Presidential General Election November 3, 2020

WELCOME TO INSPECTOR

TRAINING

![Solano County logo]

Let's get started!

- Introduction
- Please sign in
- Restrooms
- Exits
- Masks

Inspector Training Objectives

- New Information/Procedures
- Pre-Election Duties
- Election Day Processes
  - Polling Place Set Up
  - Opening Polls
  - Processing Voters
  - Closing Polls
- Hands on Practice with Voting Equipment and eRoster
- Question & Answer Session

Inspector Pre-Election Duties

- ◇ Contact team members
- ◇ Is early set-up allowed?
  - ◇ Contact Polling Location
  - ◇ Are the Equipment/Supplies there?
  - ◇ Visit–Take Diagram

Inspector Pre-Election Duties

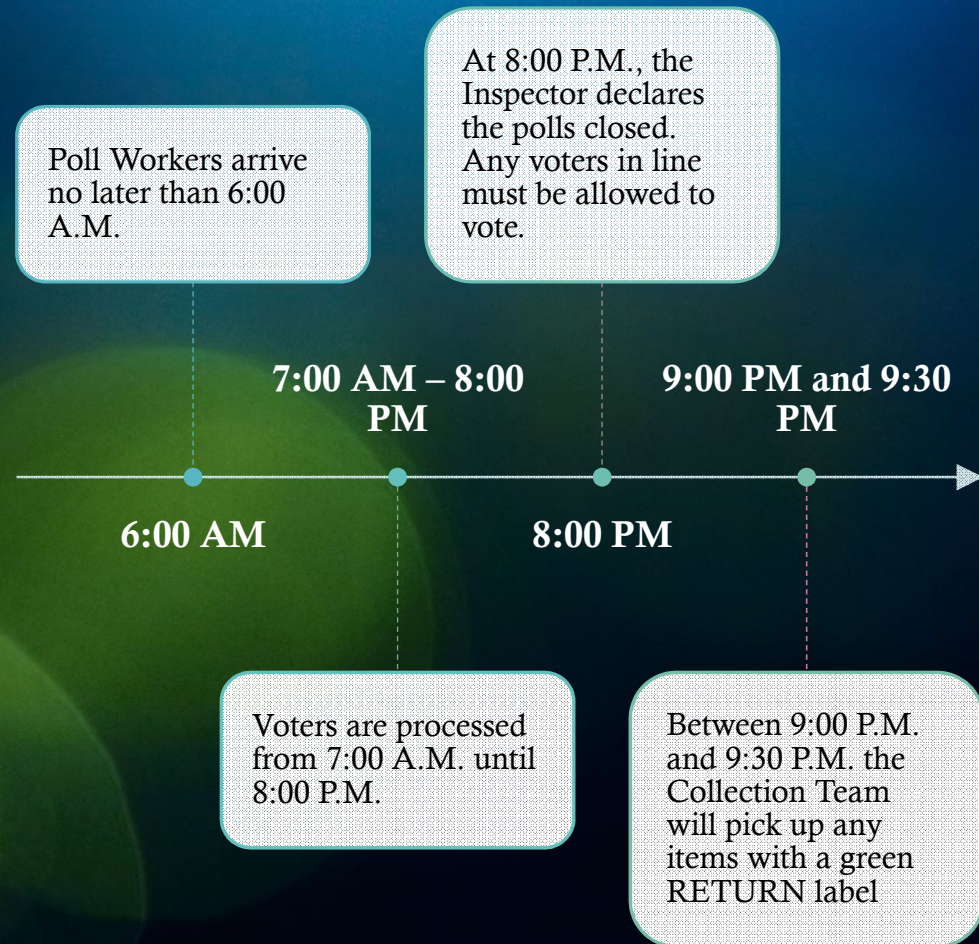| Contact	Contact workers to remind them of 6:00am start time.
Open	At polls, open Red bag to check supplies
Do inventory	Do inventory using packing invoice
Contact	Contact Roving Inspector for missing items

Election Schedule

- Arrive at 6:00AM
  - Polls are open from 7:00AM – 8:00PM
- Dress comfortably and professionally
- Take short breaks when possible
- Busiest times typically:
  - 7:00-9:00 AM as voters vote before work
  - 4:30-end as voters vote after work

Poll Workers arrive no later than 6:00 A.M.

At 8:00 P.M., the Inspector declares the polls closed. Any voters in line must be allowed to vote.

7:00 AM – 8:00 PM

9:00 PM and 9:30 PM

6:00 AM

8:00 PM

Voters are processed from 7:00 A.M. until 8:00 P.M.

Between 9:00 P.M. and 9:30 P.M. the Collection Team will pick up any items with a green RETURN label

STAYING SAFE AT THE POLLS

- ❖ Solano County is following guidance from the Secretary of State in order to mitigate the risks at the polls including issuing PPE to poll workers:

  - ❖ Masks

  - ❖ Gloves

  - ❖ Hand sanitizer

- ❖ Voters will also be provided with hand sanitizer when entering and exiting the polling place and offered a mask if they are not already wearing one

- ❖ Social distancing of at least 6 feet should be maintained between all poll workers and voters

- ❖ Cloth face coverings should be worn by all workers.

