Registrar of Voters

Poll Worker's Manual
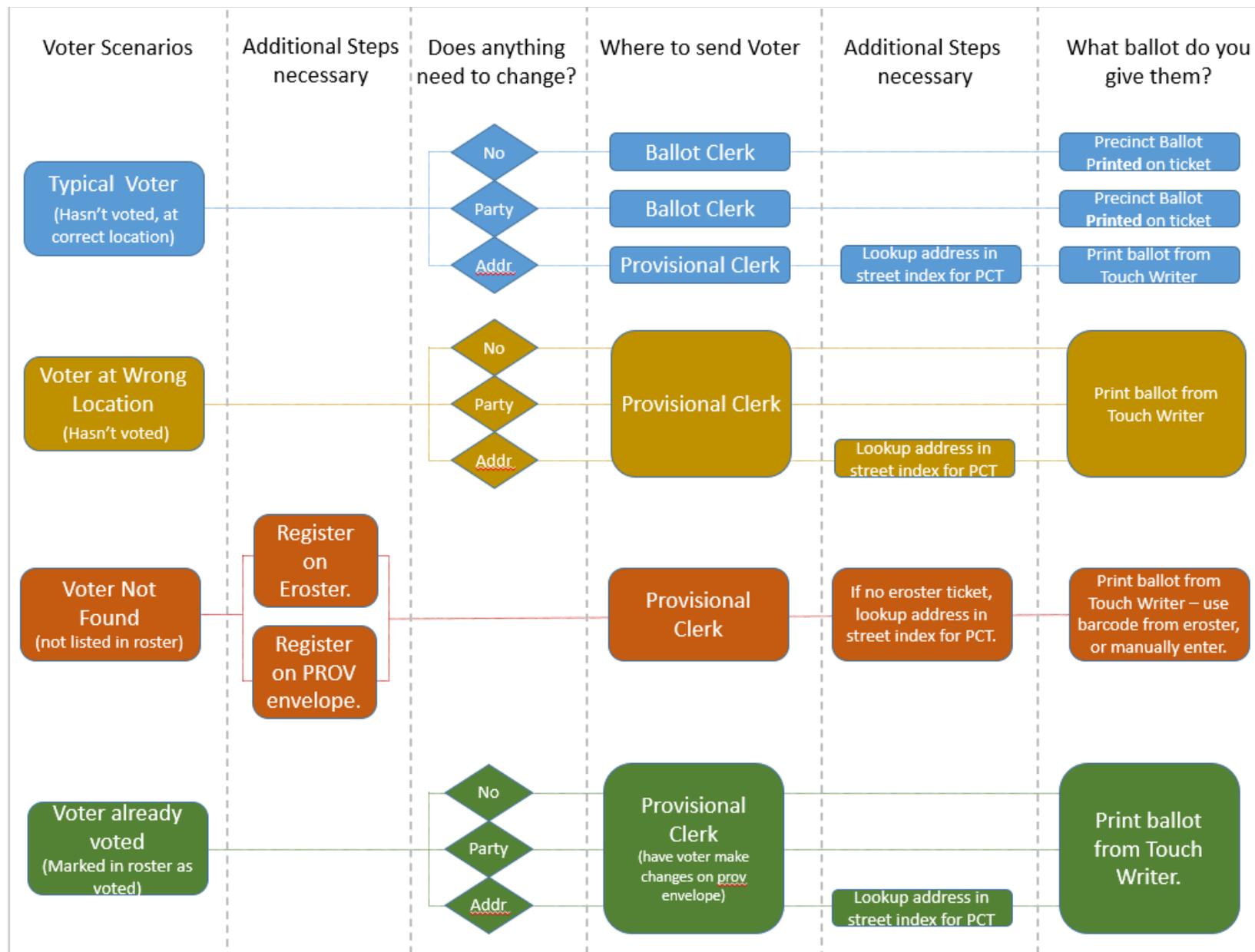
Presidential General Election
November 3, 2020

Processing Voters – Quick Reference Chart

Voter Type	Check in with eRoster	Gets Voter Ticket	Gets Provisional Ticket	Precinct Ballot	Provisional Ballot & Envelope (Pink)	Provisional Ballot & CVR Envelope (Purple)	Precinct Ballot Touch Writer & Envelope (White)
Regular	●	●		●			
Show ID required and provided	●	●		●			
Show ID required and not provided	●		●		●		
VBM with ballot to surrender	●	●		●			
VBM *without* ballot to surrender	●	●		●			
In eRoster but is at the wrong polling location	●		●		●		
In eRoster, lives at different address	●	●					●
In eRoster but has a different surname	●	●		●			
Not in eRoster, wants to register on eRoster (CVR)	●		●			●	
Not in eRoster, does not register on Roster						●	

Voter Processing Workflow – Quick Reference Chart

Voter Scenarios	Additional Steps necessary	Does anything need to change?	Where to send Voter	Additional Steps necessary	What ballot do you give them?
Typical Voter (Hasn't voted, at correct location)		No	Ballot Clerk		Precinct Ballot **Printed** on ticket
		Party	Ballot Clerk		Precinct Ballot **Printed** on ticket
		Addr.	Provisional Clerk	Lookup address in street index for PCT	Print ballot from Touch Writer
Voter at Wrong Location (Hasn't voted)		No	Provisional Clerk		Print ballot from Touch Writer
		Party			
		Addr.		Lookup address in street index for PCT	
Voter Not Found (not listed in roster)	Register on Eroster. / Register on PROV envelope.		Provisional Clerk	If no eroster ticket, lookup address in street index for PCT.	Print ballot from Touch Writer – use barcode from eroster, or manually enter.
Voter already voted (Marked in roster as voted)		No	Provisional Clerk (have voter make changes on prov envelope)		Print ballot from Touch Writer.
		Party			
		Addr.		Lookup address in street index for PCT	

ii

Changes to Provisional vs. Regular Ballot Procedures – Quick Reference Chart

Issue	Before	Now	Reason
Voter cannot surrender Vote by Mail Ballot	Vote Provisionally	Vote a *Regular Ballot*	Check in using an eRoster at a polling place will cancel the Vote by Mail ballot.
Voter at Wrong Location	Vote Provisionally	Vote a *Provisional Ballot* printed on the Touch Writer	Provisional Clerk prints the correct ballot using the Touch Writer.
Voter Not in eRoster	Vote Provisionally	Vote Provisionally	Can register voter using eRoster
Voter's address is different in eRoster	Vote Provisionally	Vote a *Regular Ballot* printed on the Touch Writer	Can update voter's address on their Voter Roster Ticket
Not able to provide ID when ID is required	Vote Provisionally	Vote Provisionally	No Change

Important Information

- ★ **Election Day is Tuesday, November 3, 2020.**
- ★ Polls are open from **7:00 a.m. to 8:00 p.m.**
- ★ Poll workers should **arrive** at the polling place by **6:00 a.m.**
- ★ Expect to **leave** by **9:00 p.m.**

Important Phone Numbers

Election Day Poll Worker Help Desk_____ 707-784-3045

Election Day Ballot Scanner and Touch Writer Help Desk_____ 707-784-3375

Election Day eRoster Help Desk_____ 707-784-3361

Voter Information _____ 707-784-6675

Media Inquiries_____ 707-784-3366

Emergency Phone Numbers

If there is an emergency need for police, fire or ambulance, dial the direct number for each city listed below.

Benicia_____ 707-745-3411

Dixon _____ 707-421-7090

Fairfield _____ 707-428-7373

Rio Vista_____ 707-421-7090

Suisun _____ 707-421-6622

Vacaville_____ 707-449-5200

Vallejo _____ 707-552-3285

Please take this manual to your polling place on Election day. It can be used as a guide for tasks requiring multiple steps.

What's New in This Manual

This section will feature a list of changes in this manual. Many of these changes are from feedback that was received from poll workers. Thank you for all your input!

New or Updated Information

★ Procedures for New Voting Equipment
★ Master Opening Checklist
★ Master Closing Checklist
★ Updated Provisional EZ Guide
★ Updated eRoster Procedures
★ Updated Provisional Clerk Duties (Touch Writer)
★ Information on COVID-19 specific modifications, including single-use items
★ Information on how to handle a two-card ballot
★ Information on Curbside Voting and additional Greeter duties

New Procedures

★ All completed forms & Ballot Scanner Report go in ROV Documents Envelope
★ Updated Binder – including Payroll Form
★ The correct ballot for a Provisional voter at the wrong location can be printed using the Touch Writer
★ Processing Same-Day Registration (a.k.a. Conditional Voter Registration) at all locations.
★ Voters can use their Voter Roster Ticket to update their address and be provided the correct precinct ballot from the Provisional clerk, which will go into a white Change of Address Envelope and placed into the Auxiliary Bin of the Ballot Box.
★ Each ballot box will have a Red Ballot Bin which will be pulled out and sealed with the ballots inside at the end of night.

⚠	Please be aware that every location will have a dedicated Cleaning Technician on the premises to sanitize voting booths and other common touch points after each voter. This Technician is NOT a poll worker and is not there to assist voters with the voting process.

September 21, 2020

On Behalf of the Registrar of Voters Office, Tim and I would like to thank all of our dedicated and hardworking adopt-a-poll locations, poll workers, inspectors, rovers and students for your service as a poll worker in the 2020 Presidential General Election. The work we perform at polling places is critical to our success in Solano County, as well as the continued success of Democracy in our great country.

We have a great responsibility to instill confidence in our voters that our processes are executed according to state and federal law, are fair for all eligible voters, ensure voting is confidential, and provide controls for security and auditing for Post-Election canvassing. This election we face never-before experienced issues – the COVID pandemic continues, the interest in the election is at an all-time high, and we have mailed all voters a vote by mail ballot for the first time ever.

Our team will be working hard to give your poll place team the materials it needs to help with safety, security, accuracy, transparency, and protective equipment needed to successfully execute your duties. This manual is a critical component to your training. We believe that the combination of this manual, your online training, and your in-person classes will help ensure you are successful in executing your duties as a poll worker. If there's anything we haven't addressed I welcome feedback, e-mails and phone calls to help us improve the process.

Therefore, please review this prior to your in-person training session, complete your online courses, develop questions to ask during class, and mark up this manual appropriately to serve as reminders on election day. Most importantly, **bring this book with you on Election Day.** It's a valuable resource loaded with step-by-step processes for opening a polling place, processing voters, and closing the polls at the end of the day.

I will continue to make myself available for questions, even though we may not be able to meet during in-person training. We cannot do this job without your service, and I appreciate all of you for stepping up for this election. I hope you have a great Election Day.

Sincerely,

John H. Gardner
Assistant Registrar of Voters
675 Texas St, Suite 2600
Fairfield, CA 945433
jhgardner@solanocounty.com
(707) 784-3366 (o)
(707) 731-9653 (c)

Table of Contents

General Information

Training Information

All poll workers will receive online training customized to their specific duties. The online classes are available through the new Poll Worker Portal.

To access the Poll Worker Portal, go to the following website: https://solanoca.precinctcentral.com/TED/SecuritySetupMgmt/Security/Login.aspx

At the login screen, enter your username (your email address) and password
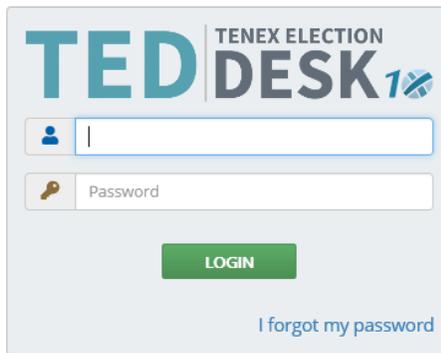
⚠	• If you do not have a username or password, call 707-784-6675 and ask for the Poll Worker Team or email the team for your log on information at PollWorker@SolanoCounty.com. • If you forgot your password, click the "I forgot my password" link and a temporary password will be emailed to you.

Online Training
Online training is **mandatory**. You must complete all the required courses listed for your position. Due to COVID-19, in-person classes will be limited to the mandatory Inspector and Roving Inspectors classes and the optional eRoster clerk classes. There will also be optional online labs for other clerks and adopt-a-poll teams which can be registered for online at https://solanoca.precinctcentral.com/TED/ElectionForcePortal/Launchpad.aspx through the "My Classes" tab.

In-Person Classroom Training for Inspectors and Roving Inspectors
All Inspectors and Roving Inspectors assigned for the November 3, 2020 election **must** complete at least one 2-hour hands-on in-person training session that will be held at the Solano County Government building at 675 Texas Street.

To you register for or change your in-person class:
- Call 707-784-6675 and ask for the Poll Worker Team
- Email PollWorker@solanocounty.com

Changes for the November Election

Solano County is taking several steps to minimize the spread of COVID-19 for our poll workers and voters. Along with sending all active voters a Vote by Mail ballot and increasing the number of drop-off and curbside locations, will also have our normal, traditional polling places. There will be some changes in this election to respond to the challenge of health and safety concerns during the pandemic.

One of the biggest changes will be depending more heavily on online training. If you have been unable to access the online training, please contact us at PollWorker@SolanoCounty.com or call us at (707) 784-6675 and ask to speak to the Poll Worker Team.

Some changes will also occur at the polling places themselves:

- A few polling locations, such as those at senior living facilities, will be moved. A notice has been sent to these voters to let them know where their new polling place location is located.

- For all locations, a layout will be provided indicating where to place tables, voting booths, and equipment, as well as guidelines for maintaining physical distancing for voters in the polling place.   This layout must be posted at the entrance to all polling places.

- For sanitation, we are contracting with a janitorial company for both a dedicated Cleaning Technician to clean and sanitize touch points throughout the day as well as to sanitize the entire polling place after voting is completed.

- During voting, all workers will be provided with sneeze guards, face shields, hand sanitizer, masks, gloves and disinfecting wipes. These items will be delivered to each polling place in a second "COVID Supply Caddy."

- Along with requiring social distancing at polling locations and setting a maximum number of people allowed in at any time, all voters will be given hand sanitizer, plus the option of gloves or a mask upon entering and exiting the polling place.

- Voters not wearing a mask will also be offered one to wear or encouraged to utilize our curbside voting if they do not wish to follow the social distancing or mask mandate.

  - Voters who choose not to wear a mask cannot be turned away from voting, please do your best to deescalate the situation to get voters through the voting process as quickly and efficiently as possible (voters may have to wait due to social distancing requirements).

  - Poll workers refusing to follow the COVID guidelines, including wearing a mask, will be sent home.

  - Observers also must follow the COVID guidelines or can have the requested information brought outside provided it does not interfere with others ability to vote

- Secrecy sleeves and pens will be single use to eliminate voters reusing items used by other voters. A dedicated trash bin will be provided for voters to dispose of these items (they can, of course, choose to keep the pen rather than dispose of it).
- The Ballot Box will now have a Red Ballot Bin inside, which will be removed and sealed at the end of the night to be returned to the ROV office.
- White Change of Address Envelopes will be deposited in the Auxiliary Bin of the Ballot Box throughout voting and placed in the Red Ballot Bin at the end of the night.
- Greeters will provide voters a Voter Processing Card, on which voters will write their name and address, so that they can more easily be looked up by the eRoster clerks and avoid miscommunication and delays due to PPE, plexiglass-barriers, and social distancing.
  - Please let voters know that these cards will not be used to update their information, only to more easily locate them in the roster.
  - If a voter refuses to fill out a card, remind them that this card is also used as a record of who voted at the polling place to stress the importance.
- Votes can also choose to utilize the curbside voting option, and their ballot can be brought to them in their car by two (2) poll workers, where they can vote it before returning it to the poll workers to have it deposited through the ballot scanner
- For this election, the ballot will be a **two-card ballot**. Voters should put each card of the ballot through the ballot scanner one at a time to avoid jamming!

⚠	Please Review Appendix B for the COVID-19 Prevention Action Plan

The Election Day Experience – An Overview

Election schedule
All team members are expected to arrive at 6:00 a.m. on Tuesday November 3, 2020.

From 6:00 a.m. – 7:00 a.m., the goal is to:
- Organize and set-up the polling place according to the COVID required layout.
- Set-up election table with supplies.
- Complete any tasks required prior to opening the polls.

Polling Place Hours:
- Polls must open promptly at 7:00 a.m.
- Polls must close promptly at 8:00 p.m. **Any voter in line by 8:00 p.m. must be allowed to vote.**

From 8:00 p.m. (or when last voter leaves) - 9:00 p.m. (approximately) all workers help to:
- Record ballot and signature totals.
- Remove signs.
- Pack equipment, supplies, and ballots.

The Inspector and one (1) clerk will stay until the Collection Team arrives to return ballots and supplies (all items with a green RETURN tag) to the Fairfield office. If unable to do so, the Inspector must notify the Registrar of Voters Office at 707-784-6675 as well as their Roving Inspector.

Overview of Polling Place Team Members
A polling place team includes:
- Roving Inspector – Provides technical and administrative support to an assigned group of polling places on Election Day.
- Inspectors - Manages the polling place and team of poll workers.
- eRoster Clerks - Checks in voters at the polling place using the Voter Processing Card and determines the type of ballot the voter receives.
- Ballot Clerks - Issues the paper precinct ballots to voters who can insert their ballots in the Ballot Scanner and have their ballot counted immediately. Issues replacement ballots if voter makes a mistake.
- Provisional Clerks - Sets up and operates the Touch Writer. Issues provisional ballots to voters because of special circumstances. May use the Touch Writer to print ballots, including for voters who are updating their address. Assists voters using the Touch Writer. Secures the voted provisional ballots to send to the Registrar of Voters for review.
- Greeters - Directs the voters to the correct polling place, provides hand sanitizer to voters (and masks if needed), provides voters single-use pens and a Voter

Processing Form, answers generic questions for voters, helps with managing lines of voters, helps with curbside voting, and provides relief for other clerks for breaks and lunches.

- Equipment Clerks - Sets up and operates the Ballot Scanner. Answers voter questions on equipment and ensures voters cast ballots successfully. Hands out "I Voted" stickers.

> (!) If there is a shortage of workers, any poll worker might be reassigned to another position. A minimum of 3 poll workers is required for a polling place to function.

Overview of the Voting Process

All voters start with the Greeter, who will provide them with hand sanitizer, a pen they will use throughout the voting process and then either keep or dispose of, and a Voter Processing Card. If needed, Greeters can also provide a mask if needed or requested, before directing them to the eRoster clerk.

Voters will then check in with the eRoster Clerk who determines the voter's eligibility before printing a ticket for the voter to sign.

If a voter is listed in the eRoster and is eligible to vote at your precinct, the voter is given a "Voter Roster Ticket," asked to sign the ticket and is then directed to the Ballot Clerk to receive a ballot.

If a voter is listed in the eRoster and is eligible to vote at your precinct but needs to update their address, the voter is given a "Voter Roster Ticket," asked to update their address on the section provided to do so and then sign the ticket. They will then be provided a white Change of Address Envelope and be directed to the Provisional Clerk to receive a regular ballot printed from the Touch Writer that is the correct precinct ballot.

If a voter is not listed in the eRoster and does not wish to register to vote, or is not eligible to vote a precinct ballot, the voter is given a "Provisional" ticket and sent to the Provisional Clerk to receive a printed provisional ballot.

For this election, all voters receive a pen from the Greeter with their "Voter Processing Card" to use throughout the voting process and either keep or dispose of at the end. The secrecy sleeves provided by either the Ballot or Provisional Clerks are also single use and should be disposed of after being used by the voter.

All voters receive verbal instructions on:
- How to mark the ballot
- What to do if a mistake is made while marking
- What to do with the marked ballot

A polling place may have different ballot types (BT) and different colored ballots. Please make sure you have all your ballot types readily available to the Ballot Clerk(s). The Ballot Clerk

matches the BT# and color on the signed ticket to the BT# and color of the ballot that they give the voter.

- A voter casts the precinct ballot by depositing it in the Ballot Scanner and is then given an "I-Voted" sticker.
- A voter who has updated their address on their eRoster ticket and received a Change of Address Envelope will deposit it in the auxiliary bin compartment of the ballot box.
- A provisional voter places the provisional ballot into an envelope and casts the ballot and envelope into the Pink Provisional Ballot bag.

Issuing Replacement Ballots

When a voter makes a mistake on the ballot, they return to the Ballot Clerk or Provisional Clerk who gave the voter the ballot for further assistance.

> (!) The November 2020 Ballot will be a 2-card ballot. Because of this, make sure when spoiling a ballot, you spoil both an A & B card even if the voter only needs to have one of the cards replaced. They can keep the card they do not need replaced and the ballot or provisional clerk can spoil the unused second card.

The Clerk will:

- Take the ballot and **verify that it is the same ballot type you are issuing**.
- Write **SPOILED** across the face of the ballot to void the ballot.
- Place the spoiled ballot into the **Red Bag**.
- If only replacing the A card for the voter, make sure to also spoil the B card from the stock so that the count does not have a discrepancy.
- If the ballot was issued by the Ballot Clerk, a new ballot will be issued by the Ballot Clerk. Tear off a new pre-printed ballot and give the voter the replacement ballot.
- If the ballot was issued by the Provisional Clerk, a new ballot will be issued by the Provisional Clerk. Tear off a new pre-printed provisional ballot and give the voter a new replacement provisional ballot.
- Provisional ballots should only be printed and re-issued from the Touch Writer as a back-up. This includes low inventory of pre-printed provisional ballots or if the voter is at the wrong voting location.

The maximum number of replacement ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

Assisting Voters with Marking Ballots

Voters have a legal right to receive assistance at the polling place. Voters can bring 1-2 people to provide assistance if the person(s) is not their employer, union representative, or an agent or officer of the employer or union (although it is difficult to know). Voters may also ask a poll worker for assistance. The assistance provided may include reading the ballot aloud or marking the ballot as directed by the voter.

If a voter asks for assistance in marking the ballot:

- The Ballot Clerk or Provisional Clerk must issue an oath to the voter.
- Ask the voter to repeat the following oath:
    "I (voter's name) do affirm that I request assistance marking my ballot."
- Write the voter's name on the Assisted Voter List located in the binder.

Voters also have the option of using the Touch Writer as a ballot marking device, which can accommodate voters who need the ballot presented in an audio format, made larger/contrasted to be easier for the voter to see, and/or who need to use the accessible remote to mark the ballot or plug in their own dual switch interface to mark the ballot.

Translated Sample Ballots (Facsimile Ballots)

All polling places will have translated ballots available in Tagalog and Spanish. The Ballot Clerk and Provisional Clerk will ask the voter if they need a translated/facsimile ballot in one of the languages available. These ballots are NOT to be marked but only to be used for language assistance when marking their actual ballot.

Election Day Meal Break

Poll workers are encouraged to take several short breaks (about 5 minutes) throughout the day; however, election code requires that a minimum of 3 poll workers are available to serve voters.

All poll workers are entitled to a meal break. The Inspector coordinates meal breaks to ensure that all workers are available during the peak periods of voting (7-9 am, 5-8 pm).

Please make sure that you are following health and safety guidelines when taking these breaks, including when taking off gloves and masks, and thoroughly cleaning hands before putting new gloves and masks back on.

Election Day Observers

Anyone can observe any aspect of the election process. Often it is someone working for a political party or candidate. Other observers are from groups focused on accessibility and made be checking for to make sure ADA guidelines or health and safety measures are being correctly followed or that voters have access to translated ballots.

Please make sure that you have followed the set-up guidelines for both social distancing and ADA modifications. Make sure that you have posted the translated ballots where they are visible to voters, have the loose translated ballots at hand to offer to every voter, and that clerks who are wearing the tags to indicate any language they speak if applicable. Observers are welcomed to observe but must adhere to the guidelines listed:

May	**May Not**	**Can Not**
Observe proceedings including opening and closing.	Speak with poll workers or voters to interfere or delay voting process.	Touch voting materials or equipment or sit at the official election table
Look at and obtain information from Street Index, updates to which can be accessed in 3 ways: 1. Online 2. Printed from the eRoster in the options menu 3. From the Voter Processing Forms collected by the eRoster Clerk (please do not allow observers to keep these cards	Speak to voters within 100 feet of entrance relating to casting a vote, displaying election material, wearing of candidate badges or the voter's qualifications to vote. Occupy the area behind or between official election tables, voting booths or Ballot Scanner.	Monopolize and/or remove the posted Street Indexes. Interfere with the timely closing of a polling place. Disregard the Social Distancing and Mask Mandate requirements
May ask to see the translated ballots, who (if any clerks) are bi or multilingual, and where the facsimile ballot is posted		

What to do if an observer violates the guidelines:

- Politely approach the individual(s) and advise them of the guidelines.
- If the observers continue to violate the guidelines, ask the observers to leave the polling place
- Immediately call your Roving Inspector.

Notify the Registrar of Voters at 707-784-3045.

If you feel unsafe or in-danger, call 911 immediately.

Electioneering

What is Electioneering?

- Any act of campaigning for or against a party, candidate, or measure that appears on the ballot
- Speaking to voters about marking his or her ballot
- Displaying any sign, sticker, button, or clothing that supports or opposes a party, candidate, or measure
- Voters quietly discussing their choices in a voting booth within earshot of other voters

Electioneering is not allowed within 100 feet of the entrance to the room in which ballots are cast.

Exception: News media or pollsters are allowed within 25 feet of the entrance if they are conducting exit interview. Exit interviews are not considered electioneering because it occurs after the voter has voted.

What to do if there is a violation of electioneering laws:

- Make a polite approach and advise them of the electioneering laws.
- If the situation continues, immediately call the Roving Inspector.
- Notify the Registrar of Voters at 707-784-3045.

Media

Members of the media may be present in the polling place but may not take pictures of voters or poll workers unless permission is granted.   Media may request a comment or quote from poll workers. If you are not comfortable speaking with them, direct media inquiries to 707-784-3366.

Time in Voting Booths

Per the Election Code, voters are not allowed to be in the voting booth any longer than is necessary to mark their ballots, which should not exceed 10 minutes (please note that two card ballots may take longer for voters to vote). If there are no voters waiting for a booth, please allow a voter more time. Voters are also allowed to bring their voter information guide into the voting booth with them to be used as a guide.

Showing ID at the Polling Place
- The requirement to show identification at the polling place is limited to a small group of voters. The eRoster tablet will show "ID Required" for the voters that are required to do so.
- The eRoster Clerk will ask for and record the ID shown by the voter. For a list of acceptable IDs, see page 100.
- Voters **MAY** show an ID to help the eRoster clerk look up their name or determine the spelling, however, it IS **NOT** required. The eRoster clerk should **NOT** request to view the voter's ID unless "ID Required" is shown on the eRoster tablet.

Emergency Procedures

If there is an emergency need for police, fire, or ambulance contact the appropriate agency using the county issued cellphone. The direct emergency number for the police and fire are on the page titled **Important Information.**

What to do if you must evacuate the polling place:
- Instruct all voters and workers to immediately leave the polling place
- Direct the workers to gather nearby at a safe location, or to follow the instruction of a polling location staff member, or emergency personnel.
- Once safely out of building, immediately notify the Registrar of Voters at 707-784-3045 and your Roving Inspector.

What to do if there is a power outage in the building:
- Notify the Registrar of Voters at 707-784-3045.
- Your Ballot Scanner and Touch Writer have a battery backup to allow the equipment to continue to operate for a limited time.
- The Touch Writer printer will use the Uninterruptible Power Supply (UPS) in the event of a power outage.
- The eRoster tablet is fully charged while plugged in. The eRoster printer will use the UPS in the event of a power outage. If there is a power outage continue to process voters using the eRoster and emergency voter tickets. The battery on the tablet should last you during a minor power outage. If the power outage lasts longer than the battery on the tablet, begin using the backup paper roster.

What to do if a voter wants to take pictures inside the polling place:
Inform the person that videotaping and photography are not permitted in the polling place, however "ballot selfies" are allowed. State law now allows a voter to take a photograph of their ballot (a "ballot selfie") and share it on social media. Discretion will still need to be exercised as to whether "ballot selfies" are causing a disruption requiring a response.

What to do if a vote by mail voter wishes to use their surrendered ballots as a guide for voting:
Inform the voter that Election Code states a vote by mail voter must first surrender their ballot to vote at the polls. Once the ballot is surrendered, it cannot be given back to the voter.

What to do if you cannot get into your polling place before 7:00 AM:
1. Contact your Roving Inspector
2. Call the Registrar of Voters at (707) 784-3045
3. Set up outside the polling place entrance
4. Break the seal on the red bag and remove the contents.
5. Re-seal the red bag and use it as the temporary ballot box.
6. Give the Back Up Paper Roster to one eRoster Clerk
7. Give a pad of precinct ballots to the Ballot Clerk
8. Give a stock of provisional ballots and envelopes to the Provisional Clerk
9. If Voters do not have their VBM ballot to surrender, they must be given a Provisional Ballot until you are able to get inside and set up the eRosters.
10. If Voters do have their VBM ballot to surrender and can be located in the Back Up Paper Roster, have them sign the book and provide a regular ballot, which they will deposit into the Red Bag once they have cast their vote.

> ⊙ Only use these procedures if you cannot access the polling place prior to 7:00 AM in time to open.

Master Supply List

Red Supply Bag

- The Inspector is responsible for picking up the Red Bag(s) and bringing them to the polling place on Election Day.
- Some Inspectors may have multiple Red Bags due to the voter count of their location. In these instances, the Red bags are coded with an **A, B, C,** etc.
- The Primary Bag is coded with an **A.**

<u>On top of the Red Bag</u>

- Inspector Binder/Back Up Paper Roster:
    1. 1 Copy of the Street Index
    2. Ballot Statement/Certificate of Performance
    3. Oath of Office
    4. Notice of Appointment
    5. Emergency Tickets (spares)
    6. 1 Copy of Backup Emergency Roster
    7. Payroll Form
    8. Copy of the COVID-19 specific poll place layout
    9. County-issued iPhone

<u>Inside the Red Bag</u>

- Official Precinct and Provisional Ballots
- Greeter Binder
- Provisional Street Roster Index Binder
- Clear Bag with ID Holders, badges, language ribbons, lanyards
- All Security Seals
- Official Returns Pouch:
    Touch Writer, Ballot Scanner and Ballot Box keys – Purple Lanyard
- Ballot/Document Return Bag:
    Return of Uncounted Ballots Bag
    Return of Ballot Stubs, Spoiled & Surrendered Ballots Bag
    Return of Unused Ballots Bag
    White ROV Document Envelope

Additional Supplies on the Caddy:
- Provisional Voter Log
- Provisional Envelopes
- Provisional Receipts
- Yellow Vote by Mail envelopes

eRoster Tablets
The Inspector is responsible for picking up the eRoster tablets and bringing them to the polling place on Election Day.

COVID Supply Caddy (supplies pictured below)
COVID supplies will be delivered to each polling place in a second caddy.
- Facial Shields
- Face masks
- Disposable Gloves
- Hand Bottle sanitizers
- Anti-Bacterial wipes
- Handy wipes bucket (white)
- Alcohol wipes bucket (green)
- 50-gallon carboard trash bins
- 50-gallon Trash bags
- 6 ft social distancing measuring stick
- Sneeze guards
- Clipboards for Curbside Voting
- Bucket to store sanitized clipboards ready to be used
- Bucket to collect used clipboards that need to be sanitized
- Pens

There may be more supplies than are pictured at your specific site. Sneeze guards for the tables will be on the lower shelves while wipes, masks, gloves, signs, and other items will be on the upper shelf.

The COVID supplies will be delivered in a caddy (separate from the one containing voting equipment) and are to be used by the poll workers and voters. The dedicated cleaning technician will have their own supply of cleaning supplies.

Black Supply Bag

Along with the Supply Caddy and COVID_19 Supply Caddy, a moving company delivers 1 (one) Black Supply bag to the polling place prior to the election.

