

POLL WORKER MANUAL



**SAN FRANCISCO
ELECTIONS**

**SEPTEMBER 14, 2021
CALIFORNIA GUBERNATORIAL
RECALL ELECTION**

About this Manual

First, thank you in advance for devoting valuable time and energy to poll worker service this Election Day! You will play an essential role in our democratic process, maintain the integrity of San Francisco's voting procedures, and instill confidence in the outcome of the election.

This manual is designed to help you reach these goals, to efficiently carry out your duties, and to provide excellent service to voters. It is our hope that this manual will be equally useful to veteran poll workers, who have helped conduct other elections in the past, and new poll workers, who will serve voters for the first time on September 14, 2021. To successfully carry out your duties, you must read every chapter of this manual. Begin with the Table of Contents, which is color-coded to help you find the information you need as quickly as possible.

In Chapter 1, you will find information about your goals and duties as a poll worker, health and safety protocol, and tips on how to respectfully interact with and protect the rights of all voters. In Chapters 2-4, you will find information about specific procedures and job cards with step-by-step instructions for setting up a safe and accessible polling place, processing voters during voting hours, and securing and transferring ballots and results after the polls close. The last pages of this manual consist of an index and an appendix with essential forms as well as translated scripts for interacting with voters in languages other than English.

While San Francisco has made great strides against COVID-19, we still advise you to take health precautions while assisting voters on Election Day. If you are not fully vaccinated, you must wear a mask that covers your nose and mouth and everyone should wash their hands frequently, practice good hygiene, and keep voting areas clean and well-ventilated.

As you are reading this manual, please take notes and submit questions by calling (415) 554-4395 or emailing pollworker.communication@sfgov.org. We are committed to supporting you throughout the election cycle and look forward to assisting you in any way possible.

We thank you again for your diligence and hard work, and sincerely hope you will enjoy helping San Francisco voters participate in the upcoming election!

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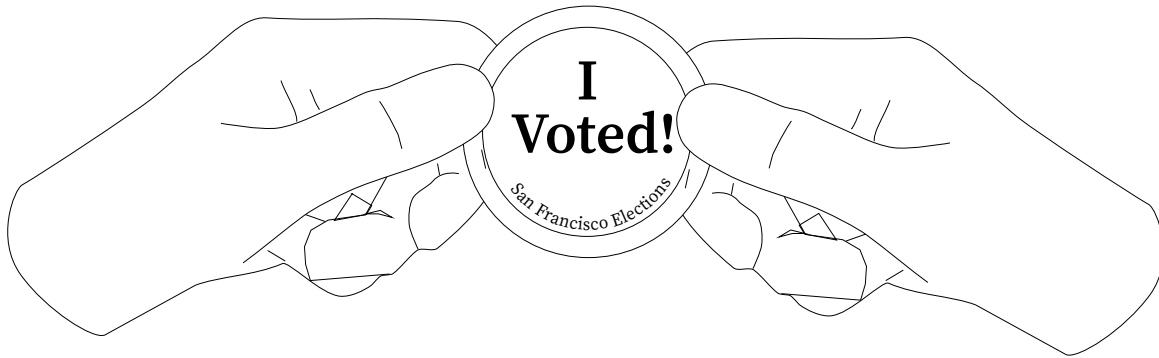
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CHAPTER 1

ELECTION FUNDAMENTALS

1. Election Fundamentals



1.1 Essential Facts about this Election

A recall election provides a mechanism for the public to attempt to remove elected public officials from office before the end of their term of office. A recall election occurs when a certain number of voters have signed a recall petition within a specified amount of time.

Pursuant to recall rules, the Secretary of State approved a petition to recall Governor Newsom on June 10, 2020 and announced petitioners had collected the requisite number of signatures on April 26, 2021. Then, on July 1, 2021, Lieutenant Governor Kounalakis set September 14, 2021 as Election Day.

For the September 14 election, the Department of Elections will mail ballots to all registered local voters approximately one month before Election Day, open its City Hall Voting Center on August 16, and operate all 588 polling places on Election Day.

San Francisco's recall ballot will present only one contest—the gubernatorial recall contest. This contest will have two parts:

Part One. The first part will ask, "Shall GAVIN NEWSOM be recalled (removed) from the Office of Governor?" If most voters select "Yes" in this first part, then Governor Newsom will be removed from office; if most voters select "No" in this first part, then Governor Newsom will remain in office.

Part Two. The second part will list the names of replacement candidates and provide a space to select a write-in candidate. If Governor Newsom is recalled, the replacement candidate with the most votes will replace him as governor.

Voters may vote in only the first part, in only the second part, or in both parts of the recall contest.

1.2 Poll Worker Mission

Your mission on Election Day, September 14 is to help the Department of Elections conduct a free, fair, and functional election in San Francisco.

In a *free* election, poll workers ensure all polling places are welcoming, neutral places where every voter can safely cast a secret ballot.

In a *fair* election, poll workers offer voting resources and secure all ballots so every voter has an equal opportunity to have their voice heard.

In a *functional* election, poll workers read and follow all opening, voting, and closing procedures carefully and exactly.

1.3 Professional Standards

On Election Day, poll workers serve as official representatives of the Department of Elections. As such, you must act appropriately:

- Do not express your personal opinion about any candidate or measure on the ballot.
- Address voters by their full names and avoid pronouns such as "he," "she," and titles such as "Mr." and "Mrs."
- Be discreet, patient, and courteous with everyone. Dress in a manner that dignifies your important and official role.
- Do not use your cell phone for personal matters unless you are on break. Do not use a television or radio at any time.
- Remember to stay hydrated and to take your assigned breaks – break schedules are printed in Appendix 5.7 of this manual.

1.4 Health and Safety Procedures

If you served as a poll worker in the November 3, 2020 election, you may remember following a number of health and safety procedures on Election Day. Although some of these procedures have been eliminated or modified in response to the latest public health guidelines, it is very important to follow those that remain.

As a poll worker, you are likely to come into contact with many individuals on Election Day, some of whom will be at higher risk of contracting COVID-19 than others. To protect everyone, remember to follow all protocols and contact the Department of Elections with any questions you have as soon as possible.

1.4.1 Public Activity Health Self-Screening

Before taking part in any public activity, including any in-person poll worker training class, poll worker lab, or Election Day service at a polling place, you must pass the Poll Worker Public Activity Health Self-Screening Checklist (see Appendix 5.9).

This checklist will be mailed to you along with your Polling Place Assignment Confirmation Letter and posted in your online Poll Worker Profile at sfelections.org/pw/profile.

If you do not pass the health screening, do not report to any lab, or, on Election Day, your polling place. Instead, call (415) 554-4395 as soon as possible.

1.4.2 Facial Covering Protocol and PPE

As required by the latest health guidance, all individuals, vaccinated and unvaccinated, must wear a mask in indoor public settings at all times.

To mitigate the transmission of COVID-19 and to protect the health and safety of all voters, poll workers, observers, and the general public, it is vital that you wear a facial covering at all times while inside your polling place and offer face masks to voters who do not have them. Voters who choose not to comply with the use of facial covering, must still be allowed to vote. (See What If section on page 65 for how to assist non-compliant voters).

Everyone at every polling place will have access to face masks, hand sanitizer, and gloves. Poll workers are also welcome to bring and wear their own face coverings (no text or logos),

We will continue to closely monitor official COVID-19 related guidance and will make revisions as necessary to ensure polling place protocols continue to be in line with that guidance. If any of the rules change, you will be notified via a letter and email.

1.4.3 Physical Distancing and Site-Specific Plans

For this election, your polling place will have a Site-Specific Plan (SSP), which will include special instructions for your polling place, such as custom layout diagram, and instructions on how to unlock the site, how to prop open doors, where to find electrical outlets or light sockets, etc.

If your polling place has facsimile ballots, the SSP will also list the languages in which these have been provided at your site.

While physical distancing requirements have rescinded, polling places must still be setup to give voters using wheelchairs or other mobility aids a clear path of travel and turning space (no less than 5 feet) in front of all election tables, voting booths, and voting equipment. You must also continue to respect the right of every voter to cast a secret ballot privately and independently, free of any interference or intimidation.

The SSP for your polling place will be posted in your online Poll Worker Profile at sfelections.org/pw/profile along with your polling place assignment information by August 31. Please review your site's plan in advance of Election Day.

1.4.4 Cleaning Procedures

All poll workers share the responsibility of keeping their polling places clean, tidy, and comfortable. Your Greeter Table Supplies Box will contain hand sanitizer, wipes, gloves and masks, which may be used for cleaning or provided to any voters who request them. You can also minimize contaminants at your polling place by regularly cleaning your hands and keeping the room well-ventilated.

The Inspector and Field Election Deputy will share responsibility for ensuring that your polling place maintains an adequate stock of cleaning and PPE supplies.

1.4.5 Public Health Notices

On Election Day, every polling place will be supplied with multilingual signs explaining San Francisco's current COVID-19 related rules. These notices will also let all voters know that masks, gloves, and hand sanitizer are available and encourage unvaccinated voters to get vaccinated. Please familiarize yourself with these public health notices prior to reporting for service on Election Day (see Appendix 5.1).

1.5 Continuing Practices

For the September 14, 2021 election, the Department will maintain several voting practices introduced in the November 2020 election. These are described below.

1.5.1 Universal Vote-by-Mail Ballot Mailing

All registered San Francisco voters will again automatically be mailed ballots for the September 14 election. Any voter may drop off their vote-by-mail ballot, or, if so authorized, the ballot of another voter, at any polling place or ballot drop-off station.

1.5.2 Greeter Table

The poll worker team at most polling places will be made up of a Greeter Clerk, an Election Table Clerk, a Ballot-Scanning Machine Clerk, and an Inspector. During opening, poll workers will need to set up the greeter table by the entrance and secure the red ballot box to the table so that it is ready for voters by 7 a.m.

The Greeter Clerk will be stationed at the entrance table during voting hours to assist with vote-by-mail ballot drop-offs, safeguard the red ballot box, and provide health and safety supplies to voters and observers who request them.

1.5.3 Black Provisional Ballot Bag

To free up room in the red ballot box for vote-by-mail ballot drop-offs, all provisional voters in this election will deposit their provisional envelopes into the Inspector Bag (a.k.a., the "black ballot bag"), which will be set up at the election table inside the polling place.

1.5.4 "VBM Received" Roster Notes

The roster at each site will identify voters who returned their vote-by-mail ballots to the Department of Elections before Election Day with a "VBM Received" note.

Every person listed in the roster with a "VBM Received" note must vote provisionally so the Department can review their voting history before processing the ballot.

Anyone listed in the roster without notes may vote a standard (non-provisional) ballot even if they do not surrender their vote-by-mail ballot.

1.6 Election Security

1.6.1 Physical Protection

From the moment your team unlocks the door of your polling place until the moment you transfer custody of ballots and other vital elections materials to Deputy Sheriffs and Municipal Transportation Agency (MTA) officers after the close of the polls, you must work together to protect the integrity of the election.

A key component of protecting the integrity of any election is the safeguarding of vital election materials. Such materials include ballots, the roster, voting equipment, and memory cards containing vote count data. Your team may need to remind members of the public to refrain from touching or looking at other people's ballots (someone may do so only if a voter has specifically requested assistance), attempting to troubleshoot voting equipment issues, or tampering with any security seals.

Any and all troubleshooting must be performed only by those people specifically authorized by the Department of Elections to provide technical or logistical assistance. All authorized personnel will be carrying Department identification badges.

1.6.2 Creating a Public Record

One of your main responsibilities as a poll worker is to watch and bear witness to the electoral process. Therefore, if anything unusual happens with the voting machines or other vital election materials, you must immediately notify the Election Center, 1-800-554-9934, to obtain official direction on how to proceed.

In addition to watching over and protecting materials at your site, your team will create an official public record of all voting activities at your polling place by completing or generating the following documents on Election Day:

1. Ballot-Scanning Machine Zero Vote Report, to be printed before the polls open;
2. Ballot-Scanning Machine Total Votes Cast Report, to be printed after the polls close;
3. Posted Ballot Statement, to be completed after the polls close, itemizing how all types of ballots were processed at your polling place;
4. Security Seals Sheet, which Inspectors use to keep track of security seals on the voting equipment;
5. Custody Transfer Form, which Department staff, poll workers, and election results collection officers use to create a paper trail documenting the possession of vital election materials before, during, and after Election Day.

1.7 Election Day Roles

Many visitors – voters and observers – will stop by your polling place throughout Election Day. To assist these visitors and accomplish your Poll Worker Mission, you must work together, understanding and respecting one another's official roles:

Polling Place Team:

- The Inspector oversees voting site operations, leading 3-4 clerks in opening, voting, and closing tasks. The Inspector also brings supplies such as ballots and the roster.
- Clerks assist with setting up in the morning, processing voters throughout the day, and organizing supplies at closing. Sometimes, a clerk will need to serve as a temporary Inspector.

Field Support Team:

- Field Election Deputies (FEDs), each assigned to oversee 7-9 polling places, roam their territories to deliver back-up supplies and provide assistance and advice.
- District Support Drivers (DSDs) and Voting Systems Technicians (VSTs) also roam to provide voting equipment technical support and resolve facility issues.
- Deputy Sheriffs and MTA officers visit every site after the polls close to retrieve election results and ballots for transfer to the Department of Elections. Poll workers must stay at the polling places until both custody transfers are complete.
- The Election Center, staffed with telephone operators and stationed at City Hall, coordinates with poll workers across the City to answer questions and assist in resolving issues throughout the day.