  - ❖ Face coverings are most essential in times when physical distancing is difficult.

Poll workers who are sick, have tested positive for COVID-19, or have recently had a close contact with a person with COVID-19 should stay home.

SOCIAL DISTANCING

◆ Be sure to follow the provided map of the poll place layout as closely as possible to ensure social distancing is maintained!

◆ There is a flow of traffic voters should follow in order not to avoid crossing paths and infringing on social distancing guidelines

◆ A distancing stick will be provided to help make sure 6 feet is maintained when setting up furniture, equipment, and any floor markers

◆ Signs should be posted according to the map

◆ If possible, doors and windows should be opened to allow for greater ventilation
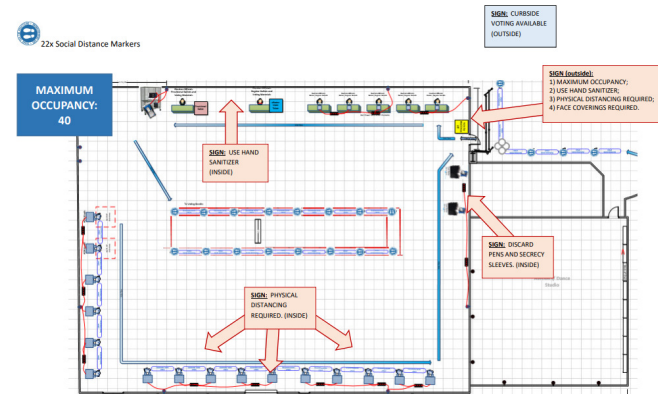
The corrugated diagram itself should be posted at entrance of polling place so that voters are aware of the layout and the maximum capacity of each site

FYI Board

Please make sure the FYI board is posted near the entrance in an area accessible and obvious for voters entering the poling place

Make sure to mark at the top any languages voters can be helped in!

Poll Workers should also be wearing the language tags to identify to voters if they can help in another language!

If Electioneering is occurring, you can point voters to the FYI board, which goes warns voters electioneering is prohibited

Also on the board is the Voters Bill of Rights and information on translated ballots

Acceptable ID forms (ONLY ASK FOR ID WHEN PROMPTED BY THE EROSTER) are also listed

Information on Provisional Ballots is also listed

PPE, NEUTRAL SPACE, & SINGLE-USE ITEMS
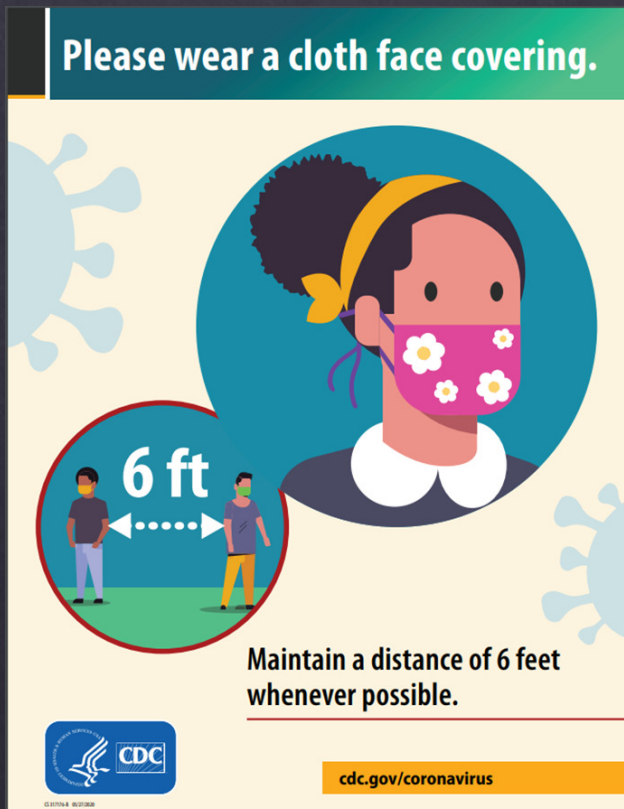
- Hand sanitizer should be located at the entrance for voters

- Each clerk will be provided with gloves and masks

- A dedicated cleaning technician has been contracted to do sanitize touch points, especially the booths, with disinfectant wipes throughout the day

- As much as possible keep a "neutral" space between you and the voters

- Rather than handing them anything directly, slide it under the plexi sneeze guard to them

- Use hand sanitizer after touching hands

- Some items will be "disposable" and not reused by voters:
  - Pens
  - Secrecy sleeves

- These items can be taken home by the voters or disposed of in provided trash bins

Voters without Face Coverings

- **The right to vote is of utmost importance. Even voters neglectful of important health and safety precautions must be allowed to vote if they enter a voting location.**

  - Election workers must not turn a voter away for lack of face covering.

  - The right to vote takes precedence. In such circumstances, election workers should consider additional physical distancing.

