County Registrar of Voters
Poll Worker Manual
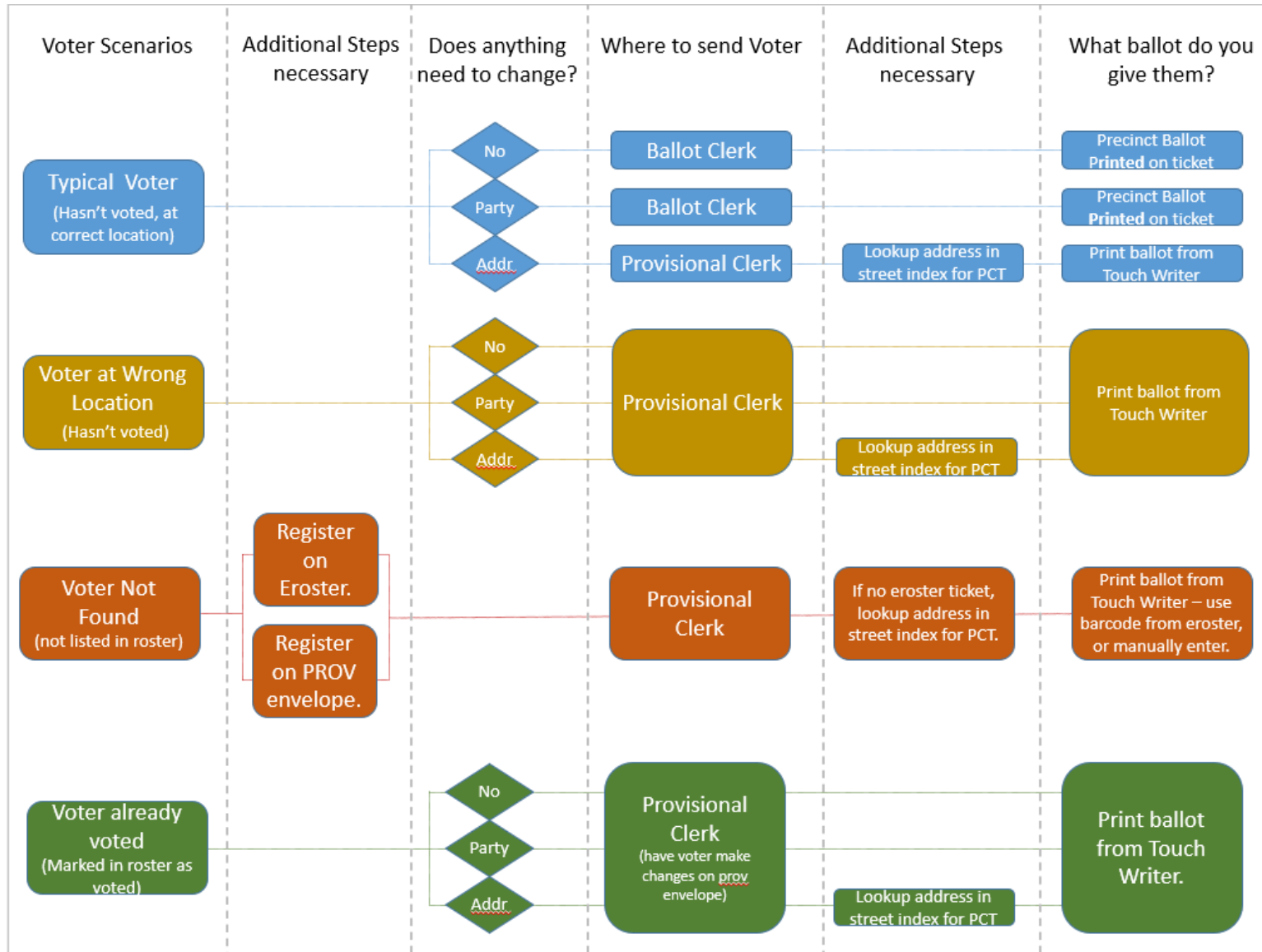

November 8, 2022
Statewide General Election

Quick Reference Chart - Processing Voters

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)
Voter (No VBM issued)	●	●		●			
Show ID required and provided correct ID	●	●		●			
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						●	

Quick Reference Chart - Voter Processing Workflow

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	

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

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 provisional precinct ballot using the Touch Writer.
Voter Not in eRoster	Vote Provisionally	Vote Provisionally	Register voter using eRoster or CVR/Provisional Envelope
Voter's address is different in eRoster	Vote Provisionally	Vote a *Regular Ballot* printed on the Touch Writer based on the new hand-written address	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 8th, 2022**
- 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 _____	784-3045
Election Day Ballot Scanner and Touch Writer Help Desk _____	784-3375
Election Day eRoster Help Desk_____	784-3361
Voter Information _____	784-6675
Media Inquiries_____	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 _____	745-3411
Dixon _____	421-7090
Fairfield_____	428-7373
Rio Vista_____	421-7090
Suisun _____	421-6622
Vacaville_____	449-5200
Vallejo_____	552-3285

BRING THIS MANUAL TO YOUR POLLING PLACE ON ELECTION DAY!

It is an invaluable guide for conducting tasks requiring multiple steps, troubleshooting and resolving polling place issues, contains copies of important documents, and much more.

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
- Changes to the equipment caddy
- Information on a 2-card ballot

New Procedures for 2022

- Ballot Wrappers–Each wrapper has the precinct number printed on it whichcorresponds to the precinct number on the ballots The color of the wrapper corresponds to the ballot color so clear is white paper, orange is goldenrod paper, cyan is blue paper, etc. The wrapper is to highlight that there are different precincts in the stack of ballots. The goal is to make sure the correct ballot is issued to the voter.

- All completed forms & the Ballot Scanner Report go into the **Official Document Returns Envelope**
- All broken/used seals will be placed in a clear bag labeled **Broken/Used Seals**. At the end of the night, place this bag into the Red Bag.
- No more black Supply Bag – individual supplies for clerks are packed into bins located on the equipment caddy.

SOLANO COUNTY | REGISTRAR OF VOTERS

Timothy Flanagan
Chief Information Officer
Registrar of Voters
TPFlanaganl@solanocounty.com
(707) 784-6675

JOHN H. GARDNER
Assistant Registrar of Voters
JHGardner@solanocounty.com
(707) 784-3366

September 8, 2022

To all our dedicated and hardworking adopt-a-poll locations, poll workers, inspectors, rovers and students, thank you for your service as a pollworker in the 2022 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. Tim and I sent out a heartfelt thanks to all.

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. Our office works closely with our community to ensure our elections are transparent and results are reproducible.

You will work as a team at polling places around the county on Election Day to achieve this goal, and 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 pollworker. 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 to your in-person class** and 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 your 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)

Contents

Training Information

In-Person Classroom Training

All Inspectors assigned for the Election **are encouraged** to complete at least one hands-on in-person training session that will be held at the Solano County Government building at 675 Texas Street. Other clerks may have in-person training at the Government Center but, due to the COVID pandemic, some courses will be held as a virtually hosted trainer-led session. You may register for your in-person class by choosing your courses in the Tenex Poll Worker Management system or by emailing pollworker@solanocounty.com.

Please be sure to register early! Class size and availability are limited, please register for your assigned position early to ensure you are in the correct class. To cancel or change a training class, contact 784-6675 or e-mail pollworker@solanocounty.com. Please notify us of cancellations as soon as possible to allow other students to register for that class.

Online Training

All poll workers will receive online training customized to their specific duties. The online classes are available through the Poll Worker Portal. All poll workers are encouraged to cross-train on positions other than their assignment by taking online courses specific to other positions.

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:

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 in size, so please be sure to attend the session you signed up for. You can register for in-person classes online at https://solanoca.precinctcentral.com/TED/ElectionForcePortal/Launchpad.aspx through the "My Classes" tab.

It is recommended that you complete the online classes prior to attending in-person classes. In-person classes will go over any changes to online class material, and will concentrate on providing hands-on experience with the voting equipment and eRosters.

Changes for the 2022 General Election

As of June 2020, California is now 100% Vote by Mail state, with all active California voters being mailed a Vote by Mail ballot for every election. Voters will still have the option to vote in-person, which in Solano County can take place at our 68 polling places on Election Day (November 8th, 2022) or at our office beginning October 11th, 2022 (29 days before Election Day) through Election Day, November 8th, 2022.

With the Covid-19 Pandemic still ongoing, low-contact voting may be the safest way to vote, but Solano County is taking several steps to minimize the spread of COVID-19 for our poll workers and voters at our polling places and office. Our office will continue to provide an increased number of drop-off and curbside locations in addition to our traditional polling places and facilitate low contact voting options. Changes first put in place for the 2020 elections will still be in place in order respond to the challenge of health and safety concerns during the pandemic.

Hybrid and online training will continue to be a critical part of poll worker 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.

Safety measures at the polling places themselves, many of which were first implemented in the November 2020 General Election, will continue:

- 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.

- 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 "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 and poll workers are not required to wear a mask unless updated state or local mandates require them to do so.

- Poll workers refusing to follow the COVID guidelines, including any stricter local guidelines than in place state or county-wide, 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).

- Greeters will provide voters with a Voter Processing Form, on which voters will write their name and address so that they can easily be looked up by the eRoster Clerks, and avoid miscommunication and delays due to PPE, plexiglass-barriers, and social distancing.

  o Please let voters know that these cards will not be used to update their information, only to locate them in the roster.

  o 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.

- Voters 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 before returning it to the poll workers to have it deposited through the Ballot Scanner.

Please note: More up-to-date COVID-19 guidelines may be provided to better adhere to state guidelines for polling place safety as the election draws nearer.

The Election Day Experience – An Overview

Election Schedule

All team members must arrive at 6:00 A.M. on Election Day.

From 6:00 A.M. to 7:00 A.M.

- Organize and set up the polling place
- Set up the election tables 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 whenever the last voter leaves) to 9:00 P.M.
all workers help to:

- Record ballot and signature totals
- Remove signs
- Pack equipment, supplies, and ballots

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

Solano County Registrar of Voters
675 Texas Street, Ste. 2600, Fairfield
SolanoCounty.com/Depts/ROV

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.
- *Inspector:* Manages the polling place and team of poll workers.
- *eRoster Clerk(s):* Checks in voters at the polling place and determines the type of ballot the voter receives.
- *Ballot Clerk(s):* Issues the **correct paper precinct ballots by matching the ballot color on the Voter Roster Ticket to the ballot color on the ballot** to voters who can then insert their voted ballots into the Ballot Scanner and have their ballots counted immediately. Issues replacement ballots if a voter makes a mistake.
- *Provisional Clerk(s):* Issues the provisional paper precinct ballots to voters due to special circumstances. Uses the Touch Writer to issue correct precinct ballots for voters who are at the wrong polling location. Assists voters with using the Touch Writer. Secures the voted ballots and sends them to the Registrar of Voters for review to determine if the ballot counts.
- *Greeter(s):* Provides voters with the Voter Processing Form to speed up check-in. Assists voters utilizing curbside voting to drop off their ballot. Directs voters to the correct polling place, answers generic questions for voters, helps with managing lines of voters, and performs the duties of other positions such as Ballot Clerk or eRoster Clerk while co-workers are on breaks.
- *Equipment Clerk(s):* Sets up and operates the Ballot Scanner with the help of one (1) other clerk or the Inspector. 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 4 poll workers are required for a polling place to function.**

Overview of the Voting Process

Greeters will provide voters with the Voter Processing Form and a disposable pen to fill it out. If a voter has their Vote By Mail (VBM) ballot with them and wishes to drop it off rather than surrendering it to vote on a poll place ballot, the Greeter will direct them to the Yellow VBM Ballot Bag. **Voters who wish to cast their VBM ballot through the Ballot Scanner to be counted immediately MUST check in with the eRoster Clerk and sign the Voter Roster Ticket.   Return the ticket to the eRoster Clerk to be placed in the blue Ticket bag.**

All voters check in with the eRoster Clerk who uses the filled-out Voter Processing Form or asks the voter for their identifying information if one was not provided. After determining the voter's eligibility according to the eRoster, a ticket is printed for the voter to sign.

If a voter is listed in the eRoster and is eligible to vote at your polling place, the voter is given a Voter Roster Ticket, asked to sign the ticket and then directed to the Ballot Clerk to receive a ballot. The voter exchanges the signed ticket for a paper ballot.

If they wish to cast the VBM ballot they received through the mail through the scanner, they need to sign their ticket and return the ticket to the eRoster Clerk who will direct them to the Ballot Scanner without spoiling and replacing their VBM ballot.

If a voter is not listed in the eRoster and does not wish to register to vote, the voter is given a Provisional Envelope and is sent to the Provisional Clerk to receive a printed provisional ballot. Voters who are not in the eRoster but who do wish to register on the day will receive a lilac Conditional Voter Registration (CVR) Envelope.

Voters who are in the eRoster but would like to update their address can write their new address on their Voter Roster Ticket and be provided a white change of address envelope. They will put their ballot inside the white change of address envelope along with their signed Voter Roster Ticket that reflects their change of address and place it into the Auxiliary Bin of the Official Ballot Box.

Both CVR voters (whose voted ballots go into the lilac envelopes) and Provisional voters (whose voted ballots go into the pink envelopes) will return with their ballots in the correct envelope to the Provisional Clerk. The Provisional Clerk will direct them to place the envelopes in the pink Provisional Ballot Bag so that they can be counted at the Registrar of Voters office.

Any white change of address envelopes that were put into the Auxiliary Bin compartment of the Ballot Box are to be added to the Red Ballot Bin, located inside the Ballot Box, at the end of the night to be brought to the Registrar of Voters office.

All voters receive their ballot in a secrecy sleeve. All voters are:

- Given clear instructions on how to mark the ballot
- Given clear instructions on what to do if a mistake is made while marking
- Told what to do with the marked ballot
- Asked if they need a translated facsimile ballot

A polling place may have different different precinct ballots each with an assigned color. The Ballot Clerk matches the precinct number and color on the signed Viter eRoster ticket to the precinct and color of the ballot that they give the voter, ensuring each voter receives the correct precinct ballot.

The voter casts the ballot by depositing it in the scanner and is then given an "I Voted" sticker by the Equipment Clerk, who is always near the Ballot Scanner.

Vote by Mail Ballots

Voters are not required to have their Vote by Mail (VBM) ballot present with them at the polling place to surrender in order to receive a poll place ballot. However, if a voter does surrender their ballot, it cannot be given back to the voter. If a voter has their VBM ballot and wishes to cast it through the Ballot Scanner, the voter **MUST** still check in with the eRoster Clerk to sign their Voter Roster Ticket but will <u>not</u> receive a replacement ballot. Instead, once the voter has checked in and signed the Voter Roster Ticket, the voter will be directed to the Ballot Scanner to deposit their ballot.

Voters can also choose to return their VBM ballot in the VBM envelope at the polling place by depositing it in the **yellow Vote By Mail Ballot Bag.**

REMEMBER: Voters can only have one ballot. If they wish to use their VBM ballot, they will NOT be issued a poll place ballot.

Issuing Replacement Ballots

When a voter makes a mistake on the ballot, they return to the Ballot Clerk or Provisional Clerk who issued the voter the ballot.

The Clerk will:

- Take the ballot and **verify that it is the same ballot being issued.**
- Write **SPOILED** across the face of the ballot to void the ballot.
- Place the spoiled ballot into the sealed **Red Bag.**
- Tear off a new ballot and give the voter the replacement ballot.

The maximum number of replacement ballots a voter can receive is two (2). Offer to help the voter prior to them reaching the maximum number and having to cast their final ballot as-is.

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 as long as 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. Poll workers can also offer to set up the Touch Writer system for voters needing assistance, which can be used to provide the ballot in an audio format as well as other accessible modifications. Any voter can use the device to mark their ballot, which can then be printed and ran through the Ballot Scanner.

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 on the back of the Ballot Statement in the Inspector Binder.

Translated Sample Ballots (Facsimile Ballots)

All polling places will have facsimile or sample ballots available in English, Tagalog, and Spanish. The Ballot Clerk or Provisional Clerk will ask every voter if they need a facsimile ballot in one of the languages available. If they do, they will be given a facsimile ballot AND a regular precinct (or provisional) ballot. The translated facsimile ballots are NOT to be marked, but only to be used for language assistance when marking their actual ballot. Instruct voters to dispose of the facsimile ballot with the secrecy sleeve in the provided container before leaving.

A facsimile ballot poster should also be posted in an area easily visible to voters, near the FYI board, and poll workers should be sure to wear the appropriate language tags in any languages they can offer assistance to voters in.

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 4 poll workers are available to serve voters. All poll workers are entitled to a one (1) hour meal break. The Inspector coordinates meal breaks to ensure that all workers are available during the peak periods of voting.

Election Day Observers

Anyone can observe any aspect of the election process. Often they are working for advocacy groups or a political party and/or candidate. Observers are welcome to observe but must adhere to the posted COVID Guidelines and the posted Observer guidelines, which are also summarized below:

Observers May

- Observe procedures including opening and closing
- Look at and obtain information from the Street Index and/or Certified Voting List, which can be found online, printed from the eRoster or by letting the Observer flip through the Voter Processing Forms
- Ask to see the translated/facsimile ballots

Observers May Not

- Speak with poll workers or voters to interfere with or delay the voting process
- Speak to voters within 100-feet of the entrance to polling places about how they may have voted, challenge them for electioneering or question their qualifications to vote
- Use cellphones inside the polling place and/or within 100-feet of the entrance to the polling place
- Occupy the area behind or between official election tables, voting booths, or the Ballot Scanner

Observers Cannot

- Touch voting materials or equipment or sit at the official election table(s)
- Monopolize and/or remove the posted Street Indexes and/or Certified Voted List
- Interfere with the timely closing of a polling place

What to do if an observer violates the guidelines

First, politely approach the individual(s) and advise them of the guidelines. If the situation continues, ask the observer(s) to leave the polling place. If you feel unsafe or in danger, call 911.

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 their ballot.
- Voters quietly discussing their choices in a voting booth within earshot of other voters.
- Displaying any sign, sticker, button, or clothing that supports or opposes a party, candidate, or measure.

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 interviews. 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 electioneering laws.
- If the situation continues, immediately call the Roving Inspector.
- Notify the Registrar of Voters at (707) 784-6675.

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. If there are no voters waiting for a booth, please allow a voter more time. Voters are also allowed to bring their sample ballot into the voting booth with them to be used as a guide.

Showing ID at the Polling Place

Do not ask voters to show ID unless prompted to do so by the eRoster.

The requirement to show identification at the polling place is limited to a small group of voters and is only required in federal elections. The eRoster tablet will show "ID Required" for the voters who are required to do so**.**

- **ID is only required for Elections in which a candidate for federal office is on the ballot and a first-time voter had not provided ID at the time of registration. Only ask for ID when prompted by the eRoster.**
- Voters MAY show an ID to help the eRoster Clerk look up their name to determine the spelling. However, it is NOT required.

Emergency Procedures

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

What to do if you must evacuate the polling place

- Instruct all voters and poll workers to immediately leave the polling place.
- Direct the poll workers to gather nearby at a safe location or to follow the instruction of a polling location staff member or emergency personnel.
- Once everyone is safely out of the building, immediately notify the Registrar of Voters at (707) 784-3045. Be sure to also notify 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 back-up to allow the equipment to continue to operate for a limited time.
- The eRoster tablet is fully charged while plugged in. If there is a power outage, continue to process voters using the eRoster and Emergency Voter Tickets. The battery on the tablet should last during a minor power outage. If the power outage lasts longer than the battery on the tablet, switch to using the back-up paper roster.

What to do if you cannot get into your polling place before 7:00 A.M.

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 a 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.

! | Once you are able to get into the polling place, the ballots cast into the Red Bag can be ran through the Ballot Scanner at the end of the night, or placed in the Uncounted Ballots Bag

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 state law allows a voter to take a photograph of their own 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 cannto be given back to the voter.