1.8 Voter Rights

In a free, fair, and functional election, poll worker teams work together to provide welcoming and safe polling places where voters are able to cast their ballots free of interference and intimidation.

1.8.1 Voter Bill of Rights and Language & Accessibility Resources

The Voter Bill of Rights (see the back inside cover) guarantees voters of all backgrounds are treated fairly. When setting up for opening, be sure to post the Voter Bill of Rights posters near the entrance and inside your polling place.

The Language and Accessibility Resources sign lists the languages spoken by poll workers as well as the accessible resources available. **Be sure to update the sign with languages spoken at your site and place it prominently on the election table.**

1.8.2 Observers and Media

Members of the media and advocacy organizations may visit your site to confirm all notices are in place and observe voting activities. You must accommodate observation as long as voters can continue cast their ballots without intimidation or interference, keeping in mind these rules:

- Observers may inspect, but not mark or remove, official documents such as rosters and street indices.
- Observers may observe voting activities, but cannot sit at the election table, process voters, or look at marked ballots.
- Media and organizations may conduct exit polling and surveys, provided they do so at least 25 feet from the polling place.
- Use of cameras in polling places is limited. Voters may take "ballot selfies," but cannot photograph others or cause disruptions.
- If you are uncertain whether a certain activity is allowed, call the Election Center, 1-800-554-9934, to seek advice.

1.8.3 Electioneering Prohibited

Any visible or audible advocacy for or against any candidate or measure on the ballot or any soliciting of petition signatures within 100 feet of a polling place constitutes a type of illegal election interference called "electioneering."

Examples of prohibited electioneering activities within 100 ft of the voting area include:

1. Wearing a garment, sticker, or pin showing support or disapproval for any contest on the ballot – If anyone does this, explain the rule and politely ask the wearer to remove or cover the campaign item.
2. Speaking to any voter about how to mark their ballot – If anyone does this, explain the rule and politely ask them to refrain from speaking to voters.

3. Distributing or posting political literature or materials related to issues on the ballot – If you can reach signs posted within 100 ft, please remove them; politely escort any distributors beyond the 100 ft boundary.
4. Broadcasting information about any contest on the ballot (for example, a loudspeaker on a truck) – If anyone is doing this, try to remind them of the rules or, if that fails, contact the Department for assistance.

Please be aware that while voters and visitors cannot engage in electioneering, they will retain the right to express general political opinions, both in speech and in print, as long as these are not related to candidates or measures on the ballot and they do not interfere with voters or cause disruption.

Always remain composed and diplomatic when asking someone to stop electioneering. Do not put yourself or others in harm's way. If your team is unable to resolve an electioneering issue, call your Field Election Deputy or the Election Center, 1-800-554-9934, for assistance.

1.9 Language Resource Laws

San Francisco is a city rich in diversity with thousands of voters who prefer to receive election information and assistance in languages other than English. A combination of federal, state, and local laws require the Department of Elections to provide translated materials and resources in specified languages. As a poll worker, it is essential you become familiar with these resources and let voters know they are available.

1.9.1 Translated Materials

All signage, printed materials, and official ballots at polling places are available in Chinese, Spanish, and Filipino, in addition to English. In specific neighborhoods, facsimile (reference) ballots will also be available in Burmese, Japanese, Korean, Thai, and Vietnamese, as noted on the Language and Accessibility Resources sign.

By law, your team must clearly display translated materials during voting hours and offer language resources to all voters. If a voter has a language preference note in the roster, be sure to issue voting materials in that language.

1.9.2 Bilingual Assistance

Many polling places will have bilingual poll workers. **By law, poll workers must wear nametags indicating the languages they speak; these languages must also be clearly indicated on the Language and Accessibility Resource sign.**

If a bilingual poll worker does not show up on Election Day, call the Election Center, 1-800-554-9934, to request a replacement. If no poll worker on site speaks a voter's language, call (415) 554-4375 to ask for interpreting services (available in over 200 languages), and use the translated scripts printed in Appendix 5.5.

1.9.3 Communication Tips

When interacting with voters with limited-English proficiency, try the following tips:

1. If you have difficulty understanding a voter's name, or any other key information, ask the voter to write it down.
2. Physically present the translated resources available at your polling place.
3. Remember to speak more slowly rather than more loudly, and use short phrases. Avoid acronyms and idioms.
4. As necessary, ask another poll worker to cover your tasks while you patiently help a voter who needs language assistance.

1.10 Accessible Voting and Services

To meet the needs of all voters and comply with applicable accessibility laws, every polling place will be provided with accessible voting equipment and tools. As a poll worker, it is essential you become familiar with these resources.

1.10.1 Accessible Pathways

Some voters may utilize mobility aides that require a wider path. When setting up your voting area on election morning, be sure to allow for a clear path between the election table, the voting booths, and both voting machines. (Your team will have a measuring string and diagram to set up your site.)

Most San Francisco polling places have accessible entrances. Be sure to post the "Vote Here" sign and directional signs outside the polling place, directing voters towards the accessible entrance if it is separate from the main entrance.

1.10.2 Ballot-Marking Device

On election morning, you will set up an accessible ballot-marking device that allows any voter to navigate, mark and print a ballot using an audio or touchscreen format. The ballot-marking device has a braille-embossed keypad and a set of headphones, and is compatible with assistive technology, including sip-and-puff devices, and head-pointers.

1.10.3 Accessible Voting Tools

On Election Day, voters may use chairs for seated voting as well as wheelchair accessible voting booths. Other accessible voting tools include optical sheets to magnify the print on paper ballots and pen grips to make marking paper ballots easier. Your team must place these tools on the election table so that any voter can easily access them.

1.10.4 Curbside Voting

If a voter is unable to enter a polling place, the voter may request curbside voting. In such a situation, you will need to bring voting supplies to a voter who opts to stay in the car or vote outside on the sidewalk. If a voter requests curbside service assistance, refer to Job Card 6 on page 63.

1.10.5 Personal Assistance

Every voter has the right to vote privately and independently but can specifically ask someone else to help them mark their ballot. This is allowed as long as the assistant is not the voter's employer/agent or the voter's union representative.

If a voter asks anyone else to help them vote, fill out the Assisted Voters List in the roster and remind the assistant of all of the following rules:

- Let the voter make all decisions alone – do not make decisions for the voter.
- Do not guess what the voter wants – leave some contests blank if necessary.

- Do not try to influence the voter – you can only provide physical assistance.
- Do not reveal the voter's choices to anyone – their choices must be kept secret.

1.10.6 Interacting with Voters with Disabilities

Good manners apply when interacting with any voter who enters your polling place.

Do not assume a voter does or does not have a disability. Keep in mind that disabilities can be physical, psychiatric, intellectual, developmental, etc.

When interacting with voters, keep the following rules in mind:

1. Do not touch the voter unless the voter asks for support.
2. Do not touch the voter's mobility tool (e.g., cane).
3. Communicate directly with the voter, not the voter's companion.
4. Offer personal assistance, but do not insist on providing it.
5. Always ask how you may best assist rather than assuming.
6. Listen closely and follow the voter's specific instructions.
7. Use people-first language, e.g., say "person with a disability."
8. Be patient; do not finish the voter's sentences for them.
9. If you do not understand, ask the voter to rephrase or repeat.
10. If communication is difficult, try tools, such as pen and paper.
11. Do not leave the voter abruptly; explain where you are going.
12. If you are guiding the voter, point out obstacles along the way.
13. Do not distract or touch the voter's guide or service animal.

1.11 Preparing for Election Day

Make sure you are prepared to serve on Election Day! All poll workers should allocate time in their schedules to complete the pre-election tasks listed below.

- ☐ Complete the mandatory online training at sfelections.org/pw/profile. (If you do not have access to a computer, call (415) 554-4395 to schedule time to complete online training at City Hall.)
- ☐ Read this manual carefully. Call (415) 554-4395 with any questions.
- ☐ Know your Election Day assignment. You may confirm the assignment at sfelections.org/pw/profile or by calling (415) 554-4395.
- ☐ Plan your commute for election morning to make sure you can get to your polling place by 6:00 a.m.
- ☐ Get plenty of sleep, pack water, snacks, and warm layers for Election Day.
- ☐ Complete the Poll Worker Public Activity Health Self-Screening Checklist.

Additional tasks to be completed by Clerks:

- ☐ If you would like to attend an in-person hands-on practice with the voting equipment, call (415) 554-4395 to sign up.
- ☐ Confirm your assignment and Election Day start time with your Inspector.

Additional tasks to be completed by Inspectors:

- ☐ Attend an in-person hands-on practice with the voting equipment and pick up your Inspector Bag with ballots and supplies afterward.
- ☐ Contact each of your clerks to confirm assignments and start time.
- ☐ Notify the Department if any clerk has become unavailable.
- ☐ Confirm your assignment and talk to your Field Election Deputy.

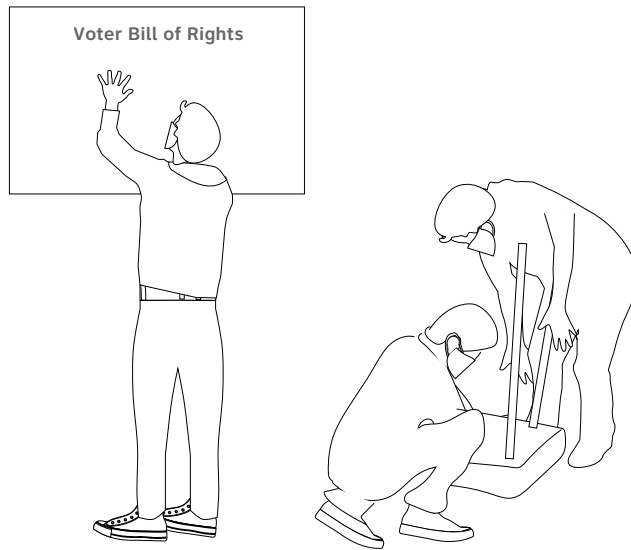
Please remember the fundamentals outlined in this first chapter, and refer to them as necessary as you fulfill your duties on Election Day.

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CHAPTER 2

POLLING PLACE SET-UP

2. Polling Place Set-Up



2.1 Getting Started

No later than 6:00 a.m. on Election Morning, your team will need to begin setting up your polling place. By law, all voting equipment, materials, and signage must be ready for voters when the polls open at 7 a.m.

Inside your polling place, you will find voting equipment, voting booths, tables, chairs, a Red Box, signage, and various supplies. The Inspector will bring ballots, the Site-Specific Plan, and other voting materials. You must work together to set up large items and properly place small items.

2.2 Staying on Track

The Inspector will begin by distributing green Opening Job Cards (see pages 23-40) and copies of the Site-Specific Plan. Here is a timeline for completing opening tasks:

6:00 a.m. - Your team will begin with Team Job Card 1, working together to stage large items according to the layout diagram in the Site-Specific Plan.

6:10 a.m. - One clerk will use Clerk Job Card 2 to set up the election table and greeter table. Another will use Clerk Job Card 3 to post signs distribute nametags. The third will use Clerk Job Card 4 to set up the ballot-marking device. The Inspector will use Inspector Job Card 6 to set up the ballot-scanning machine, complete a security seal check, and initialize both the ballot-scanning machine and the ballot-marking device.

6:30 a.m. - Most or all of the clerk tasks should be complete. Clerks will begin working together to set up the voting booths using Team Job Card 5. The Inspector may still be working on Inspector Job Card 6, setting and initializing the voting equipment. Your FED will arrive approximately at this time to deliver additional ballots and roster pages.

6:45 a.m. - Your team should have completed all job card tasks and be ready for opening. The Inspector will update the Roster, perform a final check and make any necessary adjustments.

Call the Election Center at 1-800-554-9934 and refer to the What- If scenarios in this section if things do not go according to plan or if you have questions.

2.3 Referring to the Site-Specific Plan

While polling places come in many shapes and sizes, by law every voting facility must be accessible to voters, as discussed in Chapter 1: Election Fundamentals.

The Site-Specific Plan for your polling place includes a layout diagram that will help you and your team determine the correct placement of the large items at your polling place, including tables, chairs, voting booths, voting equipment, the black ballot bag, and the red ballot box.

The Site-Specific Plan for your polling place was designed to ensure voter privacy and accessibility, while allowing for efficient voter processing. It is important for all clerks to follow the layout as exactly as possible, using the string from the plastic supply kit to measure and ensure that there is a 5-foot turning space in front of signs, tables, voting booths, and equipment.

2.4 Updating the Roster and Accepting Extra Ballots

Prior to opening, the FED will deliver a green bag with extra ballots, supplemental purple roster pages listing voters who registered after the roster was printed, and supplemental orange roster pages listing voters who returned a vote-by-mail ballot.

It is essential that the Inspector updates the white pages of the roster by writing "VBM Received" under the names of all voters whose names appear in the orange pages. Updating the roster will alert the Election Table Clerk if a voter has already returned a vote-by-mail ballot. Voters who are listed on the orange page must vote provisionally.

After the Inspector has updated the roster, the Inspector will place the supplemental orange and purple roster pages in the back of the white pages of the roster.

The Inspector will also place the green bag with extra ballots under the election table; ballots can remain in the bag until they are needed.

2.5 Final Check

When all set up tasks are complete, the Inspector will conduct a final check.

The entire team will read and sign the Declaration of Poll Workers located in the roster and the Poll Worker Payroll Sheet.

Just before opening, the Inspector will distribute and review Voting Job Cards (and remind poll workers that state law requires them to wear their name tags at all times while processing voters).