Inside the Black Bag

Individually packed bags for the eRoster, Ballot, Provisional Clerk and Touch Writer Supply Bag

eRoster Clerk	Ballot Clerk	Provisional Clerk	Touch Writer Supplies
Contents:	**Contents:**	**Contents:**	**Contents**
"Start Here" table sign(s)	"Ballot Clerk" Table Sign(s)	"Provisional Clerk "table sign(s)	Bar Code Scanner
3-Prong Adapter	Table Precinct Sign(s)	Table Precinct sign(s)	6' USB Connector for bar code scanner
Power Strip(s)	Sheet Magnifier or magnifying glass	Translated Ballots (Spanish, Tagalog)	5 sets headphone ear protectors
Extension Cords	Translated Ballots (Spanish, Tagalog)	Scotch Tape	Cleaning wipes
Scotch Tape	Sample Ballot Books/Voter Information Guide	Provisional Voter Log	100' Electioneering string
Blue Close of Polls Posting Forms		Provisional Secrecy Sleeves	5' clearance string
3 Clip/Hook sets		"I Voted" Stickers	2 rolls of Ballot Scanner and Touch Writer printer paper
8 Extra Rolls of eRoster Printer Paper		White Change of Address Envelopes	UPS Guide
Yellow VBM Envelopes			Headphones and Headphone covers
White Change of Address Envelopes			
Deceased Voter Forms			
Permanent Vote by Mail Removal Forms			

For this election, due to COVID-19, pens, secrecy sleeves, and sample ballots will be single-use for voters. The secrecy sleeves will be disposable and packed on their own in a Black Bag. The same secrecy sleeves will be used for both regular and provisional voters. An emergency supply will also be in the Red Bag. Pens will also be packed on their own rather than having a supply in each Clerks' bag.

A supply of COVID specific materials, including hand sanitizer, masks, gloves, and wipes will be located in a COVID supply bag.

A trash receptacle for the secrecy sleeves and pens will be provided at every location. The dedicated cleaning technician will notify the roving technician is the receptacle is full and needs to be swapped out.

Additional Supplies Bag:
    Blue Painter Tape
    Extra Printer Rolls for Ballot Scanner and Touch Writer
    Extension Cords for Touch Writer/Ballot Scanner
    2- Prong Connector
    Plastic Stationary Kit:

Post-its	Sort Qwik
Dry Erase Marker	Wire Cutters (to cut seals)
Scotch Tape	"I Voted" Stickers for Equipment Clerk
Pencil Sharpener	Pencils
Door Stopper	Paper Clips

Outside Pockets of Black Bag

- Table Privacy Shields
- Voter Registration Cards & holder
- Forms Bag:
  > Election Complaint Form (CA Secretary of State)
  > Notice of Deceased Voters
  > Permanent Vote by Mail Removal Form
  > Poll Worker Feedback Form
  > Telephone Cards for voter complaints
- Signage Bag:

FYI Fold-Out Poster	Paper Flags
Polling Place Arrow Sign	Polling Place Precinct Map
Polling Place Precinct Sign	Red Polling signs
Voter Bill of Rights Poster	Sample Ballot Posters

COVID Specific Signs to Post Outside (See Appendix C for images of signs)

- Maximum Capacity
- Mask Mandate
- Hand Sanitizer Reminders
- Social Distancing Reminders
- Curbside Voting Sign
- Polling Place Layout

COVID Specific Signs to Post Inside the Polling Place:

- Social Distancing Reminders
- Reminders to discard secrecy sleeves and pens
- Hand Sanitizer Reminders
- Social distancing markers

Signs Delivered by the Moving Company

"Vote Here" Metal A- Frame Sign (packed in cardboard box)
Large No Electioneering sign
Feather "Vote Here" Flags (designated locations)

Equipment Delivered by the Moving Company
One Caddy with following items

- Ballot Scanner
- Touch Writer
- Touch Writer Voting Booth Table (privacy panels for Ballot Box and Touch Writer Booth inside bag)
- Ballot Printer
- Ballot Box
- Sealed box with Blank Ballot paper (for printer)
- Yellow VBM Bag (inside Ballot Box)
- Blue eRoster Tickets Bag for Ballot Clerks to share (inside Ballot Box)
- Pink Provisional Ballots Bag for Provisional Clerks to share (inside Ballot Box)
- Clear acrylic organizer for Provisional Table – may be located inside of the Yellow VBM bag
- Provisional Envelopes (inside Pink Provisional Ballot Bag)
- CVR Envelopes (inside Provisional Bag)
- Provisional Receipts (inside Pink Provisional Ballot Bag)
- Spare Rolls of paper for eRoster (inside Blue eRoster Ticket Bag)
- Spare Rolls of paper for the Ballot Scanner and Touch Writer printers
- Spare toner cartridge for printer
- Extra power strips
- Clip on lights for all voting booths (due to social distancing requirements voting booths will **not** be able to be plugged into one another)
- Voting Booths
- Greeter Table (Black TV Tray)
- ADA supplies (cones, parking signs, ramps, threshold mats) if needed

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Master Checklist
Pre-Election Day

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Pre-Election Day Tasks			
Completed?	Who	What	Reference
	A	Read Manual	Pg. 33
	A	Complete REQUIRED online classes.	pg. 1
	I, R	Completed REQUIRED in-person training	Pg. 1
	A	Choose how you are going to vote in the election	Pg. 33
	I	Pick up Election Supplies before Election Day @ 675 Texas Street, Fairfield	Pg. 33
	I	Locate and charge County Issued Cell Phone – located in the red bag	Pg.33
	I	If location allows, set up election-booths and tables the day before election day. Voting machines may not be set up until Election Day.	
	I	Call other clerks at your polling location	Pg. 33
	R	Pick-up Election Supplies before Election Day @ 675 Texas Street Fairfield	Pg. 34
	I, R	Turn on Cell Phone and test cell phone	Pg. 34
	R	Call Inspectors - remind them to show up at 6am!	Pg. 34
	R	Remind Inspectors to call ROV office for replacements	Pg. 34
	R	Prioritize your visits based on Inspector experience	Pg. 34
	R	Map out locations of assignments	Pg.34
	I, R	If you cannot reach a poll worker call 707-784-3045	Pg. 33 - 34

Setting up / Pre-Opening Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Setting up / Pre-Opening Checklist - 6:00am to 7:00am

Completed?	Who	What	Reference
	A	Arrive at 6:00 am	Pg. 4
	A	Put on PPE before meeting with other poll workers and entering the polling place	Pg. 13
	A	Set up polling place according to layout (markers may be placed on floor/walls to help with placement of tables, booths, and other equipment)	Pg. 40
	A	Make sure all COVID specific material is set up (post signs, set up hand sanitizer, mask sure (if possible, weather permitting) windows and doors are open	Pg. 158
	I	Locate voting equipment and supplies in caddy (Ballot Scanner, Touch Writer, printer, table), along with the booths and other supplies	Pg. 39
	I	Break seal, open Red and Black supply bags, remove all supplies	Pg. 39
	I	Get Bags and supplies from inside Ballot Box	Pg. 39
	A	Arrange Election Tables and Voting Equipment per COVID specific layout	Pg. 40
	A	Set up sneeze guards on each table	Pg. 24
	I	**Distribute all supplies to Clerks to set up tables/positions (including PPE and Greeters have supply to hand out to voters)**	Pg. 41-42
	I	**Ensure translated ballots to pass out are available and poll workers have language tags to add to name tags if applicable to them**	Pg. 7
	I	**Ensure all signs and posters are put up (including all COVID specific signage, the FYI poster & Voters Bill of Rights, & the translated ballots)**	Pg. 43
	I	Direct Equipment Clerk to set up Ballot Scanner and Ballot Box	Pg. 42
	PC	Direct Provisional Clerk to set up Touch Writer booth, and Touch Writer with printer	Pg. 42
	EC	Set up Ballot Scanner – remove ballot box from caddy	Pg. 62
	EC	Set up Ballot Scanner – Place ballot scanner on top of ballot box; reach inside ballot box and pull cord away from you to lock the lid and Ballot Scanner into place	Pg. 63
	EC	Set up ballot scanner - Unlock and Open ballot scanner (orange key)	Pg. 64
	EC	Set up ballot scanner – Confirm Seal on handle of ballot scanner matches seal log	Pg.63
	EC	Set up ballot scanner - Remove power brick and cord from storage compartment then close lid of scanner	Pg. 64
	EC	Set up ballot scanner - Plug power cord into power brick, then plug power connector into back of the Ballot Scanner, flat side up (do not plug into wall yet)	Pg. 65
	EC	Set up ballot scanner - Open Ballot Scanner case and lock lid brace into place	Pg. 65
	EC	Set up ballot scanner - Unlock, unlatch and remove tablet. (blue key)	Pg. 65

Legend:

A = All Poll workers	R = Roving Inspector	EC = Equipment Clerk
ANY = Any One Clerk	G = Greeter	ER = ERoster Clerk
I = Inspector	BC = Ballot Clerk	PC = Provisional Clerk

Setting up / Pre-Opening Checklist - 6:00am to 7:00am (continued)

Completed?	Who	What	Reference
	EC	Set up ballot scanner - Review the Power On self-test report for any issues. Leave report on printer until all reports are printed	Pg. 68
	EC	Set up ballot scanner - Seat the tablet firmly in the cradle, tilt back, and lock it in place.	Pg. 66
	EC	Set up ballot scanner – Confirm seal on vDrive compartment door matches seal log.	Pg. 66
	EC	Set up ballot scanner - Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.	Pg. 66
	EC	Set up ballot scanner - Press the red power button on the back of the Ballot Scanner to power it on	Pg. 67
	EC	Set up ballot box – Make sure Red Ballot Bin is situated in ballot box where ballots can easily fall into it	Pg. 71
	EC	Set up ballot scanner - Print the Zero Report and leave on printer until all reports are printed	Pg. 69
	EC	Set up ballot scanner – Install privacy shields	Pg. 70
	EC	Set up ballot scanner – Verify Auxiliary Bin is empty. Leave open for first voter	Pg. 70
	EC	Set up ballot scanner – Verify Ballot Box is empty. Leave open for first voter	Pg. 71
	EC	Set up ballot scanner - Verify clock is correct in bottom left hand corner of the screen. Call 707-784-3375 if it is wrong.	Pg. 71
	EC	Set up ballot scanner - Press Open the Polls and enter code **112020**	Pg. 72
	EC	Set up ballot scanner - The Open Polls Report prints.	Pg. 72
	A, EC	Set up ballot scanner - Tear off, sign, and place ALL reports in White Document Returns Envelope	Pg. 83
	A, EC	Set up ballot scanner - Advance the paper in the printer by pressing the gray feed button twice.	Pg. 84
	PC	Setup Touch Writer - Select Location with 5'-0" radius around the front of device	Pg. 117
	PC	Setup Touch Writer – remove bag with Touch Writer Booth/Table from caddy and setup.	Pg. 117
	PC	Setup Touch Writer Booth – place Touch Writer on top of Touch Writer booth.	Pg. 119
	PC	Set Up Touch Writer - Reach under booth and push latch away from you to secure Touch writer to booth.	Pg. 119

Legend:		
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		Setting up / Pre-Opening Checklist - 6:00am to 7:00am (continued)	
Completed?	**Who**	**What**	**Reference**
	PC	Set Up Touch Writer – orient Touch writer so it is easily accessible	Pg. 120
	PC	Set Up Touch Writer – Unlock and open Touch Writer case (orange key)	Pg. 120
	PC	Set Up Touch Writer - Remove power brick and cord from storage compartment (close lid of Touch Writer)	Pg. 121
	PC	Set Up Touch Writer - Plug power cord into power brick, then plug power connector into back of the Touch Writer, flat side up. (do not plug into wall yet)	Pg. 121
	PC	Set Up Touch Writer - Open the Touch Writer case and lock lid brace into place	Pg. 121
	PC	Set Up Touch Writer - Unlock, unlatch and remove tablet. (blue key)	Pg. 122
	PC	Set Up Touch Writer - Seat the tablet firmly in the cradle, tilt back, and lock it in place.	Pg. 122
	PC	Set Up Touch Writer - Confirm the seal number matches what is printed on the security log.	Pg. 123
	PC	Set Up Touch Writer - Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.	Pg. 123
	PC	Set Up Touch Writer - Attach privacy shields onto Touch Writer booth	Pg. 123
	PC	Set Up Touch Writer – Plug UPS (it should remain on the caddy) into AC Power	Pg. 124
	PC	Set Up Touch Writer – connect printer power cable to outlet on back of UPS	Pg. 124
	PC	Set Up Touch Writer – Connect blue printer cable to back of Touch Writer	Pg. 125
	PC	Set Up Touch Writer – Confirm seal number on cardboard box with blank ballot stock inside for Ballot Printer. Break seal and load paper into printer.	Pg. 125
	PC	Set Up Touch Writer – turn on printer and wait until it states Ready to Print on device screen	Pg. 125
	PC	Set Up Touch Writer - Press the red power button on the back of the Touch Writer to power it on	Pg. 126
	PC	Set Up Touch Writer - Loosen Accessible Device from cradle and insert the headset plug into the Accessible Device	Pg. 126
	PC	Set Up Touch Writer - Insert the barcode scanner cord into the USB connection on the vDrive door	Pg. 127
	PC	Set Up Touch Writer - Review the Power On self-test report for any issues. Leave in place until Open Polls report prints. Then tear off all reports and place in Official Returns Pouch.	Pg. 127

Legend:

|		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Setting up / Pre-Opening Checklist - 6:00am to 7:00am (continued

Completed?	Who	What	Reference
	PC	Set Up Touch Writer – verify clock is correct time	Pg. 128
	PC	Set Up Touch Writer – Print Zero Report	Pg. 128
	PC	Set Up Touch Writer – Choose Open the Polls – **112020**	Pg. 129
	PC	Set Up Touch Writer - Tear off, sign, and place ALL reports in White Document Returns Envelope	Pg. 129
	PC	Set Up Touch Writer – keys for Touch writer to Inspector until needed to close the polls	Pg. 129
	ER	Open eRoster supply bag and setup table.	
	ER	Cut blue seal on case confirm with inspector to verify number on security log	Pg. 86
	ER	Open case to remove - tablet, stylus, printer, power plugs, and mobile hot spot (if included-only one per location).	Pg. 86
	ER	Plug in power cord for tablet and printer into surge protector provided.	Pg. 86
	ER	Remove mobile hot spot device. Plug in, turn on, and leave on table.	Pg. 87
	ER	Place green eRoster case under the table	Pg. 87
	ER	Turn on printer and eRoster tablet.	Pg. 88
	ER	The Search screen appears - Verify the polling place is listed below search precinct	Pg. 89
	ER	Verify the Wi-Fi Connection is made - tablet should have a green cloud icon. If not, call 707-784-3361. You can still process voters if not connected to the mobile hot spot.	Pg. 87
	ER	Verify the Check-in Count shows as zero on the main screen.	Pg. 90
	ER	Test Print - Test Printer, verify a short "TEST TICKET" is printed	Pg. 90
	ER	Tap on Voter Search	Pg. 91
	ER	Confirm your start here signs are attached to election tables.	Pg. 90
	ER	Place your supplies on tables	Pg. 90
	BC	Open the Ballot Clerk supply bag and setup election table	Pg. 112
	BC	Place your supplies on tables	Pg. 112
	BC	Get Blue eRoster ticket bag from inspector and verify it is empty.	Pg. 112
	PC	Open the Provisional Clerk supply bag and setup election table	Pg. 116
	PC	Place your supplies on tables	Pg. 116
	PC	Get Pink provisional bag from inspector and verify it is empty.	Pg. 116
	PC	Get Street Roster Index from inspector to have on table	Pg. 116
	A	Set-up voting booths	Pg. 43
	I	Complete polling place ADA modifications, if required	Pg. 44
	A	All workers sign Zero Reports	Pg. 45
	I	Administer Oath to all clerks	Pg. 45
	A	Sign and witness Oath	Pg. 45

Legend:

A = All Poll workers	R = Roving Inspector	EC = Equipment Clerk
ANY = Any One Clerk	G = Greeter	ER = ERoster Clerk
I = Inspector	BC = Ballot Clerk	PC = Provisional Clerk

Setting up / Pre-Opening Checklist - 6:00am to 7:00am (continued)

Completed?	Who	What	Reference
	G	Locate Greeter Table and place near entrance with binder	Pg. 56
	G	Locate Voter Processing Cards, clipboards, and pens to hand out to voters	Pg. 56
	G	Place supply of masks for voters in easily accessible area for you hand them to voters	Pg.56
	G	Hang the polling place map near the table	Pg. 56
	G	Post FYI Poster near entrance	Pg. 56
	G	Assist rest of poll workers with setting up	Pg. 56
	I	Confirm seal numbers and sign Security Log- ELECTION MORNING	Pg. 46
	I	Locate Signage Bag in black bag and distribute signs	Pg. 43
	A	Post signs, maps, notices, flags - inside and outside of polling place.	Pg. 43-44
	I	**Set-up curbside voting sign – write Inspector's county issued cell phone number on sign**	Pg. 44
	G	Set up sanitized bucket with clipboards ready to be used by voters	Pg. 13
	G	Set up used/un-sanitized bucket where clipboards will go after use by voters	Pg. 13
	G	Make sure sanitizer wipe bucket is located by used clipboard bucket for use in sanitizing them after voters have used the clipboards	Pg. 13
	I	Assign meal break	Pg. 45
	I	Ask clerks if they have questions about duties	Pg. 45
	A	Sign Payroll Form	Pg. 45
	I	Inspector Sign bottom half of payroll form	Pg. 150
	ANY	Any one clerk signs bottom half of payroll form	Pg. 150
	ANY	Any one clerk signs as witness	Pg. 150
	I	**Call ROV on 707-784-3375 or use the Tenex App to report that you are ready to open**	Pg. 45
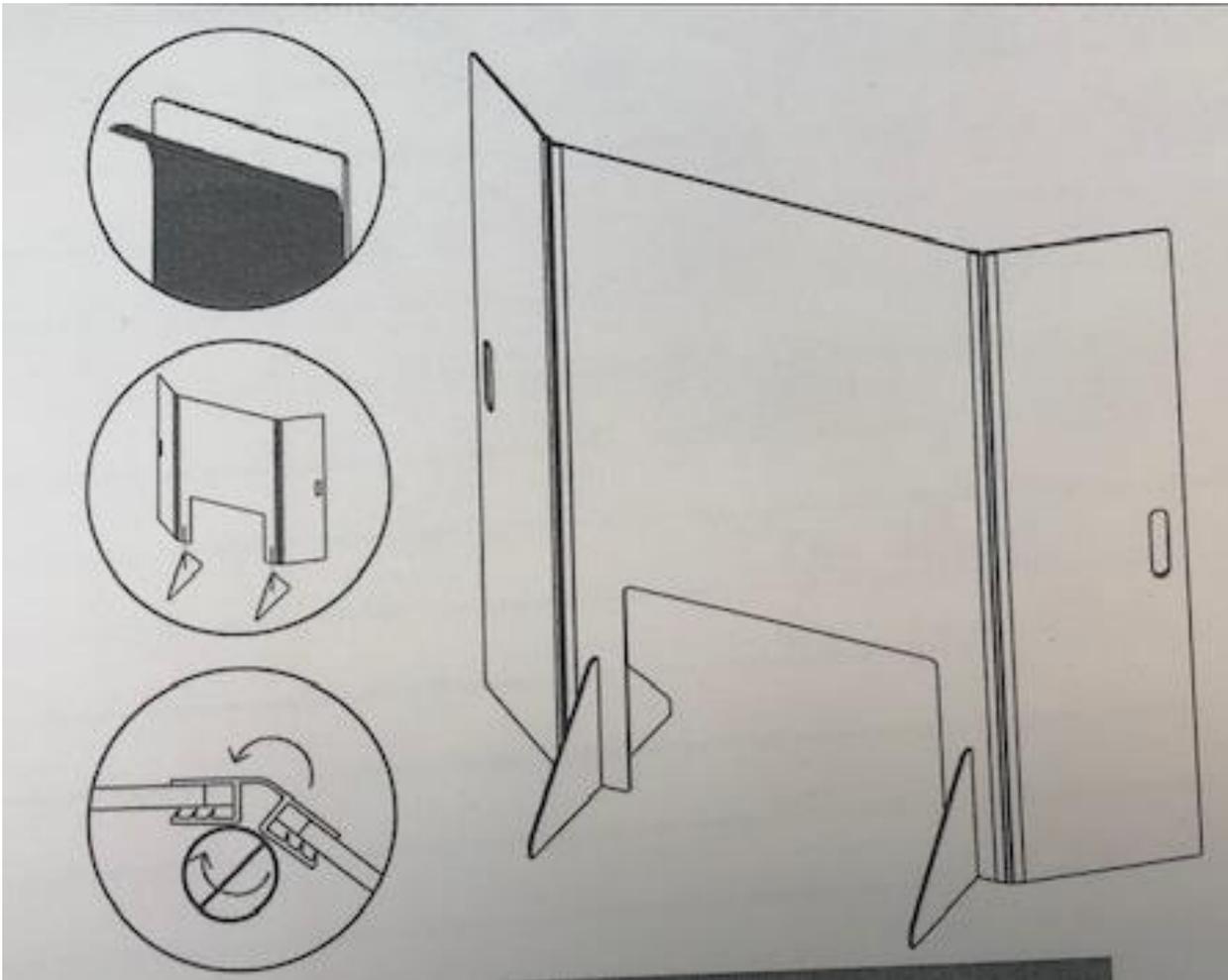
How to Set Up Sneeze Guard

1. Unbox sneeze guard

2. Unfold shield assembly

3. Peel protective film from shield assembly and feet

4. Slide on the two (2) shield feet

5. Set sneeze guard on table near where voter would approach

6. Repeat for all eRoster, Ballot, and Provisional Clerk tables

Opening Polls Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Opening Checklist - 7:00 AM And FIRST VOTERS			
Completed?	**Who**	**What**	**Reference**
	I	Publicly Announce the polls are open at 7:00 AM sharp	Pg. 46
	I, EC	Have 1st voter inspect the Ballot Scanner - zero ballots scanned, empty Ballot Box and Auxiliary Bin.	Pg.46
	I, BC	Have 1st voter inspect Ballot Clerk - Empty Red bag, Empty eRoster Ticket Bag.	Pg.46
	I, PC	Have 1st voter inspect Provisional Clerk - Empty Pink Provisional Ballots Bag	Pg. 46
	I	Give Ballot Clerk new seal for Red bag	Pg. 46
	BC	Seal red bag	Pg. 46
	BC	Seal blue bag	Pg. 46
	PC	Seal Pink bag	Pg. 46
	I, EC	Send voter to eRoster to begin Voting Process	Pg. 46
	I	Document seals on security log	Pg. 46
	EC	Close, lock and seal all compartments.	Pg. 66
	EC, PC	Give keys to Inspector until needed to close polls	Pg. 73

Processing Voters Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Processing Voters throughout the day			
Completed?	Who	What	Reference
	G	Refer to page 56 for processing Voters.	Pg. 56
	EC	Refer to Page 74 for processing Voters.	Pg. 74
	ER	Refer to Page 91 for processing Voters.	Pg. 91
	BC	Refer to Page 1133 for processing Voters.	Pg. 113
	PC	Refer to Page 1301 for processing Voters.	Pg. 131
	I	Mid-Day VBM Ballot Pickup (Yellow Bag)	Pg. 47

Closing Checklist – 8:00 PM to 9:00 PM

(!) Before packing up any of the booths or equipment, wait for the Cleaning Technician to sanitize them!

Legend:		
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Closing Checklist - 8:00 PM to 9:00 PM			
Completed?	**Who**	**What**	**Reference**
	I	Publicly announce the polls are closed 8 pm sharp	Pg. 48
	I	Ensure all voters in line are processed and notified they will get to vote	Pg. 48
	A	**DO NOT CONTINUE UNTIL ALL VOTERS ARE PROCESSED AND EXIT**	Pg. 48
	I	Oversee the counting of unused ballots - precinct.	Pg. 48
	BC, I	Count unused precinct ballots and write total on Unused Ballot Bag label.	Pg. 48
	BC, I	Place unused ballots inside the box that the ballots came in.	Pg. 48
	PC, I	Place unused ballots inside Unused Ballot Bag.	Pg. 48
	I, BC	Break seal on Red Bag.	Pg. 48
	BC, PC	Remove and sort contents.	48,133
	BC, I	Record the number of spoiled precinct ballots on bag labeled for this purpose.	Pg. 48
	BC, I	Place spoiled ballots inside Spoiled/Surrendered bag.	Pg. 48
	PC, I	Record the number of spoiled provisional ballots on Spoiled/Surrendered Bag.	Pg. 48
	PC, I	Place spoiled Provisional ballots inside Spoiled/Surrendered Bag.	pg. 48
	BC, I	Place surrendered ballots inside Spoiled/Surrendered Bag.	Pg. 48
	BC, PC	Place ballot stubs inside Spoiled/Surrendered Bag.	Pg. 48
	I, PC	Ensure provisional ballots and signatures are recorded on provisional log.	Pg. 48
	PC	Place Provisional Log in pink bag – **DO NOT UNSEAL PINK BAG.**	Pg. 48
	I	Pack all ADA polling place modifications.	Pg. 44
	G	Take Map down from wall - place back in Signage Bag.	Pg. 59
	G	Return Greeter binder to Inspector.	Pg. 59
	G	Return Greeter table to where supplies were in the morning.	Pg. 59
	G	Assist all other workers with taking down signs, posters, voting booths, etc.	Pg. 59
	EC	Ballot Scanner - Verify Auxiliary bin has no uncounted ballots.	Pg. 74
	EC	Ballot Scanner – process any ballots found in Auxiliary Bin that are NOT in an envelope before continuing.	Pg. 74
	EC	Ballot Scanner – Press blue poll worker button on back of Ballot Scanner.	Pg. 74
	EC	Ballot Scanner – choose Close Polls from menu options.	Pg. 75
	EC	Ballot Scanner – Choose Yes, Close the Polls. **Note: Once polls are closed, they cannot be reopened.**	Pg. 75
	EC	Ballot Scanner – Enter the close polls code **112020** and select Accept. The Close Polls report will print automatically.	Pg.75

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Closing Checklist - 8:00 PM to 9:00 PM (Continued)

Completed?	Who	What	Reference
	A	All poll workers sign the Close Polls report.	Pg. 75
	I	Place Close Polls Report in Official Document Envelope.	Pg. 75
	EC	Ballot Scanner – Press the Closing report button for a second copy.	Pg. 75
	A	All poll workers sign the printout.	Pg. 75
	EC	Ballot Scanner – tape the second copy near the entrance of the polling place.	Pg. 75
	EC	Ballot Box – remove the privacy shields from the ballot box and place inside the Touch Writer Table bag.	Pg. 75
	EC	Ballot Scanner – press the Red power button on the back of the Ballot Scanner.	Pg. 76
	EC	Ballot Scanner – When screen is dark, using blue key, unlock tablet from cradle and place back in storage compartment. Lower latch to hold tablet then with the blue key, lock tablet into place.	Pg. 76
	EC	Ballot Scanner – Unplug Ballot Scanner. Remove plug from power brick, and from back of scanner. **Note that there is a locking sleeve that must be pulled back from plug on back of scanner!**	Pg. 77
	EC	Ballot Scanner – Remove blue cover from power cord storage compartment.	Pg. 78
	EC	Ballot Scanner – Neatly place cords back inside storage compartment and replace blue cover.	Pg.78
	EC	Ballot Scanner – use wire cutters to cut the seal over the vDrive door. Place broken seal in the Official Returns Pouch.	Pg.78
	EC	Ballot Scanner – using the violet key, open the vDrive door and remove the vDrive. Place the vDrive in the Official Returns Pouch. Replace cover on vDrive door.	Pg. 79
	EC	Ballot Scanner – Using violet key, unlock ballot box and remove Red Ballot Bin with the ballots still inside.	Pg. 79
	EC	Remove any White Change of Address Ballot Envelopes from the auxiliary bin and place them in their envelopes in the Red Ballot Bin.	Pg. 80
	EC	Check both the Ballot Box main compartment and auxiliary bin for any loose ballots, if found – put them in the Red Ballot Bin if found.	Pg. 81
	I	Once all voted regular and Change of Address ballots are in the Red Ballot Bin(s), seal the bin(s) and record the seal number on the security log.	Pg. 49
	EC	Ballot Scanner – Loosen lid brace on scan cover, close and lock case.	Pg. 80
	EC	Ballot Scanner – reaching under the scanner, inside the ballot box, grasp the cord and pull toward you to unlock the scanner from the ballot box.	Pg. 80
	EC	Ballot Scanner – Remove the scanner from the ballot box.	Pg. 81
	EC	Ballot Box – place the ballot box inside the caddy.	Pg. 81
	PC	Touch Writer – press the Blue poll worker button on the back of the Touch Writer.	Pg. 134
	PC	Touch Writer – Select menu at the top of the screen.	Pg. 134
	PC	Touch Writer – Select Close Polls.	Pg. 135
	PC	Touch Writer – Select Yes, close the polls.	Pg. 135

Legend:

A = All Poll workers	R = Roving Inspector	EC = Equipment Clerk
ANY = Any One Clerk	G = Greeter	ER = ERoster Clerk
I = Inspector	BC = Ballot Clerk	PC = Provisional Clerk

Closing Checklist - 8:00 PM to 9:00 PM (Continued)

Completed?	Who	What	Reference
	PC	Touch Writer – Enter the close polls code **112020** and press Accept. The Close Polls report will print automatically.	Pg. 136
	PC	Touch Writer – print Ballot Count and Summary Reports.	Pg. 136
	PC	Touch Writer – place the closing polls reports in the Document Returns Envelope.	Pg. 136
	PC	Touch Writer – remove the privacy panels from either side of the Touch Writer and place in the Touch Writer Accessible booth bag.	Pg. 137
	PC	Touch Writer- Press the red power button on the back of the Touch Writer.	Pg. 137
	PC	Touch Writer - Using blue key, unlock tablet from cradle and place back in storage compartment. Lower latch to hold tablet then, with the blue key, lock tablet into place.	Pg. 137
	PC	Touch Writer – When screen is dark, unplug Touch Writer. Remove plug from power brick, and from back of scanner. **Note that there is a locking sleeve that must be pulled back from plug on back of Touch Writer!**	Pg. 138
	PC	Touch Writer - Remove blue cover from power cord storage compartment.	Pg. 139
	PC	Touch Writer - Neatly place cords back inside storage compartment and replace blue cover.	Pg. 139
	PC	Touch Writer – unplug the headphones and place into the clear Touch Writer supply bag.	Pg. 139
	PC	Touch Writer – unplug the bar code scanner and place into the clear Touch Writer supply bag.	Pg. 140
	PC	Touch Writer – unplug the laser printer from the back of the Touch Writer.	Pg. 140
	PC	Touch Writer – make sure the Accessible Controller is seated in its cradle.	Pg. 140
	PC	Touch Writer – Unlock hinge on scan cover, close and lock case.	Pg. 141
	PC	Touch Writer – reaching under the Touch Writer table, pull the metal latch toward you to unlock the Touch Writer from the booth.	Pg. 141
	PC	Touch Writer – Remove the Touch Writer from the table and place back inside the caddy	Pg. 142
	PC	Touch Writer - Disassemble the Touch Writer table and place back into the Touch Writer bag. Place bag into caddy.	Pg. 142
	PC	Touch Writer – turn off the laser printer by holding down the button in the front.	Pg. 142
	PC	Touch Writer – unplug the printer from power.	Pg. 143
	PC	Touch Writer – if printer is on small table, place printer with cables still attached back into caddy	Pg. 143
	PC	Touch Writer – if printer stayed on caddy, nearly place cords behind printer for transportation.	Pg. 143

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Closing Checklist - 8:00 PM to 9:00 PM (Continued)

Completed?	Who	What	Reference
	ER	Put eRoster in sleep mode by lightly pressing on/off button.	Pg. 109
	ER	Repack eRoster tablet, mi-fi, accessories, and power cords back into case.	Pg. 109
	ER	Seal all eRoster cases with blue seal.	Pg. 109
	ER	Document blue seal number on seal log sheet	Pg. 109
	ER	Give all eRoster cases to Inspector.	Pg. 109
	ER	Repack all other supplies into eRoster supply bag and return it to Inspector.	Pg. 109
	BC	Repack all other supplies into Ballot Clerk supply bag and return it to Inspector.	Pg. 114
	BC	Give sealed Blue Bag to Inspector.	Pg. 114
	PC	Enter the total of signatures on the pink Provisional Log at the top.	Pg. 133
	PC	Place the pink provisional log in pink provisional bag.	Pg. 133
	PC	Repack provisional clerk supply bag and return to Inspector.	Pg. 133

Closing Checklist – Forms to Complete

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

Closing Checklist - Forms to Complete:

Completed?	Who	What	Reference
Complete Ballot Statement:			
	I, ER	Line 1 - Enter voters from eRoster Check-in from screen (no report is needed).	Pg. 50
	I, ER	Line 2 - Enter total voters on back-up paper roster if used.	Pg. 50
	I	Line 3 - Add Lines 1 and 2 together.	Pg. 50
	I	Line 4 - Ballot Count number	Pg. 50
	I	Line 4a – Number of Sheets from Ballot Scanner	Pg. 50
	I	Line 5 - Total number of uncounted ballots, if any	Pg. 50
	I	Line 6 - Add lines 4 (not 4a) & 5 Together	Pg. 50
Complete Certificate of Performance:			
	I	Check the appropriate box on the certificate of performance	Pg. 51
	A	All poll workers must sign the certificate of performance	Pg. 51
Miscellaneous Forms:			
	A	Payroll Form - signed by all workers	Pg. 150
	A	Oath - signed by all workers	Pg. 149
	A	Results Reports (all copies) - signed by all workers	Pg. 148
	I	Security Log - Signed by Inspector	Pg. 155
	I	Bag Labels - signed by Inspector	Pg. 155

End of Night Return Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = ERoster Clerk PC = Provisional Clerk

		End of Night Returns List - complete by 9:00 P.M.	
Completed?	**Who**	**What**	**Reference**
	I	Gather all forms and place in White ROV Document envelope.	Pg. 54
	I	Locate all items with bright green RETURN label.	Pg. 52
	I	Remove the iPhone pouch from the binder so it can be placed with the iPhone in it in the outside pocket of the Red Bag (Bag #1 if multiple bags) when the Collection Team arrives	Pg. 55
	I	Pack Red bag(s).	Pg. 54
	I	Blue eRoster Tickets Bag remains sealed with tickets inside.	Pg. 54
	I	Pink Provisional Bag remains sealed with ballots and Provisional Log inside.	Pg. 52
	I	eRoster Cases sealed with components inside.	Pg. 52
	I	Yellow Vote-by-Mail Bag remains sealed with dropped off VBM ballots inside.	Pg. 52

	I, EC	Ensure Official Returns Pouch has the following items:
		    * Keys for Ballot Scanner, Touch Writer and Ballot Box
		    * vDrive(s) from Ballot Scanner – **do not remove the vDrive from the Touch Writer!**
			Pg. 52

	I	Seal the Official Returns Pouch and record seal number on the Security Log.	Pg. 52
	A	Repack black supply bag with all remaining items.	Pg. 54
	I	Make sure all seal numbers are recorded on the Security Log and place it in the White Document Returns Envelope.	Pg. 54
	I	Place the White Document Return Envelope into the side pocket of the Red Bag.	Pg. 54
	I	Be sure iPhone is on and left out until collection team arrives.	Pg. 55
	I, ANY	Inspector and any 1 clerk gather all green RETURN items and wait until ROV Collection Team comes to pick up these supplies.	Pg. 55
	I	If the collection team has not arrived by 9PM, call your Roving Inspector and the Registrar of Voters Office at 707-784-3435 or 707-784-3125.	Pg. 55
	I	When the Collection Team arrive, return the cell phone in the pouch to the Red Bag (bag #1 if multiple Red Bags), in the outside pocket with the County Logo on it.	Pg. 55
	I	Direct the Collection Team to the items with the green RETURN label.	Pg. 55
	I	Hand to the Collect Team the clear Official Returns Pouch.	Pg. 55
	I	**Hand Clear Returns Pouch directly to the collect team – do not pack it into any other bag.** Inside should be: * Keys for Ballot Scanner, Touch Writer and Ballot Box *vDrive(s) from Ballot Scanner	Pg. 143
	I	Leave polling place after collection team has arrived and picked up all items with the GREEN return label.	Pg. 55

Before Election Day Tasks

For All Poll Workers

☐   **Read Manual**, and complete online training

☐   Every active California voter will receive their Vote-By-Mail ballot in the mail this year. If you do not receive your ballot in the mail, choose one of the following options to vote your ballot this election:

1) Pick up a ballot in person from the Registrar of Voters, 675 Texas Street, Suite 2600 in Fairfield any time between 8 am and 5 pm, Monday through Friday, starting Monday October 5, 2020.
2) Call the Registrar of Voters office to request a replacement ballot (by October 27th) be mailed to you.
3) If you are working at your voting polling place, please vote on your break when it is not busy.
4) If you were unable to vote prior to Election Day and are assigned to work at a polling place that is not your assigned voting location, follow the steps to vote provisionally.