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.
- Inspectors may have multiple Red Bags due to the voter count of their location. In these instances, the Reg Bags are coded with a letter (A, B, C, etc.)
- The Primary Bag is coded with the number **A .**

On Top of the Red Bag

- Wire cutters (attached to top of Red Bag A)
- Inspector Binder:
  - Two (2) copies of Street Indexes/Index of Registration
  - Ballot Statement/Certificate of Performance
  - Oath of Office
  - Notice of Appointment
  - Emergency Voter Tickets (regular and provisional, spares)
  - One (1) copy of Back Up Emergency Roster
  - **Payroll Form**
  - Copy of COVID-19 specific poll place layout
  - Interpreter Service/Tally Sheet
  - County-issued iPhone and charger
  - Wire cutters

Inside the Red Bag

- Official Precinct and Provisional Ballots
- Stationary Kit (**with wire cutters for seals**)
- Two (2) Binders – 1 for Greeter and 1 for Provisional Clerk (Primary Red Bag)
- Emergency Supply Kit (in side pocket without a logo):
  - Provisional Voter Sign-in Sheet
  - Provisional Envelopes
  - Provisional Receipts
  - Pens
  - Replacement Yellow Vote by Mail Envelopes
  - Notice of Deceased Voter Forms

eRoster Tablets

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

Clear Supply Bins / Touch Writer Bag / Electrical Supply Bag

Individually packed bins and bags placed on the equipment caddy for the eRoster, Ballot, Provisional Clerk, Inspector, and Touch Writer contain the following items:

eRoster Clerk	Ballot Clerk	Provisional Clerk	Touch Writer Supplies
"Start Here" table sign	"Ballot Clerk" table sign(s)	"Provisional Clerk" table sign(s)	Bar Code Scanner with 6' USB Connector
Marking pens	Consolidated Precinct & Poll ID Table Sign	Consolidated Precinct & Poll ID Table Sign	Disposable headphone ear covers
Scotch tape	Marking pens	Marking pens	Electronics-safe cleaning wipes
3 clips/hook sets	Magnifier (sheet or glass)	Clipboard	100' electioneering string
eRoster printer paper	Translated Ballots (Spanish, Tagalog)	Translated Ballots (Spanish, Tagalog)	5' clearance string
Replacement Yellow VBM envelopes	Clipboard	Scotch tape	Ballot Scanner & Touch Writer printer paper
Deceased Voter Forms	Certified List of Write-in Candidates	Provisional Voter Log / Sign-in Sheets	UPS Guide
Regular & Provisional Voter Emergency Tickets	Scotch Tape	"I Voted" stickers	Headphones
		Certified List of Write-in Candidates	
Inspector/Forms/Supplies	**Inspector/Forms/Supplies (Cont'd)**		**Electrical Supply Kit**
Blue Painter's tape, 1"	Clear Official Returns Pouch		2 Prong Connectors
2 Door Stops	Touch Writer, Ballot Scanner, and Ballot Box keys		15' Extension Cords
Election Complaint Form	All Security Seals		Power Strips
Poll worker feedback forms	Official Document Returns Envelope		
Social Distancing Stick	ID Holders & Language Ribbons		
Translated Ballots	Poll Place Precinct Map		
FYI Poster	Ballot Type Poster		
Observer Poster	Return Bags		
Poll Place Arrow Sign	Fabric US Flag		
Poll Place Precinct Sign			

Signage & Supplies (inside Ballot Box)

- Official Solano County Voter Guide
- Official California Voter Information Guide
- Table privacy shields
- Voter Registration Forms and holder
- Signage: Curbside Voting Cone Topper Sign

Signs Delivered by the Drayage Company

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

Equipment Delivered by the Drayage Company

- Voting booths
- Greeter table(s) (black TV tray)
- ADA supplies (cones, parking signs, ramps, threshold mats) if modifications are needed

Equipment Caddy Containing

- Verity Ballot Scanner
- Verity Touch Writer
- Touch Writer Voting Booth Table (privacy panels for Scanner and Touch Writer inside bag)
- Printer
- Ballot box (for Verity Ballot Scanner)
- 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 (inside ballot box)
- Clip-on lights for voting booths
- Clerk supply bins

> ⚠️ **Locations designated as a PSPS (rolling power outage) emergency site may have a primary and back-up Ballot Scanner and Touch Writer delivered.**

[15]

COVID Supply Caddy

COVID supplies will be delivered to each polling place in a second caddy.

- Facial shields
- Face masks
- Disposable gloves
- Hand sanitizer bottles
- Anti-Bacterial wipes
- Handy wipes bucket (white)
- Alcohol wipes bucket (green)
- 50-gallon cardboard trash bins
- 50-gallon trash bags
- 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
- Electronic Wipes

Other supplies on the COVID Supply caddy:
- Provisional and Conditional Envelopes
- Voter Processing Forms
- Secrecy Sleeves
- Ballot Marking Pens
- Change of Address Envelopes

There may be more supplies than are pictured at your specific site. Sneeze guards for the tables will be on the lower shelf 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.

For this election, due to COVID-19, pens, secrecy sleeves, and sample ballots are single-use for voters.

Master Checklist

Pre-Election Day

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

Pre-Election Day Tasks

Done?	Who	What	Ref. Page
	A	**READ THE POLL WORKER MANUAL**	31
	A	Attend in-person class	31
	A	Create a voting plan	31
	I	Pick up election supplies at training class before Election Day @ 675 Texas Street, Fairfield	31
	I	Locate and charge County-issued iPhone – located in the Inspector Binder	31
	I	Call other clerks at your polling location	31
	R	Pick-up election supplies at training class before Election Day @ 675 Texas Street Fairfield	31
	R	Locate and charge County-issued iPhone	31
	R	Call Inspectors – remind them to show up at 6 A.M.!	31
	R	Remind Inspectors to call ROV office for replacement clerks if needed	31
	R	Prioritize your visits based on Inspector experience	31
	R	Map out locations of assignments	31
	I,R	If you cannot reach a poll worker call (707) 784-3045	31, 31

Setting Up / Pre-Opening Checklist

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 – 6:00 A.M. to 7:00 A.M.

Done?	Who	What	Ref. Page
	A	Arrive at 6:00 A.M. with your poll worker manual.	37
	I	Administer Oath to all clerks.	37
	A	Sign and witness Oath	37
	I	Locate voting equipment and supplies in caddy (Ballot Scanner, Touch Writer, printer, table), booths and supplies.	38
	I	Break seal, open Red Bag and Supply Bins, remove all supplies.	38
	I	Retreive bags and supplies from inside Ballot Box.	38
	A	Arrange election tables and voting equipment per guidelines.	39
	I	Distribute all supplies to clerks to set up tables/positions.	41
	I	Direct Equipment Clerk to set up Ballot Scanner.	42
	PC	Direct Provisional Clerk to set up Touch Writer booth, and Touch Writer with printer.	42
	I	Confirm seal numbers and sign Security Log – Election Morning.	44
	EC	Set up Ballot Scanner – remove Ballot Box from caddy.	61
	EC	Set up Ballot Scanner – confirm seal on handle of Ballot Scanner matches seal log.	65
	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 Verity Scan into place.	61
	EC	Set up Ballot Scanner – Unlock and open Ballot Scanner (orange key).	62
	EC	Set up Ballot Scanner – Remove power brick and cord from storage compartment then close lid of scanner.	63
	EC	Set up Ballot Scanner – Plug power cord into power brick, then plug power connector into back of the Verity Scanner, flat side up (do not plug into wall yet).	65
	EC	Set up Ballot Scanner – Open Verity Scanner case and lock lid brace into place.	64
	EC	Set up Ballot Scanner – Unlock, unlatch and remove tablet (blue key).	64
	EC	Set up Ballot Scanner – Seat the tablet firmly in the cradle, tilt back, and lock it in place.	64

Done?	Who	What	Ref. Page
	EC	Set up Ballot Scanner – Confirm seal on vDdrive compartment door matches seal log. Do not break this seal, but leave it sealed.	65
	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.	65
	EC	Set up Ballot Scanner – Press the red power button on the back of the Verity Scan to power it on.	65
	EC	Set up Ballot Scanner – Review the Power On self-test report for any issues. Tear off report and place in Official Document Returns Envelope.	66
	EC	Set up Ballot Scanner – Print the Zero Report, tear off the report, have poll workers sign if indicated at the bottom of the report, and place in the Official Document Returns Envelope.	67
	EC	Set up Ballot Scanner – Install privacy shields.	67
	EC	Set up Ballot Scanner – Verify Auxiliary Bin is empty. Leave open for first voter.	68
	EC	Set up Ballot Scanner – Verify Red Bin in Ballot Box is empty. Leave open for first voter.	68
	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.	68
	EC	Set up Ballot Scanner – Press Open the Polls and enter code **110822.**	69
	EC	Set up Ballot Scanner – The Open Polls Report prints.	69
	A, EC	Set up Ballot Scanner – Tear off, sign, and place report in the Official Document Returns Envelope.	69
	A, EC	Set up Ballot Scanner – Advance the paper in the printer by pressing the gray feed button twice.	69
	PC	Set up Touch Writer – Select a location with 5'0" radius around the front and two sides of device.	112
	PC	Set up Touch Writer – Remove bag with Touch Writer Booth/Table from caddy and setup.	110
	PC	Set up Touch Writer Booth – Place Touch Writer on top of Touch Writer booth.	112
	PC	Set Up Touch Writer – Reach under booth and push latch away from you to secure Touch writer to booth.	112
	PC	Set Up Touch Writer – Orient Touch Writer so it is easily accessible.	113
	PC	Set Up Touch Writer – Unlock and open Verity Touch Writer case (orange key).	113
	PC	Set Up Touch Writer – Remove power brick and cord from storage compartment (close lid of Touch Writer).	113

Done?	Who	What	Ref. Page
	PC	Set Up Touch Writer – Plug power cord into power brick, then plug power connector into back of the Verity Touch Writer, flat side up (do not plug into wall yet).	114
	PC	Set Up Touch Writer – Open Verity Touch Writer case and lock lid brace into place.	114
	PC	Set Up Touch Writer – Unlock, unlatch and remove tablet (blue key).	114
	PC	Set Up Touch Writer – Seat the tablet firmly in the cradle, tilt back, and lock it in place.	114
	PC	Set Up Touch Writer – Confirm the seal number matches what is printed on the security log.	115
	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.	115
	PC	Set Up Touch Writer – Attach privacy shields onto Touch Writer booth.	115
	PC	Set Up Touch Writer – Plug UPS directly into AC Power (NOTE: for safety reasons, do **NOT** remove UPS from caddy or plug it into an extension cord or power strip).	116
	PC	Set Up Touch Writer – Connect printer power cable to outlet on back of UPS.	116
	PC	Set Up Touch Writer – Turn on UPS using the rocker switch on the front left until you hear a click – three lights should be illuminated.	116
	PC	Set Up Touch Writer – Connect blue printer cable to back of Touch Writer.	117
	PC	Set Up Touch Writer – Confirm seal number on cardboard box with blank ballot stock inside for ballot printer. Break seal on the cardboard box and load ballot paper into the printer.	117
	PC	Set Up Touch Writer – Turn on printer and wait until the display reads Ready to Print.	117
	PC	Set Up Touch Writer – Press the red power button on the back of the Verity Touch Writer to power it on.	118
	PC	Set Up Touch Writer – Loosen Accessible Device from cradle and insert the headset plug into the Accessible Device.	118
	PC	Set Up Touch Writer – Insert the bar code scanner cord into the USB connection on the vDrive door.	118

Done?	Who	What	Ref. Page
	PC	Set Up Touch Writer – The Power On Self Test Report prints. Tear off and review for any issues. Place in the Official Document Returns Envelope.	119
	PC	Set Up Touch Writer – Verify clock is correct time.	120
	PC	Set Up Touch Writer – Print Zero Report, tear off and sign if indicated at bottom of report. Place in the Official Document Returns Envelope.	120
	PC	Set Up Touch Writer – Choose Open the Polls – **110822**	120
	PC	Set Up Touch Writer – Tear off, sign, and place Open Polls report in Official Document Returns Envelope.	120
	PC	Set Up Touch Writer – Give keys for Touch Writer to Inspector until needed to close the polls.	120
	ER	Open eRoster supply bin and set up table.	88
	ER	Cut blue seal on case and confirm with Inspector to verify number on security log.	83
	ER	Open case to remove – tablet, stylus, printer, power plugs, and mobile hot spot (only one per location, located in the first eRoster).	83
	ER	Plug in power cord for tablet and printer into surge protector provided.	83
	ER	Remove mobile hot spot device and/or cradlepoint. Plug in, turn on, and place near a window if available. Always have mobile hot spot plugged in.	84
	ER	Place green eRoster case under the table.	84
	ER	Turn on printer and eRoster tablet.	84
	ER	The search screen appears – Verify the polling place is listed below search precinct.	85
	ER	Verify the Check-in count shows as zero on the main screen.	85
	ER	Test Print – Test Printer, verify a short "TEST TICKET" is printed.	85
	ER	Confirm Poll Pad is connect to the MiFi by confirming the correct location is displayed on the tablet	86
	ER	Confirm the election date	86
	ER	Confirm the election name	87
	ER	Verify the Wi-Fi Connection is made – tablet should have a green cloud icon. If not, call 707-784-3375. You can still process voters if not connected to the mobile hot spot.	87
	ER	Tap on Voter Search.	89
	ER	Confirm your Start Here signs are attached to election tables.	88
	ER	Place your supplies on tables.	88
	BC	Open the Ballot Clerk supply bin and set up election table.	105

Done?	Who	What	Ref. Page
	BC	Place the Ballot Clerk table tent sign on the table or between the clerks if more than one Ballot Clerk	105
	BC	Place your supplies on tables.	105
	BC	Get Blue eRoster Ticket Bag and Red Bag from inspector and verify they are empty. Leave open for first voter to inspect.	105
	PC	Open the Provisional Clerk supply bin and set up election table.	109
	PC	Place your supplies on tables.	109
	PC	Get Pink Provisional Bag from Inspector and verify it is empty. Leave open for first voter to inspect.	109
	A	Set-up voting booths	42
	I	Complete polling place ADA modifications, if required.	43
	A	All workers sign Zero Reports.	44
	G	Locate Greeter Table and place near entrance with Provisional/Greeter binder.	57
	G	Hang the polling place map near the table.	57
	G	Hang the Observer Guidelines poster near the entrance	57
	G	Post FYI Poster near entrance, mark available languages.	57
	G	Assist rest of poll workers with setting up.	57
	A	Sign Payroll Form.	44
	I	Locate Signage Bin and distribute signs.	42
	A	Post signs, FYI Board, maps, notices, flags – inside and outside of polling place.	42, 43
	I	Set-up curbside voting sign and cone – write Inspector's county issued cell phone number on sign.	43
	I	Assign meal breaks.	44
	I	Ask clerks if they have questions about duties.	44
	A	Put on name badges and any appropriate language flags.	44
	I	**Use the Tenex App to report that you are ready to open. If the app is not working, call the ROV at 707-784-3375 to report opening.**	44

Opening Polls Checklist

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

Opening Checklist – 7:00 A.M. and FIRST VOTERS

Done?	Who	What	Ref. Page
	I	Publicly announce the polls are open at 7:00 A.M. sharp.	45
	I, EC	Have 1st voter inspect the Ballot Scanner – zero ballots scanned, empty Ballot Box and Auxiliary Bin.	45, 68
	I, BC	Have 1st voter inspect Ballot Clerk – Empty Red Bag, Empty eRoster Ticket Bag.	45, 105
	I, PC	Have 1st voter inspect Provisional Clerk – Empty Pink Provisional Ballots Bag.	45, 109
	I	Give Ballot Clerk new seal for Red Bag.	45
	BC	Seal Red Bag.	105
	BC	Seal Blue Bag.	105
	PC	Seal Pink Bag.	121
	I, EC	Send voter to eRoster to begin voting process.	45
	I	Document seals on security log.	45
	EC	Close, lock and seal all compartments of the Ballot Box – front door, back door, auxiliary bin	70
	EC, PC	Give keys to Inspector until needed to close polls.	70, 120

Processing Voters Checklist

Processing Voters Throughout the Day

Done?	Who	What	Ref. Page
	G	Processing Voters.	57-59
	EC	Processing Voters.	71-71
	ER	Processing Voters.	88-101
	BC	Processing Voters.	105
	PC	Processing Voters.	122-134
	I	Mid-Day VBM Ballot Pickup (Yellow Bag) Around 1 P.M. and 5 P.M.	46

Closing Checklist – 8:00 P.M. to End of Night

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 P.M. to End of Night

Done?	Who	What	Ref. Page
	I	Publicly announce the polls are closed at 8 P.M. sharp.	47
	I	Ensure all voters in line are processed and notified they will get to vote. Have a Poll Worker stand at the end of the line to inform any incoming voters that the polls are closed.	47
	A	**DO NOT CONTINUE UNTIL ALL VOTERS ARE PROCESSED AND EXIT.**	47
	BC, PC	Count the unused precinct and provisional ballots and write the total on the bag label of the **Unused Ballots Bag**. The count is based on the number of A cards.	107
	BC, PC, I	Place unused ballots inside the Red Bags that the ballots came in.	48, 52, 107
	PC, I	Place unused ballots inside clear Unused Ballot Bag.	48, 52, 107
	I, BC	Break seal on Red Bag, and give the broken seal to the Inspector	107
	BC, PC	Remove and sort contents.	107
	BC, I	Count the number of spoiled precinct ballots and record the number on the Spoiled/Surrendered Bag, and place the spoiled official ballots inside.	107
	PC, I	Record the number of spoiled provisional ballots on Spoiled/Surrendered Bag, and place the spoiled provisional ballots inside.	134 - 134
	BC, I	Place surrendered ballots inside Spoiled/Surrendered Bag.	107
	BC, PC	Place ballot stubs inside Spoiled/Surrendered Bag.	107, 134
	BC	Place unused ballots into the red bags.	107
	BC	Give the blue ticket bag to the Inspector	107
	I, PC	Ensure provisional ballots and signatures are recorded on Provisional Log.	134
	PC	Place Provisional Log in pink bag – **DO NOT UNSEAL PINK BAG.**	134
	I	Pack all ADA polling place modifications.	47
	G	Take signs down from wall – place back in Signage Box and place on Caddy	59
	G	Return Provisional/Greeter Binder to Inspector.	59
	G	Return Greeter table to where supplies were in the morning.	59

Done?	Who	What	Ref. Page
	G	Assist all other workers with taking down signs, posters, voting booths, etc.	59
	EC	Ballot Scanner – Verify Auxiliary Bin has no uncounted ballots.	72
	EC	Ballot Scanner – Process any ballots found in Auxiliary Bin that are NOT in an envelope before continuing.	72
	EC	Ballot Scanner – Press blue poll worker button on back of Ballot Scanner.	72
	EC	Ballot Scanner – choose Close Polls from menu options.	72
	EC	Ballot Scanner – Choose Yes, Close the Polls.	72
		Note: Once polls are closed, they cannot be reopened.	72
	EC	Ballot Scanner – Enter the close polls code **110822** and select Accept. The Close Polls report will print automatically.	72
	A	All poll workers sign the Close Polls report.	73
	I	Place Close Polls report in Official Document Returns Envelope.	73
	EC	Ballot Scanner – Press Closing report button for a second copy.	73
	A	All poll workers sign the printout.	73
	EC	Ballot Scanner – Tape the second copy near the entrance of the polling place.	73
	EC	Ballot Box – Remove the privacy shields from the Ballot Box and place inside the Touch Writer table bag.	73
	EC	Ballot Scanner – Press the red power button on the back of the Ballot Scanner.	73
	EC	Ballot Scanner – When screen is dark, unlock the tablet from cradle (blue key) and place back in storage compartment. Make sure that the tablet is flat before latching and locking into place. Lower latch to hold tablet, then lock tablet into place (blue key).	73
	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!**	74
	EC	Ballot Scanner – Remove blue cover from power cord storage compartment.	75
	EC	Ballot Scanner –place cords back inside storage compartment and replace blue cover.	75
	EC	Ballot Scanner – Use wire cutters to cut the seal over the vDrive door. Place broken seal in the clear bag labeled Broken/Used Seals.	75
	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.	75-76

Done?	Who	What	Ref. Page
	EC	Ballot Box – Using violet key, unlock Ballot Box and remove Red Ballot Bin with the ballots still inside.	75
	EC	Remove any White Change of Address Ballot Envelopes from the Auxiliary Bin and place them in the Red Ballot Bin.	76
	EC	Check the Ballot Box main compartment for loose ballots, if found – put them in the Red Ballot Bin.	76
	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(s) on the security log.	52
	EC	Ballot Scanner – Loosen lid brace on cover, close and lock case.	77
	EC	Ballot Scanner – Reaching under the scanner, inside the Ballot Box, grasp the cord and pull forward to unlock the scanner from the Ballot Box.	77
	EC	Ballot Scanner – Remove the scanner from the Ballot Box and place on the caddy.	77
	EC	Ballot Box – Place the Ballot Box inside the caddy.	78
	PC	Touch Writer – Press the Blue poll worker button on the back of the Touch Writer.	141
	PC	Touch Writer – Select menu at the top of the screen.	141
	PC	Touch Writer – Select Suspend Polls.	141
	PC	Touch Writer – Select Yes, Suspend the Polls.	141
	PC	Touch Writer – Enter the Suspend Polls code **110822** and press Accept. The Suspend Polls report will print automatically.	141
	PC	Touch Writer – Print Ballot Count and Summary Reports.	141
	PC	Touch Writer – Place the Suspend Polls report in the Document Return Envelope.	136
	PC	Touch Writer – Remove the privacy panels from either side of the Touch Writer and place in the Touch Writer Accessible booth bag.	136
	PC	Touch Writer- Press the red power button on the back of the Touch Writer.	136
	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.	137-138
	PC	Touch Writer – When screen is dark, unplug Touch Writer. Remove plug from power brick, and from back of Touch Writer. **Note that there is a locking sleeve that must be pulled back from plug on back of Touch Writer!**	137-138
	PC	Touch Writer – Remove blue cover from power cord storage compartment.	138

Done?	Who	What	Ref. Page
	PC	Touch Writer –place cords back inside storage compartment and replace blue cover.	138
	PC	Touch Writer – Unplug the headphones and place into the clear Touch Writer supply bag.	138
	PC	Touch Writer – Unplug the bar code scanner and place into the clear Touch Writer supply bag.	138
	PC	Touch Writer – Unplug the laser printer from the back of the Touch Writer.	138
	PC	Touch Writer – Place Accessible Controller into cradle.	138
	PC	Touch Writer – Unlock hinge on scan cover, close and lock case.	140
	PC	Touch Writer – Reaching under the Touch Writer table, pull the metal latch forward to unlock the Touch Writer from the booth.	140
	PC	Touch Writer – Remove the Touch Writer from the table and place back inside the caddy.	140
	PC	Touch Writer – Disassemble the Touch Writer table and place back into the Touch Writer bag. Place bag into caddy.	141
	PC	Touch Writer – Turn off the laser printer by holding down the button in the front.	141
	PC	Touch Writer – Unplug the printer from back of UPS.	141
	PC	Touch Writer –place cords behind printer.	141
	ER	Print the number of Check-ins – tap the Menu button	102
	ER	Print the number of Check-ins – tap Summary Report	102
	ER	Print the number of Check-ins – Tape the Check-ins Option	102
	ER	Print the number of Check-ins – Print the report and give to the Inspector	102
	ER	Record, or provide to Inspector, number of voters for the Ballot Statement	102
	ER	Put eRoster in sleep mode by lightly pressing on/off button.	102
	ER	Repack eRoster tablet, mi-fi, accessories, and power cords back into case.	102
	ER	Seal all eRoster cases with blue seal.	102
	ER	Document blue seal number on Security Log sheet.	102
	ER	Give all eRoster cases to Inspector.	102
	ER	Repack all other supplies into eRoster supply bin and return it to Inspector.	102
	BC	Repack all other supplies into Ballot Clerk supply bin and return it to Inspector.	107
	BC	Give sealed Blue Bag to Inspector.	107
	PC	Enter the total of signatures on the pink Provisional Log and place in Pink Provisional Bag.	134
	PC	Repack Provisional Clerk supply bin and return to Inspector.	134

Closing Checklist – Forms to Complete

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

Forms to Complete

Ballot Statement

Done?	Who	What	Ref. Page
	I, ER	Line 1 – Enter number of voters from the eRoster. (no report is needed).	49
	I, ER	Line 2 – Enter total voters on back-up paper roster if used.	49
	I	Line 3 – Add Lines 1 and 2 together.	49
	I	Line 4 – Ballot Count number from Ballot Scanner.	49
	I	Line 4a – Enter the number of sheets cast through the Ballot Scanner	**Error! Bookmark not defined.**
	I	Line 5 – Total number of uncounted ballots, if any.	49
	I	Line 5a – Number of white change of address envelopes	**Error! Bookmark not defined.**
	I	Line 6 – Add lines 4 & 5 together	49

Certificate of Performance

Done?	Who	What	Ref. Page
	I	Check the appropriate box on the Certificate of Performance	50
	A	All poll workers must sign the Certificate of Performance	50

Miscellaneous Forms

Done?	Who	What	Ref. Page
	A	Payroll Form – signed by all workers	50
	A	Oath – signed by all workers	50
	A	Closing Polls Reports from Ballot Scanner (all copies) – signed by all workers	50
	I	Security Log – signed by Inspector	50
	I	Bag Labels – signed by Inspector	50

End of Night Return Checklist

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

End of Night Returns List – Complete by 9:00 P.M.