- Voters must be allowed to vote, and that allowing them to vote—as safely as possible under the circumstances—will help prevent incidents like those seen in social media, most of which take place in settings where people are in fact barred from entry for not wearing face coverings.

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

- Any form of campaigning or attempting to solicit votes at a polling place is not allowed within 100 feet of the entrance to the room in which ballots are cast.

- If you encounter electioneering, politely approach the individual, and advise that electioneering is not allowed within 100 feet of the entrance to the polling place.

- Use the precut 100-foot string to measure the proper distance that must be enforced.

- Place your electioneering signs at the 100-foot boundaries.

SOS Sensitivity Guidelines

Working with someone with a disability

- ⬧ Respect personal boundaries – do not touch people without asking permission

- ⬧ Do not touch the support equipment, i.e. service dog, chair, cane etc.

- ⬧ Offer assistance, but don't insist on providing it

- ⬧ Speak directly to the person, not just the person accompanying them

- ⬧ Use appropriate language when speaking

- Observers are allowed at the polling place to observer the how the polling place is running smoothly and if guidelines are being followed but cannot interfere with the normal process of voting

- Observers can ask to see the whose voted list

  - Can be produced from eRoster, they can look at the Voter Processing Cards, or be given a card directing them to the Solano County Website where the most up to date information is posted

- Often checking to see if ADA and language requirements are being met so that no one is being disenfranchised

  - Are translated ballots available? Are they posted?

  - Are bi/multilingual poll workers wearing language tags?

  - Is ADA booth set up properly with 5-foot clearance?

  - Is Ballot Marking Device (Touch Writer) available?

- Also overserving that no voter is denied their ballot and that no electioneering or voter intimidation is taking place

Observers

- By order of the Governor, all active California voters were sent a Vote-by-Mail Ballot

- As in previous elections, voter **DO NOT** need to surrender this ballot to receive a regular ballot

- If a voter has already returned their VBM ballot their status on the eRoster will be "VBM Received" and it print a provisional ticket for them

  - If the eRoster says "VBM Sent" they have not returned their ballot and receive a Regular Ballot—DO NOT GIVE THEM A PROVISIONAL TICKET

- If they have the ballot to surrender, follow normal procedure and write "SURR" on the ballot before placing it in the Red Bag

Changes in this Election

Setting Up the Polling Place 6-7 AM

Arrive on time – 6:00 AM & begin set up

Inspector locates the equipment/ supplies

All workers help move furniture, tables etc. to set-up polling place per diagram

Set up election table and equipment so the poll can open on time (7 AM)
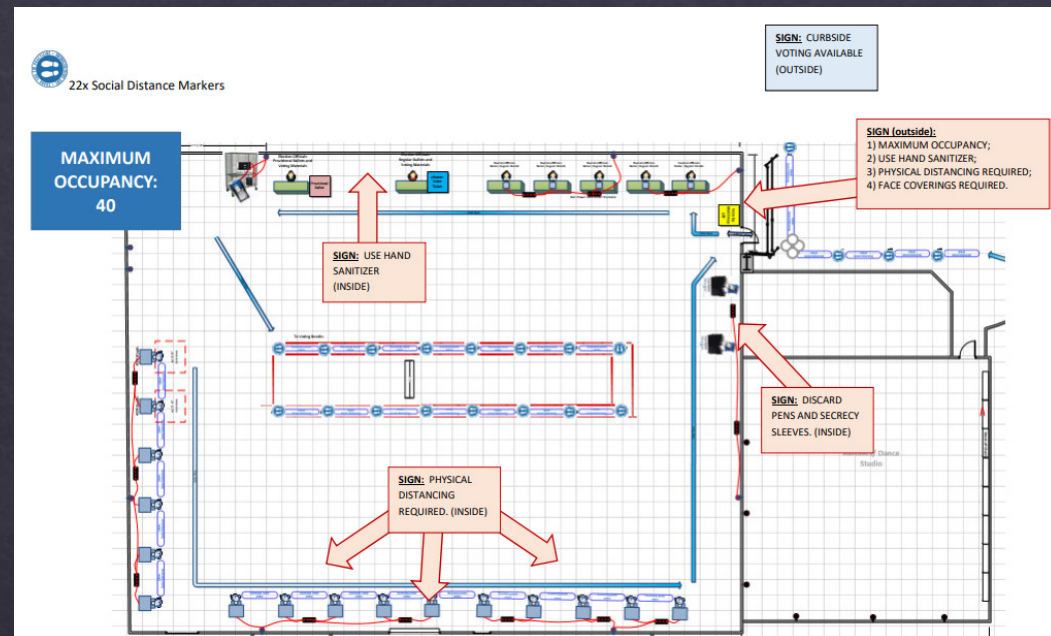
Election Day Polling Place Set-Up
6 AM – 7 AM

- Open **Red** and **Black** Bags to access supplies
- Post signage
  - "No Electioneering" Signs (2 types)
    - Paper and Metal A-Frame
  - Use 100 feet string to identify boundaries
  - "Vote Here" Signs (2 types)
    - Feathered Flag and Metal A-Frame

Election Day Polling Place Set-Up
6 AM – 7 AM

- **Give Oath to poll workers**
- Complete Paperwork
  - Get required signatures on Oath
  - Sign Payroll form
  - Precinct Security Log

**Election Day
Polling Place Set-Up**
6 AM – 7 AM

Inspector – locate and turn on the county provided iPhone!

iPhone is located in the Inspector Binder1

All Workers on Duty?