At exactly 7 a.m., the Inspector will announce "The polls are now open!"

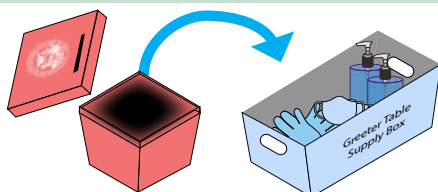
Team Job Card 1: Determining layout and placement of items

Promptly after everyone arrives at 6:00 a.m., the first team task will be to review the Site-Specific Plan layout diagram and stage large items.

Please allocate 5-10 minutes to complete tasks on this Job Card. By 6:10 a.m., all poll workers, including the Inspector, should have begun setting up using job cards 2-6.

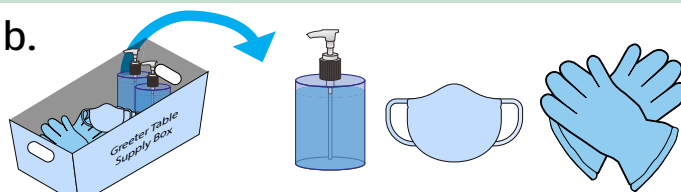
1. Distribute Health and Safety Supplies and Ventilate Room

a.



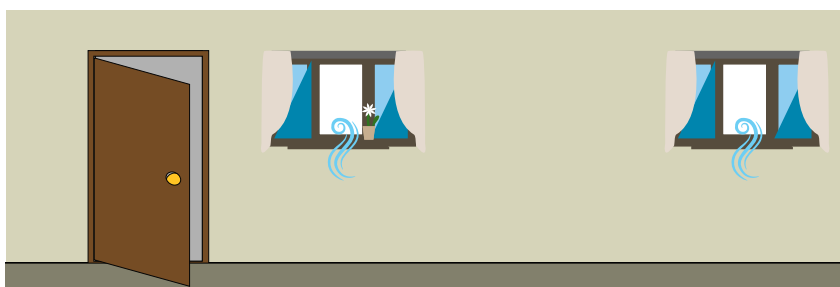
From the red box, remove the Greeter Table Supply Box with health and safety supplies.

b.



Remove any health and safety supplies that you prefer to use (hand sanitizer, face masks, and gloves are available).

c.

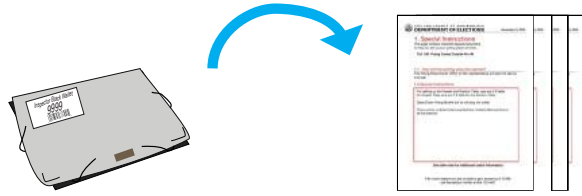


Prop open doors slightly and open windows, as appropriate, so that your polling place is well ventilated.

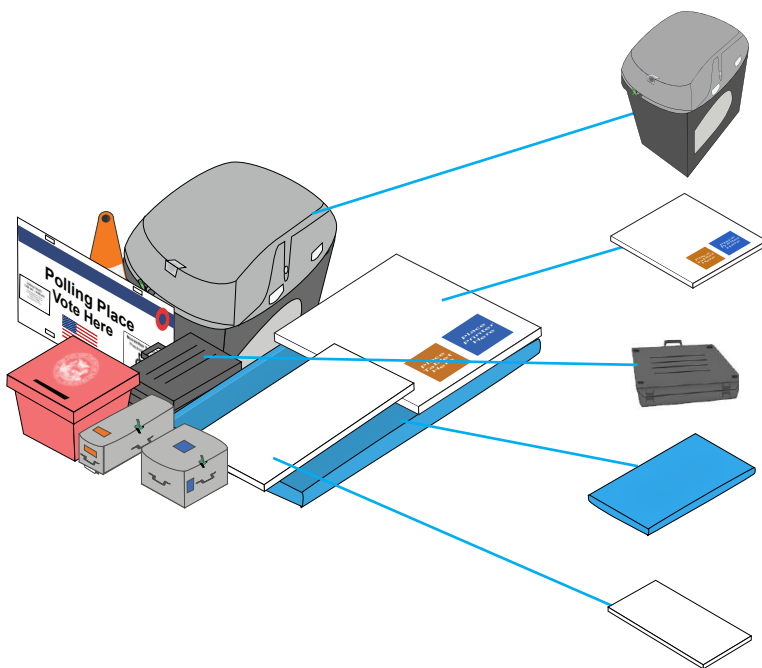
Team Job Card 1: Determining layout and placement of items

2. Review the Site-Specific Plan (SSP) layout diagram and stage large items.

a.



From the Inspector Folder, locate and distribute copies of the SSP and turn to the diagram.



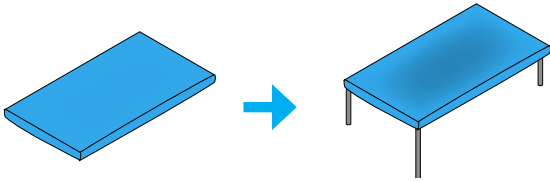
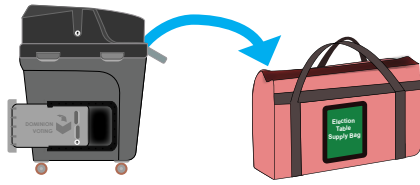
- b. Move the ballot-scanning machine to its location on the diagram.
- c. Move the white, 3-foot ballot-marking device table to its location on the diagram.
- d. Move voting booth cases to their locations on the diagram.
- e. Move the blue, 6-foot election table to its location on the diagram.
- f. Move the white, rectangular greeter table to its location on the diagram. *Depending on the size of your site, the greeter table will either be 4 or 6 feet long.

By 6:10 a.m., move on to job cards 2-6 to complete the setup.

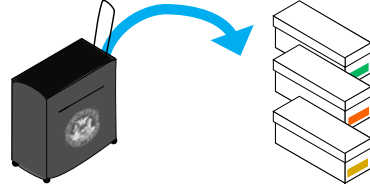
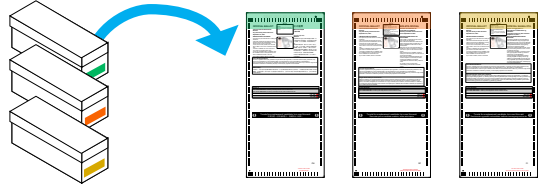
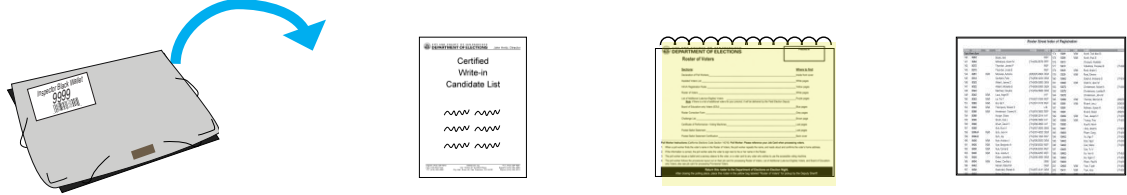

Clerk Job Card 2: Setting up election table and greeter table

Your initial tasks will be to 1) set up the election table, 2) organize election table supplies, 3) secure the Inspector Bag for ballots, 4) set up the greeter table, and 5) secure the red box for ballots. When you have completed these tasks, please move on to Job Card 5.

1. Set up the election table and gather supplies.

<p>a.</p>  <p>Unfold the blue, 6-foot election table, lock its legs into place, and set it upright.</p>	<p>b.</p>  <p>Remove the Election Table Supply Bag from the ballot-scanning machine's main bin (Inspector has key).</p>
--	--

2. Organize election table supplies.

<p>a.</p>  <p>From the Inspector Bag, remove all ballot boxes and place them on the election table.</p>	<p>b.</p>  <p>Place one of each type of ballot pad (EN/CH green pad; EN/SP orange pad; and EN/FI yellow pad) on the table; keep the remaining pads in the boxes and place boxes under the table.</p>
<p>c.</p>  <p>From the Inspector Folder, remove the write-in candidate list, roster, and one copy of the street index and place them on the table.</p>	
<p>d.</p>  <p>From the Election Table Supply Bag, remove ballot secrecy folders, Election Table Folder, Language and Accessibility Resources sign, pen cup, pens, pen grips, and page magnifier. (Leave voter registration cards in the bag.)</p>	

Clerk Job Card 2: Setting up election table and greeter table

e.

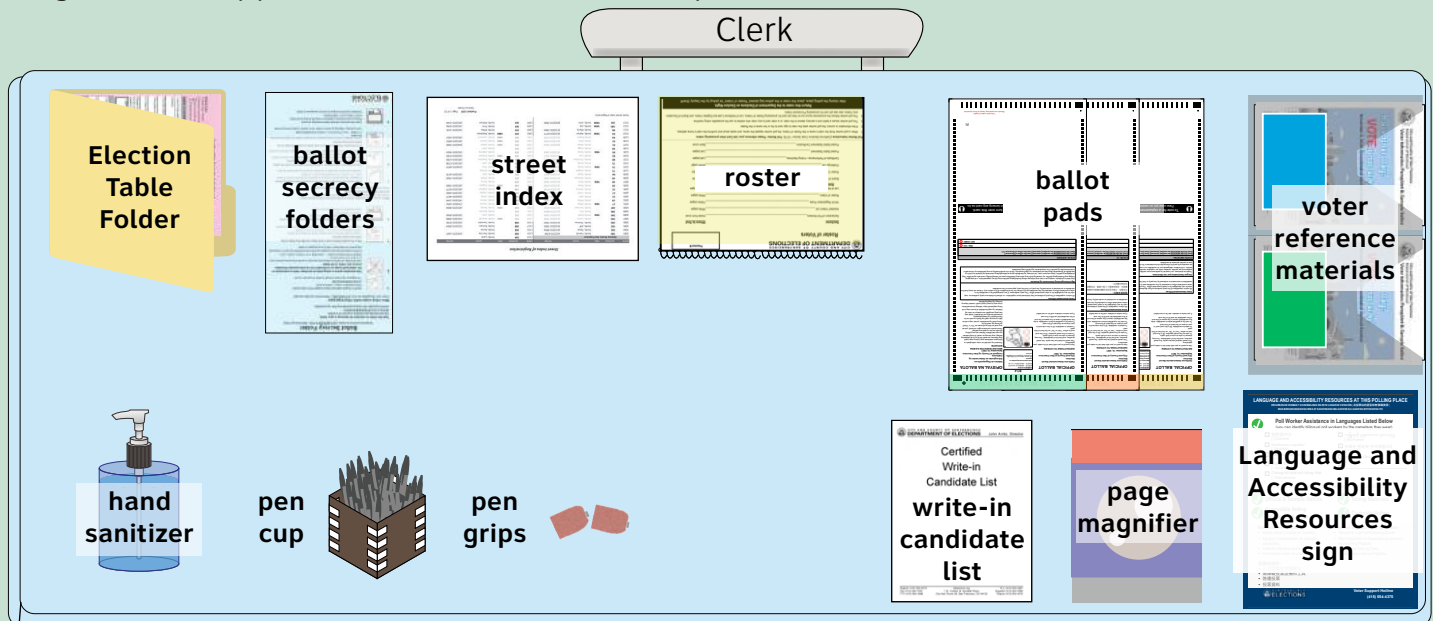


From the Election Table Supply Bag, remove one bundle of pink provisional envelopes (15 EN/CH, 5 EN/SP, 5 EN/FI) and place in Election Table Folder. Keep the remaining bundles in the bag.

f.

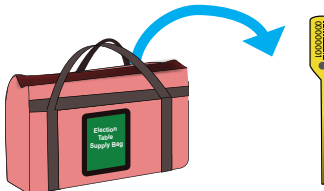


From the Election Table Supply Bag, remove plastic pockets with voter information guides, voter information pamphlets, and facsimile ballots (if your site has any) and place on the table. Organize all supplies on the election table as pictured:



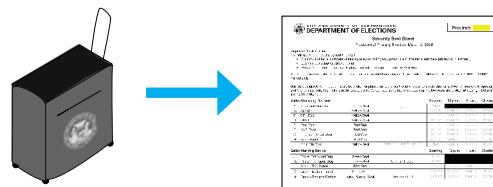
3. Secure the Inspector Bag for ballots.

a.



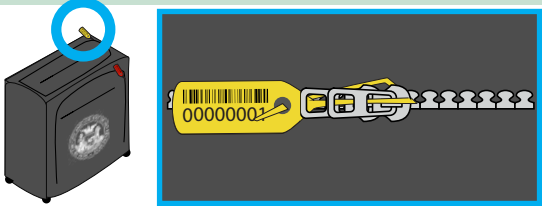
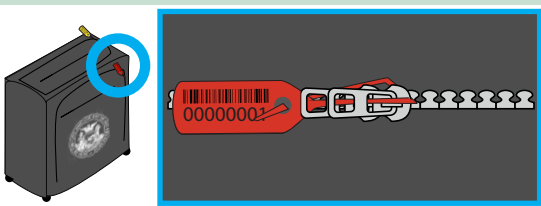
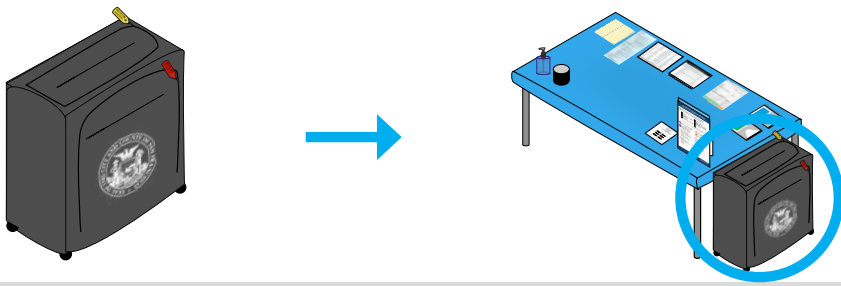
Remove a yellow plastic seal from the Election Table Supply Bag.

b.

