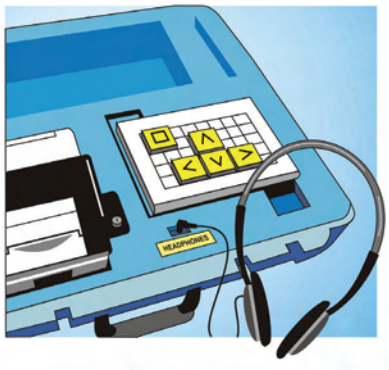
Pollworker handbooks now double-sided to reduce waste!

Going Green!

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

ELECTION GUIDE AND CHECKLIST



- ☑ Arrive at 6:00 a.m.
- ☑ Set-up PBR and ABB
- ☑ Put up signs
- ☑ Sign Loyalty Oath
- ☑ Assign positions
- ☑ "Polls are now open"
- ☑ Assist voters

November 6, 2012

General Election

For problems and exceptions refer to the* What To Do If... *handbook.

Resources also available at www.lavote.net

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Section 1:

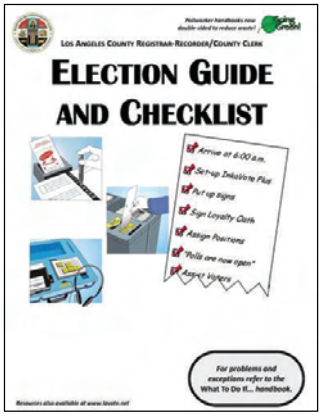
Preparing for Election Day

Preparing for Election Day

Available Resources

Election Guide and Checklist

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

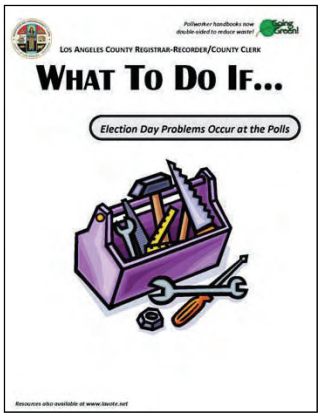


Remember:

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

What To Do If...

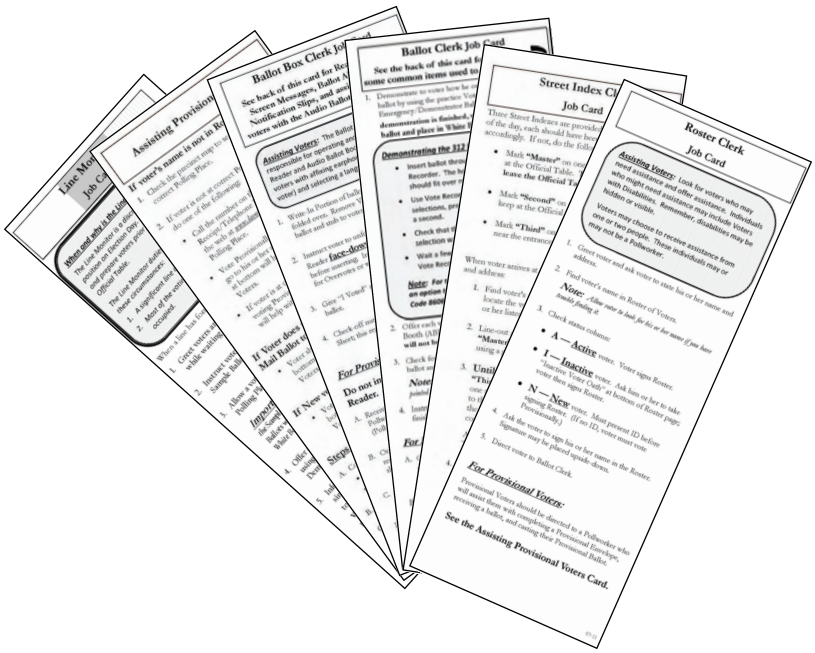
The Green *What To Do If...* provides **procedures on resolving problems and specialized situations**.



Job Cards

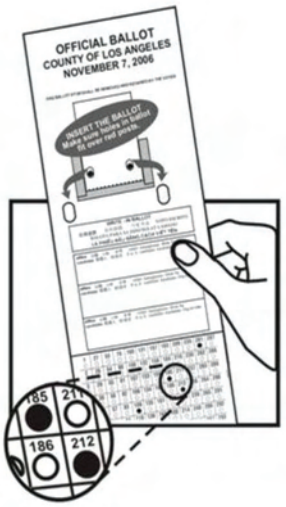
The Multicolored *Job Cards* are small, easy to use cards **that outline the different job duty steps for each Clerk position and assisting Provisional Voters.**

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



Preparing for Election Day

What is InkaVote plus...?



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.
(Additional details regarding how to use 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.

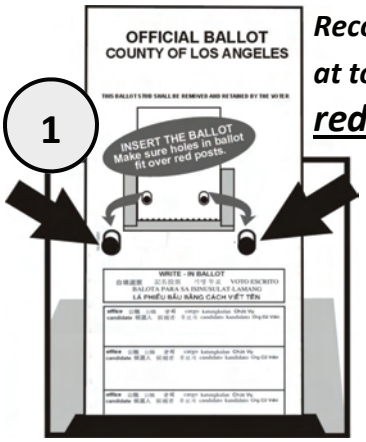
An **Audio Ballot Booth (ABB)** assists voters through use of a simple keypad and headset. The ABB should be offered to all voters and anyone may use it. However, in general, voters who are blind or visually impaired, and voters who request assistance in a language other than English will use the ABB.

Languages available through use of the ABB are: Chinese (both Mandarin and Cantonese), English, Japanese, Korean, Spanish, Tagalog/ Filipino, and Vietnamese.

Additionally, there will now be three new languages available on the ABB: Hindi, Khmer, and Thai.

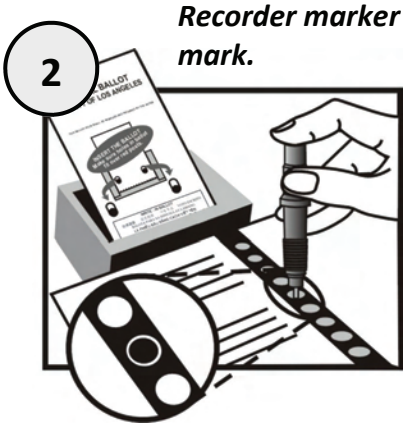
Preparing for Election Day

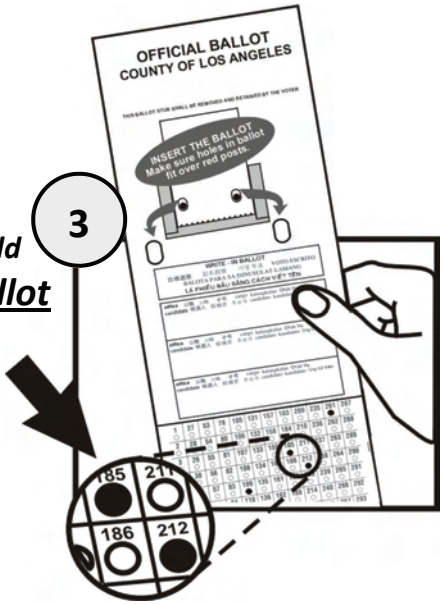
How Voting Will Take Place for this Election



Insert ballot into Vote Recorder. Place holes at top of ballot <u>over red posts</u>.

<u>Push down firmly</u> with Vote Recorder marker to mark.





Voter should <u>check ballot</u> for marks.

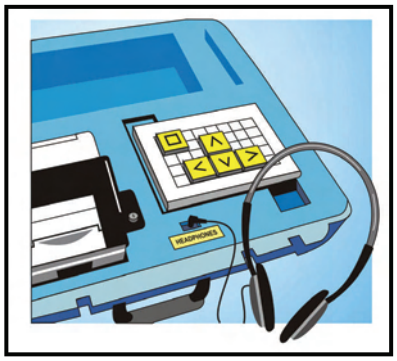
Voter <u>inserts ballot</u> into Precinct Ballot Reader (PBR) when finished. It checks for er-

Also Available!

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

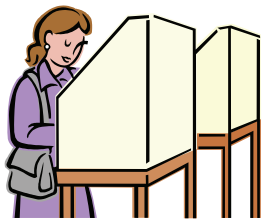
A. Voters who are blind or visually impaired; or

B. Voters who request assistance in a language other than English.



Preparing for Election Day

Summary of Election Day Duties (for all Pollworkers)



Inspectors: Inspectors are responsible for 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.

Inspectors' duties include:

- Working with Precinct Board to set-up Polling Place and be ready to open at 7:00 a.m.
- 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.)

- 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 two hours (7:00 a.m. to 9 a.m.) and last two hours (6:00 p.m. to 8:00 p.m.).*

- Answering voter questions using available resources (*Election Guide and Checklist*, *What To Do If...* handbook, and Job Cards) to resolve any issues.
- Communicating with Coordinator and/or Polls Section throughout Election Day.
- Closing Polling Place, packing-up, and delivering ballots and supplies to the Check-in-Center (CIC).

  Note: *When taking supplies to CIC, the Inspector and a Clerk must travel together in same vehicle.*

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.

Clerks' duties include:

- Working with Precinct Board to set-up Polling Place and be ready to open at 7:00 a.m.
- 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.)
- Answering voter questions or referring voters to the Inspector if further assistance is needed.
- Assisting with closing the Polling Place and packing-up ballots and supplies.
- Performing other necessary duties for a successful Election Day.

Preparing for Election Day

Visiting Polling Places Before Election Day (for all Pollworkers)

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

For Inspectors Only:

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

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

Preparing for Election Day

Picking-Up and Checking Supplies (for Inspectors)

Inspector Supply Pick-Up (ISPU) is 8:00 a.m. to 5:00 p.m. on both Saturday, October 27 and Sunday, October 28. Inspectors will receive a separate notice with his or her assigned ISPU location and date.

- **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 October 28 and you have not picked-up your supplies, please contact the Polls Section immediately.*

To check supplies, twist and break the plastic lock on the Black Supply Tub. Retrieve the checklist inside and follow the steps below.

When you answer "Yes" to each question check it off. If you answer "No" to any question, contact the Polls Section at 877-728-0235.

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

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

☐ *Find the checklist inside. Do you have all the supplies listed on your Black Supply Tub checklist?*

☐ *Find the precinct numbers 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 numbers listed on the bottom of each ballot, Roster of Voters, Street Index copies, Vote Recorders, label of White Box, and the Red Box. Is the serial number the same for each item?*

☐ *Check that you have received a Ballot Header Card. The card is found inside the Green Stripe Envelope.*

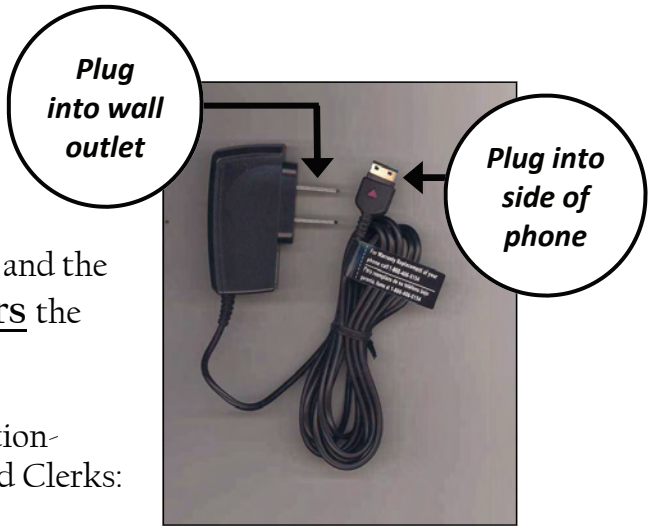
☐ *Do the pages of the Sample Ballot match the pages of the Vote Recorders?*

Names and order of candidates should match.

Preparing for Election Day

Cell Phone (for Inspectors)

The cell phone has not been charged.



- The cell phone charger is found in a clear plastic pouch inside the Black Supply Tub.
- Plug the charger into the side of the phone and the cord into a wall outlet. 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) when you have packed-up 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 **Sunday, November 4**.)

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.*

Charge it!

End Call:
*Press red **END** button to end call.*

Power:
*Press and hold red **END** button for three seconds to turn on/off.*

Preparing for Election Day

Preparing the Roster of Voters and Street Index (for Inspectors)

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

Before Election Day, do the following with the two items:

Blue Supplemental Roster Page(s):

Lists all voters who registered to vote after the Roster of Voters was printed.

1. Remove the Roster from the Green Stripe Envelope (GSE).
2. Attach this page(s) to back-cover of Roster by removing adhesive strip(s).

Lavender Vote By Mail Voter List:

Lists voters who applied for Vote By Mail Ballots after the Roster of Voters was printed.

1. Remove the Roster from the Green Stripe Envelope (GSE).
2. Find the names of voters appearing on this list and print "VBM" in the signature column of the Roster.

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

Alpha-Index Tabs are found in the Green Stripe Envelope (GSE) and help with looking up voters' names and street names quickly. Attach to the edges of your Roster and Street Index pages.

Sample of how Roster looks after you mark it:

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

"VBM ISSUED" Already Printed:

The voter on Line 1 applied for a Vote By Mail Ballot before the Roster was printed.

Therefore, "VBM ISSUED" is pre-printed.

Voter on lavender Vote By Mail Voter List:

The voter on Line 2 appears on the lavender Vote By Mail Voter List.

Therefore, print "VBM" on the left side of the Signature Line for that voter.

(Repeat this process for all voters appearing on the list.)

Blank Line:

The voter on Line 3 did not apply for a Vote By Mail Ballot.

No further action is needed.

Section 2:

Setting-Up the Polling Place

“The Polls are now open!”

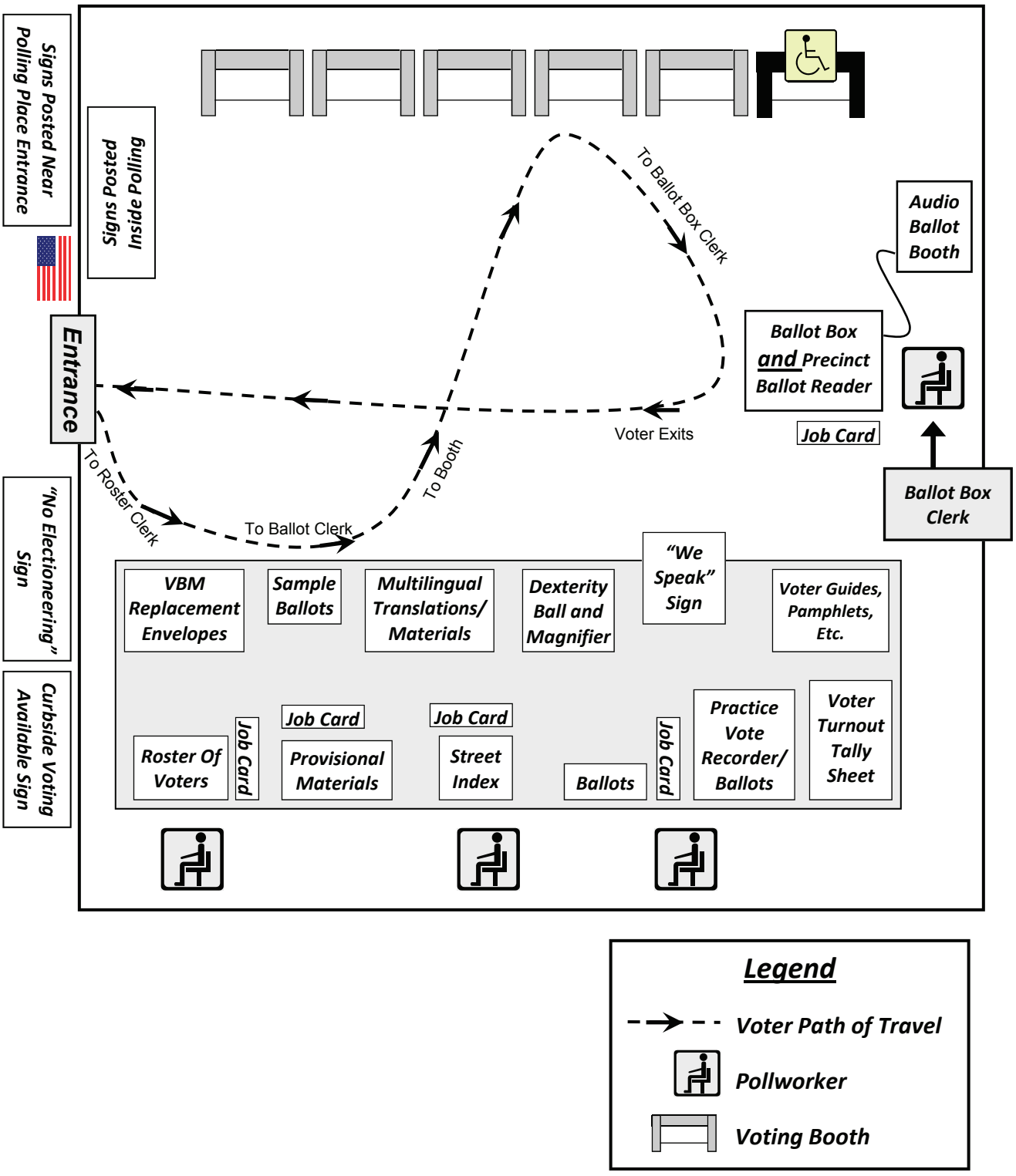
Setting-Up the Polling Place

Set-Up Overview

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

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

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



Setting-Up the Polling Place

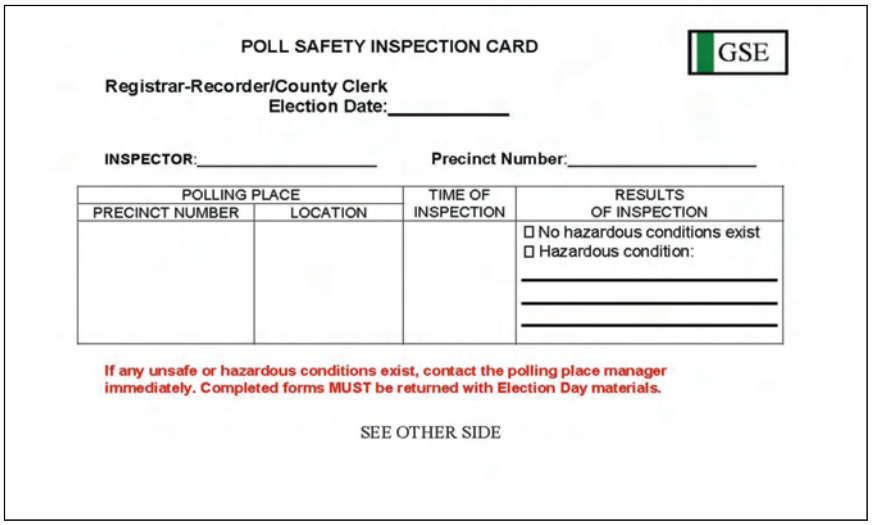
Safety Outside the Polling Place

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

➡ Fill-out the Poll Safety Inspection Card when setting-up. (Instructions are found on the back of the card). Place in Green Stripe Envelope (GSE) when complete.

An example of the Poll Safety Inspection Card is shown below:

Front of Poll Safety Inspection Card



POLL SAFETY INSPECTION CARD

GSE

Registrar-Recorder/County Clerk
Election Date:_____

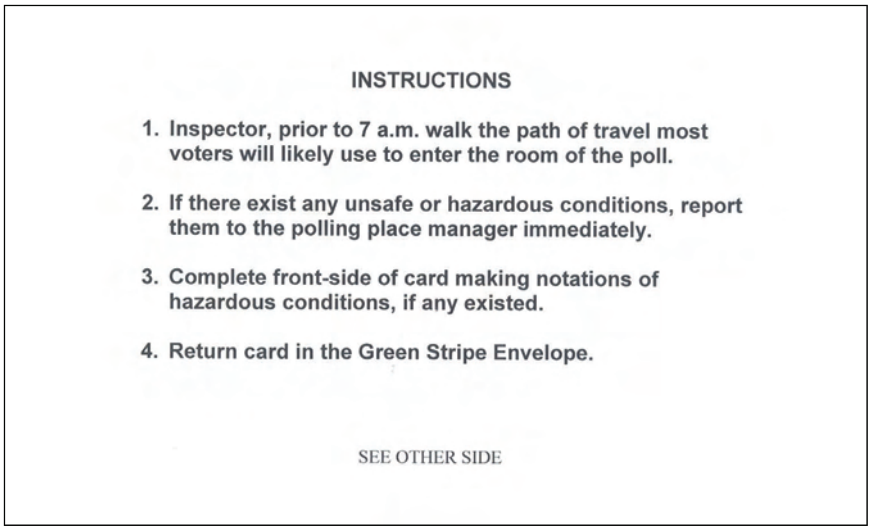
INSPECTOR:_____ Precinct Number:_____

POLLING PLACE		TIME OF INSPECTION	RESULTS OF INSPECTION
PRECINCT NUMBER	LOCATION		
			☐ No hazardous conditions exist ☐ Hazardous condition: _____ _____ _____

If any unsafe or hazardous conditions exist, contact the polling place manager immediately. Completed forms MUST be returned with Election Day materials.

SEE OTHER SIDE

Back of Poll Safety Inspection Card



INSTRUCTIONS

1. Inspector, prior to 7 a.m. walk the path of travel most voters will likely use to enter the room of the poll.
2. If there exist any unsafe or hazardous conditions, report them to the polling place manager immediately.
3. Complete front-side of card making notations of hazardous conditions, if any existed.
4. Return card in the Green Stripe Envelope.

SEE OTHER SIDE

Setting-Up the Polling Place

Foot Traffic and Safety Inside the Polling Place

Ensure a clear path of travel for all voters inside the Polling Place. *The path should be free from hazardous conditions, including chairs, power cords, and other loose objects.*

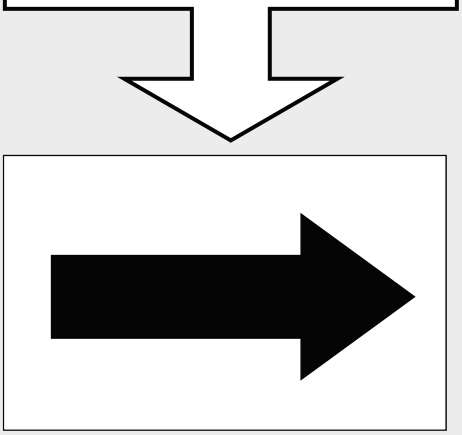
Keep in mind, voters needing a clear path of travel inside the Polling Place may include individuals using walkers, service animals, and wheelchairs.

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

1. *Enters the room;*
2. *Arrives at the Official Table to sign Roster of Voters and receive ballot;*
3. *Uses a voting booth;*
4. *Arrives at Precinct Ballot Reader (PBR) and Ballot Box; and*
5. *Exits the room.*

Use Polling Place direction signs, found in the Black Supply Tub, to assist voters with finding the Polling Place.