◇ Call **(707) 784-3375** if workers did not show up

Election Day
Polling Place Set-Up
6 AM – 7 AM

In the Voting Equipment Caddy

- ◈ Open Ballot Box to remove bags and supplies

- ◈ Remove supplies in pink and blue bags

- Each Clerk sets up their positions
- Greeter
  - Stationed at entrance to polling place
  - Chair and table (black TV tray)
  - Greeter street index binder
  - Polling place map
- Curbside Voting
  - Pop up tent
  - Greeter chairs
  - Clip boards & buckets
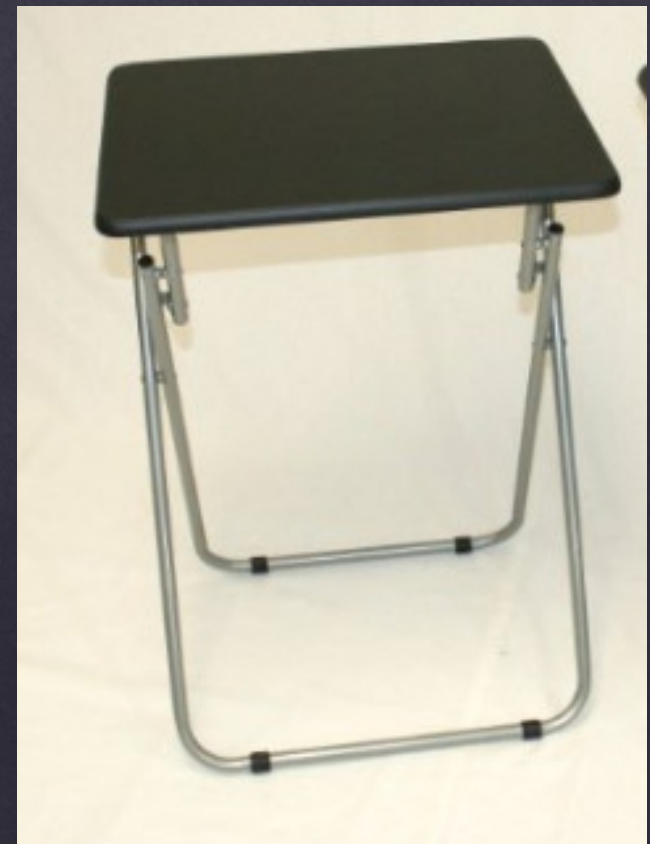
Election Day Polling Place Set-Up
6 AM – 7 AM

eRoster, Ballot and Provisional Clerk:

- Set-up the election table

Provisional/Equipment Clerk:

- Set up and turn on Touch Writer

Inspector/Equipment Clerk:

- Set up and turn on Ballot Scanner and prepare for first voter

All clerks assist with setting up booths

Booths must be spaced 6 feet apart

There will be clip on lights so that they are not plugged into each other to achieve this

There will be no quad booths!

Make sure ADA accessible booth is set up with 6 foot spacing and 5-foot clearance!

Election Day Polling Place Set-Up
6 AM – 7 AM
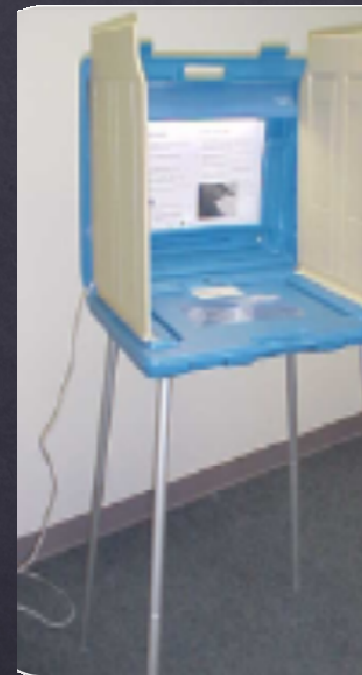
- **Give Oath to workers**
- Complete Paperwork
  - Get required signatures for oath
  - Sign Payroll form
  - Precinct Security Log

All Workers on Duty? – Call if any have not shown up:

(707) 784-3045

SOLANO COUNTY

Election Day
Polling Place Set-Up
6 AM – 7 AM

Ensure	Ensure	Post	Call
Ensure all clerks are ready	Ensure equipment is set up properly	Post copy of Street Indexes (blue cover) outside Polling Place before opening	Use the TEDesk App to check in. If you cannot use the app, call (707) 784-3375.