Done?	Who	What	Ref. Page
	I	Gather all forms and place in Offical Document Returns Envelope.	50
	I	Locate all items with bright green RETURN label.	51
	I, EC	Seal Red Ballot Bin with all voted ballots and Change of Address Envelopes inside.	52
	I, BC	Blue eRoster Tickets Bag remains sealed with tickets inside.	51
	I, PC	Pink Provisional Bag remains sealed with ballots and Provisional Log inside.	51
	I, ER	eRoster cases sealed with components inside.	52
	I	Yellow Vote-by-Mail Bag remains sealed with dropped off VBM ballots inside.	51
	I	Pack Red Bag(s).	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!**	51
	I	Record seal number on the Security Log for the Official Returns Pouch - don't seal the pouch until the Collection Team arrives.	51
	I	Make sure all seal numbers are recorded on the Security Log and place it in the Official Document Returns Envelope.	54
	I	Place the Official Document Returns Envelope into the side pocket of the Red Bag.	54
	I	Be sure iPhone is on and left out until Collection Team arrives.	55
	A	Repack supply bins with all remaining items and put inside equipment caddy.	53
	I, ANY	Inspector and any one (1) clerk gather all green RETURN items and wait until ROV Collection Team comes to pick up these supplies.	51
	I	If the Collection Team has not arrived by 9 P.M., call your Roving Inspector and the Registrar of Voters Office at 707-784-3435 or 707-784-3125.	55
	I	When the Collection Team arrives, place the county-issued cell phone inside the Clear Official Returns Pouch and seal it.	55
	I	Direct the Collection Team to the items with the green RETURN label.	55
	I	**Hand Clear Official Return Pouch directly to the Collection Team. Do not pack it into any bag.** * Keys for Ballot Scanner, Touch Writer and Ballot Box	55

Done?	Who	What	Ref. Page
		* vDrive(s) from Ballot Scanner *County-issued cell phone	
	I	Leave polling place after Collection Team has arrived and picked up all items with the GREEN return label.	55

Before Election Day Tasks

For all Poll Workers

- **Read Manual and complete required training.**
- 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.
- If you are working at your voting polling place, please vote on your break when it is not busy.
- 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, you will have to vote provisionally.

For Inspectors Only

- Pick up your election supplies at your training class.
- Locate your County-issued cell phone in the Inspector Binder and charge it before Election Day.
- Call and introduce yourself to your clerks and remind them to arrive at 6:00 a.m. on Election Day (and to bring their poll worker manuals).

If you have not made contact

> If you are able to access and set up the polling place prior to Election morning, DO NOT leave eRoster tablets, back up paper roster, street index or ballots at the polling place overnight.

with a clerk prior to Election Day, call 707-784-6675 or email pollworker@solanocounty.com as soon as possible.For Roving Inspectors Only

- Pick up your election supplies at your training class.
- Locate your County-issued cell phone in the Rover Binder, 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 contacted an Inspector prior to Election Day, call 707-784-3045 as soon as possible.

This page left intentionally blank

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.

Prior to Election Day

☐ Call each of the Inspectors at your assigned locations and introduce yourself. Complete calls no later than the day before Election Day.
- If you cannot reach an Inspector, call the ROV at 707-784-6675 or email PollWorker@SolanoCounty.com
- Remind the Inspectors to:
  - arrive no later than 6:00AM Election Day at their poll places.
  - Bring their poll worker manuals with them to the polls
  - To charge the county-issued cell phones before Election Day and to turn them on in the morning

☐ Plan your route visits
- First visits should be to new or inexperienced Inspectors
- Map our your route in advance

Election Day

Check in with each of the Inspectors on your route and complete your Rover Checklist.

First and Second Check

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.
- ☐ Most importantly, state that you are available to help wherever needed.

You will check each location for the following:
☐ Poll Workers
- All poll workers are present
  - Have the Inspector call the ROV on the poll worker help line if anyone has not arrived.
- All poll workers are wearing name tags and language flags
- COVID guidelines are being followed
- The Oath of Election Officer has been compeleted

☐ Poll Place
- All signs are posted outside the poll place

- o Feather Flag
- o Vote Here signs
- o Street Index/Walking List
- o Arrow signs
- o No Electioneering Sign
- Accessible parking is available or created for voters
- ☐ Equipment is set up and ready for use
  - The Ballot Scanner is set up and ready for the first voter
  - The Touch Writer and printer are set up and ready for the first voter
  - Polls pads are setup and connected to the MiFi
  - Voting Booths are assembled and in working order
  - Test prints have been completed for clerks as appropriate
  - Zero totals from machines have been signed and stored away.
- ☐ Signs are posted inside the poll place
  - U.S. Flag is displayed correctly
  - FYI Board is in full view of voters entering the poll place
  - Translated Ballot poster is near the FYI Board and in full view of voters entering the poll place
  - COVID signs
  - Observer Poster
- ☐ Poll location set up properly
  - Review poll place layout located in the Inspector Binder
- ☐ Ballots
  - All ballot types for all precincts are out on the tables
  - Secrecy sleeves are being used
  - Translated Ballots are out on the Ballot Clerk table
  - Translated Ballots are out on the Proviisonal Clerk table
  - Voters are being issued the correct ballot

Third Check

Between 6:00 P.M. and 8:00 P.M., visit each of your polling places and review the closing procedures with the Inspector.

Remind the Inspector:

- ☐ vDrives from all scanners need to be placed in the Official Returns Pouch
- ☐ TouchScreen vDrives stay in the touchwriter.
- ☐ forms need to be completed/signed
  - Ballot Statement
  - Certificate of Performance
  - Payroll Form
  - Security Log

- W-9 forms
- Bag Labels Completed
- Closing Polls Report
- Zero report from scanner

☐ What items are picked up by the Collection Team
☐ Instructions to wait for the collection team – who is waiting with the inspector?

Roving Inspector Checklist

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

Generally, you will confirm that:
1. The polling place set up as identified above,
2. Social distancing and other safety measures 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. The eRoster Wi-Fi is turned on and functioning correctly (check for a green cloud on eRosters).
7. Equipment issues are identified and addressed quickly.
8. Confirm that a supply of each precinct ballot/color/ballot type are out on the Ballot Clerk and Provisional Clerk table, and that the correct ballot is being issued to the voter.
9. If any site is in need of extra help, stay and provide support until they are back to running as expected.

Observe the voting process to identify areas to improve poll worker training.
As always, communicate immediate concerns to the Registrar of Voters at 707-784-3045.

ROVING INSPECTOR POLL PLACE CHECK LIST: Poll Place: _____

Roving Inspector Name:		
Inspector Name:		# of Precincts

1st ck	2nd ck	3rd ck	Item to Check
			Workers
			All poll workers present
			COVID guidelines are being followed
			Name tags with language flags being worn
			Poll Worker Manuals – do all workers have manuals?
			Oath of office has been completed by all workers.
			Supplies/Signs
			Feather Flag is setup if provided
			Index is posted on exterior door

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),keys and county issued cell phone inside.
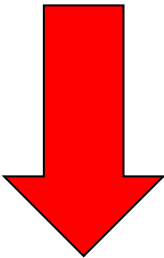
Inspector

Set Up of Poll Place

- All poll workers must arrive at 6:00 A.M..
- If any of your clerks do not show up by 6:15 A.M., call the Registrar of Voters office at (707) 784-3045.

What to Do if You Cannot Access the Polling Place

- Call your polling place election morning contact (contact information can be found in your Inspector Binder).
- Call the Registrar of Voters at 707-784-3045, and your Roving Inspector.
- At 6:45 A.M., 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 a temporary ballot box.
- Give the back-up paper roster to one eRoster Clerk.
- Hand out pads of all of the color-coded precinct ballots to the Ballot Clerks.
- Give a stack of provisional ballots to the Provisional Clerks (precinct specific).
- Additional supplies you may need are in the Emergency Kit.
- At 7:00 A.M. declare "The polls are now open."
- The eRoster Clerk looks up the voter in the paper roster:
  - o If the voter is listed in the paper roster at the correct address *and* has their Vote by Mail 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.
  - o If the voter is not listed in the paper roster, their address is not current or they do not have their Vote by Mail 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.

Set Up of Equipment and Poll Place

☐ 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 Inspector Binder)

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

☐ Break seals on Red Bags to remove the contents.

☐ Place broken seals in the clear bag labeled Broken/Used Seals.

☐ 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. It also allows for social distancing guidelines to be maintained.
- Allow 5-feet of clearance for your Touch Writer and ADA booth.
- Place the Yellow VotebyMail Ballot Bag near entrance for easy access.
- Make sure signs are posted as closely to the layout as possible.
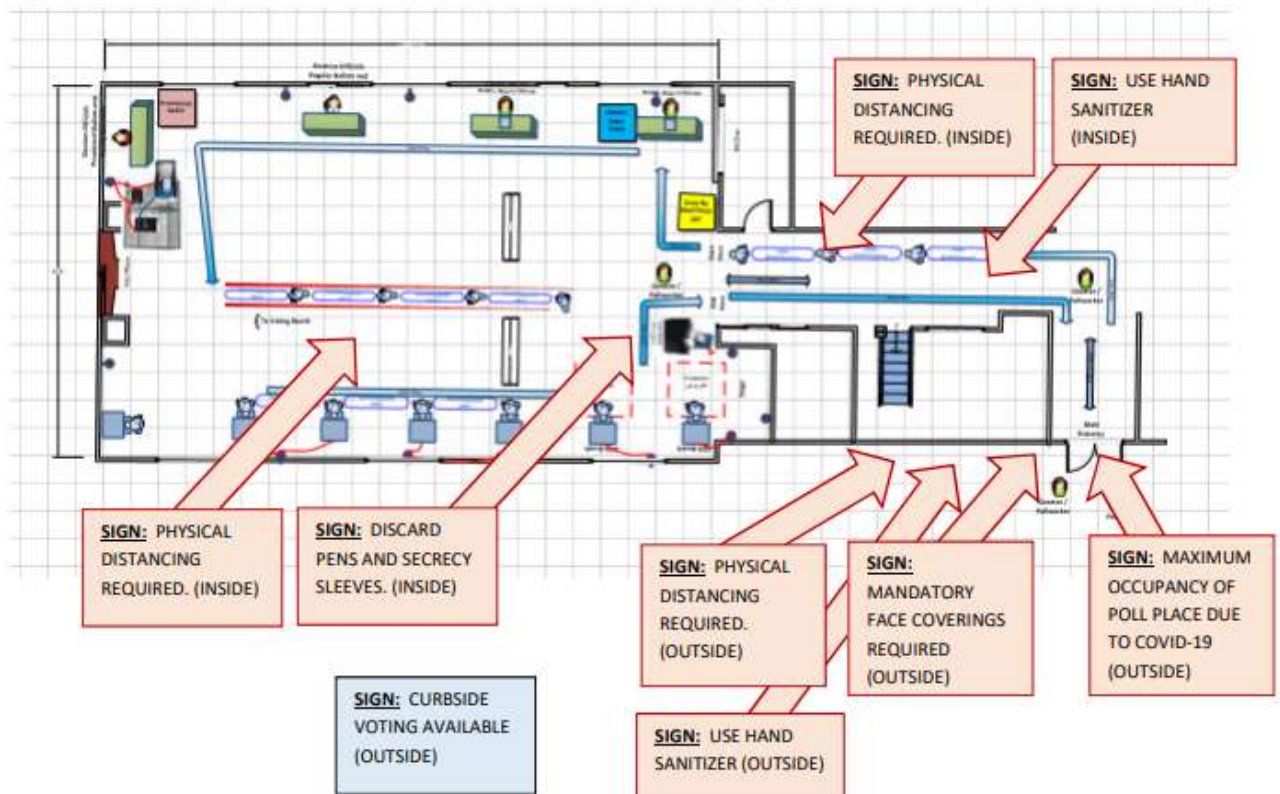
- eRoster Clerks check in voters and direct them to either the Ballot or Provisional Clerk.
- Ballot Clerks have ballots for all precincts assigned to that polling location and will verify on the Voter Ticket which ballot to issue to each voter.
- Provisional Clerks are set up next to the Touch Writer, which can produce precinct-specific ballots (including provisional ballots) and be used as a Accessible Voting Device
- 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. How to Set Up Sneeze Guard
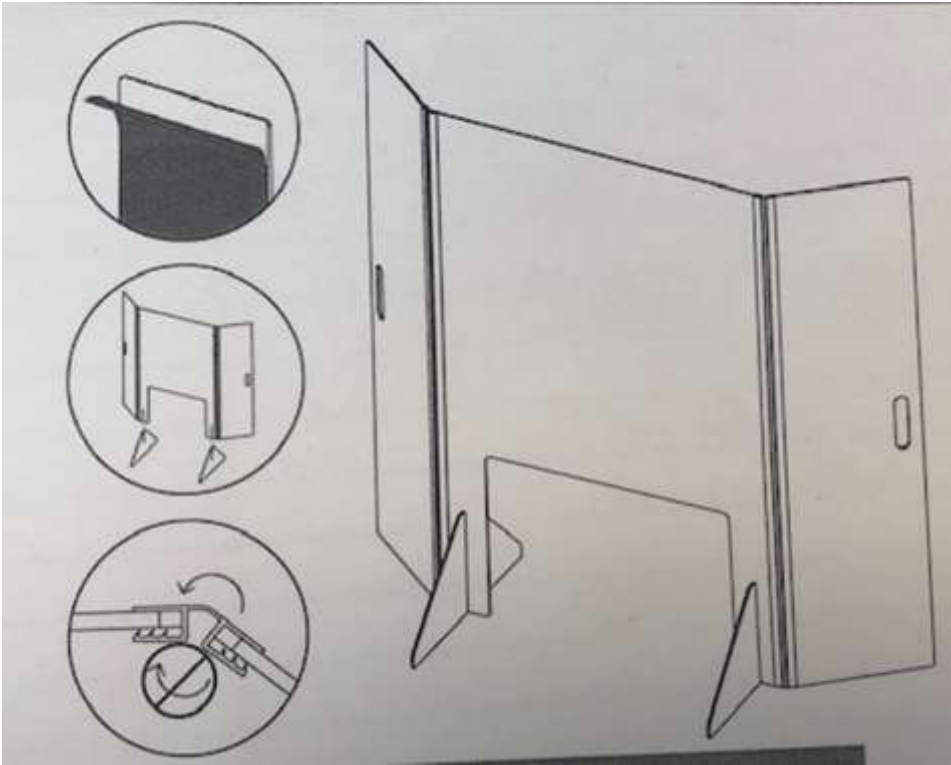
1. Unbox sneeze guard.
2. Unfold shield assembly.
3. Peel protective film from shield assembly and feet.
4. Slide on the two (2) shield feet.
5. Set sneeze guard on table near where voter would approach.
6. Repeat for all eRoster, Ballot, and Provisional Clerk tables.

☐ Give clerks their individually packed supply bins to set up the election tables-manage the setup process

Give the eRoster Clerks the following additional supplies:
- Wire cutters to remove the seal on the tablet case (give to Equipment Clerk when done). *Wire cutters are located in the Stationary Kit in Red Bag A, inside Inspector Binder and attached to top of Red Bag A.*
- 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 (located in the Red Bags)
- Secrecy Sleeves
- Blue Voter Tickets Bag to share
- New seal for Red Bag for spoiled and surrendered ballots and envelopes

☐ Give the Provisional Clerk the following additional supplies:
- Provisional Envelopes (pink)
- CVR Envelopes (lilac)
- Change of Address Envelopes (white and that say "Live Ballot" on them)
- Pink 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 (only one set, must be shared with Equipment Clerk)
- Wire cutters to remove seal on the handles of the Touch Writer
- Provisional/Greeter Binder

☐ Give the Equipment Clerk the following supplies:
- Ballot Scanner and Ballot Box Keys (orange, blue and violet keys) on purple lanyard (only one set, must be shared with Provisional Clerk)
- "I Voted" stickers
- Wire cutters to remove seal on the handles of the Ballot Scanner (give to Provisional Clerk when done)

☐ Give the Greeter the following supplies:
- Provisional/Greeter Binder
- TV Tray
- Buckets (1 blue, 1 white)

[41]

- Wipes
- Clipboards
- Pens
- "I Voted" Stickers
- Voter Processing Forms

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

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

> ⚠️ **It requires two (2) poll workers to set up the Touch Writer and table.**

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

☐ Oversee the setting up of voting booths:
- Setting Up Suitcase Style (Blue) Voting Booths
  - Remove legs from booth.
  - Add the black extenders to the ADA booth.
  - Insert legs in booth, twist to lock.
  - Lock privacy sleeves in place.
  - Attach the clip-on lights to each booth.

☐ Locate the **Inspector/Forms/Signage Bin** on the caddy
- The Signage Box contains some of the paper signs, maps and notices to post on Election Day.
- Some signs and notices may be inside the Black Ballot Box.
- The Touch Writer supply bag contains the 100-foot string to measure the no electioneering boundary.

☐ Oversee placement of signs, maps, & notices for inside and outside the polling place.
  Items posted inside 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.
  - Observer guidelines poster – post on wall near 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
    - Physical Distancing

- Use Hand Sanitizer
- Discard Pens and Secrecy Sleeves

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

Items posted outside the entrance of the polling place:
- o Polling Place Sign (write poll name on it).
- o Polling Place Sign with arrow.
- o Voter Bill of Rights Posters – post on wall
- o Maximum Capacity Sign
- o Hand Sanitizer Sign
- o Poll Place Layout Sign

☐ Write your county issued cell phone number on the curbside voting sign and place the sign on the curb closest to the polling place entrance.
- Please make sure the parking space for this is easily accessible for poll workers but do not infringe on ADA parking spaces.
- Set up pop-up tent, chairs, and clipboards/sanitary buckets for curbside voting

☐ 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.

[43]

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

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.

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	

☐ Locate the Official Document Returns Envelope.
- The Ballot/Document Return Bags are located in the Inspector/Forms/Supplies clear bin on the Equipment Caddy.

☐ Locate the Inspector Binder

☐ Inspector and all clerks:
- Print and sign name on the Payroll form
- Sign the Zero 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.

☐ Are you ready to open?
- **Yes** – Use the TEDesk app to set your polling place status to open. Select option 2 then enter your polling place ID found on your assignment letter you received in the mail. If unable to use the app, call 707-784-3375.
- **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 A.M. announce, "The polls are now open"

☐ Take the first voter to the Ballot Scanner and ask the voter to confirm that:

- The scanner screen display shows zero
- The Ballot Box and Auxiliary Bin are empty

☐ Take the first voter to the Ballot Clerk and Provisional Clerk tables to confirm that:

- The Red Bag, Blue eRoster Tickets Bag, and Pink Provisional Bag are empty

☐ Give a seal to the 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 Bags 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 middle section** ("For Transport Use Only") of 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 Transport Use Only

City: _____

Date/Time Arrived: _____

Seal #s: _____

Departure Time: _____ Arrival Time (ROV): _____

Signatures (2):

☐ 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.

