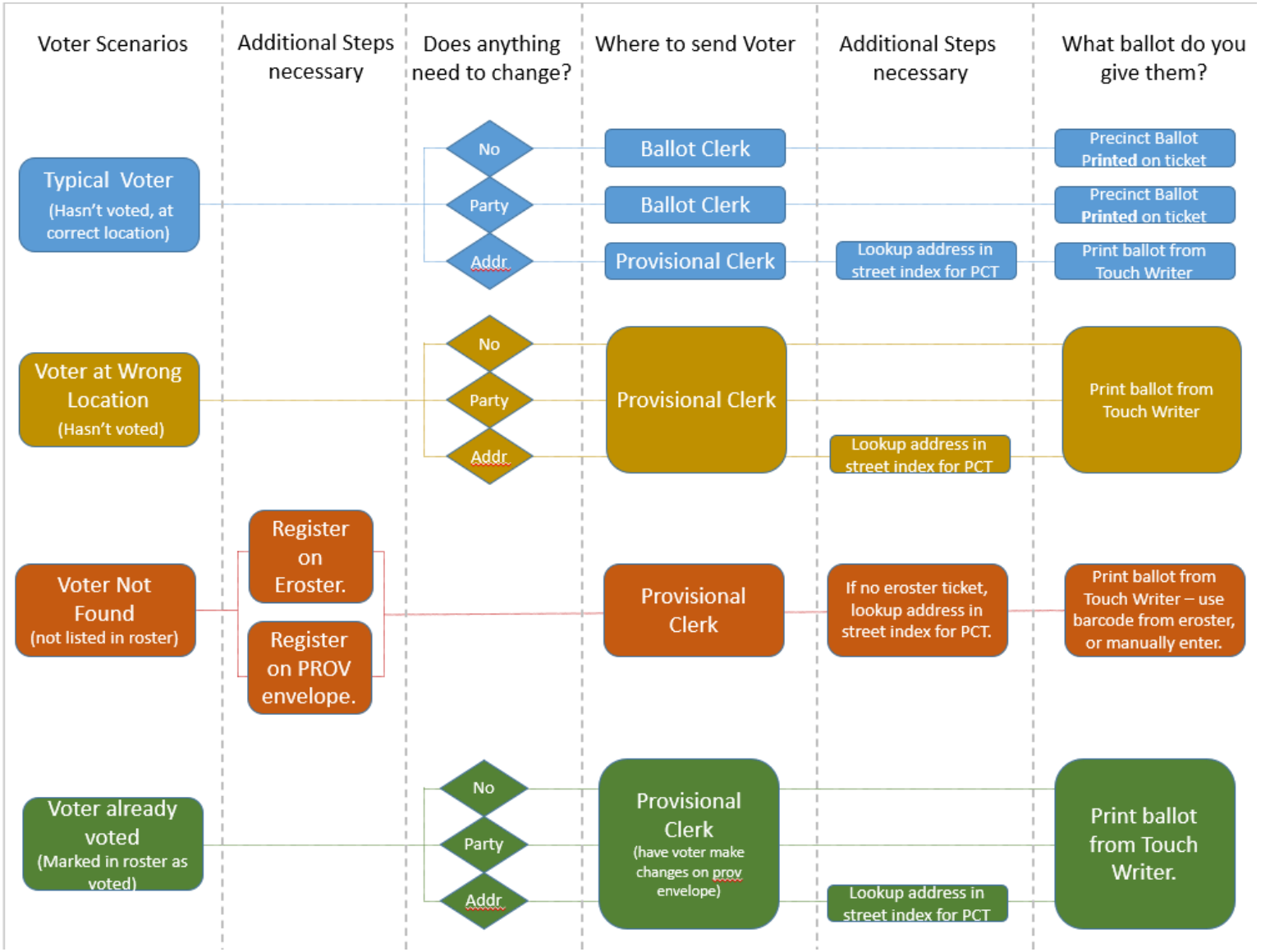
Solano County
Registrar of Voters
Poll Worker Manual

December 19th, 2023
Vacaville Unified School District
Special Governing Board 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 (Lilac)	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



Important Information

- **Election Day is Tuesday, December 19th, 2023**
- 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

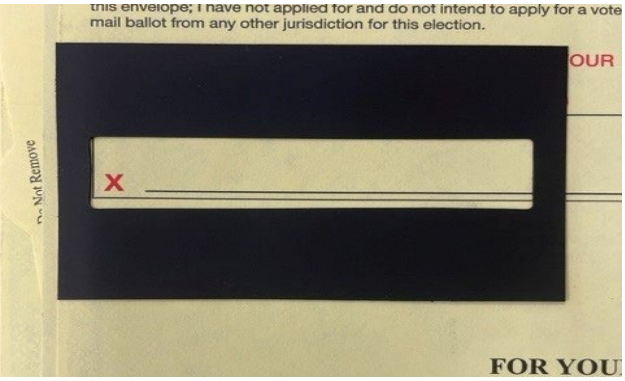
- Procedures for Election Day
- Master Checklist

Changes for the 2023 Special Election

- In the event of an emergency, poll workers should call 911 or the emergency numbers listed in the manual. The emergency numbers are also in the contacts of the county-issued cell phone.
- Expansion of evacuation procedures.
- No longer using clear bags for Ballot Stubs, Surrendered Ballots & Spoiled Ballots.
- No longer using clear bags for Unused Ballots.
- No longer need to sign or provide count of items on clear bags.
- Consolidated Precinct and Poll ID Table sign not issued.
- Seals for opening and closing are in each clerk's supply bin. Inspector will still have extra seals.
- The addition of a signature guide for use by the visually impaired

Signature Guide

The signature guide indicates where to sign official voting documents for the visually impaired, including the eRoster voter tickets and provisional tickets and envelopes.



The voter will be provided the signature guide by the eRoster Clerk or Provisional Clerk and place the opening of the guide over the signature line. Voters can verify where a signature is needed by feeling the opening and signing in the provided space.

SOLANO COUNTY | REGISTRAR OF VOTERS

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June 30, 2023

On behalf of the Registrar of Voters Office, Tim and I would like to thank all our dedicated and hardworking adopt-a-poll locations, poll workers, inspectors, rovers, and students for your service Election. The work we perform at polling places is critical to our success in Solano County.

We have a great responsibility to work together 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 accessible and confidential, and provide controls for security and auditing for post-election canvassing. Our office works closely with our community to ensure that 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 poll worker. If there's anything we haven't addressed I welcome feedback, e-mails, and phone calls to help us improve the process.

Therefore, please review this prior to your in-person training session, complete your online courses, develop questions to ask during class, and mark up this manual appropriately to serve as reminders on election day. Most importantly, **bring this book with you 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.

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,

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Training Information

In-Person Classroom Training

All Inspectors assigned for the Election **are required** 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, Fairfield.

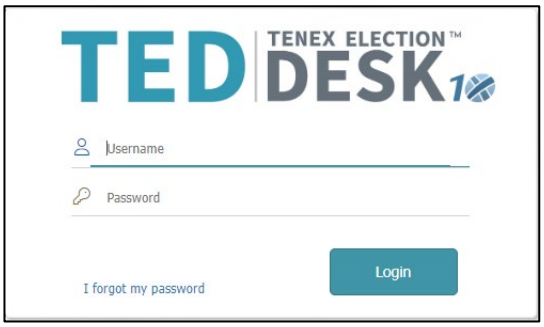
Two in-person Adopt a Poll classes will be offered to accommodate and train poll workers as a team and will be scheduled by our office. If you cannot attend your scheduled class, contact 784-6675 or e-mail pollworker@solanocounty.com. Please notify us of cancellations as soon as possible to be rescheduled.

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 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. 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.

The Election Day Experience – An Overview

Election Day Schedule

All team members must arrive at 6:00 a.m. on Election Day.

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.

7:00 a.m. to 8:00 p.m.

- 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.

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 to voters, by matching the ballot color stated on the Voter Roster Ticket to the ballot color on the ballot. 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 give voters a Voter Processing Form and provide 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 surrender it to vote on a poll place ballot, a Voter Processing Form is not given to the voter and the Greeter directs the voter to the yellow VBM Ballot Bag. Note that a ballot from another county can also be dropped off in the yellow VBM Ballot 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. 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 to sign, and then directed to the Ballot Clerk to receive a ballot. The voter exchanges the signed ticket for a paper ballot.

If a voter wishes to cast their Vote by Mail through the scanner, they check-in with the eRoster Clerk, sign and return their ticket to the eRoster Clerk, who will direct them to the Ballot Scanner without spoiling and replacing their VBM ballot. The ticket will be placed in the blue eRoster Tickets bag.

If a voter is not listed in the eRoster and does not wish to register on the eRoster, the voter is given a purple CVR envelope to fill out and sent to the Provisional Clerk without a ticket to receive a printed provisional ballot. A voter who is not in the eRoster but wishes to register on the day will receive a lilac Conditional Voter Registration (CVR) Envelope and is sent to the Provisional Clerk to receive a printed provisional ballot.

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.

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. Any white change of address envelopes that were put into the Auxiliary Bin compartment of the Ballot Box are added to the Red Tote after the polls close.

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 precinct ballots each with their own assigned color. The Ballot Clerk matches the precinct number and color on the signed Voter Roster 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 surrender their Vote by Mail (VBM) ballot 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** check in with the eRoster Clerk and 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.

Note that a ballot from another county can also be dropped off in the yellow VBM Ballot Bag. All Vote by Mail ballots are forwarded to the appropriate jurisdiction for counting.

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 translated facsimile or sample ballots available in English, Tagalog, and Spanish. The Ballot Clerk or Provisional Clerk will ask every voter if they need a translated facsimile ballot in one of the languages available. If they do, they will be given a translated facsimile ballot AND a regular precinct (or provisional) ballot. Translated Facsimile ballots are only used for language assistance when marking the official ballot. Instruct voters to dispose of the translated facsimile ballot with the secrecy sleeve in the provided container before leaving.

Images of the translated facsimile ballots are on the FYI board. Post the FYI board in an area easily visible to voters. Poll workers should be sure to wear the appropriate language flags indicating languages they can assist voters in.

Election Day Meal Break

Poll Workers are encouraged to take several short breaks (about 5 minutes) throughout the day, as long as a minimum of 4 poll workers are available to serve voters, per California Election Code. 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 illness prevention 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.

- A voter may offer to show an ID to help the eRoster Clerk look up their name to determine the spelling. However, it is discouraged by our office, and 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. Call 911 or use the direct emergency number for the police and fire that are on the page titled **Important Information page iv** in this manual and are loaded into the contacts of the Inspector's county-issued cell phone.

What to do if you must evacuate the polling place

- If safe to do so, the Provisional Clerk will take the Pink Provisional Bag, the Equipment Clerk (or other assigned clerk) will take the Yellow Vote by Mail bag, the eRoster Clerk will take the Blue eRoster Ticket Bag, and the worker with the equipment keys (typically the Inspector) will remove the Red Tote from inside the Ballot Box, then immediately leave the polling place.
- All voters and poll workers immediately leave the polling place.
- Direct the poll workers to gather nearby at a safe location or follow the instruction of polling location staff members or emergency personnel.
- Once everyone is safely out of the building, immediately notify the Registrar of Voters at (707) 784-3045 and your Roving Inspector.
- Voters arriving when the poll place is still evacuated should be directed to the next closest polling place to vote.

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 that allows 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 plug the printer into the UPS or use emergency roster 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. Follow instructions on page 38 in Inspector section on setting up the poll place outside.

What to do if a voter wants to take pictures inside the polling place

Inform the person that recording 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 a surrendered ballot as a voting guide

Inform the voter that Election Code states a vote by mail voter must first surrender their ballot to vote at the polls.

Available options include:

- The voter can cast their vote by mail ballot in the Ballot Scanner.
- The voter can use their cell phone to take a picture of their vote by mail ballot before surrendering it.
- The voter can copy their voting choices on their vote by mail ballot onto a sample ballot before surrendering it.

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 labeled with a letter (A, B, C, etc.)
- The Primary Bag is labeled with the letter **A.**

On Top of the Red Bag

- Wire cutters (attached to top of Red Bag A)
- Inspector Binder:
  - Back Up Emergency Roster
  - Ballot Statement/Certificate of Performance
  - Building contact Information
  - County-issued iPhone, charger, and instructions
  - COVID-19 action plan and specific poll place layout
  - Emergency Voter Tickets (regular and provisional, spares)
  - Interpreter Service/Tally Sheet
  - Oath of Office
  - Opening/closing ballot scanner procedures
  - **Payroll Form**
  - Secretary of State Disability Guidance
  - Street Indexes/Index of Registration (2 copies)
  - W-9s
  - Wait time survey flyer
  - Wire cutters

Inside the Red Bag

- Official Precinct and Provisional Ballots
- Stationary Kit (**includes wire cutters**)
- Two (2) Binders – 1 for Greeter and 1 for Provisional Clerk (Primary Red Bag)
- Emergency Supply Kit (inside 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 Inventory

eRoster Clerk	Ballot Clerk	Provisional Clerk	
"Start Here" table sign	"Ballot Clerk" table sign(s)	"I Voted" stickers	5' clearance string
3 clips/hook sets	Certified List of Write-in Candidates	"Provisional Clerk" table sign(s)	Touch Writer paper rolls
Deceased Voter Forms	Clipboard	Certified List of Write-in Candidates	Bar Code Scanner with 6' USB Connector
eRoster printer paper rolls	Magnifier (sheet or glass)	Clipboard	Disposable headphone ear covers
Marking pens	Marking pens	Marking pens	Electronics-safe cleaning wipes
Regular & Provisional Voter Emergency Tickets	Scotch Tape	Provisional Voter Log / Sign-in Sheets	Headphones
Replacement yellow Vote by Mail envelopes	Security Seals	Scotch tape	Security Seals
Scotch tape	Translated Facsimile Ballots	Security Seals	UPS Guide
Security Seals		Translated Facsimile Ballots	Printer Top Paper Extender
Signature Guide		Signature Guide	
Inspector/Forms/Supplies		**Electrical Supply Kit**	
100' electioneering string	Official Returns Pouch	2 Prong Connectors	
2 Doorstops	Poll Place Arrow Sign	15' Extension Cords	
Ballot Type Poster	Poll Place Precinct Map	Power Strips	
Blue Painter's tape, 1"	Poll worker feedback forms	**Equipment Clerk**	
Election Complaint Form	Return Bags – • Broken/Used Seals • Uncounted Ballots	"I Voted" stickers	
Fabric US Flag	Security Seals	Ballot Scanner paper rolls	
FYI Board	Social Distancing Stick	Security Seals	

Signs

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

Equipment

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

Equipment Caddy Contents

- Ballot box (for Ballot Scanner)
- Ballot Scanner
- Blue eRoster tickets bag for Ballot Clerks to share (inside Ballot Box)
- Clear acrylic organizer for Provisional table (inside ballot box)
- Clerk supply bins
- Clip-on lights for voting booths
- Cone – for curbside voting sign
- Pink Provisional Ballots Bag for Provisional Clerks to share (inside Ballot Box)
- Printer
- Sealed box with blank ballot paper (for printer)
- Touch Writer
- Touch Writer Table (privacy panels for Scanner and Touch Writer inside bag)
- UPS
- Yellow Vote by Mail Bag (inside Ballot Box)

Signage & Supplies (inside Ballot Box)

- Signage: Curbside Voting Cone Topper Sign
- Table privacy shields
- Voter Registration Forms and holder
- Solano County Voter Information Guide
- State Voter Information Guides (If applicable)

Locations designated as a PSPS (Public Safety Power Shutoff) emergency site will have a primary and back-up Ballot Scanner and Touch Writer delivered.

PPE Supply Caddy

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

- 50-gallon cardboard trash bins
- 50-gallon trash bags
- Anti-Bacterial wipes
- Bucket for sanitized clipboards ready for use
- Bucket for used clipboards that need to be sanitized
- Clipboards for Curbside Voting
- Disposable gloves
- Electronic Wipes
- Face masks
- Hand sanitizer
- Sneeze guards

Other supplies on the PPE Supply caddy:

- Ballot Marking Pens
- Change of Address Envelopes
- Poll place arrow sign
- Pop up canopy weights
- Provisional and Conditional Envelopes
- Provisional receipts
- Secrecy Sleeves
- Voter Processing Forms
- White Live ballot 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.

PPE 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.

Pens, secrecy sleeves, and sample ballots are single-use items.

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	Complete online classes	31
	A	Attend in-person class	31
	A	Create a voting plan	31
	I	Pick up election supplies at training class	31
	I	Locate and charge county-issued iPhone – located in the Inspector Binder	31
	I	Call other workers at your polling location	31
	R	Pick-up election supplies at training class	31
	R	Locate and charge county-issued iPhone - located in the Roving Inspector Binder	31
	R	Call Inspectors – remind them to show up at 6 a.m.!	31
	R	Remind Inspectors to call ROV office for replacement clerks	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

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.	38
	I	Administer Oath to all clerks.	38
	A	Sign and witness Oath	38
	I	Locate equipment & PPE caddy, voting booths, and tables/chairs.	39
	I	Confirm that the seal numbers on the equipment caddy and Red Bags match the seal numbers on the Security Log.	39, 42
	I	Break the seal on the equipment caddy and Red Bag A. Remove ballots and supplies. Ballot Scanner and Touch Writer keys are in the Official Returns Pouch (inside the Inspector Supply Bin).	39
	I	Place broken seals into the Broken/Used Seals bag	39
	A	Arrange election tables and voting equipment per poll place layout in the Inspector Binder.	40
	I	Retrieve yellow VBM bag and place near entrance of poll place.	40
	I	Distribute all supplies to clerks to set up tables/positions.	41-42
	I	Direct the eRoster Clerks to set up eRosters and their tables. Give the eRoster clerks the eroster cases, voter registration forms, provisional envelopes, CVR envelopes, and Change of Address envelopes.	41
	I	Direct Ballot Clerk to set up their table. Give the Ballot Clerk the precinct ballots, secrecy sleeves, and blue voter ticket bag.	41
	I	Direct the Provisional Clerk to set up the Touch Writer and their table. Give the provisional clerk the Provisional Envelopes, CVR Envelopes, Change of Address Envelopes, provisional receipts, voter registration forms, tabletop privacy shields, acrylic desk organizer, pink provisional ballots bag, equipment keys (shared with Equipment Clerk), wire cutters, and provisional/greeter binder.	41
	I	Direct the Equipment Clerk to set up the Ballot Scanner. Give the Equipment Clerk the equipment keys (shared with Provisional Clerk), I Voted stickers, and wire cutters.	42
	I	Direct Greeters to set up their station by the door and at curbside. Give the Greeter the provisional/greeter binder, TV tray, buckets, wipes, clipboards, pens, I Voted stickers, Voter Processing forms, pop up tent, tables, chairs, and weights for the pop-up tent.	42

Done?	Who	What	Ref. Page
	I	Confirm seal numbers on Ballot Scanner, Touch Writer, and eRoster cases matches the Security Log.	42, 59, 79, 108
	I	Oversee setting up voting booths	42
	EC	Get the equipment keys from the Inspector	58
	EC	Remove the Ballot Box from equipment caddy and place it according to the poll place layout.	58
	EC	Open front and back doors for first voter.	58
	EC	Give the supplies to the Inspector for distribution amongst the team members	58
	EC	Place the Red Tote inside the Ballot Box.	58
	EC	Place the Ballot Scanner on top of the Ballot Box and lock the Ballot Box lid and Ballot Scanner into place.	58-59
	EC	Check Ballot Scanner handle seal number against Security Log, then break the seal. Place broken seal into the Broken/Used Seals bag.	59
	EC	Unlock and open Ballot Scanner lid (orange key).	59
	EC	Open Ballot Scanner storage compartment, remove power brick and cord, replace storage compartment cover, then close lid.	60
	EC	Plug power cord into back of Ballot Scanner, then plug power cord into power brick. Do not plug into AC Power yet.	60
	EC	Open Ballot Scanner case and lock lid brace into place.	61
	EC	Unlock, unlatch and remove tablet (blue key).	61
	EC	Seat the tablet firmly in the cradle, tilt back, and lock it in place (blue key).	61
	EC	Return keys to Inspector	61
	EC	Confirm seal number on vDrive compartment door matches the Chain of Custody Log (located on Ballot Scanner lid). Leave vDrive door sealed!	62
	EC	Plug the power cord into AC power.	62
	EC	Press the red power button on the back of the Ballot Scanner to power it on.	62
	EC	The Power-On Self-Test report will print. Review it for any issues. Tear off report and place in Official Document Returns Envelope.	63
	A, EC	Print the Zero Report. Confirm the ballot count is zero, then tear off the report, have all poll workers sign it, and place in the Official Document Returns Envelope.	64
	EC	Attach privacy panels to the Ballot Box.	64
	EC	Verify Auxiliary Bin and Red Tote are empty. Leave front and back door of Ballot Box open for first voter.	65
	EC	Verify date and time are correct.	65
	EC	Confirm that the number of Ballots and Sheets displays zeroes.	65
	EC	Press Open the Polls and enter code **121923**	66

Done?	Who	What	Ref. Page
	A, EC	The Open Polls Report prints. Tear off, have all poll workers sign it, and place report in the Official Document Returns Envelope.	66
	EC	Advance the paper in the printer by pressing the gray feed button twice.	66
	EC	Place I Voted stickers close to the Ballot Scanner	66
	PC	Get the equipment keys from the Inspector.	106
	PC	Locate and remove bag with Touch Writer Table from the equipment caddy.	106
	PC	Remove the bungees holding the legs to the table.	106
	PC	Lay the table on a flat surface and move the legs into the open position.	106
	PC	Attach the front leg extensions.	107
	PC	Attach rear leg assembly ("U" shape)	107
	PC	Turn the table over so it is upright.	107
	PC	Place the equipment caddy, Touch Writer table and Touch Writer according to the poll place layout in the Inspector Binder.	108
	PC	Place Touch Writer on top of Touch Writer table.	108
	PC	Reach under table and push latch away from you to secure the Touch Writer to the table.	108
	PC	Pull up on the Touch Writer to check that it is locked to the table.	108
	PC	Select a location with 5' radius around the front and two sides of device.	108
	PC	Confirm the handle seal number on the Touch writer matches the Security Log.	108
	PC	Unlock and open Touch Writer case (orange key).	109
	PC	Open storage compartment, remove power brick and cord, replace storage compartment door, then close lid of Touch Writer.	109
	PC	Plug power cord into power brick, then plug power connector into back of the Touch Writer, flat side up (do not plug into wall yet).	109
	PC	Open Touch Writer case and lock lid brace into place.	110
	PC	Unlock, unlatch and remove tablet (blue key).	110
	PC	Seat the tablet firmly in the cradle, tilt back, and lock it in place (blue key)	110
	PC	Return the equipment keys to the Inspector	110
	PC	Confirm seal on vDrive compartment door matches Chain of Custody (located on top of Touch Writer). Leave the seal on the vDrive door!	111
	PC	Plug the power cord into AC power.	111
	PC	Attach privacy panels to the Touch Writer table.	111
	PC	Plug UPS directly into AC Power. The UPS stays on the caddy.	112

Done?	Who	What	Ref. Page
	PC	Confirm that the printer power cable is plugged into an outlet on the back of the UPS. The printer stays on the equipment caddy.	112
	PC	Turn on the UPS using the rocker switch on the front left until you hear a click – three lights will illuminate.	112
	PC	Connect the blue printer cable to back of Touch Writer.	113
	PC	Locate the Blank Ballot Stock cardboard box on the equipment caddy. Check seal number against the Security Log. Break the seal on the cardboard box and load ballot paper into the printer.	113
	PC	Turn on the printer and wait until the display reads Ready to Print.	113
	PC	Press the red power button on the back of the Touch Writer to power it on.	114
	PC	Loosen Accessible Device from cradle. Insert the headset plug into the plug on the top of the Accessible Device.	114
	PC	Plug in the bar code scanner USB cord into the USB plug on the vDrive door.	114
	PC	The Power-On Self-Test Report prints. Tear off and review for any issues. Place in the Official Document Returns Envelope.	115
	PC	Verify date and time are correct.	116
	A, PC	Print Zero Report, tear off, confirm the ballot count is zero, and have all workers sign report. Place in the Official Document Returns Envelope.	116
	PC	Choose Open the Polls – **121923**	116
	A, PC	Tear off the Open Polls Report, confirm the ballot count is zero, have all workers sign it, and place in Official Document Returns Envelope.	116
	PC	Advance the thermal paper by pressing the gray button twice on the printer.	116
	PC	Open the Provisional Clerk supply bin and set up election table.	117
	PC	Place the Provisional Clerk table tent sign on the table	117
	PC	Get Pink Provisional Bag from Inspector and verify it is empty. Leave open for first voter to inspect.	117
	PC	Get Provisional Ballots from the Inspector and place on the table.	117
	ER	Confirm seal numbers on eRoster cases match Security Log, then cut the seal. Place broken seals in the Broken/Used Seals Bag.	79
	ER	Open eRoster case and remove tablet, stylus, printer, power cords, tablet stand with base, and mobile hot spot.	79
	ER	Connect power cord to eRoster tablet, then to a surge protector.	79
	ER	Confirm printer power cord is connected to the back of the printer. Connect to the power block and plug into a surge protector.	79
	ER	Plug in mobile hot-spot or Cradlepoint to AC power, turn on, and place near a window.	80

Done?	Who	What	Ref. Page
	ER	Place empty eRoster case under the table.	80
	ER	Set up eRoster base and stand, then attach the tablet to the stand.	80
	ER	If not already on, turn on printer and eRoster tablet.	81
	ER	Verify the correct polling place name, election date, and election name is displayed on the tablet.	82-83
	ER	Verify the Check-in count is zero.	83
	ER	Check that the Printer icon is green.	83
	ER	Print a test ticket. It is ok to discard this ticket.	83
	ER	Open eRoster supply bin and set up table.	84
	ER	Tape "Start Here" sign to the first eRoster table. Make sure it is pointing in the correct direction.	84
	ER	Place supplies on the eRoster tables including: eRoster tablet & printer, replacement VBM envelopes, Deceased Voter forms, Voter Registration forms, emergency tickets, provisional envelopes, CVR envelopes, white change of address envelopes, signature guides and pens.	84
	BC	Open the Ballot Clerk supply bin and set up election table.	102
	BC	Place the Ballot Clerk table tent sign between the clerks.	102
	BC	Get the blue eRoster Tickets Bag and Red Bag from the inspector and verify they are empty. Leave open for first voter to inspect.	102
	BC	Get ballots from Inspector and place on table	102
	I	Locate Signage Bin and distribute signs.	**Error! Bookmark not defined.**
	I	Oversee placement of signs, maps & notices for inside and outside the polling place	**Error! Bookmark not defined.**
	G	Set up Greeter Table and padded chair near the entrance with Provisional/Greeter binder.	54
	G	Hang up the polling place map near the table.	54
	G	Hang the Translated Facsimile Ballots Poster, Observer Guidelines, and FYI Board near the entrance. Mark the available languages on the FYI Board.	54
	G	Obtain pens and Voter Processing forms to hand out to voters.	54
	G	Have hand sanitizer and masks available for voters.	54
	G	Set up the pop-up tent, and chairs for Greeters stationed outside at curbside drop off area.	54
	G	Obtain white and blue buckets, Voter Processing Forms, pens and sanitary wipes for curbside.	54
	A	Set up items inside the poll place – voting booths, signs, maps, etc.	42