Election Day
Opening Polls

◇ 7 am sharp Inspector declares **"The polls are now open"**

◇ First Voter arrives

Election Day Opening Polls

- Secure Ballot Bags/Containers After First Voter

- Ballot Clerk seals the **BLUE** eRoster Voter Tickets bag

- Provisional Clerk seals the **PINK** Provisional Ballots bag

Blue Voter Ticket and Pink Provisional Ballot Bags with an Example Seal

Election Day Opening Polls

Secure Ballot Bags/Containers After First Voter

◈ Inspector closes and locks all compartments of Ballot Box

◈ Inspector seals the **Red** bag

Empty Ballot Box, Red Bag, and Example Seal

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	

Provisional Clerk Flow Chart

A voter is NOT required to surrender their VBM ballot to receive a precinct ballot.

The eRoster will "cancel" their VBM ballot in our system.

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 *Regular ballot*	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*	Can update voter's address in eRoster
Not able to provide ID when ID is required	Vote Provisionally	Vote **Provisionally**	No Change

Verity Touch Writer

**Welcome to the Verity Voting System
Polling Place Training**

Verity Touch Writer

SOLANO COUNTY

**Welcome to the Verity Voting System
Polling Place Training**

Verity Scan

Election Day Polling Place Set-Up

- Set up the Verity Ballot Scanner

- Set up the Verity Touch Writer

Greeters
Processing Voters

Greet	Greet voters at the entrance
Provide	Provide voters a Voter Processing Card & Pen and, if needed, mask
Direct	Direct them to the eRoster clerk, Yellow VBM Bag or provide help finding their correct polling location.
Ask	If voter needs help to find correct location, locate polling place on the map
Provide	Provide relief to other clerks for breaks and lunches

Curbside Voting

- Outside, pop-up tent and chairs are put out
- Curbside voting sign is put out
- Buckets with sanitized and un-sanitized clipboards are set out
- Pens and Voter Processing Cards are available
- Sanitizer to wipe down clipboards when time allows is nearby

Curbside Voting

Solano County

Poll workers will set up the curbside voting sign outside in a convenient parking spot (be sure it does not infringe any ADA parking spots!)

Write the number of the iPhone provided to the Inspector on this sign

Voters can call this number for 2 reasons:

1. To have their VBM Ballot collected from the Poll Workers and have their ballot deposited in the Yellow VBM Bag
2. If needed, Poll Workers can bring the Voter a Voter Processing Form and use the information collected, *with a second Poll Worker*, to bring the voter their Voter Roster Ticket and Ballot in their car.
   - Once the voter is finished voting, *the two poll workers* will take the ballot back in its secrecy sleeve and run it through the Ballot Scanner for the voter

Solano County Registrar of Voters – 2020 November 3 General

Remember that <u>TWO</u> poll workers must deliver and retrieve ballots!

SOLANO COUNTY

eRoster Clerk
Processing Voters

Greet voters at the table	→	Look up voter in eRoster	→	Print voter ticket

Get Voter's Signature on the tickets	→	Check to make sure the reason prints on the Provisional ticket, if not, write the reason on the bottom of the ticket.	→	Send voter to correct worker (Ballot Clerk or Provisional Clerk)
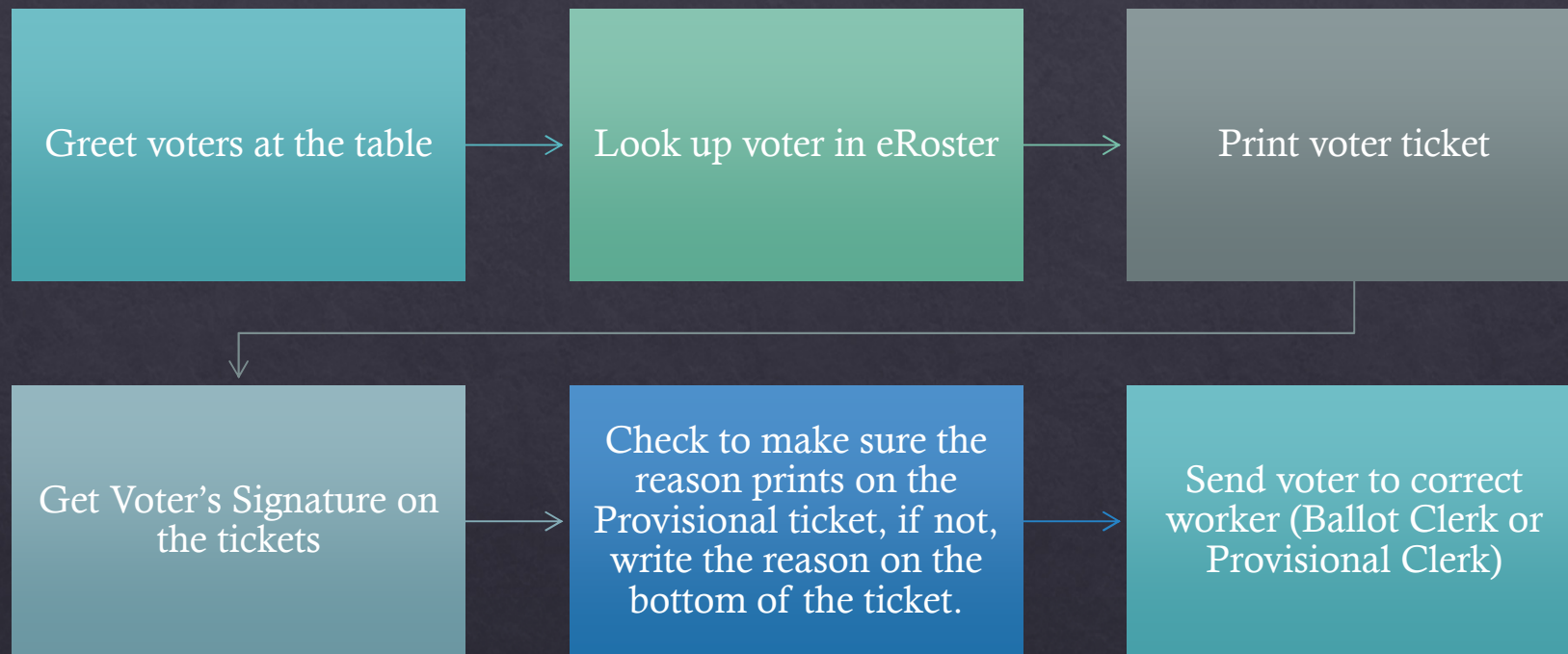
- Ballot Clerk is responsible for providing voters their correct precinct ballot

