



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN

Registrar-Recorder/County Clerk

October 09, 2020

TO: Members of the Public

FROM: Dean C. Logan 
Registrar-Recorder/County Clerk

ELECTION OBSERVER PANEL PLAN – NOVEMBER 3, 2020 GENERAL ELECTION

The Los Angeles County Registrar-Recorder/County Clerk conducts an extensive Election Observer Program. The program is part of the County's commitment to conducting open and transparent elections. Through the program, Election Observers are afforded the opportunity to observe Pre-Election Logic and Accuracy testing of election systems equipment, and Vote By Mail Ballot processing. The program also provides observation opportunities for Vote Center locations, Check-In-Centers, Tally Center Operations, and Post-Election Processing. The attached Election Observer Panel Plan outlines observable activities and provides a schedule of these events.

Representatives from County Political Party Central Committees, Community Voter Outreach Committee member organizations, the Los Angeles County Grand Jury, and other interested citizens are invited to participate in this program.

Individuals interested in participating in this program should contact Jeff Klein at (562) 462-2992 (jklein@rrcc.lacounty.gov) or Phillip Verbera at (562) 345-8368 (pverbera@rrcc.lacounty.gov) to confirm attendance for each activity you are planning to attend. All observers are required to have a visitor badge before entry, therefore, it is important that you confirm in advance so that we have time to prepare your visitor badge and other materials, and to ensure that you do not miss out on any of the testing activities.

NOTE: All RR/CC facilities will adhere to COVID-19 protocols and guidelines as established by the Department of Public Health. Hence, observation posts will be limited and may not accommodate all observer requests. Priority will be given to political and bona fide organizations, including: County Political Party Central Committees, Community Voter Outreach Committee member organizations, and the Los Angeles County Grand Jury.

DCL:EP:DM

AN:PT:ep

Attachment



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ELECTION OBSERVER PANEL PLAN NOVEMBER 3, 2020 GENERAL ELECTION

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Telephone Number (562) 462-2716

RR/CC CONTACT: Jeff Klein, Administrative Services Manager
Telephone Number (562) 462-2992

VOTING SYSTEM: Election Systems & Software VSAP Tally

OBJECTIVE: To provide a program that allows Political Organization Representatives an opportunity to observe the Election events during the Early Voting Period, on Election Day, and Post-Election. Interested members of the public may also participate in the Observer Panel and observe the activities during the election period.

Observer Panel Key Dates	
Vote By Mail	Begins: October 5, 2020 (E-29)
Early Voting (In-Person)	Begins: October 24, 2020 (E-10) through November 2, 2020 (E-1)
Election Day	Begins: November 3, 2020 (Election Day)



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ELECTION OBSERVER PANEL PLAN
NOVEMBER 3, 2020 GENERAL ELECTION

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ELECTION OBSERVER PANEL PLAN NOVEMBER 3, 2020 GENERAL ELECTION

1.0 PURPOSE OF THE ELECTION OBSERVER PANEL

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

2.0 GENERAL INFORMATION

- 2.1 The Department of Registrar-Recorder/County Clerk (RR/CC) requests for participating organizations to designate a representative to observe specific areas of the election events. The organizations are responsible for the assignments, conduct, and activity of their representatives.
- 2.2 Due to the COVID-19 pandemic, observation posts will be limited and may not accommodate all observer requests.
- 2.3 All observers participating will be required to adhere to COVID-19 safety guidelines as established by the Department of Public Health.
 - 2.3.1 Observers will be required to:
 - 1) Wear personal protective equipment such as face coverings/masks, gloves, etc.
 - 2) Maintain safe social distancing all times (minimum of 6ft.)
 - 2.3.2 Observers who refuse to adhere to COVID-19 safety guidelines will not be allowed to participate.
- 2.4 The RR/CC will designate staff as Observer Coordinators. These individuals will act as liaisons between the RR/CC and each organization. Observer Coordinators will inform organizations of election events and activities.
- 2.5 Each participating organization is to provide the RR/CC with the name of their representative(s) participating in the Election Observer Panel Program, along with the individual’s requested area of observation (**Attachment C**).
- 2.6 The RR/CC provides participating organizations the “Schedule of Events” for Computer Operations (**Attachment B**), as well as a list of Vote Center locations. Additionally, the RR/CC will provide organizations the location of observation posts at Vote by Mail (VBM) Pomona Operations Center (POC), local Vote Centers, Check-In-Centers (CIC) and the Tally Operation Center (TOC).
- 2.7 RR/CC Observer Coordinators will provide badges, an Observer Certificate when applicable, Observer Instructions (**Attachment A**), and a reporting log, (**pg. 12-14**).



