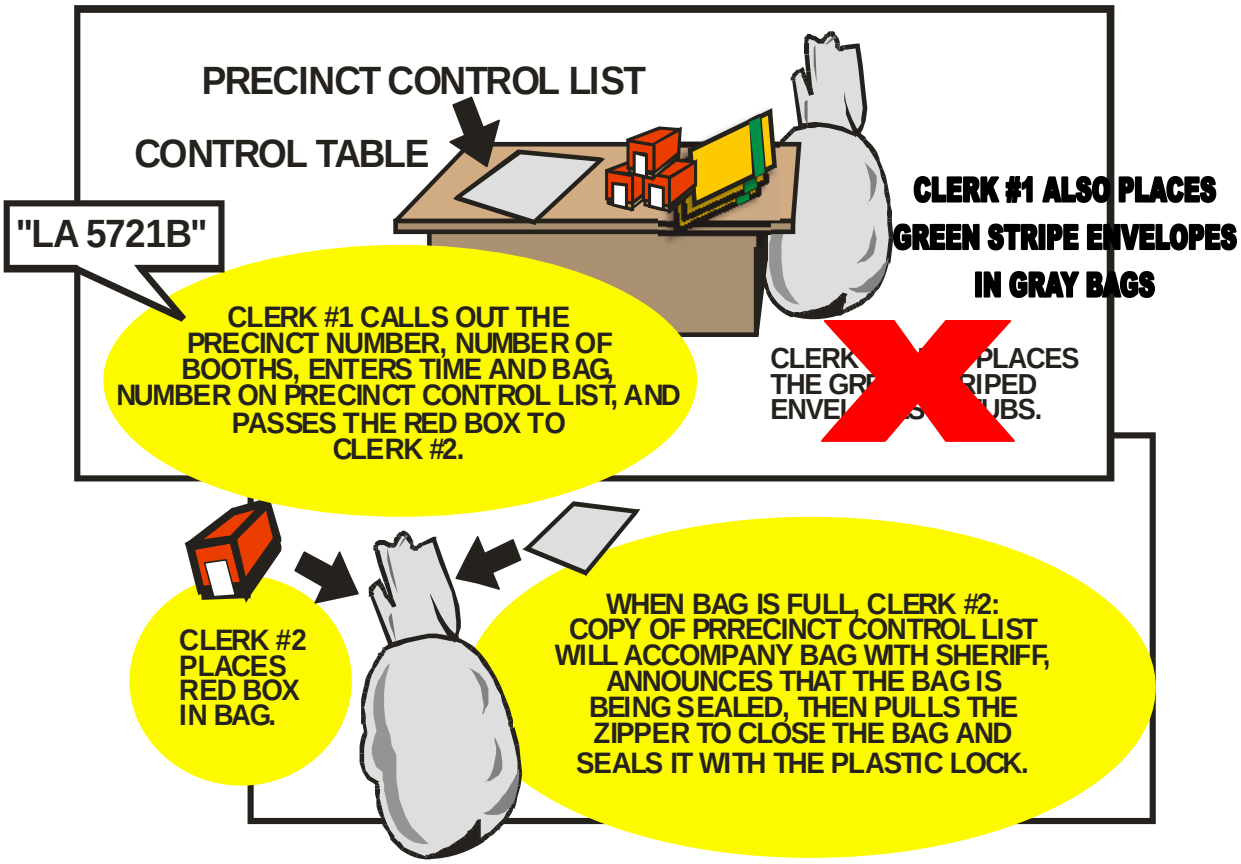


IF THERE IS ANY PROBLEM, CLERK #4 WILL ASK THE INSPECTOR OR DESIGNEE TO MOVE THE CAR TO THE "TROUBLE AREA" AND WILL CALL OUT FOR THE CHECK-IN-CENTER CHIEF.

ELECTION NIGHT CHECK-IN-CENTERS
CIC Control table

CONTROL CLERKS WILL WORK IN TEAMS OF TWO





NOTE: AT SMALL CHECK-IN CENTERS, WITH MINIMAL STAFFING, THE CHECK-IN CENTER CHIEF WILL PERFORM THE DUTIES OF CLERK 2.