- Make sure you provide both A & B card!

- **Be sure to match the Ballot Type on the Voter Roster Ticket to the Ballot Type on the Ballot!**

  - **Most locations have 1 or 2 ballots types but you could have up to 11!**

  - **They are color coded but please also match the Ballot Type Number!**

- Check to make sure the Voter Roster Ticket is signed then secure it in the Blue Ticket Bag

- Voter votes the correct ballot and then deposits it in the Ballot Scanner

Ballot Clerk

Ballot Clerk: Processing Voters

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).

DIANNA DALE CHIABOTTI
Address: 562 HASTINGS DR
BENICIA, CA 94510

Status: ACTIVE
Precinct: BENICIA 21125
Voter ID: 136452

Poll Place: BENICIA FIRST
BAPTIST CHURCH
1055 SOUTHAMPTON ROAD

Jane Doe
Voter Signature

Voter Signature if different surname
(CA EC14218)

Provisional Reason:

18-ORANGE

Review	Review voter ticket • Must say "Voter Roster" and have voter signature
Tear	Tear the correct ballot (both cards!) from pad and remove stub. The correct ballot is the BT and color that matches the voter ticket.
Place	Place both items in a secrecy sleeve
Hand	Hand voter the secrecy sleeve and pen – they get to keep these
Ask	Ask EVERY voter if they need a translated facsimile ballot in either Spanish or Tagalog

Provisional Clerk

- Provisional Clerk is responsible for providing voters a fail-safe provisional ballot

- Secures these ballots after voters have voted

- Provides CVR ballots

- Prints the correct precinct ballot for voters who update their address on their Voter Roster Ticket

- Sets up the Touch Writer for voters who need the accessible features

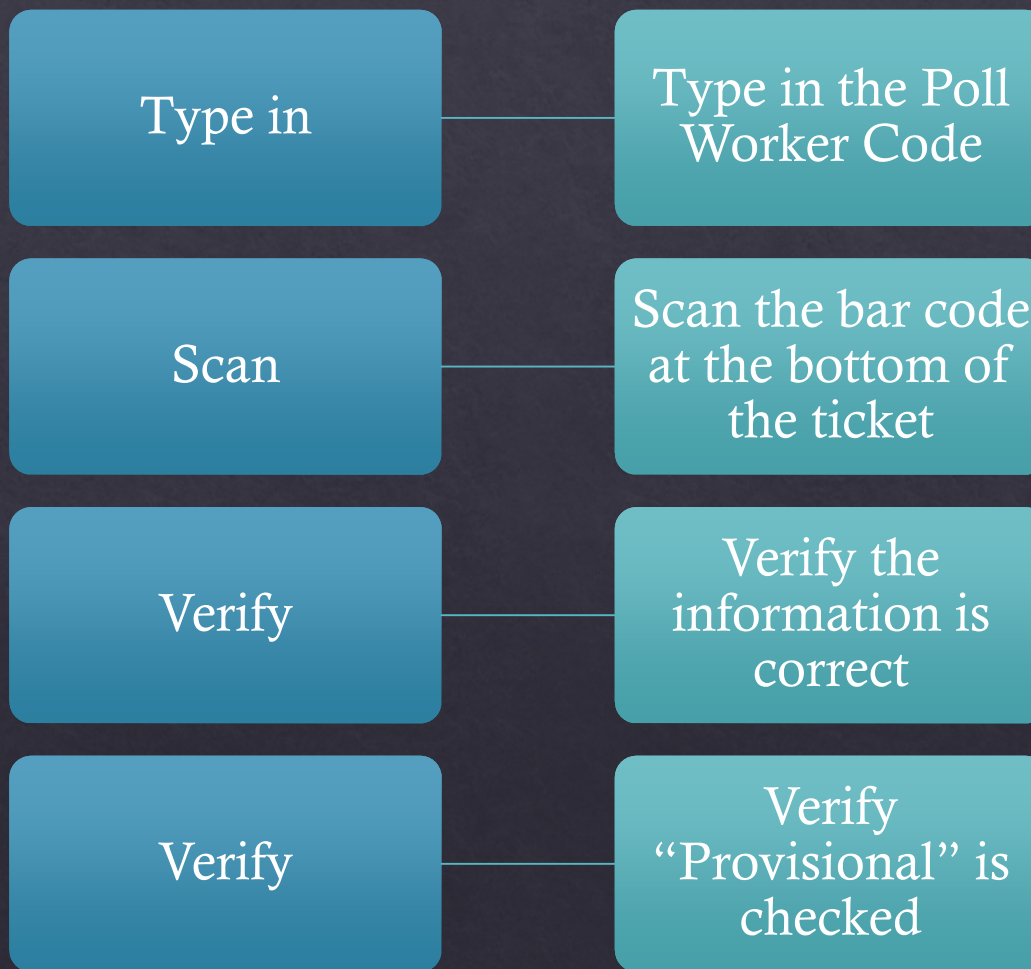# How to Print a Ballot on the Touch Writer – Ticket to Scan