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3.0 VOTE BY MAIL (VBM) POMONA OPERATION CENTER (POC)

1101 McKinley Avenue, Pomona, CA 91768 – (Enter from Gate #1, Building 9)

3.1 OBSERVER CHECK-IN:

Directional signage for observers begins from the Pomona Fairplex Security station at Gate #1 to the main parking area for Building #9. Observers must identify themselves at the Security station and wait for instructions. Once cleared, observers should park only in designated parking spaces.

Check-in stations will be located just inside Building #9 near the main personnel entrance, where observers will receive badges that must remain visible while on the operational floor. On the operational floor there will be seven (7) Election Observer Posts where observers must remain. Post signage will be placed throughout the work area to identify the observation areas.

Each area (listed in detail below) will allow the observers to view a specific part of the VBM process. Should an observer wish to have a closer look at a specific ballot or a computer screen, they should have their escort alert an operations supervisor so arrangements for proper spacing can be made.

3.2 ELECTION OBSERVER POSTS

3.2.1 POST # 1 – Incoming Ballots

3.2.1.1 Ballots are received in three (3) types of containers: USPS carts from the US Postal Service, Drop Box transport bags, and Vote Center ballot security envelopes.

3.2.1.2 Return envelopes are reviewed and organized for Automated Signature Verification.

3.2.2 POST # 2 – Automated Signature Verification

3.2.2.1 Return envelopes are processed through eight (8) Mail Ballot Verifier machines.

3.2.2.2 Envelopes are endorsed and placed in trays awaiting clearance from Data Processing/Signature Verification.



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- 3.2.2.3 Envelopes with challenged signatures are reviewed.
- 3.2.2.4 Envelopes with challenges unrelated to signature are researched.
- 3.2.2.5 Envelopes that will remain challenged and held from extraction are collected from the corresponding trays.
- 3.2.2.6 Ballots cleared for extraction are transferred to the Ballot Extraction area.

3.2.3 POST # 4 – Ballot Extraction

- 3.2.3.1 Designated staff and equipment open cleared envelopes.
- 3.2.3.2 Cut envelopes are distributed to Ballot Extraction Staff.
- 3.2.3.3 Staff remove all ballot cards in the return envelope, perform a review of all cards and make one of three determinations:
 - a) Ballot cards are cleared for Tally.
 - b) Ballot cards are damaged, include write-in votes, or are improperly marked, requiring the ballot cards to be remade.
 - c) Ballot cards and envelope should be held for supervisor review.

3.2.4 POST # 5 – Ballot Remake

- 3.2.4.1 Ballots designated to be remade from Ballot Extraction are received.
- 3.2.4.2 Staff print replacement cards for the ballot.
- 3.2.4.3 Staff fill out the replacement cards as the voter indicated on the original.
- 3.2.4.4 QC staff review replacement cards against the original before clearing for Tally.

3.2.5 POST # 6 – Ballot Preparation

- 3.2.5.1 Ballots cleared for Tally are consolidated into ballot boxes.
- 3.2.5.2 Staff seal and label boxes, placing them on carts in preparation for transport to the Tally operation.