Done?	Who	What	Ref. Page
	A	Set up items outside the poll place – signs, posters, etc.	43
	I	Set-up curbside voting sign and cone – write Inspector County issued cell phone number on sign.	43
	I	Complete polling place ADA modifications	44
	A	Sign Payroll Form.	38
	I	Locate the Official Document Returns Envelope. Place Payroll form, signed zero report inside.	44
	I	Give out name badges and designated language flags to all workers.	44
	A	Put on name badges and affix appropriate language flags to the name badge.	44, 54, 66, 84, 102, 117
	I	Assign meal breaks.	44
	I	Ask clerks if they have questions about duties.	44
	I	Distribute PPE, put up sneeze guards, place trash can near the Ballot Scanner	44
	I	Use the Tenex App to report that you are ready to open or call the ROV at 707-784-3375.	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
	ER	Confirm the cloud icon on the eRoster is green.	83
	I, EC	Have 1st voter inspect the Ballot Scanner – zero ballots scanned, empty Ballot Box and Auxiliary Bin.	45, 65
	I, BC	Have 1st voter inspect Ballot Clerk's empty Red Bag, and empty eRoster Ticket Bag.	45, 102
	I, PC	Have 1st voter inspect Provisional Clerk's empty Pink Provisional Ballots Bag.	45, 118
	I	Give keys to Equipment Clerk.	45
	BC	Seal Red Bag and blue eRoster Tickets Bag.	102
	PC	Seal Pink Bag.	118
	EC	Close, lock and seal all compartments of the Ballot Box – front door, back door, auxiliary bin	67
	EC	Give keys to Inspector	67
	I, ER	Send voter to an eRoster Clerk to begin voting process.	45
	I	Document seals on the Security Log.	45

Processing Voters Checklist

Processing Voters Throughout the Day

Done?	Who	What	Ref. Page
	G	Processing Voters.	54-57
	EC	Processing Voters.	68
	ER	Processing Voters.	85-97
	BC	Processing Voters.	102-104
	PC	Processing Voters.	118-129
	I	Mid-Day Vote by Mail Ballot Pickup (yellow bag) Around 1 p.m. and 5 p.m. occurs	46
	I	Publicly announce Mid-Day VBM pickup	46
	I	Complete chain of custody log on VBM Bag	46

	I	Place the new, sealed yellow Vote by Mail Bag at the entrance to the poll place.	46

Closing Checklist – 8:00 p.m. to End of Night

Legend:

A = All Poll Workers
ANY = Any one Clerk
I = Inspector
R = Roving Inspector
G = Greeter
BC = Ballot Clerk
EC = Equipment Clerk
ER = eRoster Clerk
PC = Provisional Clerk

Closing Checklist – 8:00 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	**CONTINUE WHEN ALL VOTERS HAVE BEEN PROCESSED AND HAVE EXITED THE POLL PLACE.**	47
	I	Direct Equipment Clerk to start shut down of the Ballot Scanner and closing procedures. Give keys and Official Returns Pouch to Equipment Clerk	47
	I	Direct Ballot Clerk(s) and Provisional Clerk to start closing procedures. Give keys to the Provisional Clerk when returned by the Equipment Clerk.	47
	I	Direct eRoster Clerk to start closing procedures.	47
	I	Direct Greeters to start closing procedures	47
	BC	Break the seal on the Red Bag used by the Ballot Clerk, and give the broken seal to the Inspector	104
	PC, BC	Place unused ballots and ballot stubs inside the Red Bags that the ballots came in.	47, 104, 129
	I, BC	Seal the top of the blue eRoster Tickets Bag and update the Security Log.	104
	I, BC	Give the blue eRoster Tickets Bag to the Inspector.	104
	BC	Repack all other supplies into Ballot Clerk supply bin and return it to the equipment caddy.	104
	PC	Total the number of signatures on the Provisional Log. Place Provisional Log in pink bag. **LEAVE BAG SEALED**	47, 129
	I, PC	Seal the pink bag, update the Security Log then give the bag to the Inspector	47, 129
	G	Take down pop-up tent, if used, along with tables and chairs, and bring inside. Stage pop up tent for return to ROV by moving company.	57

Done?	Who	What	Ref. Page
	G	Return buckets and other supplies to caddies.	57
	G	Take signs down from the walls – place back in Inspector Bin.	57
	G	Place Provisional/Greeter Binder on equipment caddy.	57
	G	Place folded Greeter table with items being returned by the moving company.	57
	G	Return tables and chairs from the facility to their original location. If ROV table and chairs, place with items being returned by the moving company.	57
	EC	Use the purple key to unlock the front and back of the Ballot Box. Remove any uncounted ballots and Change of Address Envelopes from the Auxiliary Bin.	47, 69
	EC	Place the Change of Address Envelopes inside the Red Tote.	47, 69
	EC	Run any uncounted ballots found in Auxiliary Bin through the Ballot Scanner. (Do not open Change of Address envelopes)	47, 69
	EC	Place any ballots that would not run through the Ballot Scanner into the Uncounted Ballots bag. Place this bag into Red Bag A.	47, 69
	I, EC	Give the Inspector the number of Sheets run through the Ballot Scanner	47, 69
	EC	Press blue poll worker button on back of Ballot Scanner.	70
	EC	Choose Close Polls from menu options.	70
	EC	Choose Yes, Close the Polls.	70
		Note: Once polls are closed, they cannot be reopened.	70
	EC	Enter the close polls code **121923** and select Accept. The Close Polls report will print automatically.	70
	A	Tear off the Close Polls Report and have all poll workers sign it.	70
	I	Place Close Polls report in Official Document Returns Envelope.	70
	EC	Choose Tally report for a second copy.	70
	A	All poll workers sign the report.	70
	EC	Tape the second copy of the report near the entrance.	70
	EC	Remove the privacy panels from the Ballot Box and place inside the Touch Writer table bag.	70
	EC	Press the red power button on the back of the Ballot Scanner.	71
	EC	When screen is dark, unlock the tablet from cradle (blue key), remove from the cradle using two hands	71
	EC	Stow the tablet in the storage area in the case cover, lower the latch to hold the tablet, then lock the tablet in place with the blue key.	72
	EC	Unplug the Ballot Scanner from AC power.	72
	EC	Remove plug from power brick and from back of scanner.	72

Done?	Who	What	Ref. Page
		Note that there is a locking sleeve on the connector that must be pulled back to remove the cord from the back of the scanner!	
	EC	Remove blue cover from power cord storage compartment.	72
	EC	Place cords back inside storage compartment, replace blue cover.	72
	EC	Use wire cutters to cut the seal over the vDrive door. Place broken seal in the clear bag labeled Broken/Used Seals.	73
	EC	Using the purple key, unlock the vDrive door, grasp the body of the vDrive, and remove it (do not remove by pulling on the tag).	73-74
	EC	Place the vDrive in the Official Returns Pouch. Replace cover on vDrive door.	74
	EC	Remove the Red Tote from the Ballot Box.	74
	EC	Check the Ballot Box main compartment for loose ballots, if found – put them in the Red Tote.	74
	EC	Check that the Auxiliary Bin is empty	74
	EC	Give the Red Tote to the Inspector.	74
	I	Confirm the Auxiliary Bin and Ballot Box are empty, and that the Change of Address Ballot Envelopes are in the Red Tote.	47, 50
	I	Seal the Red Tote(s).	50
	EC	Loosen lid brace on cover, close and lock case.	74
	EC	Reaching under the scanner, inside the Ballot Box, grasp the cord and pull forward to unlock the scanner from the Ballot Box.	74
	EC	Seal the handle of the Ballot Scanner. Update the Security Log.	74
	EC	Remove the scanner from the Ballot Box and place on the caddy.	75
	EC	Use the purple key to close and lock the front and back doors of the Ballot Box after ensuring all ballots have been removed. Place the empty Ballot Box on the caddy.	75
	EC	Return equipment keys to the Inspector	75
	PC	Press the blue poll worker button on the back of the Touch Writer.	130
	PC	Select menu at the top of the screen.	130
	PC	Select Suspend Polls.	130
	PC	Select Yes, Suspend the Polls.	130
	PC	Enter the Suspend Polls code **121923** and press Accept. The Suspend Polls report will print automatically.	130
	PC	Print and sign the Ballot Count and Summary Reports.	131
	PC	Place the reports in the Official Document Returns Envelope.	131
	PC	Remove the privacy panels from the Touch Writer and place in the Touch Writer table bag.	131
	PC	Press the red power button on the back of the Touch Writer.	131

Done?	Who	What	Ref. Page
	PC	When the Touch Writer is completely powered down, unlock the tablet, remove from the cradle, and stow in the storage area in the case cover. Lower latch to hold tablet then lock tablet into place (blue key).	132-133
	PC	Unplug the Touch Writer from AC Power. Remove the plug from the power brick, and from the back of the Touch Writer. *Note that there is a locking sleeve on the connector that must be pulled back to remove the cord from the back of the Touch Writer!*	132-133
	PC	Remove blue cover from power cord storage compartment.	133
	PC	Place cords back inside storage compartment and replace blue cover.	133
	PC	Unplug the bar code scanner and place into the clear Touch Writer supply bag.	134
	PC	Unplug the laser printer from the back of the Touch Writer. Coil up the printer cable and place behind the printer.	134
	PC	Unplug the headphones from the Accessible Device, and place into the clear Touch Writer supply bag.	134
	PC	Place Accessible Device into cradle.	134
	PC	Loosen lid brace on cover, close and lock case (orange key).	135
	PC	Seal the Touch Writer handle. Log the seal on the Security Log.	135
	PC	Reaching under the Touch Writer table, pull the metal latch forward to unlock the Touch Writer from the table.	135
	PC	Remove the Touch Writer from the table and place back inside the caddy.	135
	PC	Disassemble the Touch Writer table. Lay the table on a flat surface top down.	136
	PC	Remove front leg extensions.	136
	PC	Remove rear leg assembly.	136
	PC	Grasp the handle affixed to a leg assembly and move it in the opposite direction of the arrow. The legs will lower flat.	136
	PC	Attach bungee cords around the legs and attach to the hook on the underside of the table.	136
	PC	Place all items inside the Touch Writer table bag.	136
	PC	Place the Touch Writer bag onto the equipment caddy behind the laser printer.	136
	PC	Turn off the laser printer by holding down the power button on the front of the printer.	136
	PC	Disconnect the UPS from AC power. Make sure the power cord is fully inside the caddy.	136
	PC	Leave all cords and cables connected to the printer. Coil the cords behind the printer on the equipment caddy.	136
	PC	Return equipment keys to the Inspector	136

Done?	Who	What	Ref. Page
	PC	Repack Provisional Clerk supply bin and return to the equipment caddy.	136
	ER	One clerk prints the number of Check-ins – tap the Menu button, Summary Report, Tap Check-ins Option and give to the Inspector to enter on Ballot Statement	99
	I	Tape Check-In report to the blue Street Index Outside Copy sheet	47
	I, ER	Give number of signatures from paper roster (if any) to Inspector	47, 99
	ER	Put eRoster in sleep mode by lightly pressing on/off button.	99
	ER	Repack eRoster tablet, mi-fi (or Cradlepoint), accessories, and power cords back into case.	99
	ER	Seal all eRoster cases with a seal, and update Security Log.	99
	ER	Give all sealed eRoster cases to Inspector.	99
	ER	Repack all other supplies into eRoster supply bin and return it to the equipment caddy.	99
	I	Pack all ADA polling place modifications.	47
	A	Sign all forms the Inspector asks you to sign	57, 75, 99, 104, 136
	A	Assist with clean-up of poll place, taking down signs and posters (inside and out), and taking down voting booths.	57, 75, 99, 104, 136

Closing Checklist – Forms to Complete

Legend:

A = All Poll Workers
ANY = Any one Clerk
I = Inspector
R = Roving Inspector
G = Greeter
BC = Ballot Clerk
EC = Equipment Clerk
ER = eRoster Clerk
PC = Provisional Clerk

Ballot Statement

Done?	Who	What	Ref. Page
	I, ER	Line 1 – Enter number of voters from the eRoster.	48, 99
	I, ER	Line 2 – Enter total voters on back-up paper roster if used.	**Error! Bookmark not defined.**, 99
	I	Line 3 – Add Lines 1 and 2 together.	48

	I	Line 4 – Ballot Count number from Ballot Scanner.	48
	I	Line 4a – Enter the number of sheets cast through the Ballot Scanner	48
	I	Line 5 – Total number of uncounted ballots, if any.	48
	I	Line 5a – Number of white change of address envelopes	48
	I	Line 6 – Add lines 4 & 5 together	48

Certificate of Performance

Done?	Who	What	Ref. Page
	I	Mark the appropriate line on the Certificate of Performance	**Error! Bookmark not defined.**
	A	All poll workers must sign the Certificate of Performance	49

Miscellaneous Forms

Done?	Who	What	Ref. Page
	A	Payroll Form – confirm signed by all workers	49
	A	Oath – confirm signed by all workers	49
	A	Closing Polls Reports from Ballot Scanner and Touch Writer (all copies) – confirm signed by all workers	49
	I	Security Log – signed by Inspector	49

End of Night Return Checklist

Legend:

A = All Poll Workers
ANY = Any one Clerk
I = Inspector
R = Roving Inspector
G = Greeter
BC = Ballot Clerk
EC = Equipment Clerk
ER = eRoster Clerk
PC = Provisional Clerk

End of Night Returns List – Complete by 9:00 p.m.

Done?	Who	What	Ref. Page
	I	All forms placed in Official Document Returns Envelope.	49
	A	Gather all items with a bright green RETURN label together.	50
	I, BC	Blue eRoster Tickets Bag sealed with tickets inside.	50
	I, PC	Seal Pink Provisional Bag with ballots and Provisional Log inside.	50
	I	Seal the Yellow Vote by Mail Bag with dropped off VBM ballots inside.	50
	I, ER	eRoster cases sealed with components inside.	50
	I	Red Bag(s) packed with unused ballots, stubs, voter-completed forms, Broken/Used Seals bag, stationary kit.	50

Done?	Who	What	Ref. Page
	I, EC	Confirm Red Tote is sealed with all voted ballots and Change of Address Envelopes inside.	50
	I	Record seal number on the Security Log for the Official Returns Pouch - don't seal the pouch until the Collection Team arrives.	52
	I, ANY	Confirm all supply bins are packed and inside the equipment caddy. Seal the equipment caddy & update the Security Log.	52
	I	Make sure all seal numbers are recorded on the Security Log.	51
	I	Place the Official Document Returns Envelope into the Solano County logo side pocket of Red Bag A.	51
	I	Be sure iPhone is on and left out until Collection Team arrives.	53
	I, ANY	Inspector and one (1) clerk wait until the ROV Collection Team arrives to pick up the green RETURN labeled supplies.	53
	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.	53
	I	Ensure Official Returns Pouch has the following items: * Equipment Keys * vDrive(s) from **Ballot Scanner** **Note: do not pack the cell phone yet**	52
	I	When the Collection Team arrives, place the county-issued cell phone inside the Official Returns Pouch and seal it.	53
	I	**Hand Official Return Pouch directly to the Collection Team. Do not pack it into any bag.** * Equipment Keys * vDrive(s) from Ballot Scanner *County-issued cell phone	53
	I	Direct the Collection Team to the items with the green RETURN label.	53
	I	Leave polling place after Collection Team has picked up all items with the GREEN return label.	53

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Before Election Day Tasks

For all Poll Workers

- **Read Manual and complete required training.**
- Complete your mandatory in-person and online training – if you need assistance scheduling 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.
- If you are working at your assigned voting location, 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 with a clerk prior to Election Day, call 707-784-6675 or email pollworker@solanocounty.com as soon as possible.

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.

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 each of the Inspectors at your assigned locations and introduce yourself. Complete calls no later than the day before Election Day. If you are not able to reach an Inspector prior to Election Day, call 707-784-3045 or email PollWorker@SolanoCounty.com.
- Remind Inspectors to:
  - Arrive no later than 6:00 a.m. Election Day at their poll places.
  - Bring their Poll Worker Manual with them to the polls.
  - Charge the county-issued cell phones before Election Day and to turn it on in the morning
  - Call the ROV office if any worker has not arrived by 6:15 a.m. on Election Day.
- Map out the locations of your assigned precincts. First visits should be to new or inexperienced Inspectors.

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Election Day – Roving Inspector

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

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/Illness prevention guidelines are being followed.
- The Oath of Election Officer has been completed.

☐ Poll Place

- All signs are posted outside the poll place.
  - Feather Flag (only sent to some locations)
  - Vote Here signs
  - Street Index/Walking List
  - Arrow signs
  - No Electioneering Sign
  - COVID signs
- Accessible parking is available or created for voters
- Curbside voting cone set up outside with inspector phone number

☐ 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.
- The UPS is plugged directly into an outlet.
- Polls pads are setup and connected to the MiFi
- Voting Booths are assembled, have lights on, and are in working order

- Test prints have been completed by 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, and languages workers speak are checked
- Translated Ballot poster is near the FYI Board and in full view of voters entering the poll place OR included on the FYI Board
- COVID signs posted per layout in Inspector binder
- Observer Poster near FYI Board

☐ 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 Facsimile Ballots are out on the Ballot Clerk table
- Translated Facsimile Ballots are out on the Provisional Clerk table
- Voters are being issued the correct ballot
- Certified List of Write-Ins are out on the Ballot and Provisional Clerk tables

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 Ballot Scanners need to be placed in the Official Returns Pouch

☐ Touch Writer vDrives are not removed

☐ Forms need to be completed/signed
- Ballot Statement
- Certificate of Performance
- Payroll Form
- Security Log
- W-9 forms
- Closing Polls Report
- Zero report from Ballot Scanner

☐ Which items are picked up by the Collection Team

☐ Instructions to wait for the collection team – who is waiting with the inspector?

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.

Remind Inspectors that the Official Returns Pouch with the vDrive(s) from the Ballot Scanner(s), keys and county issued cell phone inside will be handed directly to the Collection Team when they arrive.

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, & languages checked.
			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 at curbside.
			Equipment
			Ballot Scanner set up & in working order.

			Poll pads set up and connected to MiFi.
			Touch Writer & printer set up & in working order.
			UPS is plugged directly into an outlet
			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?

Inspector

Set Up of Poll Place

- All poll workers must arrive by 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 the color-coded precinct ballots to the Ballot Clerk.
- Give a stack of provisional ballots to the Provisional Clerk (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:
    - 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.
    - 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.

Setting up the Poll Place

☐ Locate the Inspector Binder

☐ Inspector and all clerks:

- Print name and sign the Payroll form
- Sign the Zero Report printed on the Ballot Scanner
- Administer the Oath, and complete form

☐ Locate equipment caddy, PPE caddy, voting booths, tables and chairs, and other delivered supplies. The Ballot Scanner(s), Touch Writer, Ballot Box, and Touch Writer table are on the equipment caddy.

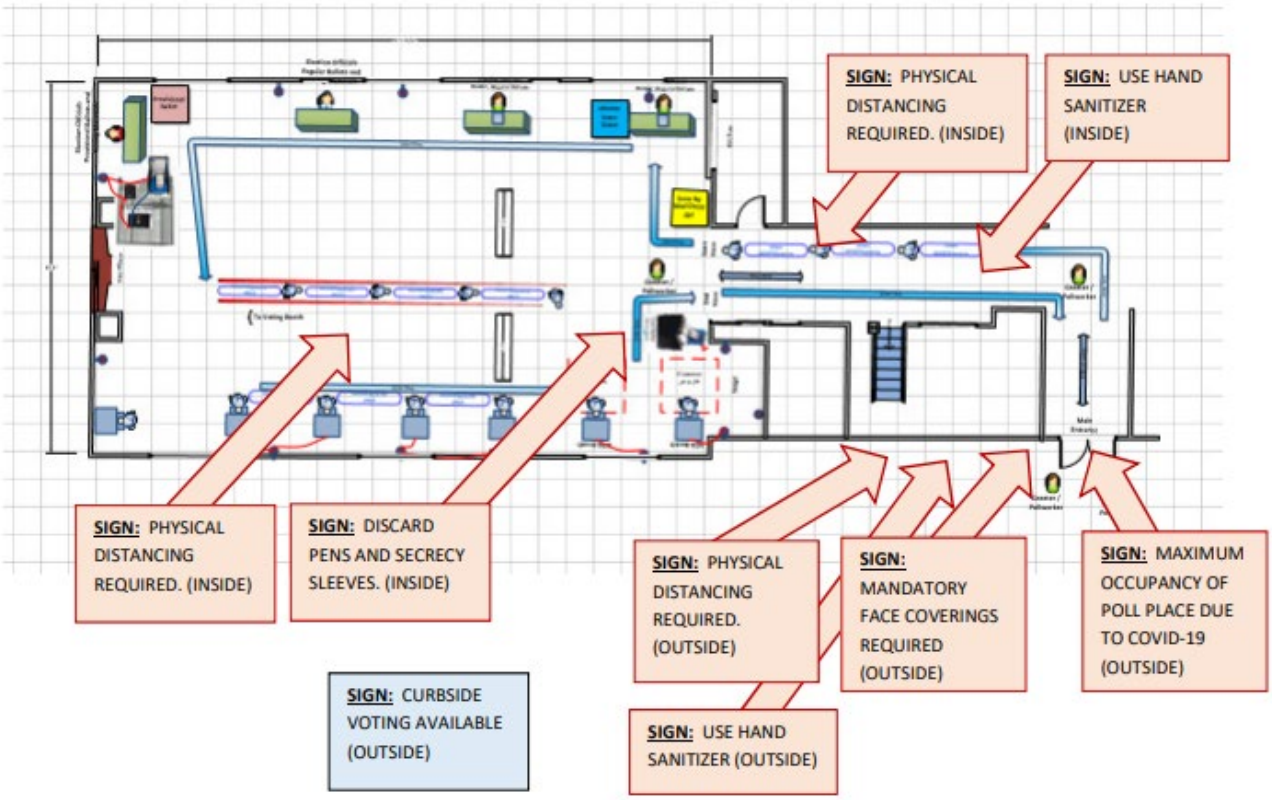
☐ Confirm the seal numbers on the Security Log against the seal numbers affixed to the equipment caddy and Red Bags.

☐ Break the seals on the equipment caddy and Red Bag A to remove the contents. Note that the equipment keys are located inside the Inspector Supply bin on the equipment caddy. Some supplies are located inside the Ballot Box on the equipment caddy.

☐ Place broken seals in the clear bag labeled Broken/Used Seals (bag located in Inspector Supply Bin).

☐ All Clerks arrange tables and voting equipment using the layout provided in the Inspector Binder.

- 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.
- 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 set up next to the Touch Writer, which can produce precinct-specific ballots (including provisional ballots) and be used as an Accessible Voting Device
- Each Clerk is at their own table, which are set up according to the provided layout and should be spaced 6-feet apart.

☐ Place the yellow Vote by Mail Ballot Bag near the poll place entrance for easy access.

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

Give the eRoster Clerks the following additional supplies:

- Wire cutters to remove the seal on the eRoster case (found inside the Stationary Kit in Red Bag A, inside the Inspector Binder, and attached to the top of Red Bag A)
- eRoster Cases
- Voter Registration Forms
- Provisional Envelopes (pink)
- CVR Envelopes (lilac)
- Change of Address Envelopes (white)

☐ Direct the eRoster Clerks to set up eRosters and their table.

☐ Direct Ballot Clerks to set up their table.

Give the Ballot Clerks the following additional supplies:

- Precinct Ballots (located in the Red Bags)
- Secrecy Sleeves
- Blue Voter Tickets Bag to share

☐ Direct the Provisional Clerk to set up their table.

Give the Provisional Clerk the following additional supplies:

- Provisional Envelopes (pink)
- CVR Envelopes (lilac)
- Change of Address Envelopes (white, "Live Ballot" on front)
- Pink Provisional Receipts
- Voter Registration Forms
- Tabletop Privacy Shields
- Clear acrylic desk organizer
- Pink Provisional Ballots Bag
- Equipment 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
- Secrecy Sleeves

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

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

Two (2) poll workers are required to set up the Touch Writer and table.

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

- Equipment 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

☐ Direct the Greeter to set up their station by the door and at curbside.
Give the Greeter the following supplies:

- Provisional/Greeter Binder
- TV Tray
- Buckets (1 blue, 1 white)
- Wipes
- Clipboards
- Pens
- "I Voted" Stickers
- Voter Processing Forms
- Pop up tent, tables and chairs
- Weights for pop up tent (located in PPE Caddy)

☐ Sign the Security Log to confirm the seal numbers on the Touch Writer, Ballot Scanner(s), and eRoster cases 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	

☐ 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 panels in place.
- Attach the clip-on lights to each booth.
- Two people are required to set up quad booths

☐ Locate the **Inspector/Forms/Signage Bin** on the Equipment Caddy

- Contains the paper signs, maps and notices to post on Election Day.
- Some signs and notices may be inside the Black Ballot Box.

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

Items posted inside polling place:

- US flag – post on wall behind election table if there is not a flag already in the room.
- FYI Board- post on wall near entrance.
- Observer guidelines poster – post on wall near entrance.
- Sample and Translated Ballot Posters – near entrance.
- 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:

- "Vote Here" Metal A-frame – place sign near street so it is visible to voters.
- No Electioneering Sign – use the 100-foot pre-cut string to mark off the proper distance from the entrance and place the sign. (100-foot string located in the Touch Writer supply bag)
- Disabled Access Sign – posted at the accessible entrance to the polling place (only required if not using the main/only entrance)
- Street Index
- Place sufficient directional signage to guide voters to the polling place entrance.

Items posted outside the entrance of the polling place:

- Polling Place Sign with arrow.
- Maximum Capacity Sign
- Hand Sanitizer Sign
- 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.

- Make sure the parking space is easily accessible for poll workers but does not infringe on ADA parking spaces.
- Set up pop-up tent, chairs, and clipboards/sanitary buckets for curbside voting

Solano County Registrar of Voters – 2020 November 3 General Election

☐ Complete any additional polling place ADA modifications, if indicated.
By law, all polling places must be accessible for elderly voters and voters with disabilities. To comply with the law, polling place modifications may be necessary. Examples of modifications include:

- Using a door stop to prop doors open
- Using threshold mats to cover hazards
- Using cones and/or signs to identify accessible paths of travel or to create additional ADA parking spaces and access aisles.
- If your site requires special modifications, in addition to curbside voting service, you will receive instructions.

☐ Locate the Official Document Returns Envelope - inside the Inspector/Forms/Supplies clear bin on the Equipment Caddy.

- Place Payroll Form and Signed Zero Report inside the Official Document Returns Envelope

☐ Give out name badges and designated language flags (if applicable).
☐ Work out a break/lunch schedule with your team.
☐ Ask your clerks if they have questions about their duties.
☐ Distribute PPE, put up sneeze guards, place trash cans near the Ballot Scanner.
☐ Are you ready to open?

- **Yes** – Use the TEDesk app to set your polling place status to open. In the app, chose bingo board, Choose Ready Board Poll Status, update status to Polls Open. See iPhone Instructions in Appendix F for complete instructions. If unable to use the app, call 707-784-3375 to confirm polls are open.

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.
- ☐ Give seals to the Equipment Clerk to seal the front and back doors of the Ballot Box, and the Auxiliary Bin on top of the Ballot Box.
- ☐ Send voter to eRoster Clerks to begin voting process.
- ☐ Write the new seal numbers for the Ballot Box, and Blue, Pink, and Red Bags in the ELECTION DAY section of the Security Log and sign.