☐ Ensure all voters in line are processed and notify them they will get to vote.

☐ Wait for last voter to exit.

☐ 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 them in the Red Ballot Bin when it is pulled out of the Ballot Box.

☐ Direct the Equipment Clerk to check for previously unscanned voted ballots in the Auxiliary Bin and to insert the ballots through the Ballot Scanner before closing the polls.

☐ Once 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 the **Return of Uncounted Ballots Bag** and then shut down & tear off the Close Polls Report after printing.

☐ 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 ballots, and surrendered provisional ballots inside **Spoiled & Surrendered Ballots Bag**.

☐ Close the bag and set aside for packing later.

☐ Place cell phone into Official Returns Pouch when Collection Team arrives.

☐ Set aside all voter completed forms for packing later.

> ⚠️ **Do not break the seal on the Pink Provisional Bag.**

☐ Confirm the correct polling place name and poll ID are on the top of each sheet of the Provisional Log, or write in the information if your form is blank.

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

☐ Ensure the Provisional Log is placed inside Pink Provisional Bag (do not break the seal).

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

[47]

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

☐ Return Provisional/Greeter Binder to Inspector.

☐ Ensure the Greeter table is folded-up for the moving company to pick 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 Close Polls (Tally) report.
  - Left the Voted Ballots inside the Red Ballot Bin.
  - **Removed the vDrive from the scanner(s) and put in the Official Returns Pouch.**
  - NOT removed the vDrive from the Touch Writer.

☐ Pull the **Red Ballot Bin** out of the Ballot Box 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 the **Red Ballot Bin** with the voted ballots.

☐ 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 has 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 Forms) should be packed in the clear supply bags, placed into the clear Supply Bins, and placed on the equipment caddy.

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

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   =

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

☐ Write the total of uncounted ballots on Line 5 (voted ballots that will not go through the scanner..

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

Completing the Certificate of Performance Section

☐ Check (✔) the appropriate box that applies to your polling place results (most likely this will be option D.

This Certificate of Performance is for precinct(s): 54005 for the November 8, 2022, Statewide 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.

_____**(D) RESULTS ARE A SUMMARY OF APPL PRECINCTS VOTING AT THE POLLING PLACE.**
In this case, only the summary of votes for all precincts combined is reported.

Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

☐ Have all workers sign the Certificate of Performance

☐ 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 Inspector Binder)
- Payroll
- Security Log

☐ Place the following items in the **Official Document Returns Envelope**:
- Ballot Statement/Certificate of Performance
- Completed forms (includes forms that were removed from Red Bag)
  - Election Complaint Forms – completed by voters
  - Notice of Deceased Voter Forms-completed by voters
  - Poll Worker Feedback Forms – completed by workers
  - 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 Closing Polls 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 (place in Red Bag)
- Official Document Returns Envelope envelope (place in Red Bag)
- All Red Bags
- Red Ballot Bin
☐ Official Returns Pouch should contain:
- vDrive from Primary and Back-up Ballot Scanner(s)
- Ballot Scanner and Touch Writer keys
- County-issued cell phone
☐ Seal the pouch with these items in it, record the seal number on the security log, 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 INTO THE RED BAG

☐ Blue eRoster Tickets Bag:
- Keep the bag sealed with the Voter Tickets inside, seal top flap.
☐ Pink Provisional Bag
- Keep the bag sealed with the provisional ballots and Provisional Log inside, seal top flap.
☐ Yellow VotebyMail Bag
- Keep the bag sealed with dropped off Vote by Mail ballots inside, seal top flap.

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

- o eRoster Tablet
- o eRoster Stand
- o Tablet power cord and brick
- o Printer
- o Stylus
- o Cleaning Cloth
- o 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:
- You have removed any white Change of Address Envelopes from the Auxiliary Bin and put them still sealed in the Red Ballot Bin(s).
  - o You have double checked the Auxiliary compartment to make sure there are no overlooked loose ballots
  - o If the polls have already been closed, put them in the Uncounted Ballots Bag
- You have double checked the Auxiliary Bin to make sure there are no overlooked white Change of Address envelopes
  - o If you find any, put them in the Red Ballot Bin
- Double check the Ballot Box to be sure there are no loose ballots that did not make it into the Red Ballot Bin.
- Seal the Red Ballot Bin with the voted ballots and the white Change of Address envelopes inside
  - o Put the Red Ballot Bin(s) with the other items to be collected by the Collection Team

Red Bag – Single Bag Location

☐ Be sure the Red Bag is packed with items (listed from bottom to top):
- Inspector Binder (with backup paper roster and street index)
  - o Note that there may be more than one binder with the backup paper roster inside
- Provisional/Greeter Binders
- Used Voter Processing Forms
- Unused Precinct and Provisional Ballots
- Ballot Stubs/Surrendered/Spoiled Ballots

> ⚠️ **DO NOT PACK THE CLEAR RETURNS POUCH INTO THE RED BAG**

☐ Seal the bag with a new seal.

Red Bag – Multiple Bag Location

☐ Be sure the primary Red Bag is packed with items (listed from bottom to top):

- Uncounted Ballots (voted ballots that would not go into the scanner)
- Used Voter Processing Forms
- Ballot Stubs/Surrendered/Spoiled Ballots
- Inspector Binder (with the Backup Paper Roster and Street Index/Walking List inside)
  - o Note that there may be more than one binder with the backup paper roster inside
- Greeter/Provisional Binder

☐ Pack the following items in the additional Red Bags:

- Unused Precinct and Provisional Ballots
  - o Note: split ballots across all red bags

☐ Seal all Red Bags with a new seal.

☐ Re-pack Supply Bins with the following items:

- Put individually packed bins for eRoster, Ballot, and Provisional Clerk and place inside the equipment caddy.
- Put all **unused forms** in the Forms bin.
- Put **unused Voter Registration Forms** and holder inside the black Ballot Box.

⚠	**If you have any item that is not addressed anywhere in the manual, pack it in the Equipment Caddy.**

☐ 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 Official Document Returns Envelope.
☐ Pack Official Document Returns Envelope in outside pocket of Primary Red Bag.
☐ Clean-up any personal items or trash from poll workers at the polling place before leaving.
☐ Inspector and one (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 (1) 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.

☐ Once the Collection Team arrives, place the county-issued cell phone into the Clear Official Returns Pouch.
- If the Collection Team has not arrived or updated you by 9:00 P.M., 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.
- Direct the Collection Team to the items with the green RETURN label.
- Once the Collection Team has collected everything, the Inspector and the one (1) remaining Clerk can leave.

> **Once the Collection Team arrives, hand the pouch directly to the Collection Team with the vDrive(s) from the Scanner(s),the keys on the purple lanyard, and the county issues cell phone sealed inside.**

vDrives	Returns Pouch	Collection Team
• Remove vDrives from Scanner(s)	• Keep Returns Pouch seperate from Red Bag	• Hand pouch with vDrives sealed inside to Collection Team
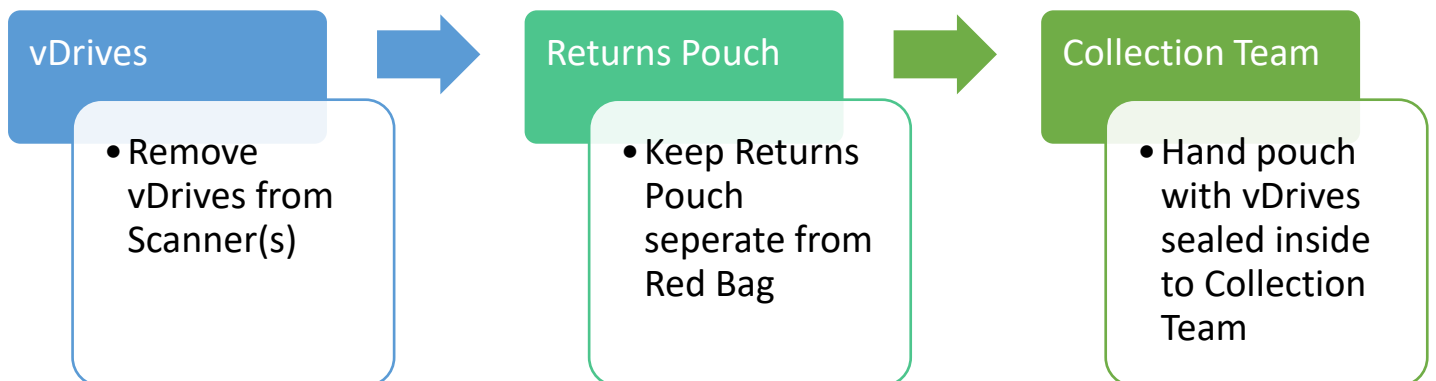
This page intentionally left blank

Greeter

Setup of Greeter Station

☐ Get Provisional/Greeter Binder, Greeter table, map, Observer poster, Translated Ballot Poster, and FYI Poster from Inspector

☐ Set up the padded chair and Greeter table near the entrance to the polling place with the Provisional/Greeter Binder

☐ Post the polling place map near the entrance

☐ Post the Translated Ballot Poster and FYI Poster fold-out near the entrance

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

☐ Be sure hand sanitizer and masks are accessible to voters.

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

☐ Beneath the pop-up 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 the polling place once your section is complete.

Processing Voters

☐ Greet voters as they enter by saying:

> *"Good morning/afternoon/evening! How Can I help you?"*

- Direct voters to the appropriate station, or hand them a voter processing form to complete.

☐ 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 voters do not want to wear a mask, ask if they would like to vote in their car
- If voters 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 VotebyMail 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 page 68:

- City
- Street Name

- Street Number
☐ Locate the information in the Provisional/Greeter Binder or on the map and provide them the location information
☐ Provide voters with a Voter Processing Form and pen:

SOLANO COUNTY
REGISTRAR OF VOTERS

VOTER PROCESSING FORM
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 | City
Dirección en California donde vives / Address sa California kung saan ka nakatira | 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 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 an eRoster Clerk.
☐ Provide relief to other clerks for breaks and lunches.
☐ Monitor the space to ensure social distancing requirements and number 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-sheifl 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.

<table>
<tr><td>⚠</td><td>Two (2) poll workers must take and return a ballot in the secrecy sleeve if the voter wishes to vote in their car.</td></tr>
</table>

1. When a voter pulls up to the curbside voting sign, a Greeter will bring them a Voter Processing Form and a pen on a sanitized clipboard.
2. The Greeter will take this card to the eRoster Clerk, who will print the ticket and collect the Voter Processing Form.
3. The Ballot Clerk will put the ballot into a secrecy sleeve.
4. A Greeter and one other clerk will bring <u>both</u> the Voter Roster Ticket and ballot to the voter.
5. Hand the voter their Voter Roster Ticket and a pen (they will still be using the same clipboard).
6. 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.
7. Return inside and place the Voter Roster Ticket in the Blue Ticket Bag.
8. When the voter calls, two clerks will go outside to retrieve the ballot and clipboard.
9. They will give the voter an "I Voted" sticker and collect the ballot in its secrecy sleeve.
10. Place the used clipboard in the appropriate bucket (to be sanitized).
11. Bring the ballot <u>inside the secrecy sleeve</u> back into the polling place.
12. Inside, the ballot will be placed, one card at a time, through the ballot scanner.
13. Dispose of the secrecy sleeve in the provided bin.
14. If the voter requests, clerks can call and confirm it has been cast.
15. 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, and observer poster, and place back in Signage Bin.
☐ Return Provisional/Greeter Binder to Inspector.
☐ Fold up Greeter table and place with supplies for the moving company to pick up.
☐ Return chair(s) to original location. If using an ROV provided chair(s) place it with the supplies to be picked up by moving company.
☐ 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
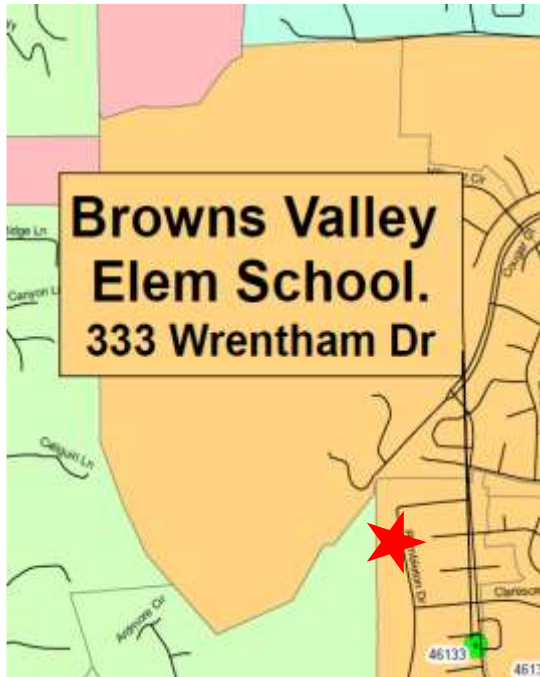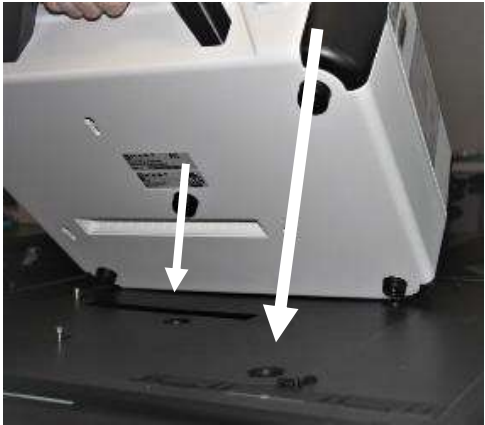
For example, a voter says they live in Vacaville at 500 Rambleton.
You would find the City, then street name and the house number.
This particular voter would be directed to Browns Valley Elementary,
333 Wrentham Drive

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 clear bag labeld Broken/Used Seals.

☐ Unlock and open Ballot Scanner (orange key).

☐ Open storage compartment (this does not require a key).

☐ Remove power brick and cord from storage compartment and from the 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 push down on lid brace until it is locked 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.
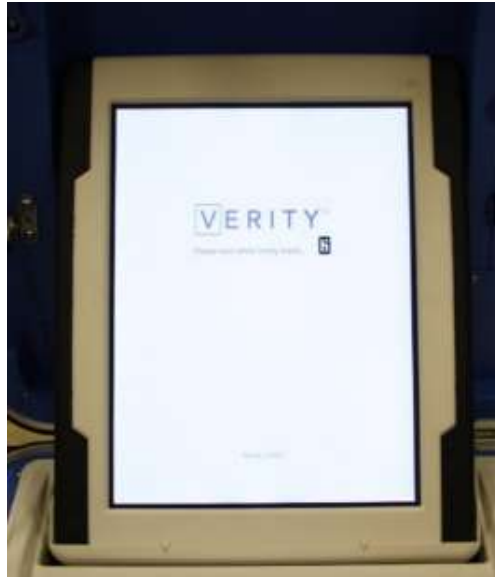
☐ A Power On Self-Test report will display briefly on the screen and automatically print. Review for any issues. Tear off the report and place in the Official Document Returns Envelope.
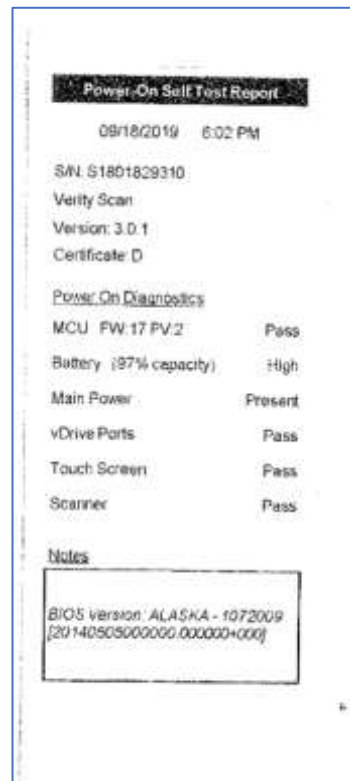
☐ The Setting Up Election screen will display on the Ballot Scanner Tablet.
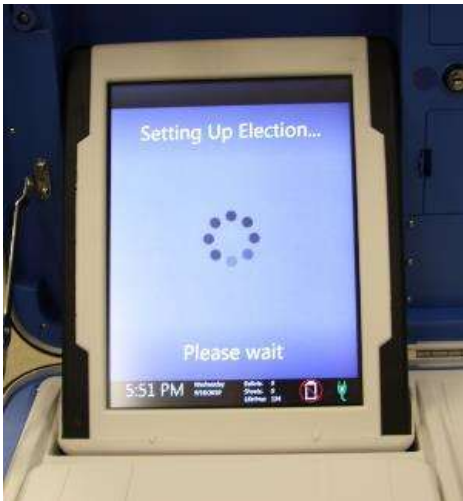
☐ Choose Print Zero Report from the menu. Helpful hint: the touch screen works best when you use a knuckle rather than a finger.

☐ Verify ballot count total is zero on report from Ballot Scanner. Tear off report after Open Polls Report prints. Tear off, have workers sign report if indicated at the bottom of the report, and place in the Official Document Returns Envelope.

☐ Install privacy panels on Ballot Box.

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

☐ Verify that the Red Bin in 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.
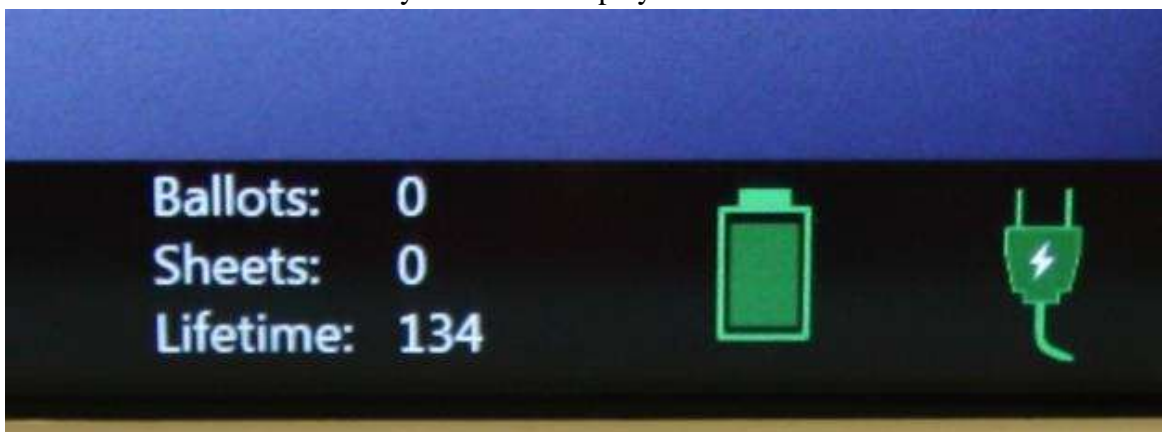
☐ Choose Open the Polls. Code is **110822**

☐ The Open Polls report will print. Tear off the report, have poll workers sign the report, and place in the Official Document Returns Envelope.

☐ 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. Seal the front door, back door, and auxiliary bin of the 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 page at a time***."

- For this election, voters will receive a **2-card ballot**
- Remind voters to put ballot in <u>one</u> card at atime 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 in the bin provided. They can keep the pen if they want.

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

Change of Address Voters

❏ When a voter uses their Voter Roster Ticket to change their address, they will be given a white Change of Address Envelope. They will deposit their envelope into the Auxiliary Bin of the Ballot Box.

❏ When a voter needs to deposit a Change of Address envelope into the Auxiliary Bin on the Ballot Box, remove the seal on the door and give to the Inspector to place the broken seal in the bag labeled Broken/Used Seals.

❏ Show the voter how to lift up the flap and deposit their envelope, or lift up the flap and deposit the envelope for them.

Closing the Polls (at 8:00 P.M. or after the last voter in line has voted)

Shutting Down the Ballot Scanner

☐ Open the Ballot Box and check the Auxiliary Bin for any uncounted ballots. If so, remove them, and insert the ballots through the Ballot Scanner.

☐ Change of Address Envelopes should be placed into the Red Ballot Bin.

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.

☐ After all uncounted ballots have been scanned, press the blue Poll Worker Button on the back of the Ballot Scanner:

☐ Select Close Polls

☐ Enter the Close Polls Code **110822** 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 Official Document Returns Envelope.

☐ Print Tally Report 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. 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 clear bag labeled Broken/Used Seals.

☐ 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 the Red Ballot Bin with ballots inside.

☐ Check the Ballot Box main compartment for any loose ballots that did not fall into the Red Ballot Bin. If found, place them in the Red Ballot Bin.

Check the Auxiliary Bin and remove any white Change of Address envelopes. 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.

[77]

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

☐ Place empty Ballot Box back into caddy (use 2 people).

Ballot Scanner 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 Back-up Ballot Scanner, if available
- Call the Support Team at 707-784-3375.

Using the Auxiliary Bin

☐ The Auxiliary Bin can be used in two (2) 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 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 back-up 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.

Replacing Paper Roll - Ballot Scanner or Touch Writer
☐ Locate the spare rolls. Extra rolls are in the Equipment Clerk 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. The paper is thermal coated on one side, so place the roll so that the paper comes from below.

☐ Press the gray button twice to advance the paper.

The printer is now ready to be used.

This page intentionally left blank

eRoster Clerk

Setting up the eRoster

☐ Cut the blue seal on the case with the wire cutters (located in the Stationary Kit in the Red Bag A, inside the Inspector Binder, and attached to the top of Red Bag A).