3.2.6 POST # 7 – Ballot Transportation

- 3.2.6.1 Staff inventory contents to be transported to the Tally operation.
- 3.2.6.2 Staff shrink wrap cart contents when full.
- 3.2.6.3 Staff load carts on to trucks when deliveries are schedule.



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4 CHECK-IN CENTER (CIC) OBSERVATION

4.1 OBSERVER CHECK-IN:

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

4.2 PROCEDURES:

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

4.2.1 OBSERVERS MAY NOT:

- 4.2.1.1 Touch or handle ballots and/or election materials.
- 4.2.1.2 Assist in operations at any CIC.

4.2.2 OBSERVERS SHOULD:

- 4.2.2.1 Remain at the CIC until completion of all operations and clearance from Tally Operation Center.
- 4.2.2.2 Forward the completed Political Observer Reporting Log to the RR/CC Observer Coordinator. (Do not leave the Reporting Log with CIC personnel)
- 4.2.2.3 Return badges, clipboards, pens, and instructions to the CIC Chief.

5.0 VOTE CENTER OBSERVATION

5.1 OBSERVER CHECK-IN:

Public observation commences E-10 for in-person Early Voting and continues through Election Day. Observer participation may begin during Vote Center set-up at 7:30 a.m. during the in-person Early Voting period, and at 6:00 a.m. on Election Day. It is recommended that observers identify themselves with the Vote Center Lead. (Elec. Code [14221](#))



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5.2 PROCEDURES:

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

5.2.1 An observer’s actions may not interfere with the processing of voters or cause voters to feel intimidated. If an observer’s actions are perceived to be intimidating to voters or obstructive to the voting process, they will be asked to leave. (Elec. Codes [18370](#), [18540](#), [18541](#))

5.2.2 The public, including observers, may not challenge any voter. (Elec. Code [14240](#)). Questions concerning Vote Center procedures should be directed to the Vote Center Lead.

5.2.3 OBSERVERS MAY NOT:

5.2.3.1 Touch any voting materials, equipment, sit at the official table or remain behind the official table.

5.2.3.2 Converse with voters (within 100 feet of the entrance to a Vote Center) regarding the casting of a vote or speak to a voter regarding his or her qualifications to vote.

5.2.3.3 There is “*NO ELECTIONEERING*” allowed inside or within 100 feet of the Vote Center. Electioneering is the visible display or any campaign materials or wear campaign badges, buttons and/or apparel. (Election Code [319.5](#))

5.2.3.4 Wear the uniform of a peace officer, a private guard, or security personnel.

5.2.3.5 Touch election personnel.

5.2.3.6 Eat or drink inside a Vote Center location.

5.2.3.7 Talk to Vote Center workers while voters or ballots are being processed.

5.2.3.8 Ballot security is the primary concern of the RR/CC. Violation of security by an observer may result in his/her removal.

6.0 TALLY OPERATION CENTER OBSERVATION

6.1 OBSERVER CHECK-IN:

An area has been designated for observer check-in at the Tally Operation Center during the in-person Early Voting Period of E-10 through E-1 and Election Day. Observers should



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check-in with Observer Coordinators by 7:30 p.m. during the in-person Early Voting Period and by 8:00 p.m. on Election Day, to receive a required badge for the evening. Any re-badging required may be resolved at check-in. After observer processing and orientation, participants will remain in the lobby or check-in area until escorted to their assigned observation post.

6.2 PROCEDURES:

The sole function is to observe procedures at the Tally Operation Center located at 9150 Imperial Hwy., Downey, CA 90242. Touching or handling of any ballots or election materials is prohibited.

6.2.1 OBSERVERS MAY NOT:

- 6.2.1.1 Touch any ballots, voting materials, or equipment.
- 6.2.1.2 Wear the uniform of a peace officer, a private guard, or security personnel.
- 6.2.1.3 Touch election personnel.
- 6.2.1.4 Tally Center workers, while staff is processing ballots.
- 6.2.1.5 Eat or drink in the VSAP Tally Room.
- 6.2.1.6 Purses, backpacks, or packages of any kind are prohibited inside the Tally Room.
- 6.2.1.7 Use electronic devices while in the Canvass areas. All devices must be set to vibrate, airplane mode or turned off while observing tally operations.