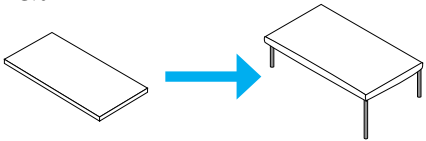
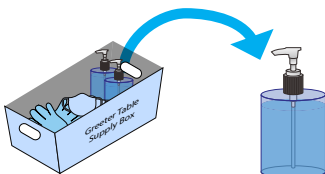
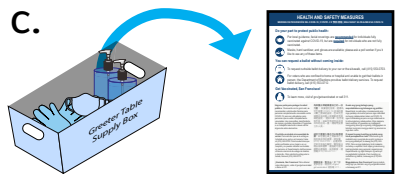


Confirm that the Inspector Bag is empty and ask all poll workers to sign line U of the security seal sheet (located in the Inspector Folder).

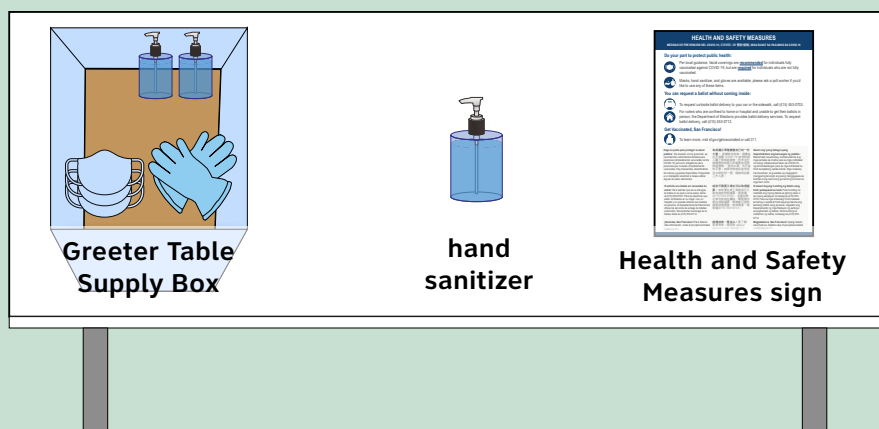
Clerk Job Card 2: Setting up election table and greeter table

<p>c.</p>  <p>Secure Inspector Bag zippers with the yellow seal and record the seal number on line Q of the security seal sheet.</p>	<p>d.</p>  <p>Locate and confirm that the red seal is intact on line R of the security seal sheet.</p>
<p>e.</p>  <p>Place the bag next to the election table, and confirm that the slot is unzipped and easily accessible for voters to drop in their provisional envelopes and the black ballot bag label is visible.</p>	

4. Set up the greeter table.

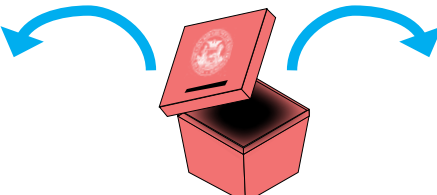
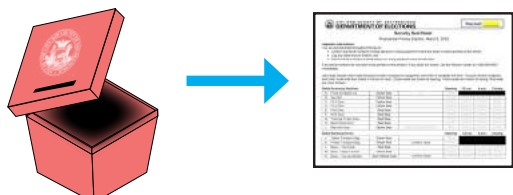
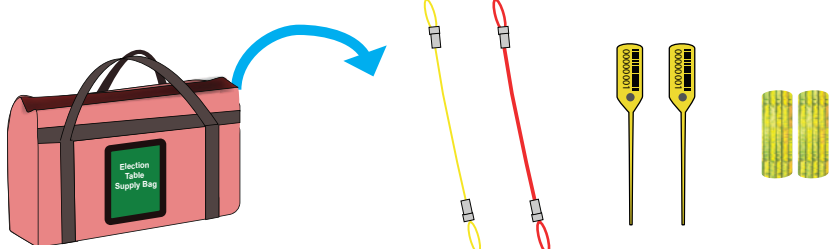
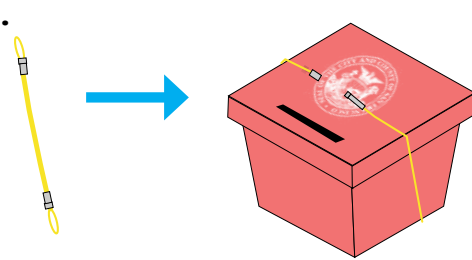
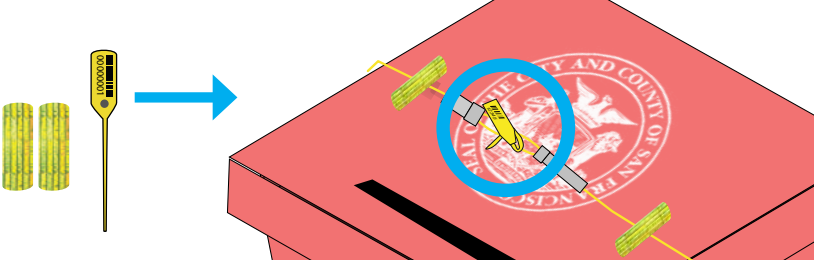

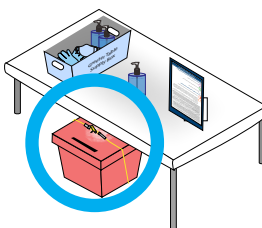
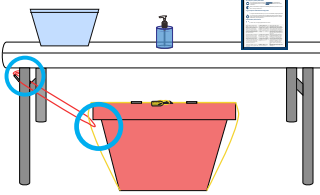
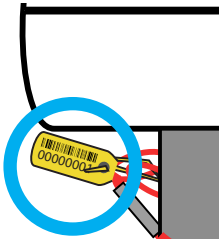
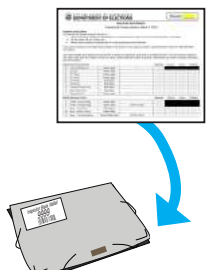
<p>a.</p>  <p>Unfold the white, rectangular greeter table, lock its legs into place, and set it upright.</p>	<p>b.</p>  <p>Place Greeter Table Supply Box on the table and remove one bottle of hand sanitizer.</p>	<p>c.</p>  <p>Remove the Polling Place Health and Safety Measures sign and place it on the table.</p>
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Organize all items on the greeter table as pictured:



Clerk Job Card 2: Setting up election table and greeter table

5. Secure the red ballot box.

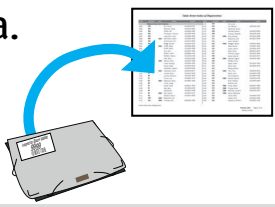
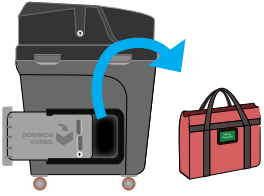

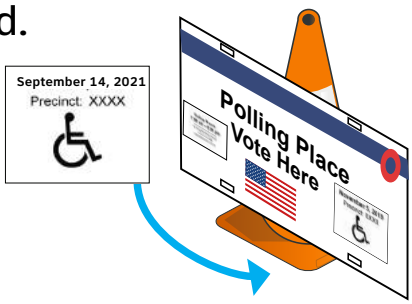

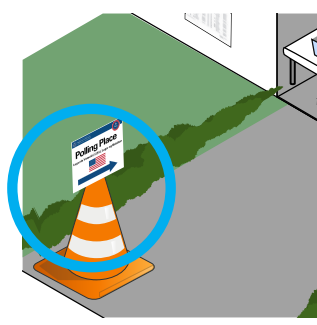
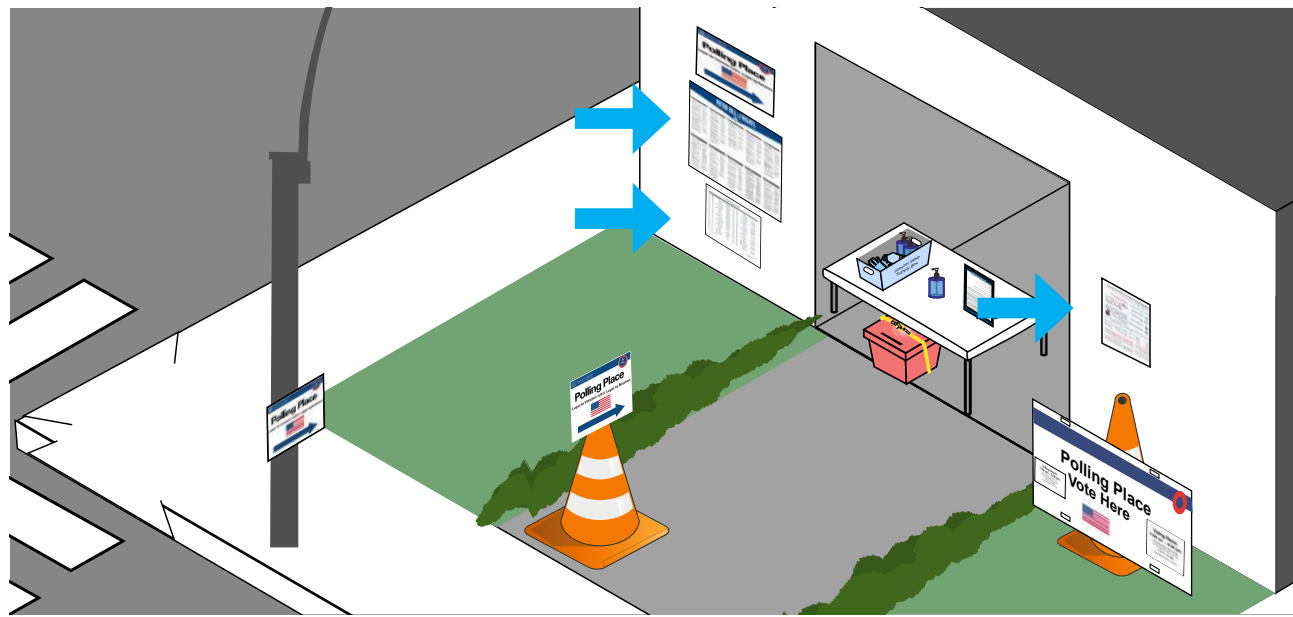
<p>a.</p> 	<p>b.</p> 			
<p>Remove and set aside all items from the red ballot box.</p>	<p>Confirm that the box is empty and ask all poll workers to sign line T of the security seal sheet.</p>			
<p>c.</p> 				
<p>Close lid and remove yellow security cable, red security cable, 2 yellow plastic seals, and 2 yellow security stickers from the Election Table Supply Bag.</p>				
<p>d.</p> 	<p>e.</p> 			
<p>Wrap the yellow cable around the closed box.</p>	<p>Secure the yellow cable with a yellow plastic seal and place security stickers on both sides of seal.</p>			
<p>f.</p> 	<p>g.</p> 	<p>h.</p> 	<p>i.</p> 	<p>j.</p> 
<p>Record the seal number on line O of the security seal sheet.</p>	<p>Place the box under the greeter table so that the slot is easily accessible to voters.</p>	<p>Secure the box to the table by looping the red cable through the yellow cable and a table leg bracket.</p>	<p>Secure the red cable with a yellow plastic seal.</p>	<p>Record the seal number on line P of the security seal sheet; place the seal sheet back in the Inspector Folder.</p>

Move on to Job Card 5 to complete the setup.

Clerk Job Card 3: Posting signs and distributing nametags

Your initial tasks will be to 1) organize and post outdoor signs, and to 2) update and post indoor signs and distribute nametags. When you have completed these tasks, please move on to Job Card 5.

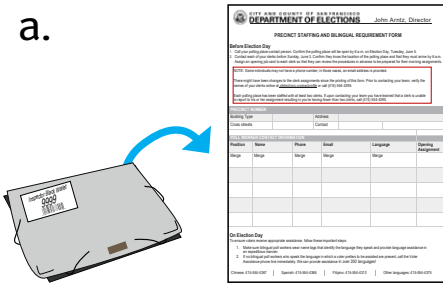
1. Organize and post outdoor signs.

<p>a.</p>  <p>From the Inspector Folder, remove a copy of the street index.</p>	<p>b.</p>  <p>Remove the Signage Supply Bag from the ballot-scanning machine's main bin (Inspector has key).</p>	<p>c.</p>  <p>Remove all items from the Signage Supply Bag and locate the precinct number card.</p>
<p>d.</p>  <p>Slide the precinct card into the pocket of the Vote Here sign on the orange cone.</p>	<p>e.</p>  <p>Place the orange cone with the Vote Here sign and precinct card near the entrance where visible to all voters.</p>	<p>f.</p>  <p>Place the orange cone with the arrow sign so that it points toward the entrance.</p>
<p>g.</p>  <p>Using blue tape, post one copy each of the street index, Voter Bill of Rights poster, and Polling Place Health and Safety Measures poster, outside the entrance.</p>		

Clerk Job Card 3: Posting signs and distributing nametags

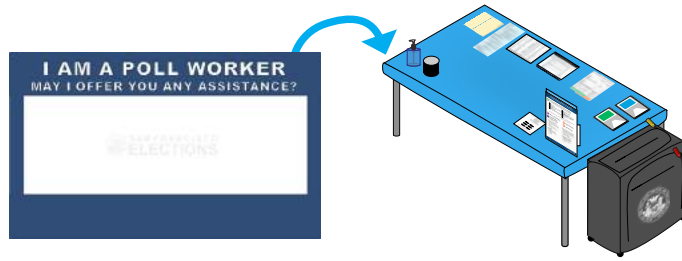
2. Update and post indoor signs and distribute nametags.

a.