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		

Mid-Day VBM Pickup

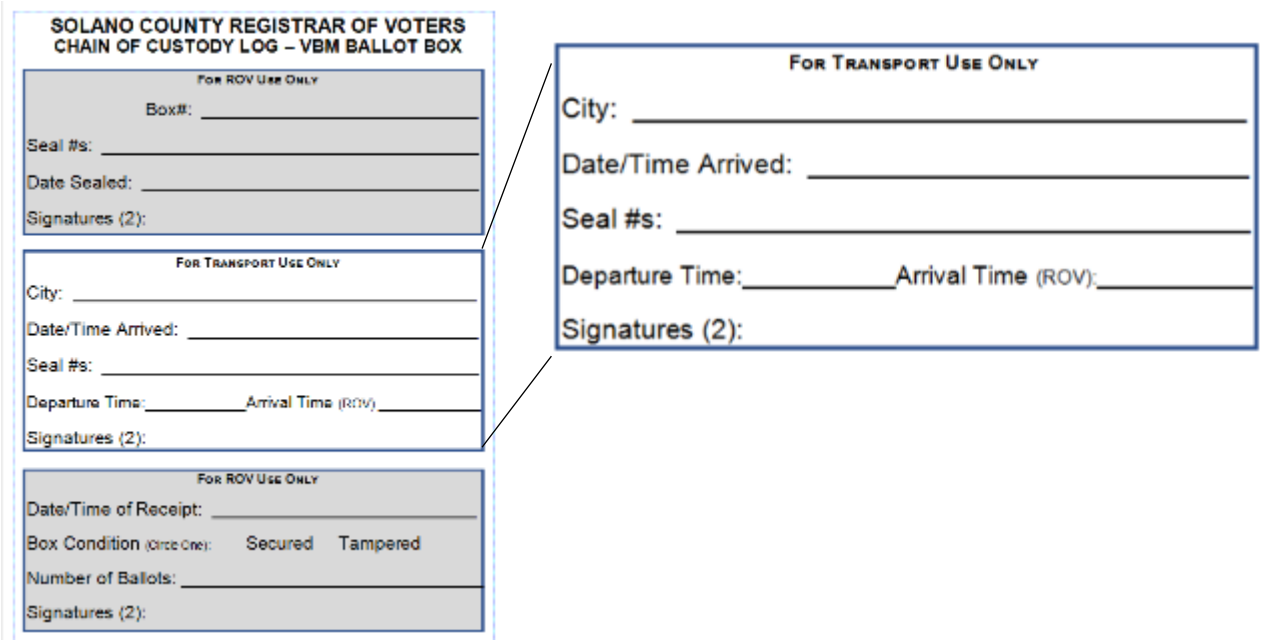
During the day, deputized transport drivers will pick up your yellow Vote by Mail Bag containing dropped off Vote by Mail ballots.

When the transport driver arrives at your polling place, he or she will:

- Take the yellow Vote by Mail ballot Bag containing all dropped off ballots
- Leave an empty sealed yellow Vote by Mail Ballot 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 Vote by Mail Ballot 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 Vote by Mail 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 the last voter to exit the poll place.
- ☐ Give the Equipment Clerk the equipment keys and Official Returns Pouch.
- ☐ Direct the Equipment Clerk to follow closing procedures
  - If there is no Equipment Clerk, the Inspector performs these duties
- ☐ Direct Ballot and Provisional Clerks to start shut down and closing procedures.
  - Assist Ballot Clerk in breaking the seal on the Red Bag. Place the seal into the **Broken/Used Seals 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 number of provisional signatures in the box at the top of each Provisional Log.
- ☐ Direct Greeters to start closing procedures.
- ☐ Direct eRoster Clerks to start closing procedures.
  - Complete Ballot Statement with eRoster Clerk
  - Tape Check-in report to the blue Certified Check-in Sheet & post outside poll place

Do not break the seal on the Pink Provisional Bag.

- ☐ Put polling place modifications back in original location (e.g., ramps, threshold etc.).
- ☐ Ensure items that will be picked up at a later date by the moving company are grouped together.
- ☐ Ensure that all items that will return to the ROV election night (green return label) are sealed, seal numbers are logged, and are grouped together.
- ☐ Place these bags inside Red Bag A:
  - **Uncounted Ballots Bag**
  - **Broken / Used Seals Bag**

Completing the Ballot Statement

- ☐ On line 1, write the total number of check-ins from the eRoster Summary Report
- ☐ On line 2, write the total number of signatures from the back-up paper roster.
- ☐ Add lines 1 & 2 and write it on Line 3.

BALLOT STATEMENT

1. Number of voters from the eRoster Certified List		
2. Number of signatures from the Back-up Paper Roster (Enter 0 if none) *These signatures are not on the eRoster Certified List.	+	
3. Total Signatures	=	
4. Number of voted ballots from the Ballot Scanner 4a. Number of sheets from Ballot Scanner _____		
5. Number of Uncounted ballots (Enter 0 if none) These are marked ballots that could not be scanned by the Ballot Scanner 5a. Number of white Change of Address Envelopes _____	+	
6. Total Voted Ballots	=	

- ☐ Using the Close Polls Report from all Ballot Scanners used at your location, write the combined total of voted ballots on Line 4.
- ☐ Enter the number of sheets from the Ballot Scanner on Line 4a. Note: do not add this to the Total Voted Ballots column.
- ☐ Write the total of uncounted ballots on Line 5 (voted ballots that will not go through the scanner).
- ☐ On line 5a write the number of white Change of Address envelopes. Note: do not add this to the Total Voted Ballots column.
- ☐ Add lines 4 and 5 and write the total on Line 6, Total Voted Ballots.

Completing the Certificate of Performance

☐ 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): _____

for the September 12, 2023, Vaca USD TA 4 Special Vacancy 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 ALL 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, reports and logs are completed and signed:

- 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 / Oath of Election Officer
- Payroll Form
- Closing Polls Reports Report from Ballot Scanner
- Open Polls and Zeroes Reports from Ballot Scanner and Touch Writer
- Security Log

☐ 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

☐ Gather all items with a bright green RETURN label:

- Blue eRoster Tickets Bag
- Pink Provisional Bag
- Yellow Vote by Mail Bag
- eRoster Cases
- All Red Bags
- Red Tote
- Official Returns Pouch

Blue eRoster Tickets Bag

- Keep the bag sealed with the Voter Tickets inside, seal opening on top.

Pink Provisional Bag

- Keep the bag sealed with the provisional ballots and Provisional Log inside, seal opening on top.

Yellow Vote by Mail Bag

- Keep the bag sealed with dropped off Vote by Mail ballots inside, close zipper on top of bag, then place a seal on the zipper.

eRoster Cases

- After the eRoster Clerks have completed their closing procedures, ensure that each case contains:
    - eRoster Tablet
    - eRoster Stand
    - Tablet power cord and brick
    - Printer
    - Stylus
    - Cleaning Cloth
    - Mobile Hot Spot (in eRoster case #1)
- Seal each eRoster case and log seal numbers on the Security Log.

Red Tote

☐ After closing the polls and pulling out the Red Tote(s), check that:

- The Auxiliary Bin is empty
    - Place white Change of Address Envelopes in the Red Tote(s).
    - Place uncounted ballots into the Uncounted Ballots Bag
- Double check the Ballot Box to be sure there are no loose ballots that did not make it into the Red Tote.
- Seal the Red Tote with the voted ballots and the white Change of Address envelopes inside
    - Put the Red Tote(s) with the other items to be collected by the Collection Team

Red Bag

Red Bag Packing

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

- Inspector Binder (with the Backup Paper Roster)
  - Note that there may be more than one binder with the backup paper roster inside
- Completed Voter Processing Forms
- Completed Election Complaint Forms
- Completed Notice of Deceased Voter Forms
- Completed Poll Worker Feedback Forms
- Uncounted Ballots (voted ballots that would not go into the scanner)
- Broken / Used Seals Bag

☐ Pack the following items in the additional Red Bags:

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

☐ Seal all Red Bags with a new seal on top zipper.

DO NOT PACK THE OFFICIAL RETURNS POUCH INTO A RED BAG

Security Log

☐ 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.

Official Document Returns Envelope

☐ Pack Official Document Returns Envelope in an outside pocket of Red Bag A.

Official Returns Pouch

☐ Official Returns Pouch contains:

- vDrive from Primary and Back-up Ballot Scanner(s)
- Ballot Scanner and Touch Writer keys
- County-issued cell phone

☐ Seal the Official Returns Pouch with these items in it, record the seal number on the Security Log, and keep the pouch outside of any other bags. When the Collection Team arrives, hand the pouch directly to the Collection Team.

DO NOT PACK THE OFFICIAL RETURNS POUCH INTO THE RED BAG

Final Closing Polls Steps

☐ Make sure all Supply Bins are on the equipment caddy.

- Put all **unused forms** in the Inspector/Forms/Signage supply 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 on the Equipment Caddy.

☐ Assist with clean-up of poll place, taking down signs and posters (inside and out), and taking down voting booths.

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

KEEP THE OFFICIAL RETURNS POUCH

SEPARATE FROM THE RED 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 Registrar of Voters Office (ROV) deputizes 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 Official Returns Pouch, then seal it.
  - If the Collection Team has not arrived or updated you by 9:00 p.m., call the ROV immediately at 707-784-6675, or call the Collection Team.

- 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 equipment keys on the purple lanyard, and the county-issued cell phone sealed inside.

vDrives
- Remove vDrives from Scanner(s)

Returns Pouch
- Keep Official Returns Pouch seperate from the Red Bags

Collection Team
- Hand Official Returns Pouch to the Collection Team

Greeter

Setup of Greeter Station

- ☐ Get Provisional/Greeter Binder, Greeter table, map, Observer poster, Translated Ballot Poster, and FYI Board 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 Board 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 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 including posting signs, maps, notices, voting booths and tables.
- ☐ Sign required forms as requested by the Inspector.
- ☐ Put on name badge with language flag.

Processing Voters

- ☐ Greet voters as they enter by saying:

  "Good morning/afternoon/evening! How can I help you?"

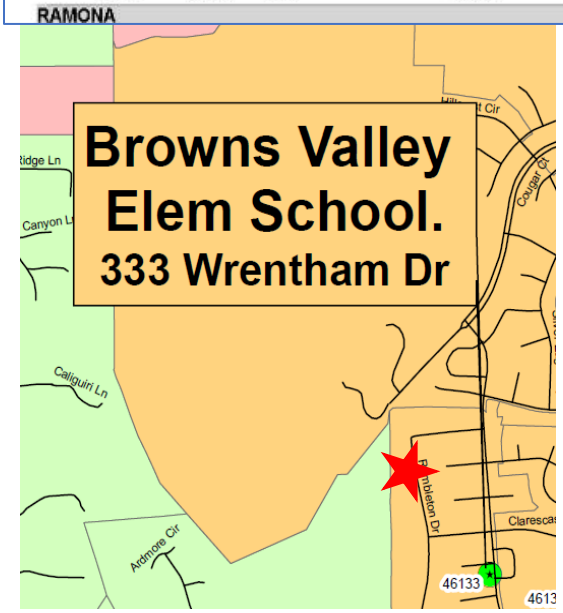
  - Direct voters to the appropriate station, or hand them a voter processing form to complete.
- ☐ Provide hand sanitizer to each voter and, if they are not wearing a mask, offer them one.
- ☐ If applicable, direct voters to the yellow Vote by Mail Bag, or help the voter find their correct polling place. Note that a ballot from another county can also be dropped off in the yellow VBM Ballot Bag. All Vote by Mail ballots are forwarded to the appropriate jurisdiction for counting.

☐ If requested, use the Provisional/Greeter Binder to find a voter's poll place. Ask the voter for 3 pieces of information:

- City
- Street Name
- House Number

Greeter Street Index Lookup - Countywide PRESIDENTIAL PRIMARY JUNE 7, 2016

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								



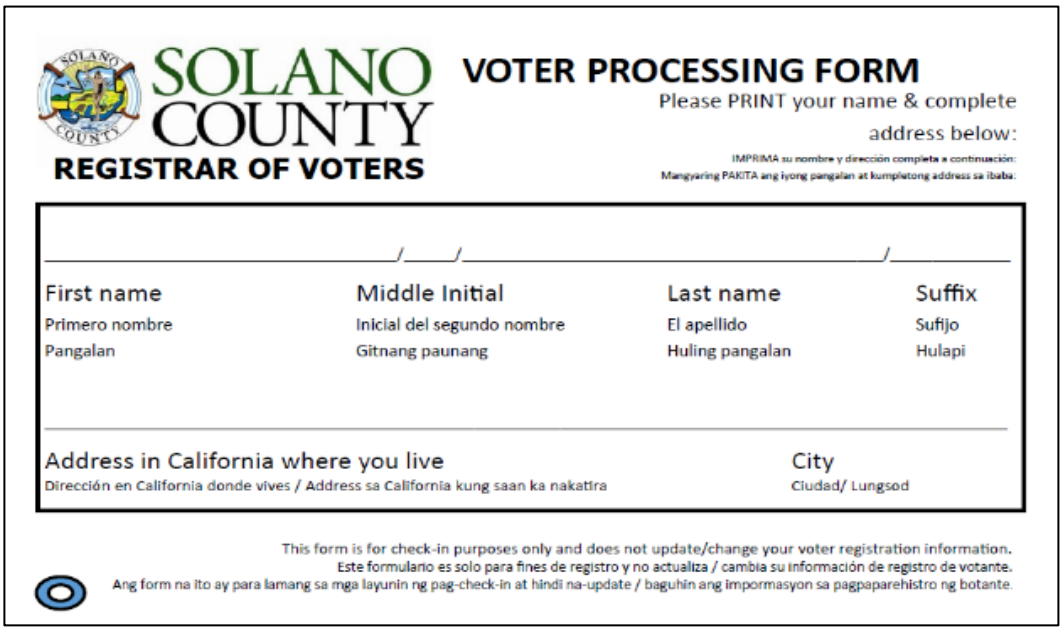
For example, a voter says:

City is Vacaville
Street Name Rambleton
House Number is 500

You would find the city, then street name and the house number. This voter's poll place is Browns Valley Elementary, 333 Wrentham

☐ Provide voters with a Voter Processing Form and pen:

- 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.



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.

☐ Direct the voter 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. The ROV has advertised this as a "limited contact" method vs. casting a ballot inside a polling place. Poll workers should take the following precautions on-site to minimize risk:

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

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

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 completed form to the eRoster Clerk. The eRoster Clerk keeps the Voter Processing Form and prints a Voter Roster Ticket.
3. The Greeter takes the Voter Roster Ticket to the Ballot Clerk. The Ballot Clerk will put the Voter Roster Ticket and ballot into a secrecy sleeve.
4. A Greeter and one other clerk will bring the Voter Roster Ticket and ballot to the voter.
5. Hand the voter their Voter Roster Ticket and a pen (they will use the same clipboard).
6. After the voter signs the Voter Roster Ticket and returns it, hand the voter 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 eRoster Tickets 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

- ☐ Take down pop-up tent, if used, and take inside.
- ☐ Take the sanitation buckets, clips boards, any extra pens or Voter Processing Forms inside.
- ☐ Bring all other supplies and equipment used at curbside inside with other poll place supplies
- ☐ Take down polling place map, FYI Board, and observer poster. Place back in Signage Bin.
- ☐ Place the Provisional/Greeter Binder on the equipment caddy.
- ☐ Place the folded Greeter table with the items for the moving company to pick up another day.
- ☐ Return chairs and tables from the facility to their original location. If using ROV provided chairs and tables, place with the supplies to be picked up by the moving company another day.
- ☐ Assist with poll place clean up, taking down signs, posters, and voting booths.
- ☐ Sign required forms as requested by the Inspector.

Equipment Clerk

Setting up the Ballot Scanner

☐ Get the equipment keys (purple, orange, and blue keys on purple lanyard) and "I Voted" stickers from the Inspector.

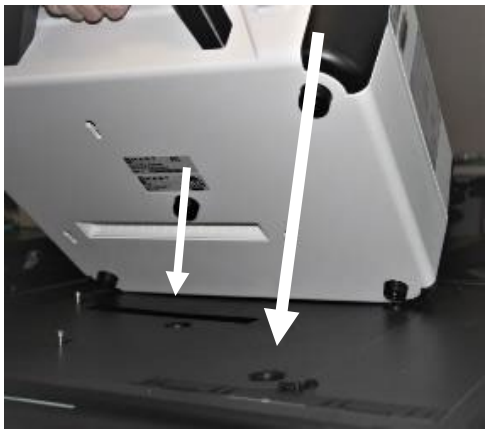
☐ Remove the Ballot Box from the equipment caddy. This is best done with two people! Open the front and back ballot box doors (purple key) and remove all supplies stored inside. Give the supplies to the Inspector for distribution amongst the team members.

☐ Place the Ballot Box according to the poll place layout.

☐ Leave the doors open and unlocked for the first voter.

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

☐ Remove the Ballot Scanner from the equipment caddy and place it on the Ballot Box. Place feet on bottom of the Ballot Scanner into indentations on top of the Ballot Box.



☐ Reach inside the Ballot Box and pull the cord away from you to lock the Ballot Box lid and Ballot Scanner into place. Pull up on the Ballot Scanner handle to confirm that the scanner is locked on the Ballot Box.

☐ Confirm the seal number on the Ballot Scanner handle matches the Security Log. Break the seal on the Ballot Scanner with wire cutters and place the broken seal in the clear bag labeled Broken/Used Seals.

☐ Unlock and open the Ballot Scanner (orange key).

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

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

☐ Plug the power cord into the power brick, then plug the power connector into the back of the 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 AC power yet.

☐ Open the Ballot Scanner case and push down on the lid brace until it is locked into place.

☐ Unlock (blue key), unlatch and remove the tablet.

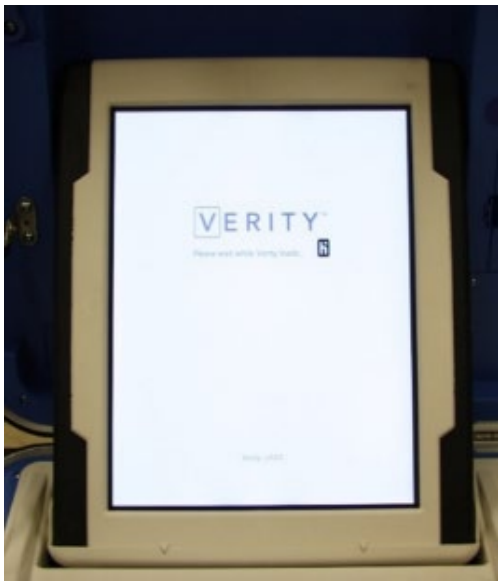
☐ Seat the tablet firmly in the cradle with two hands, tilt back, and using the blue key, lock it in place. Return the equipment keys to the Inspector.

☐ Make sure the vDrive compartment of the Ballot Scanner is sealed and that it matches the seal number on the Chain of Custody Log (log is affixed to the lid of the Ballot Scanner). Leave the seal on the vDrive door!

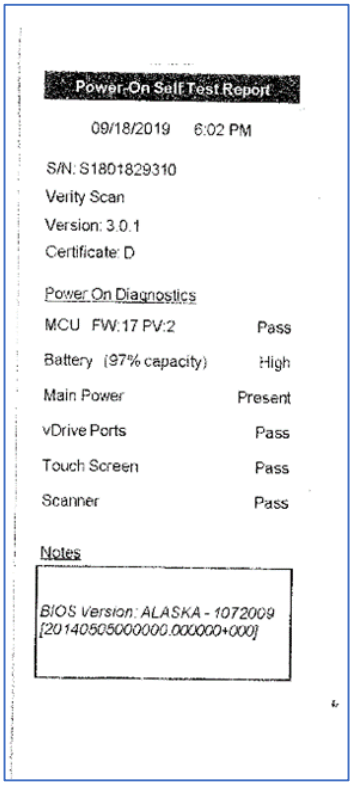
☐ Plug the Ballot Scanner power cord into a wall outlet. A green light will illuminate on the power brick when AC power is present.

☐ Press the red power button on the back of the Ballot Scanner to power it on.

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



☐ A Power-On Self-Test report will display briefly on the screen and automatically print. Review the report for any issues. Tear off the report and place it in the Official Document Returns Envelope.



Power-On Self Test Report

09/18/2019 6:02 PM

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

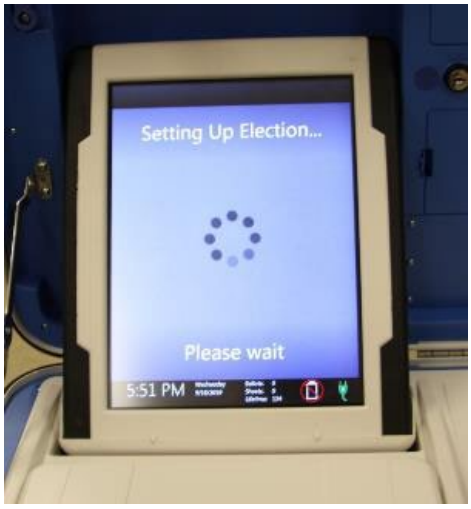
Power On Diagnostics

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

Notes

BIOS Version: ALASKA - 1072009 [20140505000000.000000+000]

☐ The Setting Up Election screen will display on the Ballot Scanner Tablet.



- ☐ Choose Print Zero Report from the menu. Helpful hint: the touch screen works best when using a knuckle rather than a finger.
- ☐ Verify the ballot count total is zero. Tear off the report after the Open Polls Report prints. Have workers sign the report if indicated at the bottom of the report and place it in the Official Document Returns Envelope.

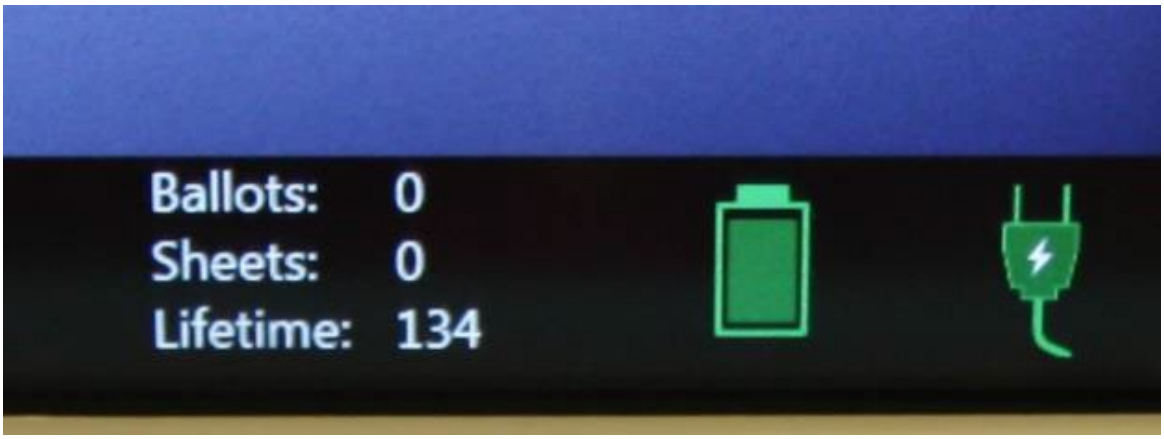
- ☐ Attach the privacy panels (inside provisional table bag) to the Ballot Box.

☐ Verify the Auxiliary Bin is empty. Keep the back door of the Ballot Box open for the first voter to verify it is empty.

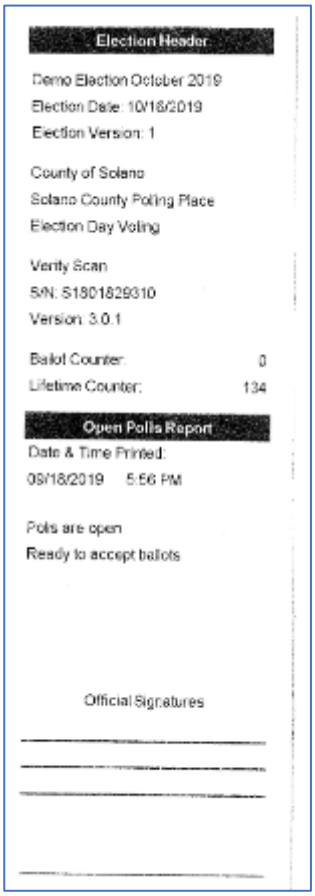
☐ Verify that the Red Tote in the Ballot Box is empty. Keep the front door of the Ballot Box open for the first voter to verify it is empty.

☐ Verify the date and time are correct in the bottom left corner of the screen. Call the Registrar of Voters Office at 707-784-3375 if either 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. The code is **091223**



Election Header

Demo Election October 2019
Election Date: 10/18/2019
Election Version: 1

County of Solano
Solano County Polling Place
Election Day Voting

Verity Scan
S/N: S1801829310
Version: 3.0.1

Ballot Counter: 0
Lifetime Counter: 134

Open Polls Report

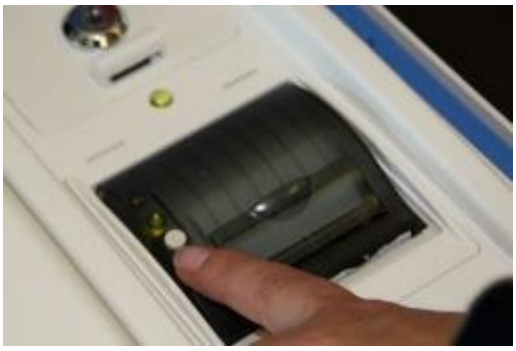
Date & Time Printed:
09/18/2019 5:56 PM

Polls are open
Ready to accept ballots

Official Signatures

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

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



☐ Place I Voted stickers close to Ballot Scanner.
☐ Assist team members with setting up the polling place including posting signs, maps, notices, voting booths and tables.
☐ Sign required forms as requested by the Inspector.
☐ Put on name badge with language flag.

Opening the Polls

At 7:00 a.m. the Inspector announces, “The polls are now open.”

- ☐ The first voter confirms that the display on Ballot Scanner is zero, the Ballot Box is empty, and the Auxiliary Bin is empty.
- ☐ Using the purple key, close and lock all Ballot Box compartments.

- ☐ Place seals on the front door, back door, and auxiliary bin of the Ballot Box.

- ☐ Give the equipment keys to the Inspector.

- ☐ The Ballot Scanner is now ready for voters to use.

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 **1-card ballot**
- Remind voters to remove the ballot stub before scanning the ballot.

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

☐ Direct voters to the bin to discard the secrecy sleeve. They can keep the pen if they want.

Change of Address Voters

☐ When a voter writes a new address on their Voter Roster Ticket, 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 it to the Inspector to place in the bag labeled Broken/Used Seals.

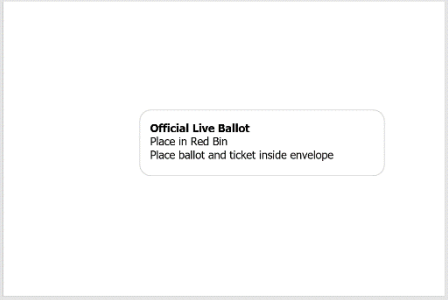
☐ Show the voter how to lift up the flap and deposit their Change of Address envelope or lift up the flap and deposit the envelope for them.

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

Shutting Down the Ballot Scanner

☐ Open the front and back doors of the Ballot Box. Leave the Red Tote in the Ballot Box.

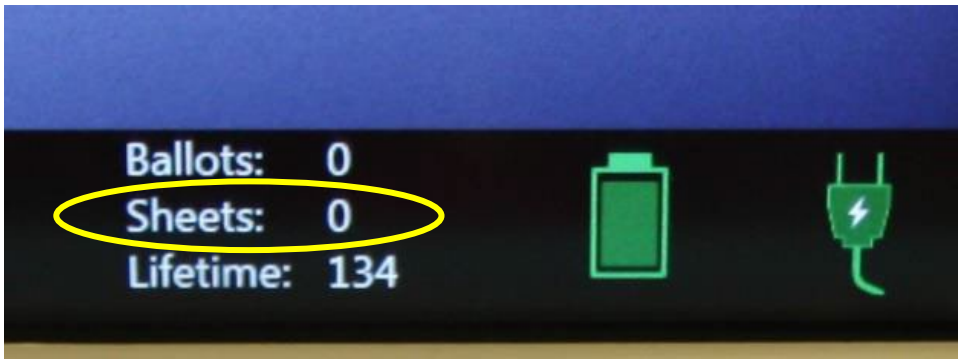
☐ Remove any Change of Address Envelopes from the Auxiliary Bin and place into the Red Tote.