Type in	Type in the Poll Worker Code
Scan	Scan the bar code at the bottom of the ticket
Verify	Verify the information is correct
Verify	Verify "Provisional" is checked

How to Print a Ballot on the Touch Writer : No Ticket to Scan

1

Review

- Review the information on the Voter Roster Ticket (change of address) or provisional envelope

2

Look up

- Look up the address in the Street Roster Index to find the precinct number

3

Type in

- Type in poll worker code to access ballot then select the correct precinct ballot and go through steps to print – if provisional, select the provisional ticket box

- Voter signs the Provisional Log

- Print a blank ballot using Touch Writer

- Place ballot & envelope in a secrecy sleeve

- Ask voter if they would like a translated ballot in either Spanish or Tagalog

- Hand voter the secrecy sleeve and pen

- Make sure voter knows to return ballot in its envelope.

Provisional Clerk Processing Voters

PROVISIONAL CLERK PROCESSING VOTERS

When voter returns:

- Have voter print and sign name on the Provisional Log
- Place sealed envelope in **PINK** bag
- Give voter provisional receipt
- Inform voter to call "toll free number" after 30 days for status of ballot
- Give voter "I Voted" sticker

Ballot Clerk & Provisional Clerk Processing Voters

Go over the "1-2-3" of voting:

1. How to mark ballot:

   ◇ Completely fill in box next to your choice with black pen provided

2. What to do if a mistake is made:

   ◇ Give the voter another ballot

   ◇ After two mistakes, ask the voter if they need assistance

3. Where to put marked ballot:

   ◇ When voter is done voting, have voter place the marked ballot in the ballot scanner

   ◇ Thank the Voter

   ◇ Give the voter an "I Voted" sticker

Reminder – Provisional Voters return their ballot to the Provisional Clerk

Processing Voters

◈ Open up and set up your eRoster

◈ Voter scenarios using the eRoster from the handouts

- Any questions on using the eRoster to register new voters?

- Break for 15 minutes

Questions?

Provisional Voters

◇ Go through the steps of processing a provisional voter:

   ◇ Change of address

   ◇ Change of party

   ◇ New voter

   ◇ Using the Touch Writer to process

◇ Any questions about processing voters?

Questions?

Any questions on using the Touch Writer?

- At 8 pm, Inspector declares **"The polls are now closed "**

- Allow voters in line to vote

- After the last voter exits begin closing procedures

Election Day Closing Polls

Election Day Closing Polls

- Shutdown Ballot Scanner
    - Remove Ballots from Ballot Box
    - Tear off Results Tape for Balancing
    - Record Voted Ballots on Ballot Statement
- After balancing
    - Print 2nd copy of Results Tape for posting
    - Press red button on back of Ballot Scanner to shut down scanner
    - Remove vDrive from **SCANNERS** – which are then put in the clear returns pouch:

Election Day Closing Polls

- Equipment Clerk or Inspector opens Ballot Box to access Red Ballot Bin and Auxiliary Bin
    - Run any unscanned ballots through scanner
    - Put White Change of Address Envelopes in Red Ballot Bin
    - Check to make sure no Ballots or Envelopes were missed!
- Inspector seals Red Ballot Bin
- Inspector *does* breaks seal on **RED** bag
    - Remove and Sort Contents
    - Give Spoiled Precinct ballots to Ballot Clerk
    - Give Spoiled Provisional ballots to Provisional Clerk
- Ballot Clerk **DOES NOT** break seal on **BLUE** bag
    - Give Blue Bag to Inspector
- Provisional Clerk **DOES NOT** break seal on **PINK** bag
    - Count and record signatures from sign-in sheet
    - Place the Sign in sheet in the Pink bag

eRoster Clerk Closing Polls

- ◈ eRoster Clerk prints Certified Final Voted List

  - ◈ Inspector and Clerks sign Certified List

  - ◈ Record signature total from List on Ballot Statement

  - ◈ Run Closing Polls Reports – used for balancing

  - ◈ Report will be given to Inspector to record Voted Ballots on Ballot Statement

Election Day Closing Polls

After balancing:

- Ballot Clerk gives **BLUE** bag to Inspector (as is – **DO NOT BREAK SEAL**)

- eRoster Clerk(s) packs and seals eRoster case(s) and gives to Inspector

- All workers assist with taking down signs and other polling place materials

- All workers leave polling place after Collection Team picks up all **RETURNABLE** items.