Post signs where appropriate.



Privacy and Accessibility

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

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

Position the ABB for maximum privacy and so it is available for **any** voter to use. **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 for any voters who need 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 signs inside Polling Place, so voters arriving and reading signs do not disturb individuals in the booths.

Setting-Up the Polling Place

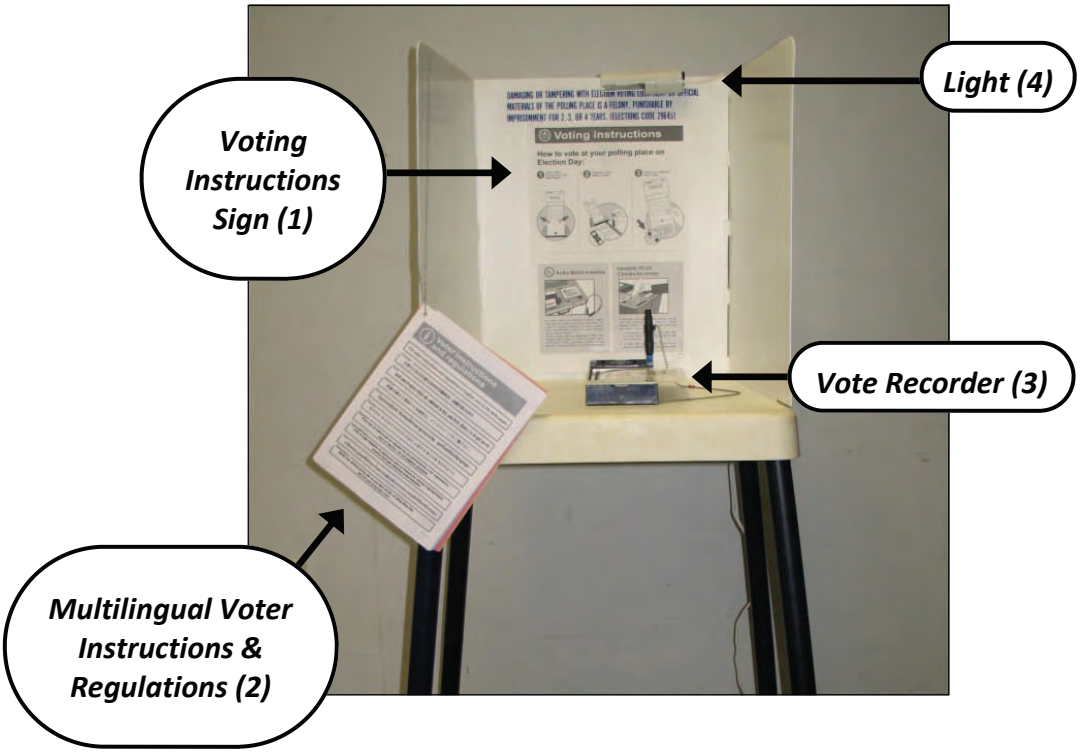
Voting Booths

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:

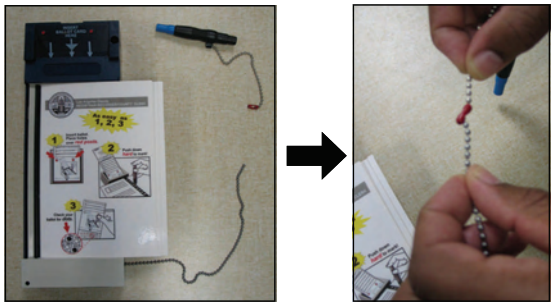
- ☐ Voting Instructions Sign (1)
- ☐ Multilingual Voter Instructions & Regulations (2)
- ☐ Vote Recorder, with marker attached (3)
- ☐ Light, plugged in to wall or to another voting booth (4)

(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.



Setting-Up the Polling Place

Voters with Disabilities Booth

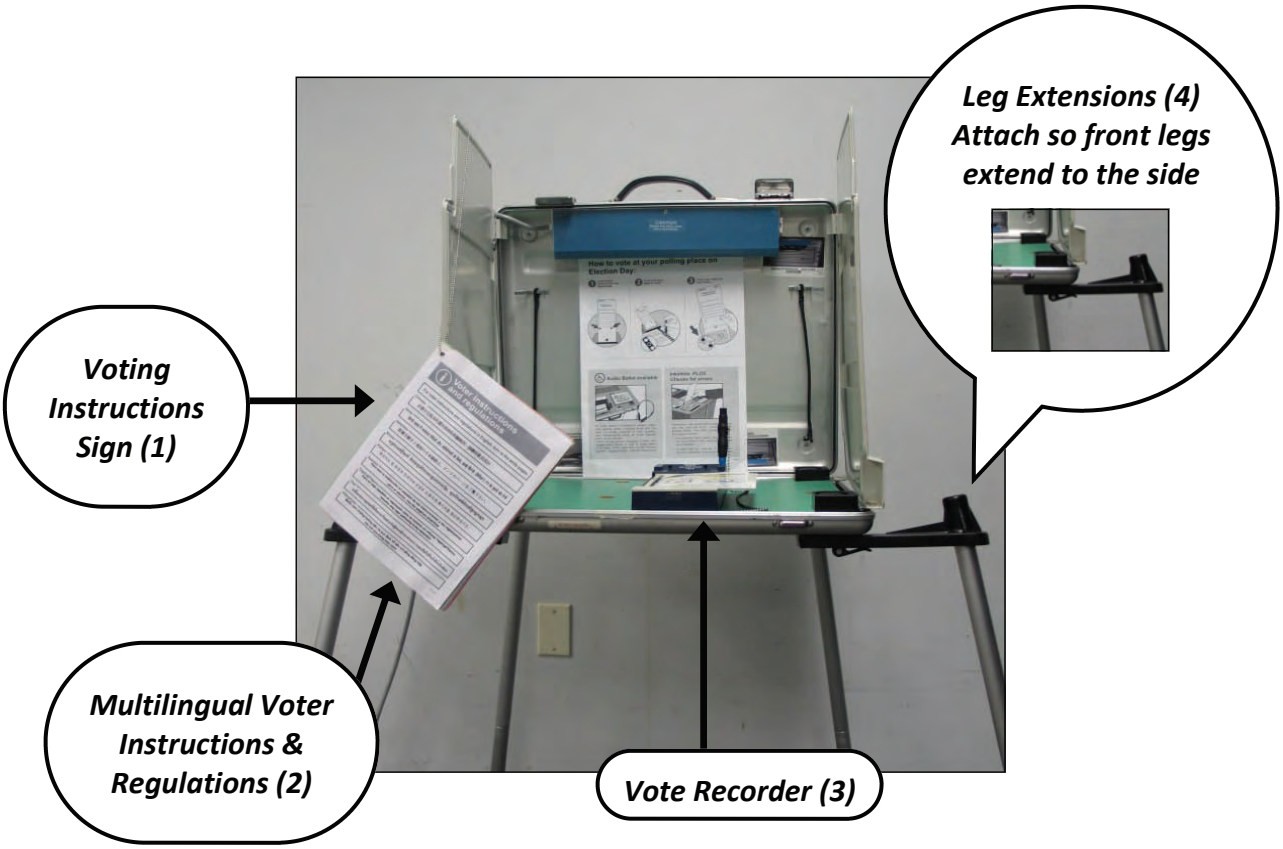
The silver aluminum case unfolds to become the Voters with Disabilities Booth, with leg components found inside. Assemble the legs, using the leg extensions, so the front legs extend to the side.

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

Use the checklist below for setting-up the Voters with Disabilities booth:

- ☐ Voting Instructions Sign (1)
- ☐ Multilingual Voter Instructions & Regulations (2)
- ☐ Vote Recorder, with marker attached (3)
- ☐ Leg Extensions (4)

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



Setting-Up the Polling Place

Signs Inside the Polling Place

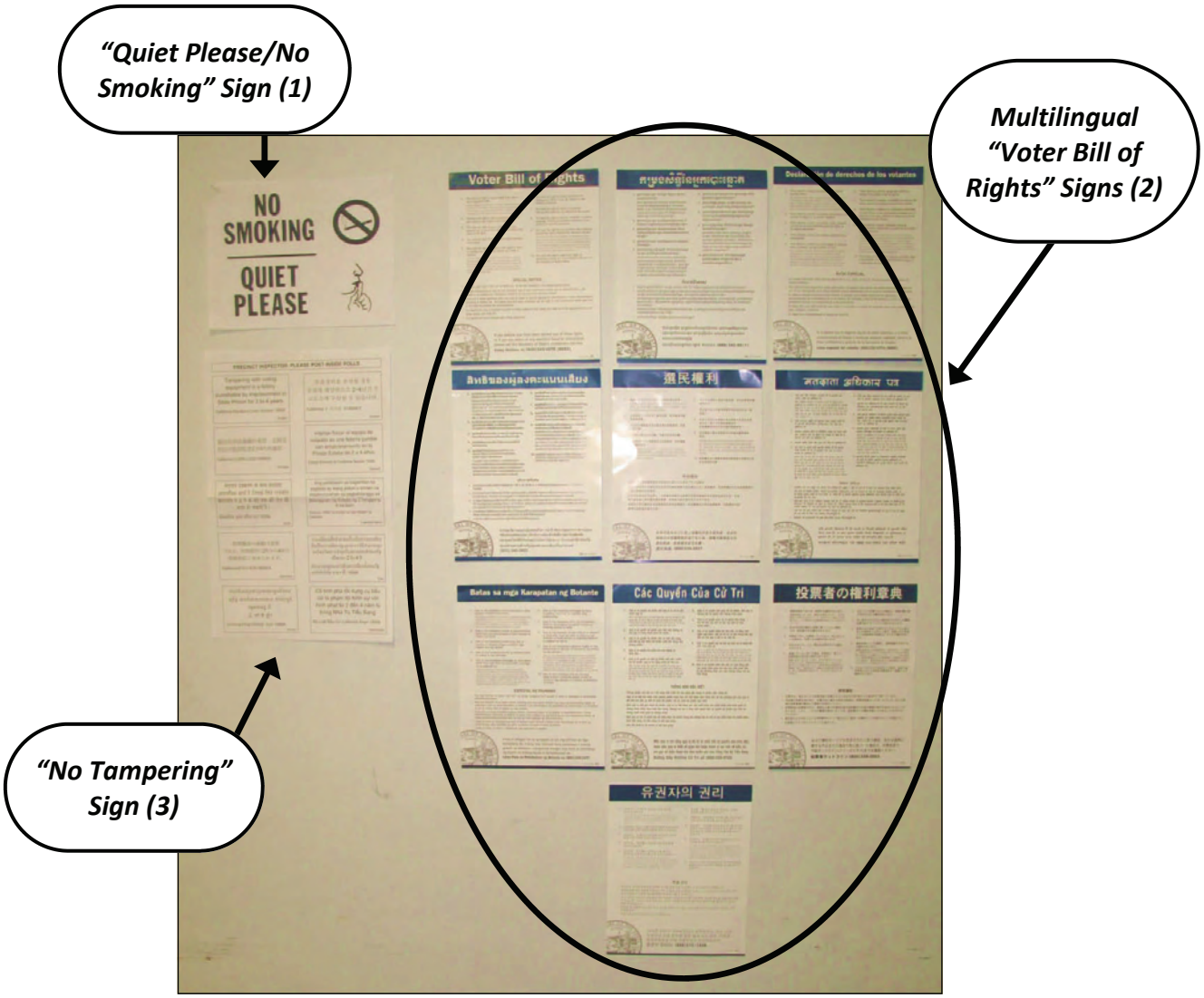
Place signs on an open wall so anyone may approach to read. They should be clearly visible and away from voting booths and the Official Table.

Use the checklist below for placing signs inside the Polling Place:

- ☐ "Quiet Please/No Smoking" Sign (1)
- ☐ Multilingual "Voter Bill of Rights" Signs, one for each official language (2)

  Note: Three are now a total of ten "Voter Bill of Rights" Signs.
- ☐ "No Tampering" Sign (3)

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



Setting-Up the Polling Place

Signs Outside the Polling Place

Use the checklist and instructions below for placing signs outside the Polling Place:

- ☐ Street Index, post **second or third** copy — **do not** post the Master copy
- ☐ Multilingual "Voter Bill of Rights" Signs, one for each official language

  Note: *Three are now a total of **ten** "Voter Bill of Rights" Signs.*
- ☐ Polling Place "Vote Here" Sign
- ☐ Two "No Electioneering" Signs
- ☐ American Flag, placed with stars on your left

  Note: *The American Flag marks the Polling Place location and should be visible to arriving voters.*

Posting Signs Outside the Polling Place:		
Post at the entrance to the room where voting is taking place: • ***Street Index*** • ***Multilingual "Voter Bill of Rights" Signs***	***Post the Polling Place "Vote Here" Sign immediately outside entrance of Polling Place***	***Post the American Flag so it is visible to arriving voters.*** ***Post "No Electioneering" Signs in two different directions, 100 feet from the entrance of the Polling Place.***

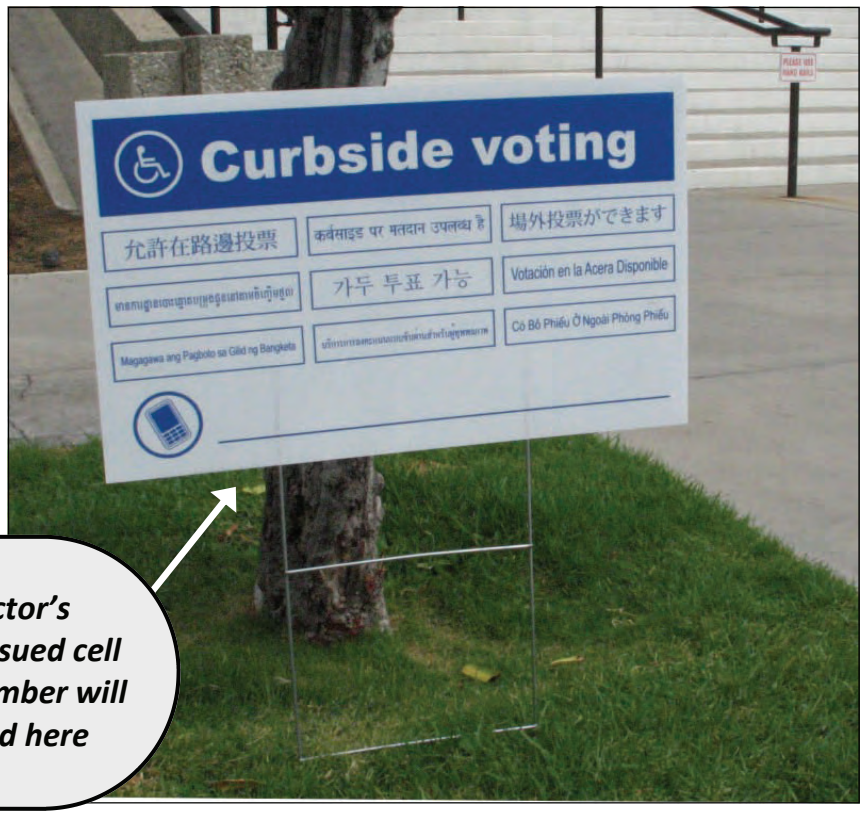
Setting-Up the Polling Place

Signs Outside the Polling Place: Curbside Voting Available Sign

Curbside Voting allows voters who are unable to go inside the Polling Place to vote from their vehicle. The Curbside Voting Available 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.

Set-up the Curbside Voting Available 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.

(For information on providing Curbside Voting, see page 35.)



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

Assembling the Curbside Voting Available Sign:

Insert the wire stake into the perforations on

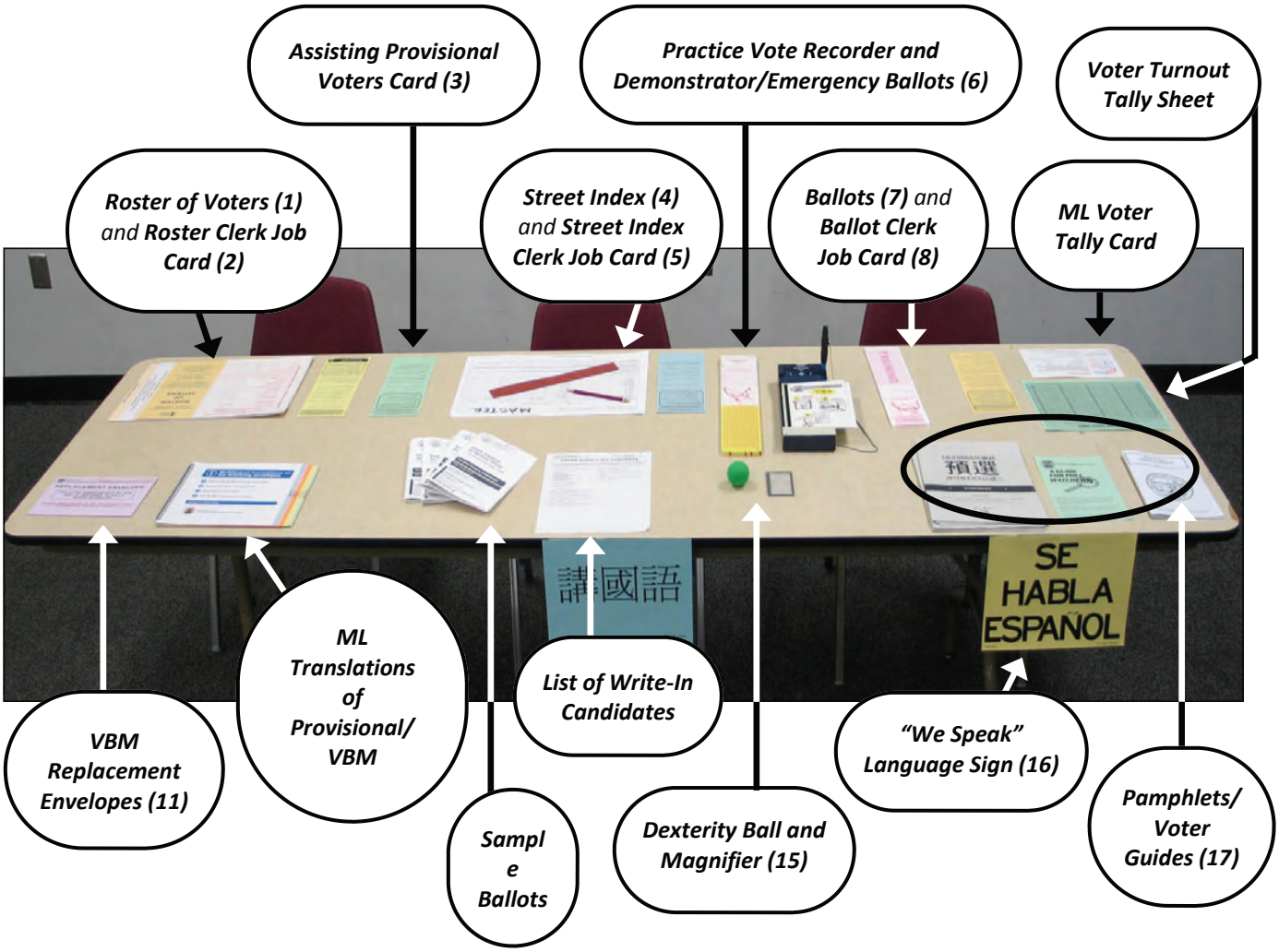
Setting-Up the Polling Place

Official Table

Use the checklist below for setting-up the Official Table:

- ☐ Roster of Voters (1)
- ☐ Roster Clerk Job Card (2)
- ☐ Assisting Provisional Voters Card (3)
- ☐ Street Index, with liner/red pencil (4)
- ☐ Street Index Clerk Job Card (5)
- ☐ Practice Vote Recorder and Demonstrator/Emergency Ballots (6)
- ☐ Ballots (7)
- ☐ Ballot Clerk Job Card (8)
- ☐ Multilingual Voter Tally Card (9)
- ☐ Voter Turnout Tally Sheet (10)
- ☐ Vote By Mail (VBM) Replacement Envelopes (11)
- ☐ Multilingual Translations of Provisional/Vote By Mail Envelopes (12)
- ☐ Sample Ballots (13)
- ☐ List of Write-In Candidates (14)
- ☐ Dexterity Ball and Magnifier (15)
- ☐ "We Speak" Language Sign, if appropriate (16)
- ☐ Pamphlets/Voter Guides (17)

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

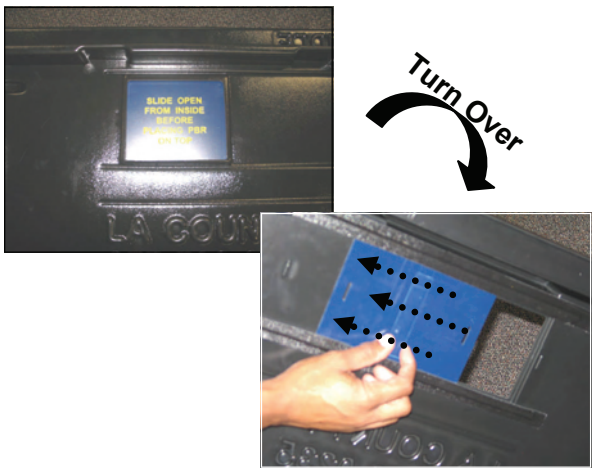


Setting-Up the Polling Place

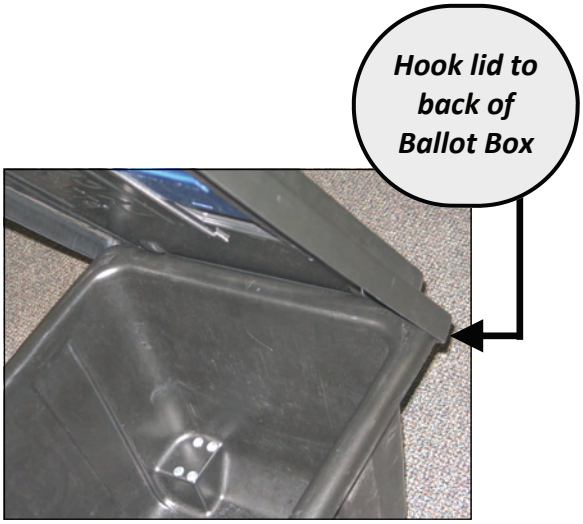
Precinct Ballot Reader (PBR)

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

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



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

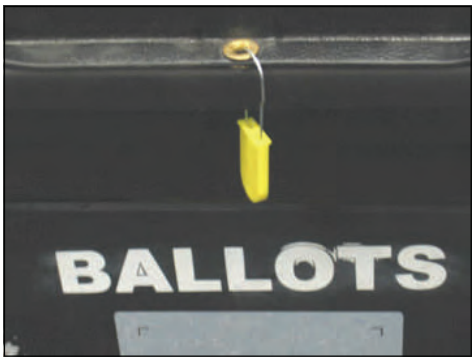


3 **Drop** Ballot Box lid so it fits snugly over the edges of Ballot Box.