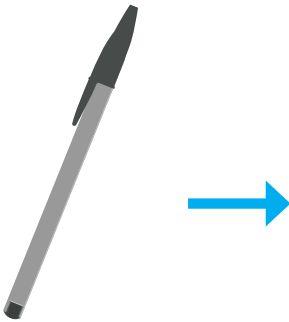
Remove the bilingual staffing sheet from the Inspector Folder.

b.



Set nametags down on the election table and ask team members to collect them based off their language skills.

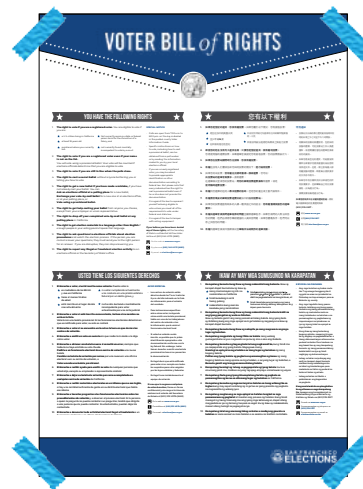
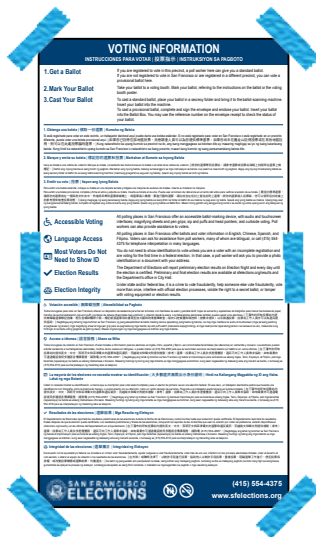
c.



LANGUAGE AND ACCESSIBILITY RESOURCES AT THIS POLLING PLACE	
RECURSOS DE IDIOMAS Y ACCESIBILIDAD EN ESTE LUGAR DE VOTACIÓN 此投票站的語言和無障礙資源 MGA MAPAGKUKUNAN NG WIKAT AT KAKAYAHANG MAI-ACCESS SA LUGAR NG BOTOHAN NA ITO	
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">✓</div> <div> Poll Worker Assistance in Languages Listed Below (you can identify bilingual poll workers by the nametags they wear) </div> </div>	
<input type="checkbox"/> 我們說中文 Chinese	<input type="checkbox"/> ကဏ္ဍိလူဝ် ဗုဒ္ဓမ္မာစကား ဝုဇာသညာ Burmese
<input type="checkbox"/> Hablamos español Spanish	<input type="checkbox"/> 저희는 한국어 구사자입니다 Korean
<input type="checkbox"/> Nagsasalita kami ng Filipino Filipino	<input type="checkbox"/> เราพูดภาษาไทย Thai
<input type="checkbox"/> 日本語でどうぞ Japanese	<input type="checkbox"/> _____

Update the Language and Accessibility Resources sign on the election table by checking off or writing in all languages spoken by poll workers at your site.

d.



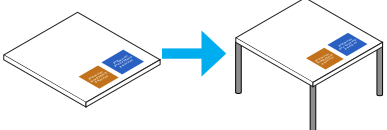

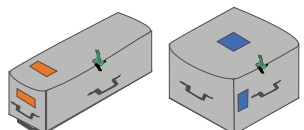
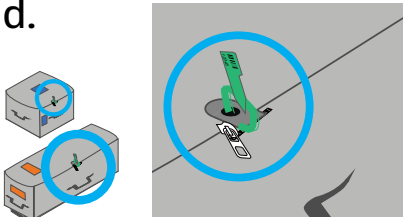
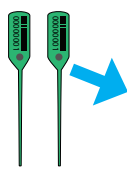
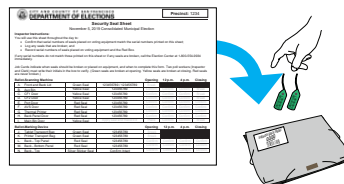
Tape the Voter Information poster and Voter Bill of Rights poster to the wall where visible to all voters. (If there are any facsimile ballots in the signage supply bag, tape these next to the Voter Information poster.)

Move on to Job Card 5 to complete the setup.

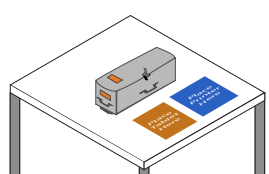
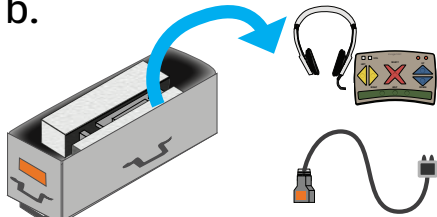
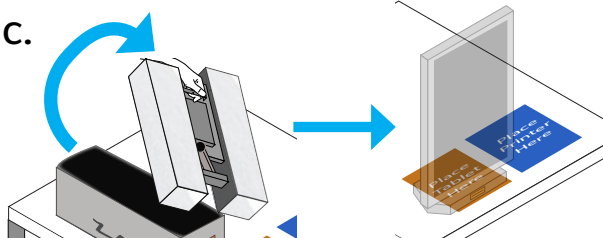
Clerk Job Card 4: Setting up the ballot-marking device

Your initial tasks will be to 1) set up the ballot-marking device table and inspect transport bags, 2) unpack the ballot-marking device tablet and printer, and 3) connect all ballot-marking device components. When you have completed these tasks, please move on to Job Card 5.

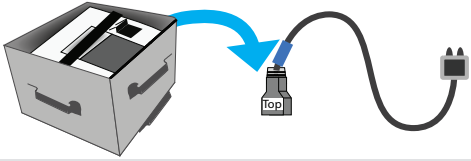
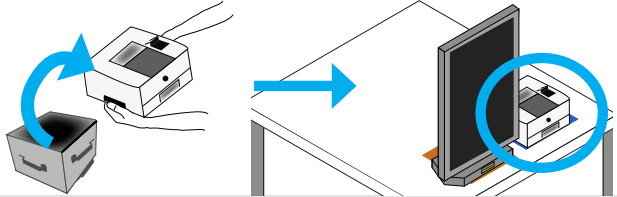
1. Set up and the ballot-marking device table and inspect transport bags.

<p>a.</p>  <p>Unfold the white, 3-foot ballot-marking device table, lock its legs into place, and set it upright.</p>	<p>b.</p>  <p>Set privacy screen aside for now.</p>	<p>c.</p>  <p>Locate the orange labeled tablet bag and blue labeled printer transport bag.</p>	<p>d.</p>  <p>With the Inspector, confirm the green plastic seals are intact on both bags.</p>
<p>e.</p>  <p>Confirm the seal numbers on the tablet and printer bags match line J and K of the security seal sheet.</p>	<p>h.</p>  <p>Break seals and place them in the Inspector folder, along with the security seal sheet.</p>		

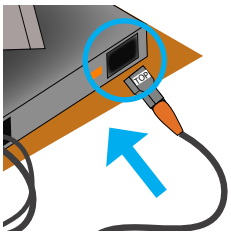
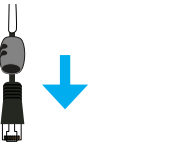
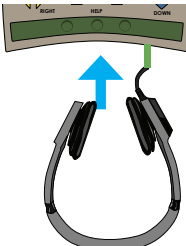
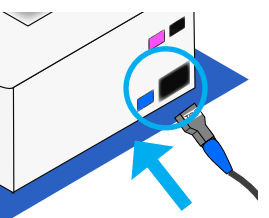
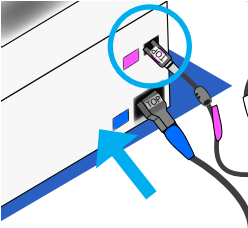
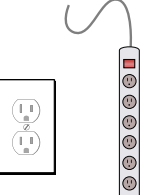
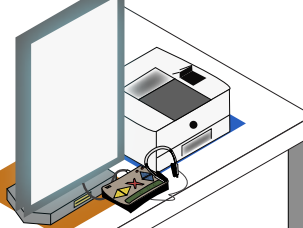
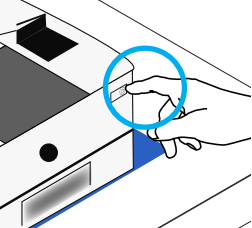
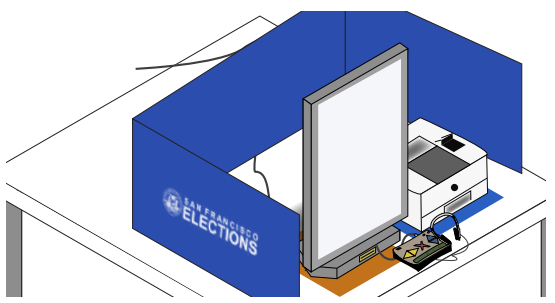
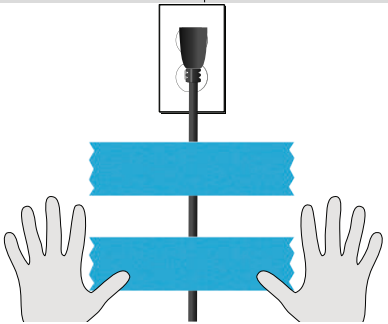
2. Unpack the tablet and printer.

<p>a.</p>  <p>Place the tablet transport bag on the table.</p>	<p>b.</p>  <p>Remove the orange labeled power cord, ATI keypad, and headphones.</p>	<p>c.</p>  <p>Using the handle, carefully lift the tablet out of the bag onto the "Place Tablet Here" sticker.</p>
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Clerk Job Card 4: Setting up the ballot-marking device

<p>d.</p>  <p>Open the printer transport bag and remove the blue labeled power cord.</p>	<p>e.</p>  <p>Unfasten velcro and lift the printer out of the bag onto the "Place Printer Here" sticker.</p>
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3. Connect components of the ballot-marking device.





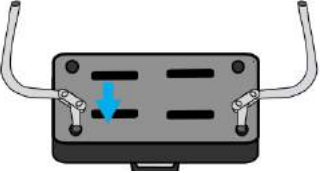
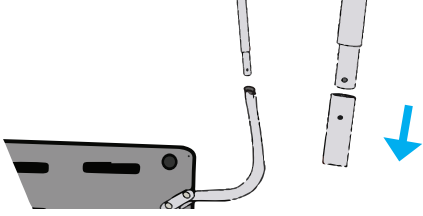
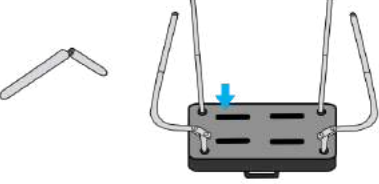
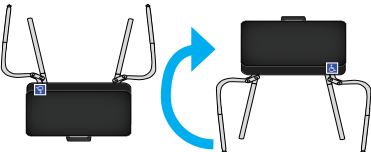

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Plug the orange labeled power cord into the back of the tablet.</p>	<p>Plug the white labeled input cord into the ATI keypad.</p>	<p>Confirm headphones are plugged into the ATI keypad and place to the right of the tablet.</p>	<p>Plug the blue labeled power cord into the back of the printer.</p>
<p>e.</p> 	<p>f.</p> 	<p>g.</p> 	<p>h.</p> 
<p>Plug the pink labeled output cord into the back of the printer.</p>	<p>Plug both power cords into an outlet (use a power strip if necessary).</p>	<p>The tablet will turn on and boot up automatically.</p>	<p>Press the printer power button and confirm the light turns on.</p>
<p>i.</p>  <p>Set up the privacy screen around the ballot-marking device and run cables through the opening on the back.</p>		<p>j.</p>  <p>To avoid creating a tripping hazard, tape down any loose cords on the floor.</p>	

Move on to Job Card 5 to complete the setup.

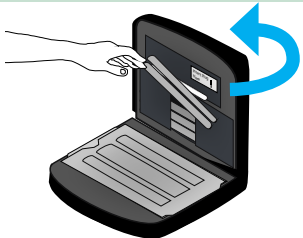
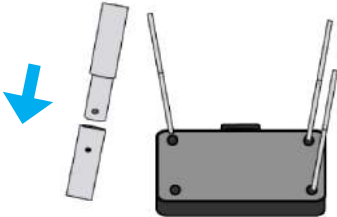
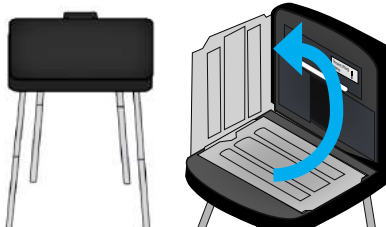
Team Job Card 5: Setting up voting booths

When poll workers have finished their initial tasks, they should use this card to 1) set up the accessible voting booth and 2) set up other voting booths.