> ⊙   If you are not working at your voting polling place and you choose to vote there, you will have to vote a provisional ballot.

For Inspectors Only

☐   Complete your mandatory in-person training – if you have not scheduled this, please email us at PollWorker@SolanoCounty.com or call the Registrar of Voters office at 707-784-6675 and ask to speak to the Poll Worker team to do so.

☐   Pick up your election supplies on **Saturday October 31, 2020** between **10:00am and 3:00pm**

☐   Locate your County issued cell phone in the inspector binder and charge it before Election Day.

> ⊙   Do not leave eRoster tablet, backup paper roster, street indexes, or ballots at the polling place overnight.

☐   Call and introduce yourself to your clerks and remind them to arrive at 6:00 a.m. on Election Day.

☐   If you have not made contact with a clerk prior to Election Day, call 707-784-3045 or email pollworker@solanocounty.com as soon as possible.

For Roving Inspectors Only

☐ Complete your mandatory in-person training – if you have not scheduled this, please email us at PollWorker@SolanoCounty.com or call the Registrar of Voters office at 707-784-6675 and ask to speak to the Poll Worker team to do so.

☐ Pick up your election supplies on Monday November 2 between 10:00 a.m. and 3:00 p.m.

☐ Locate your County issued cell phone in the Inspector Binder/Back Up Paper Roster, turn it on and charge it before Election Day.

☐ Call and introduce yourself to your Inspectors. Remind them to arrive at 6:00 a.m. Election Day.

☐ Remind Inspectors to call the ROV office if any worker has not arrived by 6:15 a.m. on Election Day

☐ Prioritize your first visits based on the support needed. Visit your newer Inspectors first.

☐ Map out the locations of your assigned precincts.

☐ If you have not made contact with an Inspector prior to Election Day, call 707-784-3045 as soon as possible.

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Election Day
Roving Inspector

Roving Inspectors provide onsite support to a group of assigned polling places. You work closely with Inspectors and other poll workers. Your goal is to help facilitate a safe, easy, and positive voting experience for the voters. Visit your locations several times during the day.

When you enter a polling place for the first time:

- Introduce yourself to the Inspector and then to all poll workers.
- Explain that you are part of their team and you will be checking in with them throughout Election Day.
- Let the workers know you may need to provide feedback or suggestions at times to ensure voter rights are protected and election laws are followed; and,
- Most importantly, state that you are available to help wherever needed
- Make sure required forms are signed and completed

Roving Inspector Checklist

Each Roving Inspector is provided with a polling place checklist to use as guide to outline the focus areas while at the location.

Generally, you will confirm that:

1. The polling place set up:

    - follows the COVID specific layout
    - enables voters to be processed efficiently
    - prohibits lines from backing up
    - complies with ADA requirements
    - complies with specific alternative language requirements
    - required signage/posters are displayed, visible, and accessible

2. Social distancing, masks mandates, and other safety measure are being implemented and followed.

3. The signage enables voters to locate the polling place or voting area easily.

4. The Curbside voting cone is visible and contains the correct phone number on it.

5. The Ballot Scanner, Touch Writer and eRoster are operating on AC power.

6. Equipment issues are identified and addressed quickly.

Observe the voting process when possible to identify areas to improve in poll worker training.

As always, communicate immediate concerns to the Registrar of Voters at 707-784-3375.

Between 6:00 P.M. and 8:00 P.M., visit each of your polling places and:

- Review the closing procedures with the inspector;
- Confirm that all required documentation is signed and completed;
- Remind Inspectors to be prepared for the Collection Team;
- Remind everyone to only return the items with a bright green RETURN label;
- Remind everyone to pack all items back into the caddies for return to our office;
- Emphasize that the Black Bag stays at the polling place;
- Remind Inspectors to remove the vDrive from all ballot scanners (even if not used) and place it in the Official Returns Pouch.
- Remind Inspectors that this pouch will be handed directly to the Collection Team when they arrive with the vDrive(s) from the Ballot Scanner(s) and keys sealed inside it.
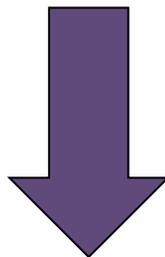
Inspector

Setup

☐ Arrive at 6:00 a.m.
What to do if you cannot access the polling place:

- Call your polling place election morning contact.
- Call the Registrar of Voters at 707-784-3045.
- Call your Roving Inspector
- At 6:45am, begin to set up outside the entrance to the polling place.
- Break the seal on the Primary Red bag and remove the contents. Re-seal the red bag and use it as the temporary ballot box.
- Give the back-up paper roster to one eRoster Clerk.
- Give a pad of precinct ballots to the ballot Clerks (precinct specific).
- Give a stack of Provisional ballots to the Provisional Clerks (precinct specific).
- Additional supplies you may need are in the Emergency Kit
- At 7:00am, the Inspector declares "The polls are now open"
- The eRoster Clerk looks up the voter in the paper roster:
    - If the voter is listed in the paper roster at the correct address, is not a vote-by-mail voter, or is a vote by mail voter with a ballot to surrender, the voter signs the paper roster and is given a ballot in a secrecy sleeve with a pen by the Ballot Clerk. Once the ballot is marked, the voter places it in the red bag.
    - If the voter is not listed in the paper roster, their address is not current or is a vote by mail voter with no ballot to surrender, the voter does not sign the paper roster.
        - Instead, the voter is given a provisional envelope and is sent to the Provisional Clerk.
        - The voter will sign the Provisional sign-in sheet and complete the provisional envelope before being given a provisional ballot in a secrecy sleeve.
        - Once the ballot is marked, the voter seals the ballot in the pink envelope and returns the envelope to the Provisional Clerk, who places it in the red bag.
- Once you are able to get inside your polling place, call the Registrar of Voters at 707-784-3045 for instructions on what to do with any voted ballots that are in the red bag.
- When time allows, notify your Roving Inspector.

☐   Locate Ballot Scanner(s), Touch Writer, Ballot Box, Red Bags, eRoster, Black Supply Bag, and other delivered supplies. Some supplies are located inside the Ballot Box inside the caddy.

☐   Break seals on Red and Black supply bags to remove the contents

☐   Place broken seals in white Document Returns Envelope

☐   Arrange tables and voting equipment using posted guidelines and according to the COVID specific layout.
- Keep the flow of traffic streamlined to allow voters easy movement and eliminate the need for voters to cross in front of each other as well as to allow for social distancing to be maintained.
- Allow 5 feet of clearance for your Touch Writer and ADA booth.
- Place the Yellow Vote-by-Mail Ballot bag near entrance for easy access.
- Make sure signs are posted as closely to the layout as possible.
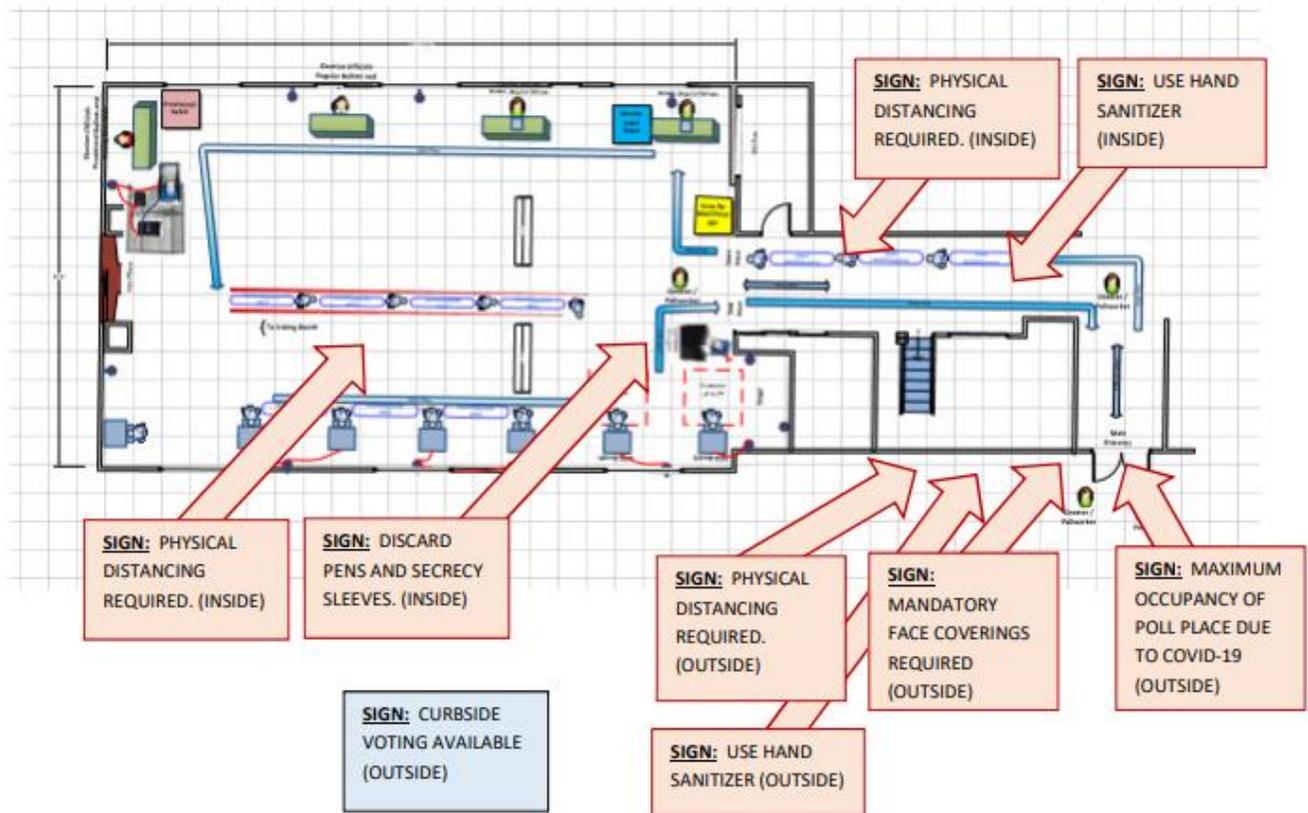
If your polling place serves a **single precinct**:
- eRoster Clerks sit at adjourning tables
- Ballot Clerks sits at a table with the one (1) Blue eRoster Tickets Bag
- Red bag is next to the Ballot Clerk.
- Provisional Clerks sit at a table with the one (1) Pink Provisional Ballots bag

If your polling place serves **multiple precincts**:
- All eRoster Clerks sit at adjourning tables
- Distribute "precinct specific" ballots to Ballot Clerks
- Hang the precinct table signs in front of Ballot and Provisional Clerks.
- There is one (1) Blue eRoster Tickets Bag for all Ballot Clerks to share.
- There is one (1) Pink Provisional Ballots bag for all Provisional Clerks to share.

Sample layout for election tables - (Multiple precincts)
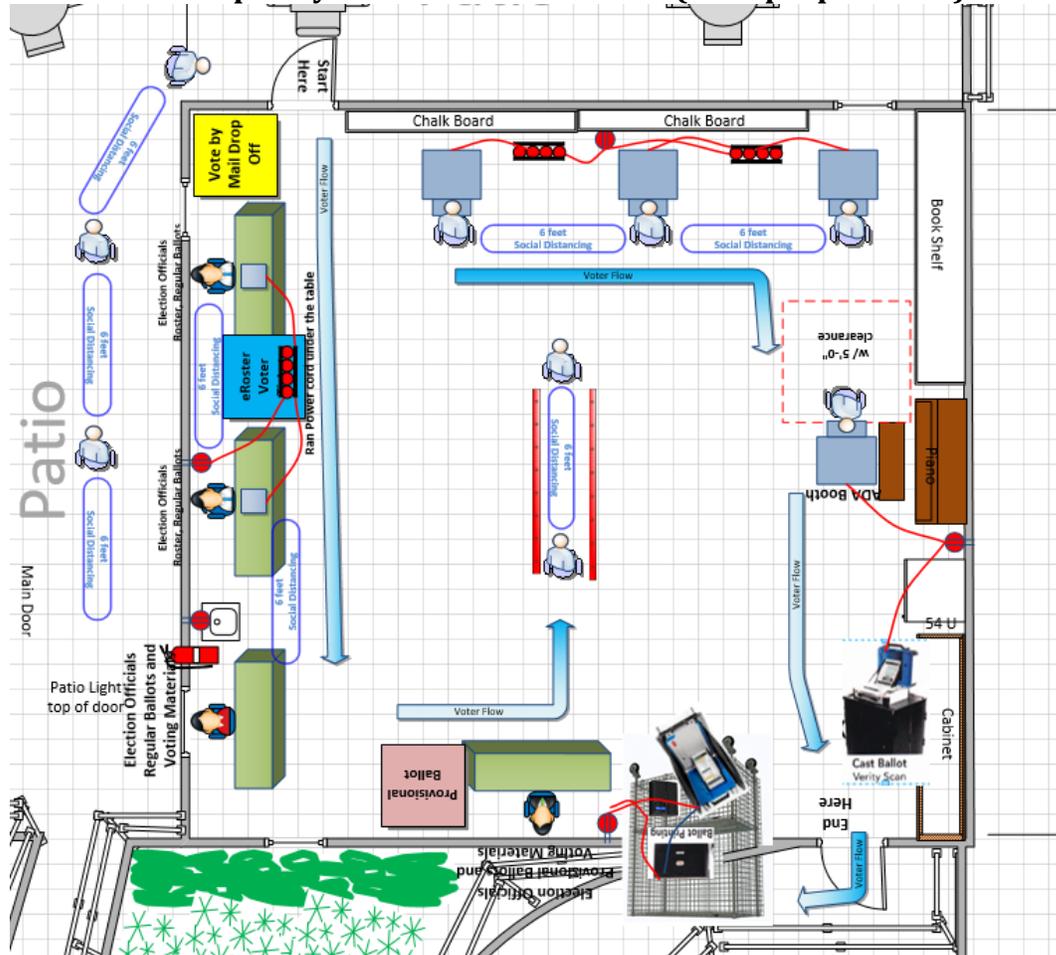
This sample location serves multiple precincts.

- eRoster Clerks can check in voters from either precinct.
- Ballot Clerks have ballots for all precincts and will verify on the Voter Ticket which ballot to issue to each voter.
- Each Clerk is at their own table. which are set up according to the provided layout and should be space 6 feet apart.
- Sneeze guards should be placed at the front of each. table.

☐ Give clerks their individually packed supply bag to set up the election tables

☐ Give the eRoster Clerks the following additional supplies:

- Wire cutter to remove the seal on the tablet case (give to Equipment Clerk when done)
- eRoster Tablets
- Voter Registration Forms
- Provisional Envelopes (pink)
- CVR Envelopes (lilac)
- Change of Address Envelopes (white)

☐ Give the Ballot Clerks the following additional supplies:

- Precinct Ballots for their assigned precincts
- Secrecy Sleeves
- Blue Voter Tickets Bag to share

41

☐ Give the Provisional Clerk the following additional supplies:
- Provisional Envelopes (pink)
- CVR Envelopes (lilac)
- Change of Address Envelopes (white)
- Provisional Receipts
- Voter Registration Forms
- Table Privacy Shields
- Clear acrylic desk organizer for each provisional table
- Pink Provisional Ballots Bag to share
- Touch Writer (orange and blue) keys on purple lanyard
- Wire cutter to remove seal on the handles of the Touch Writer
- Provisional street binder (or whatever we called it)

☐ Give the Equipment Clerk the following supplies:
- Ballot Scanner and Ballot Box Keys (orange, blue and violet keys) on purple lanyard (give to Provisional Clerk when done)
- "I Voted" stickers
- Wire cutter to remove seal on the handles of the ballot scanner (give to Provisional Clerk when done)

☐ Give the Greeter the following supplies:
- Binder
- TV Tray
- Buckets
- Wipes
- Clipboards
- Secrecy Sleeves
- Pens
- "I Voted" Stickers

☐ Direct Equipment Clerk to set up and start-up Ballot Scanner. If there is no Equipment Clerk, the Inspector is responsible.

☐ Direct Provisional Clerk to set up and start-up Touch Writer. If there is no Provisional Clerk, the Inspector is responsible.

ⓘ It requires two (2) workers to set-up the Touch Writer and table.

☐ Confirm the Touch Writer headset has a clean set of blue protective covers

☐ Oversee the setting up of voting booths

Setting Up Suitcase Style (Blue) Voting Booths

- Remove legs from booth.
- Add extenders on ADA booth.
- Insert legs in booth, twist to lock.
- Lock privacy sleeves in place.

Attach the clip-on lights to each booth.

☐ Locate the **Signage Bag** in the black bag

- The Signage Bag contains all paper signs, maps and notices to post Election Day. The Touch Writer Bag contains the 100 feet string to measure the no electioneering boundary.

☐ Oversee placement of signs, maps, & notices for inside and outside the polling place:

Items posted inside of polling place:

- Paper flag – post on wall behind election table if there is not a flag already in the room.
- FYI Poster Fold-out – post on wall near Greeter's table at entrance.
- Sample and Translated Ballot Posters – post on wall near Voting Booths.
- Polling Place Map – post on wall near Greeter's table at entrance.
- COVID -Specific Signs including:
  - **Maximum Capacity**
  - **Mask Mandate**
  - **Physical Distancing**
  - **Use Hand Sanitizer**
  - **Discard Pens and Secrecy Sleeves**

Items posted outside:

- "Vote Here" Metal A-frame - place sign near street so it is visible to voters.
- No Electioneering Sign - use the 100-foot pre-cut string to mark off the proper distance from the entrance and place the sign.
- Disabled Access sign- posted at the accessible entrance to the polling place.
- Place sufficient directional arrows to direct voters to the polling place entrance.

Items posted outside the entrance of the polling place:

- Polling Place Precinct Sign (write precinct numbers on it).

- Polling Place Precinct Sign with arrow.

- Voter Bill of Rights Posters – post on wall

- Maximum Capacity Sign

- Mask Mandate Sign

- Hand Sanitizer Sign

- Poll Place Layout Sign

☐ Write your county issued cell phone number on curbside voting sign and place the sign on the curb closest to the polling place entrance.

- Curbside voting sign with the county-issued iPhone number on it.
- Please make sure the parking spaces for this are easily accessible for poll workers but also do not infringe on ADA parking spaces.
- Set up pop-up tent, chairs, and clipboards/sanitary buckets for curbside voting

Solano County Registrar of Voters – 2020 November 3 General Election

☐ Complete any additional polling place ADA modifications, if indicated.

By law, all polling places must be accessible for elderly voters and voters with disabilities. To comply with the law, polling place modifications may be necessary. Examples of modifications include:

- Using a door stop to prop doors open
- Using threshold mats to cover hazards
- Using cones and/or signs to identify accessible paths of

travel or to create additional ADA parking spaces and access aisles.

If your site requires special modifications, in addition to curbside voting service, you will receive instructions.

☐ Sign the Security Log to confirm the seal numbers on Touch Writer, Ballot Scanner(s), eRoster cases, eRoster tablets and Red bag(s) match the numbers pre-printed in ELECTION MORNING section of the Security Log.

Equipment/Bag		Seal Number	Inspector signature to confirm all
Red Bag	RA15560	822035	
Red Bag	RB15560	822415	
eRoster		0250195	
eRoster		0250194	
Ballot Scanner	1004916	575808	

SOLANO COUNTY | **GENERAL ELECTION, NOVEMBER 8, 2016 - SECURITY LOG**
15560   THE GATEWAY

ELECTION MORNING: Inspector to confirm that these seals were on the equipment/bags listed below.

☐ Locate the **Document Return Envelope** and remove the contents for use when required.
   - The **Document Return Envelope** contains all forms/documents that may be needed Election Day.
   - The **Ballot/Document Return Bag** contain bags for returning ballots and documents to the Registrar of Voters Office on Election Night

☐ Inspector and all clerks:
- Print and sign name on the Payroll form
- Verify Mailing Address on Assignment Letter in Inspector Binder/Backup Paper Roster
- Sign the Zeroes Report printed on the Ballot Scanner

☐ Give out name badges and designated language ribbons (if applicable).

☐ Work out a break/lunch schedule with your team.

☐ Ask your clerks if they have questions about their duties.

☐ Have workers raise right hand and repeat oath:

"I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of the office shown after my signature for the precinct board and for the election designated on the cover."

☐ Sign for issuing and witnessing oath. (Located inside Backup Paper Roster Binder)

☐ Are you ready to open?

Yes - Call 707-784-3375. Select option 2 then enter your polling place ID found on your assignment letter you received in the mail.

Yes – Instead of calling, you can use the Tenex app on the iPhone to check in.

No - There is a **Ballot Scanner or Touch Writer problem.** Call 707-784-3375. Option 1.

No - There is an **eRoster problem.** Call 707-784-3361.

No - There are **staffing or procedural problems.** Call 707-784-3045.

Opening the Polls

☐ At 7:00 AM announce, **"The polls are now open"**

☐ Take the first voter to Ballot Scanner and ask the voter to confirm that:
- The scanner screen displays show zero
- The ballot box and auxiliary bin are empty

☐ Take first voter to Ballot Clerk and Provisional Clerk table to confirm that:
- The Red bag, Blue eRoster Tickets bag, and Pink Provisional bag are empty

☐ Give seal to Ballot Clerk for the red bag and ensure a Ballot Clerk and Provisional Clerk place a seal on the red, blue, and pink bags.

☐ Send voter to eRoster Clerks to begin voting process.

☐ Write the new seal numbers for the blue, pink, and red bag in the ELECTION DAY section of the Security Log and sign.

ELECTION DAY: Inspector to record seals used on the bags listed below.		
Equipment/Bag	Seal Number	Inspector signature to confirm all
Blue Bag		
Pink Bag		
Red Bag		

Mid-Day VBM Pickup

☐ During the day, deputized transport drivers will pick up your yellow bag containing dropped off Vote by Mail ballots.

When the transport driver arrives at your polling place, he or she will:
- Take the Yellow Bag containing all dropped off ballots
- Leave an empty sealed Yellow Bag to replace it

☐ The Inspector **MUST** loudly announce to the polling place that "A collection team from the Registrar of Voters office is here to pick up voted Vote by Mail ballots and return them to the Registrar of Voters office."

☐ The Inspector removes the "Chain of Custody" log located inside the clear window on the outside of the Yellow Bag.

☐ Both the Inspector and the transport driver must complete and sign the Chain of Custody log on the bag being picked up.

SOLANO COUNTY REGISTRAR OF VOTERS
CHAIN OF CUSTODY LOG – VBM BALLOT BOX

FOR ROV USE ONLY

Box#: _____

Seal #s: _____

Date Sealed: _____

Signatures (2):

FOR TRANSPORT USE ONLY

City: _____

Date/Time Arrived: _____

Seal #s: _____

Departure Time:_____ Arrival Time (ROV):_____

Signatures (2):

FOR ROV USE ONLY

Date/Time of Receipt: _____

Box Condition (Circle One): Secured Tampered

Number of Ballots: _____

Signatures (2):

FOR ROV USE ONLY

Date/Time of Receipt: _5/18/18 10:00_____

Box Condition (Circle One): (Secured) Tampered

Number of Ballots: __100_____

Signatures (2): CCooper   SGilbertson

☐ Place the new sealed Yellow Bag at the entrance to continue collecting dropped off VBM ballots.

☐ When transport drivers return, repeat the process.

Closing the Polls

☐ At 8:00 p.m. announce, **"The polls are now closed."** If voters are still in line, send an available worker to stand at the end of the line to inform anyone else approaching that the polls are closed.

☐ Wait for last voter to exit.

☐ Allow the Cleaning Technician to begin sanitizing the equipment while clerks are breaking down their stations.

☐ Immediately direct the Ballot Clerks and Provisional Clerks to count the unused precinct ballots.

☐ Give the Equipment Clerk the Official Returns Pouch for use during the shutdown procedure.

☐ Direct the Equipment Clerk to check for any Change of Address envelopes in the Auxiliary bin and to put these in the Red Ballot Bin when it is pulled out of the ballot box.

☐ Direct the Equipment Clerk to check for uncounted ballots in the Auxiliary bin and to insert the ballots through the Ballot Scanner.

☐ If all uncounted ballots are processed through the scanner, direct the Equipment Clerk to shut down the Ballot Scanner and to tear off all Close Polls Reports after printing.

☐ If an uncounted ballot does not process, tell the Equipment Clerk to place it in **Return of Uncounted Ballots Bag** and then shut down & tear off the Close Polls Report after printing.

☐ Ensure Ballot Clerks and Provisional Clerks write the total of the unused precinct ballots on the bag label for **Return of Unused Ballots Bag.** (Include beginning and ending serial numbers).

☐ Place all **Unused Precinct Ballots** inside **Unused Ballot Bag**.

☐ Close the bag and set aside for packing later.

☐ Assist Ballot Clerk in breaking the seal on the Red Bag. Remove and sort contents.

☐ Direct Ballot Clerks and Provisional Clerks to count the spoiled precinct and provisional ballots removed from the red bag.

☐ Ensure the Ballot Clerks and Provisional Clerks write the total on the bag label for **Return of Spoiled & Surrendered Ballots Bag**.

☐ Place all ballot stubs, spoiled and surrendered precinct, and surrendered provisional ballots inside **Spoiled & Surrendered Ballots Bag**.

☐ Close the bag and set aside for packing later.

☐ Set aside all voter completed forms for packing later.

☐ Confirm Provisional Clerks write the total of provisional signatures in the box at the top of each precinct specific Provisional Log**.**

> (!) Do not break the seal on the Pink Provisional Bag.

☐ Ensure the Provisional Log is placed inside Pink Provisional Bag.

☐ Put polling place modifications back in original location (e.g. ramps, threshold etc.).

☐ Ensure voting booths are down and stacked for the moving company to pick up. These will be picked up at a later date.

☐ Ensure the Greeter table is folded-up for the moving company to pick up. This will be picked up at a later date.

☐ Ensure maps, signs, and notices (inside and outside) are back in the **Signage bag.**

☐ Ensure Provisional Clerk has shut down the Touch Writer.

☐ Ensure Provisional Clerk places the Touch Writer back in the caddy (requires two (2) people).

☐ Ensure Touch Writer table is taken down and placed in bag and placed back in the caddy (requires two (2) people).

☐ Ensure Equipment Clerk has:

- Printed a second copy of the results report.
- Removed voted ballots from inside all scanners used.
- Removed the vDrive from the scanner and put in the Official Returns Pouch.

DO NOT remove the vDrive from the Touch Writer.

☐ Pull the **Red Ballot Bin** out of the ballot bin(s) and make sure all voted ballots are in it.

☐ Check the Auxiliary Bin of the Ballot Box(es) and place any white Change of Address envelopes in with the voted ballots in the **Red Ballot Bin.**

☐ Once all of the voted and white Change of Address envelopes are in the **Red Ballot Bin,** seal the bin and log the seal number.

☐ Count any "uncounted ballots" the Equipment Clerk placed in the **Return of Uncounted Ballots Bag.** Write the total on the bag label.

☐ Close the bag and set aside for packing later.

☐ Inspector and all clerks:

- Sign the bag label on the **Return of Unused Ballots Bag.**

☐ Inspector and one (1) clerk:

- Sign the bag label for:
    - **Return of Ballot Stubs, Spoiled & Surrendered Ballots Bag**
    - **Return of Uncounted Ballots Bag**

☐ Any unused forms (such as the deceased voter or VBM removal forms) should be packed **in the clear supply bags and placed back into the black bags.**

Completing the Ballot Statement Section

☐ Confirm the total on Line 1 matches the eRoster Check-Ins from the Summary Report.

☐ Confirm Line 2 is the total signatures inside the back-up paper roster.

☐ Add lines 1 & 2 and write it on Line 3.

BALLOT STATEMENT

1. Number voters from the eRoster Certified List

    +

2. Number of signatures from the Back-up Paper Roster (Enter 0 if none)
    * These signatures are not on the eRoster Certified List.