6.2.2 OBSERVERS SHOULD:

- 6.2.2.1 Wear a badge all times while in the Tally Center and participating in observation panel.
- 6.2.2.2 Hold discussions and conversations outside the designated work areas.
- 6.2.2.3 Submit all questions and/or comments concerning a procedure or something the observer witnessed to the Registrar Recorder using the provided Election Observer Questions and Comments form.
- 6.2.2.4 Observers may also submit questions and/or comments via email at: electionobserver@rrcc.lacounty.gov



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6.3 PROGRAM INTEGRITY

Ballot security is our primary concern. Violation of security by an observer will result in his/her removal. Should the number of observers become so great that it interferes with the canvass operations, the RR/CC will limit the number of observers who will be allowed to enter areas where tally operations are taking place. Upon departure, return badges, clipboards, pens and instructions.

6.4 ELECTION OBSERVER POSTS

6.4.1 OBSERVER POST # 1 – Receiving of Ballot Transport Boxes

6.4.1.1 Ballots cast are received in Ballot Transport Box (BTB) from Check-In-Centers (CIC) by authorized personnel.

6.4.2 Points of Observation:

6.4.2.1 Early Voting Period (E-10 through E-1): Ballot Transport Boxes are retrieved from the CIC authorized vehicles and inspected to ensure tamper evident seals remain intact.

6.4.2.2 Election Day: Ballot Transport Boxes are retrieved from Los Angeles Sheriff Department (LASD) authorized vehicles and inspected to ensure tamper evident seals remain intact.

6.4.2.3 Ballot Transport Boxes shall have a CIC route slip for tracking of the Ballot Transport Boxes being delivered.

6.4.3 OBSERVER POST # 2 – Entry Scan

6.4.3.1 Ballot Transport Boxes (BTB) received are scanned in for tracking chain of custody.

6.4.4 Points of Observation:

6.4.4.1 All BTBs are counted and reconciled against the CIC Route slip.

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



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- 6.4.4.3 All BTBs are scanned upon entry to the Tally Operation Center at the South Entrance for tracking chain of custody.
- 6.4.4.4 BTBs are placed in carts for transport to Ballot Preparation clerical stations.

6.5 OBSERVER POST # 3 – Routing of BTB for Preparation

- 6.5.1 Ballot Transport Boxes are placed in carts and routed to the Ballot Preparation Room. During the in-person Early Voting period of E-10 through E-1, BTBs are stored and locked overnight in Room D31. Ballot Transport Boxes are inventoried and documented by using a carbon copied receipt indicating the number of BTBs stored and is placed inside the storage area. Ballot Preparation staff reconcile the BTB inventory against the prior night’s receipt, the following morning before the start of BTB processing.
- 6.5.2 On Election Day, BTBs are transported to the Ballot Preparation Room and are processed the same night by Ballot Preparation Staff.
- 6.5.3 Points of Observation:
 - 6.5.3.1 Ballot Transport Boxes are properly sealed and placed in transport carts.
 - 6.5.3.2 Improperly sealed/unsealed BTB are properly identified and routed to Complex Box Area.
 - 6.5.3.3 Cart handlers follow a designated route for the transport of BTBs to the Ballot Preparation Room.
 - 6.5.3.4 From E-10 through E-1, BTB are carefully counted, verified, and recorded in a carbon copy receipt.

6.6 OBSERVER POST # 4 – BTB Preparation and Processing

- 6.6.1 Each clerk station receives one (1) sealed BTB at a time. Clerks open and check the ballot statement included in BTB for quantities and makes sure the statement seal number matches the number on BTB seal. Clerks check all ballots for damages, wrinkles, alterations, and other potential defects prior to transferring to the Tally Center. Damaged/defective ballots and miscellaneous items found in a BTB that are placed in a “Withheld Box”.