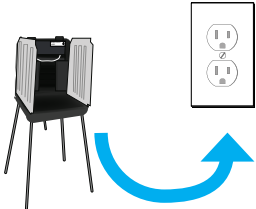
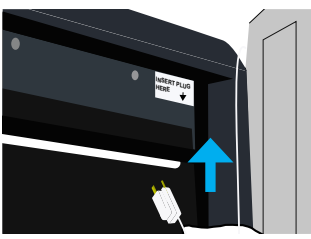
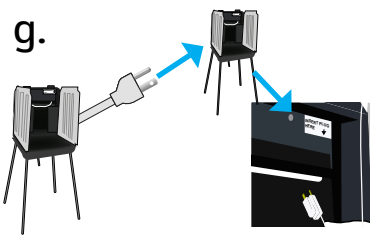
1. Set up the accessible voting booth.

<p>a.  x2  x2  x2</p> 	<p>b. </p>	<p>c. </p>
<p>Open case, remove leg components, reclose, and turn case upside down.</p>	<p>Insert curved legs into holes nearest the case handle.</p>	<p>Attach leg extensions to curved legs (push in button and rotate leg so button pops up through hole).</p>
<p>d. </p>	<p>e. </p>	<p>f. </p>
<p>Insert straight legs firmly into the other holes at a slight angle.</p>	<p>Turn booth onto its legs.</p>	<p>Open case lid and snap privacy flaps into side grooves.</p>

2. Set up the other voting booths.

<p>a. </p>	<p>b. </p>	<p>c. </p>
<p>Open case, pop open inside covers, remove legs, and reclose the case.</p>	<p>Turn case upside down and insert all four legs into the corner notches.</p>	<p>Place booth upright, and snap gray privacy flaps into side grooves.</p>


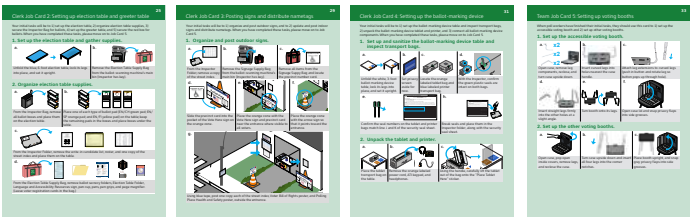

Team Job Card 5: Setting up voting booths

<p>d.</p> 	<p>e.</p> 	<p>f.</p> 	<p>g.</p> 
<p>Repeat steps a-c until all voting booths are assembled.</p>	<p>Plug in the light of the booth closest to an outlet or a power strip.</p>	<p>Take the cord from the next booth over and plug it into the lit booth.</p>	<p>Continue connecting and lighting booths until they are all lit.</p>

Inspector Job Card 6: Open the polls and perform final check

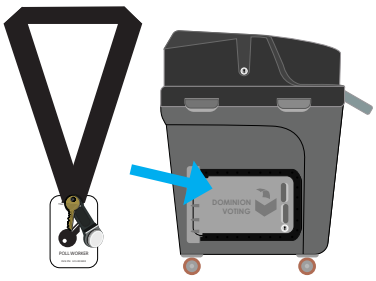

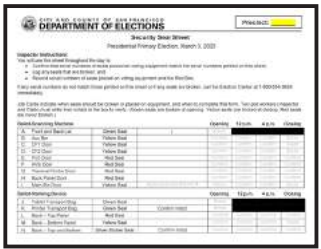
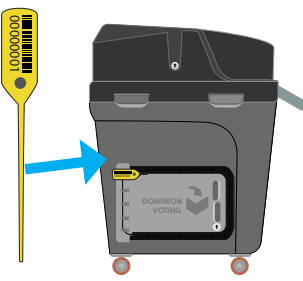
Your tasks will be to 1) complete Team Job Card 1 with clerks and then distribute clerk job cards 2-5, 2) set up the ballot-scanning machine, 3) complete the security seal check, 4) initialize the ballot-scanning machine, and 5) initialize the ballot-marking device.

1. Complete Team Job Card 1 with clerks then distribute clerk job cards.

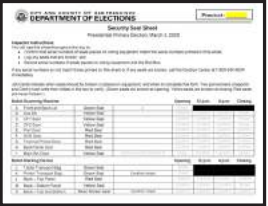
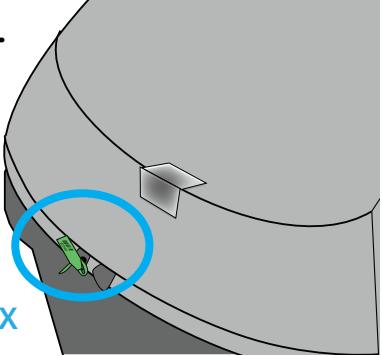

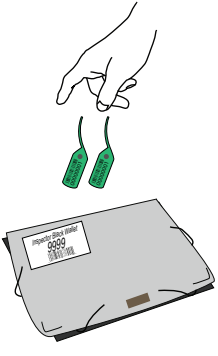
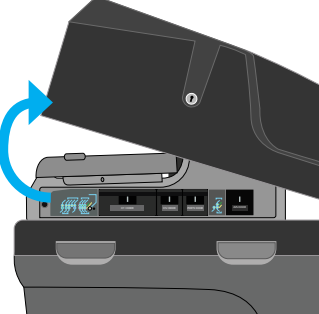
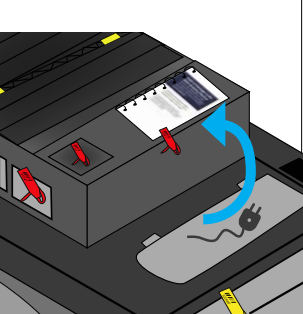
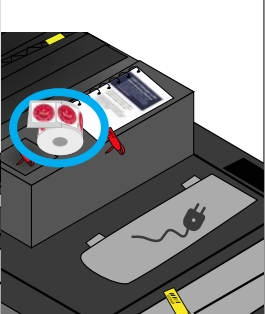
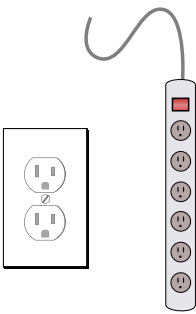
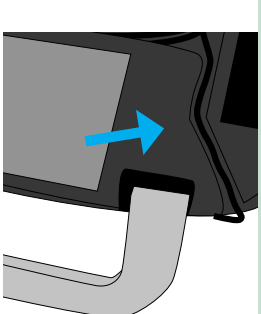
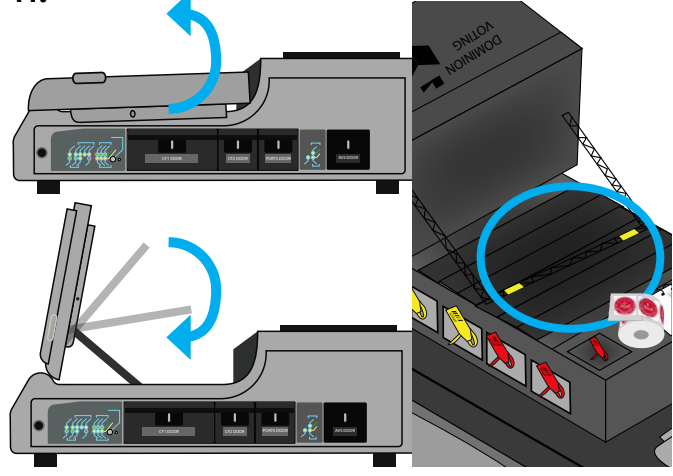
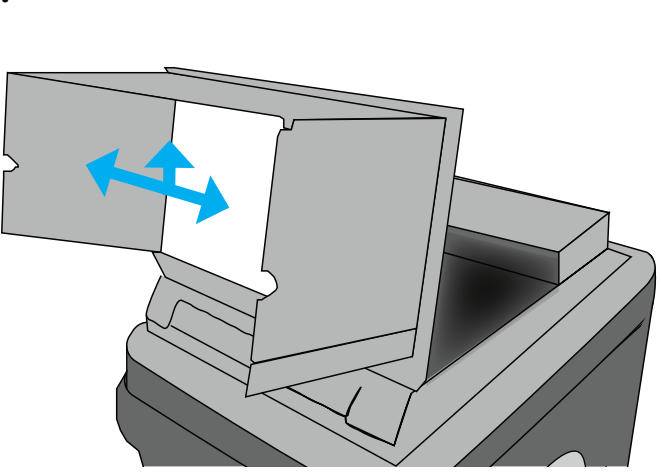
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Complete Team Job Card 1 with clerks.</p>	<p>Distribute job cards 2, 3, 4, and 5 to clerks. Remind clerks to first complete their individual job cards 2-4 and then move on to Team Job Card 5.</p>	<p>Ask if clerks have any questions about their opening tasks.</p>

2. Set up the ballot-scanning machine and complete the security seal check.

Begin setting up the ballot-scanning machine as soon as possible! The machine takes 5-10 minutes to boot up before it is ready for initialization.

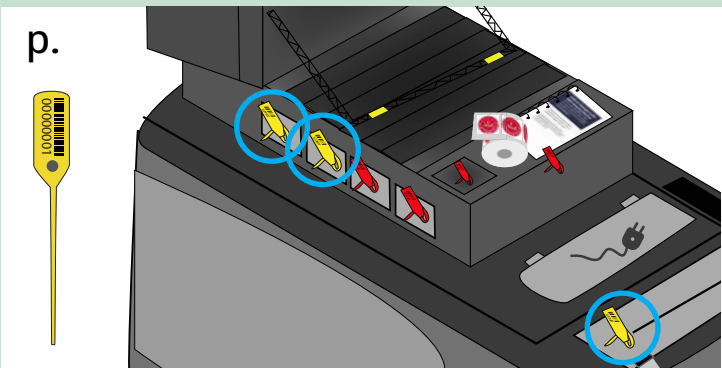
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Locate the metal key on the Inspector lanyard and unlock the main bin of the ballot-scanning machine.</p>	<p>Remove all items from the main bin and place them aside.</p>	<p>Ask clerks to confirm the main bin is empty and initial line S of the security seal sheet.</p>	<p>Lock and seal the main bin with a yellow security seal from the supply kit.</p>

Inspector Job Card 6: Open the polls and perform final check

<p>e.</p> 	<p>f.</p> 	<p>g.</p> 	<p>h.</p> 	
<p>Record seal number on line A of the security seal sheet.</p>	<p>Confirm both green seals on the ballot-scanning machine (front and back) are intact.</p>	<p>Confirm the seal numbers match those on line B of the security seal sheet.</p>	<p>Break both green seals and place in the Inspector Folder.</p>	
<p>i.</p> 	<p>j.</p> 	<p>k.</p> 	<p>l.</p> 	<p>m.</p> 
<p>Use the metal key to unlock both sides of the ballot-scanning machine's top lid. Set the lid aside.</p>	<p>Lift the gray flap on the back of the ballot-scanning machine.</p>	<p>Remove "I Voted!" stickers and place on top of machine.</p>	<p>Remove and unravel the power cord and plug it into a nearby outlet.</p>	<p>Close the flap and press the power cord into the groove near the flap.</p>
<p>n.</p> 		<p>o.</p> 		
<p>Pull the screen up firmly and place the stand into the notches under the screen.</p>		<p>As the ballot-scanning machine begins to boot up, snap all three privacy flaps into place.</p>		

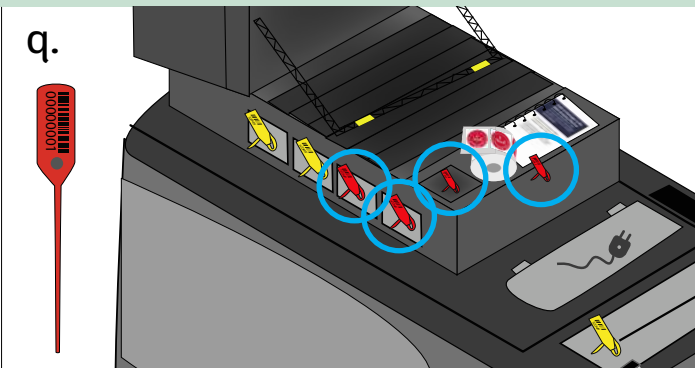
Inspector Job Card 6: Open the polls and perform final check

p.



Confirm the 3 yellow plastic seals on the CF1 door, CF2 door, and auxiliary (aux) bin are intact and match lines C, D, and E of the security seal sheet.

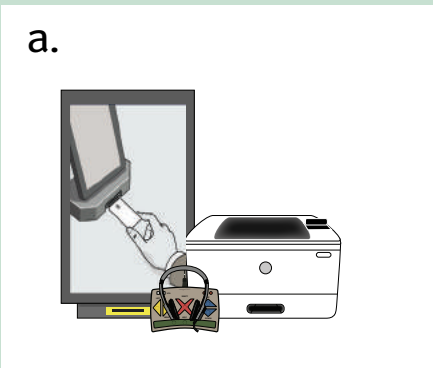
q.



Confirm the 4 red plastic seals on the port door, AVS door, thermal printer door, and back panel door are intact and match lines F, G, H, and I of the security seal sheet.

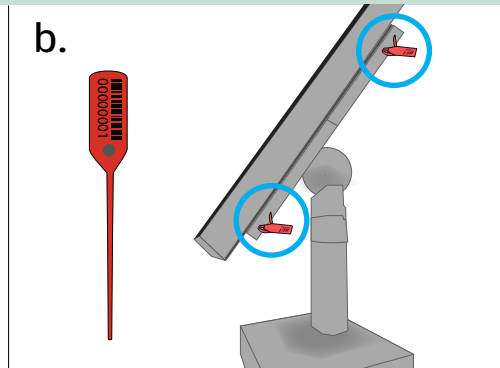
3. Initialize the ballot-marking device.

a.