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

4 **Lock** Ballot Box using yellow plastic lock, found in Blue Supply Bag.

The Ballot Box lock ensures ballots are secured throughout Election Day.



Setting-Up the Polling Place

Precinct Ballot Reader (PBR) continued...

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

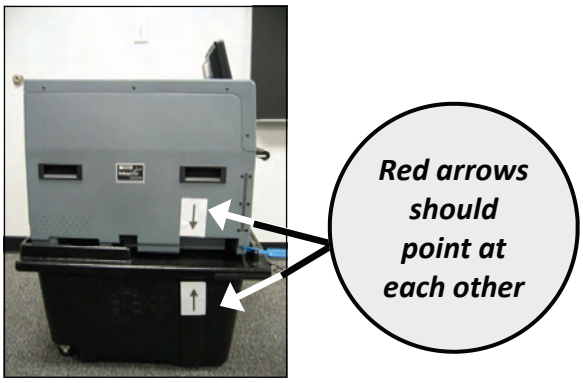
5 Remove the PBR cover and set it aside until closing.

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

6 Place the PBR on top of locked Ballot Box. Then, place near an outlet.

Red arrows should point at each other.

Note: *Always use two people when lifting.*



7 Attach the Blue InkaVote Plus Cable Tie, found in the Blue Supply Bag. The Cable Tie secures the PBR to Ballot Box.

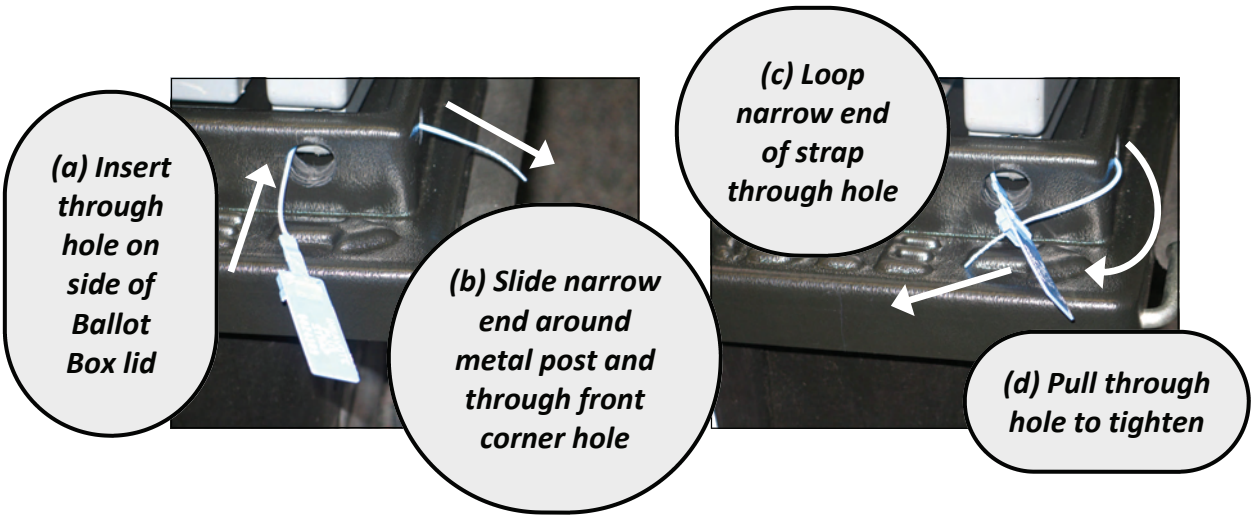
To attach, do the following:

(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 the hole in the flat end of Cable Tie.

(d) **Pull** narrow end of strap through the hole in the flat end to tighten.



Setting-Up the Polling Place

Audio Ballot Booth (ABB)

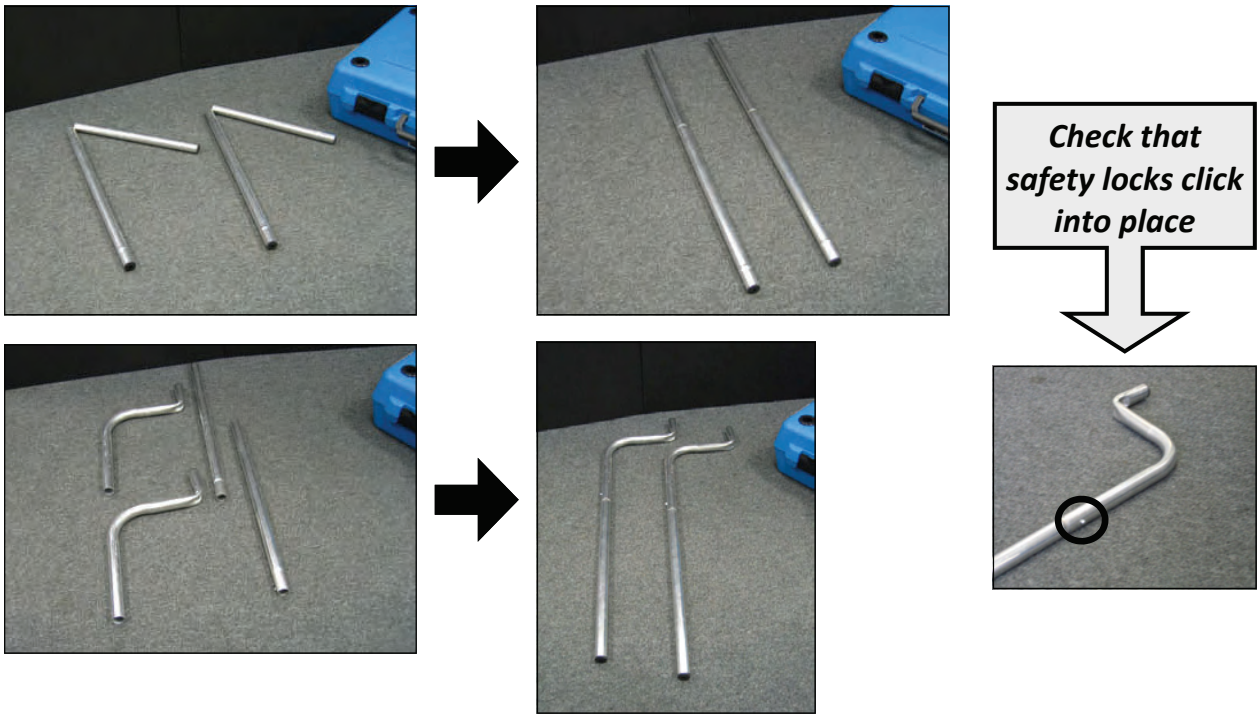
Follow the steps below and on the next page for setting-up the ABB:

1 Remove leg components from the blue case.

Lift leg components to remove

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

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

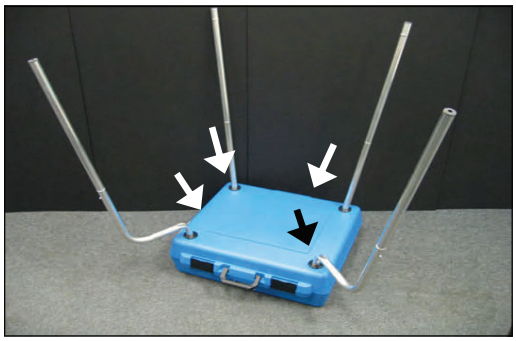


Setting-Up the Polling Place

Audio Ballot Booth (ABB) continued...

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

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

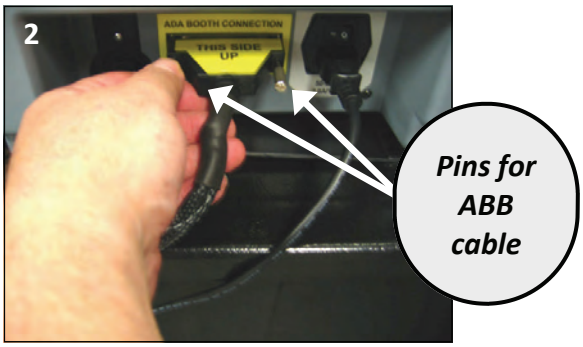


5 Using two Pollworkers, turn over and stand up the ABB.

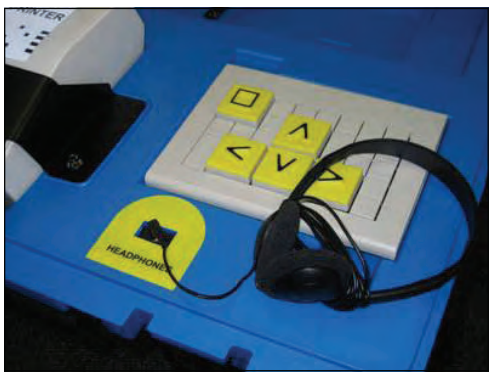
Note: *Position ABB so back faces PBR; this ensures additional privacy for voters.*

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 Note:

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.

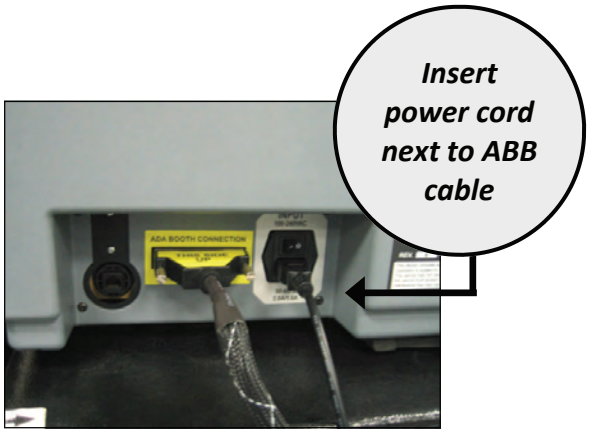
Setting-Up the Polling Place

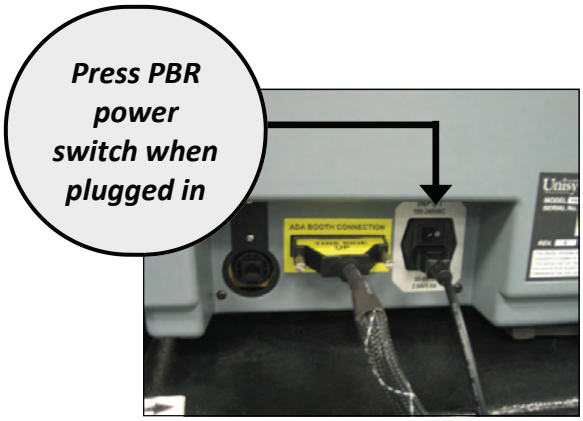
Starting-Up the Precinct Ballot Reader (PBR)

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.

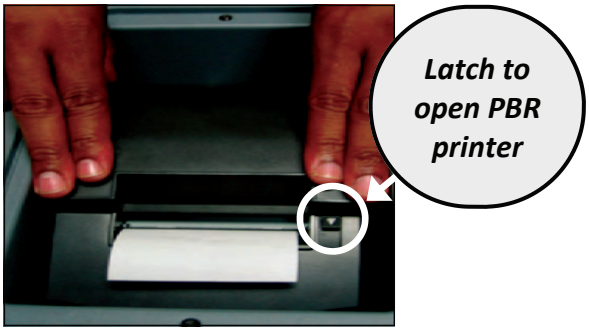
2. Turn on PBR by pressing power switch located above power cord connection and ABB cable.





3. Set paper role. 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.*



Wait!!!

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

Setting-Up the Polling Place

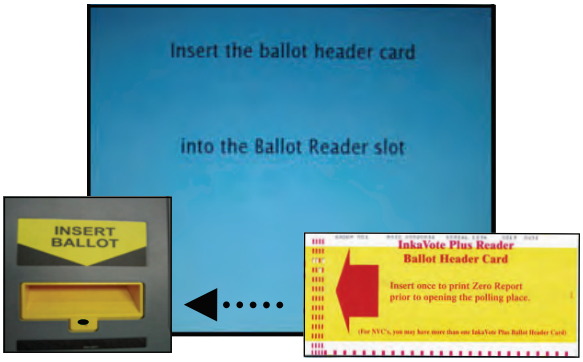
Zero Report and Test Audio Ballot

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

1 Remove the Ballot Header Card from the Green Stripe Envelope (GSE).

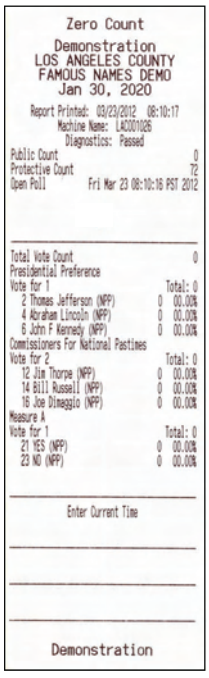
2 Insert the Ballot Header Card into Ballot Reader Slot when the PBR screen reads:

"Insert the ballot header card into the Ballot Reader slot."



3 Once 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.



Zero Count
Demonstration
LOS ANGELES COUNTY
FAMOUS NAMES DEMO
Jan 30, 2020

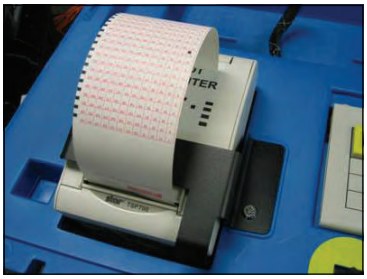
Report Printed: 03/23/2012 08:10:17
Machine Name: LAC001026
Diagnostics: Passed

Public Count 0
Protective Count 72
Open Poll Fri Mar 23 08:10:16 PST 2012

Total Vote Count 0
Presidential Preference
Vote for 1 Total: 0
2 Thomas Jefferson (NPP) 0 00.00%
4 Abraham Lincoln (NPP) 0 00.00%
6 John F Kennedy (NPP) 0 00.00%
Commissioners For National Pastimes
Vote for 2 Total: 0
12 Jim Thorpe (NPP) 0 00.00%
14 Bill Russell (NPP) 0 00.00%
16 Joe DiMaggio (NPP) 0 00.00%
Measure A
Vote for 1 Total: 0
21 YES (NPP) 0 00.00%
23 NO (NPP) 0 00.00%

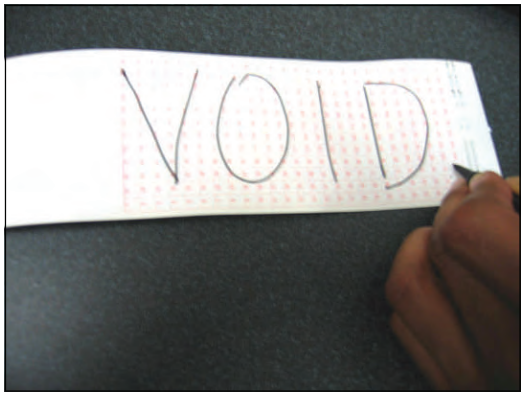
Enter Current Time

Demonstration



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.*



Setting-Up the Polling Place

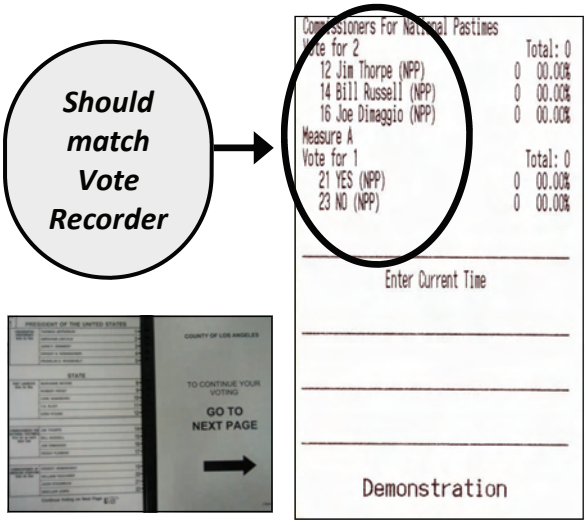
Zero Report and Test Audio Ballot (continued…)

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 Reports:

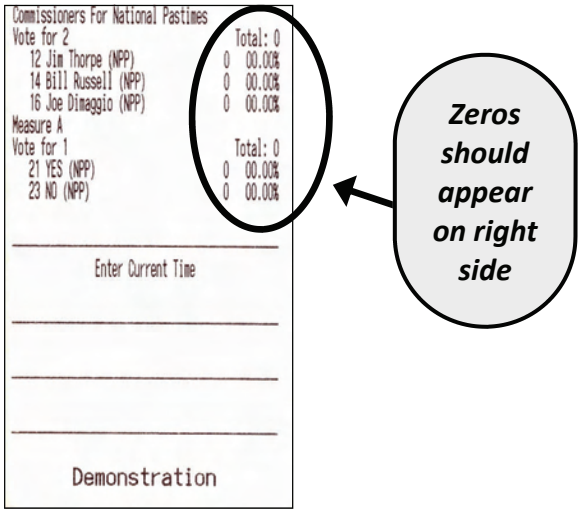
8 Compare contests on the left side of the Zero Report with the Vote Recorder pages.

All ballot positions and candidates should match.

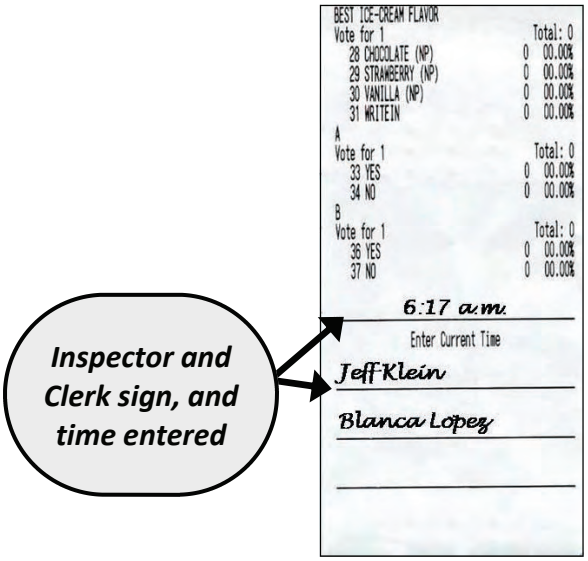


9 Check that zeroes appear on the right side of the Zero Report for each listed contest.

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

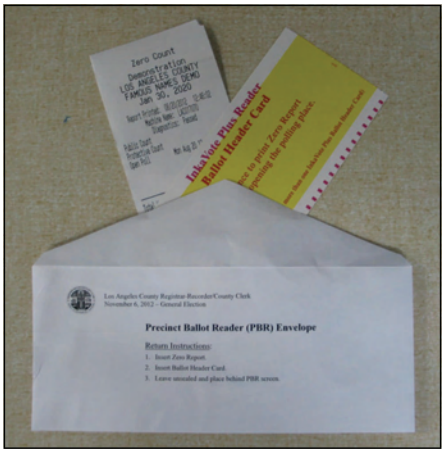


11 Inspector and a Clerk should sign and enter time on each Zero Report.



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

Leave envelope behind PBR screen.
Do not seal envelope.



Setting-Up the Polling Place

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 for maximum privacy and so it is available for all voters.

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

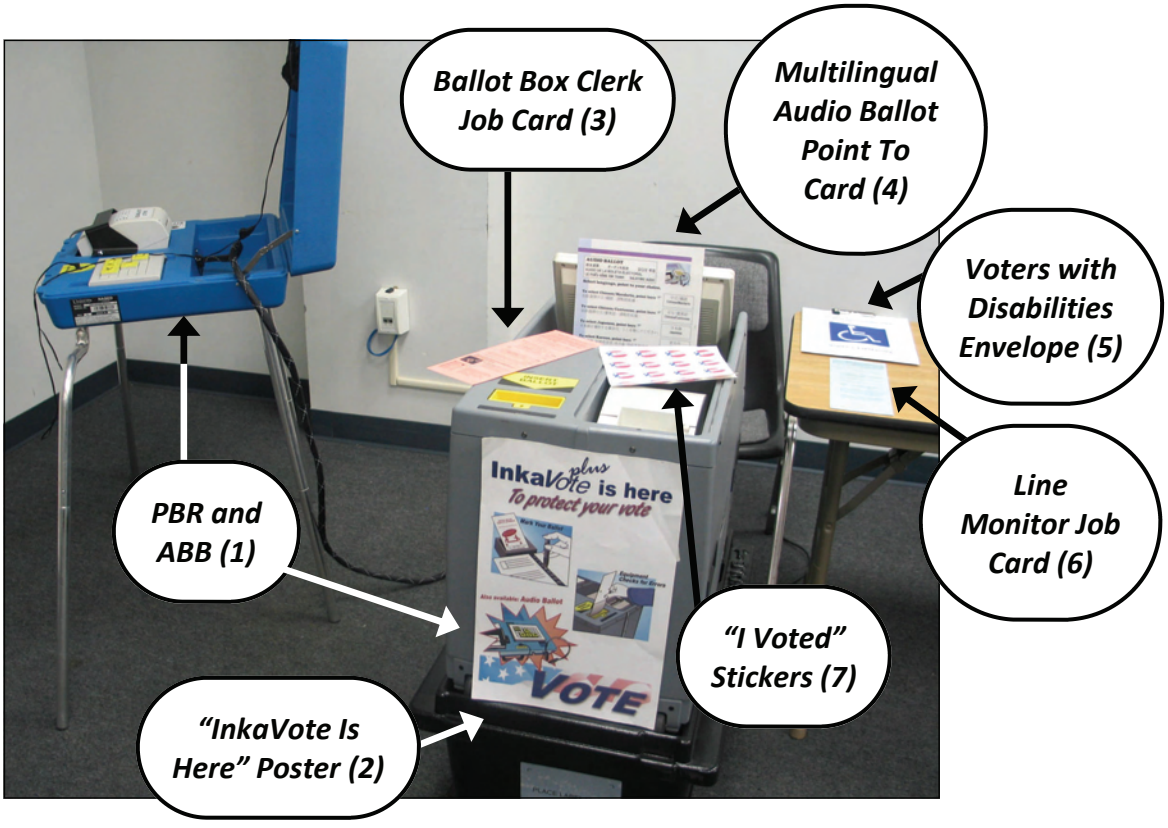
Use the checklist below for setting-up items near the Official Table:

- ☐ PBR placed on Ballot Box with ABB connected (1)
- ☐ "InkaVote Plus Is here" Poster (2)
- ☐ Ballot Box Clerk Job Card (3)
- ☐ Multilingual Audio Ballot Point To Card (4)
- ☐ Voters With Disabilities Envelope (5)

  Note: *The Voters with Disabilities Envelope is used to assist voters during Curbside Voting.*

- ☐ Line Monitor Job Card (6)
- ☐ "I Voted" Stickers (7)