☐ 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 (located only in eRoster case 1). Refer to the laminated setup sheet inside the eRoster case to confirm included pieces.

☐ Connect the power plug to bottom of tablet then into surge protector provided.

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

☐ Turn on the mobile hot spot device. Connect the charger to the bottom of the hot spot and plug the end into the provided surge protector. The mobile hot spot should be placed near a window. It will automatically connect to the tablet wirelessly. There will be a green cloud icon in the upper right corner of your poll pad screen.

☐ Place eRoster case under the election table.
☐ Place tablet on stand.

☐ If the printer is not already on, 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.
- ☐ If the incorrect polling place is listed, contact your Roving Inspector and the help desk, and utilize the paper eRoster or other correct eRosters until a replacement can be provided.
- ☐ Verify that the Voter **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.
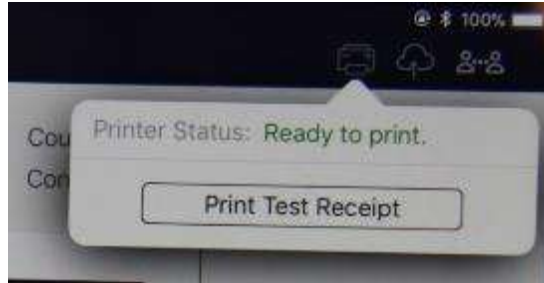
- ☐ A short TEST TICKET prints. You can discard the test ticket once printer functionality is verified. If ticket does not print, call 707-784-3361.
- ☐ Tap the green cloud icon in the top right corner of the screen to ensure your device is syncing properly.
- ☐ Tap the screen to return to main menu. The eRoster is ready to process voters.

Confirming Poll Pad is Set Up and Connected to Wi-Fi:

1. Check that the poll pad is displaying the correct location on the home screen:

2. Check that the date of the election is correct:

3. Check that the name of the election is correct:

4. Check that the Cloud Icon in the top right corner is Green:

5. Check that the Printer Icon is Green

If the Printer Icon is Red, check that the printer is plugged in to power and turned on.

If the printer icon is red, or if any of the election name, date or location information is incorrect , call your Roving Inspector for help

- o   Call the eRoster support desk for help at 707-784-3361
- o   Note that a Wi-Fi Tech may be dispatched to your location by the eRoster support desk

> ⚠️ **Note that the eRoster will function without Wi-Fi on. You can process voters like normal until the eRoster is able to connect to Wi-Fi again.**

eRoster Clerk

Supply Bin and Setting Up the Election Table

☐ Tape the "START HERE" sign to the first eRoster table.

☐ Place the following supplies on each table:

START HERE

- eRoster tablet, printer
- Replacement VBM (yellow) envelopes
- Deceased Voter Forms
- Voter Registration Cards
- Emergency Tickets
- Provisional (pink) Envelopes
- CVR (lilac) Envelopes
- White Change of Address Envelopes
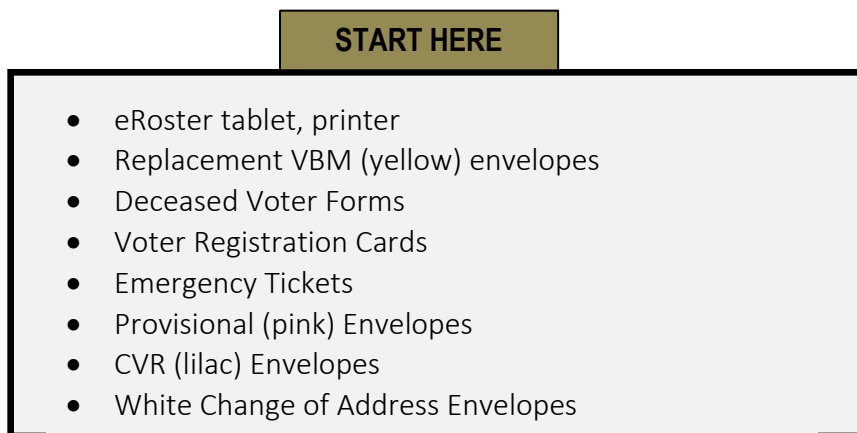
When processing voters, it may be necessary to give voters a form to update the voter registration database (voter registration cards, deceased voter, etc.).

If a voter returns a completed form to you, place it in the sealed Primary Red Bag.

At the end of the night, the Inspector ensures all voter completed forms are placed in the Official Document Returns Envelope for return to the Registrar of Voters office.

Opening the Polls

☐ At 7:00 A.M. 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

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

☐ Voters will hand you the Voter Processing Form to help you search their record. Keep all Voter Processing Forms secure together with the other returned forms.

☐ 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 Solano County Voter Guide 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 names.

☐ Click on Search button.
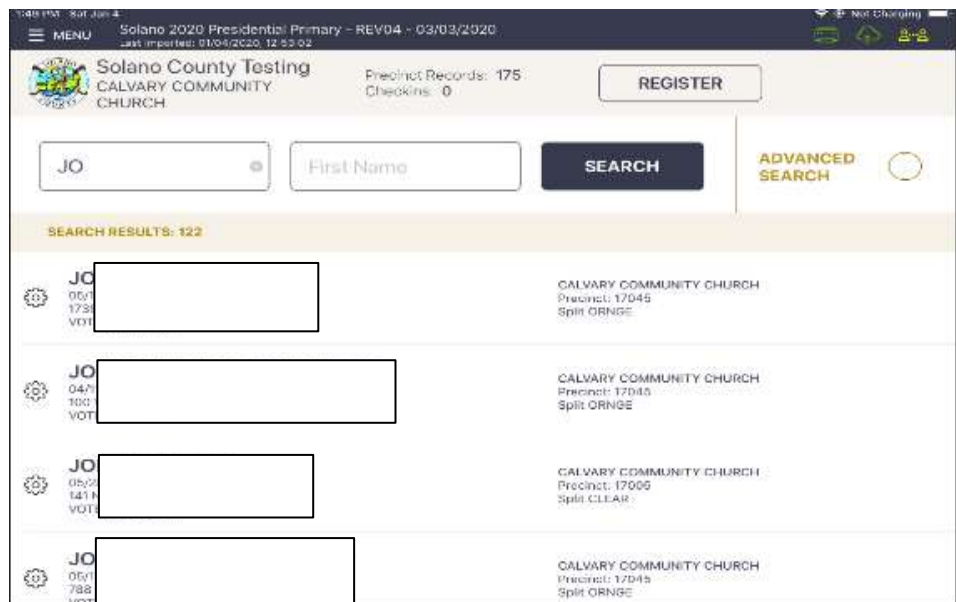
Processing a Regular Voter

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

☐ Tap voter name to open their record.

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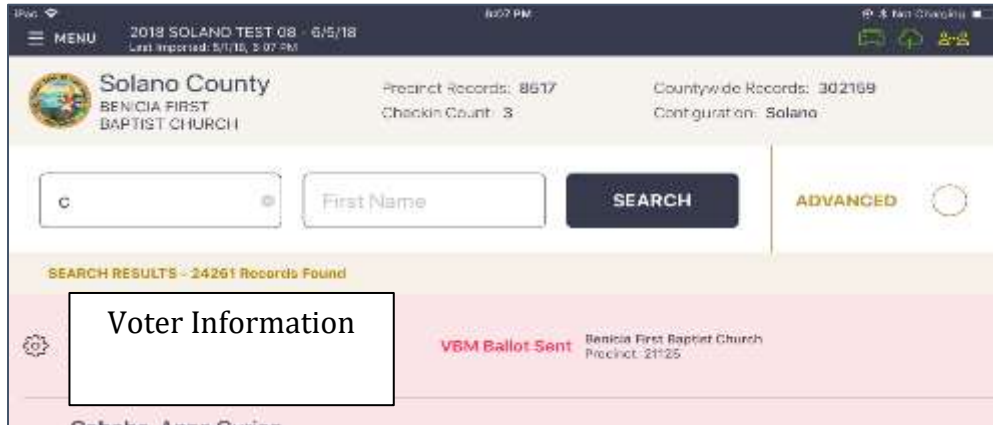
If the voter does not have the ballot to surrender, just follow the onscreen prompts to allow the voter to vote. Due to recent law and technology changes, a voter does not have to surrender a ballot to vote at a polling place!

If the voter does have their VBM ballot to surrender,

- Write SURR on surrendered ballot
- Write SURR on their original envelope
- Place the surrendered ballot in the VBM envelope, if they have it, and put it in the sealed Red Bag.

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.

If a voter wishes to cast their VBM ballot through the scanner, follow the steps below but do not send the voter to the Ballot Clerk. The voter will return the signed voter roster ticket to the eRoster Clerk, who will then direct the voter to the Ballot Scanner. The eRoster Clerk will place the Voter Roster Ticket inside the blue ticket bag.

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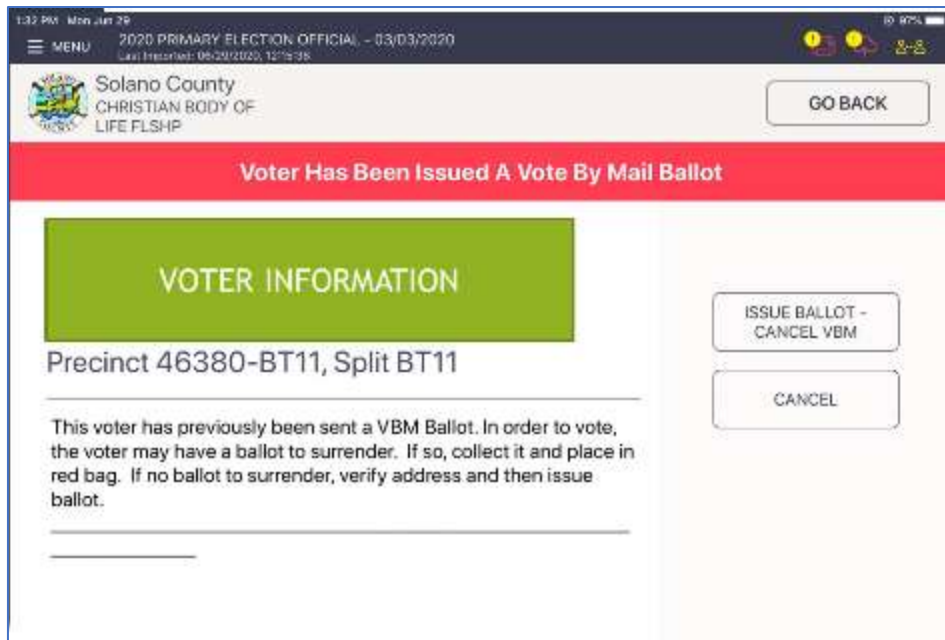
☐ Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen.
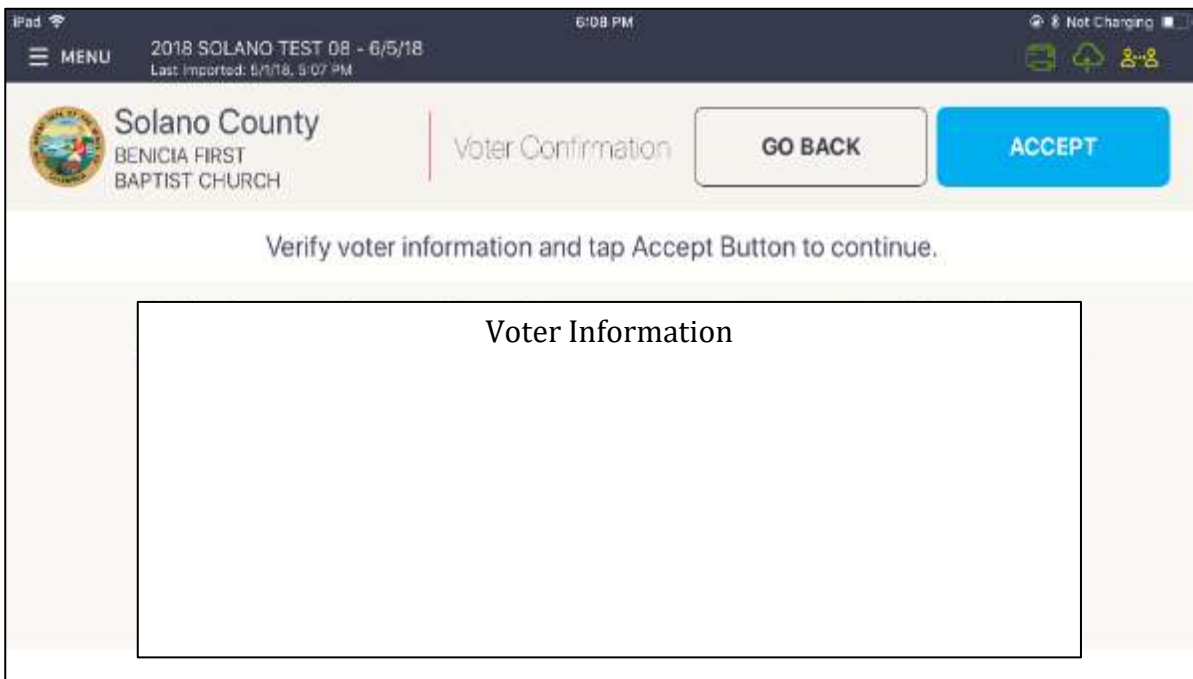
☐ Touch the blue SUBMIT button to process the voter and print the voter ticket.
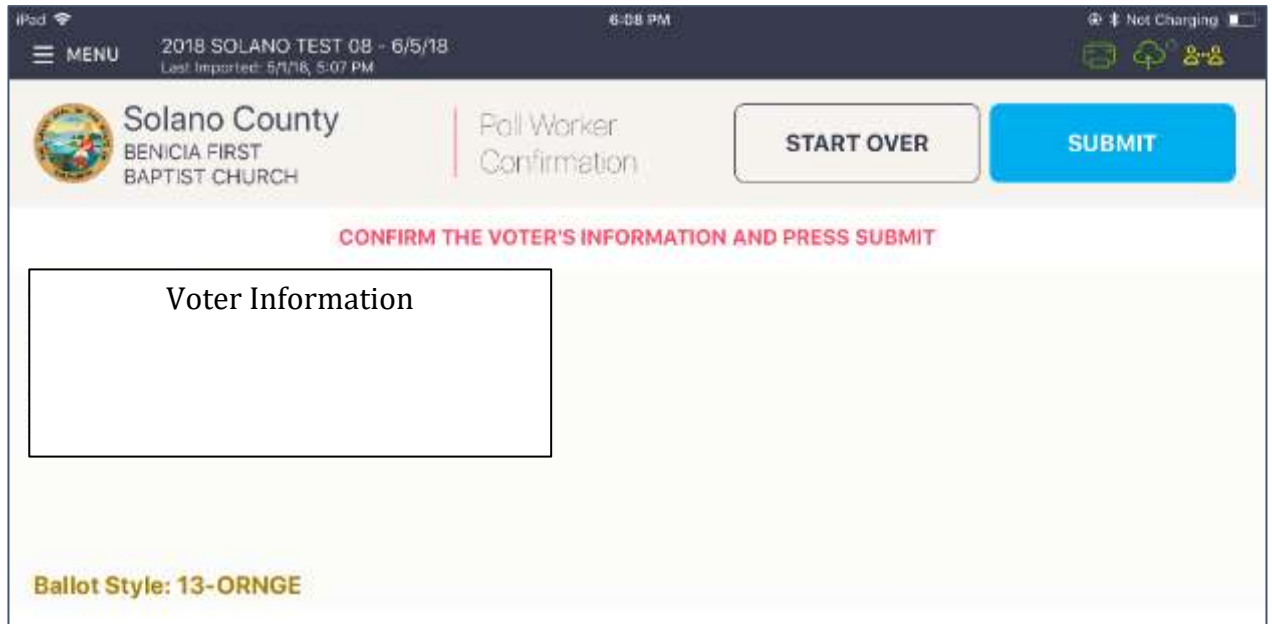
☐ Have the voter sign the ticket and direct the voter to the Ballot Clerk matching the precinct shown on the voter's ticket.

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

Voters have the option of dropping their ballot in its yellow VBM envelope in the Yellow VBM Bag that 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 a voter has their VBM ballot and wishes to cast it through the Ballot Scanner, **the voter must still check in with the eRoster Clerk to sign their Voter Roster Ticket** but will <u>not</u> receive a replacement ballot. Instead, once they have checked in and signed the Voter Roster Ticket, they will be directed to the Ballot Scanner to deposit their ballot.

To check in the voter, select the "Process Voter – Cancel VBM" option and print them a ticket. The voter will sign the ticket and hand it to the Equipment Clerk before scanning their VBM ballot. Voters wishing to cast their VBM Ballot will not receive a replacement ballot from the Ballot Clerk, but must check in with the eRoster Clerk.

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

- Tap SUBMIT
- Ticket automatically prints

[92]

- Have voter sign ticket and direct the voter to the Ballot Clerk.
- If the voter wishes to cast their VBM ballot through the scanner, they will sign their eRoster ticket and return it to the eRoster Clerk. The voter will then go directly to the Equipment Clerk who will direct them to run their ballot through the scanner.

> **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 <u>VBM Ballot Received</u>, they must vote provisionally.**

Various Voting Scenarios
Change of Address

If the voter indicates that the address on the voter roster ticket has changed:

- Have the voter sign the ticket.
- Show the voter where to write their new address on the voter roster ticket.
- Give the voter a white Change of Address Envelope
- Send the voter to the Provisional Clerk for their ballot.

Inactive Voter at the correct polling place

☐ Tap the Voter Name.
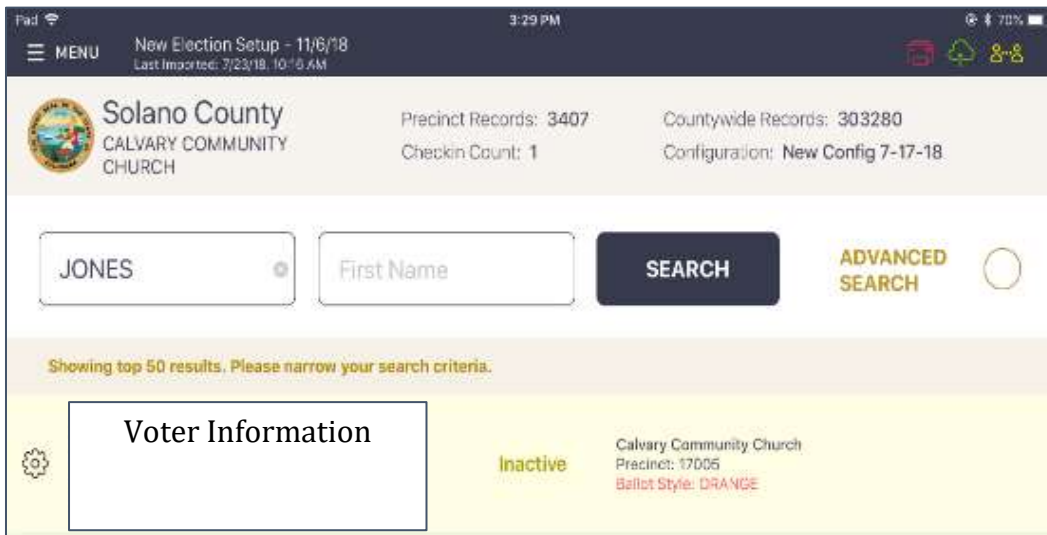
☐ If the address listed is correct, tap the PROCESS VOTER: UPDATE VOTER STATUS (A) button on the right.
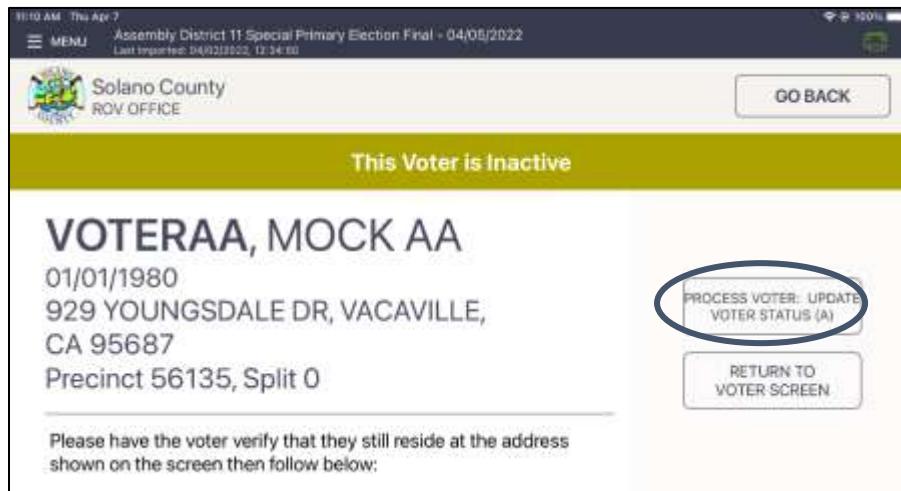
☐ A pop up will appear asking you if you are sure that you want to make the voter active. Tap the OK button.
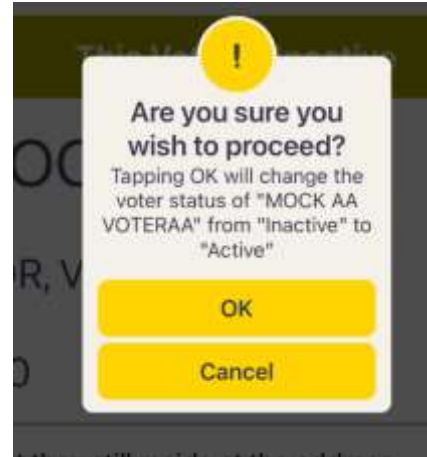
☐ Tap the blue ACCEPT button to process the voter and print the ticket.
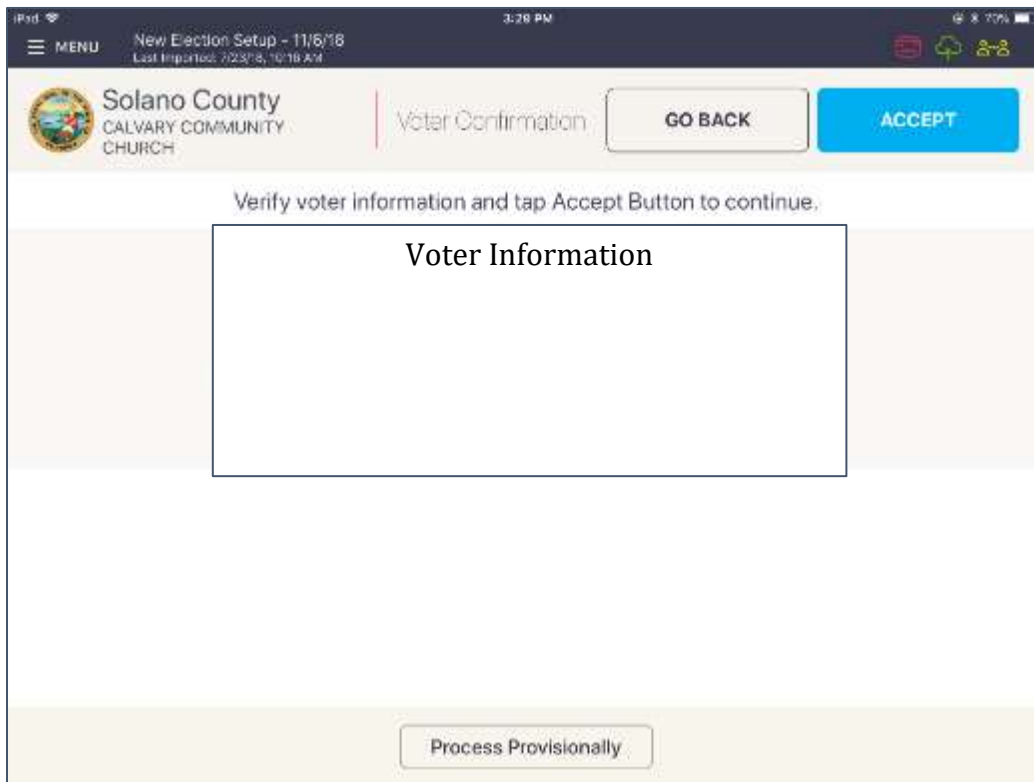
☐ Have voter sign ticket and direct the voter to the Ballot Clerk matching the precinct shown on the voter's ticket.