    =

3. Total Signatures

4. Number of voted ballots from the Ballot Scanner

    4a. Number of sheets from Ballot Scanner _____

    +

5. Number of Uncounted ballots (Enter 0 if none)
    * These are marked ballots that could not be scanned by the Ballot Scanner

    5a. Number of white Change of Address Envelopes _____

    =

6. Total Voted Ballots

☐ Using the Close Polls Report, write the combined total of voted ballots on Line 4.

☐ In line 4a, record the number of <u>sheets</u> from the Ballot Scanner (do not add this number).

☐ Write the total of uncounted ballots on Line 5.

☐ On line 5a, record the number of white Change of Address Envelopes pulled from the Auxiliary Bin Compartment (do not add this number).

☐ Add lines 4 & 5 and write it on Line 6.

Completing Certificate of Performance Section

☐   Check (✔) the appropriate box that applies to your polling place results.

☐   Have all workers sign Certificate of Performance

This Certificate of Performance is for precinct(s): 77550
for the November 3, 2020 Presidential General Election

We hereby certify **ONE** of the following: (please check only the one that applies.)

_____ **(A) RESULTS OF VOTES CAST FROM ALL VOTING MACHINES ARE POSTED.**

(1) The results of the votes cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure.

(2) The results of votes cast form provided to the county elections official shows the same numbers.

_____ **(B) RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN 10 BALLOTS. RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES ARE POSTED.**

(1) The results of the voted cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure, except as provided in # 2 below.

(2) For each voting machine recording fewer than 10 ballots, only the number of ballots cast on that machine is posted.

(3) The results of votes cast form provided to the county elections officials shows the same numbers.

_____ **(C) RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN 10 BALLOTS WERE CAST IN THE PRECINCT.**

In this case, only the number of ballots cast on each voting machine is posted and included on the results of votes cast form provided to the county election official.

Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

☐   Make one final check that all required forms, logs, and bag labels are completed and signed:

- All clear plastic return ballot bag labels
- Closing Polls report printed from the Ballot Scanner (2 copies)
- Oath (Remove from inside the binder)
- Payroll
- Security Log

☐   Place the following items in the white **ROV Document Return Envelope**:

- Ballot Statement/Certificate of Performance
- Completed forms (includes forms that were removed from red bag)
  - o Election Complaint Forms - completed by voters
  - o Notice of Deceased Voter Forms-completed by voters

51

- o Permanent Vote by Mail Removal Forms - completed by voters
- o Poll Worker Feedback Forms - completed by workers
- o Voter Registration Forms-completed by voters
- Oath
- Payroll
- Closing Polls Reports Report from Ballot Scanner
- Open Polls and Zeroes Reports from Ballot Scanner and Touch Writer

☐ Ensure the Equipment Clerk has posted the second signed copy of the Results Report outside (from all Ballot Scanners used).

Packing Election Night Return Items

☐ Locate all items with a bright green RETURN label.
- Official Returns Pouch
- Blue eRoster Tickets Bag
- Pink Provisional Bag
- Yellow Vote-by-Mail Bag
- eRoster Cases
- All clear plastic return ballot bag labels
- White ROV Document envelope
- All Red bags
- Red Ballot Bin

☐ Turn over the green RETURN label and pack items listed on label.

☐ **Official Returns Pouch should contain:**
- VDrive from Primary <u>and</u> Back-up Ballot Scanner(s)
- Ballot Scanner and Touch Writer keys

Seal the pouch with these items in it and keep it outside of any other bags. When the Collection Team arrives, hand the pouch directly to the Collection Team.

> ⚠ **Do not pack the Clear Returns Pouch in the Red Bag**.

☐ **Blue eRoster Tickets Bag**

Keep the bag sealed with the Voter Tickets inside.

☐ **Pink Provisional Bag**

Keep the bag sealed with the provisional ballots and Provisional Log inside.

☐ **Yellow Vote-by-Mail Bag**

Keep the bag sealed with dropped of vote by mail ballots inside.

☐ **eRoster Cases**

After the eRoster Clerks have completed their closing procedures, ensure that each case contains an:

52

- eRoster tablet
- Tablet power cord
- Printer
- Printer power cord
- Stylus
- Mobile Hot Spot (in eRoster Case #1)

Ensure each case is sealed.

☐ **Red Ballot Bin**

> ⊙ Before closing the Polls on the Scanner, ensure you have checked the auxiliary bin for any loose, uncounted ballots to run through the scanner!

After closing the polls and pulling out the Red Ballot Bin(s) ensure that:

1. You have removed any white Change of Address Envelopes from the Auxiliary Bin and put them <u>still sealed</u> in the Red Ballot Bin(s).
   a. You have double checked the Auxiliary Compartment to make sure there are no overlooked loose ballots
   b. If the polls have already been closed, put them in the **Uncounted Ballots Bag**
2. You have double checked the Auxiliary Bin to make sure there are no overlooked white Change of Address envelopes
   a. If you find any, put them in the Red Ballot Bin
3. Double check the ballot box to be sure there are no loose ballots that did not make it into the Red Ballot Bin.
4. Seal the Red Ballot Bin with the voted ballots and the white Change of Address envelopes inside
5. Put the Red Ballot Bin(s) with the other items to be collected by the Collection Team

☐ <u>**Red Bag – Single Bag Location**</u>

Be sure the Red Bag is packed with items (listed from <u>bottom</u> to <u>top</u>):
1. Greeter Binder
2. Provisional Clerk Street Roster Index Binder?
3. Voter Processing Forms on their ring(s)
4. Unused Precinct and Provisional Ballots
5. Ballot Stubs/Surrendered/Spoiled Ballots
6. Backup Paper Roster with Street Indexes inside

> ⊙ <u>**Do not pack the Clear Returns Pouch in the Red Bag**</u>.

☐ Seal the bag with a new seal.

☐ **Red Bag – Multiple Bag Location**

Be sure the primary Red Bag is packed with items (listed from <u>bottom</u> to <u>top</u>):
1. Unused Precinct and Provisional Ballots
2. Ballot Stubs/Surrendered/Spoiled Ballots
3. Uncounted Ballots
4. Backup Paper Roster with Street Indexes inside

Pack the following items in the <u>additional</u> Red Bags:
1. Ballot Stubs/Surrendered/Spoiled Ballots
2. Uncounted Ballots
3. Greeter Binder
4. Provisional Street Roster Index Binder
5. Return of Unused Ballot Bag
6. Voter Processing Forms on their ring(s)

☐ Seal all Red Bags with a new seal.

☐ Re-pack Black Supply bag **neatly** with the following items:

- Put individually packed clear bags for eRoster, Ballot, Provisional Clerk and Touch Writer inside the black bag
- Put all **<u>unused forms</u>** in the Forms bag and place in the outside pocket.
- Put **<u>unused Voter Registration forms</u>** and holder in the outside pocket.

> ⊘ If you have any item that is not addressed anywhere in the manual, pack it in the Black Supply bag.

☐ Place a new seal on the Black Supply bag

☐ Write the new seal numbers for all RETURN items in the ELECTION NIGHT section of the Security Log and sign.

ELECTION NIGHT: Inspector to record seals used on the equipment/bags listed below.		
Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag		
Red Bag		
Red Bag		
Red Bag		
Pink Bag		
Clear Official Returns Pouch		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
Ballot Scanner		
Ballot Scanner		

☐ Place completed and signed Security Log in white ROV Document envelope.

☐ Pack White ROV Document envelope in outside pocket of Primary Red bag.

54

☐ Clean-up any personal items or trash from poll workers at the polling place before leaving.

☐ Inspector and 1 clerk close and seal the Equipment Caddy. Place caddy with all chairs, tables and other items to be picked up by the moving company.

Hold the Official Returns Pouch separately from the bags.

All equipment and supplies with a green RETURN label WILL be picked up by the Collection Team.

If the Inspector and one Clerk cannot wait for the Collection Team, please call your Roving Inspector immediately.

☐ Collection Team

- The ROV will deputize staff to pick-up supplies from your location.
- Discuss the anticipated schedule with your Roving Inspector prior to polls closing.
- If the Collection Team has not arrived or updated you by 9:00, call the ROV immediately at 707-784-3435 or 707-784-3125 or call your team directly at the number they provided when they introduced themselves
- **Once the Collection Team arrives, hand the pouch directly to the Collection Team with the vDrive(s) from the Scanner(s) and the keys on the purple lanyard sealed inside.**

Greeter

Setup

☐ Get Greeter Binder, Greeter table, map, and FYI Poster fold-out from Inspector

☐ Set up the padded chair and Greeter table near the entrance to the polling place with the Greeter binder

☐ Post the polling place map near the entrance

☐ Post the FYI Poster fold-out near entrance

☐ Be sure pens and Voter Processing Cards are easily accessible to hand to voters

☐ Be sure hand sanitizer and masks to provide to voters is accessible.

☐ Set up the extra chairs as well as the pop-up tent for any Greeters who will primarily be stationed outside

☐ Beneath the tent, set up the Curbside Voting supplies, including the sanitized and non-sanitized buckets for clipboards, the Voter Processing Forms and pens, and sanitary wipes to clean the clipboards.

☐ Assist team members with setting up polling place

Processing Voters

☐ Greet voters as they enter by saying:

"Good morning/afternoon/evening! Have you voted here before?"

☐ Provide hand sanitizer to each voter, and if they are not wearing a mask, offer them one.

*Remember—voters cannot be turned away for not following mask mandate. *

- If voter's do not want to wear a mask, ask if they would like to vote in their car
- If they do not want to utilize curbside voting, remind them they will still need to follow social distancing guidelines
  - Further steps to ensure voter safety:
    - Have a clerk hold their place in line and bring the voter in once their turn has come
    - Warn other voters that they may want to wait until the voter is finished voting
    - Process the voter as quickly as possible

☐ If applicable, direct voters to the Yellow Vote-by-Mail Bag or provide assistance in finding their correct polling location

☐ If they need to find their polling place, look up their information by asking for 3 pieces of information (See example on following pages):

- City
- Street Name
- Street Number

☐ Locate the information in the binder or on the map and provide them the location information

☐ Provide voters' their Voter Processing Card and pen:

VOTER PROCESSING FORM

SOLANO COUNTY REGISTRAR OF VOTERS

Please PRINT your name & complete address below:

IMPRIMA su nombre y dirección completa a continuación:
Mangyaring PAKITA ang iyong pangalan at kumpletong address sa ibaba:

_____/_____/_____/_____

First name	Middle Initial	Last name	Suffix
Primero nombre	Inicial del segundo nombre	El apellido	Sufijo
Pangalan	Gitnang paunang	Huling pangalan	Hulapi

_____

Address in California where you live
Dirección en California donde vives / Address sa California kung saan ka nakatira

City
Ciudad/ Lungsod

This form is for check-in purposes only and does not update/change your voter registration information.
Este formulario es solo para fines de registro y no actualiza / cambia su información de registro de votante.
Ang form na ito ay para lamang sa mga layunin ng pag-check-in at hindi na-update / baguhin ang impormasyon sa pagpaparehistro ng botante.

- Let them know this is to assist them in checking in more quickly and avoiding miscommunication due to PPE and social distancing and does not update or change their information.
- Let them know the pen is theirs to use throughout the voting process and then they can keep it or dispose of it in the provided receptacles.

☐ Direct them to eRoster clerk.

☐ Provide relief to other clerks for breaks and lunches

☐ Monitor the space to ensure social distancing requirements and # of people inside poll place are adhered to.

Curbside Voting

All voters will be allowed to vote "curbside" at any voting location and the ROV has advertised this as a "limited contact" method vs. casting a ballot inside a polling place. Poll workers should take the following precautions on-site to minimize risk:

- Wear gloves provided by ROV before assembling materials to be brought outside
- Bring hand-sanitizer for the voter to use before and after voting
- In addition to wearing a mask, poll workers should consider wearing a face-shield in the event the voter isn't wearing a mask.
- Maintain physical distancing to the extent possible by approaching only for necessary handoff of materials.
- Remember to hand voter an I-Voted sticker.

> (!) **Two** (2) poll workers must take and return a ballot in the secrecy sleeve if the voter wishes to vote in their car

- [ ] When a voter pulls up to the curbside voting sign, a Greeter will bring them a Voter Processing Card and a pen on a sanitized clipboard.
- [ ] The Greeter will take this card to the eRoster clerk, who will print the ticket and then attach the Voter Processing Card on the ring to keep it secure.
- [ ] The Ballot Clerk will put the ballot into a secrecy sleeve.
- [ ] Greeter and one other clerk will bring both the Voter Roster Ticket and ballot to the voter.
- [ ] Hand the voter their Voter Roster Ticket and a pen (they will still be using the same clipboard)
- [ ] After the voter signs the ticket and returns it, hand them the ballot in its secrecy sleeve and inform the voter to call when they have finished filling in their ballot.
- [ ] Return inside and place the Voter Roster Ticket in the Blue Ticket Bag.
- [ ] When the voter calls, two clerks will go outside to retrieve the and clipboard.
- [ ] They will give the voter an "I Voted" sticker and collect the ballot in its secrecy sleeve.
- [ ] Place the used clipboard in the appropriate bucket (to be sanitized).
- [ ] Bring the ballot inside the secrecy sleeve back into the polling place.
- [ ] Inside, the ballot will be placed, one card at a time, through the ballot scanner.
- [ ] Dispose of the secrecy sleeve in the provided bin.
- [ ] If the voter requests, clerks can call and confirm it has been cast.
- [ ] After voter has voted, be sure to sanitize each clipboard and move it to the sanitized bucket.

Closing the Polls

- [ ] Put away pop-up tent if used, put away extra chairs for pop-up tent.
- [ ] Take inside the sanitation buckets, clips boards, and any extra pens or Voter Processing Forms
- [ ] Bring any supplies from outside, including the chairs and the pop-up tent, inside with other poll place supplies
- [ ] Take down polling place map, FYI Poster fold-out and place back in **Signage Bag**
- [ ] Return Greeter Binder to Inspector
- [ ] Fold up Greeter table and place with supplies for the moving company to pick up
- [ ] Return chair to original location
- [ ] Assist team members with breaking down polling place
- [ ] Clean-up polling place of any personal items before leaving

From	To	Side	Pre	Post	Consolidation	Ballot Type	Polling Place	
VACAVILLE								
100	296	Both			56105	14	THE REFUGE (FRMLY CALV CHAPEL)	2601 NUT TREE RD. SUITE C
RALPH								
100	191	Both			56190	14	VACA PENA MIDDLE SCHOOL	200 KEITH WAY
RAMBLETON								
500	797	Both			46130	16	BROWNS VALLEY ELEMENTARY SCH.	333 WRENTHAM DRIVE
6663	6735	Both			46127	16	MOOSE LODGE	6585 GIBSON CANYON ROAD
RAMONA								

Browns Valley
Elem School.
333 Wrentham Dr

For example, a voter says they live in Vacaville at 500 Rambleton. You would find the City, then street name and the house number. This particular voter would be directed to Browns Valley Elementary, 333 Wrentham Drive
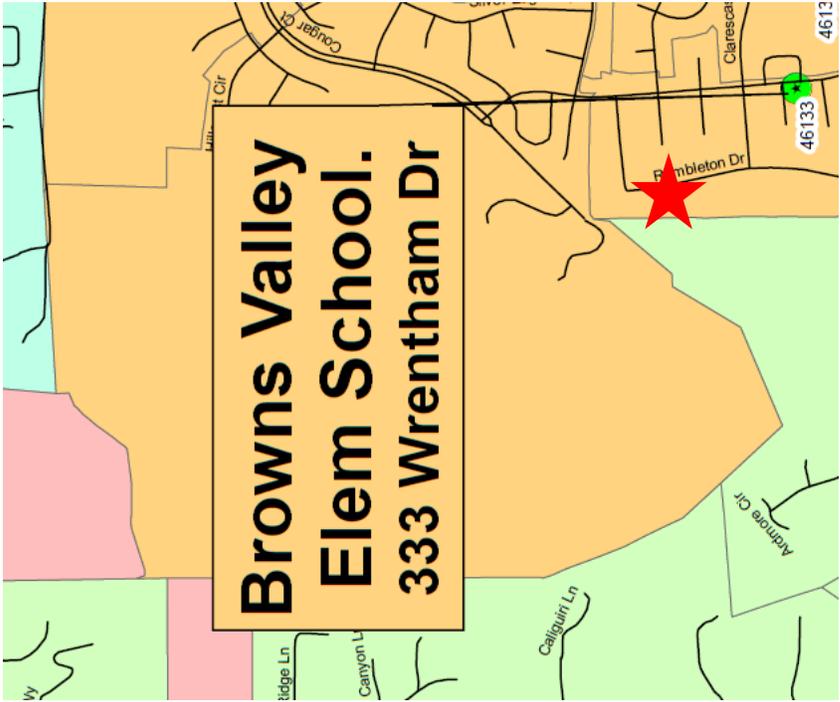
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Equipment Clerk

Setting up the Ballot Scanner

☐   Get Ballot Scanner key (violet, orange, and blue keys on purple lanyard) and "I Voted" stickers from Inspector.

☐   Remove ballot box from caddy. This is best done with two people! Open up front and back ballot box doors (violet key) and remove all supplies stored inside for transportation. Give the supplies to the Inspector for distribution amongst the team members.

☐   Leave doors open and unlocked for display to the first voter

☐   If removed, make sure Red Ballot Bin is put back into the Ballot Box and situated where ballots will easily fall into it.

☐ Remove ballot scanner from caddy and place on ballot box. Place feet on bottom of scanner into indentations on top of ballot box.
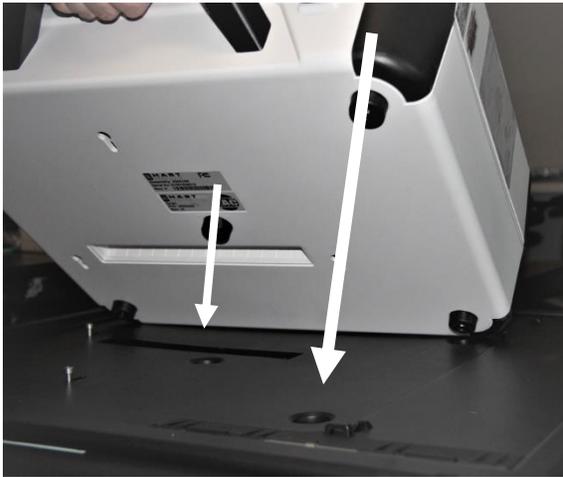
☐ Reach inside ballot box and pull cord away from you to lock the lid and ballot scanner into place. Pull up on scanner handle to confirm scanner is locked on the ballot box.

☐ Confirm seal number on handle matches seal log. Break seal on ballot scanner with wire cutters and place broken seal in the Official Returns Pouch.

☐ Unlock and open ballot scanner (orange key)

☐ Open storage compartment

☐ Remove power brick and cord from storage compartment from ballot scanner case, replace storage compartment cover, then close lid of scanner.

☐   Plug power cord into brick, then plug power connector into back of ballot scanner, flat side up. You will hear a soft click when inserting the plug into the back of the scanner. Do not plug into wall yet.

☐   Open ballot scanner case and lock lid brace into place.

☐   Unlock (blue key), unlatch and remove tablet

☐ Seat the tablet firmly in the cradle with two hands, tilt back, and using the blue key, lock it in place.

☐ Make sure vDrive compartment of ballot scanner is sealed with number on the Security Log

☐ Plug the ballot scanner power cord into a wall outlet. A green light will illuminate on the power brick when AC power is present

☐   Press the red power button on the back of the ballot scanner to power it on

☐   Allow election to load – this will take several minutes, and the screen will go dark momentarily. Please be patient.
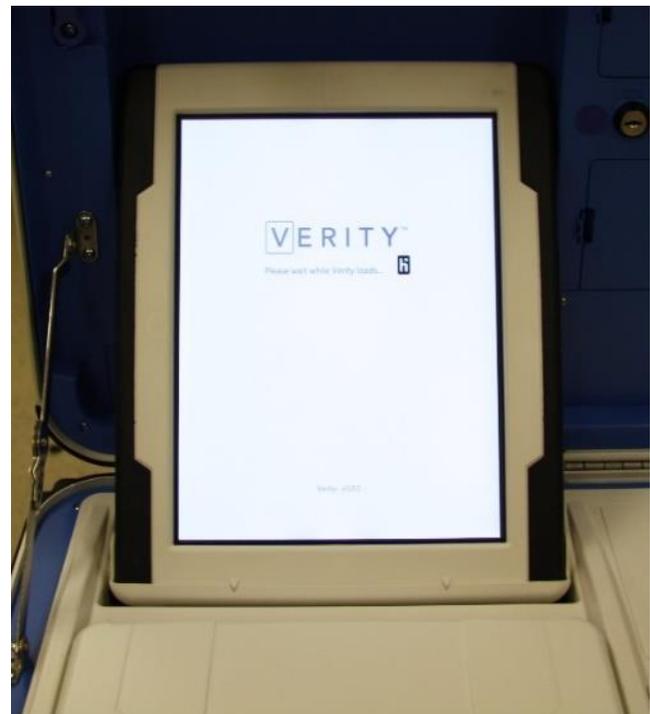
☐ A Power On Self-Test report will display briefly on the screen and automatically print. Review for any issues. Leave report on printer of ballot scanner for the first voter to see.

Power-On Self Test Report

09/18/2019   6:02 PM

S/N: S1801829310
Verity Scan
Version: 3.0.1
Certificate: D

Power On Diagnostics

MCU FW:17 PV:2	Pass
Battery (97% capacity)	High
Main Power	Present
vDrive Ports	Pass
Touch Screen	Pass
Scanner	Pass

Notes

BIOS Version: ALASKA - 1072009
[20140505000000.000000+000]
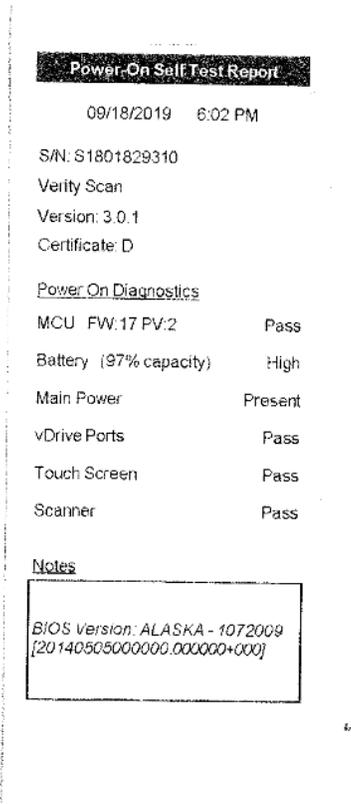
☐ The Setting Up Election screen will display on the ballot scanner tablet.

Setting Up Election...

Please wait

5:51 PM

68
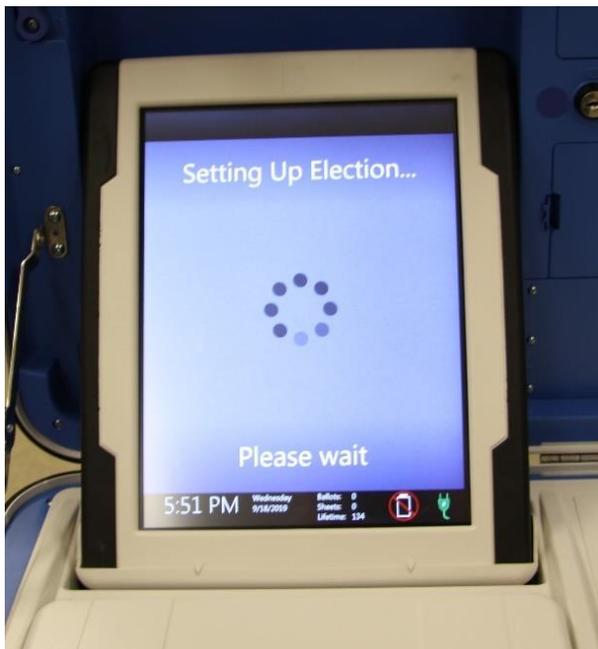
☐ Choose Print Zero Report from the menu.

☐ Verify ballot count total is zero on report from ballot scanner. Tear off report after Open Polls Report prints.
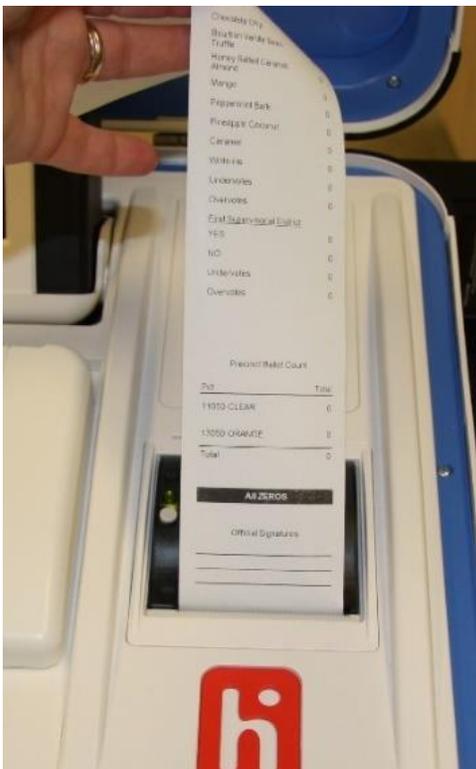
☐   Install privacy panels on ballot box.

☐   Verify Auxiliary Bin is empty – leave open for the first voter to verify empty compartments.

☐   Verify that the ballot box is empty – leave open for the first voter.

☐   Verify clock is correct in bottom left corner of the screen. Call the Registrar of Voters Office at 707-784-3375 if the date or time is incorrect.

☐   The screen display should read zero ballots scanned. The lifetime counter will have more than zero. The first voter will verify the screen display.
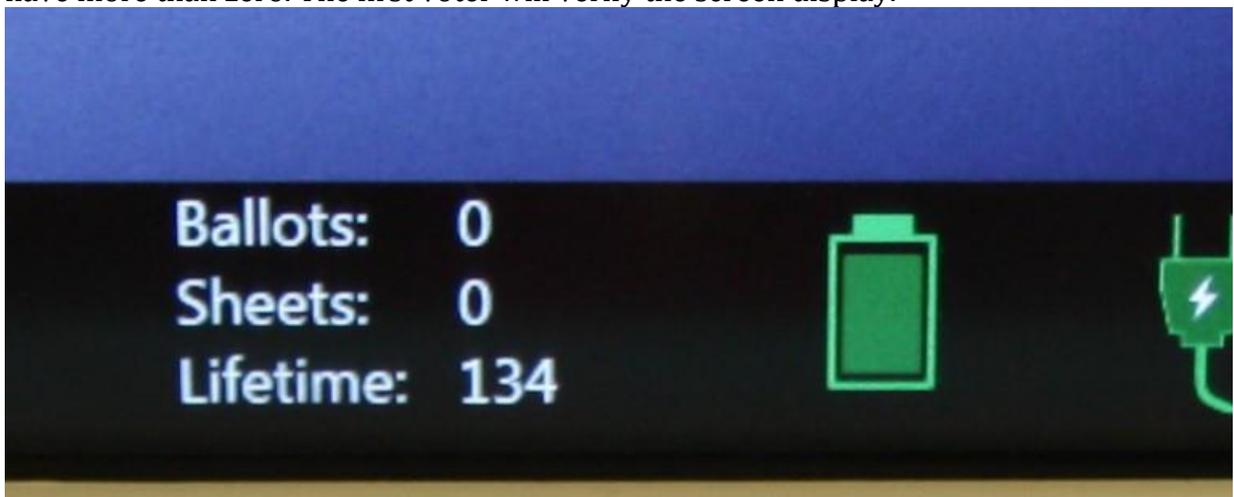
☐   Choose Open the Polls. Code is **112020**
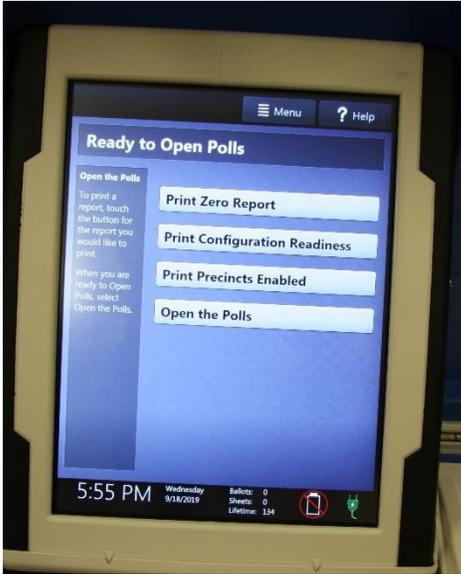
☐   The Open Polls report will print. Tear off all reports, have poll workers sign reports, and place in the Official Returns Pouch.

☐ Advance the paper by pressing the gray button twice on the printer.

☐ First voter confirms that display on ballot scanner is zero, ballot box is empty, auxiliary bin is empty, and blue and pink bags are empty.

☐ Using the key with the violet cover, close and lock all ballot box compartments. Reseal front and back door of ballot box.

☐ The ballot scanner is now ready for voters to use.

☐ Give keys to the Inspector.

You are now ready to process voters.

Processing Voters

Ballot Scanner

☐ When voters approach the scanner, say, *"Please insert your ballot one at a time."*

- For this Election, voters will receive a **2-card ballot**.
- Remind voters to put ballot in <u>**one**</u> card at a time to avoid jamming.
- Remind voters that the ballot stub should not be inserted in the scanner, which can cause jamming.

☐ Direct voters to discard the secrecy sleeve and pen in the bin provided.

☐ Thank the voter for voting and give the voter an "I Voted" sticker.

> ⊘ **For this Election, voters will receive a 2-card ballot.
> It does not matter which card they insert first, but both
> should be inserted (even if one is blank) and they must be
> inserted one at a time.**

Closing the polls (at 8PM or after last voter in line has voted)

Shutting Down the Ballot Scanner

☐ Open the ballot box and check the Auxiliary bin to check if there are any uncounted ballots. If so, remove them, and insert the ballots thru the Ballot Scanner.

If you encounter this situation:	Take this action:
The Ballot Scanner continues to reject the ballot.	Place the uncounted ballot in the **Return of Uncounted Ballots Bag**
A message appears indicating the ballot is blank or over-voted.	Press the **Accept** button.

☐ Press the Blue Poll Worker Button on the back of the ballot scanner.

☐   Select Close Polls

☐   Enter the Close Polls code **112020** and press Accept.

Note that once the polls are closed they cannot be reopened.

☐   The Close Polls report will print.

☐   Tear off the printout. Have all poll workers sign the printout. Place the reports in the clear Official Returns Pouch.

☐   Print a second copy of the Close Polls report to post. All poll workers sign and post near entrance to polling place.

☐   Remove privacy panels from either side of ballot scanner and place in Touch Writer Bag inside caddy.

☐ Press the red power button on the back of the scanner to power it off.

☐ When the Ballot Scanner is completely powered down and is displaying a black screen, unlock the tablet using the blue key.

☐ Using two hands remove the tablet from the cradle.

☐ Stow the tablet in the storage area in the case cover, move the latch to hold the tablet, then lock the tablet in place with the blue key.

☐ Unplug the Ballot Scanner from AC power. Separate the power cord from the power brick.

☐ Unplug the power cord from the back of the ballot scanner. The power cord has a locking connector. To disconnect the power cord, grasp the cord at the base of the black connector molding and slide back the sleeve. This will unlock the connection so that the cord can be removed.

☐ Remove the blue storage compartment door from inside the scanner.
Neatly put the cords away and replace the blue storage compartment door.

Removing the vDrive

🛈 Remove the vDrive from the Back-up Scanner even if not used.

☐ Break the seal placed over the vDrive door. Place the broken seal in the White Document Returns Envelope.

☐ Using the key with the violet cover, unlock the vDrive door.

☐ Remove the vDrive by pulling it straight up and out. Replace vDrive door.

☐ Place the vDrive(s) in the clear Official Returns Pouch.

☐ Using the key with the violet cover, open front door of ballot box and remove Red Ballot Bin with ballots inside.