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6.6.2 Points of Observation:

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

6.7 OBSERVER POST # 5 – Tally Center

- 6.7.1 Pre-Tally transport boxes with prepared ballots are delivered to the Tally Center.
- 6.7.2 Pre-Tally boxes are placed in a table for Tally Center for staff to process on a flow basis.
- 6.7.3 Each Tally Scanner reads the votes on VSAP Ballots and tabulates the results for inclusion on the Election Results Bulletin.
- 6.7.4 The bulletin number and time are placed on each press bulletin.
- 6.7.5 Each bulletin is signed-off by an observer from one party. Each succeeding bulletin has a rotating party sign-off.
- 6.7.6 After processing, ballots are placed in VSAP Ballot cabinets and the storage location is recorded.

6.7.7 Points of Observation:

- 6.7.7.1 Pre-Tally Ballot runners follow a prescribed route to the Tally Center.
- 6.7.7.2 Runners transport Pre-Tally boxes with prepared ballots to the Tally Center staff on a flow basis.
- 6.7.7.3 Pre-Tally Boxes are distributed to staff scanning by Supervisor
- 6.7.7.4 Ballots are processed properly in the Tally Center.
- 6.7.7.5 All ballots are properly stored and recorded immediately after being processed.
- 6.7.7.6 All error conditions are properly corrected.
- 6.7.7.7 Non-processable ballots are given to a supervisor.
- 6.7.7.8 RR/CC representative seal ballots and secure in storage area.



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OBSERVER REPORT LOG

NOVEMBER 3, 2020 GENERAL ELECTION

Check-In Center: _____

Date: _____

Party: _____

Post No.: _____

Time	Issue/Concern	Corrective Action Taken

(Submit log to your Party Coordinator)



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OBSERVER REPORT LOG

NOVEMBER 3, 2020 GENERAL ELECTION

Vote Center: _____

Date: _____

Party: _____

Post No. _____

Time	Issue/Concern	Corrective Action Taken

(Submit log to your Party Coordinator)



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OBSERVER REPORT LOG

NOVEMBER 3, 2020 GENERAL ELECTION

Tally Operation Center

Post No.: _____

Date: _____

Party: _____

Time	Issue/Concern	Corrective Action Taken

(Submit log to your Party Coordinator)



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ELECTION OBSERVER INSTRUCTIONS

LOCATION: TALLY OPERATION CENTER

1. All *pre-election and post-election observers* must report and sign in and out at the Information Booth on the first floor (front lobby).
2. *Election Day observers* must report and sign in and out daily at the Information Desk located on the first floor (front lobby).
3. An Observer Badge will be issued and must be worn at all time.
4. When leaving for the day, please sign out and return the badge at the check-in desk.
5. All visitors shall be escorted to the work areas they are requesting to observe.
6. No food or beverages allowed in the work areas.
7. Observers are prohibited from photographing or recording any process of the election tally operation without prior approval.
8. Pagers and cellular phones must be set to vibrate or turned off while observing election operations.
9. The individual's function is to observe that procedures are followed. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.
10. All questions concerning a procedure should be directed to the supervisor in charge and not directed to employees.
11. Observers may not hold discussions and/or conversations in any designated work area.
12. Observers will be allowed in the work areas only when employees are performing election operations.
13. Operations will continue as scheduled whether observer is present or not
14. Failure to follow instructions will be reported. Violation of security by an observer may cause expulsion from the building or relocation by a Sheriff Deputy or building security personnel.