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



Setting-Up the Polling Place

Provisional Voter Materials

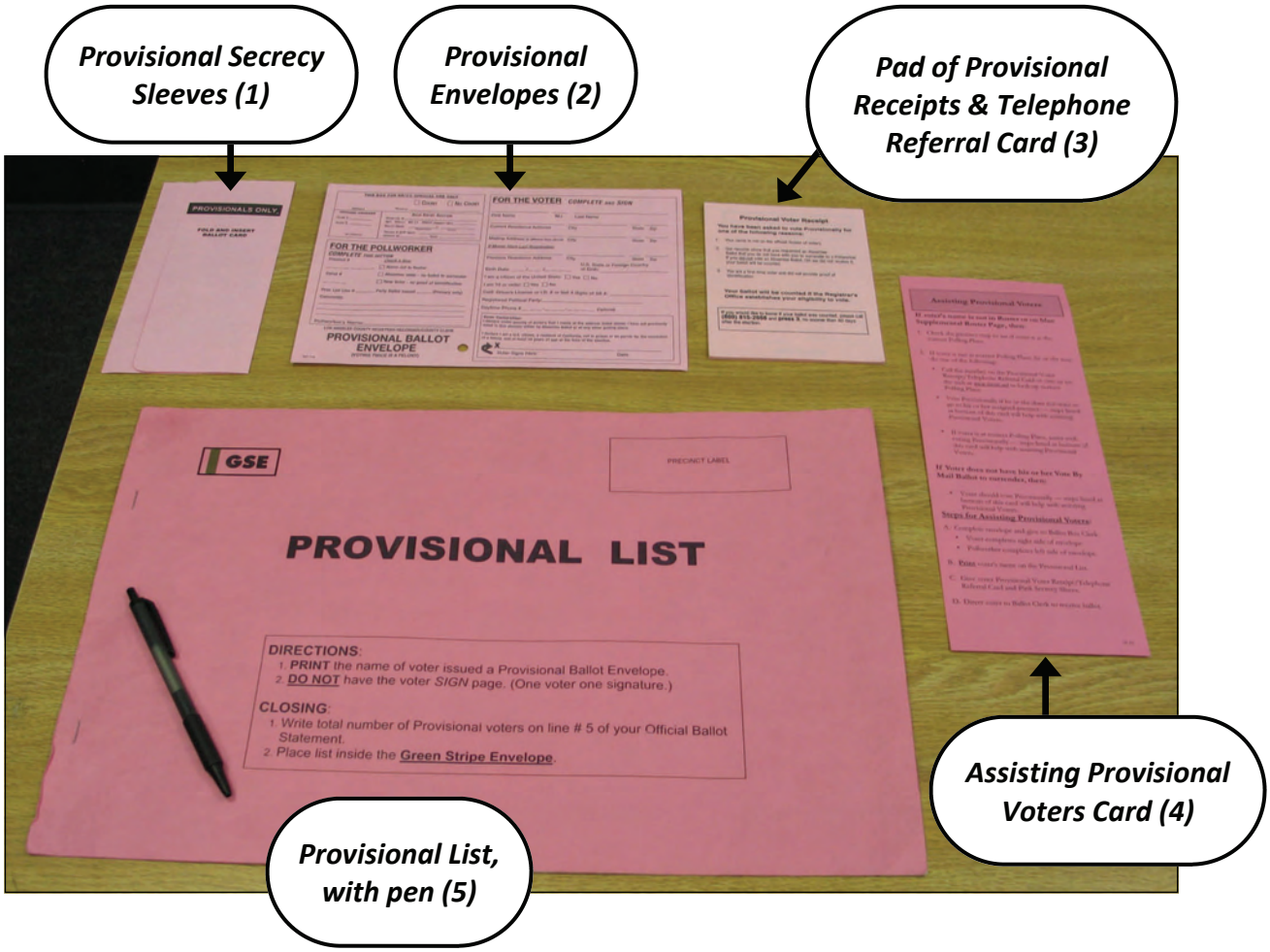
All Provisional items are pink.

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:

- ☐ Provisional Secrecy Sleeves (1)
- ☐ Provisional Envelopes (2)
- ☐ Pad of Provisional Receipts & Telephone Referral Card (3)
- ☐ Assisting Provisional Voters Card (4)
- ☐ Provisional List, with pen (5)

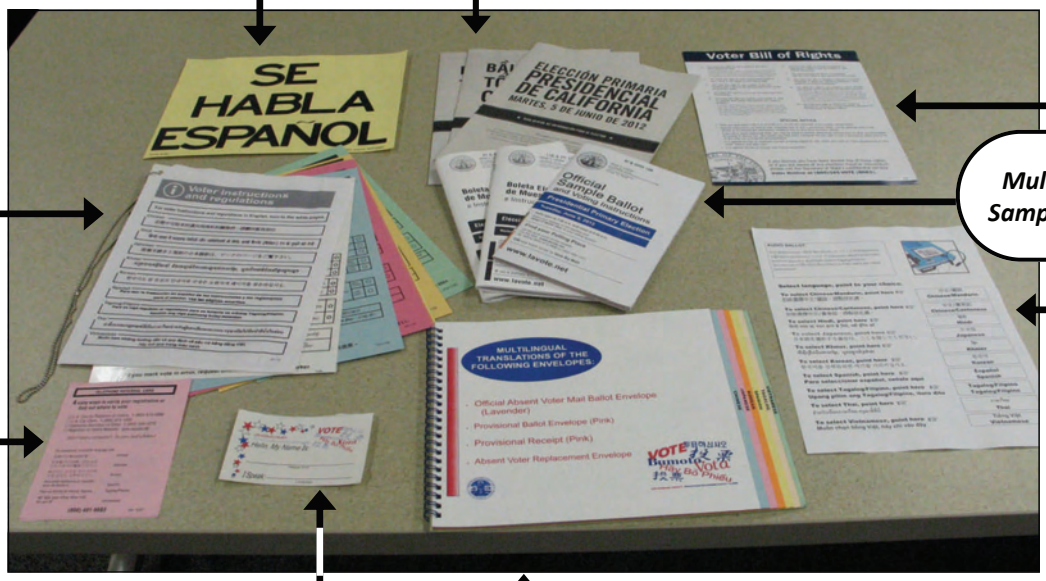
(For reference, each item is numbered and shown in the photo below.)



Setting-Up the Polling Place

Multilingual Materials and Items

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



Voter Instructions & Regulations

"We Speak" Language Sign

Voter Information Guide (in multiple languages)

Multilingual "Voter Bill of Rights" Signs

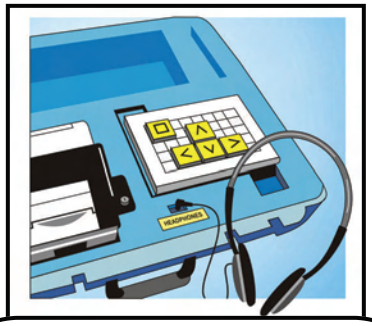
Multilingual Sample Ballots

Multilingual Audio Ballot Point To Card

Multilingual Translations of Provisional/Vote By Mail Envelopes

Name Tags

Provisional Receipts & Telephone Referral Card



The Audio Ballot Booth provides an audio translation of the ballot in all ten mandated languages.

If any Pollworker speaks one of the ten mandated languages, place the appropriate language sign on the Official Table in front of him or her.

Setting-Up the Polling Place

Voters with Disabilities Materials and Items

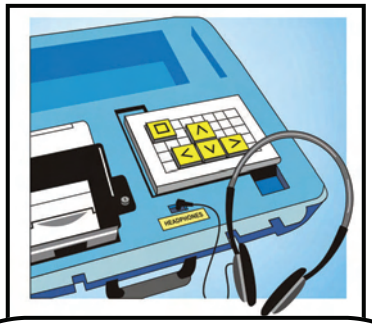
The following is a summary of items used to assist Voters with Specific Needs:

Curbside Voting Available Sign (Inspectors County-issued cell phone number will be

County-issued cell number will be shown here

Voters with Disabilities Envelope

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.

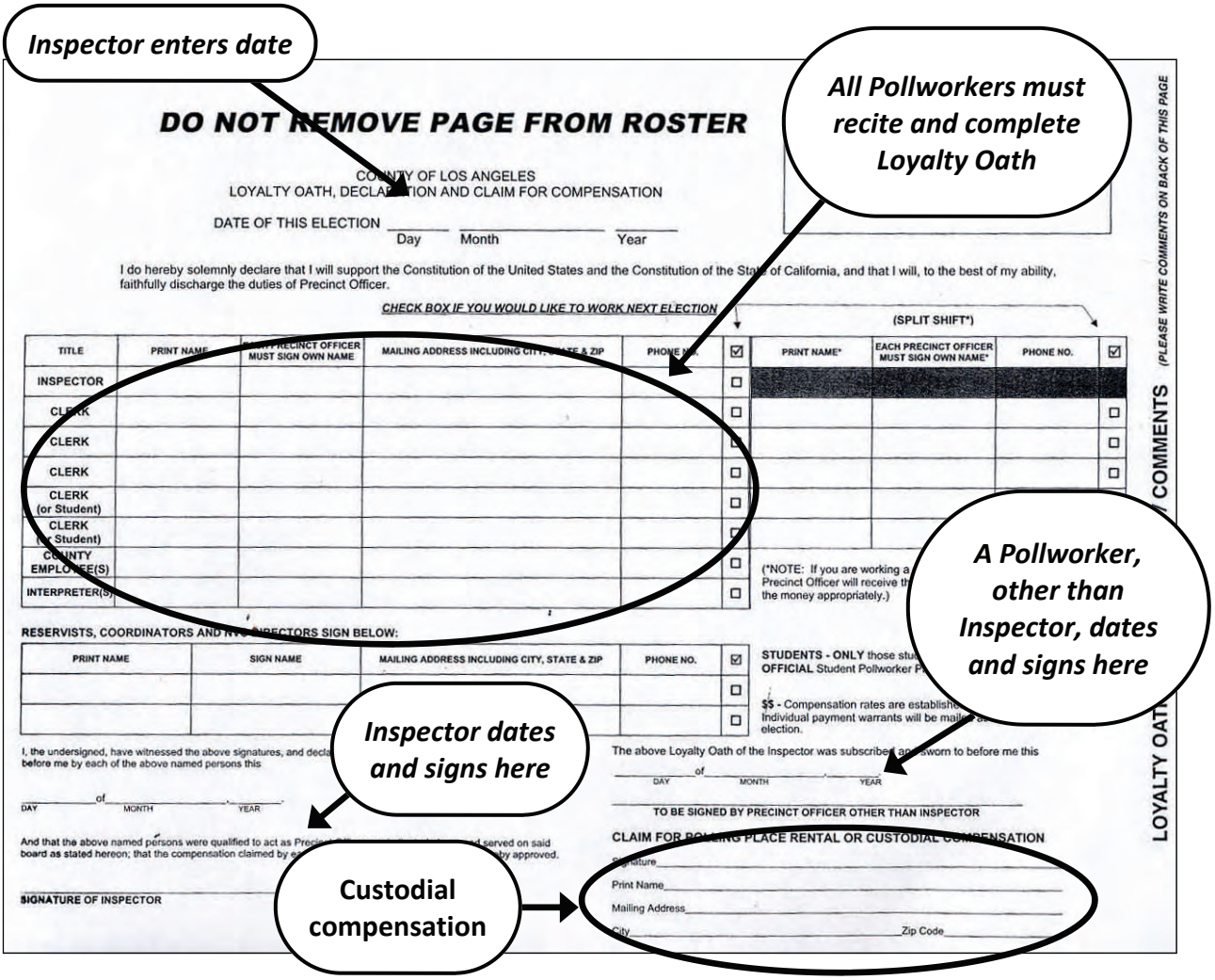
Setting-Up the Polling Place

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 signing. (Pollworkers wanting to serve next election should check the box to the right of address.) **Pollworkers who do not sign the Loyalty Oath will not be paid their stipend.**
   - Inspectors should complete line noted "Inspector."
   - Clerks should complete line noted "Clerk."
3. Inspector should date and sign at bottom left once Loyalty Oath has been recited by each Pollworker.
4. A Pollworker, other than the Inspector, should date and sign at bottom right.

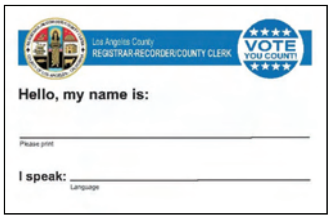
Claim for Polling Place Rental or Custodial Compensation: The area at the bottom right corner is to be completed by either the owner of the Polling Place or the custodial agent.



Setting-Up the Polling Place

Final Set-Up Steps and Reminders

All Pollworkers must wear a name tag. Bilingual name tags are included for Pollworkers who speak a second language — list language in space next to "I Speak."

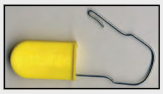


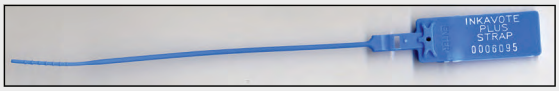
Regular name tags are found in the Paper Supply Envelope. Bilingual name tags are found in the Multilingual Supply Kit.

Note: *Bilingual Pollworkers may list any language they speak, including languages that are not one of the mandated languages for Los Angeles County elections.*

Here are a few reminders to check before you finish setting-up:

☐ *Ballot Box is locked with a yellow plastic lock and the 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, signed, and time entered.*

☐ *Dexterity ball and magnifier are placed on the Official Table for voters.*

☐ *Curbside Voting Available Sign has been placed outside so approaching voters can see the listed phone number.*

☐ *Cell phone is fully charged and turned on.*

☐ *Job Cards — including the new Line Monitor Card — are placed at Clerk positions and training books are available should any of the Precinct Board members have questions.*

At 7:00 a.m., outside the entrance of the Polling Place, announce:

"The Polls are now open!"

Open the Polls even if you have not finished setting-up.

Section 3:

Assisting Voters

Assisting Voters

How Voting Works on Election Day: Summary

Find voter's name in Roster of Voters or Blue Supplemental Roster

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.*

- *Ballot Clerk offers ABB or **demonstrates** Vote Recorder using practice device and Demonstrator/Emergency Ballot.*
- *When booth is available, **issue ballot**.*

- *Voter arrives at **Ballot Box**.*
- *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.*

Name Not Found: Assisting Provisional Voters

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

- *Pollworker assisting Provisional Voter prints voter's name in the **Provisional List**.*

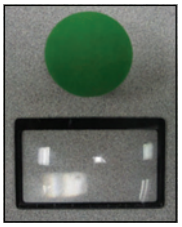
- *Pollworker assisting Provisional Voter issues **Provisional Secrecy Sleeve** and **Provisional Receipt & Telephone Referral Card**; then issues voter a **ballot**.*

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

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

Assisting Voters

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.

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

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

Page 80, *Appendix D: Working with Voters with Specific Needs*, provides additional information.

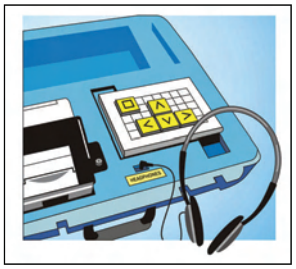
➡ Roster Clerk:

- **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 Board Members. 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.

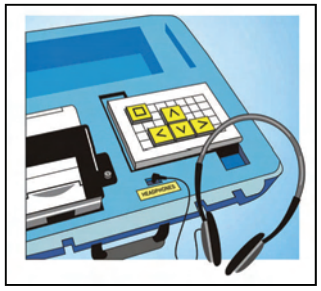
➡ Ballot Box Clerk



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

Assisting Voters

Providing Assistance to Voters Inside the Voting Booth



Any voter may ask for assistance inside the voting booth. Although, voters wanting to vote independently who also request assistance 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 assistant 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).

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

In addition, at specific Polling Places, spoken language assistance in Bengali and Gujarati is also now available.

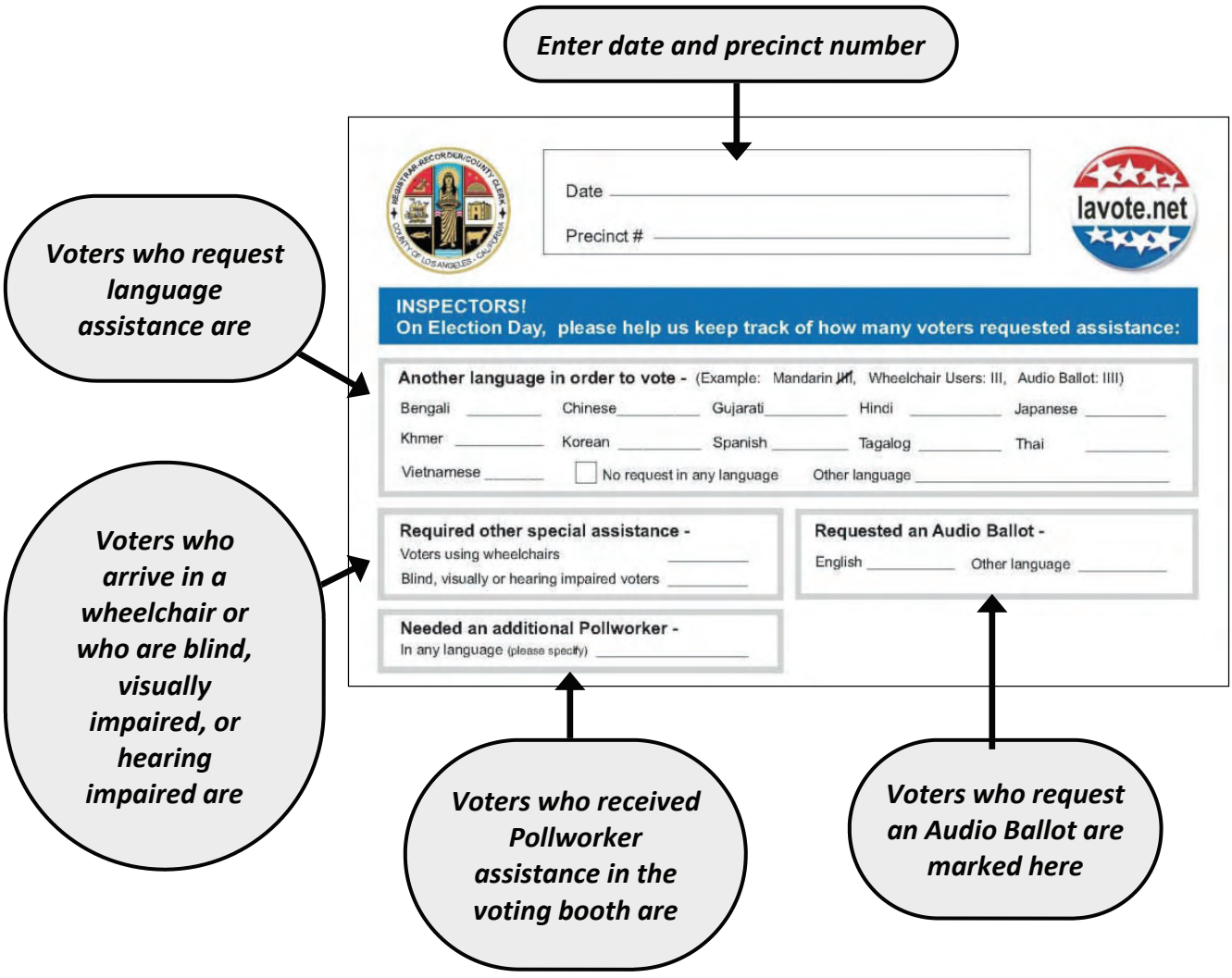
Assisting Voters

Completing the Assisted Voters Tally Card

The Assisted Voters Tally Card is found in the Multilingual Supply Kit Bag. It 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 one of the mandated languages.
- 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.

When packing-up, place the Assisted Voters Tally Card back inside the Multilingual Supply Kit Bag.



Assisting Voters

Providing Curbside Voting

A voter, such as a Voter with Specific Needs, may choose to vote outside if he or she is unable to enter a Polling Place. This is referred to as **Curbside Voting.**

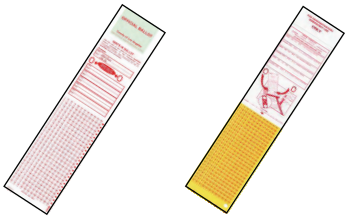
When providing Curbside Voting follow the steps below:

1. Find voter's name in the Roster. (If the Curbside Voter is not in the Roster, he or she must vote Provisionally.)

2. Follow instructions found inside the VWD Supply Envelope. Complete the Certification of VWD Card inside envelope. ***Be sure to take a pen outside!***

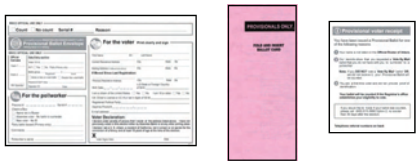
3. Take the following election materials, in addition to the Certification of VWD Card, out to the Curbside Voter:

Official Ballot and Demonstrator/Emergency Bal-



Vote Recorder

If Provisional Voter: Envelope, Secrecy Sleeve, and Receipt & Telephone Referral



4. Offer demonstration using the **yellow Demonstrator/Emergency Ballot and Vote Recorder**.

5. Once Curbside Voter has finished marking ballot, instruct him or her to fold-over Write-In Portion for privacy. Pollworker should ask voter to wait outside, then return to Polling Place to insert ballot into PBR:

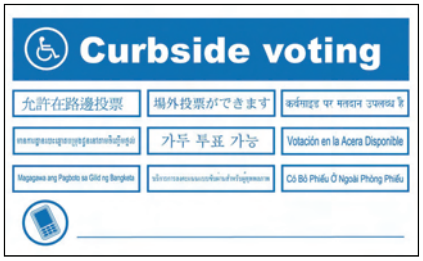
   a. Insert voter's ballot face-down.

   b. Mark **VWD** in the signature column of Roster.

      Note: *The VWD notation in the Roster represents a signature for purposes of counting during closing.*

   c. Place the signed Certification of VWD Card in the Green Stripe Envelope (GSE).

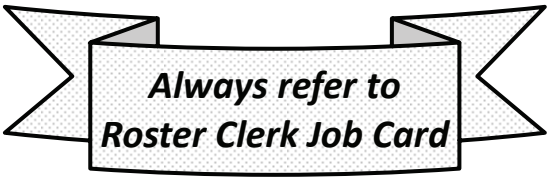
The Curbside Voting Available Sign provides the Inspector's cell phone number for voters who require assistance outside the Polling Place.



6. Do one of the following:

   - **If ballot is accepted:** Return to voter with "I Voted" sticker and Voter Stub/Receipt.
   - **If ballot is returned:** A Ballot Alert Notification Slip should print. Return to the Curbside 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**.