Voter is at the wrong location

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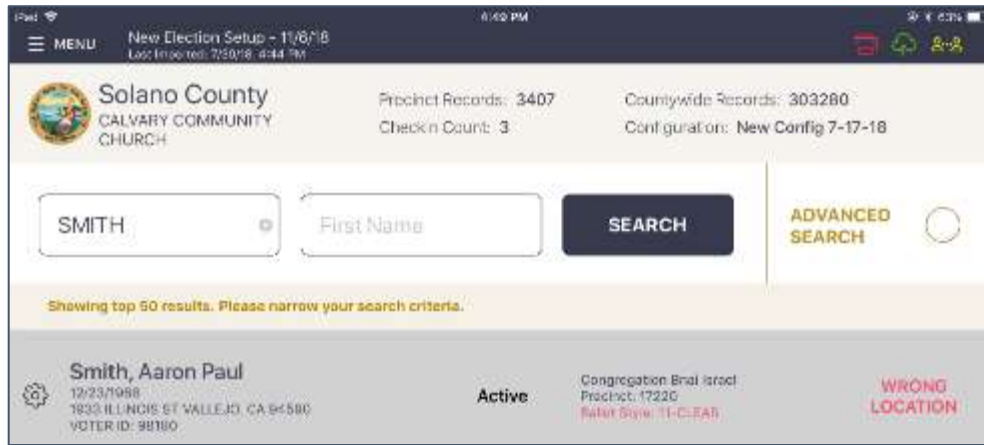
☐ Inform the voter of their option to go to the correct poll location or they can vote a provisional ballot issued by the Provisional Clerk / Touch Writer

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
☐ Verify the voter's information and tap on the blue ACCEPT button.
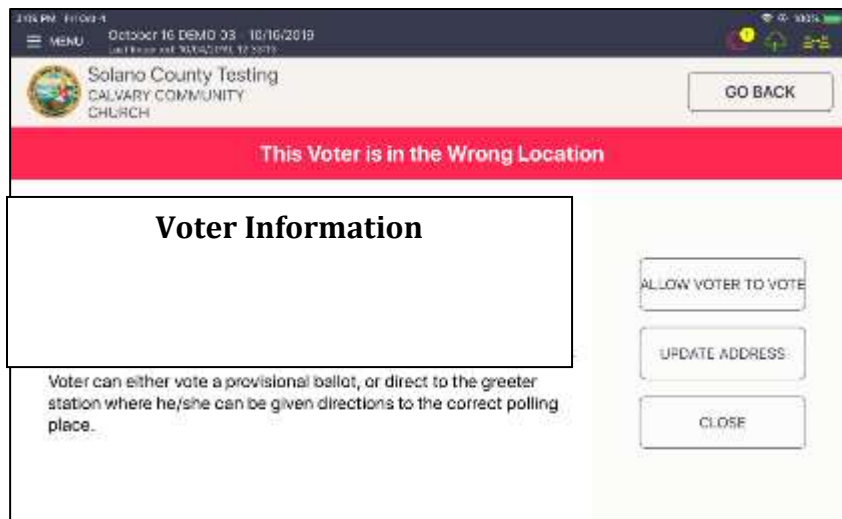
☐ This will direct you to the Poll Worker Confirmation screen. Confirm the voter's information is correct and tap the blue SUBMIT button.
☐ The ticket will print. Have the voter sign the ticket in front of you and then direct them to the Provisional Clerk to have a ballot printed from the Touch Writer.

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 lilac CVR envelope.**
>
> **Please use your judgement during the day if one process is faster than another to avoid long lines – both methods are shown below.**

Voter Not Found in eRoster – ELECTRONIC FORM

☐ 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:

2. Voter information:

3. Voter address:

4. Additional information:

☐ Once completed you will see the voter has been added, and then the normal provisional process will appear:

☐ Place the signed printed ticket inside the sleeve on the lilac CVR envelope and direct the voter to the Provisional Clerk.
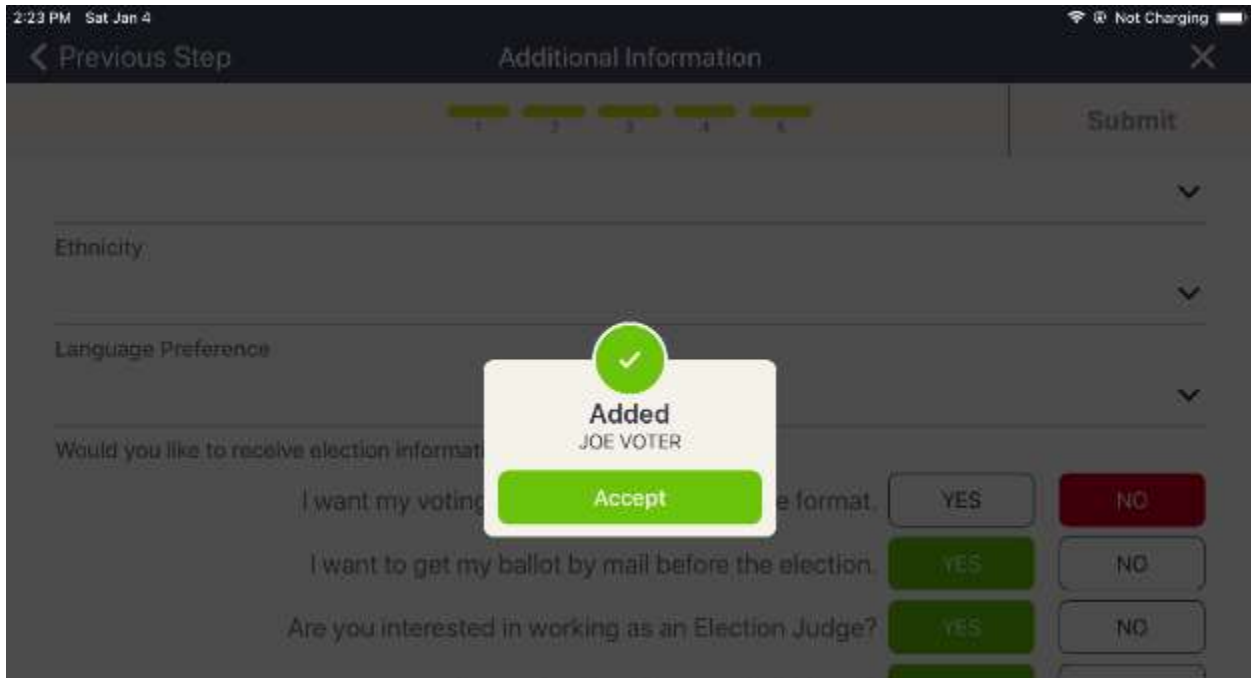
Voter Not Found in eRoster – PAPER FORM

☐ 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		**VOTING TWICE IN THE SAME ELECTION IS A FELONY**

Affidavit Number

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 _____   Date _____
Voter's Signature

Closing the Polls

- [ ] At 8 P.M. the Inspector announces, "The polls are now closed."
- [ ] Wait for last voter to exit.
- [ ] A report with the number of Check-ins needs to printed
- [ ] Only one eRoster Clerk needs to provide this report from one of the eRosters:
- [ ] To get the number of Check ins:
  - Tap Menu Button
  - Tap Summary Report
  - Tap the "Check-ins" option
  - Print this report and give it to your Inspector
  - The Inspector willtape it to the blue "Certified Check-In" sheet from the Inspector Binder.
- [ ] 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 on/off button on top of PollPad.
- [ ] Re-Pack eRoster tablet and accessories into case.
- [ ] Get a new seal from the Inspector and seal the eRoster case. Advise Inspector to record new seal on the Security Log.
- [ ] Give sealed eRoster case to Inspector.
- [ ] Re-pack eRoster Clerk supply bin 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.

eRoster Troubleshooting Guide

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.
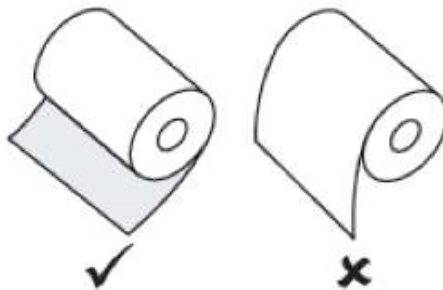
☐ Pull a short length of paper out of the printer and then press the center of the paper cover to close the cover.

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 correct voter's ID and name along with the incorrect voter, 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 "know" and then touch the DONE button.
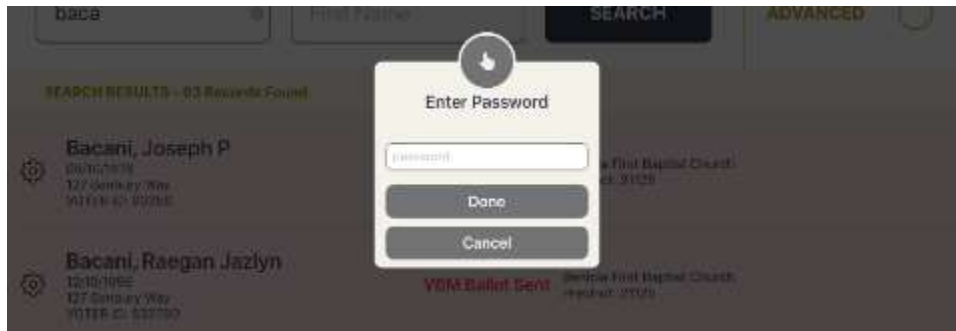
☐ Touch the REPRINT CHECK-IN TRANSACTION button to reprint the voter ticket.
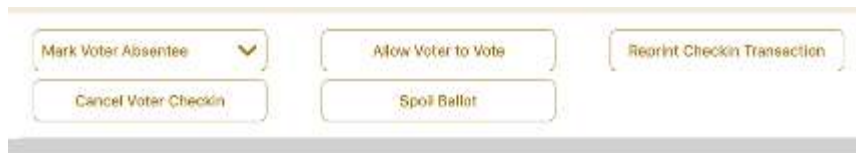
☐ If the above reprint doesn't work, use the appropriate emergency ticket. There is an emergency ticket to replace the "Voter Ticket" and an emergency ticket to replace the "Provisional" ticket.

- 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

☐ If the voter has not been incorrectly checked in, the Voter will vote a provisional ballot.

☐ If the voter has been incorrectly checked in, 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

Setting up Ballot Clerk Table

☐ Open the Ballot Clerk supply bin and set up election table.

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

☐ Place the following supplies on each table

PCT 17005	PCT 17010
Ballot Clerk	

Ballots – 1 pad for each COLOR
Secrecy Sleeves
Magnifying Sheet
Translated Ballots - Spanish, Tagalog
State Voter Information Guides - all languages
Solano County Voter Guide
Certified Write-In Candidate List
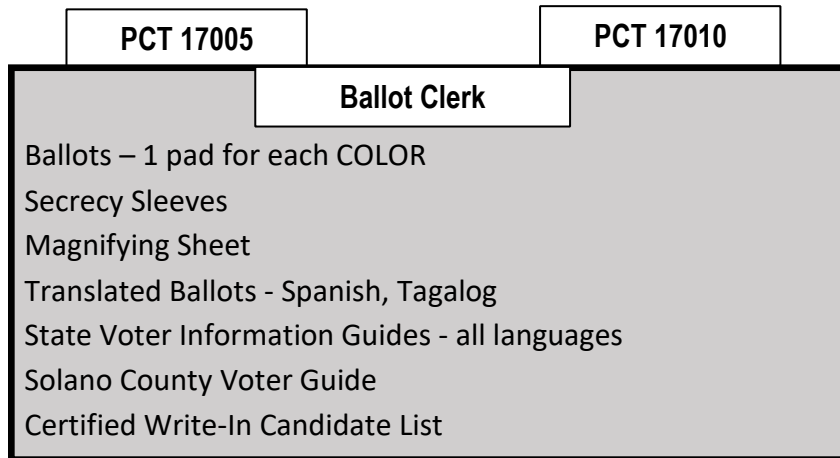
☐ Get the Blue eRoster Tickets Bag and Red Bag from the Inspector, and have them open and empty for the first voter.

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

☐ Sign forms the Inspector asks you to sign.

Opening the Polls

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

☐ When the first voter arrives, show the voter the empty Blue eRoster Ticket Bag and the Red Bag.

☐ After the voter looks inside, seal the Blue eRoster Ticket Bag. Get a new seal from the Inspector for the Red Bag to be used for spoiled and surrendered ballots. Seal 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.

☐ If a change of address is written on the Voter Roster Ticket, send the voter to the Provisional Clerk.

- ☐ On both the top and bottom of the voter ticket the **Precinct** and **Ballot Color** are indicated. These should match the **Precinct** and **Ballot Color** on the ballot that you give to the voter.
- ☐ A **Ballot Color**, corresponding with the precinct and ballot type, will also be on the bottom of the ticket and the top of the ballot. Please use this to make sure you provide the voter with the correct precinct ballot.
- ☐ Drop all signed "Voter Roster Tickets" in the Blue eRoster Ticket Bag.
- ☐ Tear off the ballot.
- ☐ This is a 2 card ballot. Make sure to give the voter both cards of the ballot.
- ☐ Place the ballot in a secrecy sleeve 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, fill in 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 in the Ballot Scanner." (point to it).
- ☐ Thank the voter and direct them to the voting booths.

Top of Voter Ticket

Bottom of Voter Ticket

It is critically important to match the precinct and ballot type on the Voter Roster Ticket to the Precinct and Ballot on the top of the ballot.

The ballot color will help you to confirm you are giving the voter the correct ballot!

Be sure to confirm they match before giving the voter their ballot!

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. Spoil the card you did not replace for the voter along with their spoiled card.**

When a voter makes a mistake on their ballot, they return to the Ballot Clerk or Provisional Clerk who gave them the ballot.

☐ 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 sealed Red Bag.
☐ Tear off a new ballot and give the voter the replacement ballot. The **maximum number of replacement ballots a voter can receive is two (2). Offer to help the voter prior to them reaching the maximum number.**

Closing the Polls

☐ At 8 P.M. the Inspector announces, "The polls are now closed."
☐ Wait for last voter to exit.
☐ Count the unused precinct ballots and write the total on the bag label of the **Unused Ballots Bag**. The count is based on the number of A cards.
☐ 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 the 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 bin and give to Inspector.
☐ Place unused ballots back into the red bags.
☐ Give Blue eRoster Ticket Bag to Inspector.
☐ Clean-up polling place of any personal items or trash before leaving.

The page left intentionally blank

Provisional Clerk

Setting Up the Provisional Clerk Table

☐ Open the Provisional Clerk supply bin and set up election table.

☐ Place the Provisional Clerk table tent sign on the table.

☐ Place the following supplies on the table:

PCT 17005	PCT 17010
Provisional Clerk	

Provisional Log   Pens

Secrecy sleeves   I Voted Stickers

Clipboard   Scotch Tape

Provisional Street Roster Index Binder

Acrylic holder containing
- Provisional, CVR, & Change of Address Envelopes
- Provisional Receipts
- Voter Registration Forms
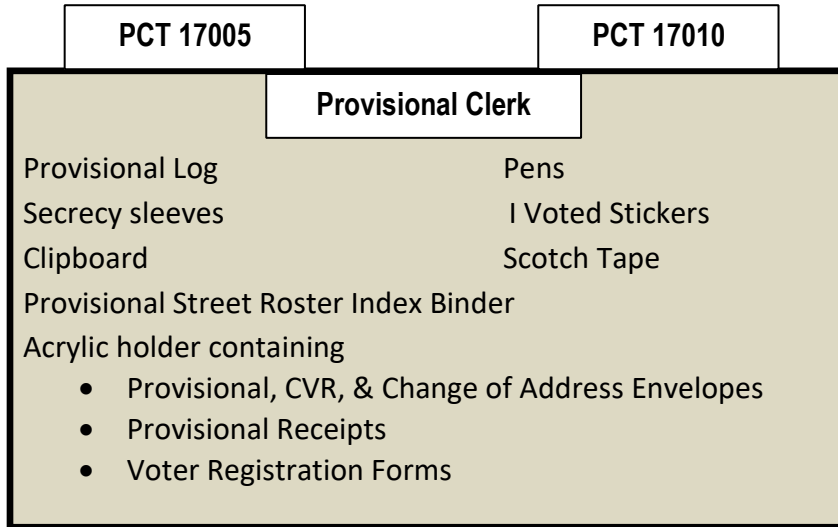
☐ Sign forms and bag labels the Inspector asks you to sign.

☐ 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 and Touch Writer Table

☐ 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. Setting 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.
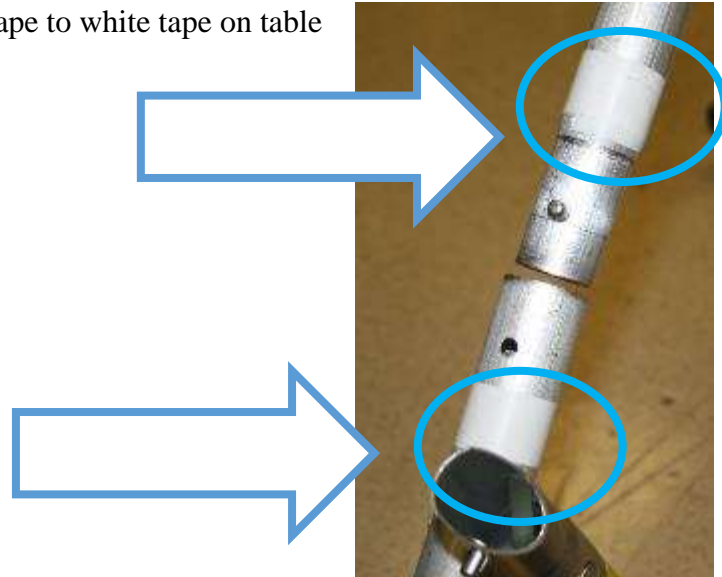
☐ Insert "U" shaped table leg, red tape to red tape and yellow tape to yellow tape.
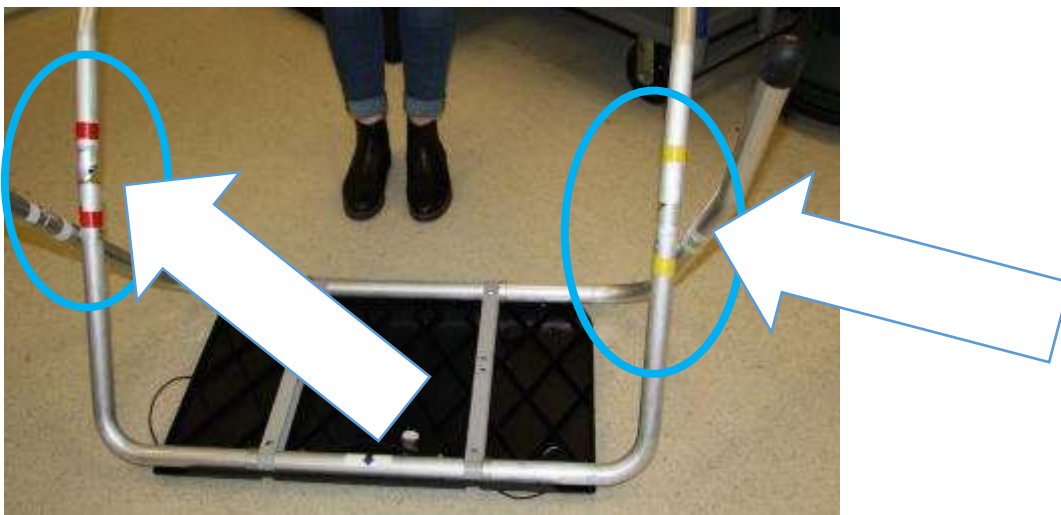
☐ Flip table over onto legs.