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LOCATION: VSAP TALLY ROOM

1. Observer function is to observe procedures. Touching or handling any ballots or election materials is prohibited.
2. Observers may not:
3. Touch any ballots, voting materials or equipment.
4. Wear the uniform of a peace officer, private guard or security personnel.
5. Use cellular phones, pagers, or two-way radios inside the VSAP Tally Room.
6. Touch election personnel.
7. Talk to VSAP Tally Room workers while they are processing ballots.
8. Eat or drink in the VSAP Tally Room.
9. Purses, backpacks or packages of any kind are prohibited at the Tally Operation Center.
10. Camcorders or any audio/visual equipment are not permitted inside the VSAP Tally Room but will be allowed outside the VSAP Tally Room.
11. Observers must wear their Election Observer badge at all time.
12. Questions concerning procedures should be directed to a VSAP Tally Room supervisor, if available. All other questions can be submitted in writing.
13. If you believe established procedures are not being followed, use the Observer Reporting Log to record the nature of the incident; include the Vote Center ID, time of incident, and any other details related to the problem.
14. Ballot security is our primary concern. Violation of security by an observer will result in his/her removal.
15. Upon departure, return badges, clipboards, pens, and instructions.

**Political Observer Schedule of Events for Computer Operations
General Election – November 3, 2020**

The following is a schedule of events for computer operations. The times for some events are subject to change, as noted. The dates listed for Official Canvass processing may change.

DATE	TIME	EVENT	LOCATION*
Friday (10/2) to Friday (10/16) (daily as needed)	8:00 a.m. to 4:30 p.m.	<u>BMD Loading</u>	VOC
Tuesday (10/20)	10:00 a.m. to 12:00 p.m.	<u>VSAP VBML&A Test</u>	TOC
Tuesday (10/20)	1:00 p.m. to 5:00 p.m.	<u>VSAP BMD L&A Test</u>	TOC
Wednesday (10/21) to Monday (11/2) (as needed)	9:00 a.m. 9:10 a.m. 5:00 p.m.**	Personnel Check-in Begin Ballot Pre-Processing End Ballot Pre-Processing	<u>Ballot Pre-Processing</u> TOC
Tuesday (11/3)	9:00 a.m. 9:10 a.m. 5:30 p.m.	Personnel Check-in Begin Ballot Pre-Processing Personnel Release for Dinner Break	<u>Election Day Pre-Processing</u> TOC
Tuesday (11/3) to Wednesday (11/4)	7:45 p.m. 8:00 p.m. 8:30 p.m. 9:00 p.m. 9:30 p.m.** 6:00 a.m.** 6:30 a.m.	Personnel Check-in Begin VBM Tabulation Post VBM Results to Media and Internet Post VBM and Early Voting Results to Media and Internet Begin BMD Ballot Processing Complete Ballot Processing End of Election Personnel Release	<u>Election Night Processing</u> TOC

* VOC is located at 12100 Rivera Road, Whittier, CA 90606

TOC is located at 9150 Imperial Hwy, Downey, CA 90242

** Estimated Times

**Political Observer Schedule of Events for Computer Operations
General Election – November 3, 2020**

DATE	TIME	EVENT	LOCATION*
Wednesday (11/4)		<u>Ballot Scanning</u>	TOC
to	9:30 a.m.	Personnel Check-in	TOC
Friday (11/27) (daily as needed)	10:00 a.m.**	Begin Ballot Scanning	
	3:30 p.m.**	End Ballot Scanning	
		<u>Official Canvass</u>	
Wednesday (11/4) (if needed)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 1	
Thursday (11/5) (if needed)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 2	
Friday (11/6)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 3	
Tuesday (11/10)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 4	
Friday (11/13)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 5	
Tuesday (11/17)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 6	
Friday (11/20)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 7	
Tuesday (11/24)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 8	
Friday (11/27)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 9	
Monday (11/30) (if needed)	3:30 p.m.	Begin Tabulation	TOC
	4:00 p.m.	Update 10	

* VOC is located at 12100 Rivera Road, Whittier, CA 90606

TOC is located at 9150 Imperial Hwy, Downey, CA 90242

** Estimated Times