☐ Remove any Ballots that were unable to be scanned from the Auxiliary Bin and insert the ballots 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,** and place in a Red Bag for return to the office election night.
A message appears indicating the ballot is blank or over-voted.	Press the **Accept** button.

☐ Give the Inspector the number of sheets processed through the Ballot Scanner.



☐ 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 **121923** and press Accept.

Note: Once the polls are closed, they cannot be reopened.

☐ The Close Polls report will print.
☐ Tear off the report and have all poll workers sign it.
☐ Place the report in the Official Document Returns Envelope.
☐ Print the Tally Report to post. All poll workers sign the report, which is then posted near the entrance to the polling place.

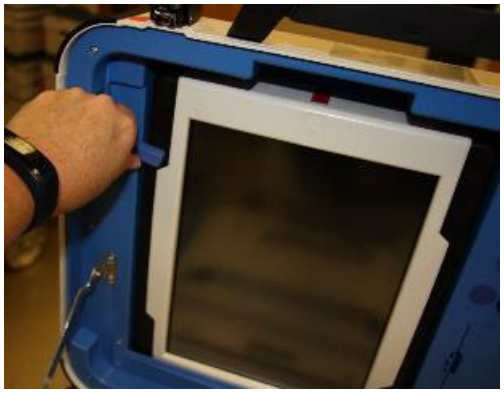
☐ Remove the privacy panels from either side of Ballot Scanner and place in the Touch Writer table bag.

☐ Press the red power button on the back of the Ballot 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, lower 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 power cord can be removed.

☐ Remove the blue storage compartment door from inside the Ballot 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 purple key, unlock the vDrive door.

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

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

☐ Remove the Red Tote from the Ballot Box. Check the Ballot Box compartment for any loose ballots that did not fall into the Red Tote. If found, place them in the Red Tote. Double-check that the Auxiliary Bin is empty.

☐ Give the Red Tote to the Inspector.

☐ Loosen the lid brace and close the lid of Ballot Scanner. Using the equipment key with the orange cover, lock both locks on the lid.

☐ To remove the Ballot Scanner from the Ballot Box, reach inside the Ballot Box and pull the cord toward you. This will unlock the Ballot Scanner from the Ballot Box.

☐ Seal the handle of the Ballot Scanner. Update the Security Log with the seal number.

☐ Grasping the handles, lift the Ballot Scanner up off the Ballot Box and place the Ballot Scanner on the equipment caddy.

☐ Place the empty Ballot Box back on the equipment caddy (use 2 people).

☐ Return the equipment keys to the Inspector.
☐ Assist with poll place clean up, taking down signs, posters, and voting booths.
☐ Sign required forms as requested by the Inspector.

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. Place in Auxiliary Bin if still unable to scan.
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, inside the 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 the Auxiliary Bin until the polls are closed.

☐ Direct voters to use the Ballot Scanner.

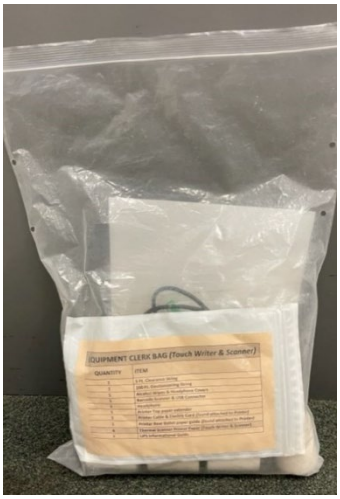
☐ When the polls have closed, and all voters have left, remove the ballots from the Auxiliary Bin and insert them through the Ballot Scanner.

If you encounter this situation:	Take this action:
The Ballot Scanner continues to reject the ballot after the polls have closed.	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 the Paper Roll - Ballot Scanner or Touch Writer

☐ Locate the spare rolls. Extra rolls are in the Equipment Clerk supply bag.

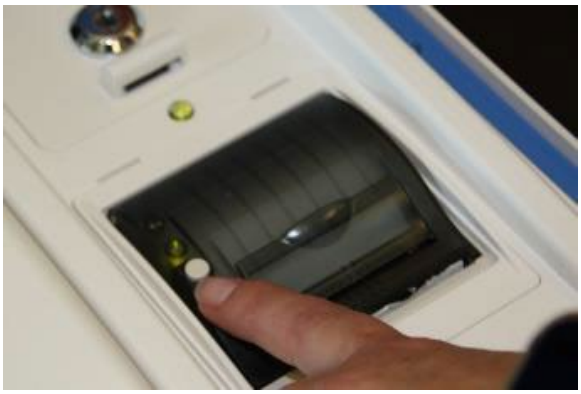


☐ Pull up the small piece of plastic over the printer.

☐ 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.

eRoster Clerk

Setting up the eRoster

☐ Confirm that the seal numbers on the eRoster cases match the Security Log.

- ☐ Cut the seal on the case with the wire cutters (located in the Stationary Kit inside the Red Bag A, inside the Inspector Binder, and attached to the top of Red Bag A).
- ☐ Place broken seals into the Broken/Used Seals clear bag.

- ☐ 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 the bottom of tablet (edge of tablet below home button) then into the surge protector.
- ☐ Check that the printer's power cord is connected to the power brick, then plug it in to the surge protector.

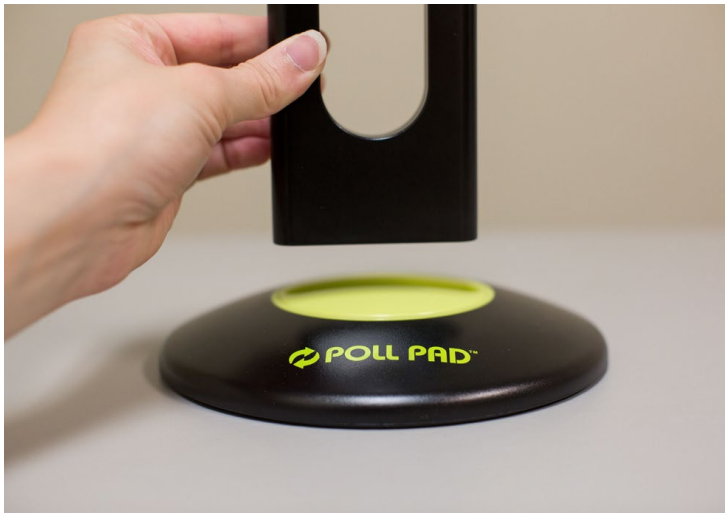
☐ Turn on the mobile hot spot device. Connect the charger to the hot spot and plug into a surge protector. The mobile hot spot should be placed near a window. It will automatically connect to the tablet wirelessly. There will be a green cloud icon in the upper right corner of your poll pad screen.

- Some locations have a Cradlepoint instead of a hot spot. Follow the instructions in the case to set it up, if applicable.

☐ Place the empty eRoster case under the eRoster Clerk table.

☐ Set up the eRoster base and stand.

☐ Attach the tablet to the stand.

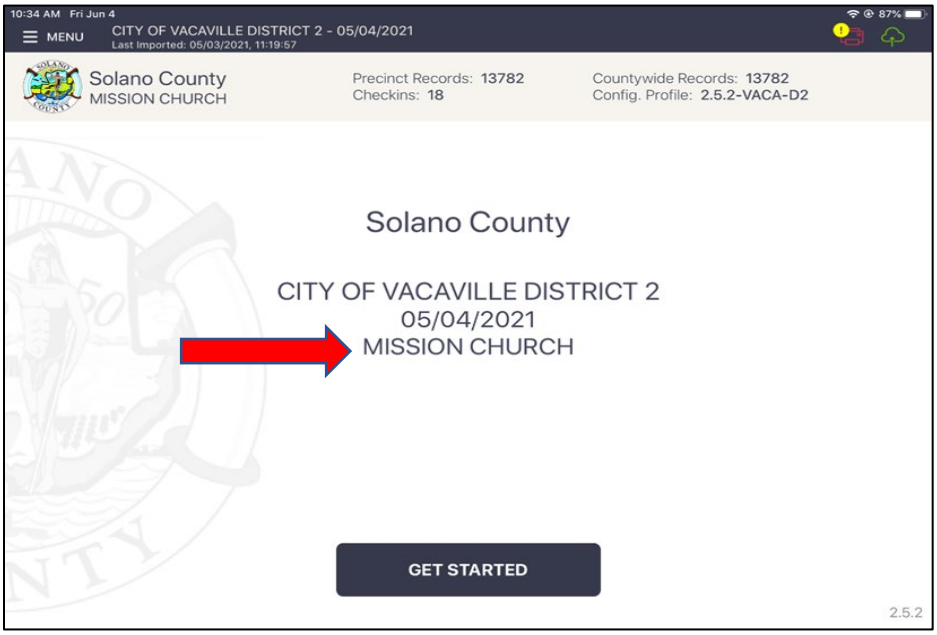


☐ Press the switch on the left side of the printer to power it on. The power button light will turn green. (This step is only necessary if the printer is not already on).

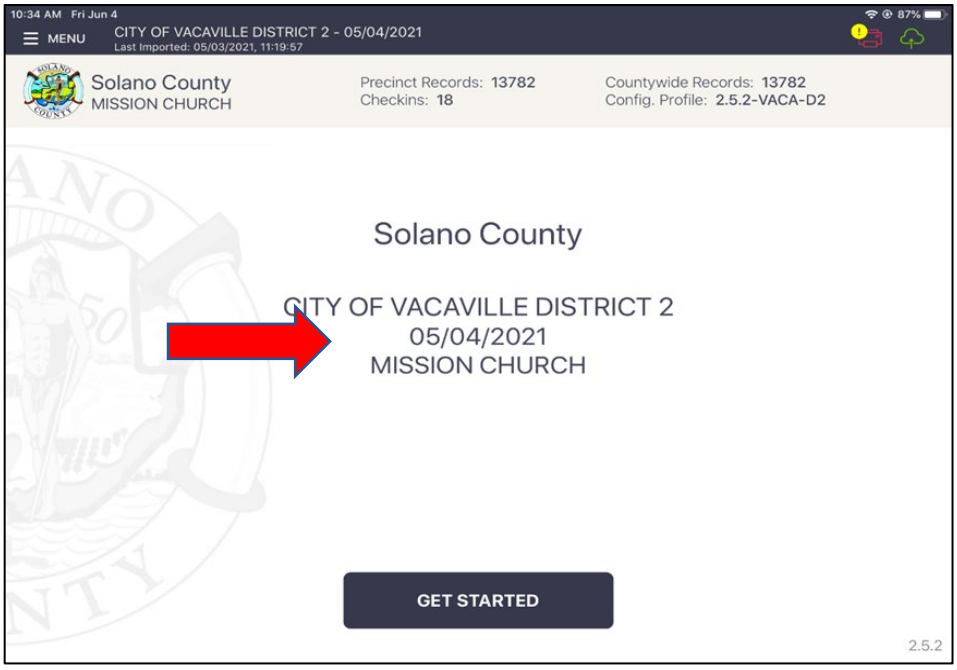
Confirming the eRoster is Set Up and Connected to Wi-Fi

If the poll place, election date or election name are incorrect, contact your Roving Inspector and the eRoster Help Desk, and utilize the paper roster or other correct eRosters until a replacement can be provided.

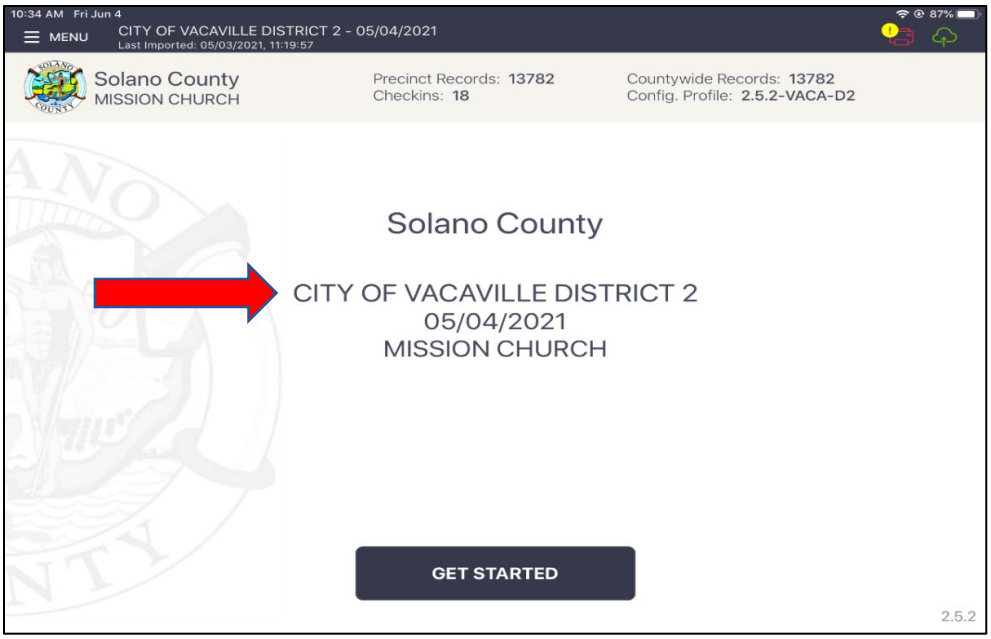
☐ Check that the poll pad is displaying the correct location on the home screen:



☐ Check that the date of the election is correct:



☐ Check that the name of the election is correct:



If election name, date or poll place information is incorrect:

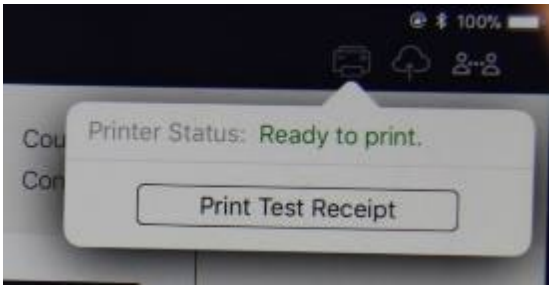
a. Call your Roving Inspector
b. Call the eRoster support desk for help at 707-784-3361
c. A Wi-Fi Tech may be dispatched to your location by the eRoster support desk

☐ Verify that the Voter **Check-in Count** is zero. If not, call 707-784-3361. Tap **OK.**

☐ Check that the Printer Icon in the top right corner is Green

a. If the Printer Icon is Red, check that the printer is plugged in to power and turned on. Continue to use the other available eRosters or use emergency tickets if no printers are functioning.
b. See the trouble-shooting section if the Printer Icon stays red.

☐ Tap **the printer image** at the upper right-hand corner and press Print Test Receipt to print a test ticket.



a. A short TEST TICKET prints. You can discard the test ticket once printer functionality is verified. If the ticket does not print, call the eRoster Help Desk at 707-784-3361.

☐ Tap the screen to return to the main menu.

☐ Tap the green cloud icon in the top right corner of the screen to ensure your device is syncing properly. **Voters can still be processed even cloud is not green.**

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

a. If the cloud icon stays red:
   - Call your Roving Inspector
   - Call the eRoster support desk for help at 707-784-3361
   - A Wi-Fi Tech may be dispatched to your location by the eRoster support desk.

Setting Up the eRoster Clerk Table

☐ Tape the "START HERE" sign to the first eRoster table. Make sure it is pointing in the correct direction.

☐ 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

☐ Assist team members with setting up the polling place including posting signs, maps, notices, voting booths and tables.

☐ Sign required forms as requested by the Inspector.

☐ Put on name badge with language flag.

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.

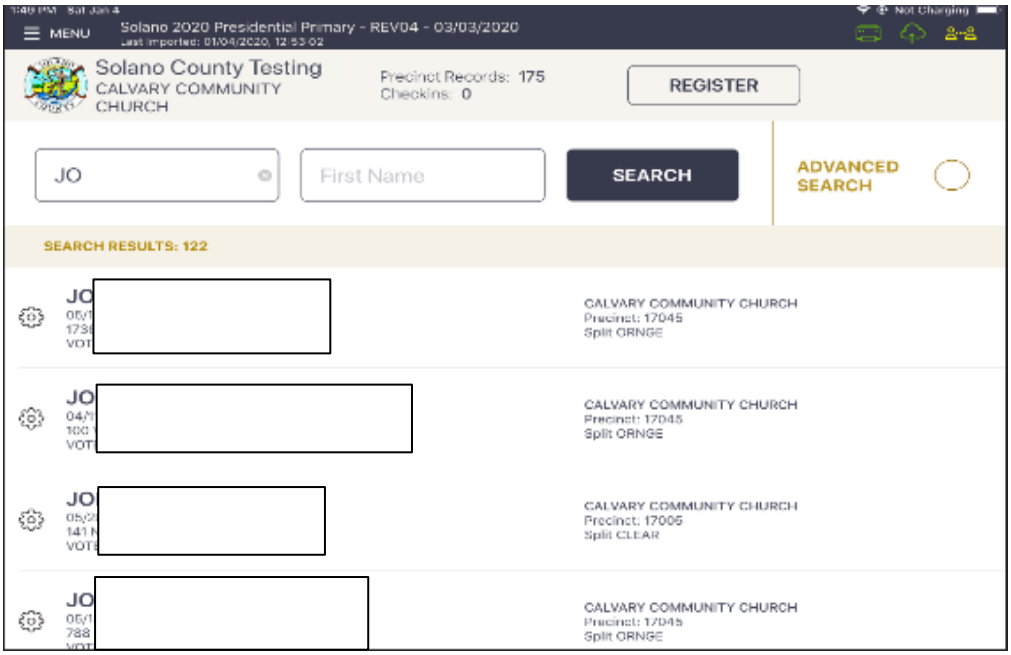
Note that the eRoster will function without Wi-Fi on. You can process voters like normal until the eRoster is able to connect to Wi-Fi again.

Processing Voters

Looking Up Voters on the eRoster Tablet

- ☐ Voters will be given a Voter Processing Form by the Greeter to write their name and address.
- ☐ Voters will hand you the Voter Processing Form to help you search for their record. Secure the Voter Processing Forms on the eRoster Clerk desk.
- ☐ Search for voters using the first 3 letters of their first and last name provided on their Voter Processing Form.
  - If a voter does not want to use the Voter Processing Form, ask for their name and verify the spelling.
  - 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.

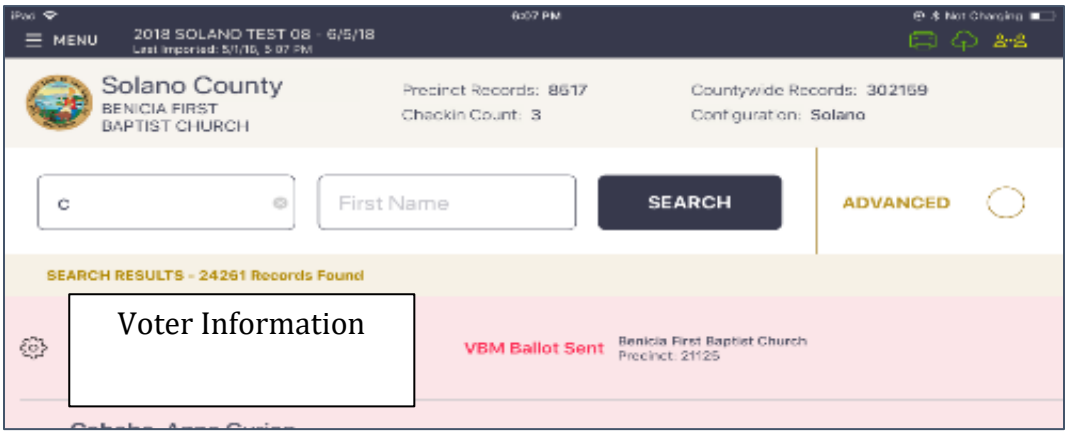
Click on the Search button.



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.

Processing a Regular Voter

- ☐ Look up the voter by using the first 3 letters of the voter's last and first Name, then touch the SEARCH button.
- ☐ Tap the voter's name to open their record.



If the voter does not have a Vote by Mail ballot to surrender, 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 vote by mail ballot to vote at a polling place!

If the voter has their Vote by Mail ballot to surrender,

- Write SURR on the surrendered ballot
- Write SURR on their vote by mail envelope. Voters are not required to bring their envelope.
- Place the surrendered Vote by Mail ballot in the Vote by Mail envelope and put it in the sealed Red Bag.

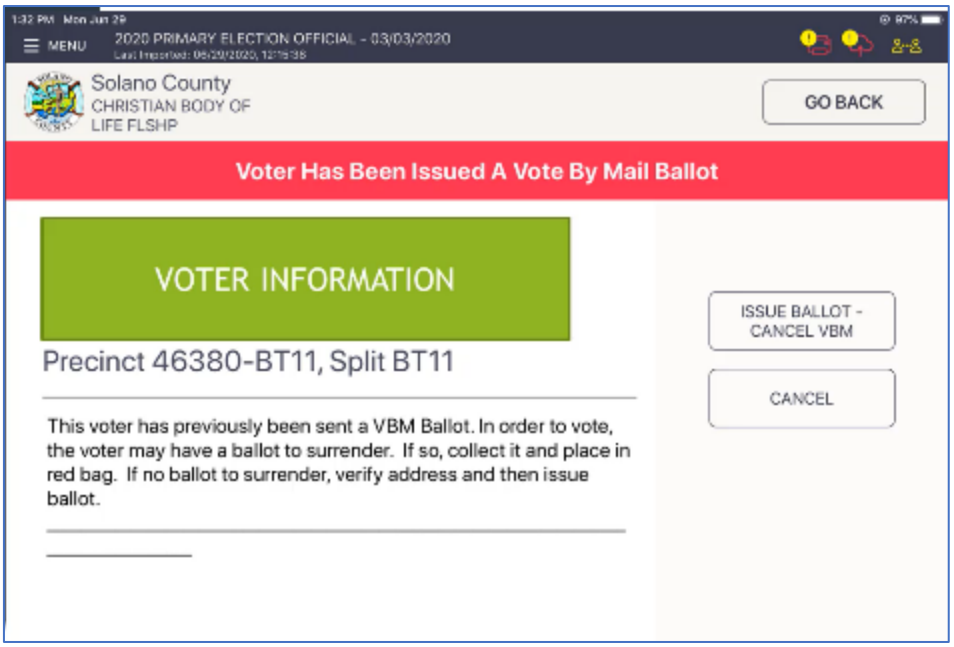
All active California Voters will be issued a Vote by Mail (VBM) ballot.

Voters DO NOT need to surrender their VBM ballot to receive a regular ballot.

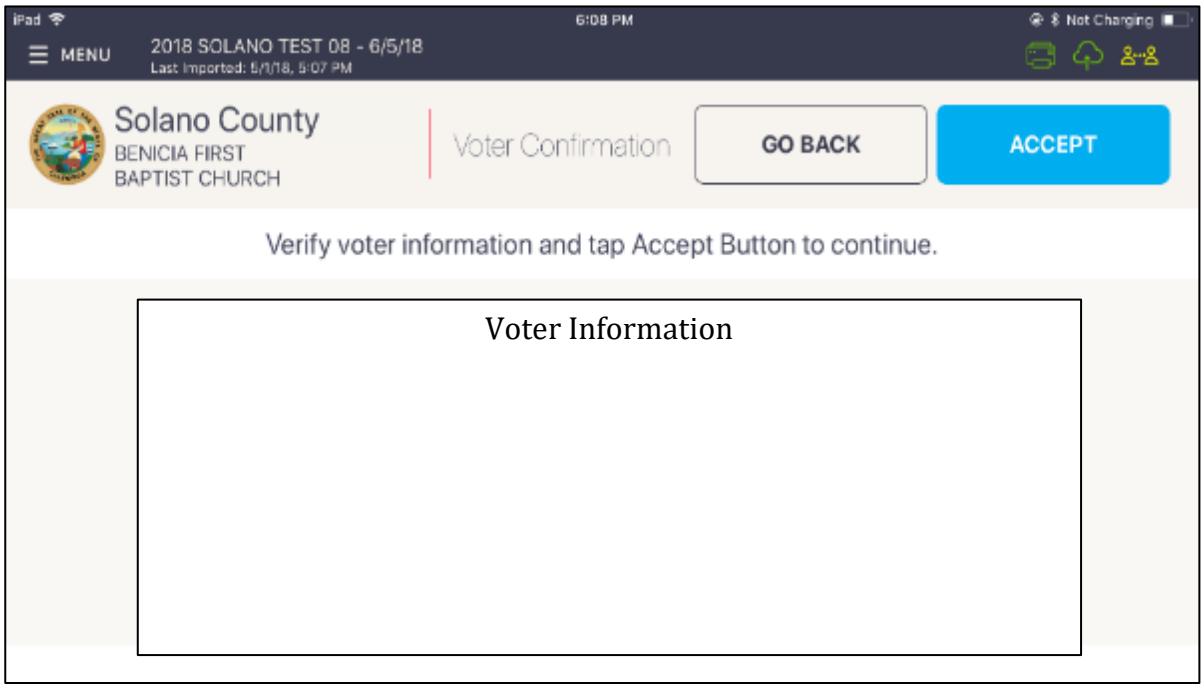
The eRoster will prompt you to cancel their VBM ballot and issue a regular ballot. If the voter has already voted and returned their VBM ballot, the eRoster will prompt you to process them provisionally.

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 eRoster Tickets Bag.

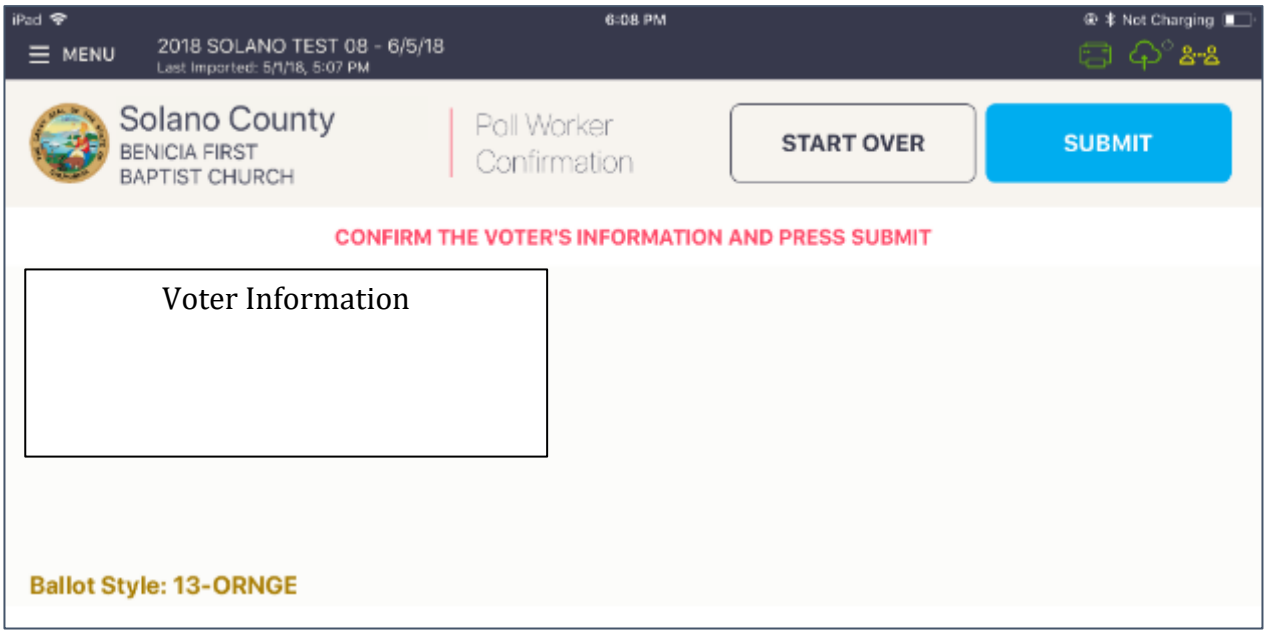
☐ Select “ISSUE BALLOT – CANCEL VBM” to process the Voter.