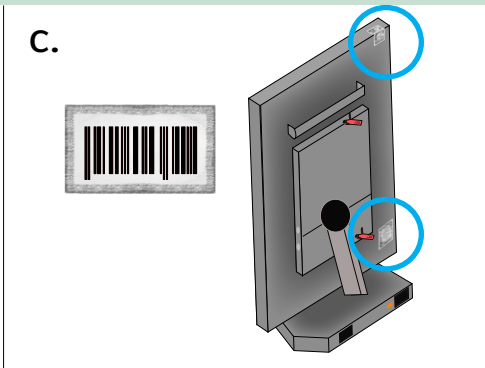
Help the clerk finish setting up the ballot-marking device, if necessary, using Job Card 3.

b.



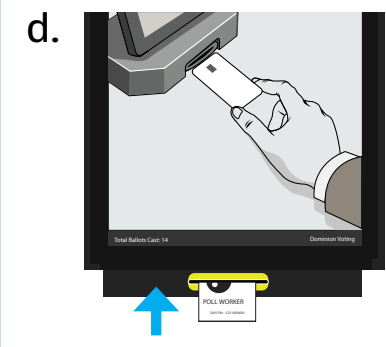
Confirm the 2 red plastic seals on the back of the tablet are intact and match lines L and M of the security seal sheet.

c.



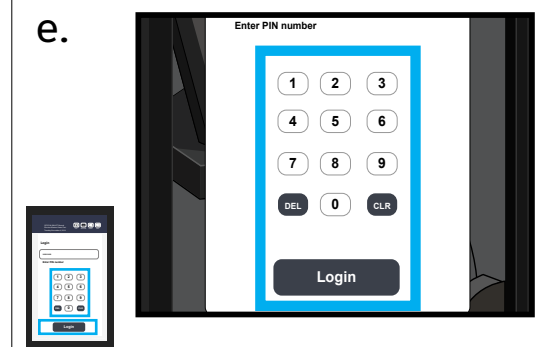
Confirm that the 2 silver sticker seals on the back of the tablet are intact and initial line N of the security seal sheet.

d.



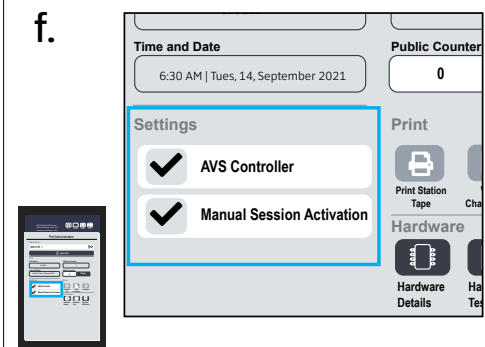
Insert the poll worker card into the yellow slot, facing upwards.

e.



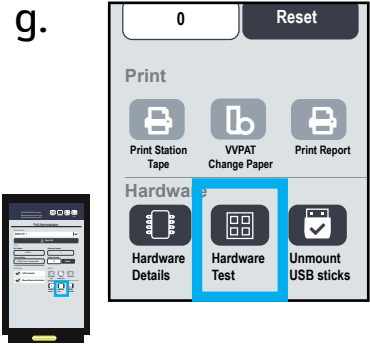
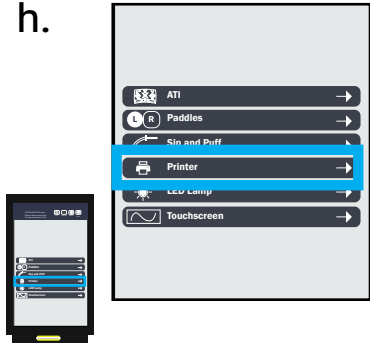
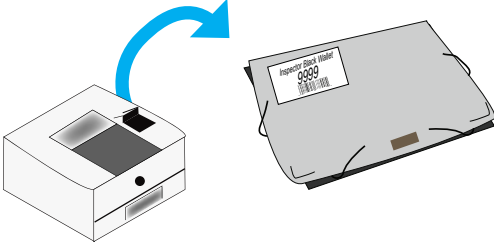
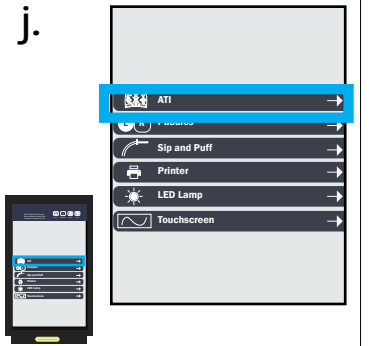
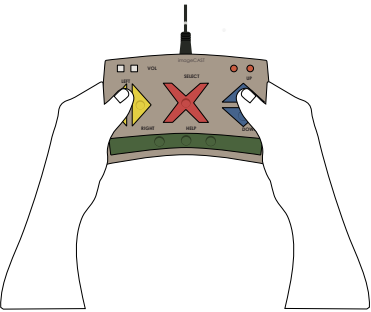
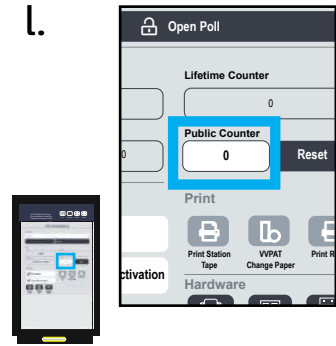
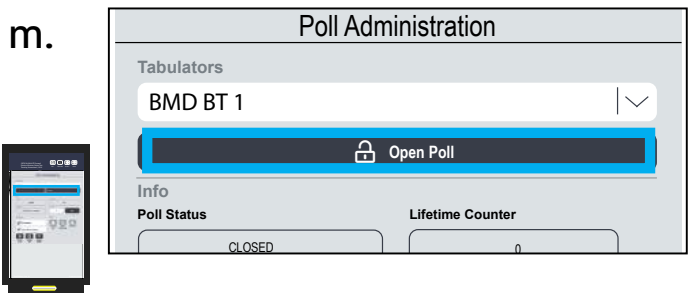
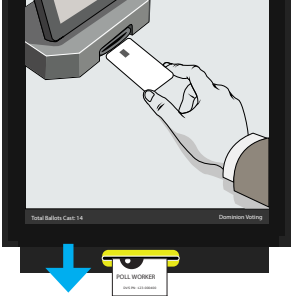
Enter your login credentials (see Equipment Access Code Form) and tap "Login."

f.



Confirm "AVS Controller" and "Manual Session Activation" boxes are checked.

Inspector Job Card 6: Open the polls and perform final check

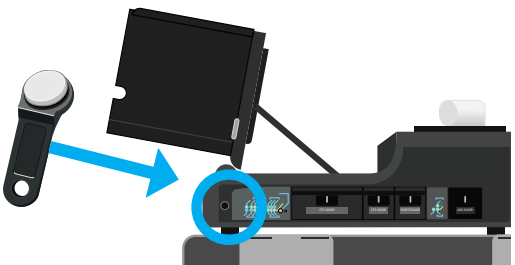
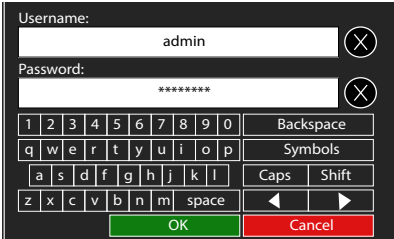
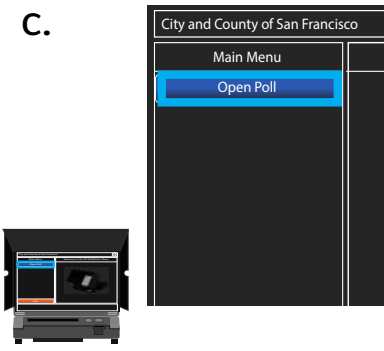
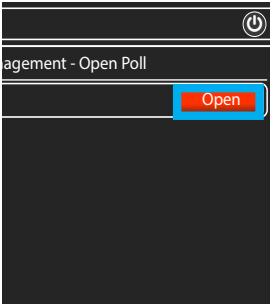
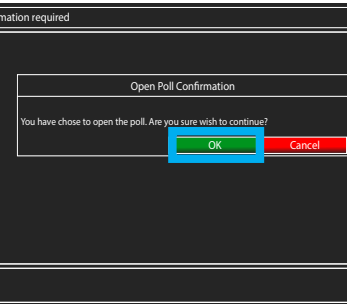
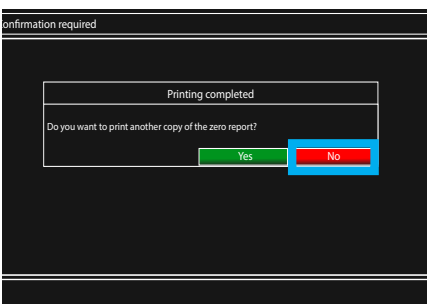
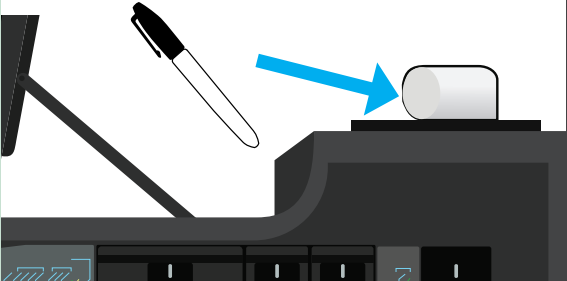
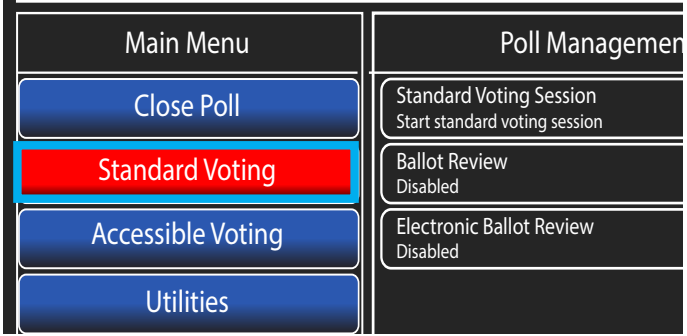
<p>g.</p>  <p>Tap "Hardware Test".</p>	<p>h.</p>  <p>Tap "Printer".</p>	<p>i.</p>  <p>Tap "Print test page" and place in Inspector Folder.</p>
<p>j.</p>  <p>Tap "Back to Menu". Tap "ATI".</p>	<p>k.</p>  <p>Follow on-screen instructions to test ATI keypad functions. Once finished, tap "close".</p>	<p>l.</p>  <p>Confirm the public counter is set to zero.*</p>
<p>m.</p>  <p>Tap "Open Polls". Tap "Yes".</p>	<p>n.</p>  <p>Remove the poll worker card.</p>	

*If the public counter is not set to zero, notify the Election Center: 1-800-554-9934.

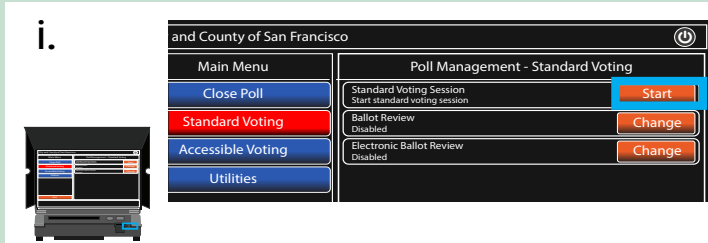
Inspector Job Card 6: Open the polls and perform final check

4. Initialize the ballot-scanning machine.

When the ballot-scanning machine has loaded and is ready for initialization, it will begin beeping.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Locate the silver circle on the right side of the machine and hold the key fob firmly and flatly against this circle to turn the beeping off.</p>	<p>Enter your login credentials (see Equipment Access Code Form) and tap "OK."</p>	<p>Wait for the status screen to load and then tap "Open Poll" under the main menu.</p>
<p>d.</p> 	<p>e.</p> 	<p>f.</p> 
<p>Under "Poll Management", tap "Open".</p>	<p>A confirmation screen will appear. Tap "OK".</p>	<p>A zero report will print on tape and the screen will read "Printing Completed". Tap "No".</p>
<p>g.</p> 	<p>h.</p> 	
<p>Have the team sign the report. Roll up tape and secure with paper clip (found in supply kit). Do not tear off.</p>	<p>Under Main Menu, tap "Standard Voting".</p>	

Inspector Job Card 6: Open the polls and perform final check



Under Poll Management, tap "Start". Tap "OK".



When the screen reads "System Ready," it is ready to accept ballots.

5. Perform final check.

Prior to opening at 7 a.m., use the Site-Specific Plan layout diagram to confirm or correct all of the following:

- ☐ The greeter table is properly placed and organized.
- ☐ The red ballot box is properly placed and secured near the greeter table.
- ☐ The election table is properly placed and organized.
- ☐ The black ballot bag is properly placed and secured near the election table.
- ☐ There is a 5-foot wheelchair turning space and path of travel in front of the greeter table, election table, voting booths, and voting equipment.

After ensuring the polling place has been set up properly, gather the team and complete or confirm the following:

- ☐ All job card tasks are complete and materials are secured.
- ☐ All poll workers are wearing nametags.
- ☐ Languages spoken by poll workers are checked off on the Language and Accessibility Resources sign.
- ☐ All poll workers have signed the Poll Worker Payroll Sheet from the Inspector Folder.
- ☐ All poll workers have signed the Declaration of Poll Workers in the roster.
- ☐ Fill out the break schedule (Appendix 5.7).

6. Update the roster.

The FED will deliver supplemental purple roster pages listing voters who registered after the roster was printed, and supplemental orange roster pages listing voters who returned a vote-by-mail ballot.