☐   Check the Auxiliary Bin and remove any white Change of Address. Place them in the Red Ballot Bin.
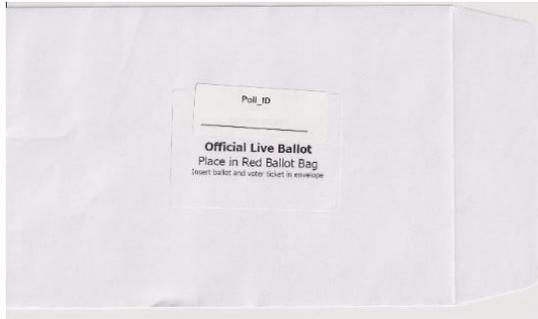
☐   Loosen the lid brace and close lid of ballot scanner. Using keys with the orange cover, lock both locks on the lid.

☐   To remove ballot scanner from ballot box, reach inside ballot box and pull cord toward you. This will unlock the ballot scanner from the ballot box.

☐ Grasping the handles, lift the ballot scanner up off the ballot box and place ballot scanner in the caddy.

☐ Close and lock front and back doors of ballot box after ensuring all ballots have been removed.

☐ Place empty ballot box back into Caddy.

Troubleshooting Guide

Error Message	Probable Cause	Solution
Battery not present	Battery is missing from tablet	Contact ROV Office at 707-784-3375 and Roving Inspector.
Battery power is running low	Scanner is running on battery power.	Connect Scanner to AC Power. Contact ROV Office at 707-784-3375 and Roving Inspector if power is out at your polling location.
Missing vDrive	vDrive is not present in device	Contact ROV Office at 707-784-3375
No AC Power	Equipment is not plugged in.	Plug equipment into AC Power.
Report printer is printing a long string of numbers	Printer has entered diagnostic mode	Restart the Ballot Scanner.
Your ballot did not scan; the machine could not read one of the barcodes	Paper jam in scanner	Open scanner cover, remove, flatten and re-feed the ballot
Your ballot did not scan, the machine has a paper jam	Paper jam in scanner	Open scanner cover, remove, flatten and re-feed the ballot
Your ballot has jammed; your ballot was counted	Paper jam in scanner	Open scanner cover and check for obstructions to the scanner feed path
Device won't power on	Battery may be missing or discharged. AC Power is not connected properly	Check AC Power connections Check/replace battery

What to do if the Ballot Scanner will not accept ballots.
- Immediately follow instructions to begin using the Auxiliary Bin
- Set up the Backup Ballot Scanner, if available
- Call the Support Team at 707-784-3375.

Using the Auxiliary Bin:
☐ The Auxiliary Bin can be used in two circumstances:
1. Change of Address Voters will put their ballot, in its white **Change of Address Envelope**, into the Auxiliary Bin Compartment
2. If, for some reason, the scanner is not working or not accepting a ballot, direct voters to place their ballots through the Auxiliary Bin's slot.

When you are advised that the Ballot Scanner is functioning properly again:
☐ Leave the ballots inside until the polls are closed.
☐ Direct voters to begin re-using the Ballot Scanner. Leave your backup scanner in operation as well.
☐ When the polls have closed, and all voters have left, remove the ballots from the Auxiliary Bin and insert them through the Ballot Scanner.

If you encounter this situation:	Take this action:
The Ballot Scanner continues to reject the ballot.	Place the uncounted ballot in the **Return of Uncounted Ballots Bag**
A message appears indicating the ballot is blank or over-voted.	Press the **Accept** button.

☐   Once all ballots in the Auxiliary Bin are processed, begin to shut down the Ballot Scanner.

What to do if the Ballot Scanner or Touch Writer printer is out of paper:

☐   Locate the spare rolls. Two rolls are in the Touch Writer supply bag.

☐   Pull up the small piece of plastic over the printer.

☐   Remove the empty roll.

☐   Place the new roll inside and close the door.

☐   Press the gray button twice to advance the paper.
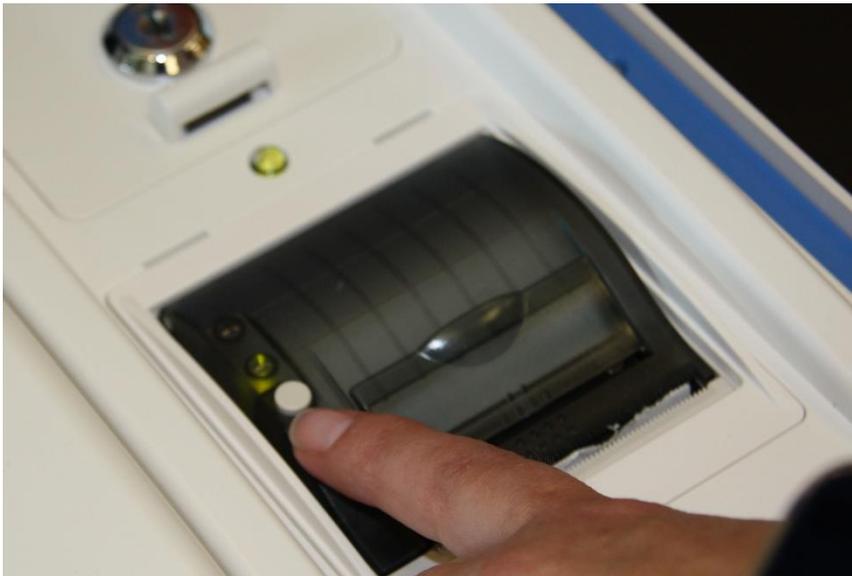
☐   The printer is now ready to be used.

This Page Left Intentionally Blank

eRoster Clerk

Setup

☐ Cut blue seal on case with the wire cutters, located in the Stationary Kit in the Black Bag.

☐ Confirm with the Inspector that the seal number matches the Security Log.

☐ Open the case and remove tablet, stylus, printer, power plugs, and mobile hot spot device. Refer to the laminated setup sheet inside the eRoster case.

☐ Connect the power plug to <u>bottom </u>of tablet then into surge protector provided.

☐   If it is not connected, connect the printer's power plug to the opening located on the power block and plug in.

☐   Turn on the mobile hot spot device, plug one end of the charger into the back of the mobile hot spot and the other end into the surge protector provided and leave the device on the table.   It will automatically connect to the tablet wirelessly – in the upper right corner, there will be a green cloud icon.

☐   Place eRoster case under the Election Table.

☐ Place tablet on stand.

☐ On the printer, flip the switch on the left side of the printer. The power button light will turn green.

☐ Once the tablet opens to the search screen, verify the correct polling place is listed.
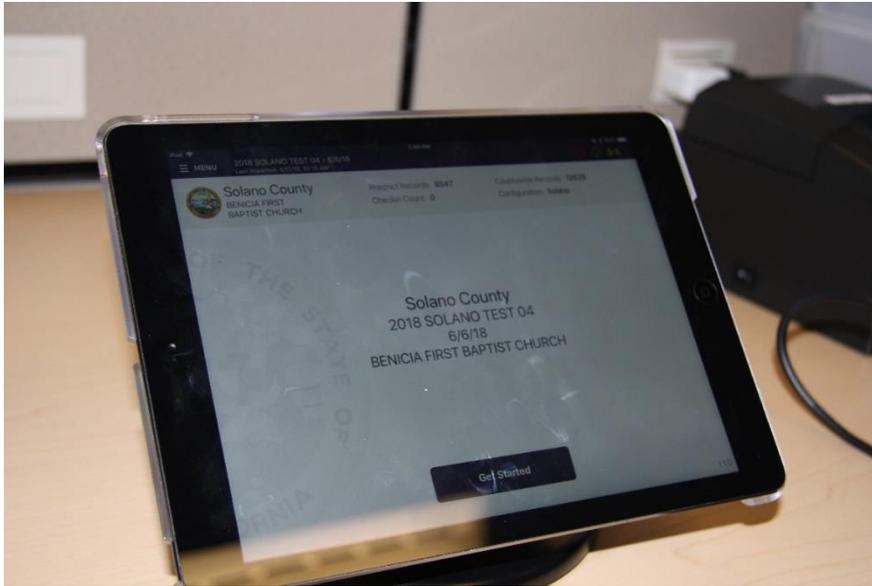
☐ To confirm no voters are checked in, look at the check-in count on the main screen.
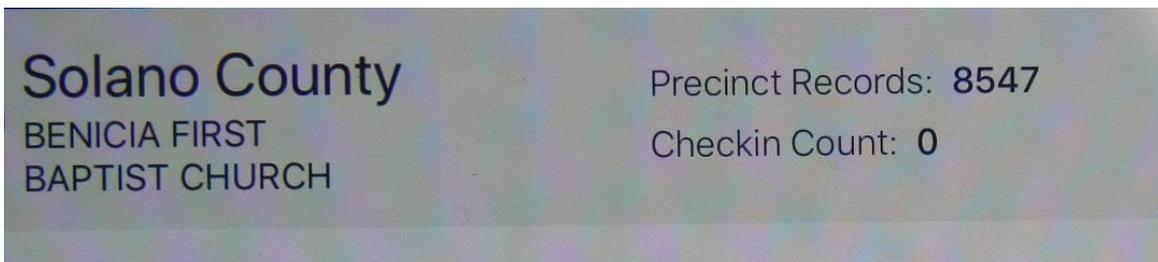
Verify that the **Check-in Count** is zero. If not, call 707-784-3361. Tap **OK.**

☐ Tap **the printer image** at the upper right-hand corner and press print test receipt to print a test ticket.
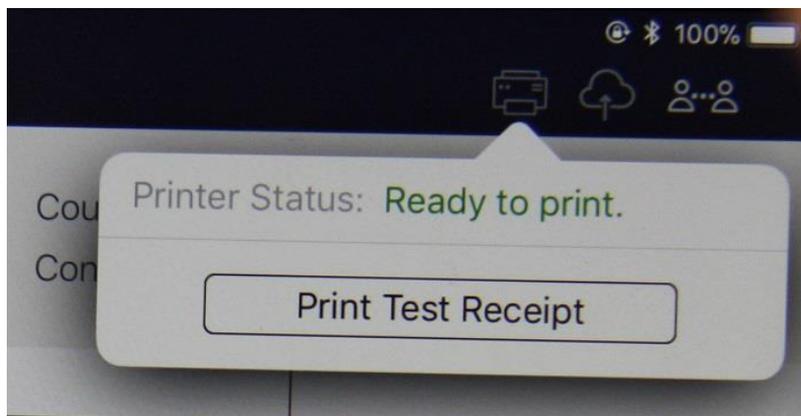
☐ A short TEST TICKET prints. You can discard the test ticket once printer functionality is verified. If ticket does not print, call 707-784-3361.

☐ Tap the **screen** to return to main menu. The eRoster is ready to process voters.

eRoster Clerk supply bag and set up the Election Table.

☐ Tape the "START HERE" sign to all eRoster tables.

☐ Place the following supplies on each table:

> **START HERE**
>
> - eRoster tablet, printer, keyboard,
> - VBM (yellow) envelopes
> - Permanent Vote by Mail Removal Forms
> - Deceased Voter Forms
> - Voter Registration Cards
> - Provisional (Pink) envelopes
> - Emergency Tickets
> - Mobile hotspot device (required on one table only)

During the processing of voters, it may be necessary to give voters a form to update the voter registration database. (removing vote by mail status, deceased voter, etc.)

If a voter returns a completed form to you, place it in the red bag.

At the end of the night, the Inspector ensures all voter completed forms are placed in an envelope for return to the Registrar of Voters office.

Opening the Polls

☐ At 7:00 am the Inspector announces, "The polls are now open."

☐ Once the first voter inspects the required items, the Inspector will send the voter to the eRoster Clerk to begin processing voters.

☐ Voters inspect:
1. Empty Ballot Box(es) and empty Auxiliary Bin Compartment
2. Empty Red Bag
3. Empty Blue Ticket Bag
4. Empty Pink Provisional Bag

Processing Voters

Looking up Voters on the eRoster Tablet

☐   Voter's will be given a Voter Processing Form by the Greeter on which to write their name and address.

☐   Voter's will hand this to you to more easily find and verify their record. Once you have it, please attach it to the provided ring with the other returned cards.

☐   If a voter does not want to use the Voter Processing Form, please ask their name and search as in previous elections.

☐   Search for voters by the first 3 letters of first and last name provided on their Voter Processing Form (if no form, ask them to provide their name and verify the spelling with them)

- If a voter provides their sample ballot booklet to look them up in the database, you can scan it to pull up their information

☐   Enter part of the voter's last and/or first name.

> ⊘   Searching is faster if you only enter the first few letters of the name. On common names enter the first letters of both first and last name

☐   Click on Search button.

Processing a Regular Voter

> ⓘ **All active California Voters will be issued a VBM ballot.**
>
> **Voters <u>DO NOT</u> need to surrender their VBM ballot to receive a regular ballot.**
>
> **The eRoster will prompt you to cancel their VBM ballot and issue a regular ballot. If they have already returned their VBM ballot, it will automatically prompt you to process them provisionally.**

☐ Look up Voter by using a portion of the voters Last Name and First Name and touching the SEARCH button.

☐ Tap voter name to open their record.

If the voter does have their VBM ballot to surrender,
- Write SURR on surrendered ballot
- Write SURR on their original envelope
- Place all surrendered ballots in the envelope and put it in the Red Bag.

> ⓘ If the voter does not have the ballot to surrender, just follow the onscreen prompts to allow the voter to vote. Due to recent law and technology changes a voter does not have to surrender a ballot to vote at a polling place!

☐   Select "ISSUE BALLOT – CANCEL VBM" to process the Voter.
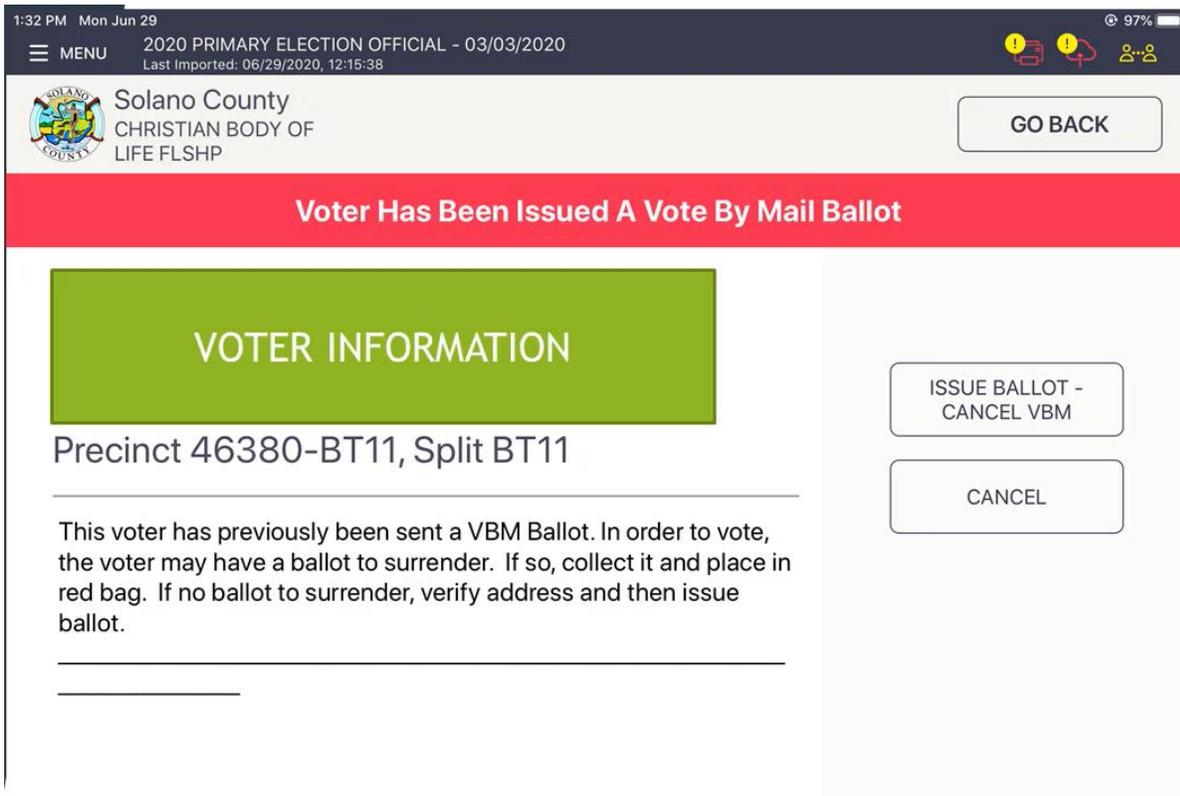
☐ Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen.
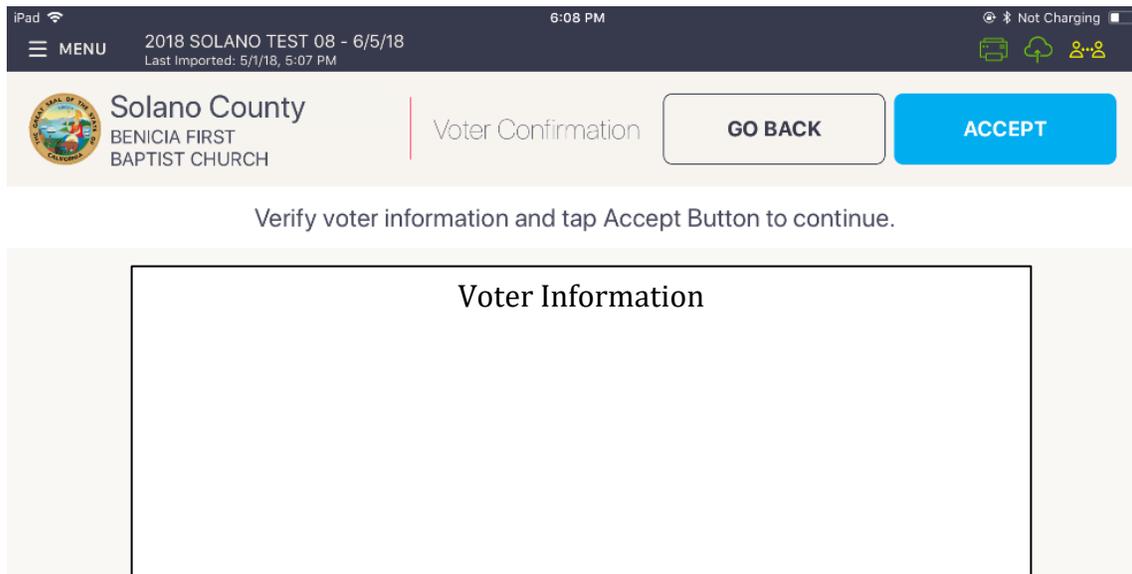
☐   Touch the blue SUBMIT button to process the voter and print the voter ticket.
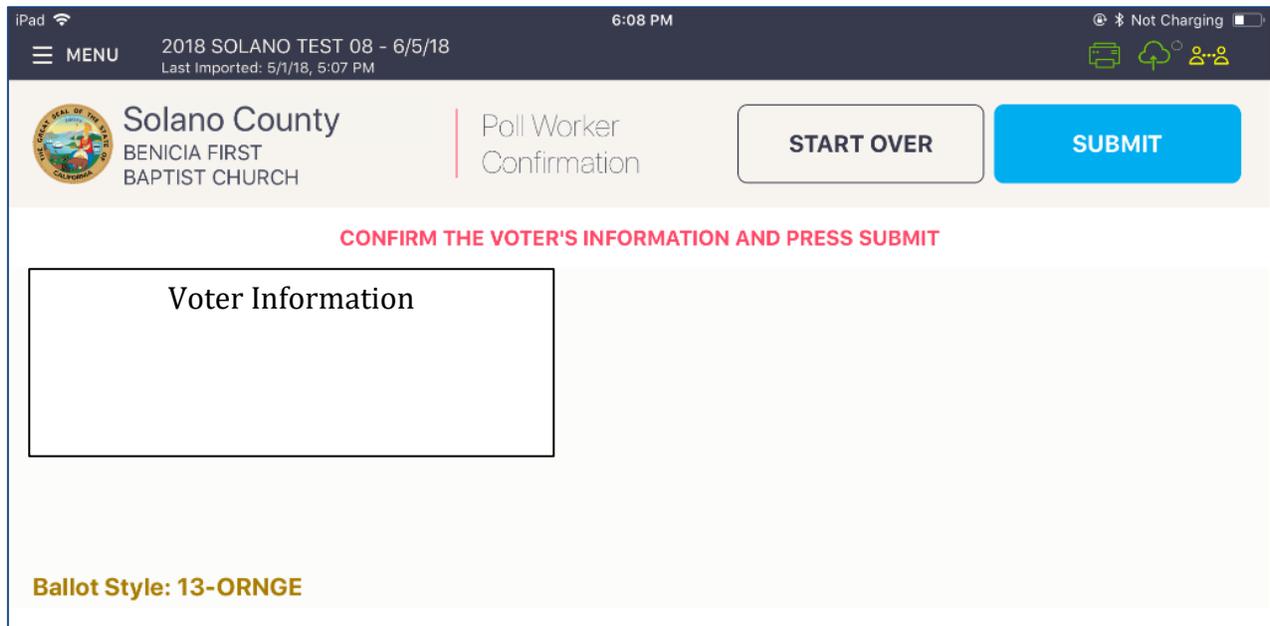
☐   Have the voter sign the ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

What to do if a vote by mail voter wishes to use their surrendered ballots as a guide for voting:

Inform the voter that the Election Code states a vote-by-mail voter must first surrender their ballot to vote at the polls. Once the ballot is surrendered, we are unable to give it back to the voter.

What to do if a vote by mail voter wishes to cast their vote by mail ballot instead of a poll ballot:

Inform the voter that they may drop their ballot in its yellow VBM envelope in the Yellow VBM Bag and that it will be collected throughout the day. If needed, a replacement VBM envelope can be provided, on which voters will need to write their name and address legibly as well as signing beneath the flap.

If the voter is at the **correct precinct**, their **address matches,** AND the are marked as **VBM Ballot Sent** the eRoster:

- Tap SUBMIT
- Ticket automatically prints
- Have voter sign ticket and direct the voter to the Ballot Clerk matching the voter's precinct and color. (i.e. Orange 17005)

> ⊙ Every Active voter in California will receive their VBM ballot in the mail. They do NOT need to surrender it to vote a regular ballot.
>
> However, if they have returned their ballot and their status says **VBM Ballot Received**, they must vote provisionally.

Various Voting Scenarios:

The voter is at the correct precinct but is showing as Inactive.

☐   Tap the Voter Name.

☐   Tap the CORRECT ADDRESS button on the right.

☐ A pop up will appear asking you if you are sure that you want to make the voter active. Tap the OK button.

☐ Follow screens for party ballot as appropriate, then click on Accept.

☐ Tap the blue ACCEPT button to process the voter and print the ticket.
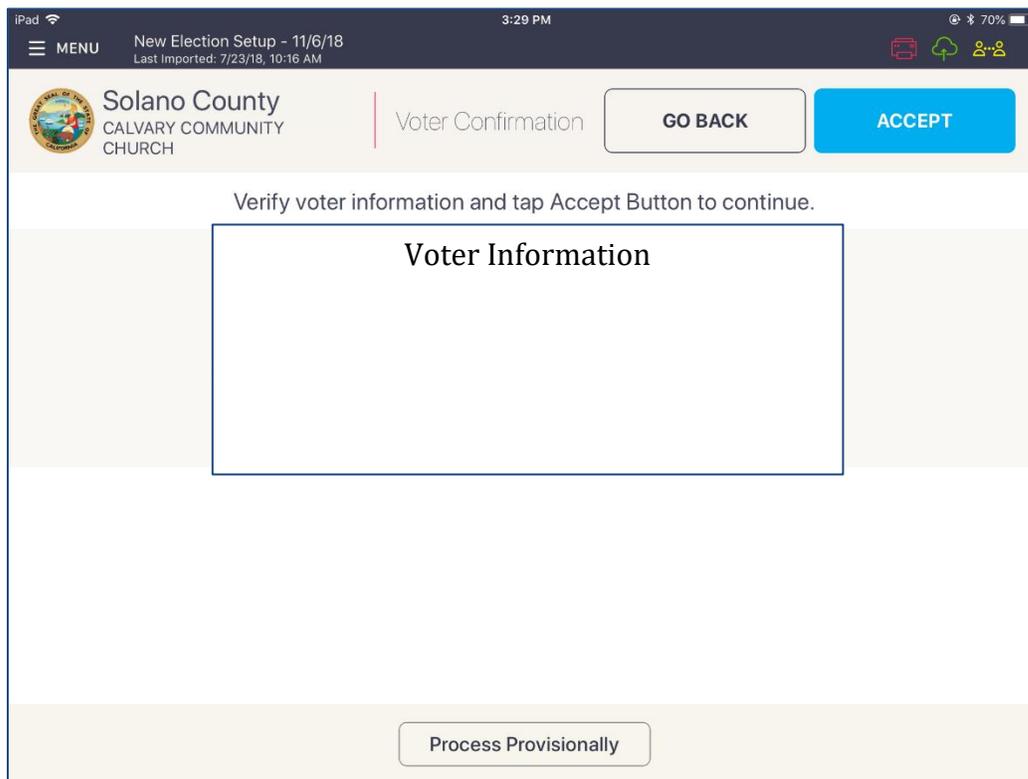
☐ Have voter sign ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

97

Processing Regular Voters - ID Required

☐   Look up Voter by using a portion of the voter's Last Name and First Name and touching the SEARCH button.

☐   Tap voter name

If the voter **shows the correct ID**, is in the **correct polling place** and is **not a vote-by-mail voter**:

☐   Tap SHOWED CORRECT ID

☐   A pop up will appear asking you if you are sure that you want to make the voter active. Tap the OK button.
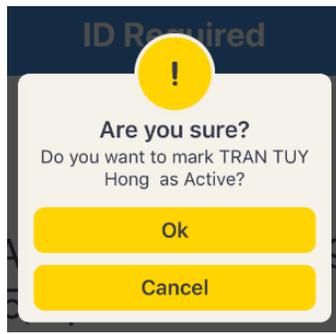
☐ Tap ACCEPT
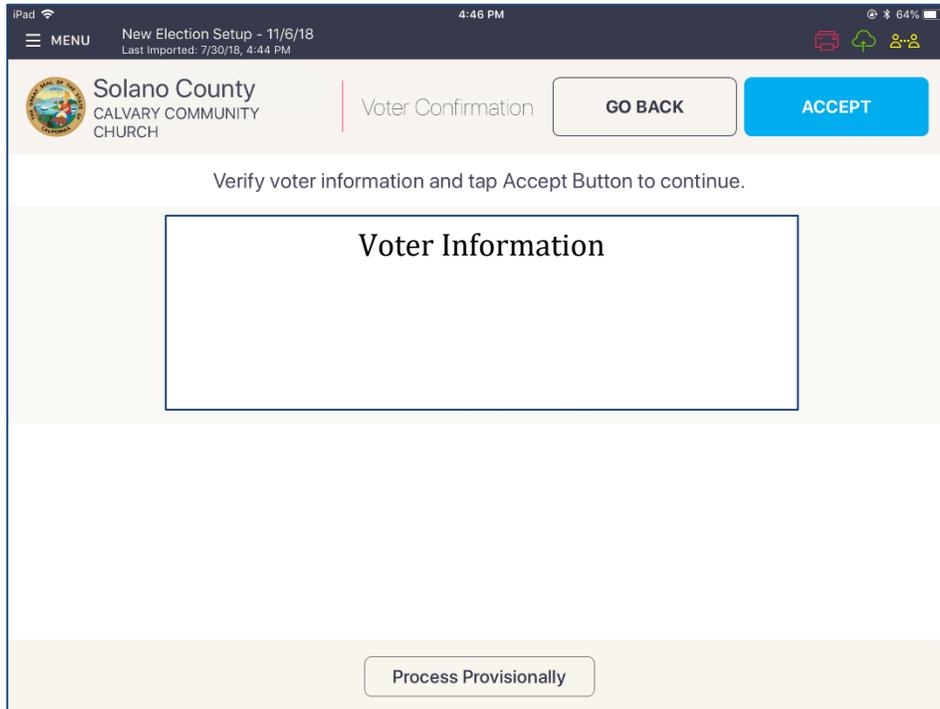
☐ Tap SUBMIT to process the voter.
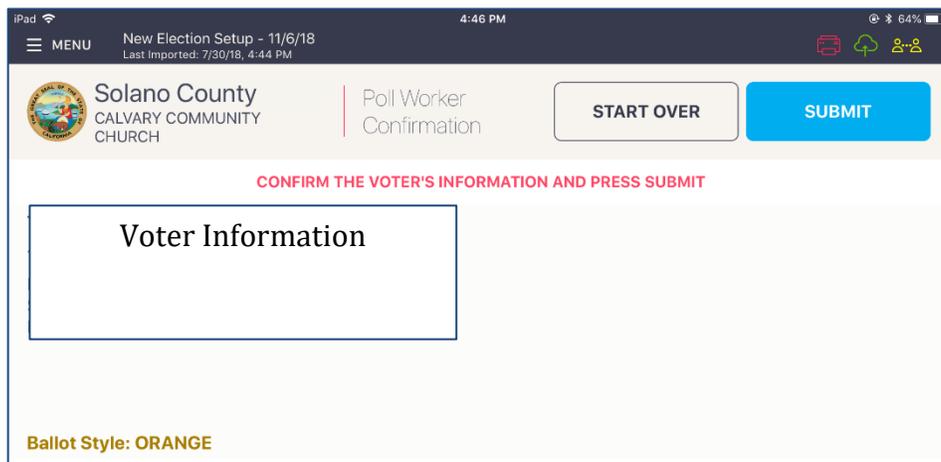
☐   Record the type of ID that the voter showed in the Poll Worker Notes area (See below for list of approved IDs)

- If photo ID is shown - write photo ID number (driver's license, passport)
- If non-photo ID is shown - write type of ID (utility bill, bank statement)

Have voter sign ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

List of HAVA Acceptable IDs

Photo Identification (HAVA Section 303 (b) (2) (A) (i))

CA Code of Regulation, Title 2, Sect. 20107

- State Driver's License or ID card
- Passport
- Employee ID card
- Commercial ID card
- Credit/Debit Card w/ photo
- Military ID card
- Student ID card
- Health Club ID card
- Insurance Plan ID card w/ photo

Other Acceptable IDs (HAVA Section 303(b) (2) (A) (ii))

CA Code of Regulation, Title 2, Sect. 20107

Name and address must be on document and dated since last general election (November 2018)

- Utility bill
- Bank Statement
- Government check
- Government paycheck
- Document issued by a government agency
- Sample ballot
- Voter notification card
- Public housing ID card
- Lease or rental statement or agreement
- Student ID card
- Tuition statement or bill
- Insurance plan card
- Discharge certificate, pardons, or other official
- Documents issued to the voter in connection with resolution of a criminal case, indictment, sentence or other matter
- Senior Citizen Transportation Discount Card
- ID documents issued by government disability agencies
- ID documents issued by government homeless shelters or other transitional facilities
- Drug prescription issued by a doctor or health care provider
- Tax return
- Property tax statement
- Vehicle registration or certificate of ownership

Voter is at the wrong location

☐ The eRoster shows the voter's correct poll location
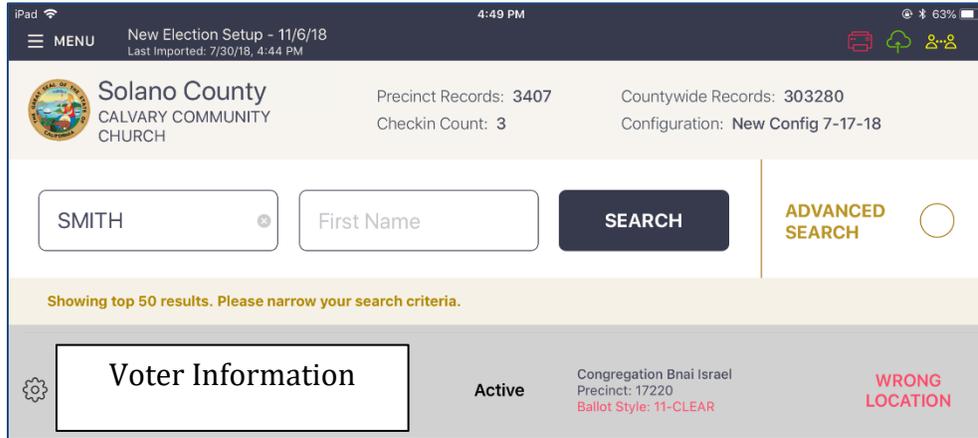
☐ Inform the voter of their option to go to the correct poll location or vote a regular ballot issued by the Provisional Clerk / Touch Writer

If the voter wants to vote at your location:

☐ Tap on the voter's name to open their record. Press "Allow Voter to Vote" Button, enter password **0320** and:
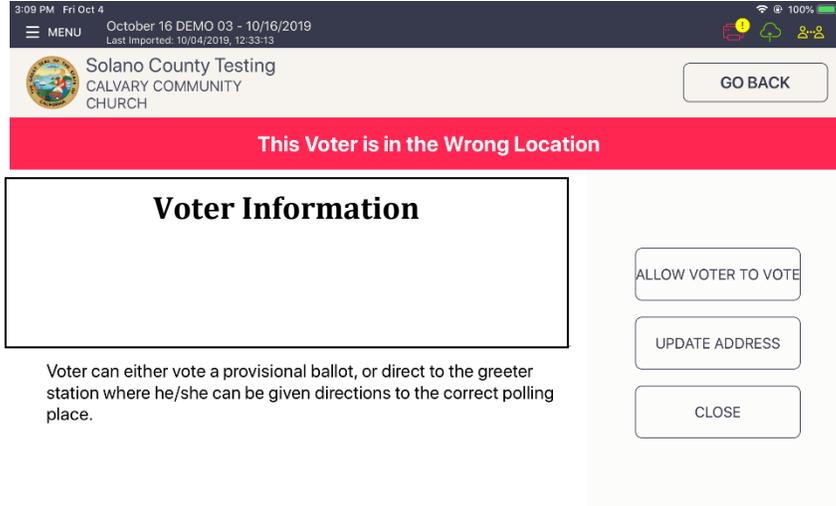
☐ Verify the voter's information and the tap on the blue ACCEPT button.