☐ Touch the blue ACCEPT button.



☐ Touch the blue SUBMIT button to process the voter and print the Voter Roster ticket.



☐ Have the voter sign the ticket and direct the voter to the Ballot Clerk matching the precinct

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

Dropping off a voted Vote by Mail Ballot

Voters have the option of dropping their ballot in its yellow VBM envelope into the yellow Vote by Mail 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. The voter does not need to check in with the eRoster Clerk.

Scanning a voted Vote by Mail Ballot on the Ballot Scanner

If a voter has their VBM ballot and wishes to cast it through the Ballot Scanner, **the voter must 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.

- Search for the voter
- If the voter is at the **correct precinct**, their **address matches,** AND they are marked as **VBM Ballot Sent** in the eRoster, select Process Voter – Cancel VBM
    - If the voter is at the wrong precinct or their ballot status is VBM Ballot Received, they must vote provisionally

- Tap ACCEPT then SUBMIT
- Voter Roster ticket prints
- The voter signs the ticket and returns it to the eRoster Clerk.

- The voter goes to the Equipment Clerk who will direct them to run their Vote by Mail ballot through the Ballot Scanner.
- The eRoster Clerk deposits the signed Voter Roster Ticket into the blue eRoster Tickets bag.

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

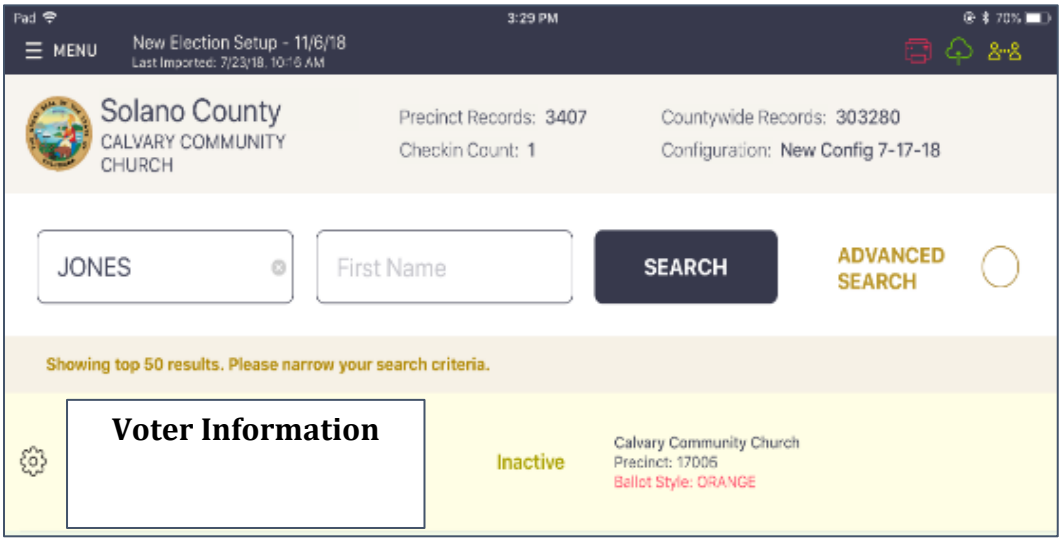
Change of Address

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

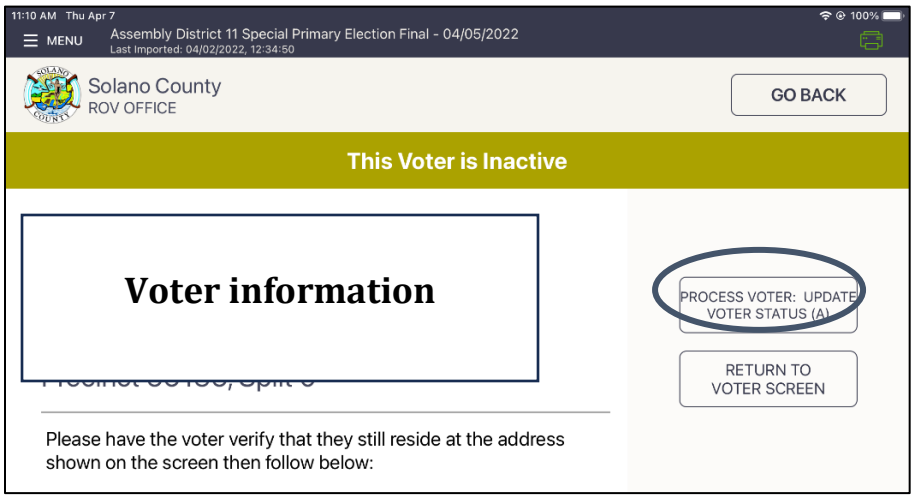
- Have the voter sign the ticket.
- Show the voter where to write their new address on the voter roster ticket.
- Give the voter a white Change of Address Envelope
- Send the voter to the Provisional Clerk for their ballot.

Inactive Voter at the correct polling place

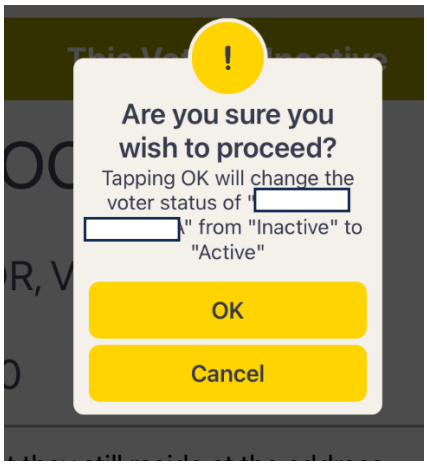
☐ Tap the Voter Name.



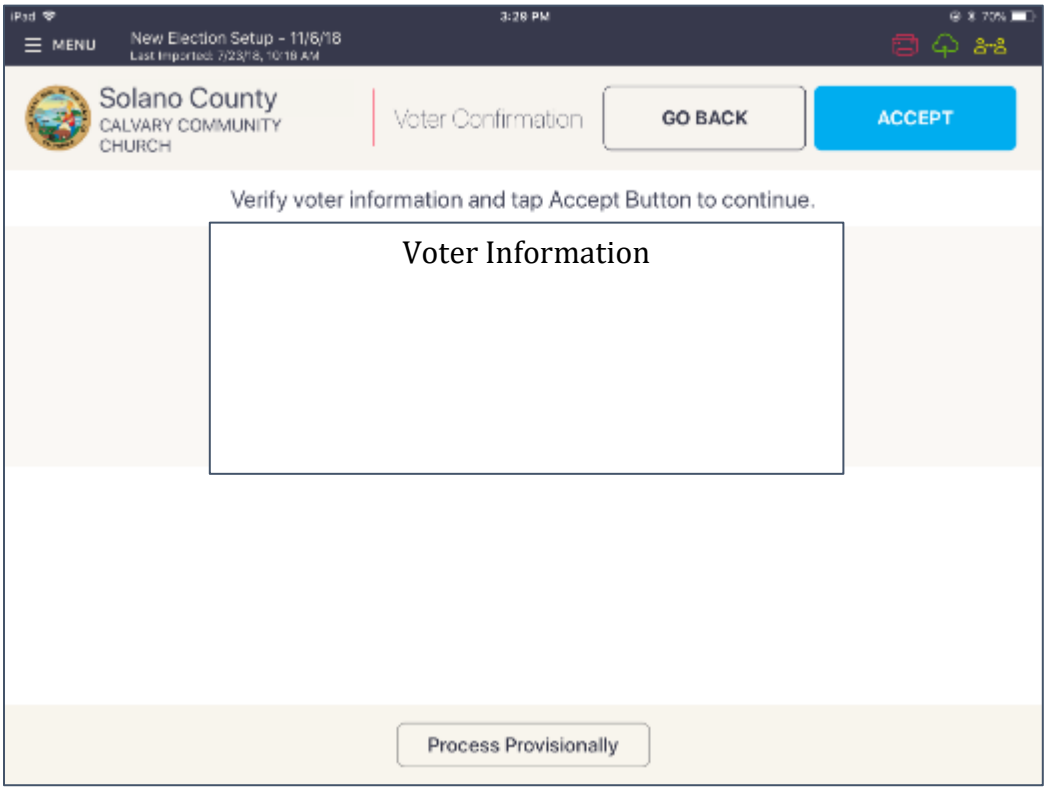
☐ If the address listed is correct, tap the PROCESS VOTER: UPDATE VOTER STATUS (A) button on the right.



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



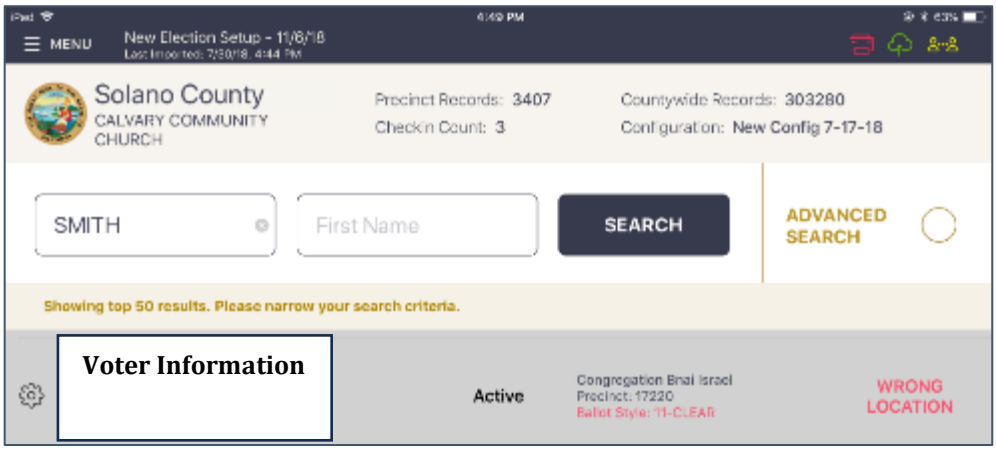
☐ Tap the blue ACCEPT button to process the voter and print the ticket.



☐ Have voter sign the Voter Roster ticket and direct the voter to the Ballot Clerk.

Voter is at the wrong location

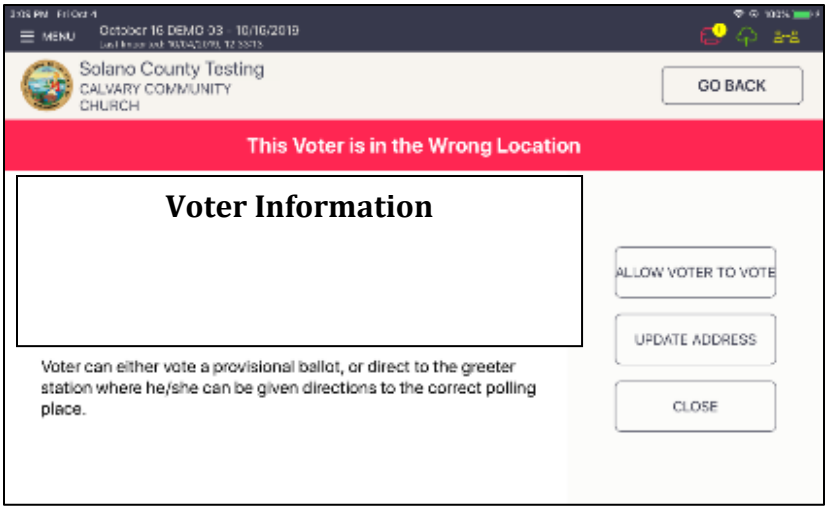
☐ The eRoster shows the voter's correct poll location.



☐ 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 Provisional Voter ticket will print. Have the voter sign the ticket then direct the voter to the Provisional Clerk to have a ballot printed from the Touch Writer.

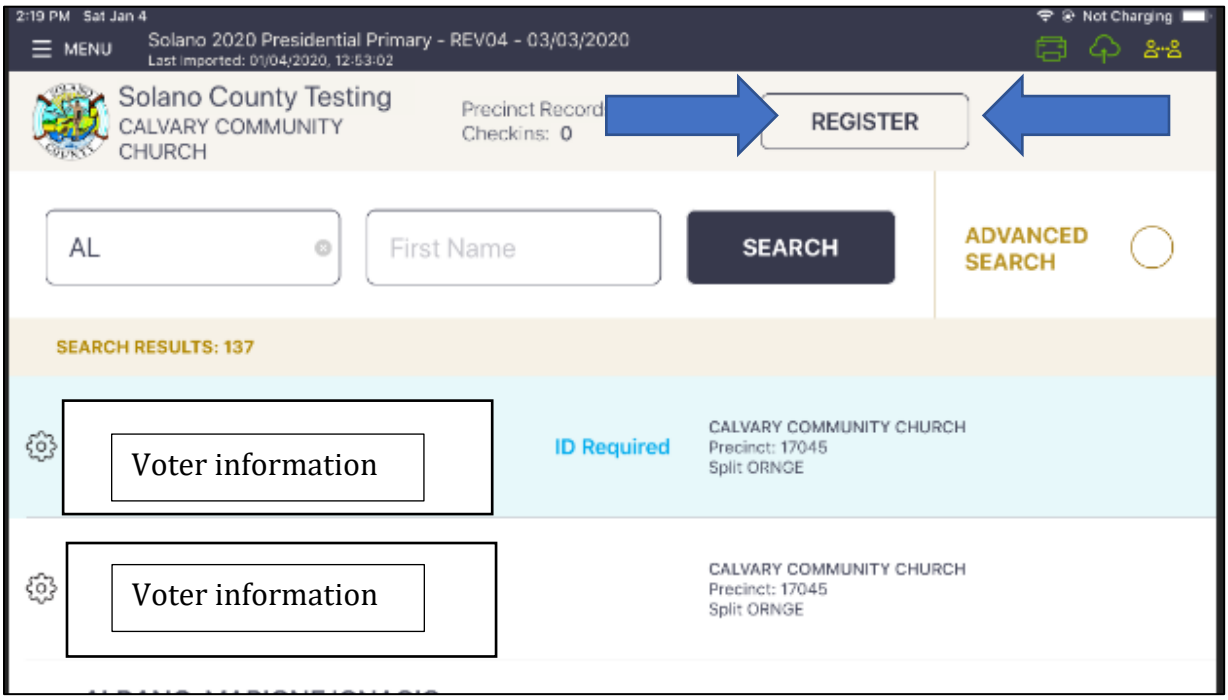
Voter Not Found in eRoster

A voter can register on the eRoster or by filling out 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.

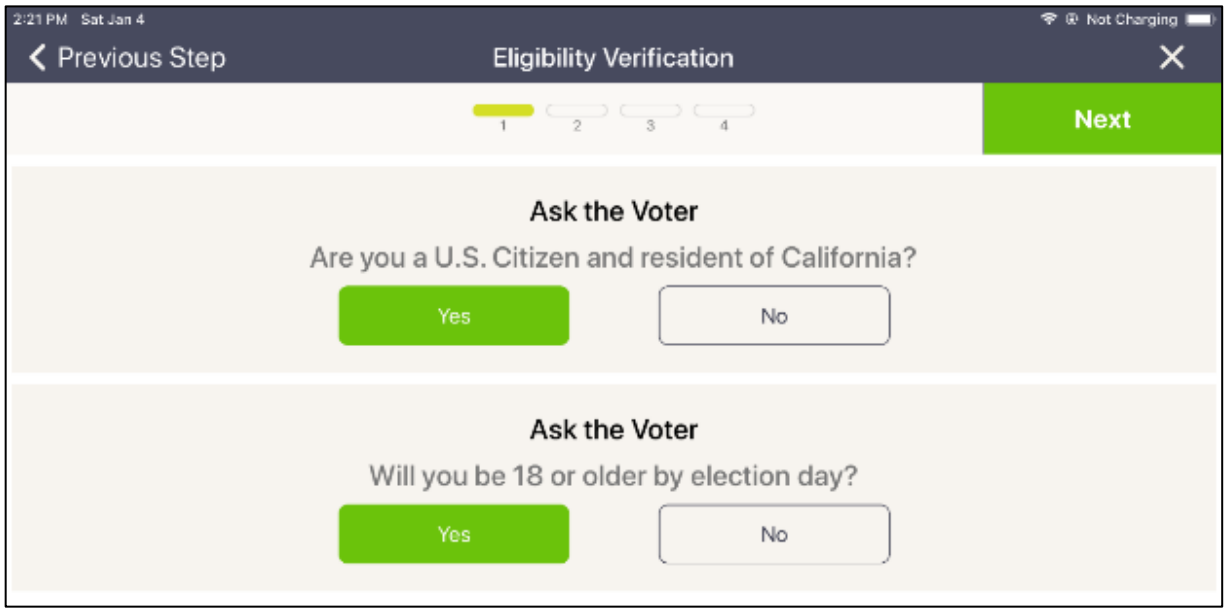
Registering the voter on the eRoster

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

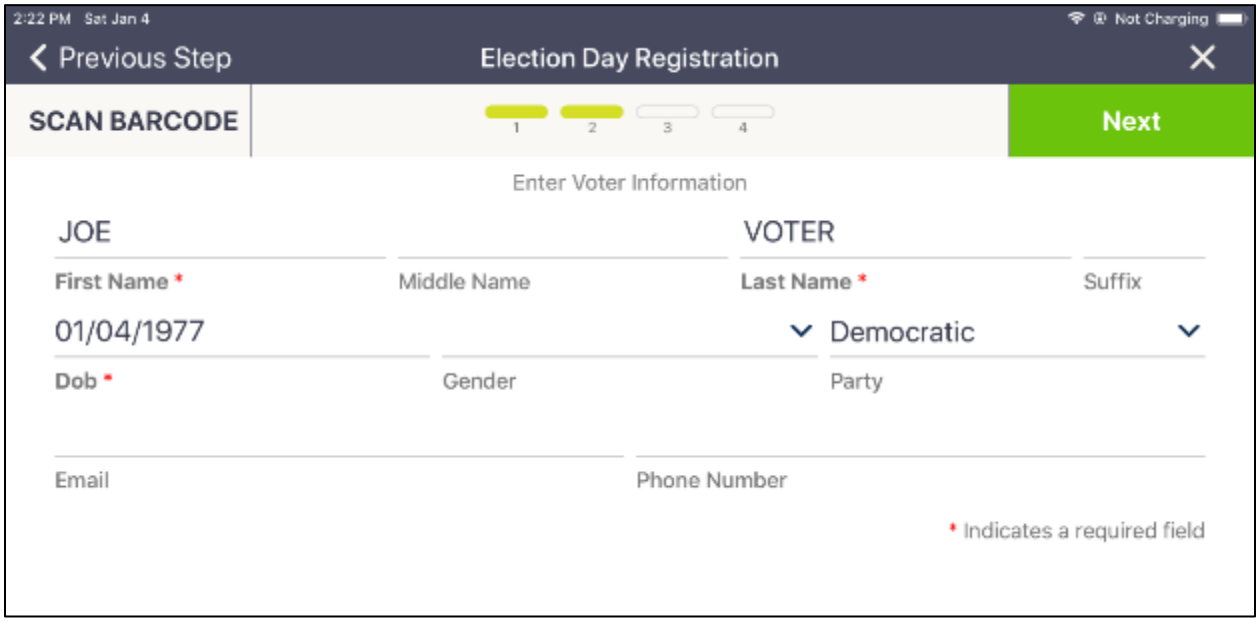


☐ Complete the onscreen prompts with the voter – there are a total of 4 screens to complete:

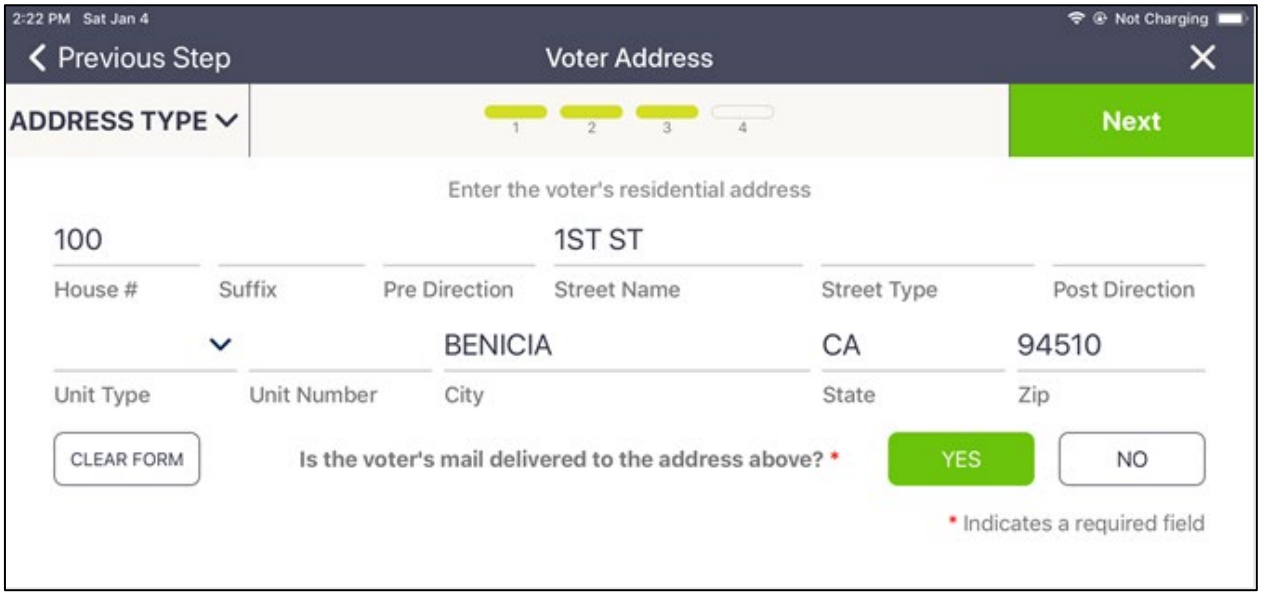
1. Voter eligibility:



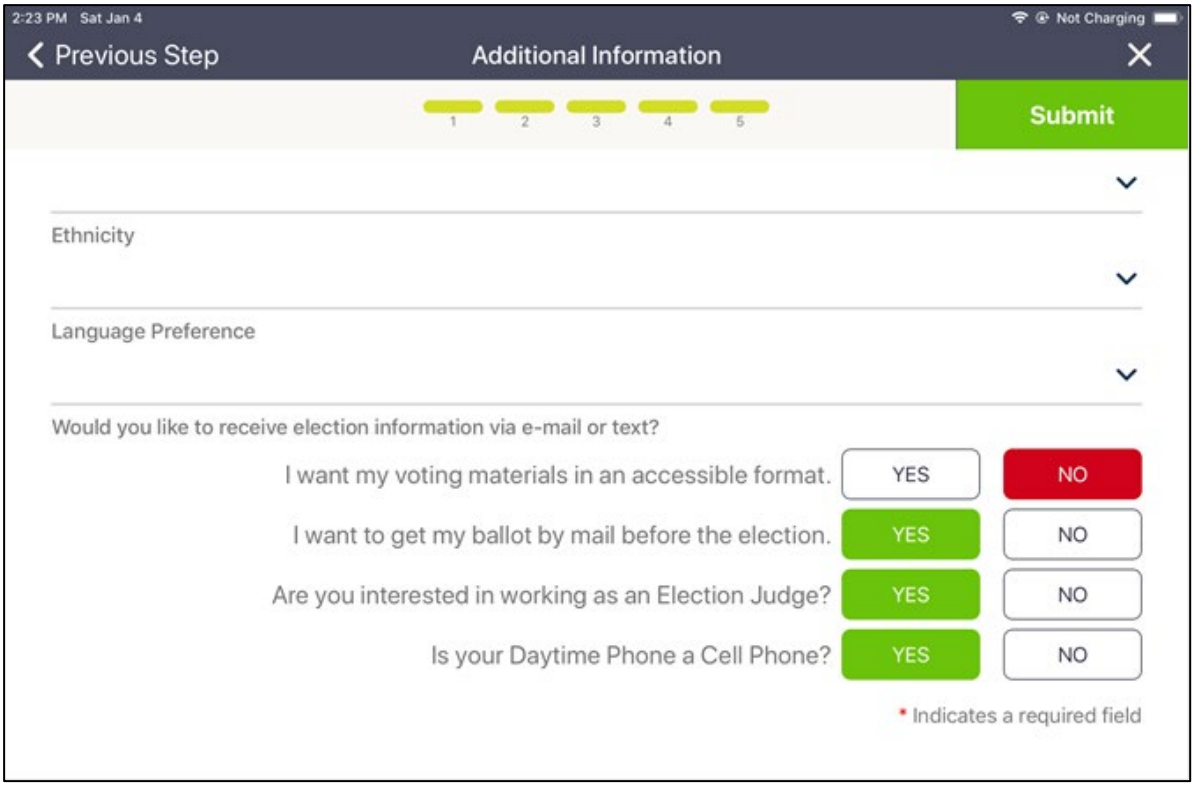
2. Voter information. Note that any field with a red asterisk is a required field.



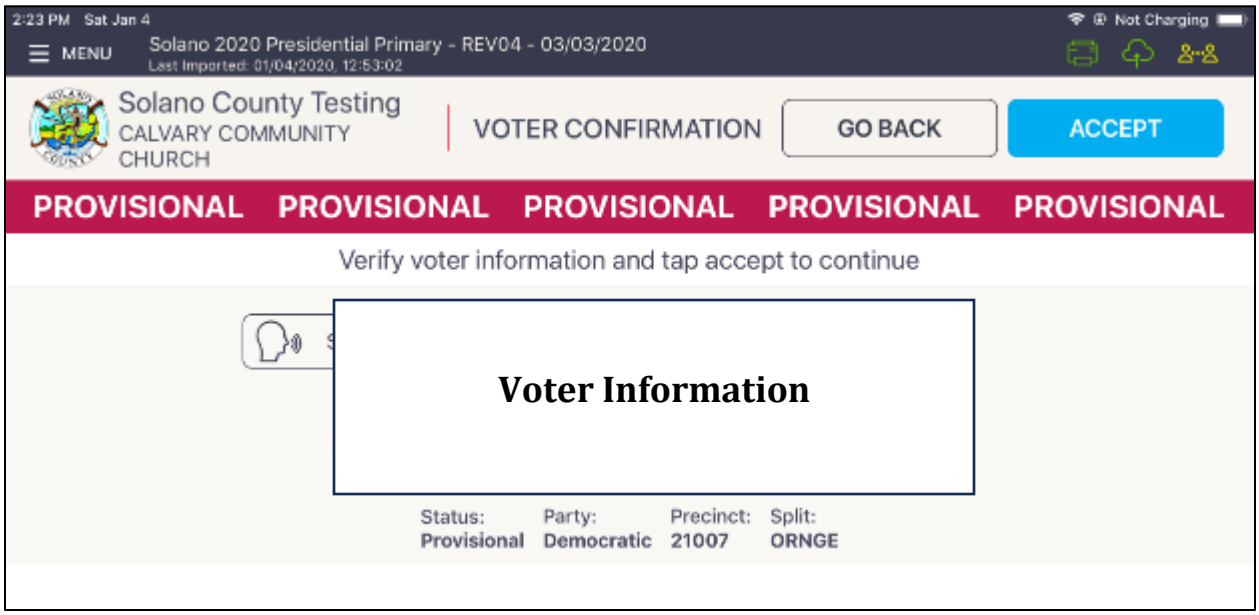
3. Voter address. Filling the fields out slowly allows time for the eRoster to pre-populate some fields. This is especially important for the street name field.