   Note: *Allow a voter to look for his or her name if you have trouble finding it.*

3. Check status column. Follow instructions on table at bottom of page for voter's status.

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?		
A	***I***	***N***
Voter is an **Active** voter. Direct voter to Ballot Clerk to receive ballot after he or she signs Roster.	The voter is an **Inactive** voter. Instruct him or her to take the "Inactive Voter Oath" printed at the bottom of the Roster page and then sign the Roster. (A translation page is provided in the Roster.) Once voter takes oath and signs Roster, direct him or her to Ballot Clerk to receive ballot.	Voter is a **New** voter. Ask voter to provide ID prior to signing Roster. Examples of ID are: • Driver's License • Military ID Card • Student ID Card • Utility Bill ***Note:*** *If ID has no picture, the address must match Roster.* Complete list of voter ID in Appendix E on page 81. Once voter provides ID and signs Roster, direct him or her to Ballot Clerk to receive ballot.

Assisting Voters
Roster Clerk Duties (continued…)

A sample of a page from the Roster of Voters is shown below:

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 identification

November 6, 2012; General Election

LN #		VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	LN #	VOTER-ID
1	A	ALSTON KAY	424 LONE PINE LN		1	026-722-935
2	A	ALSTON JOHN	424 LONE PINE LN	John Alston	2	523-572-626
3	I	ATTIM ANDREA D.	415 ORCHARD LN		3	380-028-943
4	A	ARMAND RAY	310 NORMANDIE AV		4	523-564-834
5	A	BALD LULA	318 NORMANDIE AV	Lula Bald	5	536-837-321
6	A	BALL NICOLE	321 NORMANDIE AV #7		6	522-000-020
7	N	BALL GEORGE	321 NORMANDIE AV #7		7	522-000-021
8	I	BERG MAX	1540 OAK HILL DR	Max Berg	8	001-337-298
9	A	BERGER FREDERICK	1555 OAK HILL DR		9	116-008-445

Voter status. Descriptions listed at top of page.

Voter names and addresses. Names listed alphabetically.

Signature line. Voters may sign upside-down.

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

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

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

Other situations the Roster Clerk may encounter:

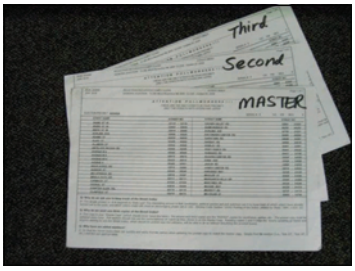
- Vote By Mail Voter does not have ballot to surrender (pages 51 — 53).
- Voter not found in Roster or on blue Supplemental Roster Page (pages 51 — 53).
- Vote By Mail Ballots dropped-off at the Polling Place (*What To Do If…* pages 8 — 9).
- Vote By Mail Voter wants to vote at the Polling Place (*What To Do If…* page 10).

Assisting Voters

Street Index Clerk Duties

Always refer to Street Index Clerk Job Card

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.

Assisting Voters

Street Index Clerk Duties (continued…)

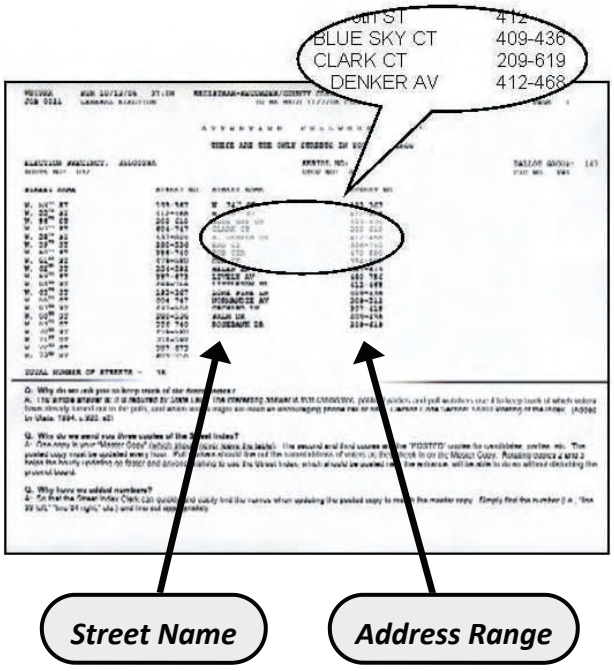
The Street Index consists of two parts:

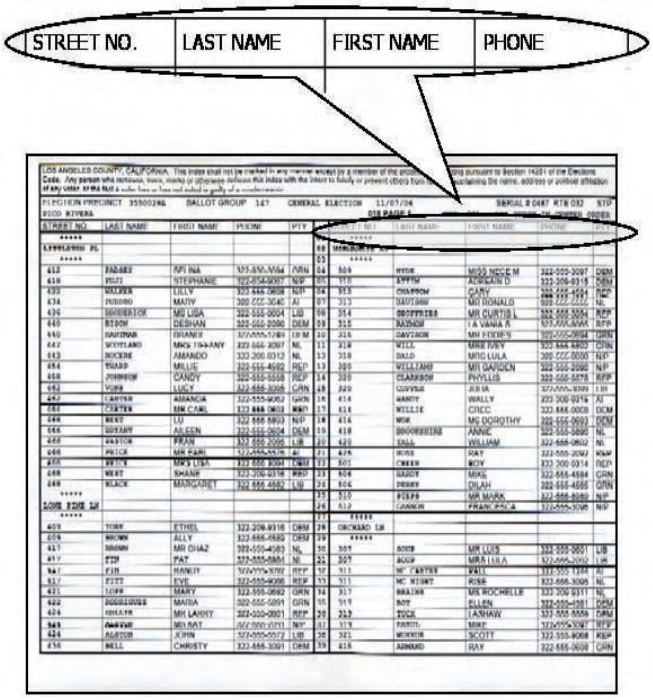
1. A cover page that lists all streets in a precinct, as well as the range of addresses on those streets…

and

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:





Assisting Voters

Ballot Clerk Duties

Always refer to Ballot Clerk Job Card

Demonstrating How to Mark a Ballot:

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

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 the ballot by using the practice Vote Recorder and a yellow Demonstrator/Emergency Ballot.

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

3. Offer voters using a paper ballot and Vote Recorder the option of using the **dexterity ball** and **magnifier**.

4. Issue voter a ballot when a voting booth is vacant. If a booth is not vacant, ask voter to wait. **Issue ballots in sequential order.**

   Note: *If there is a line, refer to Line Monitor duties on page 54 or Line Monitor Job Card.*

6. Instruct voter to fold over the Write-In Portion after he or she has finished marking ballot, and then go to the Ballot Box Clerk who is stationed at the Precinct Ballot Reader (PBR).

See next page for closer look at the ballot.

Assisting Provisional Voters:

Issue these additional items when assisting Provisional Voters:

- *Provisional Secrecy Sleeve*
- *Provisional Receipt & Telephone Referral Card*

Instruct Provisional Voters to fold over Write-In Portion and place ballot inside sleeve. Go to pages 52 — 53 for steps on assisting Provisional Voters.

Assisting Voters

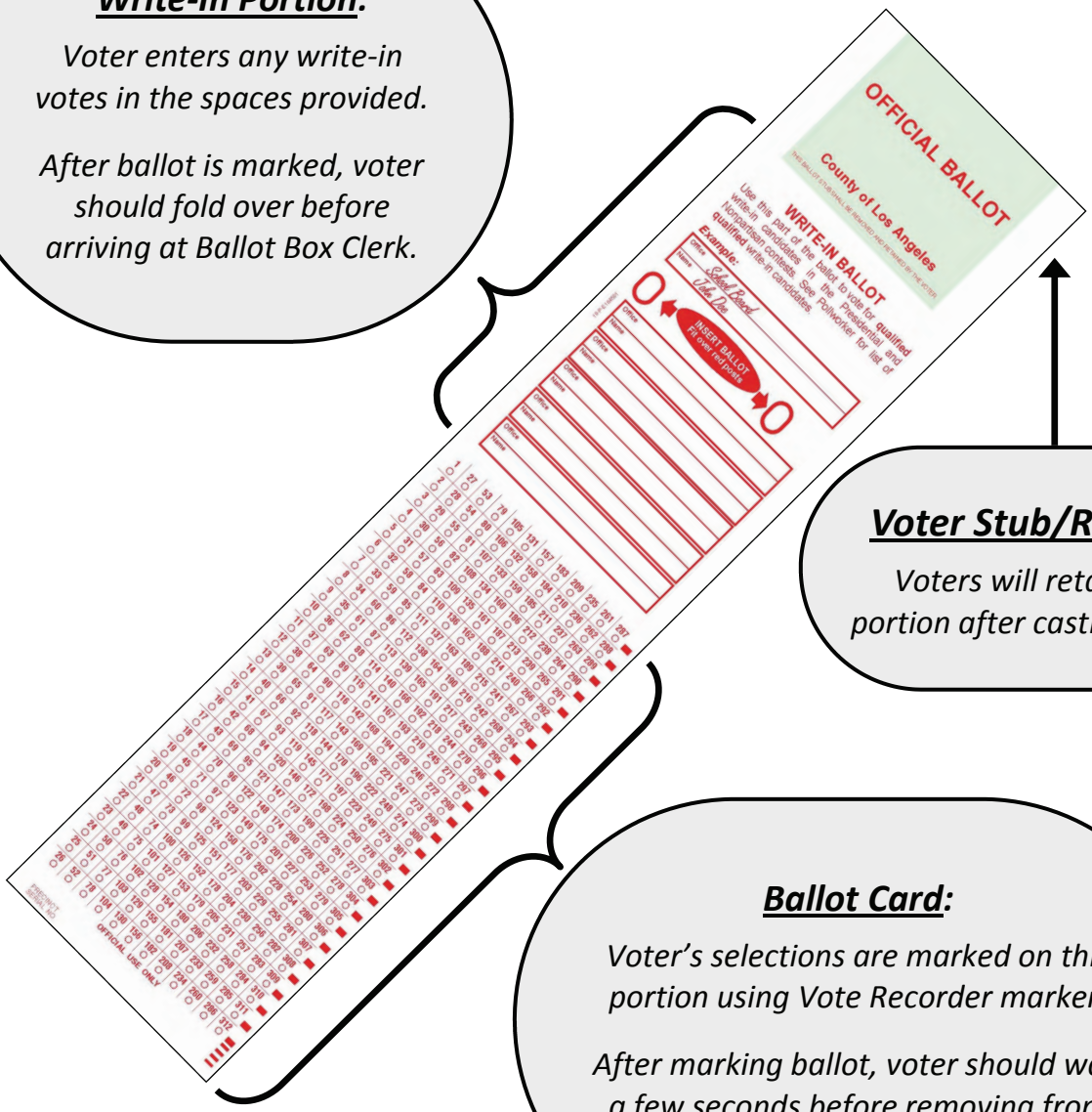
Ballot Clerk Duties (continued…)

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.



Voter Stub/Receipt:

Voters will retain this portion after casting ballot.

Ballot Card:

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

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

Assisting Voters

Ballot Box Clerk Duties

Always refer to Ballot Box Clerk Job Card

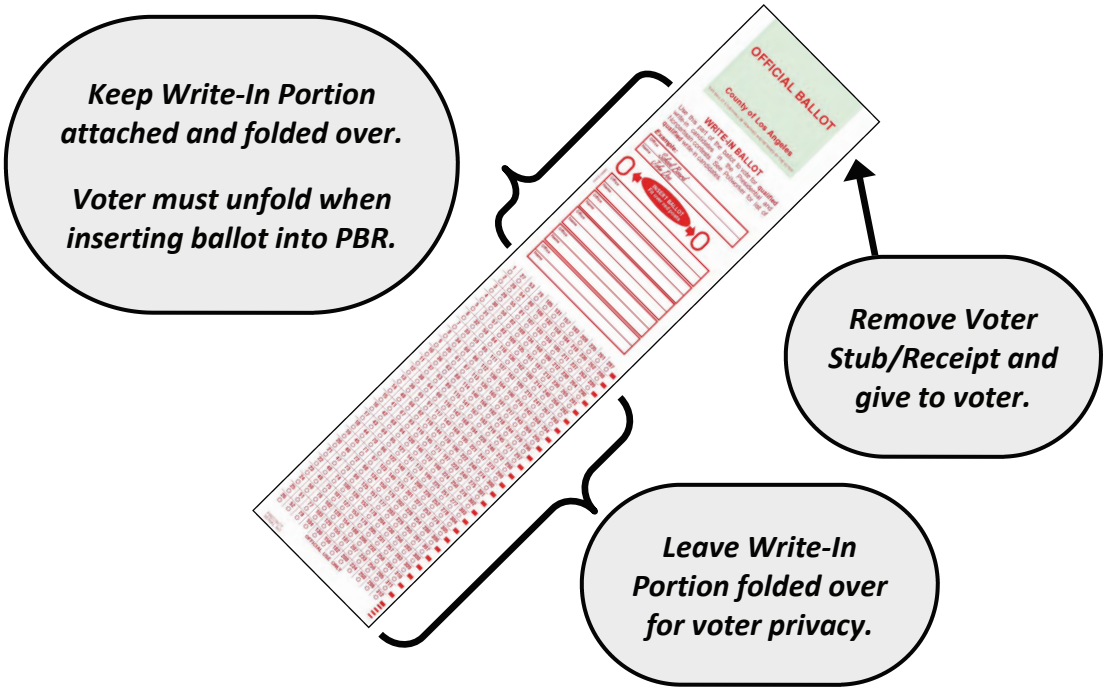
1. Greet voter when he or she arrives at the Precinct Ballot Reader (PBR) by asking:
   "Are you ready to cast your ballot?"

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.*

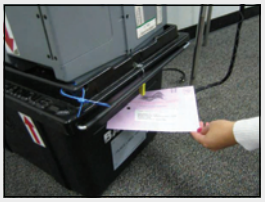
3. Remove Voter Stub/Receipt. Then return Voter Stub/Receipt and ballot to voter.

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 46 for Ballot Alerts.)

For operating the Precinct Ballot Reader (PBR) and Audio Ballot Booth (ABB), see pages 43 — 50.



Assisting Provisional Voters



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

Then, insert Provisional Envelope (with ballot) through slot on back of Ballot Box. Go to pages 52 — 53 for assisting Provisional Voters.

Ballot Box Clerk Duties — Operating the PBR

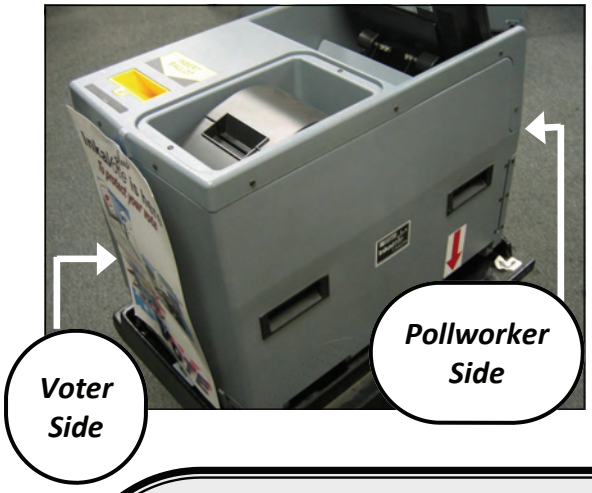
Follow the steps below and on the next page for operating the PBR:

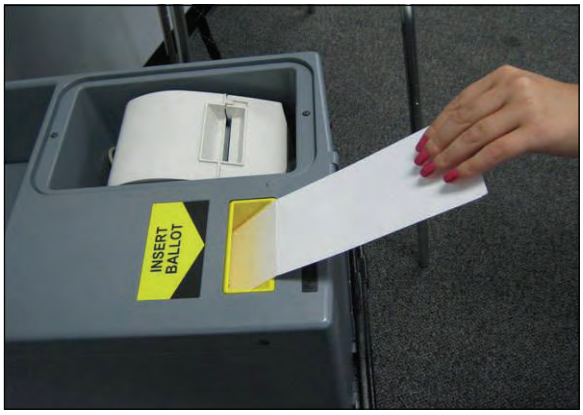
1. Check that the yellow Ballot Reader Slot is on the side where voters will approach to insert ballots.

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

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

   Note: *Voters are required to insert their own ballots into the Ballot Reader Slot.*





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

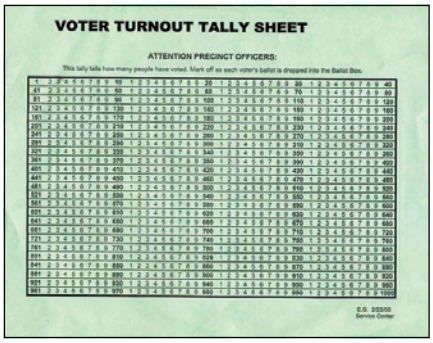
If ballot is returned: *Skip to step 5 on next page.*

Ballot is accepted:

3. Give voter an "I Voted" sticker.

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

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



Assisting Voters

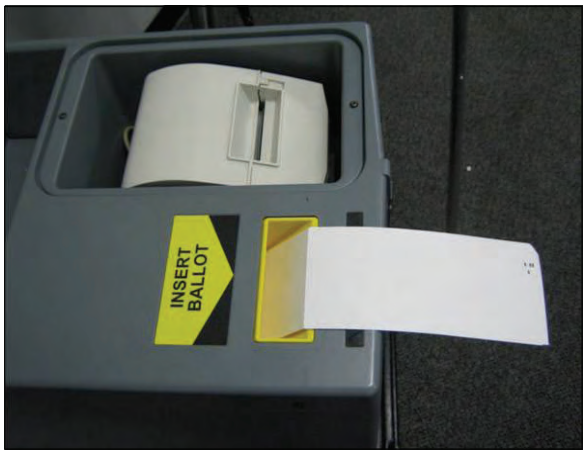
Ballot Box Clerk Duties — Operating the PBR (continued...)

Continue following the steps listed below for operating the PBR:

Ballot is returned:

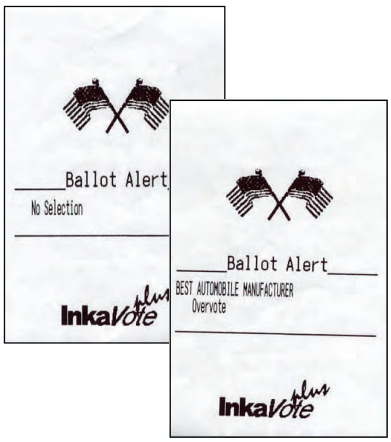
5 Ballot returns to voter; he or she removes ballot from slot.

A ballot that is returned by the PBR has either an Overvote or is a Blank Ballot. (See page 46.)



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

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



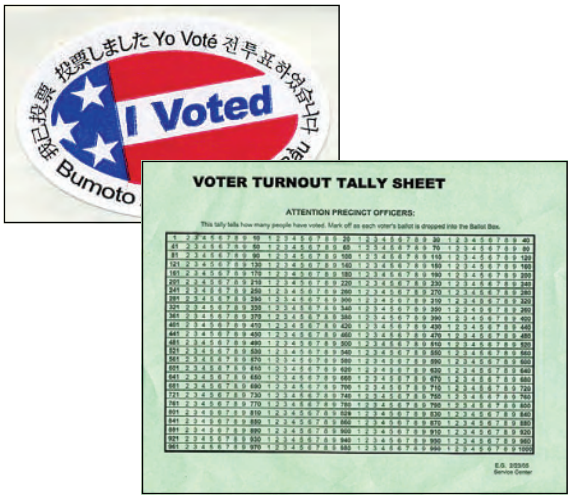
7 Suggest that voter correct his or her ballot and, afterwards, return to the Ballot Box Clerk.

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

(See next page 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.*

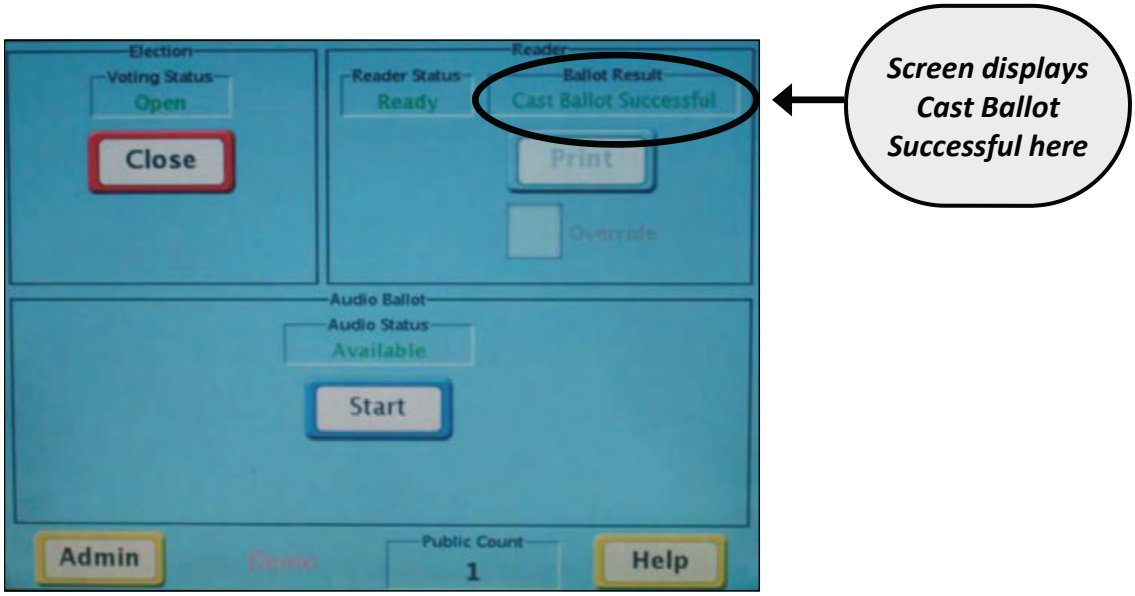


Assisting Voters

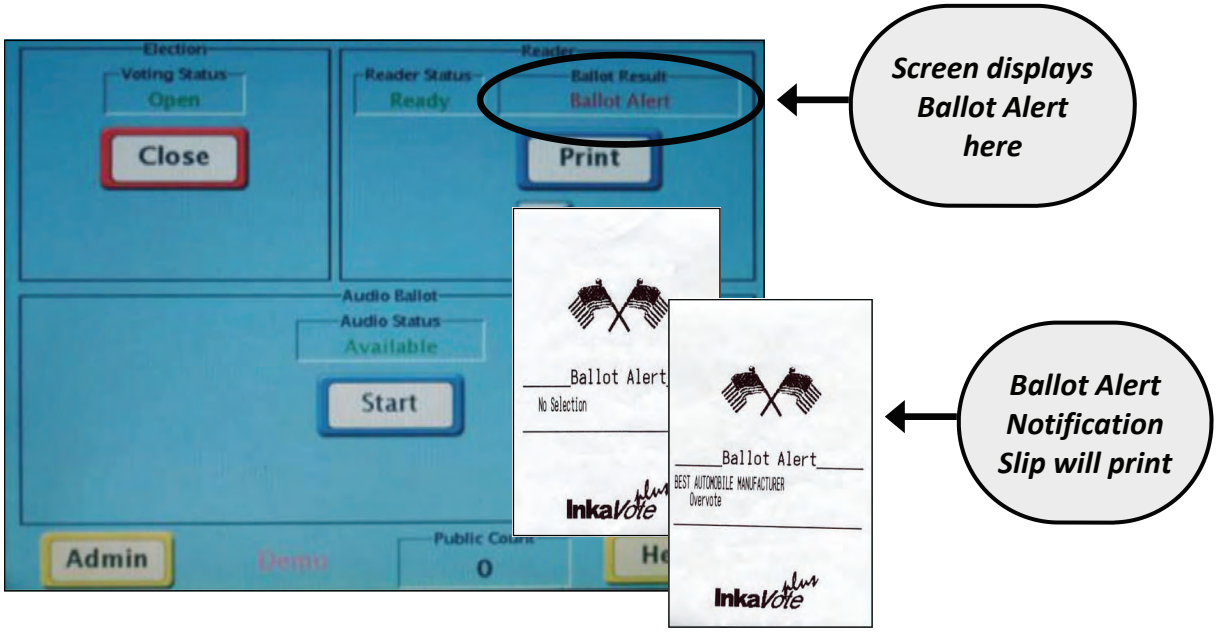
Ballot Box Clerk Duties — PBR Screen Messages

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.)