- ◈ All Paperwork Must be Completed—See Appendix A (page 148-156)
  - ◇ Results Tape - Signed by All Workers
  - ◇ Precinct Security Log – Completed in ALL areas
  - ◇ All Bag Labels –Signed Properly
  - ◇ Ballot Statement is complete and accurate (BOYA)
  - ◇ Payroll –Completed and Signed by All Workers
- ◈ Post 2nd copy of Signed Results Tape and 2nd copy of eRoster Certified List outside before leaving

Election Day Closing Polls

Where do the documents go?

- **White ROV Document Envelope**
  - Election Complaint Forms
  - eRoster Certified Voting List
  - Notice of Deceased Voter Form
  - PVBM Removal Form
  - Poll worker feedback forms
  - Voter Registration Forms (Not from Provisional table)
  - Poll Worker Payroll Form
  - Oath
  - Closing Polls Report
  - Ballot Statement/Certificate of Performance
  - ALL broken and unused seals
  - Closing Polls & eRoster Certified Voting List reports (from Ballot Scanner & eRoster)

![Solano County logo]

Closing the Polls on the Ballot Scanner

- Remove the vDrive from the Scanner and place in the Official Returns Pouch, along with the keys.
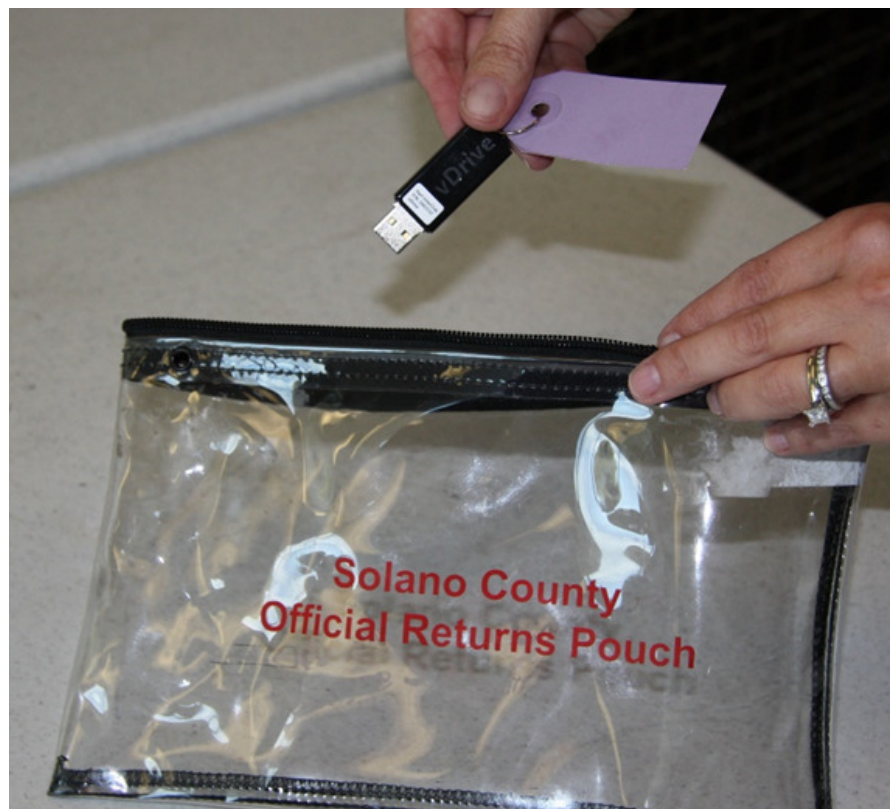
Closing the Polls on the Ballot Scanner

The Official Returns Pouch is <u>NOT</u> packed into a bag.

It is handed directly to the Collection Team

Election Day
Closing Polls

◈ Caddy should have a list detailing the items to go on it, including:

· Ballot box

· Scanner

· Touch Writer

· Touch Wrier Table

· Ballot printer

· Printer Table

· UPS

Pack up everything and set it all in one location.

The Inspector and one clerk wait for the Collection team to show up before leaving the polling place.

The Collection team will be picking up all items with the **RETURN** neon green label on it.

      ◇ A Collection team member will be checking in with the Inspector prior to 8PM.
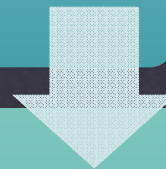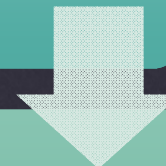
Election Day Polls Closed

Questions?

Presidential General Election
November 3, 2020