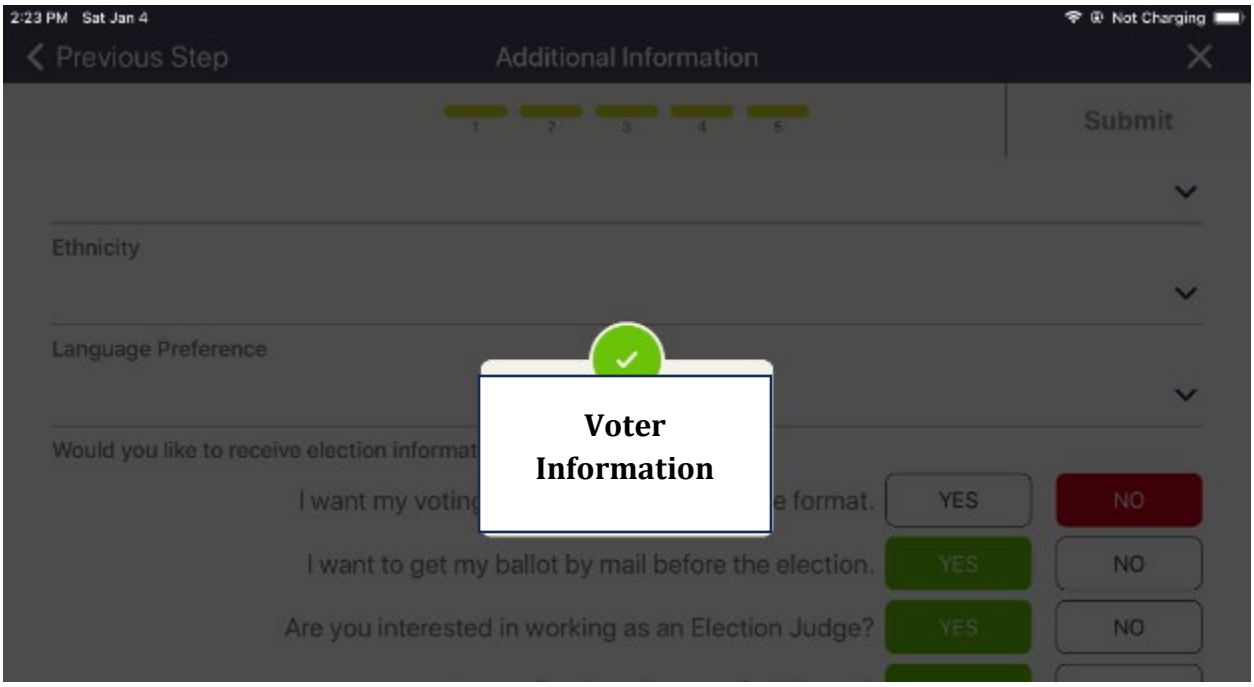
4. Additional information. No fields are required on this screen. Click on Submit to advance to the next screen.



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



☐ Place the signed printed ticket inside the sleeve on the lilac CVR envelope and direct the voter to the Provisional Clerk.



Registering the voter using the CVR Envelope

- ☐ To register a voter without using the eRoster, have the voter fill out a lilac CVR envelope.
- ☐ Direct the voter to the Provisional Clerk.
- ☐ The Provisional Clerk will either issue a ballot from their blank Provisional ballot stock or print out the correct Provisional Ballot using the Touch Writer.

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

ROV USE ONLY.
AFFIX SLEEVE TO THIS SPACE

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

Last Name | First Name | Middle Initial

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

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

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

Are you a citizen of the United States of America? ☐ Yes ☐ No

Are you 18 or older on or before Election Day? ☐ Yes ☐ No

Affidavit Number

VOTING TWICE IN THE SAME ELECTION IS A FELONY

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

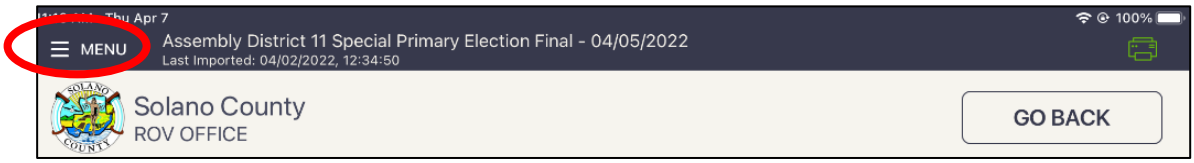
X Voter's Signature | Date

Voter Completes a Paper Form

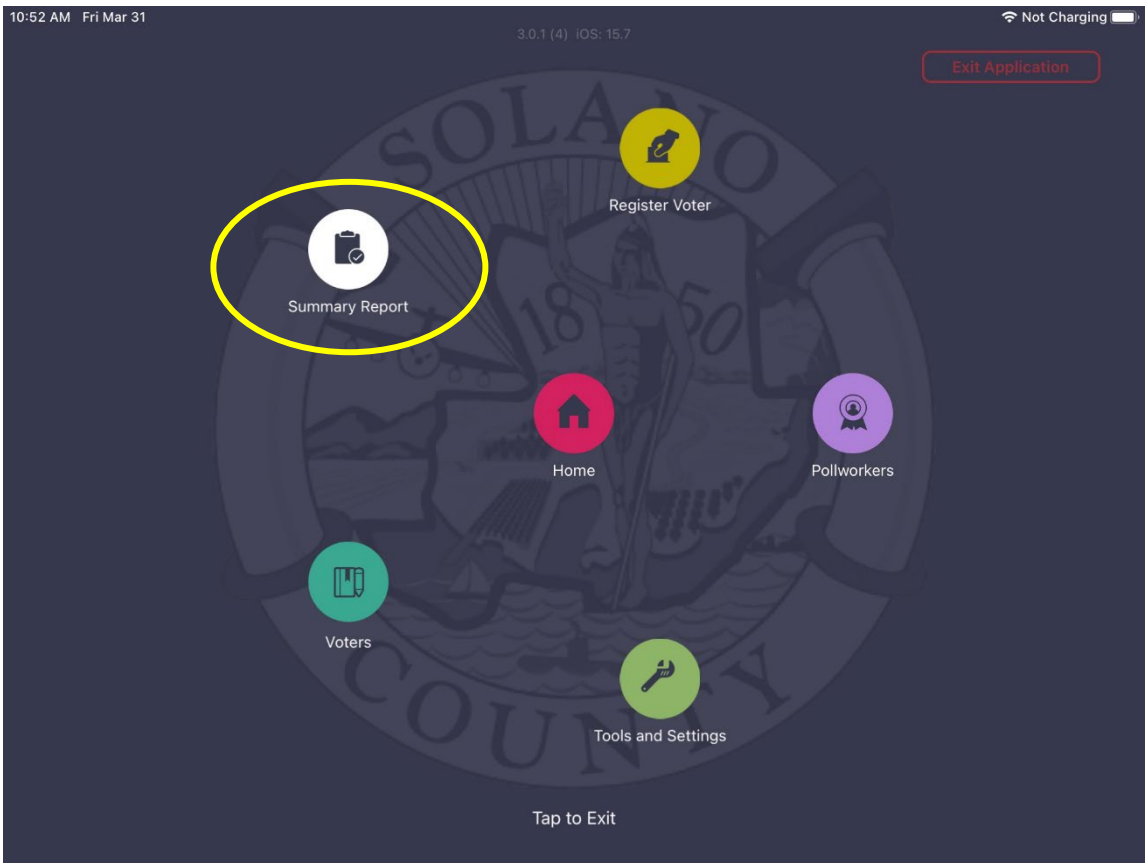
When processing voters, a voter may want to update the voter registration database (voter registration cards, deceased voter, etc.). If a voter returns a completed form to you, place it in the sealed Primary Red Bag. At the end of the night, the Inspector ensures all voter completed forms stay in Red Bag A for return to the Registrar of Voters office.

Closing the Polls

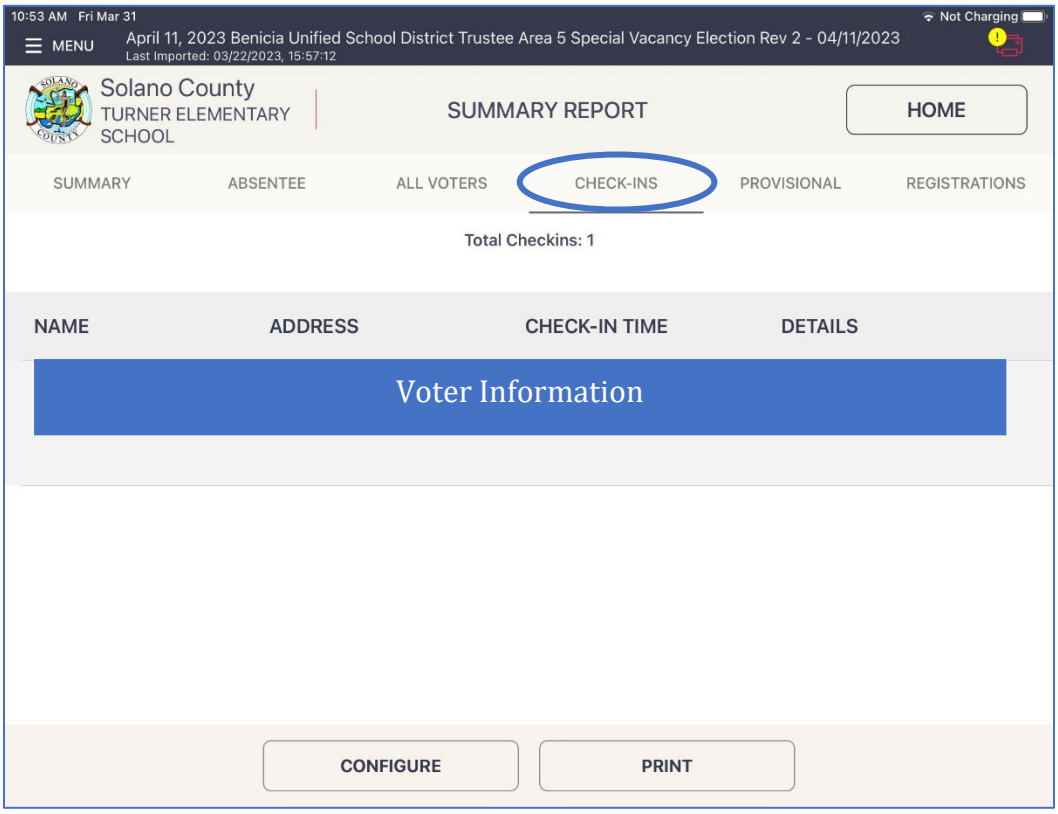
- ☐ At 8 p.m. the Inspector announces, “The polls are now closed.”
- ☐ Wait for last voter to exit.
- ☐ Only one eRoster Clerk needs to print the Check-ins Summary Report from one eRoster:
- ☐ To print the Check-ins Summary Report:
  - Tap Menu Button



  - Tap Summary Report



- Tap “Check-ins”



- Print the report and give it to the Inspector.
- The Inspector will tape it to the blue “Street Index Outside Copy” sheet located in the Inspector Binder.

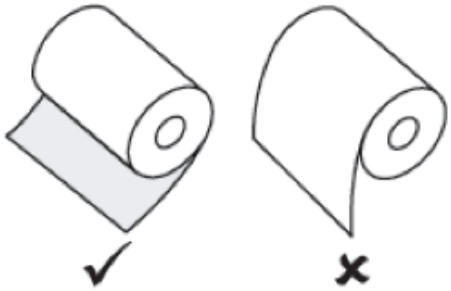
☐ Enter the number of Check-Ins on the eRoster on Line 1 of the Ballot Statement.
☐ Enter the number of signatures from the Back-up Paper Roster, if any, on Line 2 of Ballot Statement.
☐ Put the eRosters in sleep mode by lightly pressing the power button on top of the eRoster.
☐ Re-Pack the eRoster tablets and accessories into its case.
☐ Seal the eRoster cases. Update the Security Log with the new seal numbers.
☐ Give the sealed eRoster cases to the Inspector.
☐ Re-pack the eRoster Clerk supply bin and place back on the equipment caddy.
☐ Help remove all signs (inside and outside) and take down voting booths.
☐ Assist with poll place clean up, taking down signs, posters, and voting booths.
☐ Sign required forms as requested by the Inspector.

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 the wrong voter

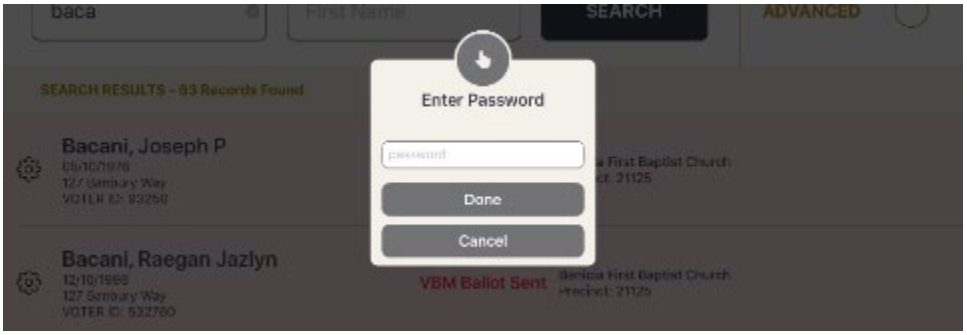
☐ Call the eRoster Help Desk at 707-784-3361 and a technician will assist you in removing the voter history. If you have a line of voters, write down the correct voter's ID and name along with the incorrect voter, and call the eRoster Help Desk when you have down time.

What to do if the printer is not pairing with the eRoster

- ❑ Contact your Roving Inspector.
- ❑ If other eRosters and printers are paired, use the other eRosters to check in voters.
- ❑ If no eRosters and printers are paired, use the eRoster to check in the voter and issue a paper emergency ticket.

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 select the DONE button.



- ☐ Select 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 Roster Ticket" and an emergency ticket to replace the "Provisional Voter" ticket.
  - Fill out all the voter's information on the emergency ticket and have the voter 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 Help Desk at 707-784-3361.

What to do if the voter is marked as Voter 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 Help Desk 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 the Ballot Clerk Table

- ☐ Open the Ballot Clerk supply bin and set up the election table.
- ☐ Place the Ballot Clerk table tent sign between the clerks.
- ☐ Place the following supplies on each table

Ballot Clerk
Ballots – 1 pad for each COLOR
Secrecy Sleeves
Magnifying Sheet
Translated Facsimile Ballots
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. Have them open and empty for the first voter to inspect. The blue eRoster Tickets Bag collects the Voter Roster Tickets throughout Election Day. The Red Bag collects spoiled and surrendered ballots throughout Election Day.
- ☐ Get the ballots from the Inspector and place on the table.
- ☐ Assist team members with setting up the polling place including posting signs, maps, notices, voting booths and tables.
- ☐ Sign required forms as requested by the Inspector.
- ☐ Put on name badge with language flag.

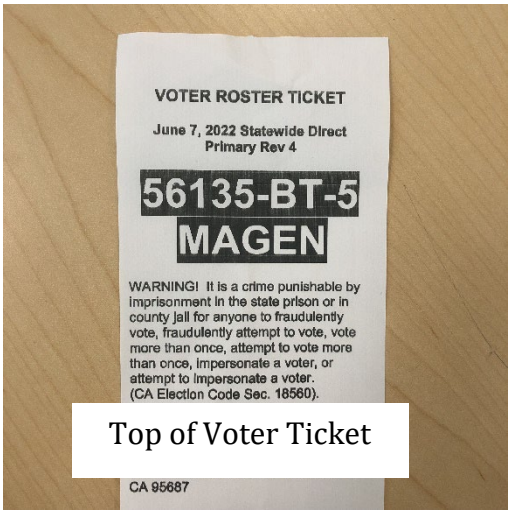
Opening the Polls

- ☐ 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 Tickets Bag and the Red Bag.
- ☐ After the voter looks inside, seal the blue eRoster Tickets Bag and Red Bag. The Red Bag is used for spoiled and surrendered ballots. Update the Security Log with the seal numbers.

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 P**recinct Number**, **Ballot Type**, and **Ballot Color** are indicated. These should match the **Precinct Number, Ballot Type,** and **Ballot Color** on the ballot that you give to the voter. Tear off the ballot.
- ☐ This is a 1-card ballot. When there are multiple cards, make sure to give the voter all cards.
- ☐ Place the ballot in a secrecy sleeve to create the ballot packet.
- ☐ Ask all voters if they would like a translated facsimile ballot.
- ☐ 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 insert your ballot in the Ballot Scanner." (point to it).
- ☐ Thank the voter and direct them to the voting booths.
- ☐ Drop all signed "Voter Roster Tickets" in the blue eRoster Tickets Bag



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 type printed at 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, make sure you are replacing the correct card along with making sure you are giving the voter the correct ballot type. Spoil the card from your stock that 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.
- ☐ One Ballot Clerk breaks the seal on the Red Bag.
- ☐ Give the broken seal to the Inspector.
- ☐ Place unused precinct ballots and ballot stubs inside the Red Bags.
- ☐ Seal the top of the blue eRoster Tickets Bag and update the Security Log.
- ☐ Give the blue eRoster Tickets Bag to Inspector.
- ☐ Re-pack Ballot Clerk supply bin and give to Inspector.
- ☐ Assist with poll place clean up, taking down signs, posters, and voting booths.
- ☐ Sign required forms as requested by the Inspector.

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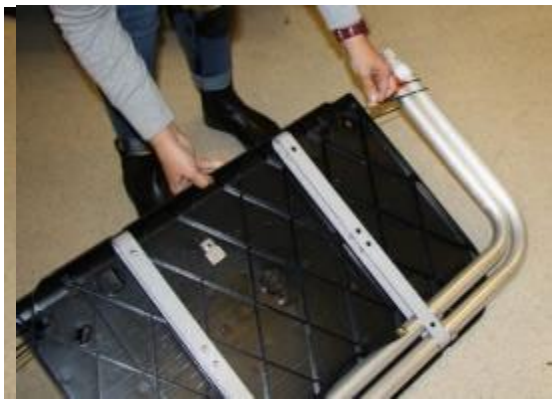
Provisional Clerk

Setting-up the Touch Writer and Touch Writer Table

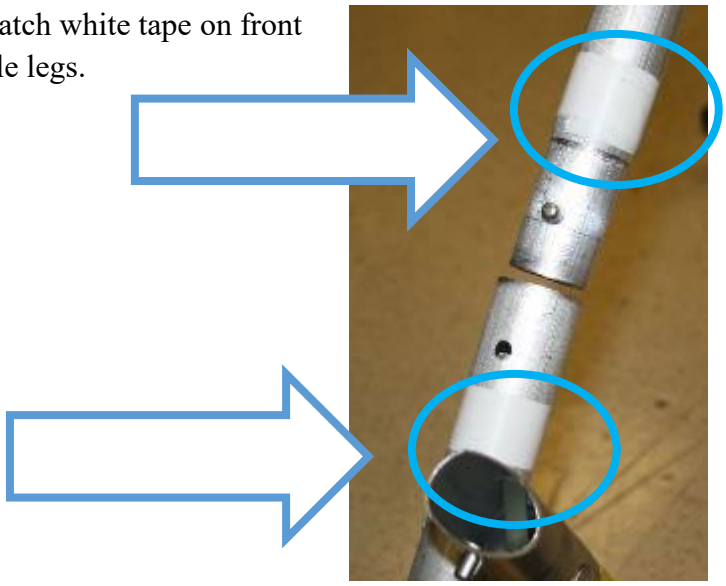
- ☐ Get the equipment keys (on purple lanyard) from the Inspector.
- ☐ Locate and remove the Touch Writer table bag from the equipment caddy. Open the bag and remove the table, legs and privacy panels from the bag. **Setting up of the Touch Writer requires two people.**

- ☐ Remove the bungees holding the legs to the table

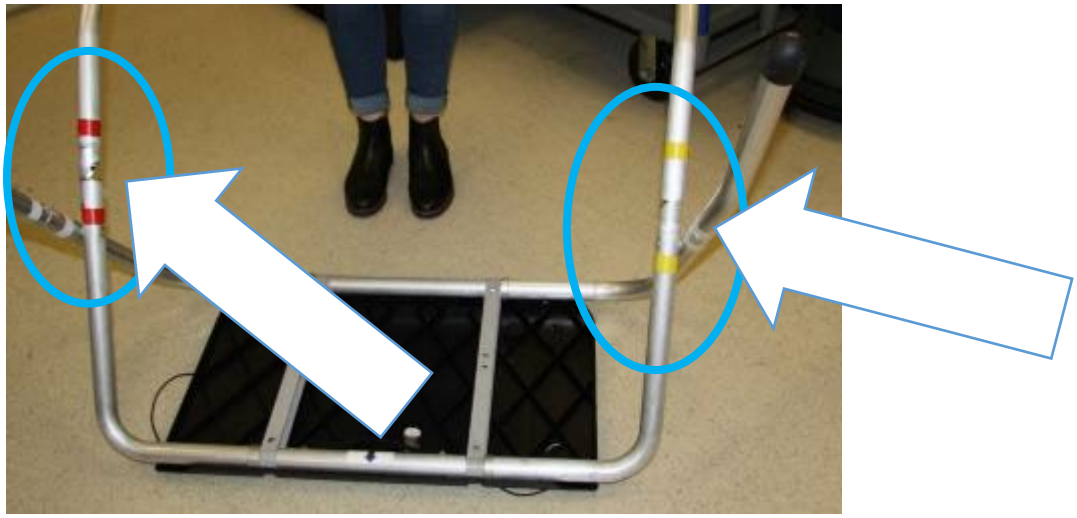


- ☐ Lay the table flat on a flat surface, lift the legs up and move the legs with the handle attached in the direction of the arrow to the other end of the table.

☐ Attach the front leg extensions. Match white tape on front leg extensions to white tape on table legs.



☐ Attach rear leg assembly ("U" shaped table leg). Match red and yellow tape on rear leg assembly to red and yellow tape on the table legs.

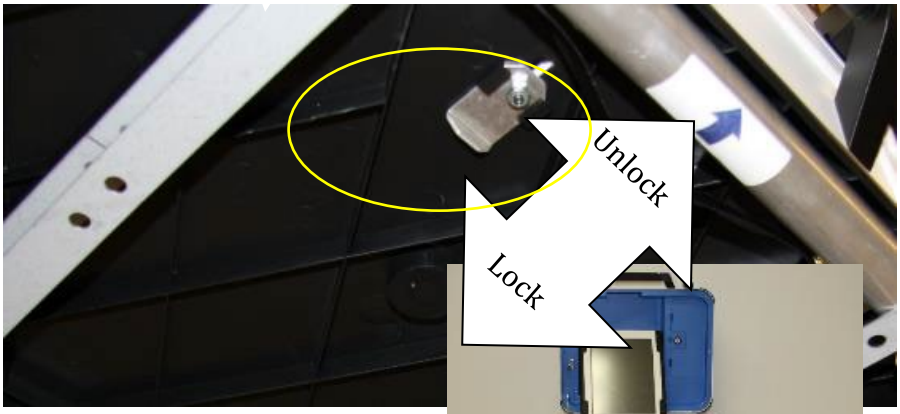


☐ Turn the table over.

☐ Place the Equipment Caddy, Touch Writer table, and Touch Writer according to the poll place layout in the Inspector Binder.

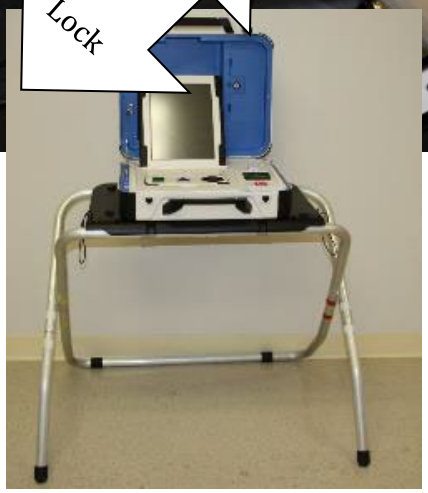
☐ Place the Touch Writer on the table, lining up the feet with the indentations on the table.

☐ To lock the Touchwriter into place, push the tab towards the back of the table.



☐ Pull up on the Touch Writer to check that it is locked onto the table.

☐ Place the Touch Writer table where there is 5-foot clearance in the front and on each side to allow a voter in a wheelchair to have access. Use the blue 5-foot string to ensure proper placement. Note that the bar on the legs is in the back.



☐ Confirm the handle seal number matches the Election Morning section of the Security Log.

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

☐ Open the storage compartment, remove the power brick and cord, replace the storage compartment cover, then close the lid.

☐ Plug the power cord into the power brick, then plug the power connector into the back of the Touch Writer, flat side up. Do not plug into AC power yet.

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

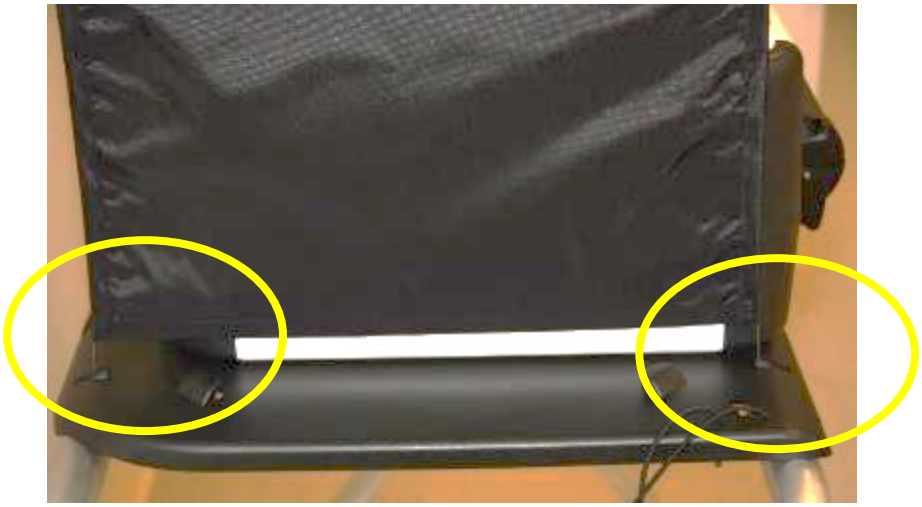
☐ Seat the tablet firmly in the cradle, tilt back and lock into place.

☐ Return the equipment keys to the Inspector.

☐ Make sure the vDrive compartment of the Touch Writer is sealed and that it matches the seal number on the Chain of Custody Log (log is affixed to the lid of the Touch Writer). 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 panels to the table on each side of the Touch Writer.



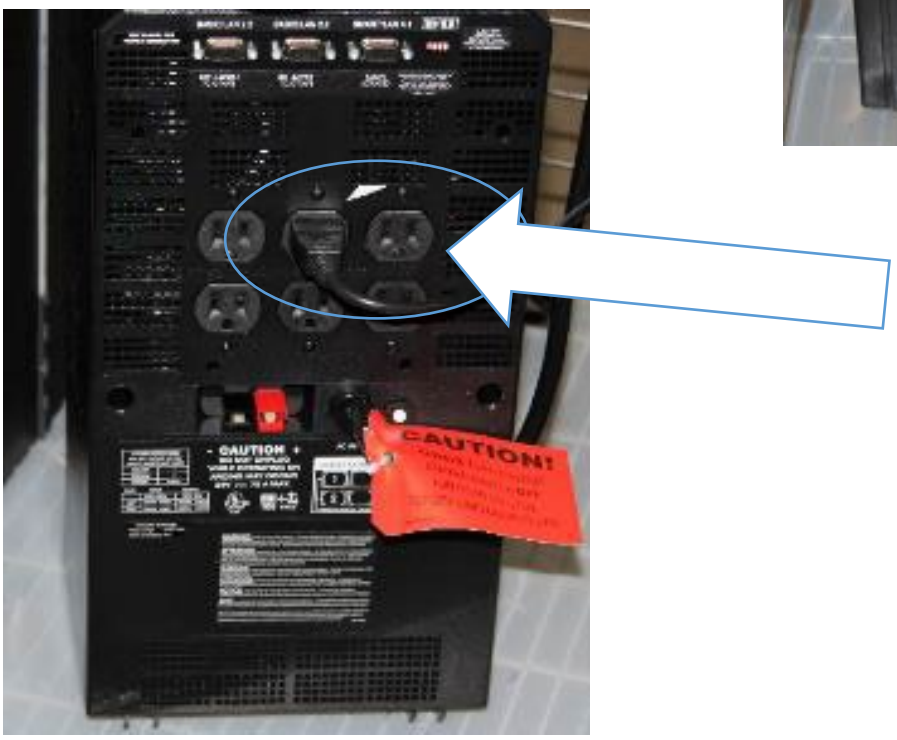
☐ Plug the UPS on the caddy into AC power. The UPS is located on the bottom shelf of the caddy and the plug will be accessible on the back of the caddy.