CIC CONTROL LOG
RED BOX

10/1/2012 9:44:38AM

Elec ID: 791
Job ID: 0012

R450.008 Check-In Center Precinct Control
RED BOX

PAGE 1 OF 1

11/6/2012 GENERAL ELECTION

CIC 103 **TOTAL PRECINCTS = 78**

PRECINCT	SEQ #	TIME	BAG #	PRECINCT	SEQ #	TIME	BAG #	PRECINCT	SEQ #	TIME	BAG #
0300002A	1	__:__	_____	3550038A	29	__:__	_____	3550088A	57	__:__	_____
1750055A	2	__:__	_____	3550039A	30	__:__	_____	3550089B	58	__:__	_____
1750055B	3	__:__	_____	3550040A	31	__:__	_____	3550093B	59	__:__	_____
3550001A	4	__:__	_____	3550041A	32	__:__	_____	3550094A	60	__:__	_____
3550002A	5	__:__	_____	3550042A	33	__:__	_____	3550096A	61	__:__	_____
3550003D	6	__:__	_____	3550043A	34	__:__	_____	3550097A	62	__:__	_____
3550004A	7	__:__	_____	3550044A	35	__:__	_____	3550098A	63	__:__	_____
3550007A	8	__:__	_____	3550045A	36	__:__	_____	3550099B	64	__:__	_____
3550008A	9	__:__	_____	3550047B	37	__:__	_____	3550101B	65	__:__	_____
3550009A	10	__:__	_____	3550048A	38	__:__	_____	3550101E	66	__:__	_____
3550011B	11	__:__	_____	3550050A	39	__:__	_____	3550107A	67	__:__	_____
3550013A	12	__:__	_____	3550052A	40	__:__	_____	4650001B	68	__:__	_____
3550015A	13	__:__	_____	3550054A	41	__:__	_____	5000026A	69	__:__	_____
3550018A	14	__:__	_____	3550058A	42	__:__	_____	5400004A	70	__:__	_____
3550019D	15	__:__	_____	3550059A	43	__:__	_____	5400005A	71	__:__	_____
3550020A	16	__:__	_____	3550060A	44	__:__	_____	5400009A	72	__:__	_____
3550022A	17	__:__	_____	3550061A	45	__:__	_____	5400046A	73	__:__	_____
3550023A	18	__:__	_____	3550064A	46	__:__	_____	5400047A	74	__:__	_____
3550024A	19	__:__	_____	3550069A	47	__:__	_____	5400048A	75	__:__	_____
3550025B	20	__:__	_____	3550075A	48	__:__	_____	5400050A	76	__:__	_____
3550026A	21	__:__	_____	3550076D	49	__:__	_____	5400055A	77	__:__	_____
3550029A	22	__:__	_____	3550077A	50	__:__	_____	5400057A	78	__:__	_____
3550030B	23	__:__	_____	3550079A	51	__:__	_____				
3550032A	24	__:__	_____	3550080A	52	__:__	_____				
3550033A	25	__:__	_____	3550082A	53	__:__	_____				
3550034A	26	__:__	_____	3550083A	54	__:__	_____				
3550035C	27	__:__	_____	3550086B	55	__:__	_____				
3550036A	28	__:__	_____	3550087A	56	__:__	_____				