☐ Set up the Touch Writer table and Touch Writer near the caddy with the UPS inside.

[111]

☐ 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-foot 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.

☐ Use the orange key to unlock and open Touch Writer.

☐ Open the storage compartment and remove power brick and cord (this does not require a key).

☐ Plug power cord into brick, then plug power connector into back of the Verity Touch Writer, flat side up (without plugging into the wall yet).

Remove and plug in power cables

☐ Open Touch Writer case and push down on lid brace until it is locked into place.
☐ Use the blue key to unlock, unlatch and remove the tablet from its position.

☐ Proceed to seat the tablet firmly in the cradle, tilt back and lock into place.

☐ Verify that the vDrive 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.
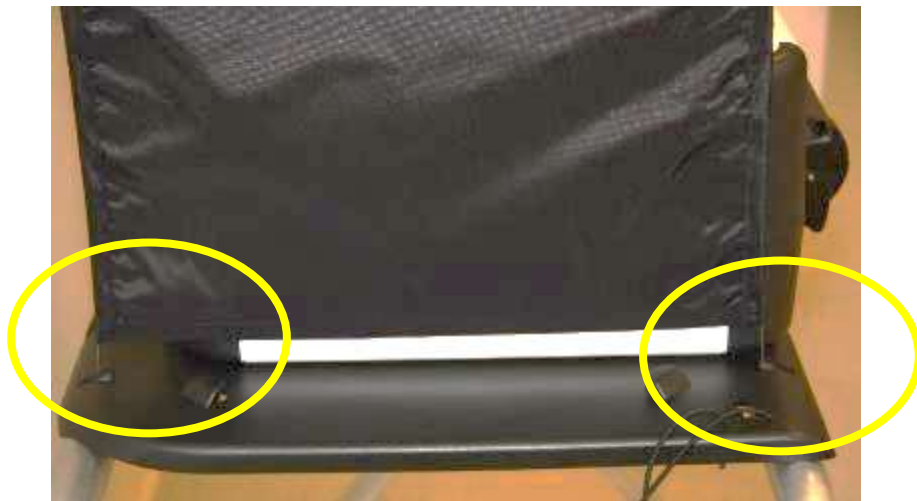
- ☐ Plug the UPS on the caddy into AC power. The UPS is located on the bottom shelf of the caddy and the plug will be accessible on the back of the caddy.
- ☐ Leave the UPS on the caddy.
- ☐ **Do not plug the UPS into a power strip or extension cord. It must be plugged directly into the wall.**
- ☐ Connect the printer power cable to the back of the UPS by feeding the power cord through the back of the caddy.
- ☐ **Turn on the UPS by pressing the rocker switch on the front left until it clicks. Even though lights are illuminated when it is plugged in, it must be turned on to operate correctly.** There will be no blinking lights on the front of the UPS if it is turned on.

Back of UPS with printer power cord plugged in

□ Leave the ballot printer on the shelf above the UPS.

□ Check that it is plugged into the UPS.

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

□ Confirm then break the seal on the cardboard box with ballot stock inside. Load blank ballot 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 touch writer supply bag 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. Tear off the report, review for any issues, then place the report into the Official Document Returns Envelope.
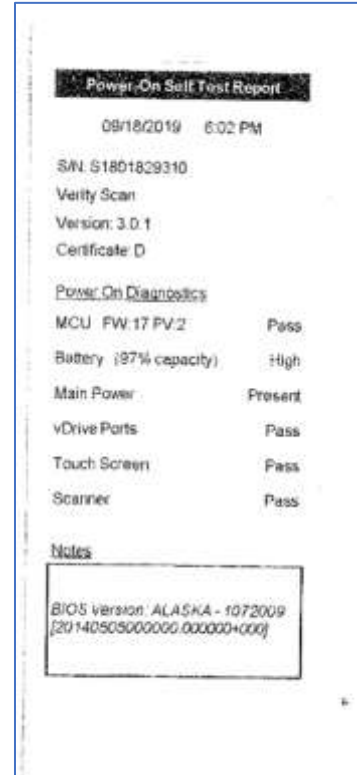
☐ The Setting Up Election screen will display.
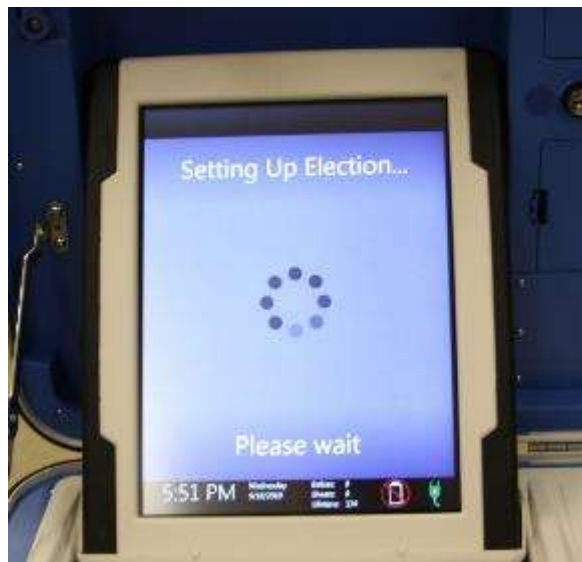
☐ Verify clock and date is correct in bottom left corner of the screen. Call the Registrar of Voters Office at (707) 784-3375 if the date or time is incorrect.

☐ Select Print Zero Report from the menu.

☐ Tear off the report, have all poll workers sign the printed zero report, then place it inside the Official Document Returns Envelope

☐ Choose Open the Polls. Enter the Open Polls code **110822**. The Open Polls Report will automatically print.
☐ Remove the report from the printer, have two people sign it and place in the Official Document Returns Envelope.
☐ 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.
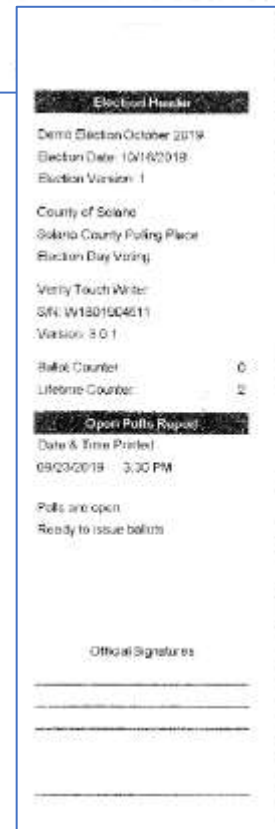
Opening the Polls

☐ At 7:00 A.M. the Inspector announces, "The polls are now open."
☐ When the first voter arrives, show the voter 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

Processing Voters who wish to use the accessible features of 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.

Processing Voters

☐ Always check that the eRoster ticket is says Provisional at the top and is signed. If it says Voter Roster Ticket, send the voter to the Ballot Clerk table (unless they want to change their address).

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

☐ Look at the middle of the ticket for the precinct. This will match the precinct on the provisional ballot that you will print for the voter.

☐ Use the bar code scanner attached to the Touch Writer to scan the bar code printed on the bottom of the ticket. This will print the correct precinct ballot or print a ballot using the instructions on the next page "How to Print a Provisional Ballot on the TouchWriter".

☐ Insert ticket into sleeve affixed to the Provisional Envelope.

□ A Provisional Ballot Stub will print on the Touch Writer. Because there is no stub on the printed provisional ballot to give the voter, the printed stub is for the voter to keep.

□ Place the ballot and envelope in a 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, fill in 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.

□ Place the sealed ballot in the pink bag.

□ Thank the voter and give the voter an "I Voted" sticker.
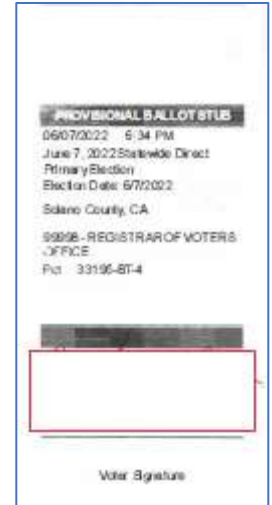
How to Print a Provisional Ballot on the Touch Writer

□ This process is for voters who need a <u>provisional</u> ballot from a precinct that is not assigned to the polling place. If you have provisional stock for the precinct they are assigned to and can provide them the correct precinct ballot from that stock, you do not need to print that ballot.

□ On the Touch Writer, type in poll worker code **110822** to access ballot

☐ Select "Activate ballot"
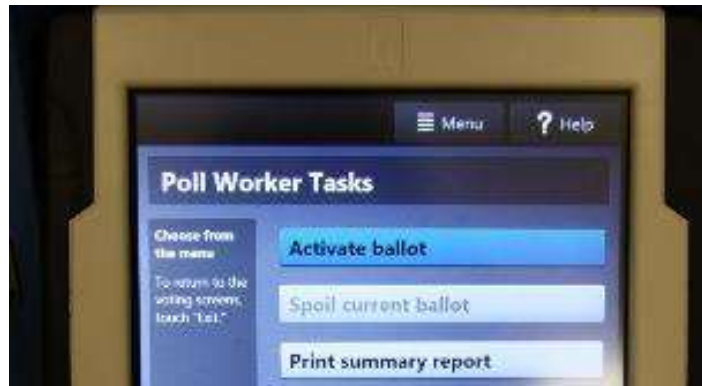
☐ Scan the bar code at the bottom of the Provisional Voter Ticket

☐ Confirm it is the correct precinct and select "Yes, activate this ballot"

☐ Once the ballot is activated, go through the steps to print it.
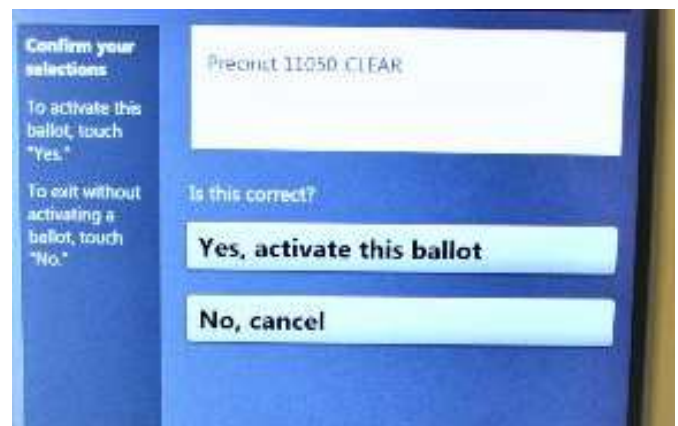
☐ First, select "To get started, touch here"

☐ Select "No, skip straight to voting"
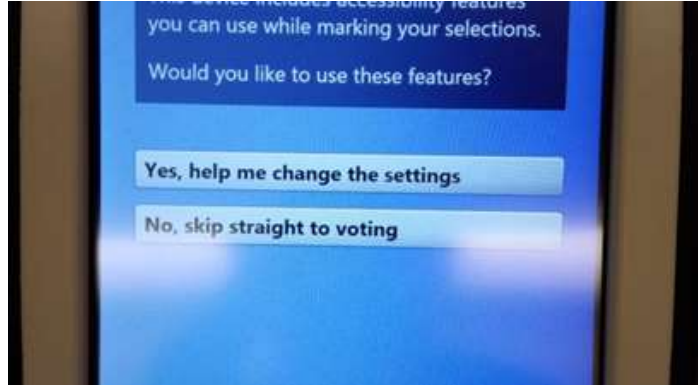
☐ Select "Begin Voting"
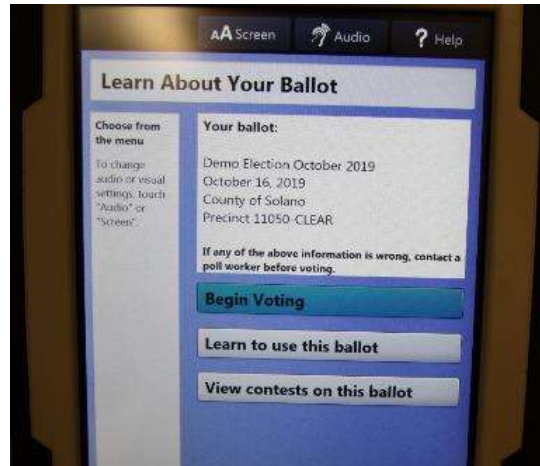
☐ Do not click next –in the bottom left hand corner select "Review your choices"
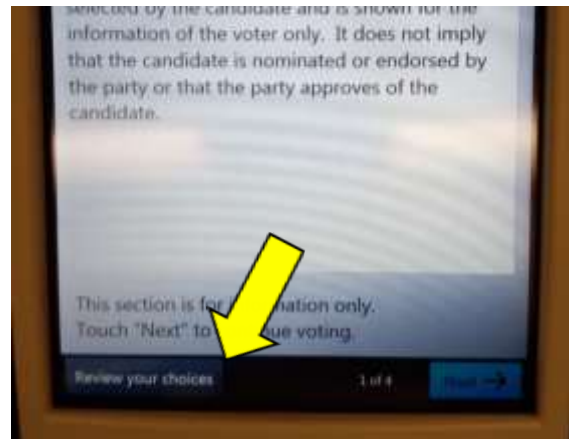
☐ Select "Print" from the bottom right-hand of the screen
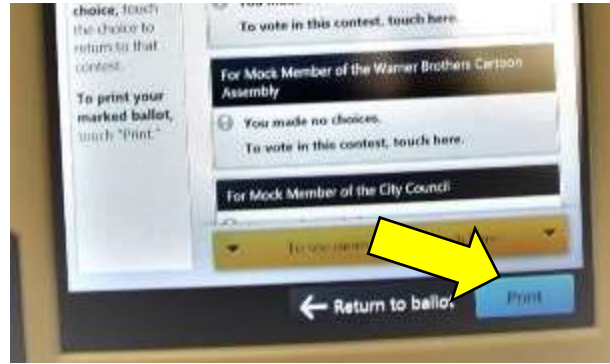
☐ The Touch Writer will warn you that you made no choice. Click "Yes, print a blank record."
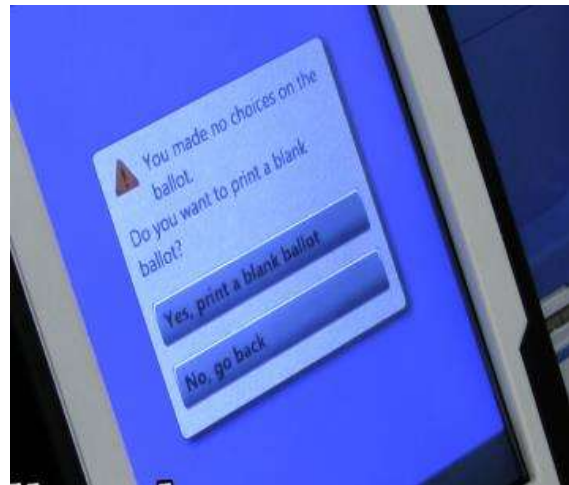
☐ A message will let you know it is printing—wait until it prints on both sides—and then when it is done.

[126]
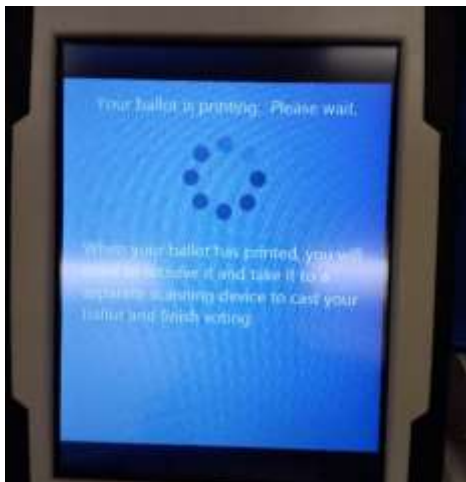
☐ If the voter is a provisional voter, a Provisional Ballot Stub will print on the Touch Writer. Because the printed provisional ballot has not stub, this printed stub belongs to the voter.

☐ Make sure the precinct number at the top of the ballot matches the precinct number on the provisional ticket
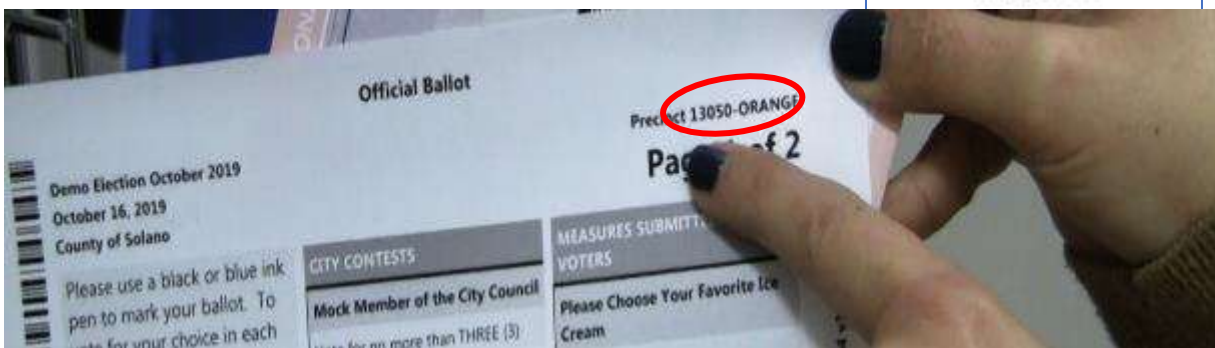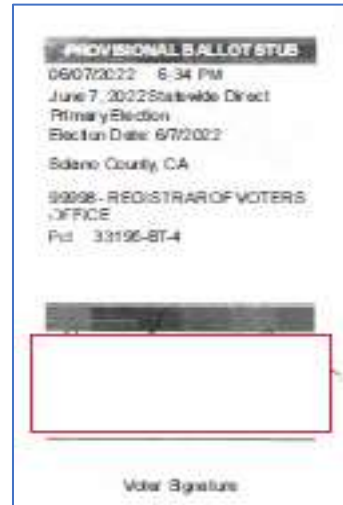
☐ Place the ballot in a secrecy sleeve and the pink Provisional envelope to create the ballot packet
☐ Hand the secrecy sleeve to the voter and say:
- "Here's your ballot packet. We've provided a secrecy sleeve to keep your ballot private."
- "To mark your ballot, fill in the rectangle next to your choice."
- "If you make a mistake please bring the ballot back to me."
  - "When you are finished, please return your ballot in its envelope to me."
☐ Thank the voter and direct them to the voting booths.

Processing Change of Address Voters

This process is used for voters who are at the correct polling location but need to update their address. Here is an overview of the process:

- The voter will write their new address in the area provided on the Voter Roster Ticket and sign the ticket.
- The poll worker will print/provide the correct official ballot (not a provisional ballot) to the voter.
- The voter will vote the ballot and place the ballot and voter roster ticket inside the white Change of Address envelope, then seal the envelope.
- The voter will place the sealed envelope in the auxiliary bin of the scanner.

- After the polls close, the poll worker will place the white Change of Address envelope inside the Red Ballot Bin.

Printing a Ballot for a Change of Address Voter

☐ A regular ballot is printed using the Touch Writer.