Do not plug the UPS into a power strip or extension cord. It must be plugged directly into the wall.

Leave the UPS on the lower shelf of the equipment caddy.

☐ Confirm that the printer power cable is connected to the back of the UPS.

☐ **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 in the equipment caddy above the UPS.

☐ Connect the blue printer cable, notch side up, to the back of the Touch Writer.

☐ Locate the box marked Blank Ballot Stock on the equipment caddy. Confirm the seal number against the Security Log, then break the seal. Load blank ballot paper into the printer.

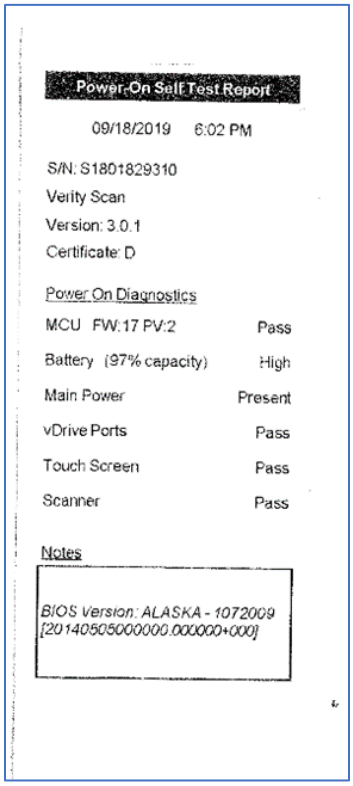
☐ Turn on the printer. Wait until the display on the printer says Ready to Print.

☐ Press the red power button on the back of the Touch Writer to power it on. **Allow the election to load – this will take several minutes. The screen will briefly go dark. Please be patient.**

☐ While waiting, loosen the Accessible Controller from its storage area. Remove the headphones from the touch writer supply bag and plug them into the Accessible Controller.

☐ Plug the blue connector of the bar code scanner into the USB port on the vDrive door of the Touch Writer. Place next to the 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 it for any issues, then place the report into the Official Document Returns Envelope.



Power-On Self Test Report

09/18/2019 6:02 PM

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

Power On Diagnostics

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

Notes

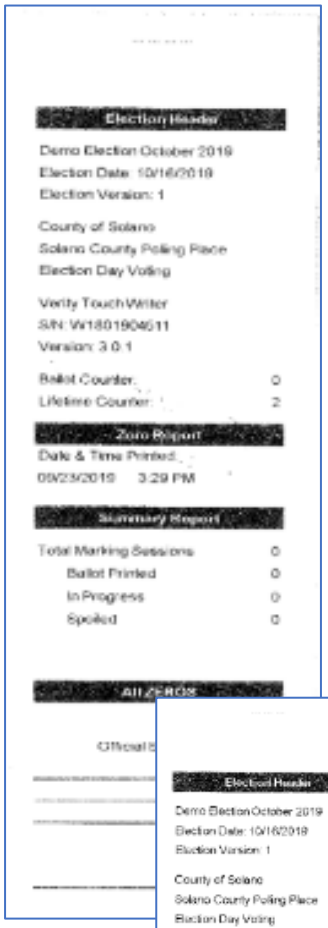
BIOS Version: ALASKA - 1072009 [20140505000000.000000+000]

☐ The Setting Up Election screen will display.

☐ Verify the date and time are correct. Call the Registrar of Voters Office at (707) 784-3375 if either is incorrect.

☐ Select Print Zero Report from the menu.

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


Election Header
Demo Election October 2019
Election Date: 10/16/2019
Election Version: 1
County of Solano
Solano County Polling Place
Election Day Voting
Verity Touch Writer
S/N: W1801904611
Version: 3.0.1
Ballot Counter: 0
Lifetime Counter: 2
Zero Report
Date & Time Printed:
09/23/2019 3:29 PM
Summary Report
Total Marking Sessions 0
Ballot Printed 0
In Progress 0
Spoiled 0

☐ Choose Open the Polls. Enter the Open Polls code **121923**. The Open Polls Report will print.

☐ Remove the Open Polls report from the printer, confirm the ballot counter is zero, have all poll workers sign the report, and place it in the Official Document Returns Envelope.

Election Header
Demo Election October 2019
Election Date: 10/16/2019
Election Version: 1
County of Solano
Solano County Polling Place
Election Day Voting
Verity Touch Writer
S/N: W1801904611
Version: 3.0.1
Ballot Counter: 0
Lifetime Counter: 2
Open Polls Report
Date & Time Printed:
09/23/2019 3:30 PM
Polls are open
Ready to issue ballots
Official Signatures

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

The Touch Writer is now ready for use by voters.

Setting Up the Provisional Clerk Table

☐ Open the Provisional Clerk supply bin and set up the election table.
☐ Place the Provisional Clerk table tent sign on the table.
☐ Place the following supplies on the table:

Provisional Clerk

Provisional Ballots & Log	Pens
Secrecy sleeves	I Voted Stickers
Clipboard	Scotch Tape

Provisional Street Roster Index Binder
Translated Facsimile Ballots
Acrylic holder containing

- Provisional, CVR, & Change of Address Envelopes
- Provisional Receipts
- Voter Registration Forms

☐ Get the Pink Provisional Ballots Bag from the Inspector. Have it open, empty, unsealed, and ready for the first voter to inspect.
☐ Get the provisional ballots from the Inspector.
☐ Assist team members with setting up the polling place including posting signs, maps, notices, voting booths and tables.
☐ Sign required forms as requested by the Inspector.
☐ Put on name badge with language flag.

Opening the Polls

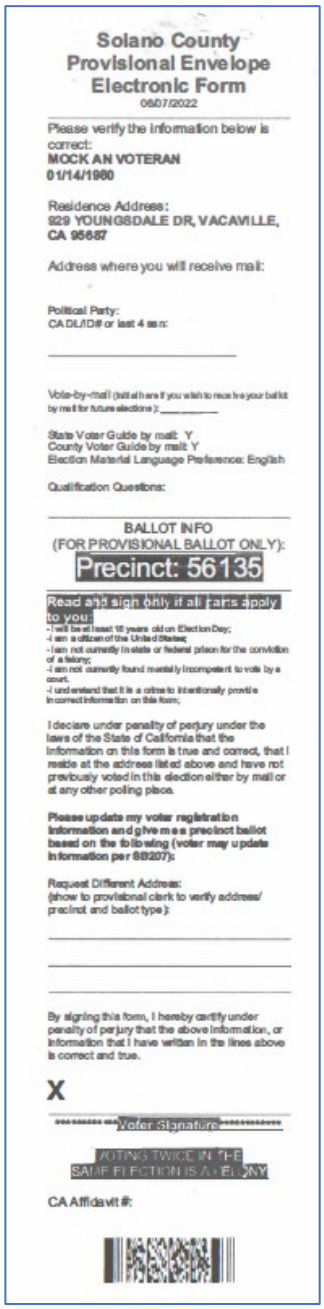
- ☐ At 7:00 a.m. the Inspector announces, "The polls are now open."
- ☐ When the first voter arrives, show the voter the empty pink provisional bag.
- ☐ After the voter verifies that the pink bag is empty, seal the bag.
- ☐ Update the Security Log with the seal number.

Processing Voters

Processing Voters who wish to use the accessible features of the Touch Writer

- ☐ When voters approach the Touch Writer, ask 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 needed, then step away to give the voter privacy.
- ☐ When the voter is done voting and has printed the ballots, have the voter remove the marked ballots from the printer and place them into the secrecy sleeve.
- ☐ Direct the voter to the Ballot Scanner.

Processing Provisional Voters



Solano County
Provisional Envelope
Electronic Form
06/07/2022

Please verify the information below is correct:
MOCK AN VOTERAN
01/14/1980

Residence Address:
929 YOUNGSDALE DR, VACAVILLE, CA 95687

Address where you will receive mail:

Political Party:
CA DL/ID# or last 4 ssn:

Vote-by-mail (initial here if you wish to receive your ballot by mail for future elections):_____

State Voter Guide by mail: Y
County Voter Guide by mail: Y
Election Material Language Preference: English

Qualification Questions:

BALLOT INFO
(FOR PROVISIONAL BALLOT ONLY):
Precinct: 56135

Read and sign only if all parts apply to you:
- I will be at least 18 years old on Election Day;
- I am a citizen of the United States;
- I am not currently in state or federal prison 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;

I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct, that I reside at the address listed above and have not previously voted in this election either by mail or at any other polling place.

Please update my voter registration information and give me a precinct ballot based on the following (voter may update information per §8207):

Request Different Address:
(show to provisional clerk to verify address/ precinct and ballot type):

By signing this form, I hereby certify under penalty of perjury that the above information, or information that I have written in the lines above is correct and true.

X
Voter Signature

VOTING TWICE IN THE SAME ELECTION IS A FELONY

CA Affidavit #:

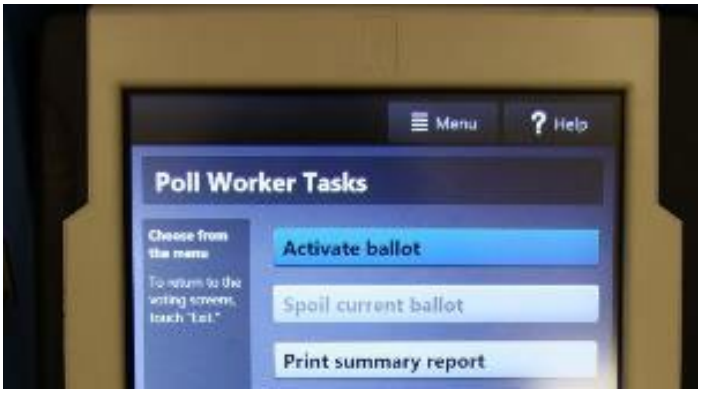
- ☐ When voters approach the Touch Writer, ask if they will be using the touchscreen or the audio ballot. If they are using the audio, be sure that the headphones are cleaned or have a new set of protective covers.
- ☐ Always check that the eRoster ticket says Provisional at the top and is signed. If it says Voter Roster Ticket, check the ticket to see if the voter wrote a new address on the ticket. Otherwise, send the voter to the Ballot Clerk table.
- ☐ All provisional voters must print and sign their name on the Provisional Log.
- ☐ Look at the middle of the ticket for the precinct number. If the precinct is assigned to your poll place, issue from your ballot stock. Otherwise print a ballot using the Touch Writer (see instructions on the following pages).
- ☐ Insert the Provisional ticket into the sleeve affixed to the provisional envelope.
- ☐ Place the ballot and envelope in a secrecy sleeve.
- ☐ Ask the voter if they would like a translated facsimile ballot.
- ☐ 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 provisional envelope 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 the voter returns with the sealed envelope, place a (✓) next to their name on the Provisional Log.
- ☐ Place the sealed ballot in the pink provisional bag.
- ☐ Thank the voter and give the voter an "I Voted" sticker.

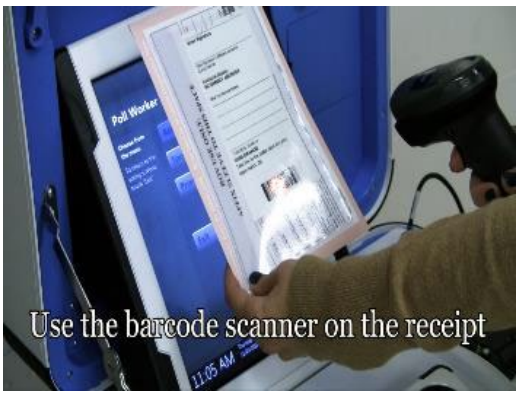
How to Print a Provisional Ballot on the Touch Writer

- ☐ This process is for voters who need a <u>provisional</u> ballot from a precinct that is not assigned to the polling place. Reminder: If you have blank provisional ballots for the precinct they are assigned to and can provide them the correct precinct ballot from that stock, you do not need to print the ballot.
- ☐ On the Touch Writer, type in poll worker code **091223** to access ballot

- ☐ Select "Activate ballot"

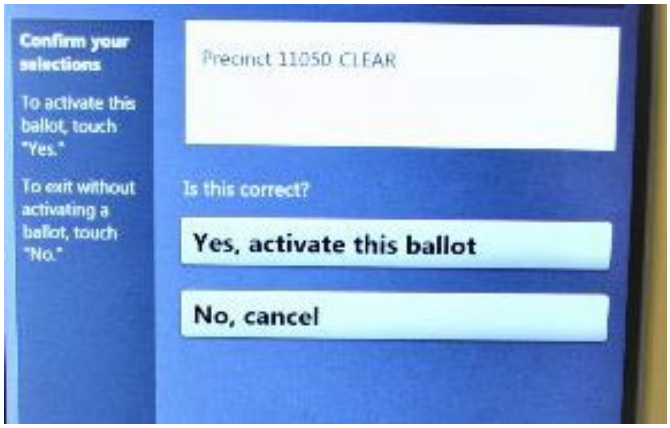


☐ Scan the bar code at the bottom of the Provisional Voter Ticket

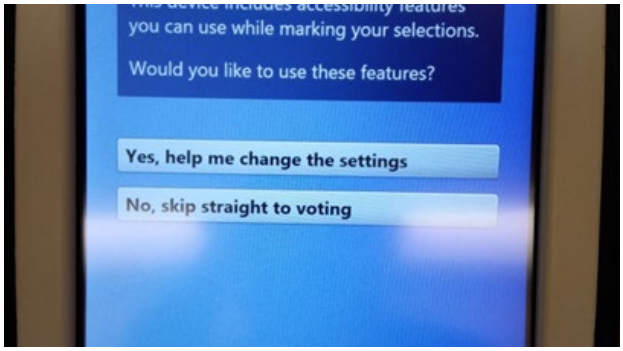


☐ Confirm it is the correct precinct and select "Yes, activate this ballot"

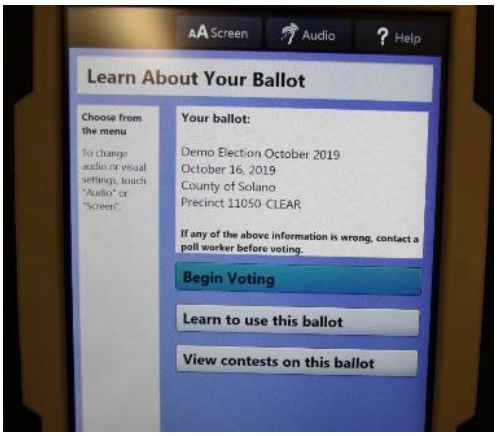
☐ Once the ballot is activated, go through the steps to print it.



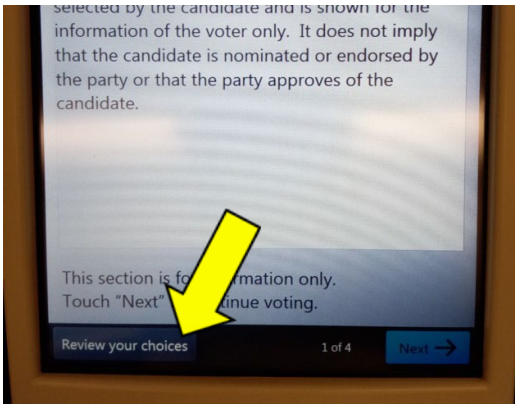
☐ First, select "To get started, touch here"
☐ Select "No, skip straight to voting"



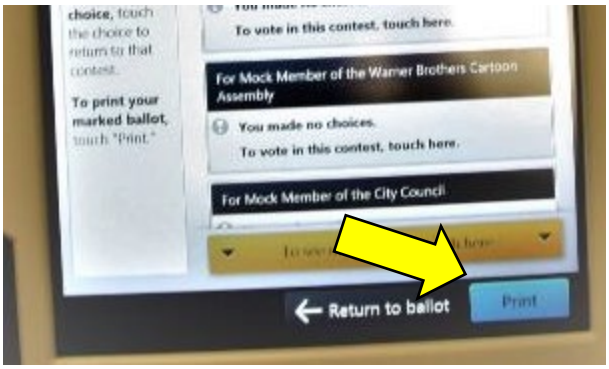
☐ Select "Begin Voting"



☐ Select “Review your choices” in the bottom left-hand corner of the screen.

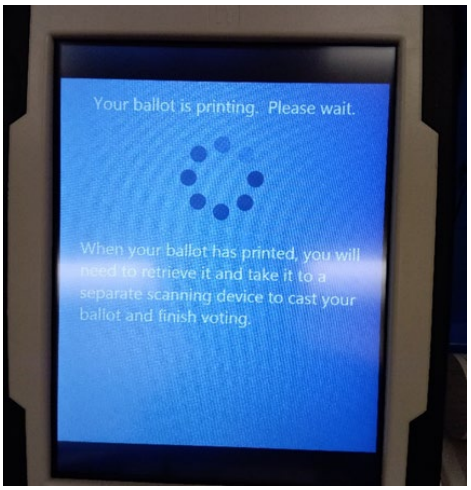


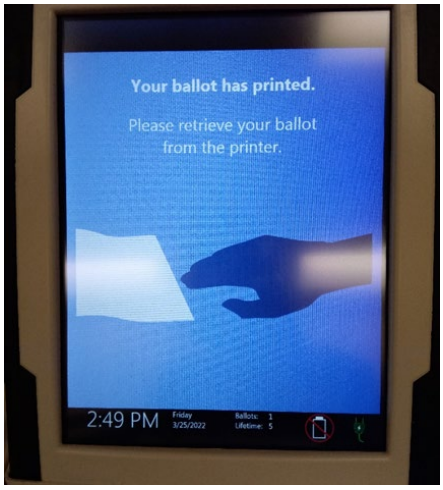
☐ Select “Print” from the bottom right-hand of the screen



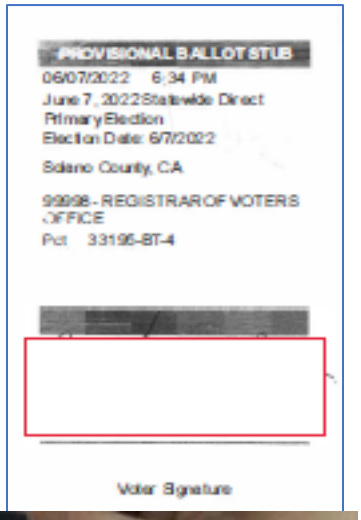
☐ The Touch Writer will warn you that you made no choices on the ballot. Click “Yes, print a blank record.”

☐ A message will let you know the ballot is printing—wait until it prints on both sides—and then when it is done.

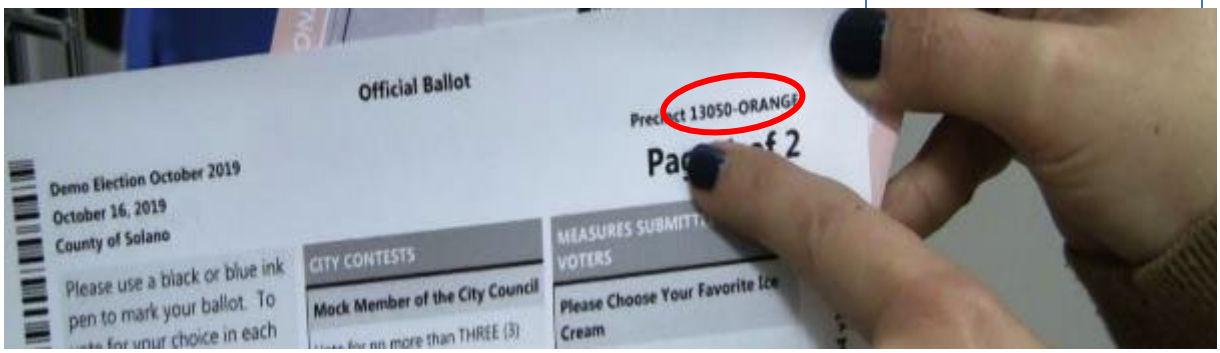




☐ If the voter is a provisional voter, a Provisional Ballot Stub will print on the Touch Writer. Because the printed provisional ballot has no stub, give this printed stub to the voter.



☐ Make sure the precinct number at the top of the ballot matches the precinct number on the provisional ticket



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:

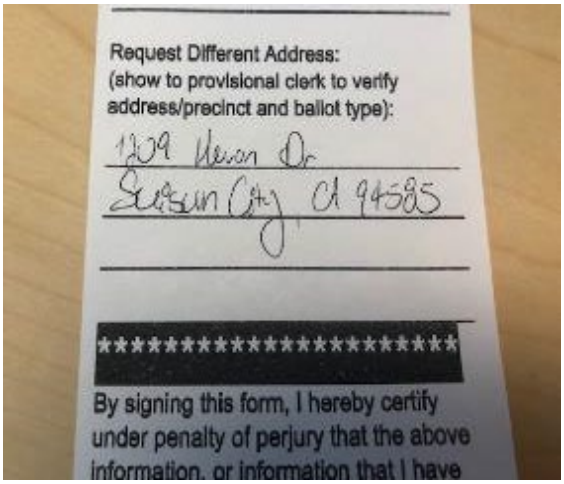
- The voter will write their new address in the area provided on the Voter Roster Ticket and sign the ticket.
- The poll worker will print/provide the correct official ballot (not a provisional ballot) to the voter.
- The voter will vote the ballot and place the ballot and Voter Roster ticket inside 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 Tote.

Printing a Ballot for a Change of Address Voter

☐ A regular ballot is printed using the Touch Writer.

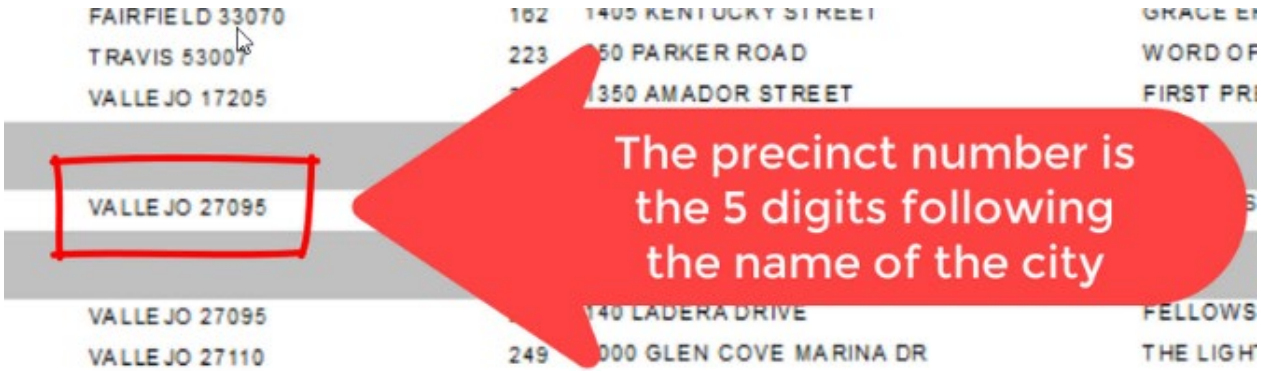
☐ Verify each ticket is labeled Voter Roster Ticket and is signed.

☐ Verify the ticket has a change of address written on it in the section provided for that purpose:

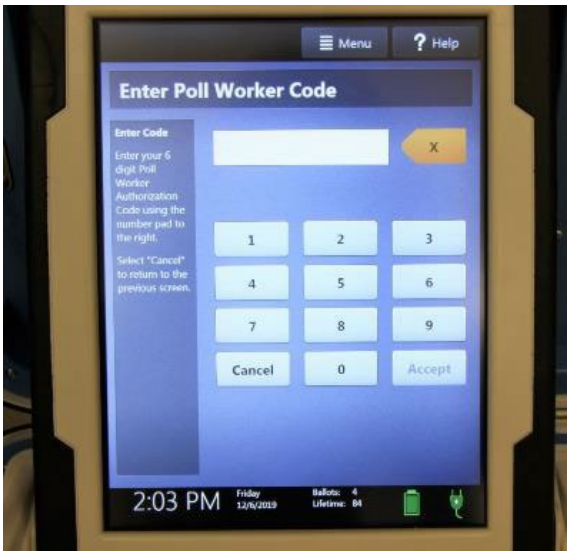


☐ Get the voter a ballot based on the address written on the ticket. Use the Street Roster Index to look up that address and to identify the correct precinct type for the voter:

☐ Note: the 5-digit number to the right of the street range is the precinct number:

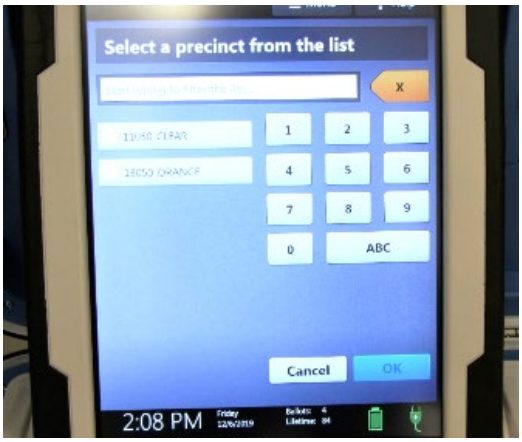


☐ On the Touch Writer, type in the poll worker code **121923** to access ballot.



☐ Select "Activate ballot."

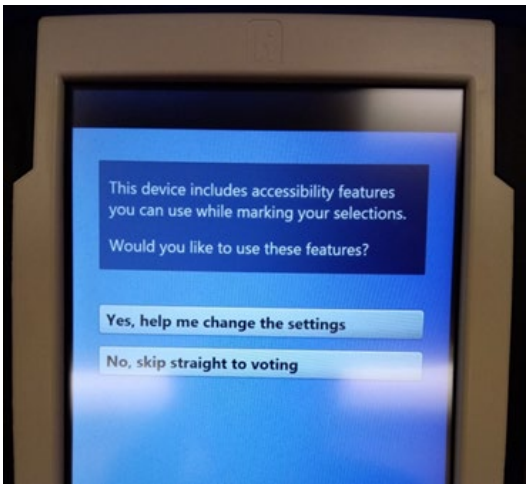
☐ Type in the correct precinct number to pull up the ballot.



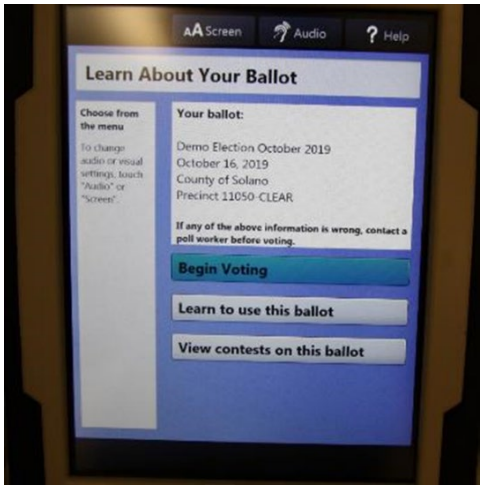
☐ Confirm it is the correct precinct and select "Yes, activate this ballot."