☐ This will direct you to the Poll Worker Confirmation screen. Confirm the Voter's information is correct and tap the blue SUBMIT button.

☐ The ticket will print. Have the voter sign the ticket in front of you and then direct them to the Provisional clerk to have a ballot printed from the Touch Writer.

Processing Provisional Voters - ID Required

☐ Look up Voter by using a portion of the voter's Last Name and First Name and touching the SEARCH button.

If the voter is **DOES NOT have an ID to show or shows an incorrect ID**, is in the **correct polling place** and is **not a vote-by-mail voter**:

☐ Confirm the Voter's information and touch either the NO ID button or the WRONG ID button.

☐ You will be directed to the Voter Confirmation screen. You should see the PROVISIONAL banner across the top. Push the blue ACCEPT button at the top of the screen.
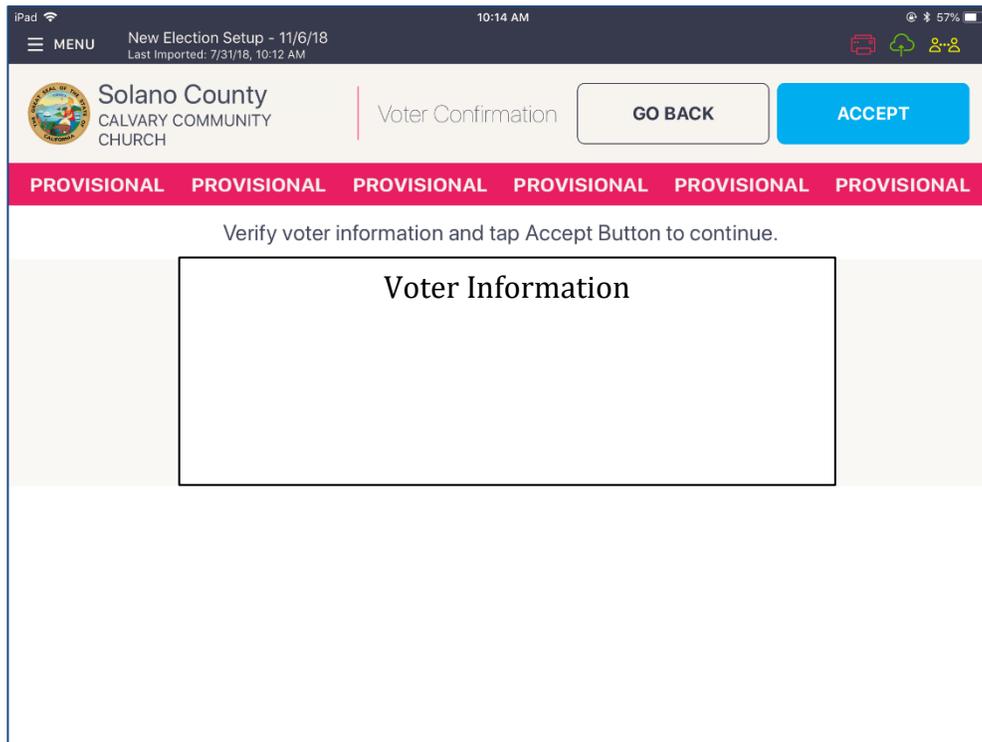
☐ Confirm the Voter's information is correct and push the blue ACCEPT button.
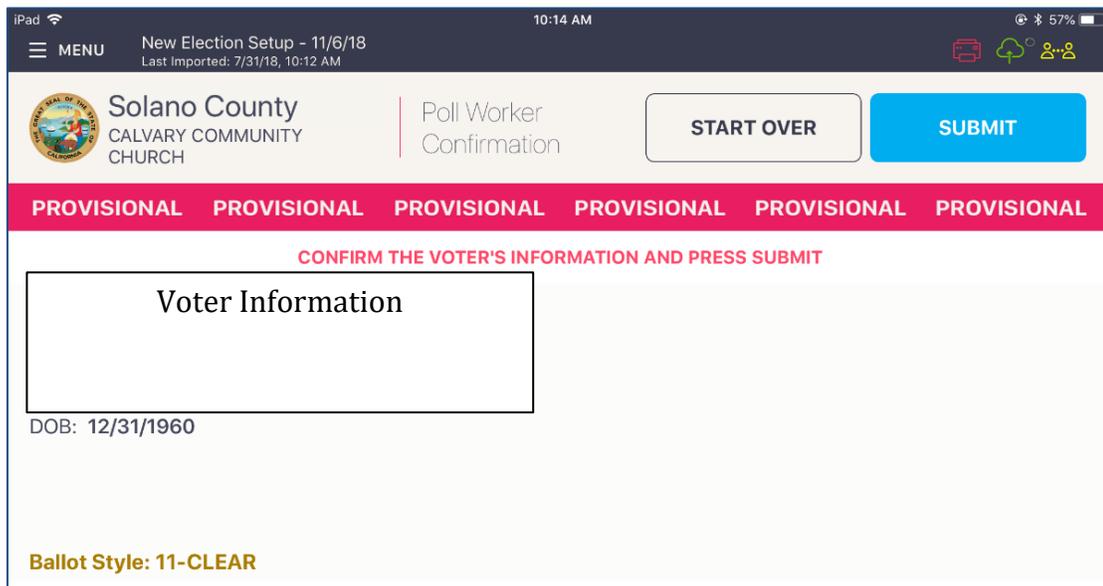
☐ The ticket will print. Have the voter sign the ticket in front of you and then direct them to the Provisional clerk.

Voter Not Found in eRoster

> ⚠ You can either add a voter to a roster electronically (NEW), or you can manually have the voter complete the provisional envelope.
>
> Please use your judgement during the day if one process is faster than anther to avoid long lines – both methods are shown below.

Voter Not Found in eRoster – ELECTRONIC FORM

☐ If you are unable to locate the voter in the database, click on Register on the screen. Complete the information with the voter, insert the printout into the sleeve on the envelope.

☐ After searching for the voter unsuccessfully, click on the register button at the top of the screen.

☐   Complete the onscreen prompts with the voter – there are a total of 4 screens to complete:

1) Voter Eligibility:

‹ Previous Step   **Eligibility Verification**   **✕**

1 2 3 4   **Next**

Ask the Voter
Are you a U.S. Citizen and resident of California?

Yes   No

Ask the Voter
Will you be 18 or older by election day?

Yes   No

2) Voter Information

‹ Previous Step   **Election Day Registration**   **✕**

SCAN BARCODE   1 2 3 4   **Next**

Enter Voter Information

JOE   VOTER

First Name *   Middle Name   **Last Name ***   Suffix

01/04/1977   ⌄ Democratic   ⌄

Dob *   Gender   Party

Email   Phone Number

* Indicates a required field

105

3) Voter Address:

‹ Previous Step   **Voter Address**   **✕**

ADDRESS TYPE ⌄ | ▬ ▬ ▬ ▭ | **Next**
  1 2 3 4

Enter the voter's residential address

100			1ST ST		
House #	Suffix	Pre Direction	Street Name	Street Type	Post Direction
⌄		BENICIA		CA	94510
Unit Type	Unit Number	City		State	Zip

CLEAR FORM   **Is the voter's mail delivered to the address above? ***   **YES**   **NO**

*Indicates a required field

4) Additional Information:

‹ Previous Step   **Additional Information**   **✕**

▬ ▬ ▬ ▬ ▬ | **Submit**
 1 2 3 4 5

⌄

Ethnicity

⌄

Language Preference

⌄

Would you like to receive election information via e-mail or text?

I want my voting materials in an accessible format.   YES   **NO**

I want to get my ballot by mail before the election.   **YES**   NO

Are you interested in working as an Election Judge?   **YES**   NO

Is your Daytime Phone a Cell Phone?   **YES**   NO

*Indicates a required field

☐ Once completed you will see the voter has been added, and then the normal provisional process will appear:
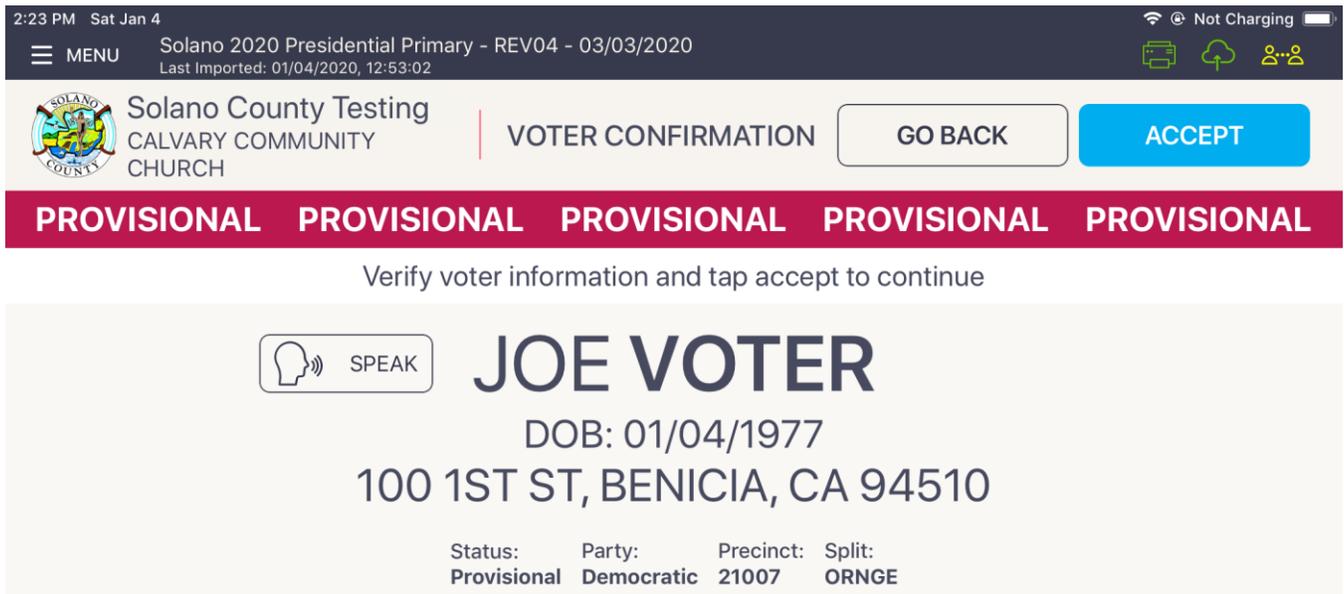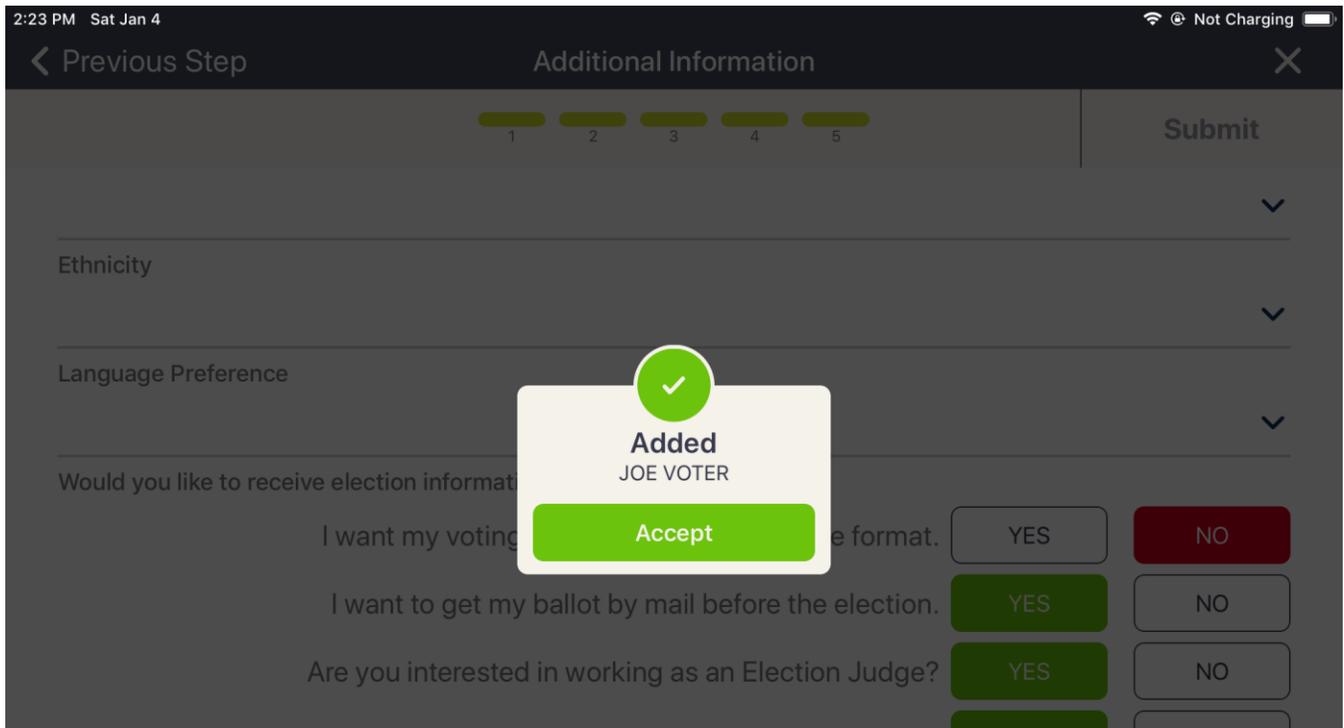
☐ Place the Ticket inside the sleeve on the lilac CVR envelope and direct the voter to the Provisional Clerk.

Voter Not Found in eRoster – PAPER FORM

☐   Alternatively, you can hand the voter a lilac CVR envelope and direct the voter to the Provisional Clerk to print out a Provisional Ballot using the Touch Writer.

CONDITIONAL VOTER (CVR) ENVELOPE - To be used as an official Registration form.

ROV USE ONLY.
AFFIX SLEEVE TO THIS SPACE

VOTER - IF YOU DID NOT RECEIVE A TICKET FROM POLLWORKER, COMPLETE AND SIGN BELOW.

Last Name   First Name   Middle Initial

Current Residence Address (Not a P.O. Box)   City   State   Zip Code

Mailing Address (if different from above)   City   State   Zip Code

Date of Birth   CA DL/ID or last 4 SSN   Political Party   Initial here to get ballot in the mail for future elections.

| Are you a citizen of the United States of America? ☐ Yes ☐ No | Are you 18 or older on or before Election Day? ☐ Yes ☐ No | Affidavit Number | VOTING TWICE IN THE SAME ELECTION IS A FELONY |

Voter Declaration:
I declare under penalty of perjury under the laws of the State of California that all of the following are true: I am a U.S. citizen and a resident of California and at least 18 years old; I am not currently in a state or federal prison or on parole for the conviction of a felony; I am not currently found mentally incompetent to vote by a court; I understand that it is a crime to intentionally provide incorrect information on this form; all of the information on this form is true and correct.

X _____
Voter's Signature   Date

KnowInk Support Technicians

- If you are having difficulty with the eRoster wi-fi connectivity throughout the day, a technician will be sent to your location to get it up and running.

- Please call 3361 if you are having any trouble with the eRoster.
    - If you cannot print eroster tickets due to a printing issue, please use the emergency tickets
    - If you cannot use the eroster for other hardware reasons, use the Back Up Paper roster to continue processing voters—do not turn voters away.
    - You CAN continue to process voters on the eroster even if there are wi-fi issues.

ⓘ   Technicians may visit throughout the day to ensure equipment is working efficiently, they will identify themselves and be wearing blue county-issued vests and a name badge.

Closing the polls

☐ At 8PM the Inspector announces, "The polls are now closed."

☐ Wait for last voter to exit.

☐ Only one eRoster Clerk should provide the number of Check-ins:
- Tap Menu Button
- Tap Summary Report
- Tap the "Check-ins" option

☐ Enter the number of Check-Ins on the eRoster on Line 1 of Ballot Statement.

☐ Enter the number of signatures from Back-up Paper Roster, if any, on Line 2 of Ballot Statement.

☐ Put eRoster in sleep mode by lightly pressing home button.

☐ Re-Pack eRoster tablet and accessories into case.

☐ Get a new seal from the Inspector and seal eRoster Case. Advise Inspector to record new seal on the Security Log.

☐ Give sealed eRoster Case to Inspector.

☐ Re-pack eRoster Clerk supply bag neatly and give to Inspector.

☐ Help remove all signs (inside and outside) and take down voting booths.

☐ Sign any remaining required forms the Inspector asks you to sign.

☐ Clean-up polling place of any personal items or trash before leaving.

What to do if the printer runs out of paper

☐ Push the lever with the triangle on it back towards the rear of the printer to open.

☐ Place the paper roll in the direction in the picture below
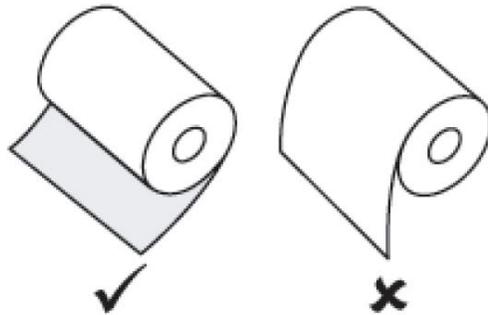
☐ Pull a short length of paper out of the printer and then press the center of the paper cover to close the cover.

What to do if you check in wrong voter:

☐ Call the eRoster support line at 707-784-3361 and a technician will assist you in removing the voter history. If you have a line of voters, write down the voter's ID and name and call the eRoster support line when you have down time.

What to do if the ticket did not print:

☐ Search for the voter that needs their ticket reprinted. Then touch the gear icon to the left of the voter's name. A popup will appear asking you for a password. Enter 0320 and then touch the DONE button.
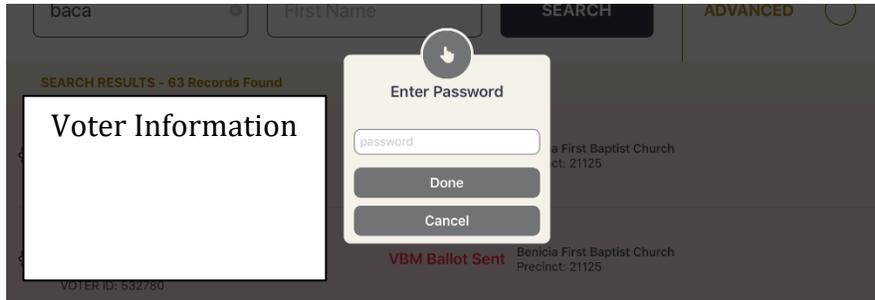
☐ Touch the REPRINT CHECKIN TRANSACTION button to reprint the voter ticket.

☐ Use the appropriate emergency ticket. There is an emergency ticket to replace the "Voter Ticket" and an emergency ticket to replace the "Provisional" ticket.

☐ Fill out all the voter's information on the emergency ticket and have them sign it.

☐ Direct the voter to the appropriate clerk to receive a ballot.

☐ If you have a line of voters, continue to check in voters. When there is no line of voters, contact the eRoster support line at 707-784-3361.

What to do if the voter is marked as already voted

☐ Call the eRoster support line at 707-784-3361 and a technician will assist you in resolving the problem.

What to do if the Voter does not want to vote a provisional ballot

☐ Inform your Inspector of the situation. He or she will contact the Registrar of Voters at 707-784-3045 for guidance.
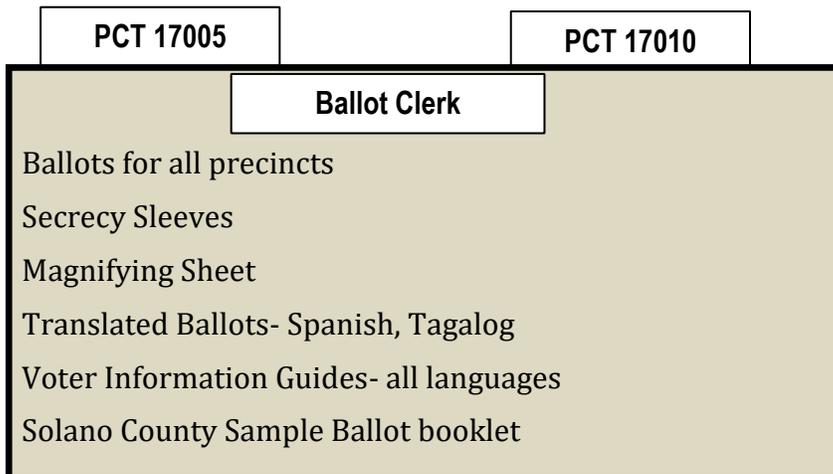
Ballot Clerk

Setup

☐ Open the Ballot Clerk supply bag located in the Black Bag and set up Election Table.

☐ Place the Ballot Clerk table tent sign between the clerks.
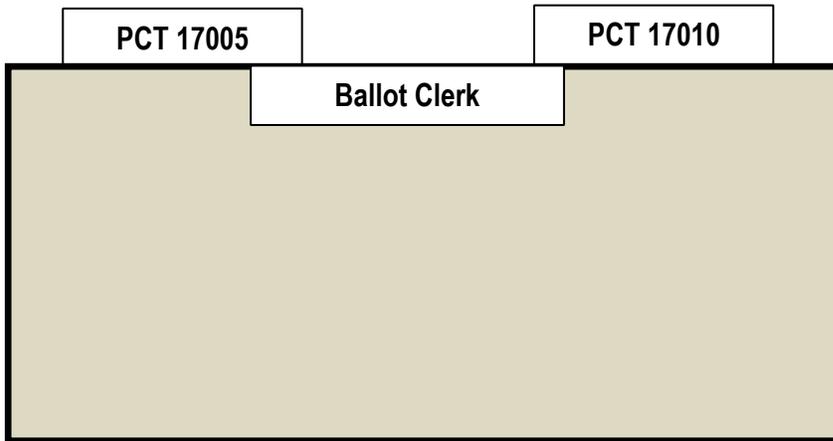
PCT 17005		PCT 17010
	Ballot Clerk	

☐ Place the following supplies on each table

PCT 17005		PCT 17010
	Ballot Clerk	

Ballots for all precincts

Secrecy Sleeves

Magnifying Sheet

Translated Ballots- Spanish, Tagalog

Voter Information Guides- all languages

Solano County Sample Ballot booklet

☐ Help set up voting booths.

☐ Help post signs, maps, and notices inside and outside polling place.

☐ Sign forms the Inspector asks you to sign.

☐ Have the Blue eRoster Tickets Bag and Red Bag open and empty for the first voter.

Opening the Polls

- [ ] At 7:00 A.M., the Inspector announces, "The polls are now open."

- [ ] When the first voter arrives, show him/her the empty Blue eRoster Ticket Bag and the Red Bag.

- [ ] After the voter looks inside, remove the seal placed inside the clear window of the Blue eRoster Ticket Bag and seal the bag. Get a new seal from the Inspector for the Red Bag.

- [ ] Give the Inspector the seal numbers on the bags.

Processing Voters

- [ ] Verify each ticket is labeled **Voter Roster Ticket** and is **signed.** If the ticket says Provisional, send the voter to the Provisional Clerk table.

- [ ] Look on the bottom of the voter ticket for the Ballot Type (BT) and color. This should match the BT # and color on the ballot that you give to the voter.

- [ ] Drop all signed "Voter Roster Tickets" in the Blue eRoster Ticket Bag.

- [ ] Tear off the ballot

- [ ] Place the ballot in a secrecy sleeve with a pen to create the ballot packet

- [ ] Hand the secrecy sleeve to voter and say:

  - "Here's your ballot packet. We've provided a secrecy sleeve to keep your ballot private."

  - "To mark your ballot, darken the box next to your choice."

  - "If you make a mistake please bring the ballot back to me."

  - "When you are finished, please insert your ballot in the Ballot Scanner." (point to it)

- [ ] Thank the voter and direct him/her to the voting booths.

VOTER ROSTER TICKET

2018 SOLANO TEST 04

WARNING! It is a crime punishable by imprisonment in the state prison or in county jail for anyone 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. (CA Election Code Sec. 18560).

Voters Name

Address.   **Voters**
                              Address

Status: ACTIVE
Precinct: BENICIA 21125
Voter ID: 136452

Poll Place: BENICIA FIRST
BAPTIST CHURCH
                 1055 SOUTHAMPTON ROAD

Voters Signature

Voter Signature

Voter Signature if different surname
(CA EC14218)

Provisional Reason:

17 - CLEAR

> ⊘ **For this Election, voters will receive a 2-card ballot. Be sure to give voters both the A & B card.**

Issuing Replacement Ballots

> ⊙ If you need to issue a replacement ballot, please make sure you are replacing the correct card along with making sure you are giving them the correct ballot type/color. Spoil the card you did not replace for the voter along with their spoiled card.

When a voter makes a mistake on their ballot, he/she returns to the Ballot Clerk or Provisional Clerk who gave the voter the ballot.

☐ Take the ballot and verify that it is the same ballot type you are issuing. If not, direct voter to correct Ballot Clerk.

☐ Write SPOILED across the face of the ballot to void the ballot.

☐ Place the spoiled ballot into the Red Bag.

☐ Tear off a new ballot, remove the stub, and give the voter the replacement ballot and the new stub.

The maximum number of <u>replacement</u> ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

Closing the Polls

☐ At 8PM the Inspector announces, "The polls are now closed."

☐ Wait for last voter to exit.

☐ Count your unused precinct ballots and write the total on the bag label of the **Unused Ballots Bag.** The count should be based on the number of A cards.

☐ Write beginning and ending serial numbers of the unused precinct ballots on the bag label.

☐ Place the unused precinct ballots inside the **Unused Ballots Bag.**

☐ One Ballot Clerk breaks the seal on the Red Bag to remove and sort items inside.

☐ Give the broken seal to Inspector.

☐ Count the number of spoiled precinct ballots (do not separate the cards) and enter the total on the bag label of the **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.

☐ Place spoiled ballots in **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.

☐ Place the surrendered ballots and ballot stubs in the **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.

☐ **Do not break the seal on the Blue eRoster Ticket Bag.**

☐ Sign all forms the Inspector asks you to sign.

☐ Help remove all signs (inside and outside) and take down voting booths.

☐ Re-pack Ballot Clerk supply bag neatly and give to Inspector.

☐ Give Blue eRoster Ticket Bag to Inspector
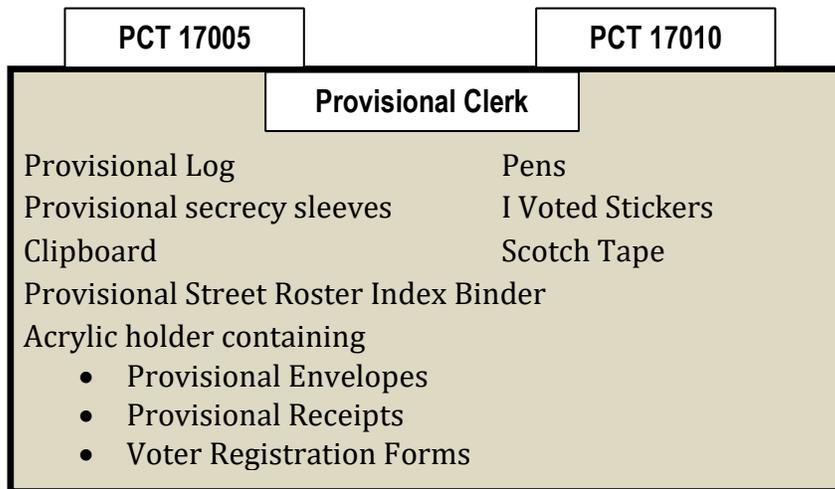
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Provisional Clerk

Setup

☐   Open the Provisional Clerk supply bag and set up Election Table.

☐   Place the Provisional Clerk table tent sign between the clerks.

PCT 17005		PCT 17010
	Provisional Clerk	
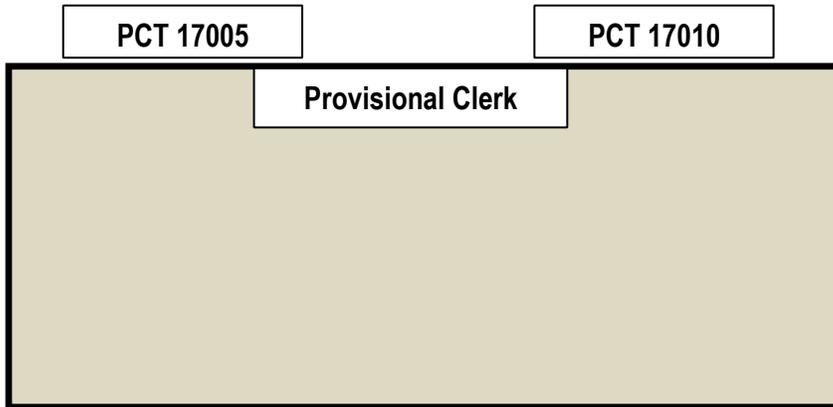
☐   Place the following supplies on the table:

PCT 17005		PCT 17010
	Provisional Clerk	

Provisional Log   Pens

Provisional secrecy sleeves   I Voted Stickers

Clipboard   Scotch Tape

Provisional Street Roster Index Binder

Acrylic holder containing
- Provisional Envelopes
- Provisional Receipts
- Voter Registration Forms

☐   Sign forms and bag labels the Inspector asks you to sign.

☐   Have pink Provisional Ballots bag empty and ready for first voter.

☐   Set up Touch Writer, touch writer table, and printer (see following pages for step by step instructions).

Setting -up Touch Writer table and Touch Writer

☐   Get Voting Equipment keys (on Purple Lanyard) from Inspector

☐   Locate the Touch Writer table. Open bag and remove table, legs and privacy screens from bag. Set up of the Touch Writer requires two people.

☐   Remove bungees holding legs to table

☐   Lay table flat on a flat surface, lift legs up and move legs with handle in direction of arrow to other end of table.