☐ Verify each ticket is labeled Voter Roster Ticket and is signed. Verify the ticket has a change of address written on it in the section provided for that purpose:

☐ Get the voter a ballot based off of the address written on the ticket. Use the Street Roster Index to look up that address and to identify the correct precinct type for the voter:

☐ Note: the 5-digit number to the right of the street range is the precinct number:
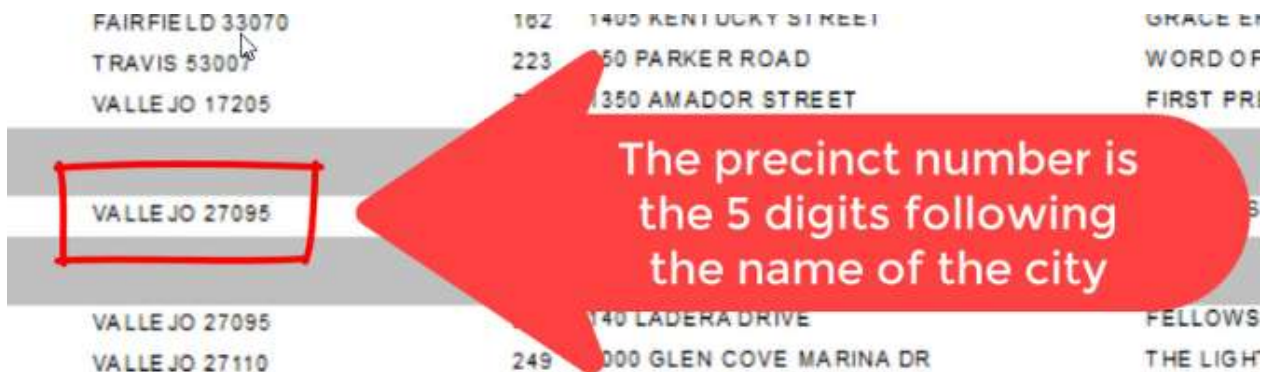
☐ On the Touch Writer, type in poll worker code **110822** to access ballot.
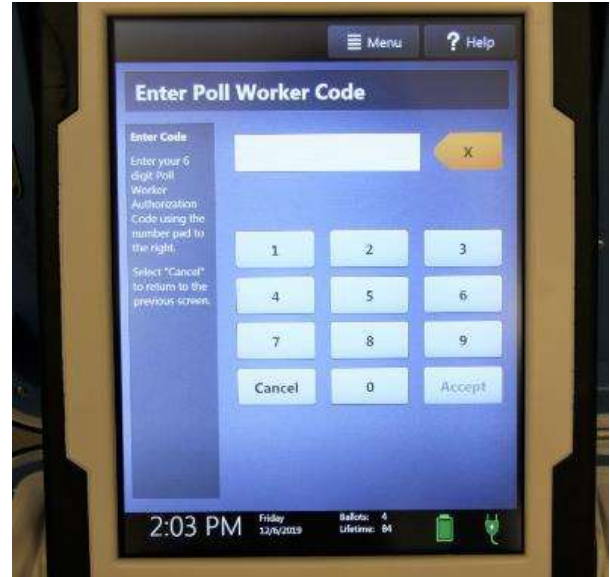
☐ Select "Activate ballot."
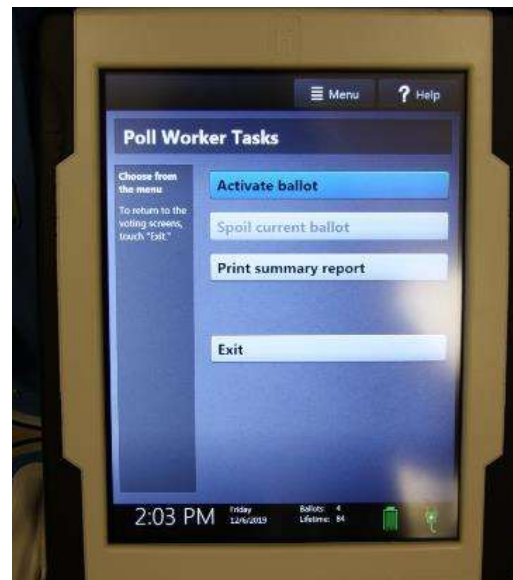
☐ Type in the correct precinct number to pull up the ballot.

☐ Confirm it is the correct precinct and select "Yes, activate this ballot."
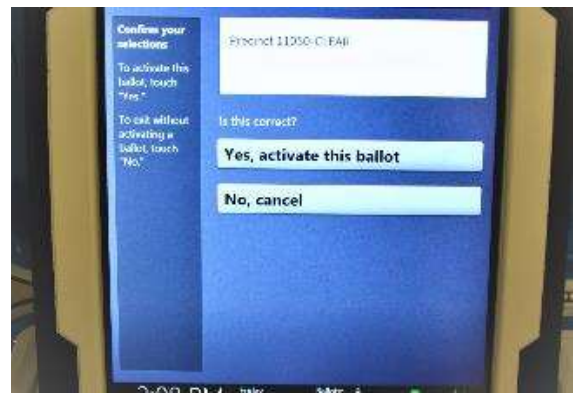
☐ Select "To get started, touch here."

[130]

☐ Select "No, skip straight to voting."
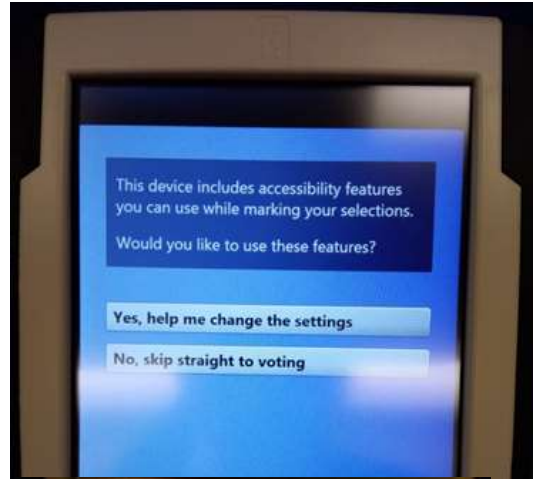
☐ Select "Begin Voting."

☐ Do not make any selections. Select "Review your choices."
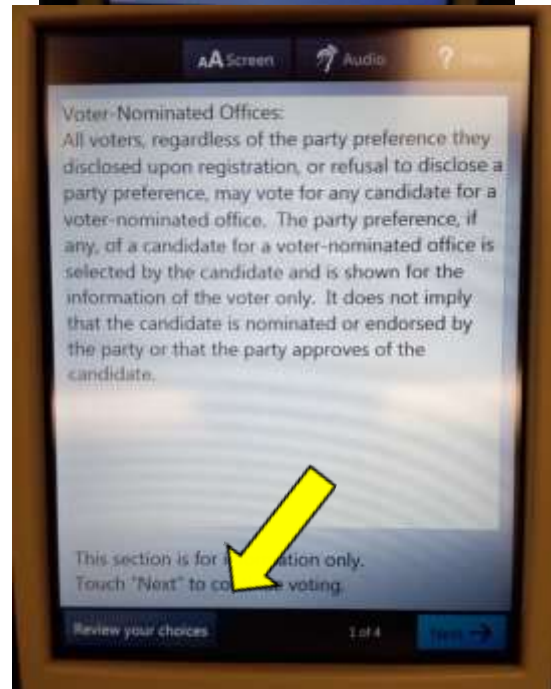
☐ Select "Print" from the bottom right-hand of the screen.

☐ The Touch Writer will warn you that "You made no choices" for each contest. Select "Yes, print a blank record."

☐ A message will let you know it is printing—wait until it prints on both sides and both pages—and then when it is done.
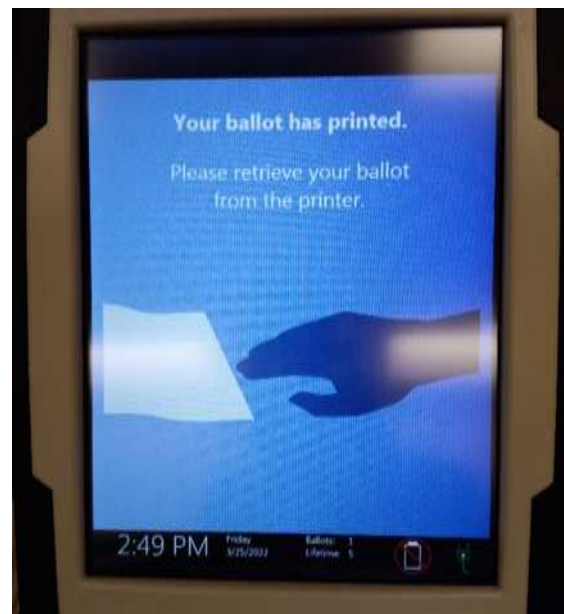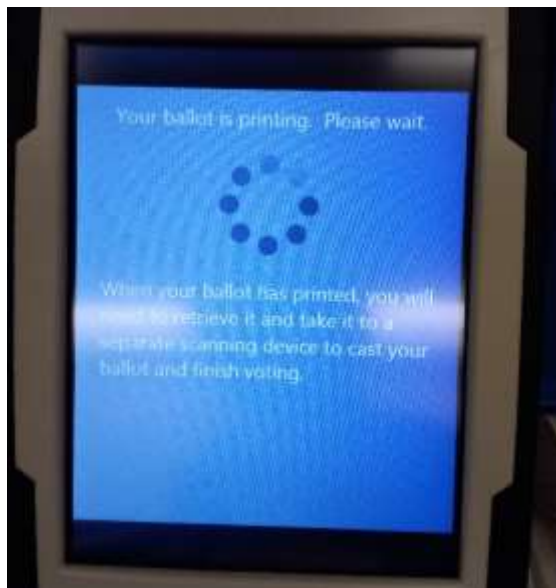
☐ Make sure the precinct number at the top of the ballot matches the number you identified in the Street Roster Index.

☐ Place the ballot in a secrecy sleeve with a pen and a Change of Address Envelope to create the ballot packet.

Official Live Ballot
Place in Red Bin
Insert Ballot and voter ticket in envelope

Sample of a White Change of Address envelope

☐ 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, fill in the rectangle next to your choice."
- "If you make a mistake please bring the ballot back to me."
- "When you are finished, please place your ballot and signed ticket in it's envelope and place that envelope in the Auxiliary Bin of the Ballot Box."

☐ Thank the voter and direct them to the voting booths.

Issuing Replacement Ballots

> ⚠️ **If you need to issue a replacement ballot, please make sure you are giving voters a ballot that is from the correct precinct and color.**

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

☐ 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.
☐ Write SPOILED across the face of the ballot to void the ballot.
☐ Place the spoiled ballot into the sealed Red Bag.
☐ Give the voter the replacement ballot and the new stub.

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

Closing the Polls

☐ At 8:00 P.M. the Inspector announces, "The polls are now closed."
☐ Ensure all voters are processed and notify them they will get to vote.
☐ Wait for last voter to exit.
☐ Count number of spoiled provisional ballots from the Red Bag and enter on the bag label - **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 bin 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).
☐ Place any spoiled Provisional Ballots into the **Spoiled/Surrendered Ballot Bag**.
☐ Place any Provisional Ballot stubs into the **Spoiled/Surrendered Ballot Bag.**
☐ Help remove all signs (inside and outside) and take down voting booths.

[134]

Shutting 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 Suspend Polls.

☐ Enter the Suspend Polls code **110822** and press Accept.
☐ The Suspend Polls report will print automatically.
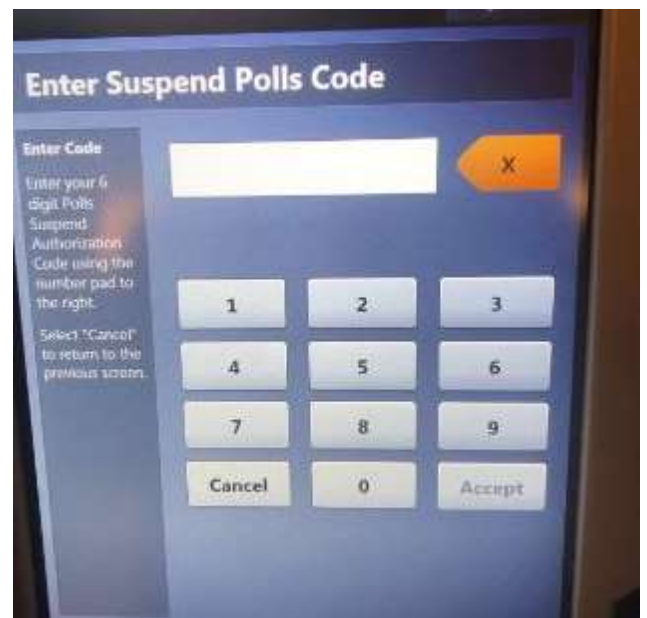
☐ Suspending the polls will take a couple minutes, please be patient.
☐ Print the Ballot Count and Summary Reports
☐ Place the printed reports in the Official Document Returns Envelope.
☐ Remove the privacy panels from either side of the Touch Writer and place in the Touch Writer booth bag.

☐ 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.

[137]

☐ 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 storage compartment cover, replace power brick and cord into storage compartment.
☐ Replace cover.

☐ 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.

☐ Unplug headphones from Accessible Controller and return to clear Touch Writer supply bag.
☐ Make sure the Accessible Controller is seated in its cradle.

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

☐ Using the key with an orange cover, lock case and secure with seal.
☐ 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.
☐ Leave the cables connected to the printer and coil cables behind printer for transportation.
☐ Place keys in the Official Returns Pouch.
☐ Clean up polling place before leaving.

Touch Writer Troubleshooting Guide

Error Message	Probable Cause	Solution
Battery not present	Battery is missing from tablet	Contact ROV Office at 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 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 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 Verity device.
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.

Replacing the Paper Roll

Locate the spare roll. Spare 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.
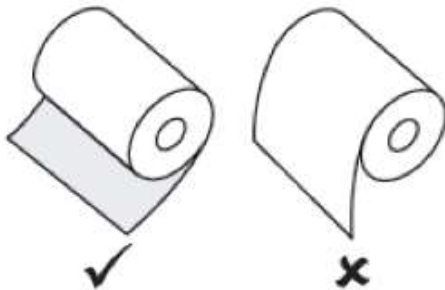
☐   Press the gray button twice to advance the paper.

The printer is now ready to be used.

This page left intentionally blank

Appendix A: Poll Worker Forms

Ballot Statement and Certificate of Performance

SOLANO COUNTY

November 8, 2022, Statewide General Election
57150 45 MAIN STREET CENTER

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): 54005
for the November 8, 2022, Statewide 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.

_____(D) RESULTS ARE A SUMMARY OF APPL PRECINCTS VOTING AT THE POLLING PLACE.
 In this case, only the summary of votes for all precincts combined is reported.

_____   _____   _____
Inspector   Clerk   Clerk

_____   _____   _____
Clerk   Clerk   Clerk

_____   _____   _____
Clerk   Clerk   Clerk

[145]

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

Oath of Election Officer
To be signed **before** polls are **open**.

State of California
County of Solano

Elections Code 12321

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

Elections Code 14107

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

Assisted Voters List

_____
_____
_____
_____
_____
_____
_____

Challenged Voters List

_____
_____
_____
_____
_____
_____
_____

[146]

Payroll Form

POLL WORKER PAYROLL FORM FOR NOVEMBER 8, 2022

POLLING PLACE _____   POLL ID: _____

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

1 OF 2

[147]

HAVA Election Complaint 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.

Notice of Deceased Voter

⊞ **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

Poll Worker Feedback Form

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

Provisional Voter Log

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.

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.		
21.		
22.		
23.		
24.		
25.		

Revised 04/2014

Roving Inspector Checklist

ROVING INSPECTOR POLL PLACE CHECK LIST: Poll Place: _____

Roving Inspector Name:			
Inspector Name:		# of Precincts	

1st ck	2nd ck	3rd ck	Item to Check
			Workers
			All poll workers present
			COVID guidelines are being followed
			Name tags with language flags being worn
			Poll Worker Manuals – do all workers have manuals?
			Oath of office has been completed by all workers.
			Supplies/Signs
			Feather Flag is setup if provided
			Index is posted on exterior door
			100' No Electioneering Sign is posted outside
			COVID signs posted
			U.S. Flag is being displayed correctly
			FYI Board displayed in full view
			Translated Ballot poster displayed near FYI Board and in full view
			Vote here and arrow signs posted
			Observer Poster is displayed.
			Voter Processing forms are available to greeters
			Greeters have clipboards and are setup for curbside voting.
			Blue cone with inspector phone number in parking lot.
			Equipment
			Ballot Scanner set up & in working order
			Poll pads set up and connected to MiFi
			Touch Writer & printer set up & in working order
			Voting booths assembled & in proper working order
			Test Prints have been completed for clerks as appropriate
			Zero totals from machines have been signed and put away.
			Ballots
			All Precinct Ballots (all different colors) for all Ballot Types are out
			Secrecy sleeves are being used
			Translated Ballots at Ballot Clerk table
			Translated Ballots at Provisional Clerk table
			Voters are being issued the correct ballot
			Clerks can differentiate between voter roster ticket and provisional roster tickets.
			Poll Place
			No electioneering is taking place
			Accessible parking available
			Voters are being processed without delay
			Closing the Polls
			Remind Inspector - vDrives from all Scanners need to be placed in the Official Returns Pouch
			Remind Inspector what forms to sign
			Remind Inspector what items are collected by the Collection Team
			Review closing procedures with Inspector
			Is Oath and Payroll Form complete?
			Does Inspector need any help with closing?

[152]

Security Log Page 1

SOLANO COUNTY | REGISTRAR OF VOTERS

NOVEMBER 8, 2022, STATEWIDE GENERAL ELECTION

Poll ID:

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

EQUIPMENT/BAG	SEAL NUMBER	INSPECTOR SIGNATURE TO CONFIRM
CADDY EQUIP 01		
EROSTER 01		
EROSTER 02		
EROSTER 03		
HART SCANNER 01		
HART TOUCHWRITER 01		
PAPER BLANK BALLOTS BOX		
RED BAG A		
RED BAG B		
RED BAG C		
RED BAG D		
RED BAG E		

ELECTION DAY: Inspector to record seals used after the first voter on the bags listed below:

EQUIPMENT/BAG	SEAL NUMBER	INSPECTOR SIGNATURE TO CONFIRM
BALLOT BOX AUX BIN		
BALLOT BOX BACK		
BALLOT BOX FRONT		
BLUE BAG		
PINK BAG		
RED BAG		
YELLOW BAG 1		

[153]

Security Log Page 2

SOLANO COUNTY | REGISTRAR OF VOTERS

Poll ID:

13310

CALIFORNIA NAT. GUARD ARMORY
711 HILLCREST AVE
BENICIA CA 94510

SECURITY LOG REPORT
Page 2 of 2

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

EQUIPMENT/BAG	SEAL NUMBER	INSPECTOR SIGNATURE TO CONFIRM
BLANK BALLOT PAPER BOX		
BLUE BAG		
CADDY EQUIP 1		
CLEAR OFFICIAL RETURNS POUCH		
EROSTER 01		
EROSTER 02		
EROSTER 03		
HART SCANNER 01		
HART TOUCHWRITER 01		
PINK BAG		
RED BAG A		
RED BAG B		
RED BAG C		
RED BAG D		
RED BAG E		
YELLOW BAG		

[154]

Acceptable forms of Identification:

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

Poll Worker W-9

Form **W-9** (Rev. October 2018) Department of the Treasury Internal Revenue Service	**Request for Taxpayer Identification Number and Certification** ▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.	**Give Form to the requester. Do not send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC   ☐ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

(Left margin: *Print or type.* See **Specific Instructions** on page 3.)

Part I — Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | Signature of U.S. person ▶ _____ | Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Cat. No. 10231X   Form **W-9** (Rev. 10-2018)

[156]

Appendix B: County Contact Information

John Gardner
   Assistant Registrar of Voters
   784-3366 Office
   jhgardner@solanocounty.com
	Laura King
	   Election Coordinator
	   784-3397 Office
	   LEKing@solanocounty.com

Mike Lopez
   Deputy Registrar of Voters
   784-3343 Office
   malopez@solanocounty.com
	Jordan Bhanji
	   Election Coordinator
	   784-3582 Office
	   jmbhanji@solanocounty.com

Greg Fontela
   Election Coordinator
   784-3374 Office
   gcfontela@solanocounty.com
	Austin Cliche
	   Office Coordinator
	   Poll Worker Paychecks
	   784-3359 Office
	   ajcliche@solanocounty.com

Theresa Ives
   Election Coordinator
   784-3360 Office
   taives@solanocounty.com
	Alexa Spering
	   Lead Election Technician
	   784-3357 Office
	   aspering@solanocounty.com

Important Phone Numbers

Election Day Poll Worker Help Desk _____ 784-3045

Election Day Ballot Scanner and Touch Writer Help Desk _____ 784-3375

Election Day eRoster Help Desk _____ 784-3361

Voter Information _____ 784-6675

Media Inquiries _____ 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 _____ 745-3411

Dixon_____ 421-7090

Fairfield_____ 428-7373

Rio Vista _____ 421-7090

Suisun _____ 421-6622

Vacaville _____ 449-5200

Vallejo_____ 552-3285

Appendix C: Disability Sensitivity at the Polls

DISABILITY SENSITIVITY AT THE POLLS
CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.

- **Speak directly to a person with a disability,** not just to others accompanying a person.

- **Offer assistance, but do not insist on providing it.** It is best to ask <u>all</u> voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.

- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.

- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.

- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.

- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.

- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

[158]

DISABILITY SENSITIVITY AT THE POLLS
CALIFORNIA SECRETARY OF STATE

Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.

- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.

- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).

- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**

- Instead of an able-bodied person, say **person without a disability**

- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**

- Instead of the blind, say **person who is blind or visually impaired**

- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**

- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**

- Instead of epileptic, say **person with epilepsy**

- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

Appendix D: COVID Signage
Maximum Occupancy (8.5" x 11")

Do Your Part to Prevent COVID-19!

✓ **MAINTAIN YOUR SPACE – 6 feet**

✓ **COVER YOUR FACE**

POLL PLACE NAME

MAXIMUM CAPACITY

**PERSONS**

UPON ENTERING
PLEASE USE
HAND SANITIZER

HELP STOP THE
SPREAD OF COVID-19

T☼GETHER
WE CAN

Mandatory Face Coverings if Required (11"x17")

Physical Distancing (8.5"x11")

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")

Discard Pens and Secrecy Sleeves (8.5"x11")

Curbside Voting Sign (placed outside)

Index

FOR YOUR SERVICE AND COMMITMENT TO EXCELLENCE!