Assisting Voters

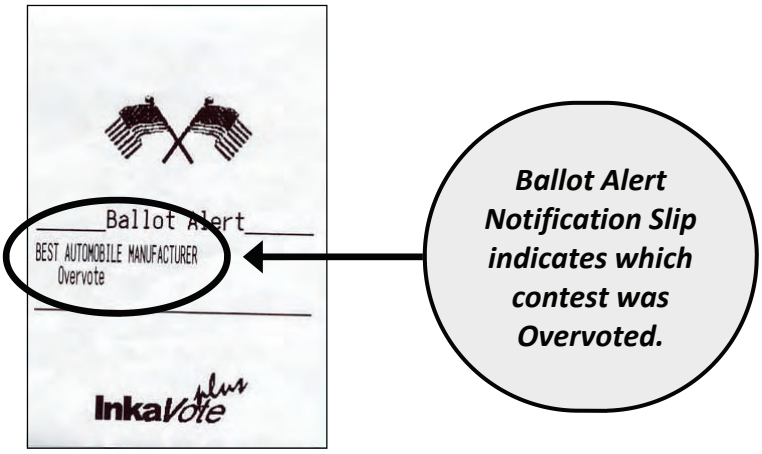
Ballot Box Clerk Duties — Ballot Alerts

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

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

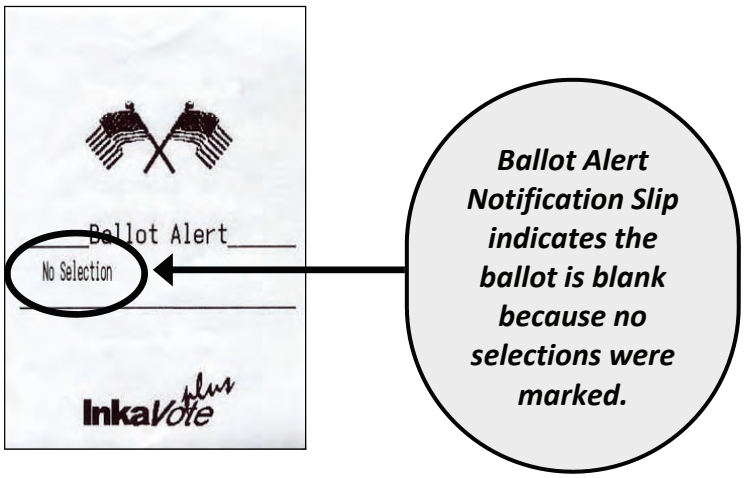
- **How to correct:** Instruct voter to return to the Ballot Clerk to receive a new ballot.

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



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

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



Assisting Voters

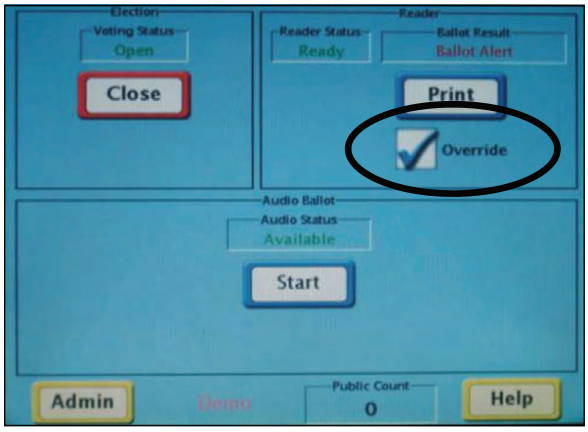
Ballot Box Clerk Duties — Overriding Overvoted and Blank Ballots

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 his or her ballot with an error, do the following:

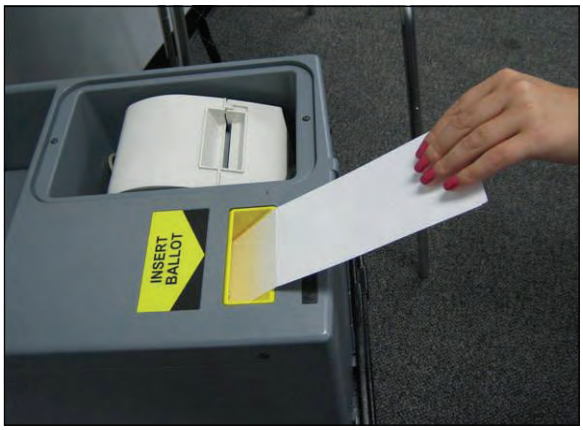
1 Press the Override button on the PBR screen. This should cause a checkmark to appear.

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.

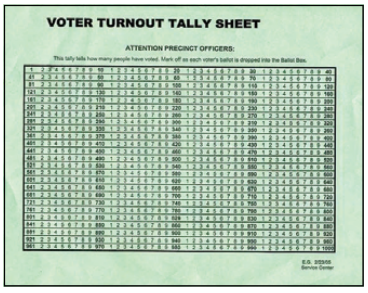
Note: *Voters are required to insert their own ballots into the Ballot Reader Slot.*



3 Give voter an "I Voted" sticker.

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

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



Remember: Voting Never Stops!

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

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 is accessible to all voters who enter the Polling Place.

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

Languages available for this election:

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

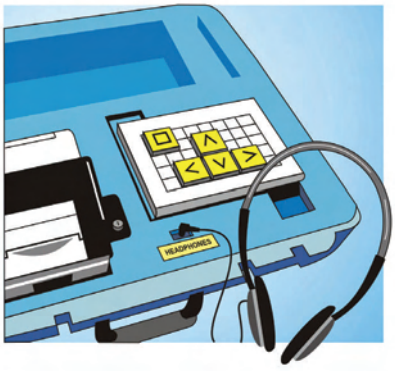
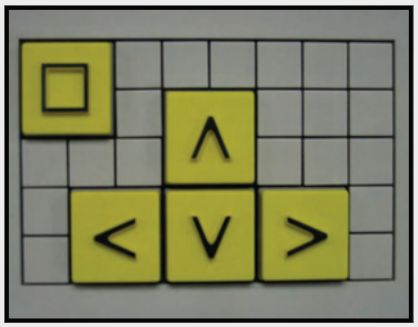


*ABB instructions are explained at the beginning of the Audio Ballot. Once the instructions have finished the voter must press the **right arrow** twice to start the ballot.*

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*



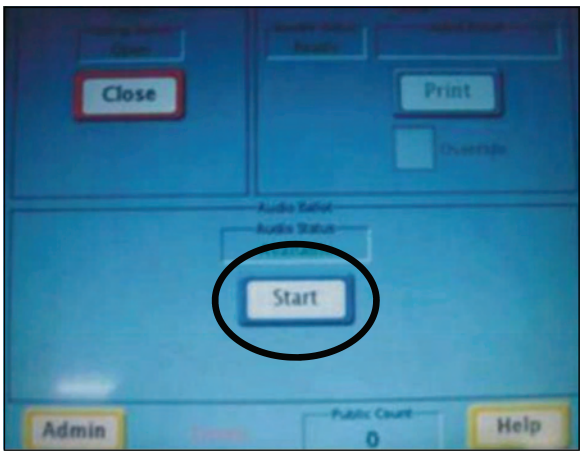
Assisting Voters

Ballot Box Clerk Duties — Operating the ABB (continued…)

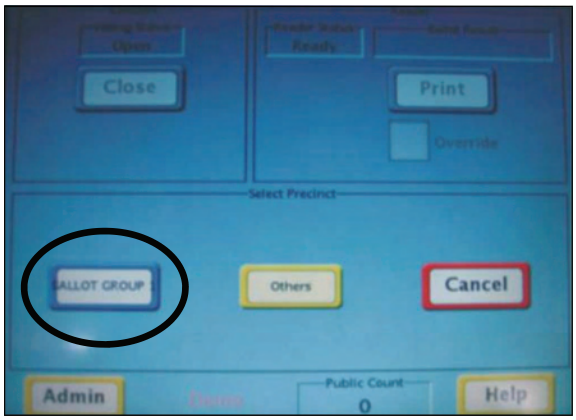
Follow the steps below and on the next page for operating the ABB:

1 Offer voter the Multilingual Audio Guide if he or she requires assistance selecting a language.

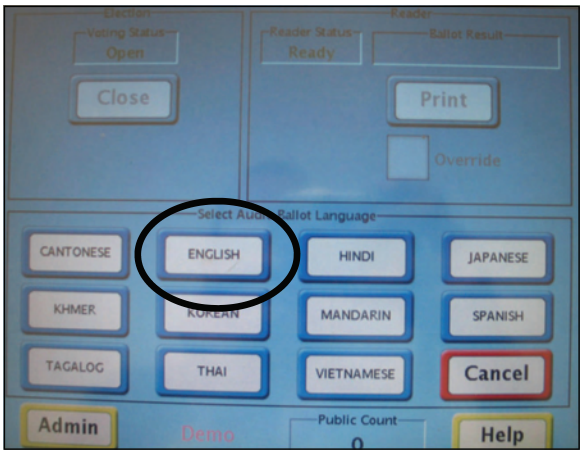
2 Press the **Start** button located near bottom of the PBR screen.



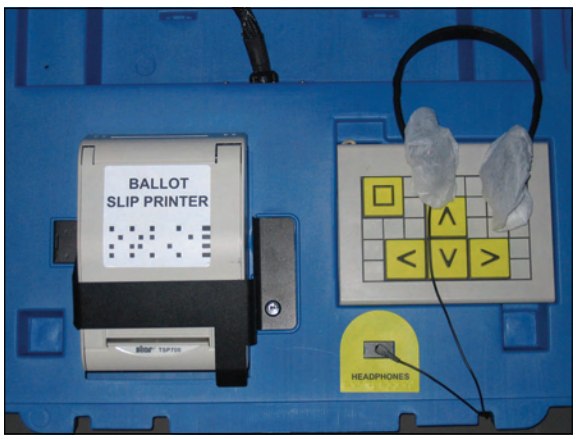
3 Press the **Ballot Group** button, appearing on the left side of the PBR screen.



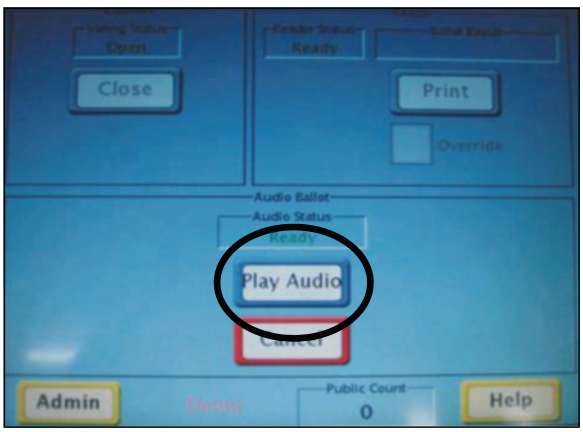
4 Select the **language** requested by voter.



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



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

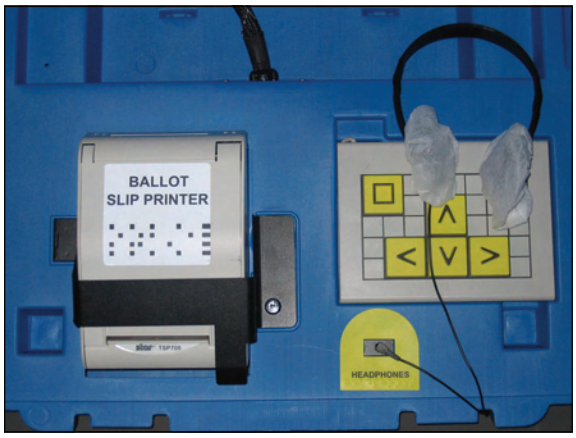


Assisting Voters

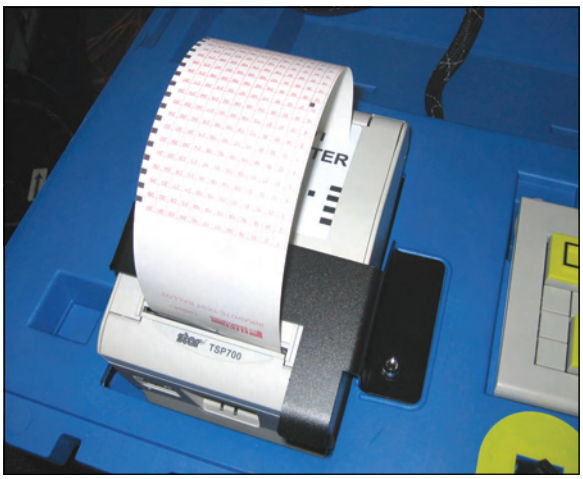
Ballot Box Clerk Duties — Operating the ABB (continued…)

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.



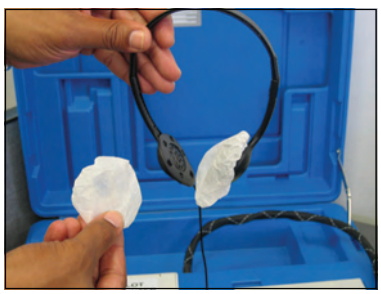
9 Voter removes Audio Ballot from ABB printer and goes to PBR (assist if necessary).

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 Give voter an "I Voted" sticker.

12 Replace ABB headset ear covers.



Assisting Voters

Provisional Voters

Always refer to Assisting Provisional Voters Card

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 are listed below. Follow the directions listed below. The steps for assisting Provisional Voters continue on the next two pages.

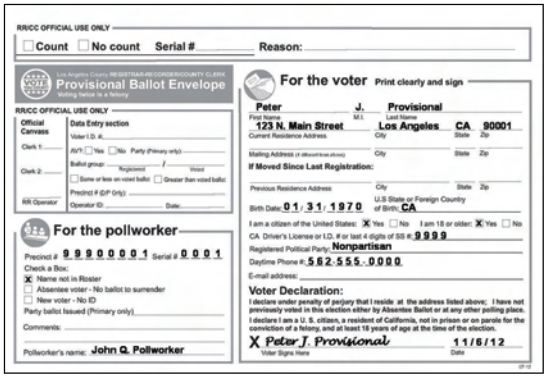
Voter's name not in Roster or blue Supplemental Page(s):	***Vote By Mail (VBM) voter with no ballot to surrender:***	***New voter with no identification (ID):***
➡ **First**, check the Polling Place map to see if voter is at the correct location. **Voter's address inside precinct's boundaries:** ➡ Assist voter so he or she may vote Provisionally. (Follow steps listed on the next two pages.) **Voter's address <u>not</u> inside 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 Provisional Voting. (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*.	➡ A voter who requested to Vote By Mail will be noted either by "VBM Issued" printed on the signature line of the Roster or will appear on the lavender Vote By Mail Voter List. ➡ If voter does not have VBM ballot to surrender, assist him or her with voting Provisionally. (Follow steps listed on the next two pages.) ➡ Voter does not sign in the Roster, he or she will **<u>only</u>** sign the Provisional Envelope.	➡ **<u>Only</u>** voters with "N" in the status column of the Roster will be asked for ID. (See Appendix E — page 81 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.)

Assisting Voters

Provisional Voters (continued…)

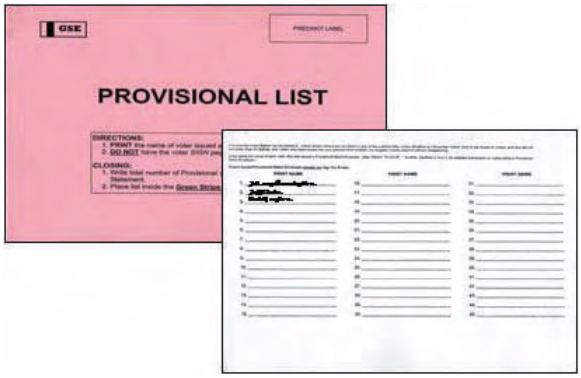
Follow the steps below and on the next page for assisting Provisional Voters:

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



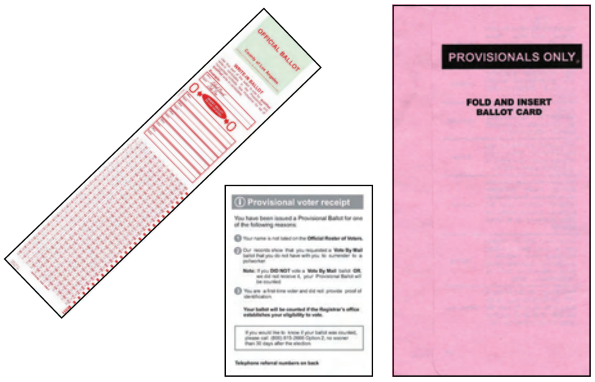
2 Print voter's name in the Provisional List.

Note: *Voter does not sign this list.*

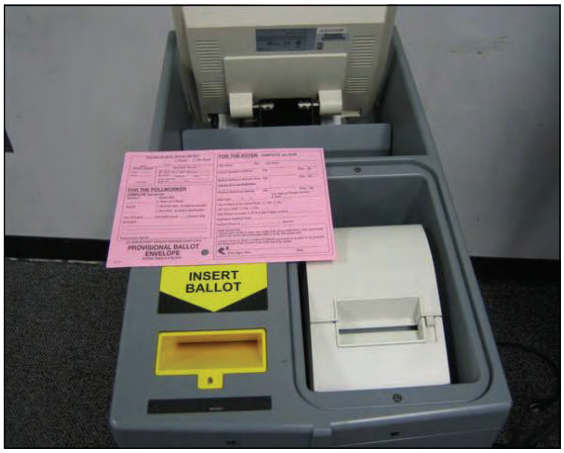


3 Direct voter to Ballot Clerk. Issue voter a ballot, Provisional Receipt & Telephone Referral Card, and Provisional Secrecy Sleeve.

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



4 Give Ballot Box Clerk completed Provisional Envelope (unsealed).



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

Assisting Voters

Provisional Voters (continued…)

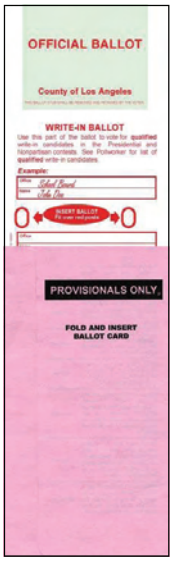
Continue following the steps below for assisting Provisional Voters:

Voter arrives at Ballot Box Clerk…

5 Leave ballot inside Provisional Secrecy Sleeve; remove Voter Stub/ Receipt and give to voter.

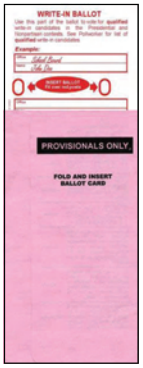
Important Reminder:

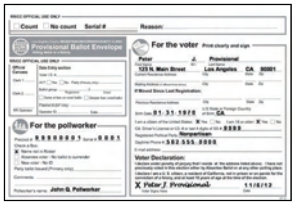
Provisional Voters' ballots are never inserted into the PBR.



Remove Voter Stub/ Receipt

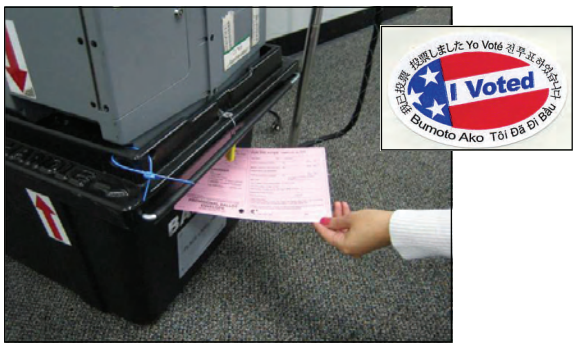
6 Insert Provisional Secrecy Sleeve containing ballot, into completed Provisional Envelope. Seal envelope.





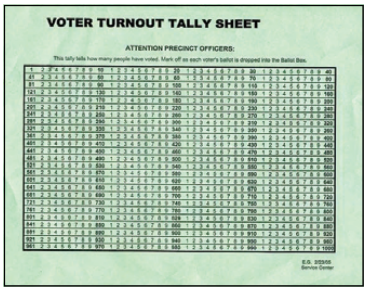
If there are multiple Provisional Envelopes, ask voter's name to ensure that his or her ballot is placed in the correct enve-

7 Insert sealed Provisional Envelope into slot. Give voter "I Voted" sticker.



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

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



Assisting Voters

Line Monitor

Always refer to Line Monitor Job Card

When and why is the Line Monitor necessary:

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

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

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

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

1. Greet voters and thank them for their patience while waiting in line.

2. Instruct voters waiting in line to review their Sample Ballots.

3. Allow a voter to use any Sample Ballots issued to Polling Place if he or she does not have a copy.

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

4. Inform voters in line that the Audio Ballot Booth (ABB) is available to all voters.

5. Offer demonstration to voters waiting in line using practice Vote Recorder and yellow Demonstrator/Emergency Ballots.

6. Inform voters, prior to entering voting booths, since there is a line to try to limit time in booth to ten (10) minutes. **Never approach voters at voting booths, unless requested by the voter.**

Section 4:

Closing the Polls

“The Polls are now closed!”

Closing the Polls

Do not begin closing until the last voter has voted.