R-R INIT:____

SHERIFFS CONTROL: BAG____ VEH____ CIC DEPARTURE___:___ R-R INIT:____

1ST HELI ARR___:___ DEP___:___ 2ND HELI ARR___:___ DEP___:___ R-R INIT:____

PROC CNTR HELI ARR___:___ DEPART___:___ PROC CNTR ARR___:___ R-R INIT:____

CIC CONTROL LOG
GREEN STRIPE ENVELOPE

10/1/2012 9:51:16AM

Elec ID: 791
Job ID: 0012

R450.009 Check-In Center Precinct Control
GREEN STRIPE ENVELOPE

PAGE 1 OF 1

11/6/2012 GENERAL ELECTION

CIC 103 **TOTAL PRECINCTS = 78**

PRECINCT	SEQ #	TIME	BAG #	PRECINCT	SEQ #	TIME	BAG #	PRECINCT	SEQ #	TIME	BAG #
0300002A	1	__:__	_____	3550038A	29	__:__	_____	3550088A	57	__:__	_____
1750055A	2	__:__	_____	3550039A	30	__:__	_____	3550089B	58	__:__	_____
1750055B	3	__:__	_____	3550040A	31	__:__	_____	3550093B	59	__:__	_____
3550001A	4	__:__	_____	3550041A	32	__:__	_____	3550094A	60	__:__	_____
3550002A	5	__:__	_____	3550042A	33	__:__	_____	3550096A	61	__:__	_____
3550003D	6	__:__	_____	3550043A	34	__:__	_____	3550097A	62	__:__	_____
3550004A	7	__:__	_____	3550044A	35	__:__	_____	3550098A	63	__:__	_____
3550007A	8	__:__	_____	3550045A	36	__:__	_____	3550099B	64	__:__	_____
3550008A	9	__:__	_____	3550047B	37	__:__	_____	3550101B	65	__:__	_____
3550009A	10	__:__	_____	3550048A	38	__:__	_____	3550101E	66	__:__	_____
3550011B	11	__:__	_____	3550050A	39	__:__	_____	3550107A	67	__:__	_____
3550013A	12	__:__	_____	3550052A	40	__:__	_____	4650001B	68	__:__	_____
3550015A	13	__:__	_____	3550054A	41	__:__	_____	5000026A	69	__:__	_____
3550018A	14	__:__	_____	3550058A	42	__:__	_____	5400004A	70	__:__	_____
3550019D	15	__:__	_____	3550059A	43	__:__	_____	5400005A	71	__:__	_____
3550020A	16	__:__	_____	3550060A	44	__:__	_____	5400009A	72	__:__	_____
3550022A	17	__:__	_____	3550061A	45	__:__	_____	5400046A	73	__:__	_____
3550023A	18	__:__	_____	3550064A	46	__:__	_____	5400047A	74	__:__	_____
3550024A	19	__:__	_____	3550069A	47	__:__	_____	5400048A	75	__:__	_____
3550025B	20	__:__	_____	3550075A	48	__:__	_____	5400050A	76	__:__	_____
3550026A	21	__:__	_____	3550076D	49	__:__	_____	5400055A	77	__:__	_____
3550029A	22	__:__	_____	3550077A	50	__:__	_____	5400057A	78	__:__	_____
3550030B	23	__:__	_____	3550079A	51	__:__	_____				
3550032A	24	__:__	_____	3550080A	52	__:__	_____				
3550033A	25	__:__	_____	3550082A	53	__:__	_____				
3550034A	26	__:__	_____	3550083A	54	__:__	_____				
3550035C	27	__:__	_____	3550086B	55	__:__	_____				
3550036A	28	__:__	_____	3550087A	56	__:__	_____				

R-R INIT:____

SHERIFFS CONTROL: BAG____ VEH____ CIC DEPARTURE___:___ R-R INIT:____
1ST HELI ARR___:___ DEP___:___ 2ND HELI ARR___:___ DEP___:___ R-R INIT:____
PROC CNTR HELI ARR___:___ DEPART___:___ PROC CNTR ARR___:___ R-R INIT:____

CIC ONTAINER TAG

SHERIFF CONTAINER PICK-UP RECORD

SHERIFF CONTAINER PICK-UP RECORD

GENERAL ELECTION NOVEMBER 4, 2014

CIC 103 - LANCASTER

NO.	BAG NUMBER	RB(RED BOX)/ GSE(GREEN STRIPE ENVELOPE)	CIC STAFF INITIALS	TRANSPORTING DEPUTY'S SIGNATURE	NUMBER OF BAGS PICKED-UP BY SHERIFF	TIME
1.		☐ RB ☐ GSE				
2.		☐ RB ☐ GSE				
3.		☐ RB ☐ GSE				
4.		☐ RB ☐ GSE				
5.		☐ RB ☐ GSE				
6.		☐ RB ☐ GSE				
7.		☐ RB ☐ GSE				
8.		☐ RB ☐ GSE				
9.		☐ RB ☐ GSE				
10.		☐ RB ☐ GSE				
11.		☐ RB ☐ GSE				
12.		☐ RB ☐ GSE				
13.		☐ RB ☐ GSE				
14.		☐ RB ☐ GSE				
15.		☐ RB ☐ GSE				
16.		☐ RB ☐ GSE				
17.		☐ RB ☐ GSE				
18.		☐ RB ☐ GSE				
19.		☐ RB ☐ GSE				
20.		☐ RB ☐ GSE				
21.		☐ RB ☐ GSE				
22.		☐ RB ☐ GSE				
23.		☐ RB ☐ GSE				
24.		☐ RB ☐ GSE				
25.		☐ RB ☐ GSE				
26.		☐ RB ☐ GSE				
27.		☐ RB ☐ GSE				
28.		☐ RB ☐ GSE				
29.		☐ RB ☐ GSE				
30.		☐ RB ☐ GSE				
31.		☐ RB ☐ GSE				
32.		☐ RB ☐ GSE				
33.		☐ RB ☐ GSE				
34.		☐ RB ☐ GSE				
35.		☐ RB ☐ GSE				
36.		☐ RB ☐ GSE				
37.		☐ RB ☐ GSE				
38.		☐ RB ☐ GSE				
39.		☐ RB ☐ GSE				
40.		☐ RB ☐ GSE				

RR/CC OFFICIAL USE ONLY

# of Gray Bags Received_____

_____ PRINT NAME

_____ SIGNATURE

PHONE NUMBERS

Inspector Supply Pick-Up (877) 728-0235

Call in when arriving in the morning at 7:00 am. Call between 11:00 am-12 pm and between 2:00 pm - 3:00 pm for a status report. Call to close at the end of the day.

Check-In-Center (877) 728-0235
(Election Night Only)

Call in between 6:00 pm and 6:30 pm to inform CIC Control you are opening, to report late precincts and to close at the end of the night.