☐   Insert short table legs with white tape to white tape on table legs.
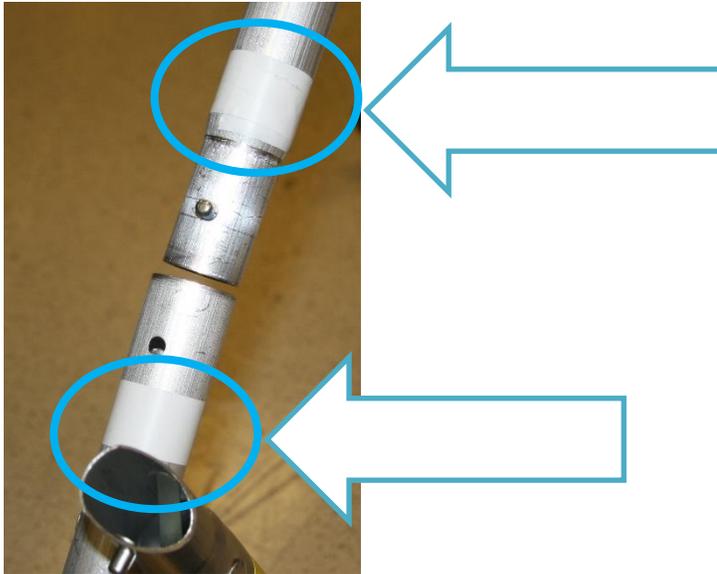
☐   Insert "U" shaped table leg, red tape to red tape and yellow tape to yellow tape.
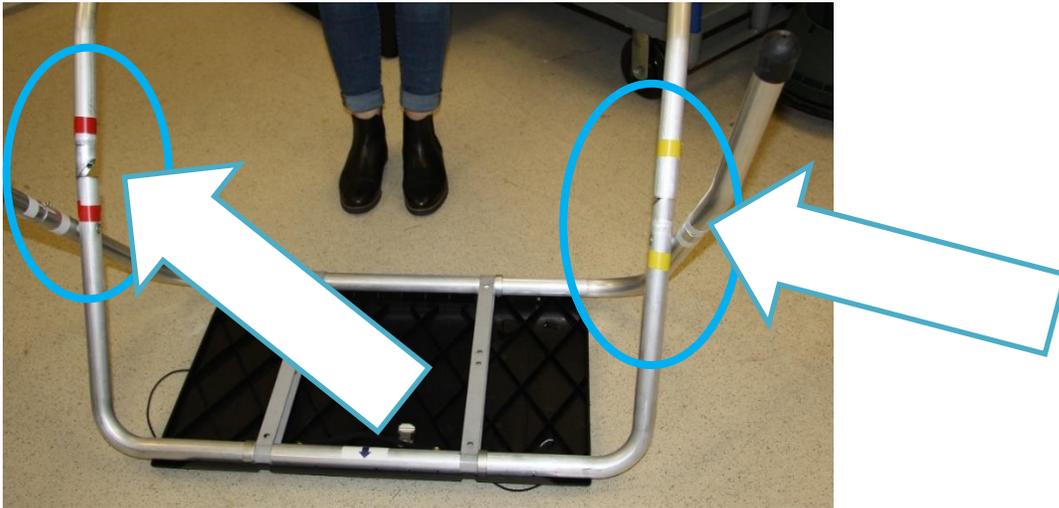
☐   Flip table over onto legs .

☐ Set up the Touch Writer table and Touch Writer near the caddy with the UPS inside. Place the Touch Writer on the table, lining up the feet with the indentations on the table, and lock into place with metal tab under table; push tab to back of table to lock Touch Writer in place. Pull up on Touch Writer to check that it is locked onto the table.
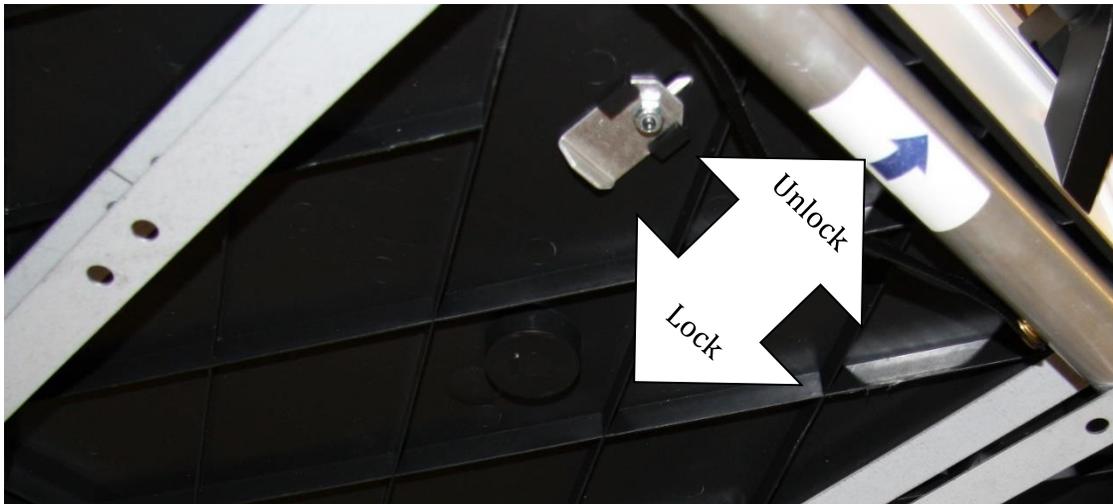
☐ Place the Touch Writer table where there is 5 feet clearance. Use the Blue 5-foot string to ensure proper placement of the Touch Writer. There must be 5-feet of clearance around the Touch Writer to allow a voter in a wheelchair to have access.

☐ Orient the Touch Writer so a voter can easily access the front of the Touch Writer
Note that the bar on the legs is in the back.

☐ Unlock and open Touch Writer (orange key)

☐ Open storage compartment

☐ Remove power brick and cord from storage compartment, replace storage compartment cover, then close lid of scanner.

☐ Plug power cord into brick, then plug power connector into back of Touch Writer, flat side up. You will hear and feel a soft click when inserting the plug into the back of the Touch Writer. Do not plug the Touch Writer into the wall yet.

☐ Open Touch Writer case and lock lid brace into place.

☐ Unlock, unlatch and remove tablet

☐ Seat the tablet firmly in the cradle with two hands, tilt back, and using the blue key, lock it in place.

☐ Verify that the v drive cover is sealed with number on security log. This seal **will not** be removed. If it does not match, notify the Inspector who will contact the Registrar of Voters Office at 707-784-3375.

☐ Plug the Touch Writer power cord into a wall outlet. A green light will illuminate on the power brick when AC power is present

☐ Install the privacy screens on each side of the Touch Writer.
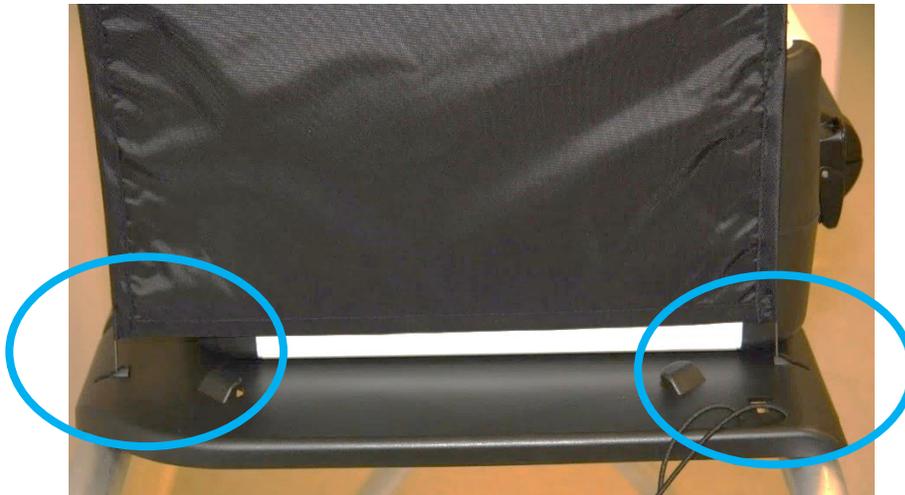
☐ Plug the UPS on the caddy into AC power. The UPS is located on the bottom shelf of the caddy and the plug will be accessible on the back of the caddy. Do not plug the UPS into a power strip. It must be plugged directly into the wall.

Front of UPS

☐ Connect the printer power cable to the back of the UPS by feeding the power cord through the back of the caddy.   **Back of UPS with printer power cord plugged in**

☐ Connect the blue printer cable notch side up to the back of the Touch Writer and turn on the printer.

☐ Break the seal on the cardboard box with ballot stock inside. Load paper into the printer.

☐ Verify that the display on the printer says Ready to Print

☐ Press the red power button on the back of the Touch Writer to power it on

☐ Allow election to load – this will take several minutes and the screen will go dark momentarily. Please be patient.

☐ While waiting, loosen Accessible Controller, remove the headphones from the case and plug into the Accessible Controller.

☐   Plug in the blue connector of the bar code scanner into the USB port on the vDrive door of the Touch Writer. Place next to Touch Writer on the Touch Writer table.

☐   A Power On Self-Test report will display briefly on the screen and automatically print. Review for any issues. Leave on printer for now.
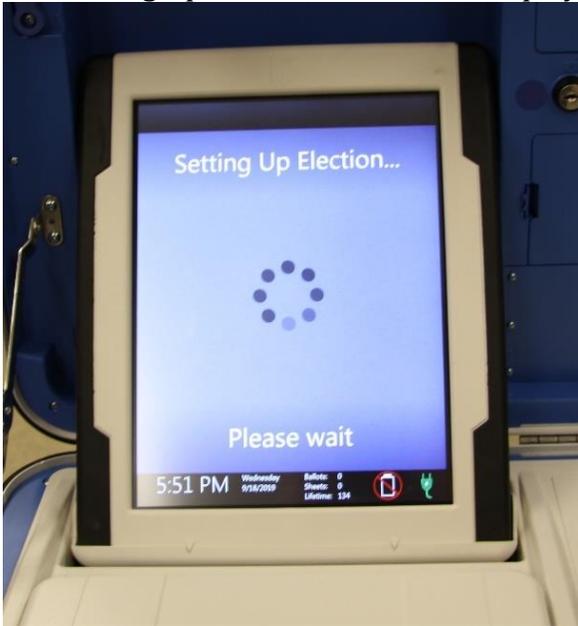
Power-On Self Test Report

09/23/2019   3:26 PM

S/N: W1801904511
Verity Touch Writer
Version: 3.0.1
Certificate: D

Power On Diagnostics

MCU FW:17 PV:2	Pass
Battery (0% capacity)	Warning
Main Power	Present
vDrive Ports	Pass
Touch Screen	Pass
Ballot Printer (OKI B432 (PCL))	Present
Access Controller	Pass

Notes

BIOS Version: ALASKA - 1072009
[20140505000000.000000+000]

☐ The Setting Up Election screen will display.

☐ Verify clock is correct in bottom left corner of the screen. Call the Registrar of Voters Office at 707-784-3375 if the date or time is incorrect.

☐ Choose the Zero Report from the menu.
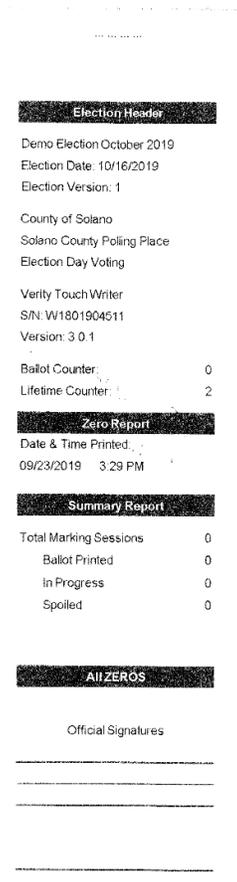
☐ Choose Open the Polls. Enter the Open Polls code **112020**. The Open Polls Report will automatically print.
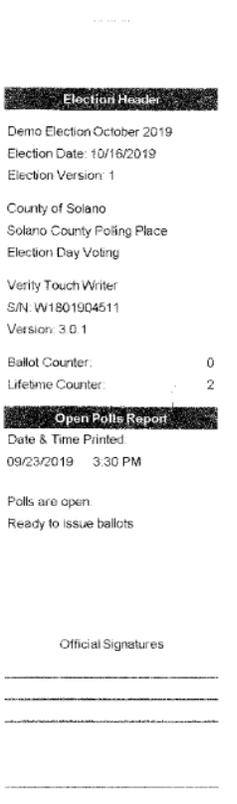
☐ Remove the report from the printer, have two people sign it sign and place in Official Returns Pouch. Advance the paper by pressing the gray button twice on the printer.
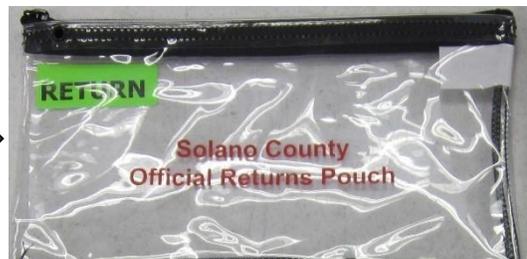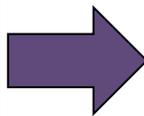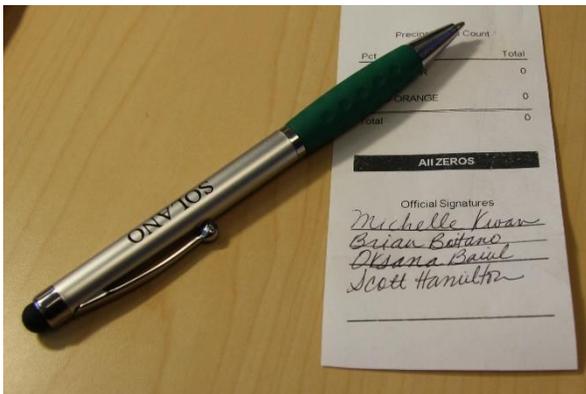
☐ The Touch Writer is now ready for use by voters.

☐ Give keys to Inspector until needed to close the polls.

☐ Help set up voting booths.

☐ Help post signs, maps, and notices inside and outside polling place.

Opening the Polls

☐   At 7:00 A.M. the Inspector announces, "The polls are now open."

☐   When the first voter arrives, show him/her the empty pink bag.

☐   After the voter looks inside, take the seal placed inside the clear window of the pink bag and seal the bag.

☐   Give the Inspector the seal number on the pink bag.

Processing Voters Using the Touch Writer

☐   When voters approach the Touch Writer, ask them if they will be using the touchscreen or the audio ballot. If they are using the audio, be sure that the headphones are cleaned or have a new set of protective covers.

☐   Inform the voter that you are available nearby to assist if they need further help then step away to give the voter privacy.

☐   Inform voter to remove marked ballots from the printer and place them into the secrecy sleeve.

☐   Direct the voter to the Ballot Scanner and have them insert the ballots one at a time.

> ⊙   **For this Election, voters will receive a 2-card ballot. Be sure to give voters both the A & B card.**

Processing Voters

☐ Always check that the ticket is labeled **Provisional** and is **signed**. If it says Voter Ticket, send voter to the Ballot Clerk table.

☐ All provisional voters must print and sign name on the Provisional Log.

☐ Look on the bottom of the ticket for the Ballot Type (BT) and color. This should match the BT # and color on the provisional ballot that you will print for the voter.

☐ Check that all tickets have a reason listed.

☐ Insert ticket into sleeve affixed to the Provisional Envelope over the Poll Worker section.

☐ When a provisional voter brings a provisional envelope instead of a ticket, check that "Name not on roster" is printed on ticket.

☐ Print a ballot using the Touch Writer.

Follow the on-screen instructions or scan the barcode at the bottom of the provisional ticket.

☐ Place the ballot and envelope in a pink secrecy sleeve.

☐ Hand the secrecy sleeve to voter and say:

● "Here's your ballot packet. We've provided a secrecy sleeve to keep your ballot private."

● "To mark your ballot, darken the rectangle next to your choice."

● "If you make a mistake please bring the ballot back to me."

● "When you are finished, please insert your ballot into the envelope provided and seal the envelope. Return the sealed envelope to me and then dispose of your secrecy sleeve and pen near the exit of the polling place."

☐ Direct the voter to the voting booths.

☐ When voter returns with the sealed envelope, place a (✔) next to their name on the Provisional Log.

VOTER ROSTER TICKET
PROVISIONAL

2018 SOLANO TEST 04

WARNING! It is a crime punishable by imprisonment in the state prison or in county jail for anyone 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. (CA Election Code Sec. 18560).

ROBERT FREDERICK CHILDS
Address: 1280 MONTE VISTA
BENICIA, CA 94510

Status: ACTIVE
Precinct: BENICIA 21035
Voter ID: 484817

Poll Place: BENICIA FIRST
BAPTIST CHURCH
1055 SOUTHAMPTON ROAD

Voters Signature
Voter Signature

Voter Signature if different surname
(CA EC14218)

Provisional Reason:

WRONG POLL LOCATION

Other Poll Worker Notes:

131

Election Code 14310-14311

Provisional Voters Sign-In Sheet   Precinct _____

By placing my name and signature on this roster of provisional voters, I declare that I am a registered voter in Solano County and I am eligible to vote in this election. I have not previously voted in this election either by vote by mail ballot or at any other polling place.

Total Signatures from Provisional Voters Sign-In Sheet

Print Name	Sign Name	Returned Voted Ballot
1.		
2.		

☐ Place the sealed ballot in the pink bag.

☐ Thank the voter and give the voter an "I Voted" sticker.

Issuing Replacement Ballots

> ⊙ If you need to issue a replacement ballot, please make sure you are replacing the correct card along with making sure you are giving them the correct ballot type/color. Spoil the card you did not replace for the voter along with their spoiled card.

When a voter makes a mistake on their ballot, he/she returns to the Ballot Clerk or Provisional Clerk who gave the voter the ballot.

☐ Take the ballot and verify that it is the same ballot type you are issuing. If ballot needs to be reprinted, select the correct precinct ballot and ensure it is marked Provisional

☐ Both pages will print—make sure to write "Spoiled" on both cards that are being spoiled,

☐ Write SPOILED across the face of the ballot to void the ballot.

☐ Place the spoiled ballot into the Red Bag.

☐ Tear off a new ballot, remove the stub, and give the voter the replacement ballot and the new stub.

The maximum number of <u>replacement</u> ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

Closing the Polls

- [ ] At 8:00 PM the Inspector announces, "The polls are now closed."
- [ ] Wait for last voter to exit.
- [ ] Count number of spoiled provisional ballots from the Red Bag and enter on the bag label for **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.
- [ ] **Do not break the seal on Pink Provisional Ballots bag.**
- [ ] Total the signatures on your Provisional Log and enter total on the top of form.
- [ ] Place Provisional Log in pink bag.
- [ ] Sign all forms the Inspector asks you to sign.
- [ ] Re-pack Provisional Clerk supply bag and give to Inspector.
- [ ] Give Pink Provisional bag to Inspector.
- [ ] Shut down the Touch Writer and printer (see step by step instructions starting on next page).
- [ ] Pack all unused Provisional Ballots in the Red Bag and note the number of ballots on the label
- [ ] Help remove all signs (inside and outside) and take down voting booths.

Shut Down the Touch Writer

☐   Press the Blue Poll Worker button on the back of the Touch Writer.
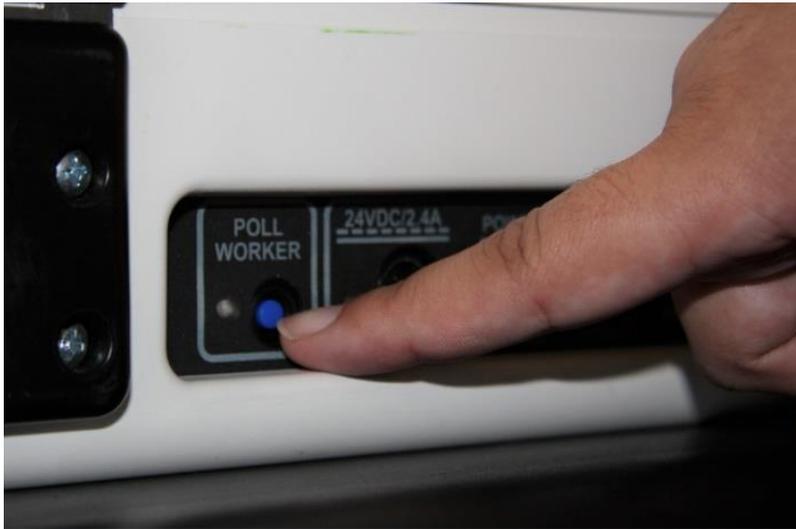
☐   Select menu at the top of the screen
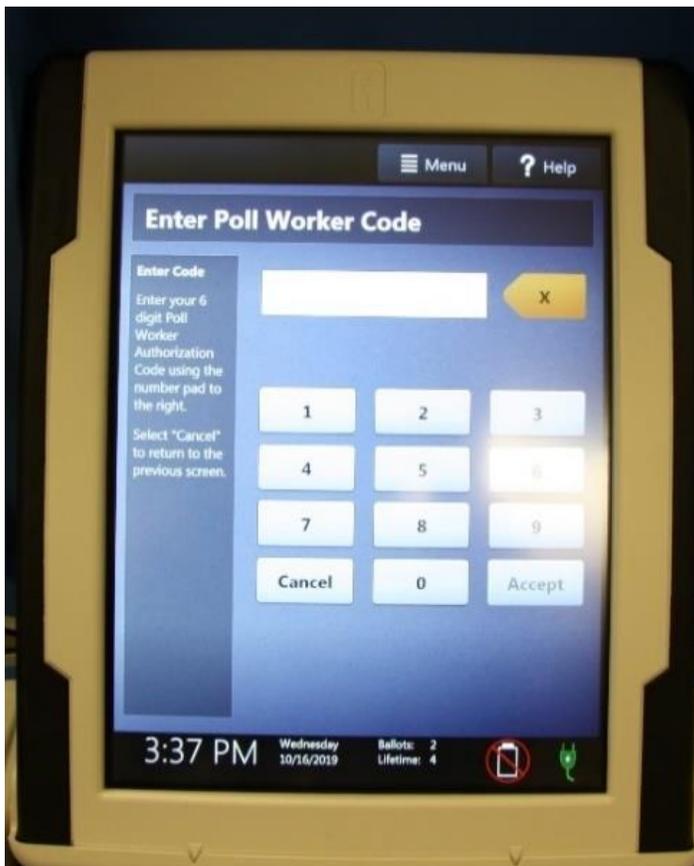
☐   Select Close Polls

☐   Select Yes, Close the Polls
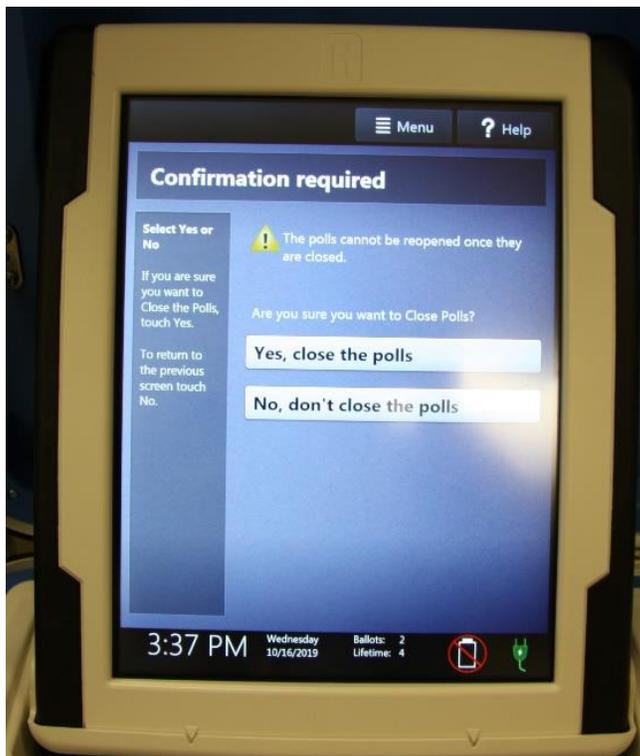
☐ Enter the close polls code **112020** and press Accept. The Close Polls report will print automatically.
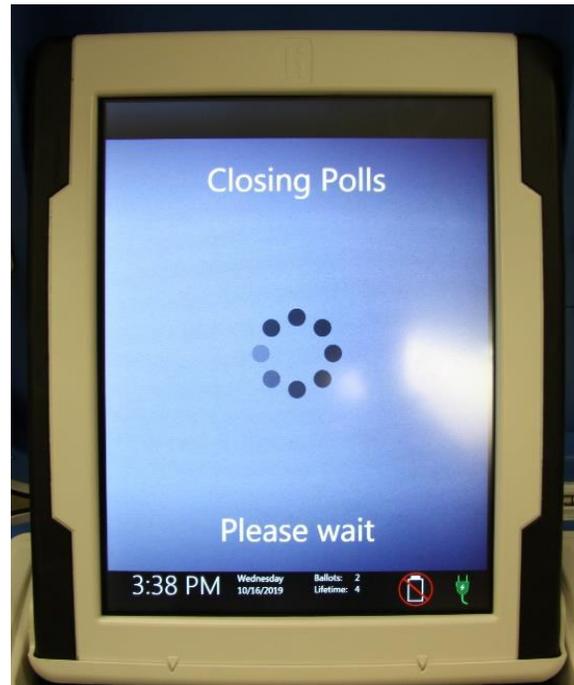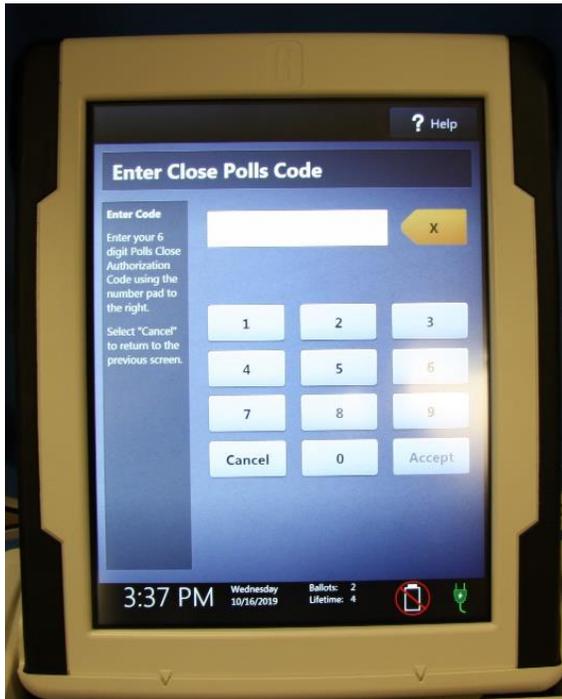
☐ Print the Ballot Count and Summary Reports.

☐ Place the printed reports in the white **Document Returns Envelope.**

☐ Remove the privacy panels from either side of the Touch Writer and place in the Touch Writer Accessible booth bag.

☐ Press the red power button on the back of the Touch Writer.

☐ When the Touch Writer is completely powered down and displaying a black screen, unlock the tablet.

☐ Using two hands, gently remove the tablet from the cradle and stow in the storage area in the case cover. Move the latch to hold the tablet in place.

☐ Lock the tablet in place with the blue key.

☐ Unplug the Touch Writer from AC power. Separate the power cord from the power brick.

☐ Unplug the power cord from the back of the Touch Writer. **Note that there is a locking sleeve that must be pulled back from plug on back of Touch Writer!** To disconnect the power cord, grasp the cord at the base of the black connector molding and slide back the sleeve. This will unlock the connection so that the cord can be removed.

☐ Remove blue cover from power cord storage compartment, and neatly place cords back inside. Replace blue cover.

☐ Unplug the headphones, place in canvas bag then place into the clear Touch Writer supply bag.

☐ Unplug the bar code scanner and place into the clear Touch Writer supply bag.

☐ Unplug the laser printer from the back of the Touch Writer.

☐ Make sure the Accessible Controller is seated in its cradle.

☐   Loosen lid brace on Touch Writer Cover, and close case.

☐   Using key with orange cover, lock case.

☐   Reaching under the Touch Writer table, pull the metal latch toward you to unlock the Touch Writer from the booth.
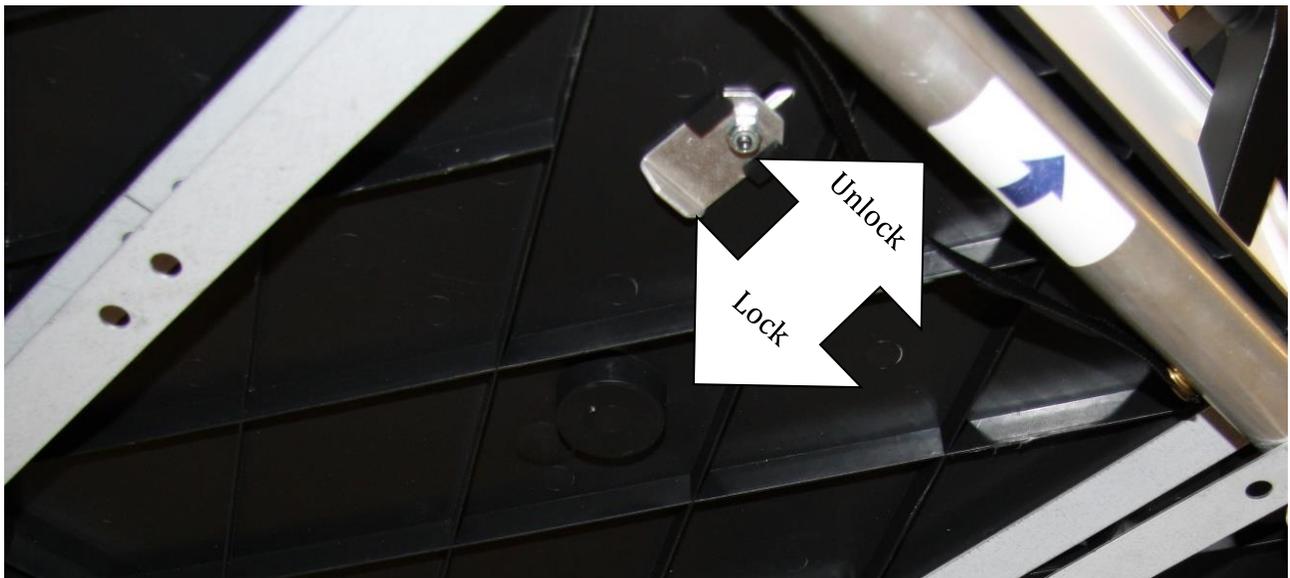
☐ Grasping the handles, lift the Touch Writer up and away from the Touch Writer Table.
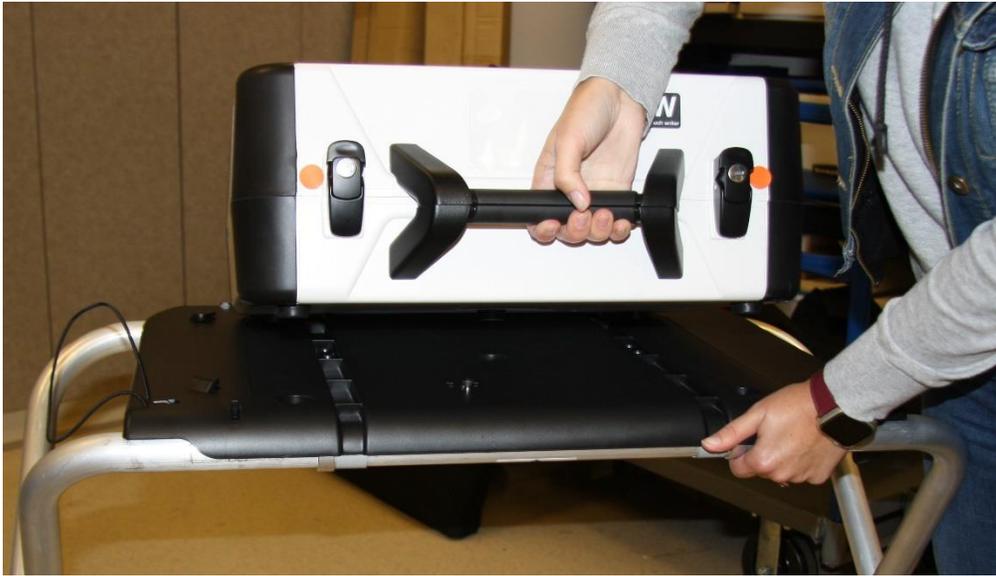
☐ Place the Touch Writer in the Caddy.

☐ Disassemble the Touch Writer table and place it back into the bag. Place bag into caddy.