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:

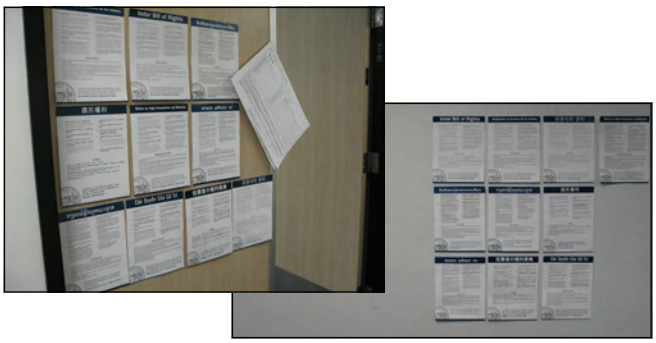
1 8:00 p.m. — Time to Close:

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 removing signs and breaking down voting booths.



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.*

Use space at bottom to help with tabulating each page

Closing the Polls

White Box

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 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:

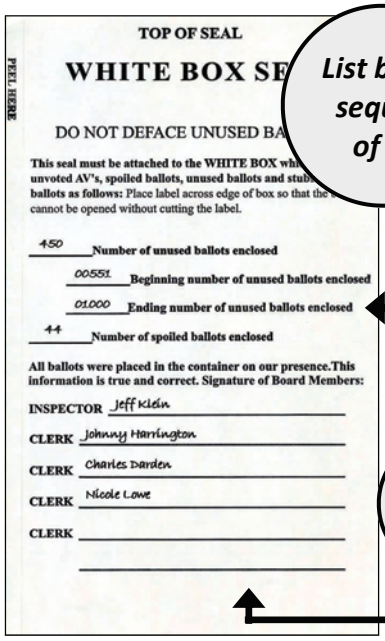
Always close and seal the White Box before opening the Ballot Box.

(a) Leave all items in the White Box.

(b) Remove the White Box Seal from Green Stripe Envelope (GSE) and complete. (See example to the right.)

(c) Affix the seal over the front-left edge of White Box, as shown.

(d) Place White Box in Black Supply Tub.


TOP OF SEAL

WHITE BOX SE

PEEL HERE

DO NOT DEFACE UNUSED BA

This seal must be attached to the WHITE BOX wh
unvoted AV's, spoiled ballots, unused ballots and stub
ballots as follows: Place label across edge of box so that the
cannot be opened without cutting the label.

450 Number of unused ballots enclosed

00551 Beginning number of unused ballots enclosed

01000 Ending number of unused ballots enclosed

44 Number of spoiled ballots enclosed

All ballots were placed in the container on our presence.This information is true and correct. Signature of Board Members:

INSPECTOR Jeff Klein

CLERK Johnny Harrington

CLERK Charles Darden

CLERK Nicole Lowe

CLERK

List beginning/ending sequential numbers of unused ballots

All Pollworkers should sign

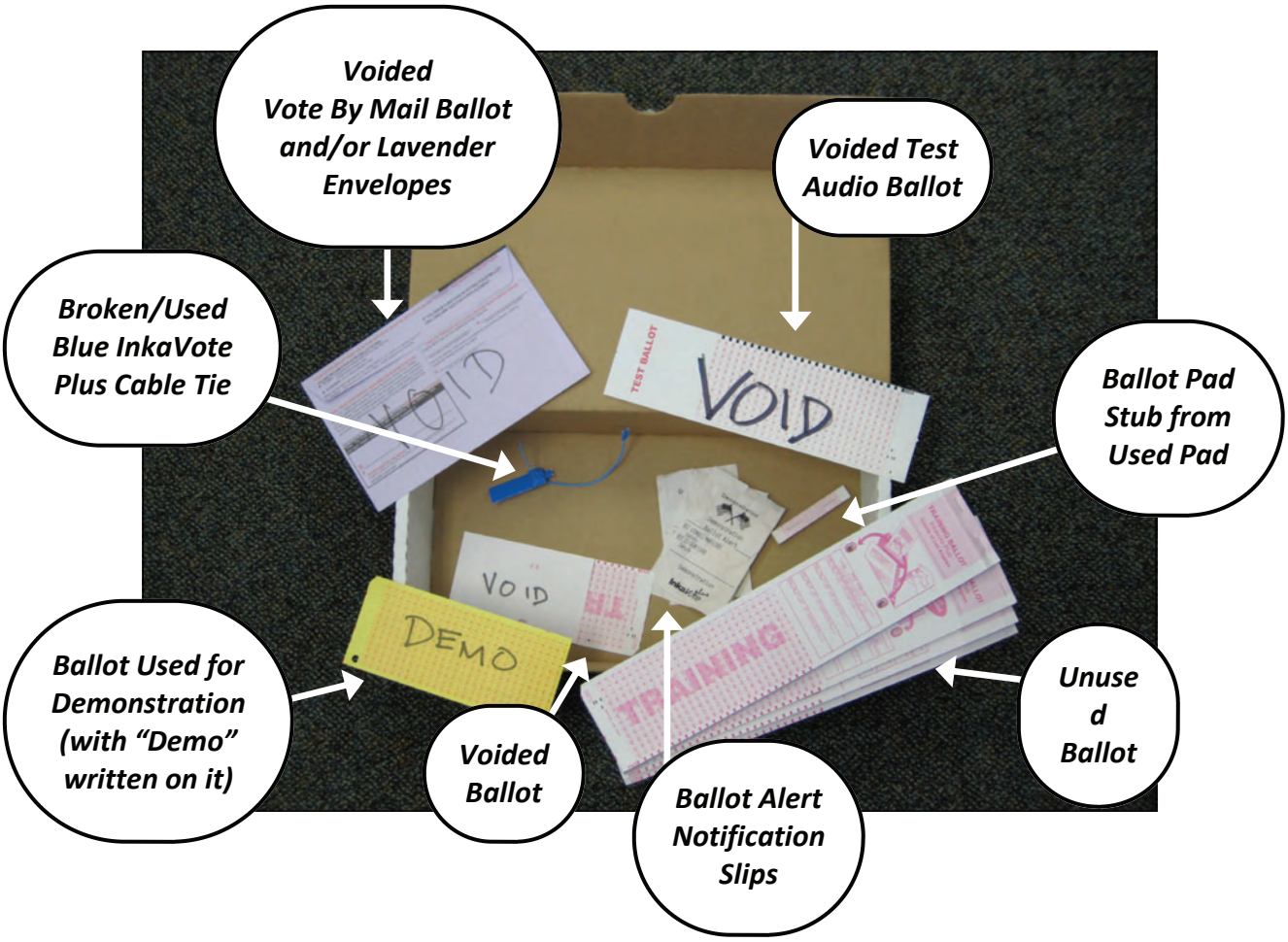
A picture of the White Box and it's contents is provided on the next page.

Closing the Polls

White Box (continued…)

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

What Goes In The White Box?



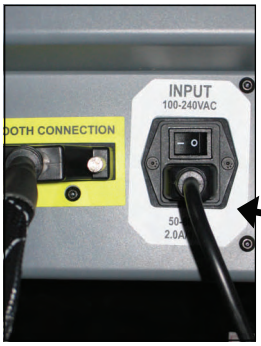
Closing the Polls

Shutting-Down the Precinct Ballot Reader (PBR)

Follow the steps below for shutting-down the PBR:

7 Turn off the PBR:

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



Power switch located above the power cord

8 Remove ABB Cable:

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

The blue InkaVote Plus Cable Tie should already have been removed. If not, remove it now and place 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. This cover was removed at beginning of the day, when first setting-up.

Closing the Polls

Packing-Up the Audio Ballot Booth (ABB)

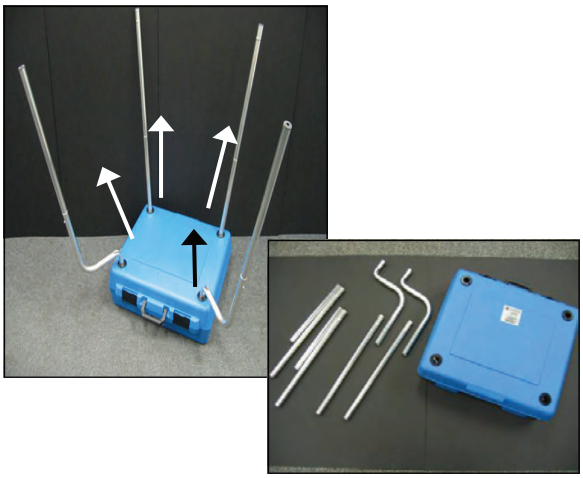
Follow the steps below for packing-up the ABB:

11 Remove Headset:

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

12 Remove ABB Legs:

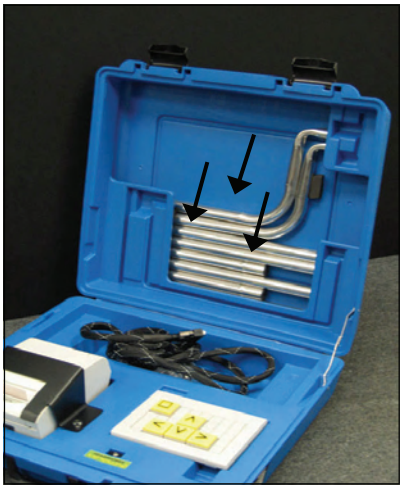
Close the ABB cover. Turn unit upside-down and remove legs.



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.

Closing the Polls

Ballot Box

Follow the steps below for opening the Ballot Box:

15 Break Lock:

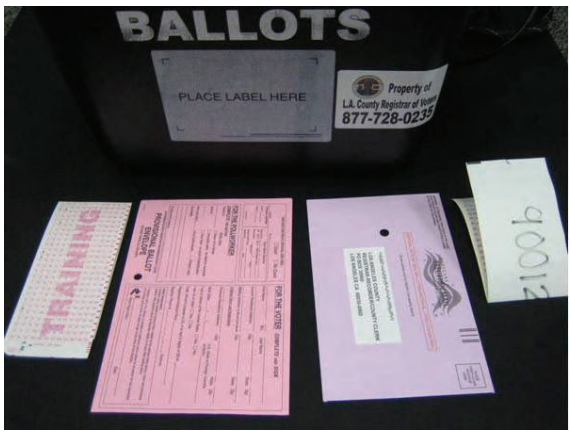
Break the yellow plastic lock. Place broken lock in Blue Supply Bag.

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

16 Empty the Ballot Box:

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

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



17 Check for ballots in chute:

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

Before ballot inspection, combine with those from Ballot Box.

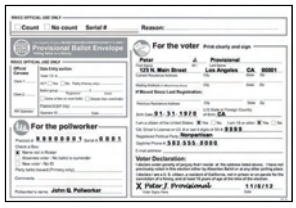
18 Begin Packing Supplies:

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

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

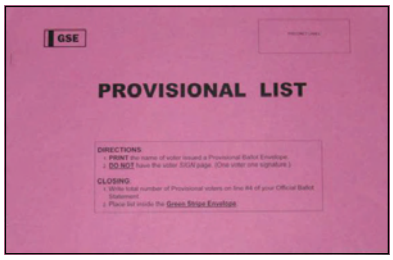
Closing the Polls

Counting Provisional Envelopes (pink)



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

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



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

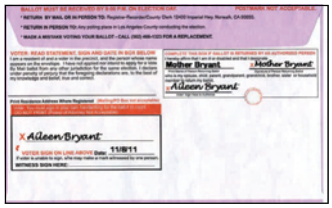
  If any names were omitted, print them in the Provisional List **now**.

- Enter the number of Provisional Envelopes on the Ballot Security Envelope. Place the voted Provisional Envelopes in the green 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 Blue Supply Bag.

Counting Vote By Mail Envelopes (lavender)

- Count all lavender Vote By Mail Envelopes.



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

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

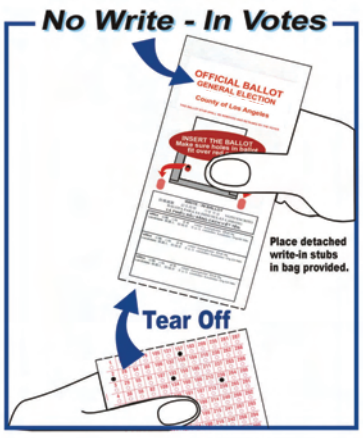
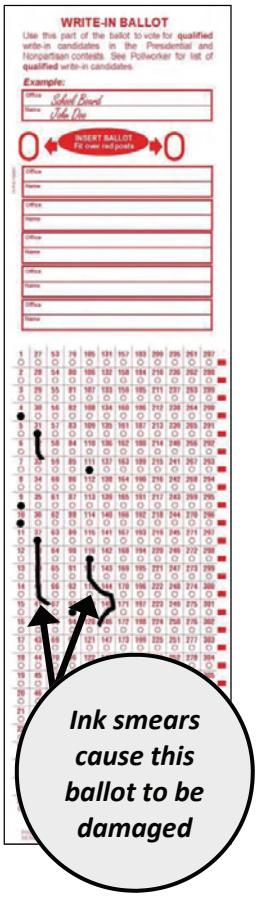
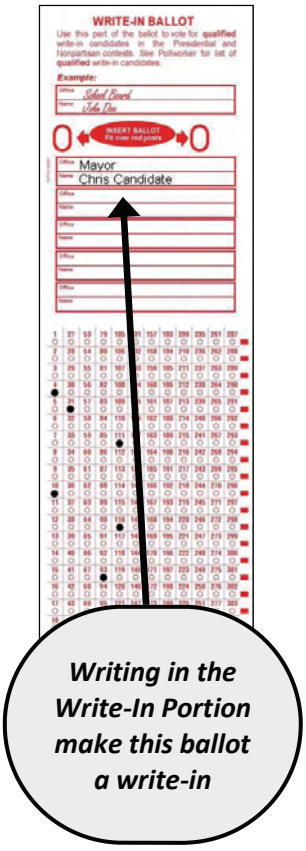
Once all the pink Provisional and lavender Vote By Mail Envelopes have been placed inside, seal the green Ballot Security Envelope.

Closing the Polls

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.

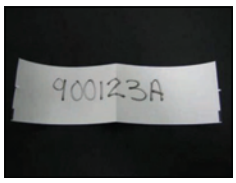
Regular Ballots	***Damaged Ballots***	***Write-In Ballots***
Ballots that are not damaged and do not have Write-In Votes.	Ballots that have tears, creases, folds, and ink smears that go from one circle to another.	Ballots that have any writing on the Write-In Portion.
		
What to do?	***What to do?***	***What to do?***
Detach blank Write-In Portions and place in the clear plastic bag that reads: ***"Place blank Write-In Portion here."*** **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.**

Closing the Polls

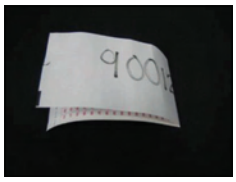
Counting Audio Ballots

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

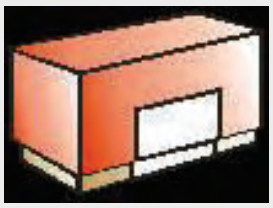
➡ Write the precinct number on **back** of all Audio Ballots.



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



Once you have counted and inspected all ballots, pack them into the Red Box. Instructions for packing the Red Box is provided on pages 65— 66.

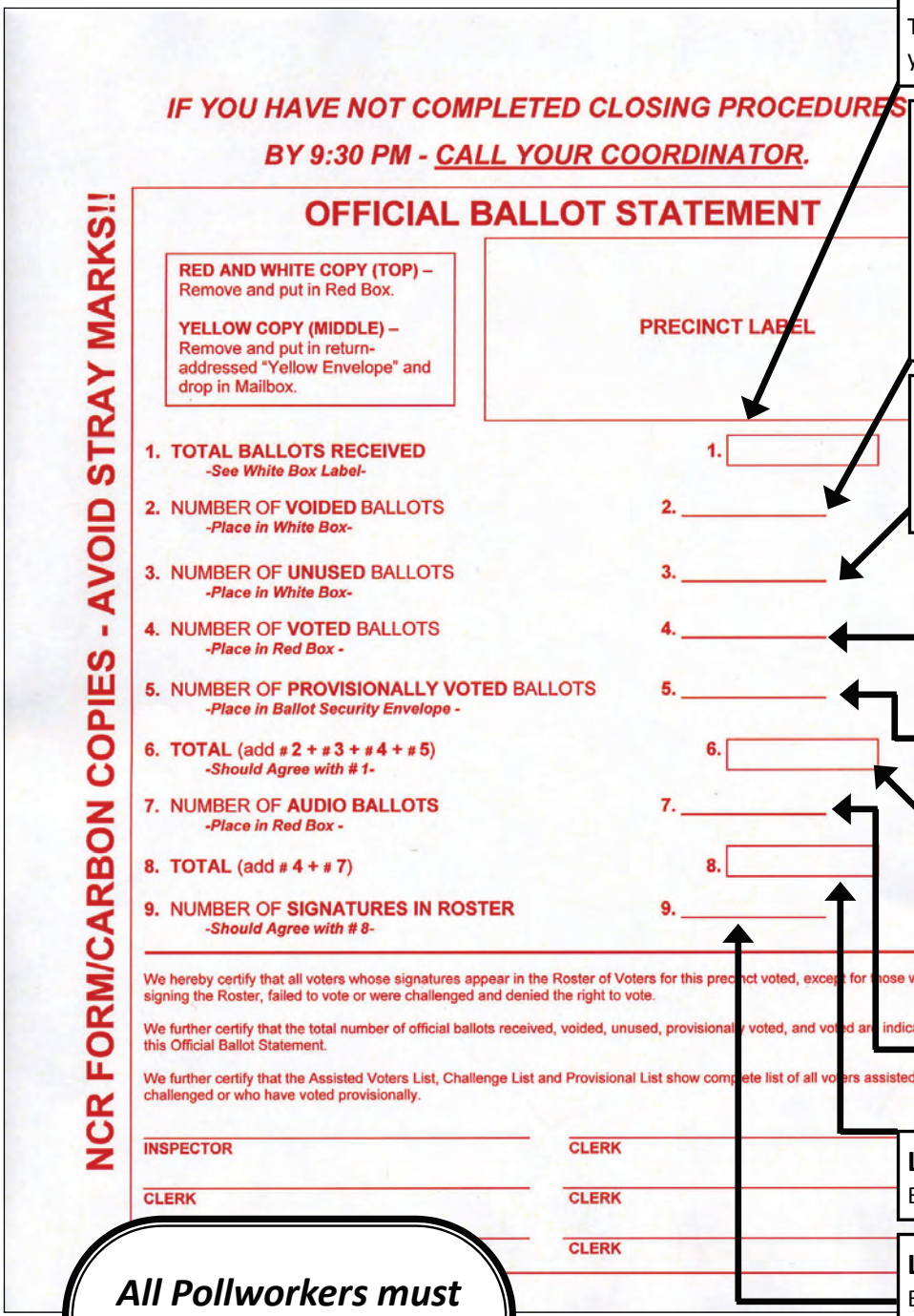


Closing the Polls

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 Green Stripe Envelope. One 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 Votes, but not Audio Ballots.

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

Line 6 — Add the Lines:
Add lines 2 to 5 and enter that number. Should equal Line 1.

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

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

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

Section 5:

Packing and Delivering Ballots and Supplies

Packing and Delivering Ballots and Supplies

Red Box

An illustration of the Red Box contents is provided on the next page.

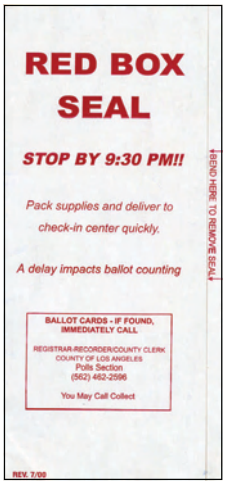
Starting from the bottom, pack the Red Box with the following:

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 Green Stripe Envelope (GSE) 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.

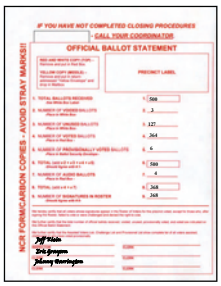


Do not pack the Red Box inside the Black Supply Tub. Keep it separate from your supplies.

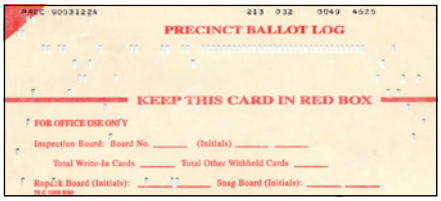
Packing and Delivering Ballots and Supplies

Red Box (continued…)

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

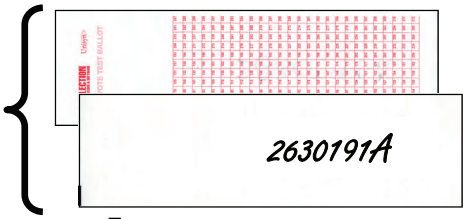


Precinct Ballot Log (do not mark)

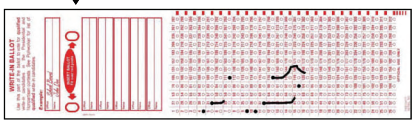


ROV Card

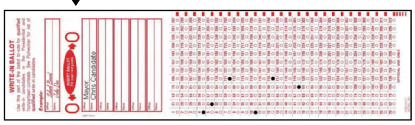
Audio Ballots with precinct number written on back (if any)



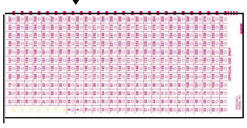
Damaged Ballots folded over (if any)



Write-In Ballots folded over (if any)



Regular Ballots (on bottom)



Packing and Delivering Ballots and Supplies

Green Stripe Envelope (GSE):

Place the following items in the clear Green Stripe Envelope:

Items that are placed in the clear Green Stripe Envelope will have a logo like this: GSE

- ☐ Poll Safety Inspection Card
- ☐ Certification of VWD Card (from Curbside Voting)
- ☐ **Roster of Voters**, **Street Index** (all copies), and **Provisional List** rubber banded together using the large rubber band found inside Blue Supply Bag
- ☐ Green Ballot Security Envelope

  Note: *All voted Provisional and Vote By Mail Envelopes* ***must*** *be placed in the green Ballot Security Envelope.*
- ☐ Assisted Voters Tally card

Sign and seal the Green Stripe Envelope.

Do not place Green Stripe Envelope or Red Box inside the Black Supply Tub!