☐ Select "To get started, touch here."

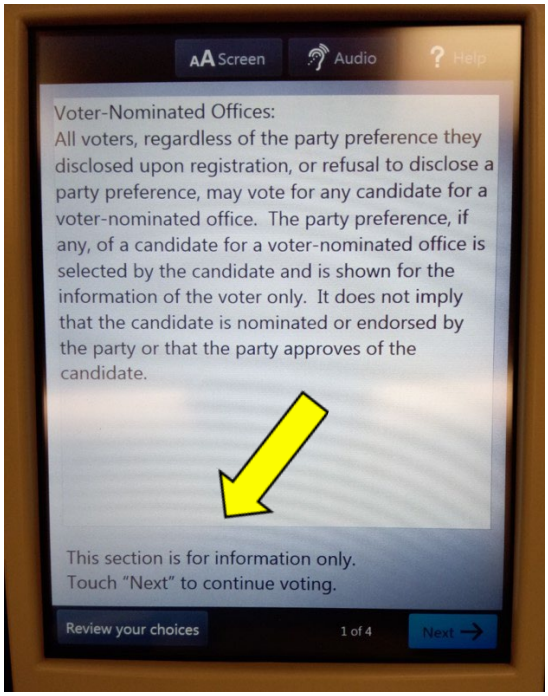
☐ Select “No, skip straight to voting.”



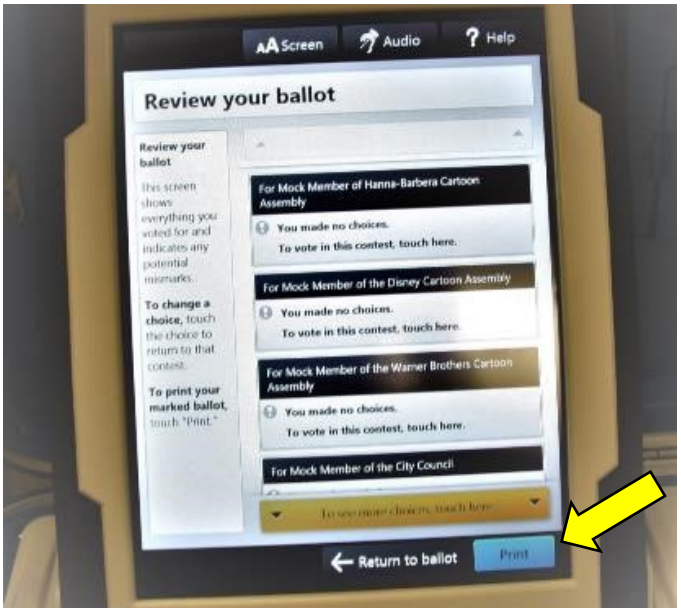
☐ Select “Begin Voting.”



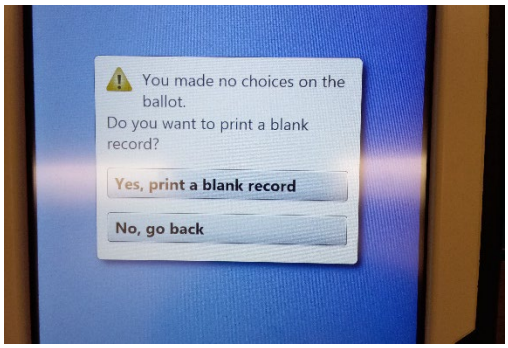
☐ Do not make any selections. Select “Review your choices.”



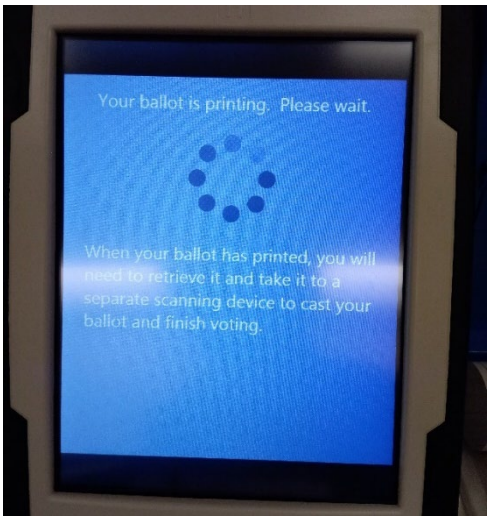
☐ Select “Print” from the bottom right-hand of the screen.

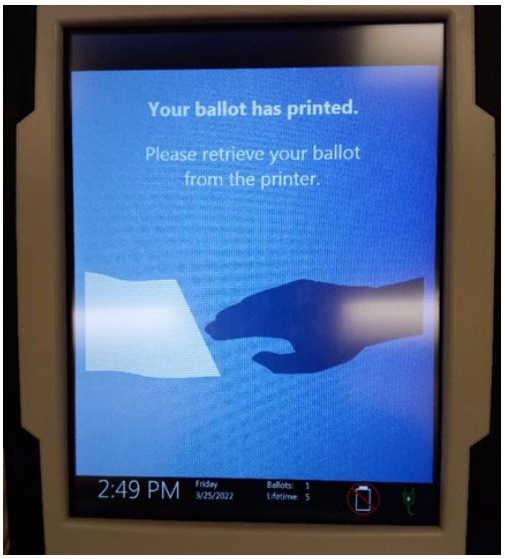


☐ The Touch Writer will warn you that “You made no choices” for each contest. Select “Yes, print a blank record.”



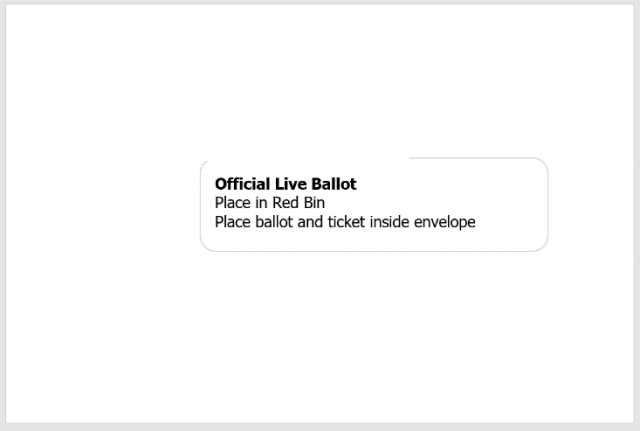
☐ A message will let you know the ballot is printing—wait until it prints on both sides—and when it is done.





☐ 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.



Sample of a White Change of Address envelope

☐ Ask the voter if they would like a translated facsimile ballot.

☐ 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 the Change of Address 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 provisional ballot, please make sure you are giving the voter a ballot that is from the correct precinct and color.

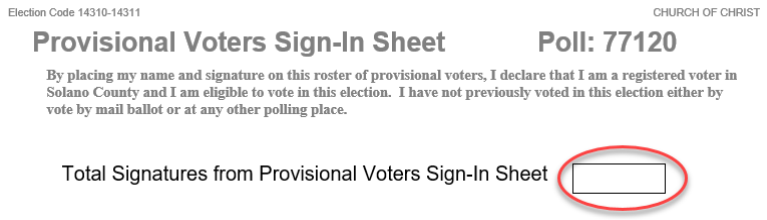
When a voter makes a mistake on their Provisional ballot, he/she returns to the Provisional Clerk:

- ☐ Take the provisional ballot and verify that it is the same ballot type you are issuing. If the provisional ballot needs to be reprinted, select the correct precinct ballot and ensure it is marked Provisional.
- ☐ Write SPOILED across the face of the provisional ballot to void the ballot.
- ☐ Place the spoiled provisional ballot into the sealed Red Bag.
- ☐ Give the voter the replacement provisional ballot and the new ballot 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 assure them they will get to vote.
- ☐ Wait for last voter to exit.
- ☐ Place unused Provisional Ballots and ballot stubs into the Red Bags.
- ☐ Do not break the seal on the Pink Provisional Ballots Bag.
- ☐ Total the signatures on your Provisional Log and enter total on the top of form.


Election Code 14310-14311 CHURCH OF CHRIST

Provisional Voters Sign-In Sheet Poll: 77120

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

Total Signatures from Provisional Voters Sign-In Sheet

- ☐ Place Provisional Log in pink provisional bag.
- ☐ Seal the top of the pink bag. Update the Security Log with the seal number.
- ☐ Give Pink Provisional bag to Inspector.
- ☐ Shut down the Touch Writer and printer (see step-by-step instructions starting on next page).

Shutting Down the Touch Writer

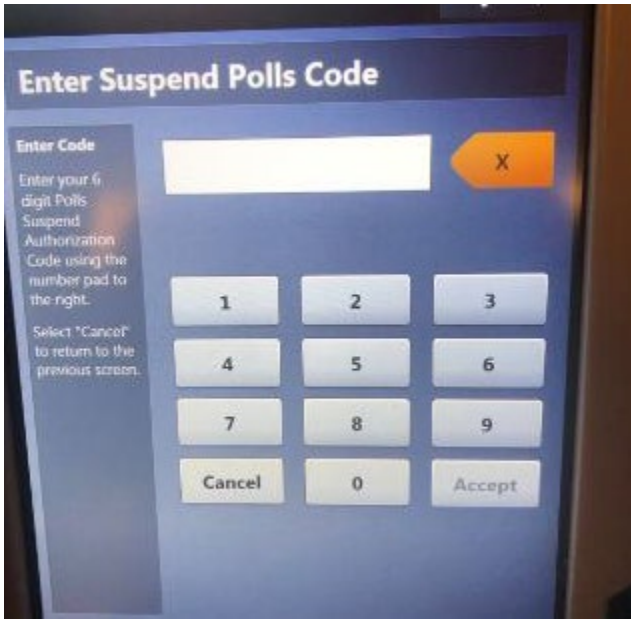
☐ Press the blue poll worker button on the back of the Touch Writer.

☐ Select menu at the top of the screen.

☐ Select Suspend Polls.

☐ Enter the Suspend Polls code **121923** and press Accept.

☐ The Suspend Polls report will print.



- ☐ Suspending the polls will take a couple minutes, please be patient.
- ☐ Print and sign 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 table bag.

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

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

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

☐ Lock the tablet in place with the blue key.

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

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

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

☐ Replace the storage compartment cover.

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

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

☐ Unplug the headphones from the Accessible Controller and return the headphones to the clear Touch Writer supply bag.

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

☐ Loosen the lid brace on the Touch Writer cover and close the cover.

☐ Using the key with an orange cover, lock the case.
☐ Obtain a seal from the Inspector to seal the handle of the Touch Writer. Update the Security Log.
☐ Reaching under the Touch Writer table, pull the metal latch toward you to unlock the Touch Writer from the table.

☐ Grasping the handles, lift the Touch Writer up and away from the Touch Writer table.

☐ Place the Touch Writer on the equipment caddy.

- ☐ Disassemble the Touch Writer table. Lay the table on a flat surface, top down. **Two people are required to disassemble the table.**
- ☐ Remove each of the front leg extensions by pressing in the button on the legs.
- ☐ Remove the rear leg assembly by pressing in the buttons on the legs.
- ☐ Grasp the handle on the leg with the arrow and move it in the opposite direction of the arrow.
- ☐ Attach the bungee cords around the legs and attach to the hook on the underside of the table.
- ☐ Place all items inside the Touch Writer table bag.
- ☐ Place the Touch Writer bag onto the equipment caddy.

- ☐ Turn off the laser printer.

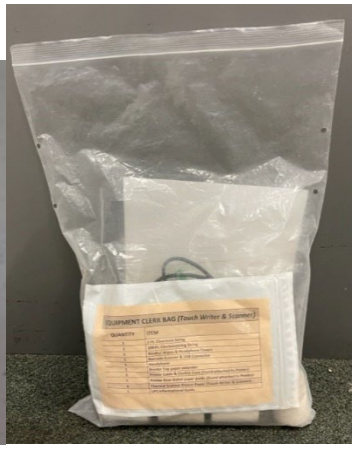
- ☐ Unplug the UPS from AC Power. Make sure the power cord is fully inside the caddy.
- ☐ Leave all cords and cables connected to the printer and coil the cords behind the printer on the equipment caddy for transportation.
- ☐ Return the equipment keys to the Inspector.
- ☐ Re-pack Provisional Clerk supply bin and return to the equipment caddy.
- ☐ Assist with poll place clean up, taking down signs, posters, and voting booths.
- ☐ Sign required forms as requested by the Inspector.

Touch Writer Troubleshooting Guide

Error Message	Probable Cause	Solution
Battery not present	Battery is missing from the tablet	Contact ROV Office at 784-3375 and the Roving Inspector.
Battery power is running low	Touch Writer is running on battery power.	Connect the 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 Touch Writer.
Access Controller won't work		Check that the headphones are connected to the left port and other assistive devices to the right port. Restart device if issue persists.
Device won't power on	Battery may be missing or discharged. AC power is not connected properly	Check AC power connections Check/replace battery
Headphones do not work	Headphone jack may not be seated properly in device	Check headphone jack
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 – Touch Writer or Ballot Scanner

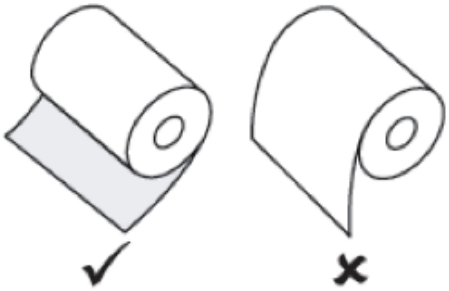
Locate the spare roll. Spare rolls are in the Touch Writer supply bag.



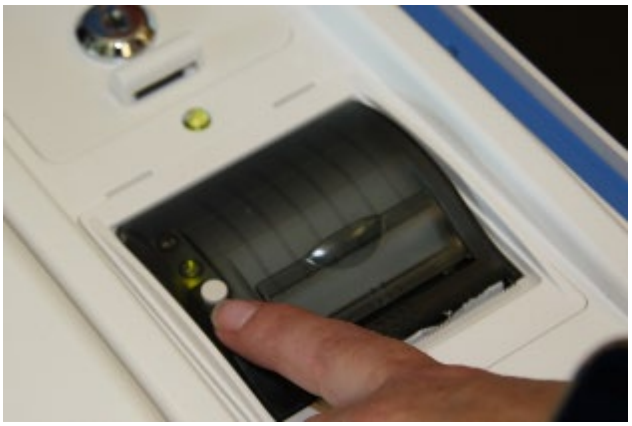
☐ Pull up the small piece of plastic over the printer.

☐ 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.

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Appendix A: Poll Worker Forms

Ballot Statement and Certificate of Performance

SOLANO COUNTY | **December 19, 2023, Vacaville USD TA 6 Special Election**

BALLOT STATEMENT

1. Number of voters from the eRoster Certified List
2. Number of signatures from the Back-up Paper Roster (Enter 0 if none) +
   *These signatures are not on the eRoster Certified List.
3. Total Signatures =
4. Number of voted ballots from the Ballot Scanner
   4a. Number of sheets from Ballot Scanner _____
5. Number of Uncounted ballots (Enter 0 if none) +
   These are marked ballots that could not be scanned by the Ballot Scanner
   5a. Number of white Change of Address Envelopes _____
6. Total Voted Ballots =

This Certificate of Performance is for precinct(s): 46180, 49780
for the December 19, 2023, Vacaville USD TA 6 Special 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 ALL 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

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

State of California
County of Solano

Oath of Election Officer

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

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 poll board member for the poll place for the election.

Inspector	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.**

We, the undersigned precinct board members, hereby certify that:

Elections Code 14107

- 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

Payroll Form

POLL WORKER PAYROLL FORM FOR DECEMBER 19, 2023

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	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

S:\ELECTIONS\2023 09 Vacaville USD TA 4 Vacancy\Binders\Inspector\Certificate of Packing Payroll Form September 12 2023.docx Revised 06/2023

County of Solano
Registrar of Voters

Roving Inspector Payroll Form

For the Vacaville USD Special Governing Board Election
on Tuesday, December 19, 2023

I certify that I am entitled to compensation for personal services rendered at this election.

Title	Signature	Print Name	Mailing Address (Include City & Zip)	Check if County Employee
Roving Inspector				

Fee	$ 150.00
Mileage	Miles __ X $0.655 = $ _____
TOTAL	$

PLEASE PLACE THIS FORM ALONG WITH THE POLL PLACE REVIEW FORMS IN THE WHITE DOCUMENT RETURN ENVELOPE OF THE LAST LOCATION YOU ARE AT.

Revised 9/2023

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.

Print or type. See Specific Instructions on page 3.

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)

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)

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

S:\ELECTIONS\2016 November General Election\Poll Worker Supplies\Poll Worker Forms\Forms Approved for Printing\Poll Worker Feedback Form.docxRevised 0/2016

Provisional Voter Log

Election Code 14310-14311

Provisional Voters Sign-In Sheet Precinct _____

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

	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.			

Page 1 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, & languages checked.
			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 at curbside.
			Equipment
			Ballot Scanner set up & in working order.
			Poll pads set up and connected to MiFi.

			The UPS is plugged into the wall and turned on.
			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?

Security Log Page 1

SOLANO COUNTY | REGISTRAR OF VOTERS

Poll ID:

SECURITY LOG REPORT
Page 1 of 2

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		
EROSTER 04		
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		

Solano County Registrar of Voters - Last modified 09/13/2018

Security Log Page 2

SOLANO COUNTY | REGISTRAR OF VOTERS

Poll ID:

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		
EROSTER 04		
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		

Solano County Registrar of Voters - Last modified 09/13/2018

Appendix B: 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
- Public housing 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 2022)

- 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

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 all 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.

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”)

Physical Distancing (8.5”x11”)

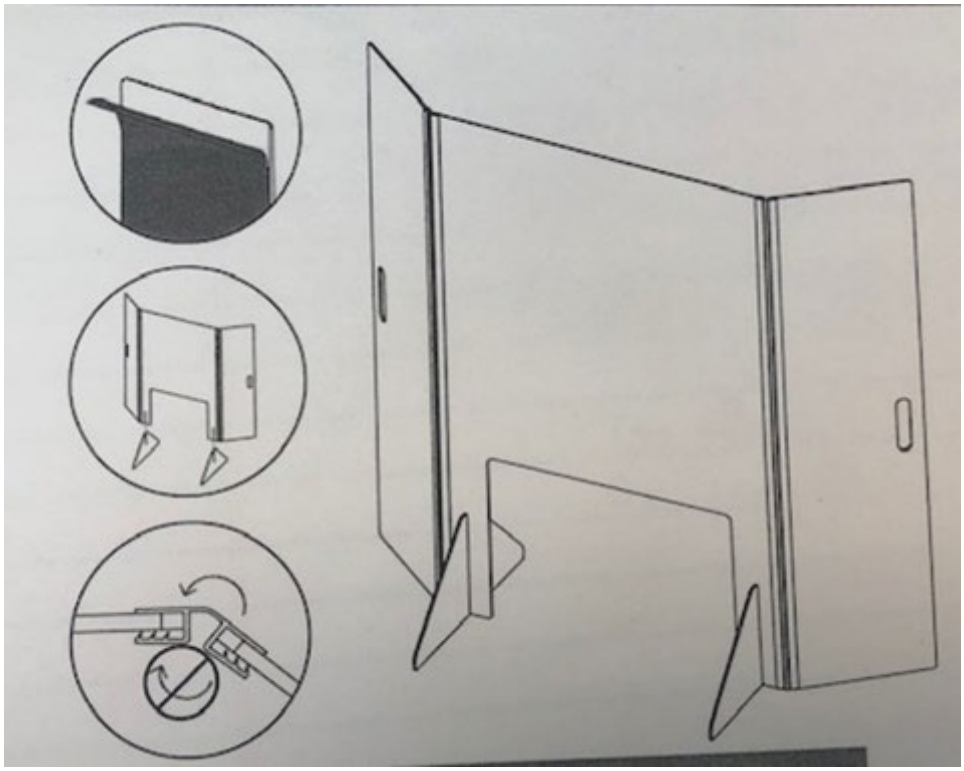
Use Hand Sanitizer upon Entry/Exit (8.5” x 11”)

Discard Pens and Secrecy Sleeves (8.5”x11”)

Curbside Voting Sign (placed outside)

Appendix E: How to Set Up a Sneeze Guard

Sneeze guards should be placed at the front of each table.

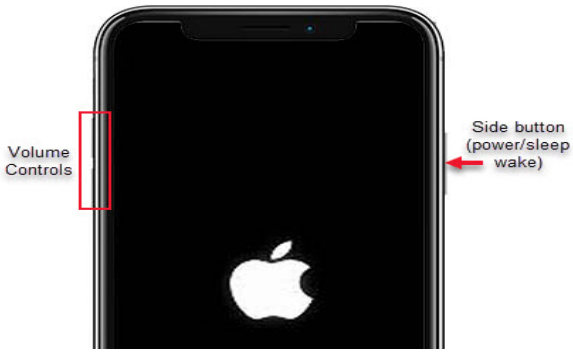


1. Unbox sneeze guard.
2. Unfold shield assembly.
3. Peel protective film from shield assembly and feet.
4. Slide on the two (2) shield feet.
5. Set sneeze guard on table near where voter would approach.
6. Repeat for all eRoster, Ballot, and Provisional Clerk tables.

Appendix F: iPhone Instructions

Inspector Basic iPhone Operation Instructions

Turning on iPhone



- ☐ Press and hold down the power button on the right side until the Apple logo appears.

Placing a call

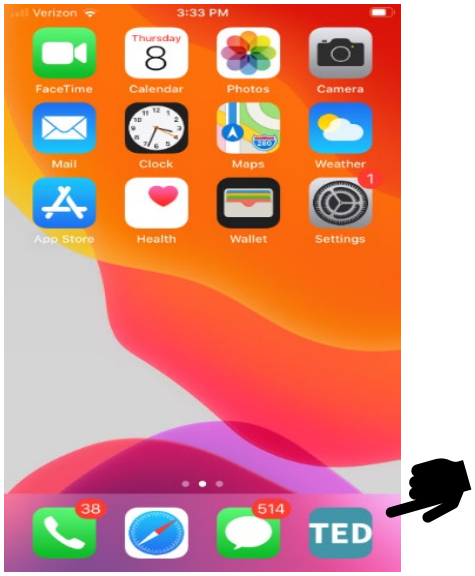
- ☐ Click on the Green phone icon in the lower left corner and tap the "keypad" button at the bottom of the screen with the grid symbol above it and type the number into the keypad.

- ☐ Click the green phone icon to place the call and return to home screen when finished by pressing the home button.

Inspector TedMobile Instructions for the iPhone

1. Tap the home button and tap the “TEDMobile” app.

Allow the app to know your location.



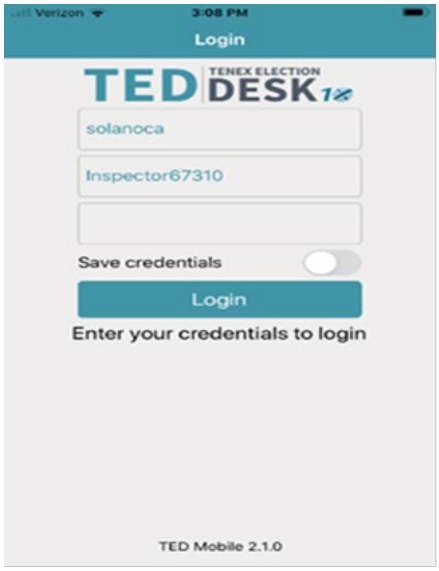
2. Log into TedDesk

Customer ID: Solanoca

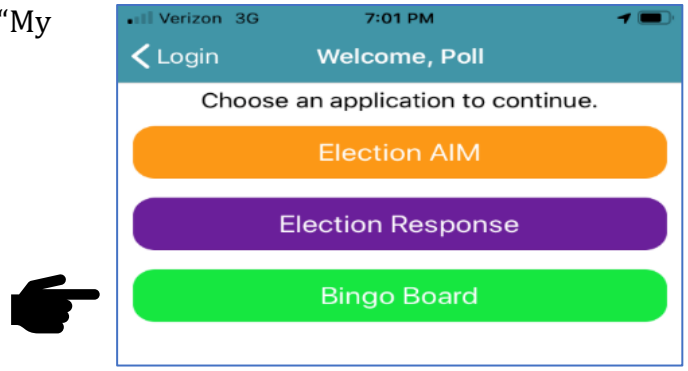
Username: <u>Inspectors use:</u> “Inspector” + Poll ID. (Poll ID can be found on the cover sheet of your inspector binder, or the top of your payroll sheet)

<u>Roving Inspectors use:</u> “Roving” + the ending digits of the IP number on back of phone

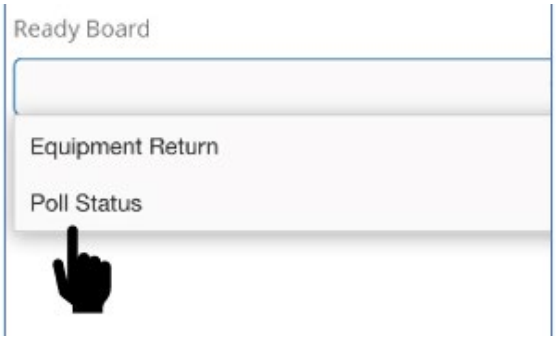
Password: elections



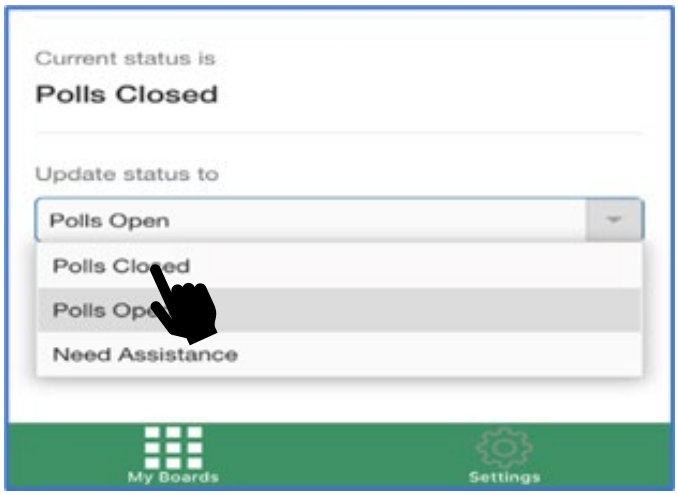
3. Tap “Bingo Board” followed by “My Boards”

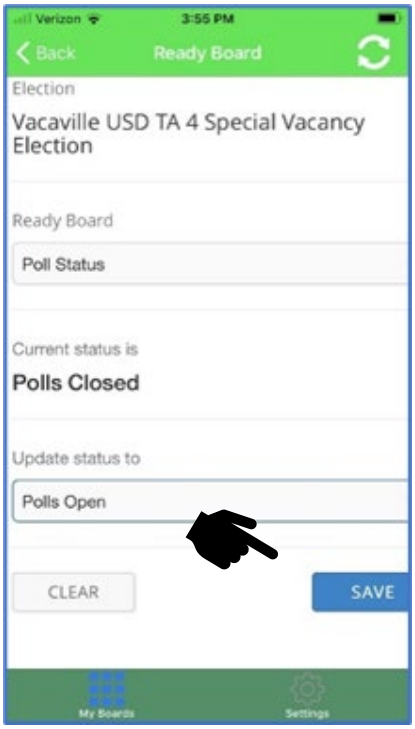


4. From the ready board drop-down menu, select “poll Status”



5. From the “update status” menu, select “polls open” when ready and tap the blue save icon.





Appendix G: 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 a 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