☐ Turn off laser printer.

☐ Unplug the laser printer from AC power or from the UPS.

☐ If printer is on the small table, place printer with cables still attached back into caddy, neatly coiling cables behind printer. Fold legs on small table and place in caddy.

☐ If printer stayed on the caddy, leave the cables connected to the printer and neatly coil cables behind printer for transportation.

☐ Place keys in the Official Returns Pouch.

☐ Clean up polling place before leaving.

Troubleshooting Guide

Error Message	Probable Cause	Solution
Battery not present	Battery is missing from tablet	Contact ROV Office at 707-784-3375 and Roving Inspector.
Battery power is running low	Touch Writer is running on battery power.	Connect Touch Writer to AC Power. Contact ROV Office at 707-784-3375 and Roving Inspector if power is out at your polling location.
Missing vDrive	vDrive is not present in device	Contact ROV Office at 707-784-3375
No AC Power	Equipment is not plugged in.	Plug equipment into AC Power.
Report printer is printing a long string of numbers	Printer has entered diagnostic mode	Restart the Touch Writer.
Access Controller won't work		Check that the headphones are connected to the left port and other assistive devices to the right port. Restart device if issue persists.
Device won't power on	Battery may be missing or discharged. AC Power is not connected properly	Check AC Power connections Check/replace battery
Headphones do not work	Headphone jack may not be seated properly in device	Check headphones
Printer error (ballot printer)	Printer is off or was turned on after Touch Writer	1) Make sure printer is on, wait 15 seconds and try again. Press Resolve Print Error on screen. 2) Make sure printer is on, disconnect printer cable from back of Touch Writer, wait 15 seconds. Plug back into back of Touch Writer. Press Resolve Print error message on screen.

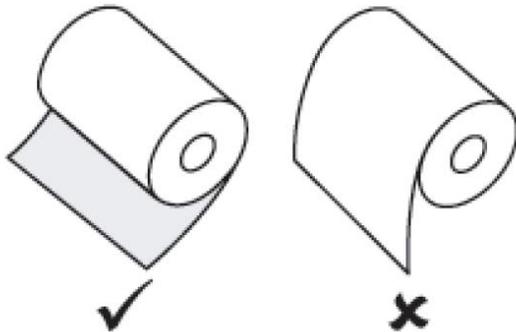**What to do if the Touch Writer printer is out of paper:**

☐   Locate the spare roll. Two rolls are in the Touch Writer supply bag.

☐   Pull up the small piece of plastic over the printer.

☐   Remove the empty roll.

☐   Place the new roll inside and close the door.

☐ Press the gray button twice to advance the paper.

☐ The printer is now ready to be used.

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Appendix A: Poll Worker Forms
Ballot Statement and Certificate of Performance

SOLANO COUNTY

November 3, 2020 Presidential General Election
76330 VALLEJO VETERANS BUILDING

BALLOT STATEMENT

1. Number voters from the eRoster Certified List

    +

2. Number of signatures from the Back-up Paper Roster (Enter 0 if none)

    * These signatures are not on the eRoster Certified List.

    =

3. Total Signatures

4. Number of voted ballots from the Ballot Scanner

    +

5. Number of Uncounted ballots (Enter 0 if none)
    * These are marked ballots that could not be scanned by the Ballot Scanner

    =

6. Total Voted Ballots

This Certificate of Performance is for precinct(s): 76330
for the November 3, 2020 Presidential General Election

We hereby certify **ONE** of the following: (please check only the one that applies.)

_____ **(A) RESULTS OF VOTES CAST FROM ALL VOTING MACHINES ARE POSTED.**

(1) The results of the votes cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure.

(2) The results of votes cast form provided to the county elections official shows the same numbers.

_____ **(B) RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN 10 BALLOTS. RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES ARE POSTED.**

(1) The results of the voted cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure, except as provided in # 2 below.

(2) For each voting machine recording fewer than 10 ballots, only the number of ballots cast on that machine is posted.

(3) The results of votes cast form provided to the county elections officials shows the same numbers.

_____ **(C) RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN 10 BALLOTS WERE CAST IN THE PRECINCT.**

In this case, only the number of ballots cast on each voting machine is posted and included on the results of votes cast form provided to the county election official.

Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

Oath / Certificate of Roster / Assisted Voter List / Challenged Voter List

State of California)
County of Solano) ss

Oath of Election Officer

Elections Code 12321

To be signed **before** polls are **open**.

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member for the precinct board for the election to be held on .

Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

Witnessed by 1 Clerk   Witnessed by Inspector

Certification of Roster

Elections Code 14107

To be signed **after** polls are **closed**.

We, the undersigned precinct board members, hereby certify that:
- the Ballot Statement accounting is true and correct.
- all voters whose signatures appear on the eRoster Certified List and in the backup paper roster voted this day except any voters listed below, who after signing failed to vote or were challenged and denied the right to vote.
- the number of voters who voted in this precinct during this election is as shown on line 3 of the Ballot Statement.
- the complete list of voters assisted or challenged is shown below on the Assisted Voters List and the Challenged Voters List.

Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

Assisted Voters List

Challenged Voters List

Payroll form

POLL WORKER PAYROLL FORM FOR NOVEMBER 3, 2020

POLLING PLACE: **ST CATHERINE OF SIENNA** POLL ID: **77570**

ADOPTED-POLL PLACE: ☐ YES ☐ NO ADOPTED BY: _____

(COMPLETE BOTTOM PORTION IF YES)

Poll Worker: Please place completed form inside white ROV Document envelope

WE, THE PRECINCT BOARD for the precinct above CERTIFY that we are entitled to compensation for personal services rendered at this election.

FEE	TITLE	Full Shift or # of hours	EACH OFFICER MUST SIGN	PRINT NAME	ADDRESS VERIFIED ON NOTICE	Languages spoken:
$130	Inspector				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Ballot Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Ballot Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Equipment Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Greeter				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Greeter				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Greeter				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Greeter				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Provisional Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$100	Provisional Clerk				☐ Y ☐ N	☐ SPA ☐ TAG

Additional poll worker names may be added on back of form

SECRETARY OF STATE
STATE OF CALIFORNIA

ELECTION COMPLAINT FORM

For Help America Vote Act (HAVA) complaints or other election-related complaints.

Important: Please *Type* or *Print* the information on this form.

COMPLAINANT INFORMATION

First Name: _____ Last Name: _____
Street Address: _____ Apt #: _____ City: _____ State: _____
Zip Code: _____ Daytime Phone: _____ Evening: _____
Fax Number: _____ Email: _____

PERSON(S) OR ORGANIZATION(S) AGAINST WHOM COMPLAINT IS BROUGHT

Name(s): _____
Organization(s): _____
Position(s) of person(s) (if applicable): _____

STATEMENT OF FACTS

Date(s) and time(s) alleged event(s) occurred: _____
Location(s) of alleged event(s): _____
Names and phone numbers of witnesses or other victims (if applicable): _____
_____

DESCRIBE YOUR COMPLAINT (If necessary, attach additional sheets.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

SIGNATURE I acknowledge that all of the above information is true and accurately reflects the matter in question, to the best of my knowledge.

SIGNATURE: _____ DATE: _____

If your complaint alleges a violation of Title III of HAVA, a notary public must complete the following certificate of acknowledgement.

⊞ **Please update the voter registration file for the following voter:**

Voter's Name:_____

Voter's Date of Birth: _____

Your Relationship to the deceased:_____
(Must be "Immediate" Family Member)

Your Name: _____

Your Address:_____

Do you have a Death Certificate for the deceased?
Yes_____   No_____

Signature:_____   Date: _____

To submit the request:

- Complete, sign and date the form

- Give form to poll worker

- Forward photocopy of death certificate (if available) to:
      Solano County Registrar of Voters
      675 Texas Street, Suite 2600
      Fairfield, CA 94533

☐

Poll Worker: Please place completed form inside white ROV Document envelope

Solano County
Poll Worker Feedback Form

Polling Place _____   **Name**_____ (Optional)

Please check one:

☐ **Ballot Clerk**   ☐ **eRoster Clerk**   ☐ **Equipment Clerk**   ☐ **Greeter**

☐ **Provisional Clerk**   ☐ **Inspector**   ☐ **Roving Inspector**

It isn't always easy to accept criticism but we need your feedback. We want to make your job easier and your honesty can help us to improve our training and support. Will you help us by taking a moment to respond?

Did you encounter any situation that was not addressed in training? ☐ **Yes** ☐ **No** ☐

If yes, please describe:_____

_____

_____

_____

_____

Were you able to receive the help/support needed? ☐ **Yes** ☐ **No**

If no, please describe: _____

_____

_____

_____

_____

Additional comments or concerns you wish to share with us_____

_____

_____

_____

_____

Thank you for volunteering and thank you for your feedback!

Please place completed form inside white ROV Document Envelope

Election Code 14310-14311

Provisional Voters Sign-In Sheet   Precinct _____

By placing my name and signature on this roster of provisional voters, I declare that I am a registered voter in Solano County and I am eligible to vote in this election. I have not previously voted in this election either by vote by mail ballot or at any other polling place.

Total Signatures from Provisional Voters Sign-In Sheet [   ]

	Print Name	Sign Name	Returned Voted Ballot
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Revised 03/2016

SOLANO COUNTY

GENERAL ELECTION - NOVEMBER 8, 2016 - SECURITY LOG

ELECTION MORNING: Inspector to confirm that these seals were on the equipment/bags listed below.

Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag		
Red Bag		
Red Bag		
Red Bag		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
Ballot Scanner		
Ballot Scanner		

ELECTION DAY: Inspector to record seals used on the bags listed below.

Equipment/Bag	Seal Number	Inspector signature to confirm all
Blue Bag		
Pink Bag		
Red Bag		
Red Bag		
Red Bag		
Red Bag		

ELECTION NIGHT: Inspector to record seals used on the equipment/bags listed below.

Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag		
Red Bag		
Red Bag		
Red Bag		
Pink Bag		
Clear Official Returns Pouch		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
Ballot Scanner		
Ballot Scanner		

155

Permanent Vote by Mail Removal Form

I do not want to vote by mail. Please remove my Permanent Vote By Mail status.

I am currently registered as:

Name: _____
PLEASE PRINT

Address: _____

_____

Date of Birth: _____

Signature: _____ Date:_____

Poll Worker: Please place completed form inside white ROV Document envelope

S:\ELECTIONS\2016 November General Election\Poll Worker Supplies\Poll Worker Forms\PVBM Removal Forms.docx Rev 8/18/16

Permanent Vote by Mail Removal Form

I do not want to vote by mail. Please remove my Permanent Vote By Mail status.

I am currently registered as:

Name: _____
PLEASE PRINT

Address:_____

_____

Date of Birth: _____

Signature: _____ Date:_____

Poll Worker: Please place completed form inside white ROV Document envelope

S:\ELECTIONS\2016 November General Election\Poll Worker Supplies\Poll Worker Forms\PVBM Removal Form.docx Rev 8/18/16

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Appendix B: CVOID-19 Prevention Action Plan

Election Day Polling Places:

For All election day poll places, the following minimum actions will be taken per the California Secretary of State Guidelines on reducing the impact of COVID-19. This plan will be implemented by Inspectors at each polling location. Roving inspectors will visit each site to document that the plan is being executed correctly.

Inspectors and Roving inspectors will be provided with an emergency contact list and priority call chain for their specific assigned locations.

Part 1: Signage:
All Locations will have clearly posted on the exterior of the polling place all required election signage, plus at least one of the following types of signs:
- Signs outside the polling place indicating the number of persons allowed in the polling place
- Signs outside the polling place indicating masks or face coverings are required by all people entering the facility
- Signs inside and outside the polling place reminding voters and observers of physical distancing requirements
- Signs outside the polling place reminding voters and observers to use hand sanitizer upon entering
- Signs inside the polling place reminding voters to discard secrecy sleeves and pens, and to place their own ballot in the ballot box
- Signs inside the polling place reminding voters and observers to use hand sanitizer upon exiting the polling place
- Placing the "Curbside Voting" cone and sign in an easy to see location for the greatest number of voters

Part 2: Protective Equipment:
All poll workers will be provided with a plastic face shield, a supply of disposable face masks, a supply of disposable gloves, 10 containers of hand sanitizer, and at least 5 containers of disinfecting wipes. Additional supplies can be provided by roving inspectors, or by contacting the ROV.

Any poll worker refusing to wear a face covering shall be removed from the polling place and replaced if necessary, by alternate poll workers.

Poll workers shall follow the instructions from their poll worker training on how to properly wear/replace/dispose of face coverings, how to properly wear/use/remove gloves, how to properly/frequently use hand sanitizer, and how to properly/frequently clean voting touch points.

Poll workers should avoid sharing equipment and supplies to the extent possible.

Part 3: Training of staff working each location:
All poll workers should have completed the mandatory on-line training prior to working the location on methods to minimize COVID-19. Courses cover:
- Basic COVID-19 information
- Proper use of PPE equipment
- Proper signage to deploy and setup at a polling place
- Processing voters and maintaining social distancing at a poll place
- De-escalation techniques for voters without masks

Part 4: Traffic Flow and Physical Distancing:
All locations will have a custom layout for voting. Specific goals of each layout are identified below:
- Stations and booths should be placed in a manner to create physical distancing between check-in stations, voting booths, ballot boxes and queueing spaces
- Work towards ensuring voting booths provide privacy of voters.
- Where possible designate and use separate entry/exit points
- Setup and support options to drop-off vote by mail ballot outside or as close to the entrance of the voting space as possible
- Doors and windows shall be propped open to the extent possible during the voting period to allow for fresh-air flow
- Locations with a single point of entry/exit will have additional poll workers stationed to monitor the flow of people to ensure voters do not pass each other upon entering/exiting
- All locations will have visual cues on the floor with either signs or tap to indicate traffic flow, staging areas, and where to stand for proper social distancing
- Inspectors of each location shall verify all signage is placed correctly, and then post the layout inside the poll place where others can view/review throughout the day
- Roving inspectors shall verify that the layout is adhered to throughout their visits

Part 5: Cleaning, Disinfecting and Ventilation:
All voters and poll workers will be afforded protective equipment and documentation on how to use such equipment.

Additionally, disinfecting wipes are provided for cleaning "touch points" throughout the day. These locations include doors, door frames, tables, chairs, voting booths, check-in stations, and

ballot scanners. All possible touch points should be cleaned as often as possible, rotating voters to clean stations while stations are being cleaned and/or disinfected. Pens provided to voters should be discarded or taken with the voter at the end of voting. Additionally, secrecy sleeves for this election are disposable and should not be recycled between voters.

Solano County has contracted out for a dedicated Cleaning Technician at every site whose responsibility will be the station of these "touch points."

Equipment Specific Instructions:

Electronic Rosters:

The Electronic rosters and components used by Solano County should not be touched by voters or observers. In the event these devices are used/touched by voters, these guidelines should be applied:

- Use Disinfecting wipes provided by ROV to gently clean/wipe the stylus, printer and iPad screen. Be careful not to get moisture in any openings on the iPad or printer.
- Clean between voters only if voter has touched any component.
- Clean if changing poll workers.

Poll Places Ballot Scanner:

Surfaces of the Hart Ballot Scanner can be wiped down with a 70% Clear isopropyl alcohol, 30% water-based solution. These wipes have been provided by the ROV and provided to each equipment clerk and roving inspector. The ballot scanner should be wiped down between EACH voter if possible.

Touch Writer / Ballot on Demand:

Surfaces of the Hart Touch Writer and Ballot on demand system can be wiped down with a 70% Clear isopropyl alcohol, 30% water-based solution. These wipes have been provided by the ROV and provided to each equipment clerk and roving inspector. The ballot scanner should be wiped down between EACH voter if possible. Voters using the touch-writer should use a personal stylus or disposable stylus provided by the ROV.

Voting Booths:

All plastic voting booths can be wiped down with standard Clorox disinfecting wipes or similar. These wipes shall be provided by the ROV and used between voters on all voting booths used. Voters shall be directed to a "clean" voting booth while the "used" voting booths are being sanitized by the dedicated Cleaning Technician. All locations shall be professionally cleaned/sanitized at the close of voting in respect to the use of the polling location and before any equipment is returned to the ROV.

Part 6: Voters and observers who refuse Face Coverings:

All voters are allowed to vote and should not be turned away. This plan, and instructions provided to poll workers are provided to minimize risk. Therefore, the ROV has provided alternative voting options for voters not wearing face coverings:

- Voters may choose to vote from their vehicle as a curbside voter.
- Voters may choose to vote inside when the poll workers ensure all voters have safe distancing away from voters without face coverings. In light of this, the inspector administering the plan, should evaluate the physical space and be prepared to identify methods for isolating this voter from others at the following locations.
- Some locations are significantly large enough to create safe distancing from other voters.
- Alternatively, some locations are very small, and may require voters waiting to "take turns" to vote.

In those cases, the inspector of the polling place should review the following touch points to identify ways to provide proper distancing:

- If a line to check-in exists, can a poll worker "hold their spot" in line until appropriate?
- At Check-in – what space is available leading up to the check-in point and where will the voter queue once check-in is complete. Can check-in be completed while waiting in line?
- Determine a specific voting booth for the voter that may have further distancing from other booths. Notify voter of the estimated processing time.
- When casting the ballot, take measures to ensure a minimum of 6'-0" is provided from other voters and poll workers.
- Poll workers and inspectors should refer to their training on de-escalation methods to ensure a peaceful and calm voting process is maintained for all voters and poll workers.

Observers shall be required to wear face coverings while inside a polling place. An inspector may bring information outside to an observer who is not wearing a face covering as an alternative option.

Appendix C: County Contact Information

John Gardner
   Assistant Registrar of Voters
   707-784-3366
   jhgardner@solanocounty.com

Theresa Ives
   Election Coordinator
   707-784-3360
   taives@solanocounty.com

Mike Lopez
   Deputy Registrar of Voters
   707-784-3343
   malopez@solanocounty.com

Heather Parrish-Salinas
   Poll Worker Paychecks
   707-784-3359
   hyparrishsalinas@solanocounty.com

Greg Fontela
   Election Coordinator
   707-784-3374
   gcfontela@solanocounty.com

Laura King
   Election Coordinator
   707-784-3397
   leking@solanocounty.com

Important Phone Numbers
Election Day Poll Worker Help Desk _____ 707-784-3045
Election Day Ballot Scanner and Touch Writer Help Desk _____ 707-784-3375
Election Day eRoster Help Desk _____ 707-784-3361
Voter Information _____ 707-784-6675
Media Inquiries _____ 707-784-3366

Emergency Phone Numbers
If there is an emergency need for police, fire or ambulance, dial the direct number for each city
listed below.

Benicia _____ 707-745-3411
Dixon _____ 707-421-7090
Fairfield _____ 707-428-7373
Rio Vista _____ 707-421-7090
Suisun _____ 707-421-6622
Vacaville _____ 707-449-5200
Vallejo _____ 707-552-3285

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Appendix C: COVID Signage

Maximum Occupancy (8.5" X 11")

Mandatory Face Coverings Required (11" x 17")

Physical Distancing (8.5" x 11")

Please wear a cloth face covering.

6 ft

Maintain a distance of 6 feet whenever possible.

cdc.gov/coronavirus
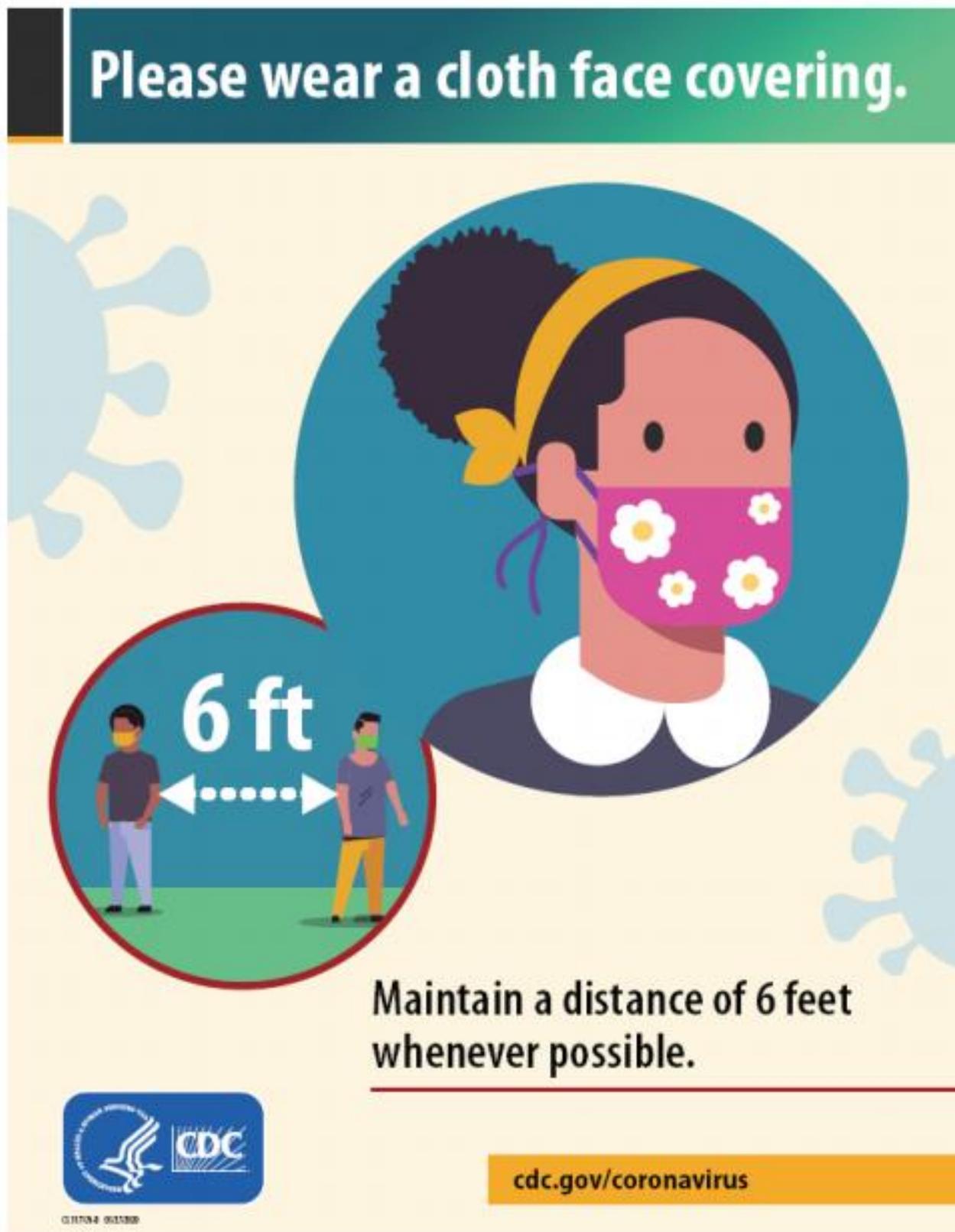
Use Hand Sanitizer upon Entry/Exit (8.5" x 11")

PLEASE USE HAND SANITISER

Discard Pens and Secrecy Sleeves (8.5" x 11")

Curbside Voting Sign (placed outside)

Solano County Registrar of Voters – 2020 November 3 General Election

Appendix D: Glossary

Active Voters – The registered voters listed in the eRoster that are eligible to vote.

ADA Booth – Voting booth that is equipped for a voter in a wheelchair.

Auxiliary Bin – The temporary location to store ballots when the Ballot Scanner becomes inoperable. Also used as location for storing white address change envelopes.

Back-up Paper Roster – Alphabetical listing of all eligible registered voters assigned to a specific precinct. Also called the Inspector Binder, and containing the county issued iPhone and other important documents.

Ballot Bin – the red bin inside the Ballot Box into which ballots should fall as they are cast through the scanner and which will be pulled out of the Ballot Box at the end of the night and be sealed with regular ballots and white Change of Address Envelopes inside before being returned to the Registrar of Voters by the Collection Team at the end of Election Night.

Ballot Box – The box the Ballot Scanner is placed on to receive ballots. Contains the Auxiliary Bin.

Ballot Clerk – Issues the paper precinct ballots to voters who can insert their ballots in the Ballot Scanner and have their ballot counted immediately. Issues replacement ballots if the voter makes a mistake.

Ballot Scanner – The voting equipment that will read and tabulate a voter's ballot.

Ballot Statement – The front cover of the roster that reflects the total ballots and signature for a precinct on Election Day.

Ballot Type – The identification of the eligible races for a voter in a designated jurisdiction.

Caddy – Rolling cage that holds the Ballot Scanner, Ballot Box, Touch Writer, printer, Touch Writer Voting Booth, Uninterruptible Power Supply.

Conditional Voter Registration (CVR) – A voter who registers within the 15-Day close if registration.

COVID/COVID-19- The infectious disease caused by the novel coronavirus SARS-CoV-2. Symptoms include fever, dry cough, and tiredness, and, less commonly, aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes.

CVR Envelope – The lilac envelope provided to CVR voter that designates them as such and is placed in the pink provisional bag.

Document Return Envelope – The white envelope in which several important documents, including the Ballot Statement/Certificate of Performance, Poll Worker Feedback Feeds, Oath, Payroll, reports from the Ballot Scanner and Touch Writer; and forms completed by voters including Election Complaint Forms, Notice of Deceased Voter Forms, Permanent Vote by Mail Removal Forms are placed and returned to the Registrar of Voters at the end of Election Night.

Election – The formal process of selecting a person for public office or accepting or rejecting a political proposition by voting.

Electioneering – Any act of campaigning for or against a party, candidate, or measure which appears on the ballot.

Equipment Clerks – Sets up and operates the Ballot Scanner, with help of one other clerk or the Inspector. Answers voter questions on equipment, and ensures voters cast ballots successfully. Hands out "I Voted" stickers.

eRoster – A tablet used to check in voters at a precinct. It stores a copy of the eligible voters assigned to a precinct as well as countywide; Tracks the number of voters who cast a ballot at the polling place.

eRoster Clerk – Checks-in voters at the polling place and determines the type of ballot the voter receives.

Facsimile Sample Ballot – A ballot translated into Spanish or Tagalog to be used for language assistance for voters when marking their ballot. Also called the Translated Sample Ballot.

First Voter – The first voter arriving at the polling place who must verify that no ballots have been cast.

Greeter – Provides voters Voter Processing Form, pens, and PPE. Directs the voters to the correct polling place, answers generic questions for voters, helps with managing lines of voters, and provides relief to other clerks for breaks and lunches.

HAVA – Help America Vote Act

HAVA Complaint Form – The form a voter completes to report an alleged HAVA violation.

ID Required – The voters listed on the paper roster (and in the eRoster) whose identity could not be confirmed prior to the election and therefore will be asked to show an acceptable form of identification before voting.

Initial State Report – Ballot Scanner printout generated during the opening of the polls indicating the current election date, precinct number and polling place.

Inspector – Manages the polling place and team of poll workers.

Inspector Binder/Back-up Paper Roster – Binder including the alphabetical listing of all eligible registered voters assigned to a specific precinct, the county issued iPhone and other important documents.

Mail-Ballot Precinct – A precinct in which there are fewer than 250 registered voters. These voters do not have a polling place designated for them and automatically receive a ballot (with green envelope) in the mail prior to Election Day.

Official Ballot Bag – The red cloth bag that holds various items submitted by voters on Election Day.

Official Returns Pouch – Clear, plastic pouch used to transport the vDrive, keys, and Used and Unused Security seals.

Over-vote – When a voter has marked more than the maximum number of selections allowed in a contest. The Ballot Scanner will notify the voter and offer the voter two ways to proceed.

Physical Distancing – The practice of keeping a safe distance, usually 6 feet or more, from people outside of your household to minimize the risk of spreading COVID-19.

Pink Provisional Roster – Listing of the voters who cast a provisional ballot at the polling place.

Polling location – a building where voting takes place during an election.

Precinct – A group of voters who reside in an area with the same jurisdictions (e.g., school board, city, congressional district, etc.)

Precinct Board – The poll workers at a designated precinct.

Provisional Ballot – The type of ballot given to a voter who must do provisional voting. The ballot is placed in a pink envelope and returned to the Registrar of Voters Office for special processing.

Provisional Clerk – Issues provisional ballots to voters because of special circumstances. Uses the Touch Writer to issue ballots. Assists voters using the Touch Writer.

Provisional Voting – A process, by law, which allows any voter to cast a ballot when their eligibility to vote cannot be determined by the poll worker.

Red Ballot Bin – the red bin inside the Ballot Box into which ballots should fall as they are cast through the scanner and which will be pulled out of the Ballot Box at the end of the night and be sealed with regular ballots and white Change of Address Envelopes inside

before being returned to the Registrar of Voters by the Collection Team at the end of Election Night.

Returns Pouch – The clear vinyl pouch containing the keys to the Ballot Scanner, Ballot Box, and Touch Writer and the vDrive(s) from the Ballot Scanner(s) that is handed directly to the Collection Team to be returned to the Registrar of Voters at the end of Election Night.

Results Tape – The printout generated during the closing of the polls that reflects the voting totals in all contests for the election and must be signed by all workers.

Roving Inspector – An experienced precinct worker, who provides on-site support, delivers supplies, etc. to assigned polling places.

Social Distancing – Similar to physical distancing, the practice of keeping a safe distance, usually 6 feet or more, from people outside of your household to minimize the risk of spreading COVID-19.

Seal –designed to prevent access or indicate tampering.

Secrecy Sleeve – A cardboard covering that is designed to conceal a voter's marked ballot

Security Log – A form used to record seals utilized on the equipment and bags.

Spoiled Ballot – A precinct ballot that contains a mistake made by a voter while completing the ballot. The ballot must be labeled as "spoiled" (voided) by the poll worker and a replacement ballot issued to the voter. The spoiled ballot is placed in bag # 2.

Street Index – Alphabetical listing, by street names, of all eligible voters assigned to a designated polling place. 1 copy is provided for precincts to post outside.

Supply Bags – Clear bags in the Black Bag, individually labeled for each clerk (eRoster Clerk, Ballot Clerk, Provisional Clerk, Touch Writer Supplies).

Surrendered Ballot – A vote by mail ballot given to a poll worker by a vote by mail voter to receive and vote a ballot in the polling place. The ballot must be labeled as "surrendered" by the poll worker and placed in an envelope which identifies the voter by name. The ballot is placed in Bag # 2 and must be kept separated from the dropped off voted VBM ballots.

Touch Writer – Voting equipment designed to assist a disabled voter in marking a ballot. Also, can be used to print a blank ballot for a voter not in the correct polling place.

Translated Sample Ballot – A ballot translated into Spanish or Tagalog to be used for language assistance for voters when marking their ballot. Also called the Facsimile Ballot.

Uncounted Ballot – Marked ballots that were rejected by the Ballot Scanner. These ballots are placed in Bag # 3 and must be counted at the Registrar of Voters Office.

Under-vote – When a voter has marked less than the maximum number of selections allowed in a contest. The Ballot Scanner will accept the ballot and will <u>not</u> give the voter any options.

Unused Ballot – Unmarked ballots that were not used.

vDrive – A USB drive stored in the Ballot Scanner that contains the voting totals for all contests.

Vote by Mail Voter – A voter who receives his ballot in the mail prior to Election Day.

Voter – A person who has the legal right to vote in an election.

Voter Processing Card – A card given to a voter by the Greeter when they enter, on which they provide their name and address to more quickly and easily be processed by the eRoster clerk.

Voting Booth – A place where voters can cast their ballot in private to protect the secrecy of the ballot.

White Document Return Envelope – The white envelope in which several important documents, including the Ballot Statement/Certificate of Performance, Poll Worker Feedback Feeds, Oath, Payroll, reports from the Ballot Scanner and Touch Writer; and forms completed by voters including Election Complaint Forms, Notice of Deceased Voter Forms, Permanent Vote by Mail Removal Forms are placed and returned to the Registrar of Voters at the end of Election Night.

Working Roster – a listing of all eligible voters alphabetically by street name.

Zero Report – A report generated by the Ballot Scanner during the setup process reflecting that zero ballots have been inserted.

Appendix E: Index

For your service and commitment to excellence

Registrar of Voters
675 Texas Street, Suite 2600
Fairfield, CA 94533
(707) 784-6675
Solanocounty.com/elections
PollWorker@solanocounty.com