Zero Report and Ballot Header Card:

Use the checklist below for packing-up 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.*

Also, did you remember the following InkaVote Plus items:

- ☐ Power Cord — place behind PBR screen
- ☐ Gray Cover — place on PBR
- ☐ ABB Legs — place inside ABB
- ☐ ABB Headset — place inside ABB

Packing and Delivering Ballots and Supplies

Vote Recorders and Voting Booths

Use the checklist below for packing-up Vote Recorders and Voting Booths:

- ☐ Vote Recorders — pack into their original box

  Note: *The practice Vote Recorder should be pack into the Black Supply Tub.*

- ☐ Voting Booths — pack into the brown cardboard "pizza boxes," along with the lights
- ☐ Voters with Disabilities Booth — pack back into its aluminum case, along with legs and extensions

Black Supply Tub:

Use the checklist below for packing supplies into the Black Supply Tub:

- ☐ White Box
- ☐ Adjacent Precinct Map
- ☐ Stop "We Need You" Form
- ☐ Provisional Supply Kit Packet with Unused
- ☐ Provisional Supplies
- ☐ Multilingual Translations of Provisional/ Vote By Mail Envelopes
- ☐ Multilingual Audio Ballot Point to Card
- ☐ "We Speak" Language Signs
- ☐ Voters with Disabilities Envelope
- ☐ All Signs Placed Inside Polling Place
- ☐ All Signs Placed Outside Polling Place
- ☐ Paper Supply Envelope (containing "I Voted" Stickers, VBM Replacement Envelopes, blank/unused forms, liner, etc.)
- ☐ Voter Turnout Tally Sheet
- ☐ Plastic bag containing blank Write-In Stubs
- ☐ Voter Registration Forms
- ☐ Voter information pamphlets/booklets
- ☐ Sample Ballots (English and Multilingual)
- ☐ Blue Supply Bag (containing door stopper, dexterity ball, magnifier, 3-prong electrical adapter, etc.)
- ☐ Practice Vote Recorder and Demonstrator/ Emergency Ballots
- ☐ Cell Phone and Charger (after calling Coordinator)
- ☐ Curbside Voting Available Sign **and wire stake**
- ☐ Multilingual Voter Instructions & Regulations
- ☐ American Flag
- ☐ Extension cords
- ☐ "InkaVote Plus is here" Sign
- ☐ Clipboard

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

Packing and Delivering Ballots and Supplies

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.*

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

Delivering Supplies to the Check-In-Center (CIC):

The map to your CIC is found in the Green Stripe Envelope (GSE).

Deliver the following items to the CIC:

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

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 for all your hard work!

You are the reason for a successful election.

We look forward to seeing you again!

End of Section

Section 5:

Miscellaneous Information

Glossary of Terms

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

ABB — Abbreviation for Audio Ballot Booth.

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 finishing, 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 contains either 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 plastic 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. The Ballot Header Card is found in the Green Stripe Envelope. After initiating the PBR, the card is placed in the white envelope behind the PBR screen.

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

Ballot Security Envelope — A bright green envelope used during closing that stores Provisional and Vote By Mail Envelopes. The Ballot Security Envelope is placed inside the Green Stripe Envelope (GSE) once sealed.

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. These items are found in the Blue Supply Bag.

312 Position Ballot to Blue InkaVote Plus Cable

Blue Supply Bag — Formerly known as the Blue Supply Kit Box. Stores pens, yellow plastic locks, Blue InkaVote Plus Cable Ties, 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 bubble to another.

Demonstrator/Emergency Ballot — A yellow ballot used when demonstrating how to use the Vote Recorder. In case of certain ballot emergencies, the Demonstrator/Emergency Ballot may be used in place of a voter's ballot.

Green Stripe Envelope (GSE) — Large manila envelope with a green stripe that stores precinct specific materials. These materials are removed during set-up. At closing, the GSE stores specific items that are returned to the CIC along with the other precinct supplies.

GSE — Abbreviation for Green Stripe Envelope.

InkaVote Plus — The method of voting used in Los Angeles County, which utilizes a Vote Recorder, Precinct Ballot Reader (PBR), and Audio Ballot Booth (ABB).

Line Monitor — An optional Pollworker position that helps manage lines at the Polling Place.

List Of Qualified Write-In Candidates — A list containing official Write-In Candidates for a specific election. This list should be placed on the Official Table for voter reference.

Multilingual — The term used to describe materials and other items which are offered in languages other than English.

Multiple Polling Place — A Polling Place location that contains two precincts, but in separate rooms.

Neighborhood Voting Center (NVC) — A Polling Place that contains up to four precincts in the same room.

"Not Connected" (audio status message) — Displayed on the PBR screen that occurs 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, Inspectors place 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.

Polling Place Map — A map of the precinct's boundaries with addresses and location of Polling Places in neighboring precincts.

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 Provisional Voter. Once a Provisional Voter has finished marking his or her ballot, it will be place inside a Provisional Secrecy Sleeve and then place inside this envelope.

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

Provisional Receipt & Telephone Referral Card — A pink receipt given to Provisional Voters that lists an "800" number where they can call and find out if their ballot was counted.

Provisional Secrecy Sleeve — Provisional Voters use this sleeve to place their ballot inside once they have finished voting. It 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 — The 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. Several additional Sample Ballots are provide with precinct-issued supplies and, in some cases, Multilingual Sample Ballots are provided.

Supplemental Roster Page — A blue page that lists voters who registered to vote after the Roster of Voters had been printed. Inspectors receive this list a few days before Election Day and are instructed to attach it to the back-inside cover of the Roster.

Street Index — A large booklet that contains a listing of all voters registered to vote at a precinct in address order. Additionally, the cover lists the streets and number range of all streets within the precinct.

Test Audio Ballot — A blank Audio Ballot that prints from the ABB Printer during set-up and indicates that the ABB is properly connected.

Voided Ballot — A ballot that has been voted incorrectly or returned, for any reason, by a voter (including when a voter has Overvoted his or her ballot and requests a new one). Voided Ballots are placed in the White Box and identified with "Void" written on the back. Voters are may be issued up to three ballots.

VBM — The abbreviation for Vote By Mail.

"VBM Issue" (notation on 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 requests to receive and then return a ballot by mail.

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

Provisional Voting to Vote By Mail (VBM) Voter

Vote By Mail (VBM) Ballot Envelope — A lavender envelope used by Vote By Mail Voters to return their ballots. Voters must sign and date the envelope. In the case of a replacement Vote By Mail Envelope, voters must also printer their name and address. Pollworkers are issued Vote By Mail Replacement Envelopes for any VBM Voter who lost his or her envelope and requests one when dropping-off ballot on Election Day.

Vote Recorder - The device used in this election that uses an attached ink stylus to fill in bubbles on a paper ballot. Voters view contests on pages of a booklet that is also attached to the device.

Voter Stub/Receipt — The top part of the ballot. This stub/receipt is removed by the Ballot Box Clerk prior to a voter inserting his or her ballot into the PBR. This stub/receipt is also removed prior to sealing a voter's ballot inside a Provisional Envelope. Voters keep the Voter Stub/Receipt.

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

VWD — The abbreviation for Voters with Disabilities. Items noted as VWD are primarily for assisting Voters with Specific Needs; although, some additional items — not specifically marked as VWS — may also be used to assist such voters. The VWD notation 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.

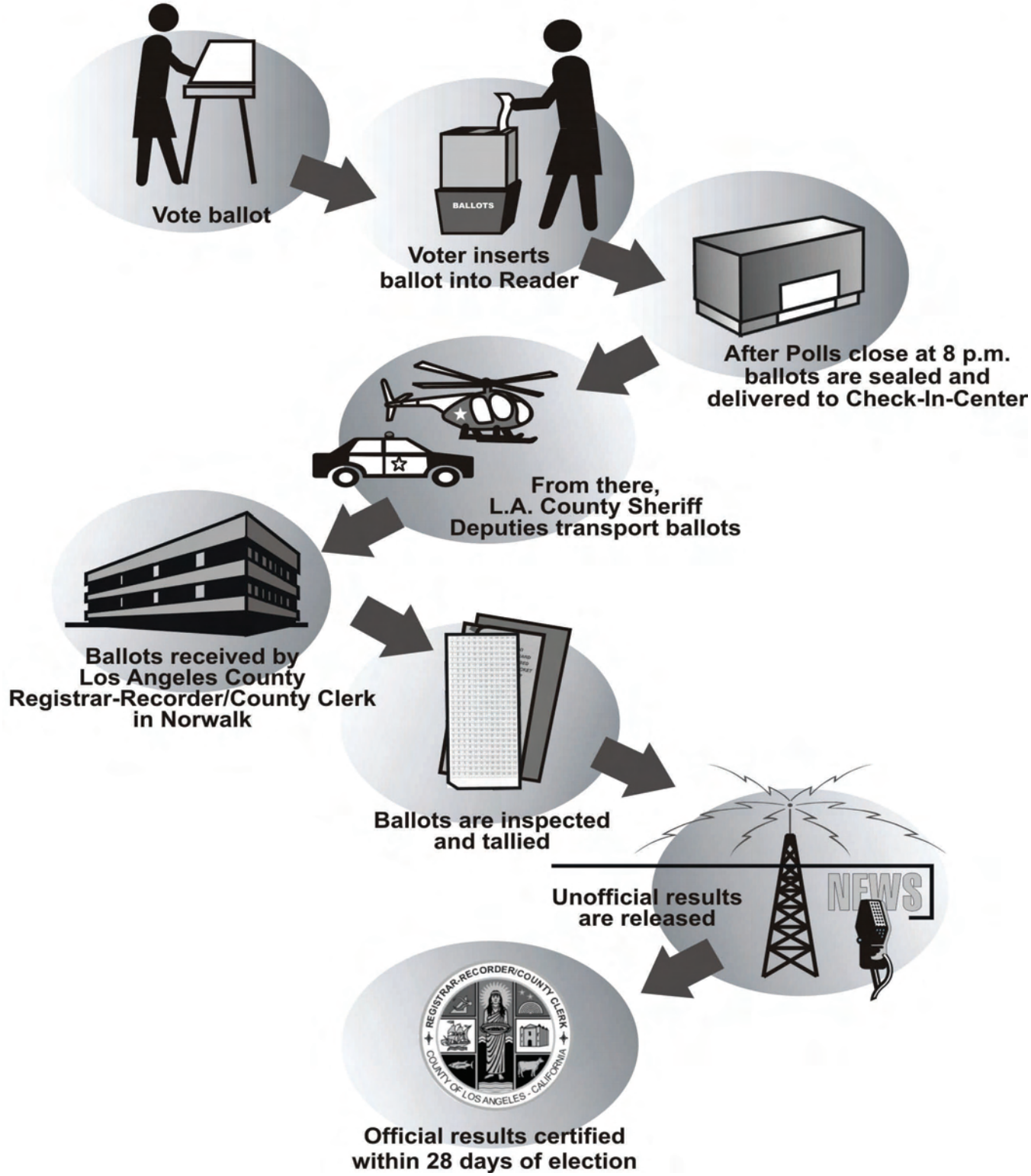
Write-In Portion — The part of the ballot between the Voter Stub/Receipt and the bubbles. Voters wishing to enter a Write-In Vote would do so here.

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.

County of Los Angeles **REGISTRAR-RECORDER/COUNTY CLERK**

BALLOT FLOW CHART



Appendix A:

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

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 identification

November 6, 2012; General Election

PRECINCT: 235-0024A

BG: 173 CIC: 205-007 PAGE: 1

LN #		VOTER NAME	RESIDENCE ADDRESS	SIGNATURE		VOTER-ID
1	A	ALSTON MS KAY	424 LONE PINE LN		1	026-722-935 026-722-935
2	A	ALSTON JOHN	424 LONE PINE LN		2	523-572-626 523-572-626
3	A	ARNOLD SANDRA	415 ORCHARD LN		3	380-028-943 380-028-943
4	N	BIDDLE PAUL	310 NORMANDIE AV		4	523-564-834 523-564-834
5	A	BRAND RHONDA	318 NORMANDIE AV		5	536-837-321 536-837-321
6	A	BREYER SAMUEL	436 LONE PINE LN		6	485-757-458 485-757-458
7	A	BEST LU	466 LITTLETON PL		7	046-256-985 026-722-935
8	A	BISON DESHAN	440 LITTLETON PL		8	942-854-257 523-572-626
9	N	BLACK MARGARET	468 LITTLETON PL		9	370-078-218 380-028-943
10	I	BRAINS MS ROCHELL	317 ORCHARD LN		10	059-468-827 523-564-834
11	I	BRODERICK MS LISA	436 LITTLETON PL		11	136-767-339 536-837-321
12	A	BROOKSHIRE ANNIE	418 NORMANDIE AV		12	632-025-498 485-757-458
13	A	BROWN ALLY	409 LONE PINE LN		13	026-122-557 026-722-935
14	A	BROWN CHAZ	417 LONE PINE LN		14	873-557-986 523-572-626
15	A	BRYANT AILEEN	466 LITTLETON PL	VBM ISSUED	15	381-375-997 380-028-943
16	A	CANNON FRANCESCA	512 NORMANDIE AV		16	023-598-772 523-564-834
17	A	CARTER AMANDA	462 LITTLETON PL		17	575-280-961 536-837-321
18	A	CARTER CARL	464 LITTLETON PL		18	237-757-458 485-757-458
19	A	CHATTOM GARY	312 NORMANDIE AV		19	085-762-337 026-722-935
20	I	CLARKSON PHYLLIS	320 NORMANDIE AV	VBM	20	523-567-257 523-572-626
21	A	COX TERRENCE	424 LONE PINE LN		21	770-327-996 380-028-943
22	A	CRIEDER BRIAN	320 NORMANDIE AV		22	779-025-326 523-564-834
23	A	DANIELS BRENDA	316 NORMANDIE AV		23	267-023-981 536-837-321
24	A	DAVISON RONALD	313 NORMANDIE AV	VBM ISSUED	24	496-713-463 485-757-458
25	A	DENNEN CHRISTINE	319 ORCHARD LN		25	437-468-443 026-722-935
LN #		VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	LN #	VOTER-ID

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."

TOTAL SIGNATURES:_____

Appendix B:

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

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

ELECTION PRECINCT **3550029A** BALLOT GROUP **147** **018 PAGE 1** **CIC 291** SERIAL # 0487 RTE 032 STP ***** CHECK-IN-CENTER ORDER**

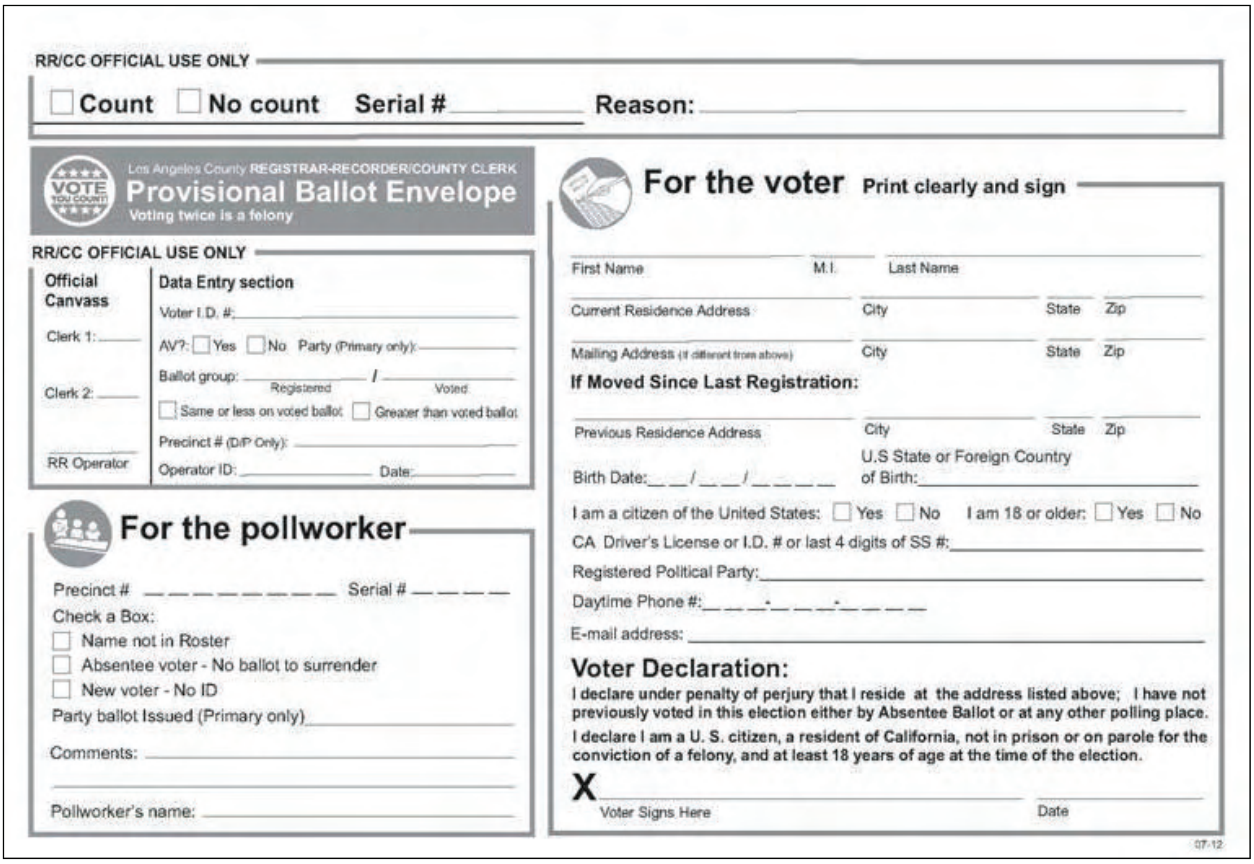
PICO RIVERA

STREET NO.	LAST NAME	FIRST NAME	PHONE
*****			
LITTLETON PL			
*****			
412	**PADSEY**	SELINA	322-930-3094
418	**FUJI**	STEPHANIE	322-834-9067
422	**WALKER**	LILLY	322-555-0698
434	**PUERTO**	MARY	322-555-3646
436	**BRODERICK**	MS LISA	322-555-0604
440	**BISON**	DESHAN	322-555-2096
440	**HARTMAN**	BRANDI	322-555-1249
442	**SCOTTLAND**	MRS TIFFANY	322-555-3097
442	**ROGERS**	AMANDO	322-209-9312
454	**THARP**	MILLIE	322-555-4582
458	**JOHNSON**	CANDY	322-555-5558
462	**VONS**	LUCY	322-555-3095
462	**CARTER**	AMANDA	322-555-9062
464	**CARTER**	MR CARL	322-555-0693
466	**BEST**	LU	322-555-5893
466	**BRYANT**	AILEEN	322-555-0604
466	**PASTOR**	FRAN	322-555-2095
466	**PRICE**	MR EARL	322-555-5576
466	**PRICE**	MRS LISA	322-555-3094
468	**WEST**	SHANE	322-209-9316
468	**BLACK**	MARGARET	322-555-4582
*****			
LONE PINE LN			
*****			
409	**YORK**	ETHEL	322-209-9316
409	**BROWN**	ALLY	322-555-4589
417	**BROWN**	MR CHAZ	322-555-4583
417	**FIN**	PAT	322-555-8984
417	**FIN**	RANDY	322-555-3092
417	**PITT**	EVE	322-555-9066
421	**LOPP**	MARY	322-555-0692
422	**RODRIGUEZ**	MARIA	322-555-5891
424	**COLLIE**	MR LARRY	322-555-0601
424	**ALSTON**	MS KAY	322-555-2091
424	**ALSTON**	JOHN	322-555-5572
436	**BELL**	CHRISTY	322-555-3091

	STREET NO.	LAST NAME	FIRST NAME	PHONE
01	*****			
02	**NORMANDIE AV**			
03	*****			
04	**309**	**HYDE**	MISS NECE M	322-555-3097
05	**310**	**ATTIM**	ADREAIN D	322-209-9315
06	**312**	**CHATTOM**	GARY	322-555-4584
07	**313**	**DAVISON**	MR RONALD	322-555-5555
08	**314**	**GEOFFRIES**	MR CURTIS L	322-555-3094
09	**315**	**RAYMON**	LA VANIA S	322-555-9065
10	**316**	**DAVISON**	MR EDDIES	322-555-0694
11	**318**	**WILL**	MRS IVEY	322-555-5892
12	**318**	**BALD**	MRS LULA	322-555-0606
13	**320**	**WILLIAMS**	MR GARDEN	322-555-2096
14	**320**	**CLARKSON**	PHYLLIS	322-555-5578
15	**320**	**COPPER**	JULIA	322-555-3099
16	**414**	**HANDY**	WALLY	322-209-9315
17	**414**	**WILLIS**	GREG	322-555-9068
18	**416**	**WOK**	MS DOROTHY	322-555-0693
19	**418**	**BROOKSHIRE**	ANNIE	322-555-5896
20	**420**	**TALL**	WILLIAM	322-555-0602
21	**426**	**ROSE**	RAY	322-555-2092
22	**501**	**GREEN**	BOY	322-209-9314
23	**506**	**HARDY**	MIKE	322-555-4584
24	**506**	**PERKY**	DILAH	322-555-4585
25	**510**	**STEPS**	MR MARK	322-555-8989
26	**512**	**CANNON**	FRANCESCA	322-555-3096
27	*****			
28	**ORCHARD LN**			
29	*****			
30	**307**	**SOUP**	MR LUIS	322-555-0601
31	**307**	**SOUP**	MRS LULA	322-555-2092
32	**311**	**MC CARTER**	PALL	322-555-1244
33	**311**	**MC NIGHT**	RISE	322-555-3095
34	**317**	**BRAINS**	MS ROCHELLE	322-209-9311
35	**317**	**ROY**	ELLEN	322-555-4581
36	**319**	**TUCK**	LASHAW	322-555-5559
37	**319**	**ERKUL**	MIKE	322-555-3097
38	**321**	**WUKKUE**	SCOTT	322-555-9068
39	**415**	**ARMAND**	RAY	322-555-0698

Appendix C:

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



RR/CC OFFICIAL USE ONLY

☐ Count ☐ No count Serial #_____ Reason: _____

Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

Provisional Ballot Envelope

Voting twice is a felony

RR/CC OFFICIAL USE ONLY

Official Canvass	Data Entry section
Clerk 1:	Voter I.D. #:
	AV?: ☐ Yes ☐ No Party (Primary only):
Clerk 2:	Ballot group: ____ (Registered) / ____ (Voted)
	☐ Same or less on voted ballot ☐ Greater than voted ballot
RR Operator	Precinct # (D/P Only):
	Operator ID: Date:

For the pollworker

Precinct # _ _ _ _ _ _ _ _ Serial # _ _ _ _

Check a Box:

- ☐ Name not in Roster
- ☐ Absentee voter - No ballot to surrender
- ☐ New voter - No ID

Party ballot Issued (Primary only)_____

Comments: _____

Pollworker's name: _____

For the voter Print clearly and sign

First Name M.I. Last Name

Current Residence Address City State Zip

Mailing Address (if different from above) City State Zip

If Moved Since Last Registration:

Previous Residence Address City State Zip

Birth Date: _ _ / _ _ / _ _ _ _ U.S State or Foreign Country of Birth: _____

I am a citizen of the United States: ☐ Yes ☐ No I am 18 or older: ☐ Yes ☐ No

CA Driver's License or I.D. # or last 4 digits of SS #: _____

Registered Political Party: _____

Daytime Phone #: _ _ _-_ _ _-_ _ _ _

E-mail address: _____

Voter Declaration:

I declare under penalty of perjury that I reside at the address listed above; I have not previously voted in this election either by Absentee Ballot or at any other polling place.

I declare I am a U. S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.

X _____ _____

Voter Signs Here Date

07-12

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.

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

Appendix E: List of 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.