- a. Update the white pages of the roster by writing "VBM Received" under the names of all voters whose names appear in the supplemental orange pages.
- b. Place the orange and purple roster pages in the back of the white pages of the roster.

2.6 What-If Scenarios

Voting must begin promptly at 7:00 a.m.

If something unexpected happens during opening, remember that your team can ask for assistance by calling the election center at **1-800-554-9934**. Department staff, your FED, and roving technicians are all available to help you open on time.

2.6.1 What if I am a clerk and I expect to be late or absent?

Call your Inspector to provide an estimated time of arrival or to report your absence. If you do not have your Inspector's contact information, contact the election center. The election center may dispatch a replacement clerk depending on how many clerks are present at the site.

2.6.2 What if I am the Inspector and I expect to be late or absent?

Call the election center immediately. Bring the Inspector bag to the site as soon as possible or arrange a bag pick-up with the election center. If you will arrive after 6:15 a.m. or will be absent, the election center will dispatch a replacement Inspector and Inspector Bag.

2.6.3 What if clerks(s) are late or absent?

The Inspector should distribute job cards to the clerks present at the site, and the team should begin setting up right away.

Call your FED and the election center if there are fewer than three poll workers on site by 6:15 a.m. or if you have concerns about being able to set up on time.

2.6.4 What if the Inspector is late or absent?

If the Inspector is not present by 6:05 a.m., call the election center immediately. They will dispatch a replacement Inspector and ask a FED to deliver backup supplies and provide assistance.

Then, go to sfelections.org/pw/profile to locate the Site-Specific Plan for your site and begin staging items using Job Card 1. If you cannot find the Site-Specific Plan or if you finish staging before help arrives:

1. Remove the key lanyard from the plastic supply kit, located in the red box.
2. Unlock the main bin of the scanning machine, remove all supplies, and relock.
3. Complete Job Card 2, skipping instructions about the Inspector Bag.
4. Complete Job Card 3, skipping instructions about the street index.
5. Complete Job Card 4, skipping instructions about the Security Seal Sheet.
6. Complete Job Card 5 just as it is written; you have everything you need.

When the FED arrives with back up supplies for your precinct (ballots, roster, supplemental roster pages, the street index, the Site-Specific Plan, the Inspector lanyard, the Security Seal Sheet, and the Equipment Access Codes Acknowledgement Form), poll workers should:

1. Use the Site-Specific Plan to complete the tasks on Job Card 1, if this is not already done.
2. Referring to Job Cards 1-5, complete any opening tasks not yet completed.
3. Ask the FED if they are able to stay and complete Job Card 6 or other tasks – if the FED is not able to stay until the new Inspector arrives, you may need to call the election center again for additional help so you can open at 7:00 a.m.

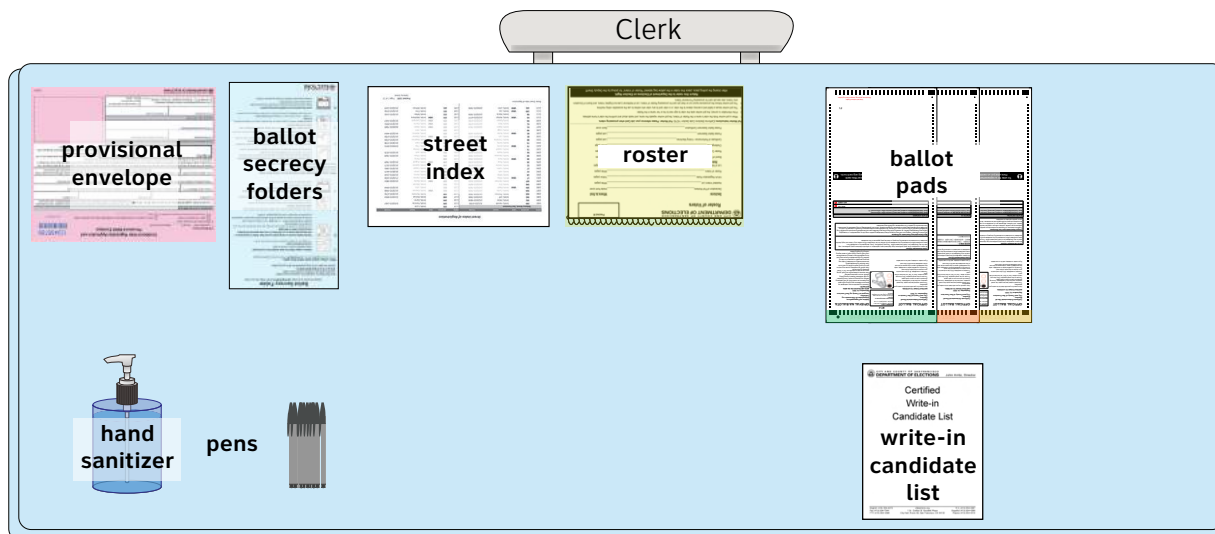
2.6.5 What if we are locked out?

As soon as you arrive, check the Site-Specific Plan for special instructions about unlocking your site. If there are none, try knocking, looking for another entrance, or looking for a site representative who can help.

If you are still locked out at 6:05 a.m., call the election center immediately. They will ask a FED to deliver emergency (outdoor) voting supplies. Meanwhile, keep trying to get inside.

When the FED arrives with emergency supplies for your precinct (greeter table supply box, election table and chairs, ballot secrecy folders, provisional envelopes, pens, security seals, name tags, an empty red box, an empty tote bag, "Vote Here" sign, and "I voted" stickers), poll workers should:

1. Help the FED retrieve emergency voting supplies from the FED's van.
2. Set up the election table, then place items as shown in diagram below:



3. Use Job Card 2 to ready the red box and black ballot tote for voters.
4. Place the "Vote Here" sign in a place pedestrian voters will see it.
5. At 7:00 a.m., open the polls and start issuing ballots per Voting Job Card 2.
6. As usual, collect all dropped off vote-by-mail ballots in the red box.
7. While outside, place both standard and provisional ballots in the black tote bag.
8. When the polling place is unlocked, ask the FED to help set up inside.
9. When the indoor voting area is set up, insert standard ballots into the ballot-scanning machine.
10. When voters can come inside, ask the FED to remove all outdoor supplies.

2.6.6 What if the Inspector is late or absent, and we are locked out?

As soon as you arrive, check the Site-Specific Plan for special instructions about unlocking your site. If there are none, try knocking, looking for another entrance, or looking for a site representative who can help.

If you are not inside by 6:05 a.m., call the election center, whether or not your Inspector has arrived. They will dispatch a replacement Inspector and ask a FED to deliver backup supplies and provide assistance.

You will need to begin following the instructions for emergency outdoor voting (2.5.5 on the previous page) and the election center may give you additional instructions as well.

2.6.7 What if we cannot locate or access the voting equipment?

Check the Site-Specific Plan for instructions to locate or access the equipment. If this does not work, ask a site representative for help.

If you are unable to locate or access the equipment by 6:05 a.m., call the election center.

2.6.8 What if we are missing supplies or equipment?

See Appendix 5.3 for a list of supplies and their location, then double check to confirm that supplies are missing. If you are missing anything, call the election center.

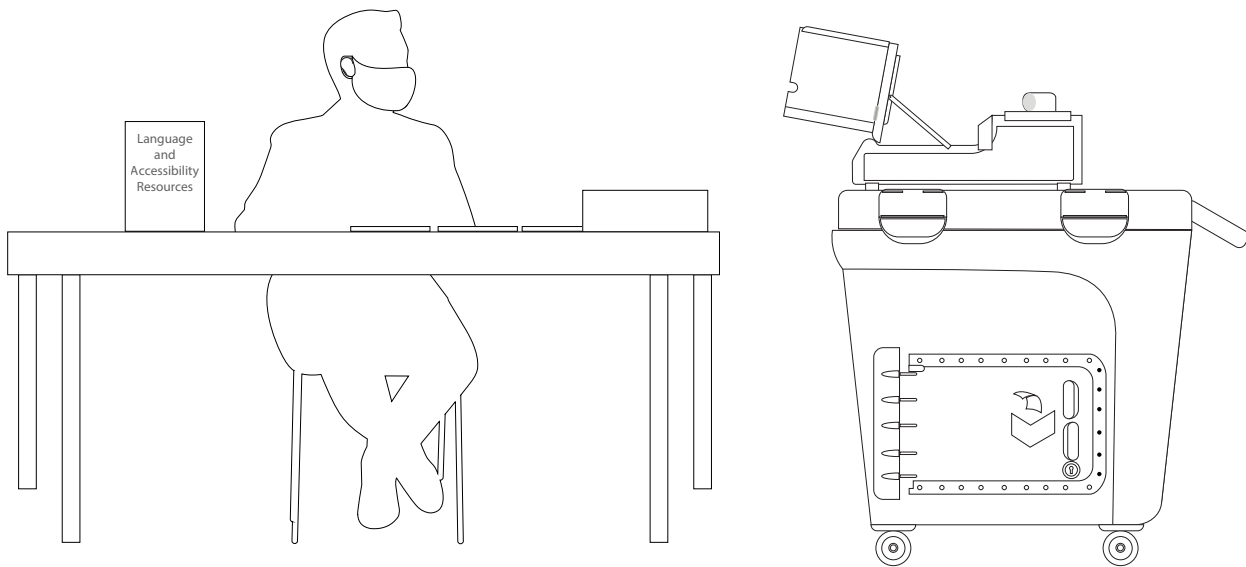
2.6.9 What if we are unable to set up the voting machines?

Confirm that the machines are plugged in and see Appendix 5.4 for equipment troubleshooting instructions. If these instructions do not resolve the issue, call the election center.

CHAPTER 3

PROCESSING VOTERS

3. Processing Voters



3.1 Voting Hours

At 7 a.m. sharp, the Inspector must announce, "The polls are now open." Polls must remain open from 7 a.m. – 8 p.m. Voting can never stop!

Your goals during voting hours are to provide materials and assistance to voters, ensuring that all visitors are aware of available translated and accessible materials, as well as to safeguard all ballots and election supplies. To meet these goals, you will need to carefully follow the steps on your job cards and contact the Election Center at 1-800-554-9934 with any questions.

After your team finishes setting up your polling place, the Inspector will assign voting job cards. Every member of the team has a role to play:

- The Greeter will use Voting Job Card 1 to welcome voters, assist those dropping off vote-by-mail ballots, safeguard the red ballot box, and provide health and safety supplies to voters when requested.
- The Election Table Clerk will use Voting Job Card 2 to locate voters in the roster, offer accessible voting, and provide voters with ballots and voting materials.

- The Ballot-Scanning Machine Clerk will use Voting Job Card 3 to assist voters using the ballot-scanning machine and redirect provisional voters to the election table to deposit their envelopes in the black ballot bag.
- The Inspector will use Voting Job Cards 4, 5, and 6 to monitor and support clerks throughout the day and continually ensure that clerks comply with all procedures, and initiate accessible voting sessions and curbside voting.

No matter your role, remember your mission: to assist the Department of Elections in providing equitable access to voting and election-related services and conducting a free, fair, and functional election.

3.2 Roster of Voters

When a voter reaches the election table, the Election Table Clerk will search for that voter in the white and purple pages of the roster of voters, listing voters who are registered to vote in the polling place's precinct:

- White pages list voters who are eligible to vote
- Purple pages list voters who are eligible to vote and who registered to vote after the white pages were printed.

After locating the voter in the roster, the Election Table Clerk will review the voter's language preference and check for notes in the roster to determine whether the voter should vote a standard or provisional ballot.

- Voters listed with a language preference should be offered available materials in the voter's preferred language: CH=Chinese, SP=Spanish, FI=Filipino, BU=Burmese, JA=Japanese, KO=Korean, TH=Thai, VI=Vietnamese.
- Voters listed with a "VBM Received" note should be issued a provisional ballot, as the voter may have already returned a ballot for the election.

The roster also contains other pages that are used on an as-needed basis:

- The gray Roster Changes or Corrections page is used by voters to update their language preference or other registration information, or notify the Department of Elections that another voter has moved.
- The white Assisted Voters page is used by poll workers to list voters who received assistance in marking their ballots or voted curbside.

3.3 Official Ballots

San Francisco's official ballots are bilingual in English and either Chinese, Spanish, or Filipino. A voter who does not have a language preference in the roster and who does not express a preference in person should be issued an English/Chinese ballot.

For this election, a full ballot is comprised of one double-sided card. To issue a ballot, locate the ballot pad in the voter's preferred language and tear off the one-card ballot.

Unless a voter expresses a preference for the accessible ballot-marking device, issue an official paper ballot.

3.4 Facsimile Ballots

Facsimile ballots in Burmese, Japanese, Korean, Thai, or Vietnamese, are available at some polling places for voters to reference when marking their official ballots. If your polling place is provided with any facsimile ballots, be sure that one copy of each is posted on the wall and one copy of each is kept in the designated pocket on the election table unless it is in use.

If a voter has Burmese, Japanese, Korean, Thai, or Vietnamese language preference and your polling place offers facsimile ballots in that language, issue a facsimile ballot with the official ballot.

3.5 Ballot-Scanning Machine

The ballot-scanning machine tallies votes on ballot cards cast at each polling place (except for provisional ballots, which must be processed after Election Day and should never be scanned at any polling place). Vote data and ballot images are stored on scanning machine memory cards, which are brought to the Department of Elections after the polls close and included in official election results.

A marked ballot card can be inserted into the ballot-scanning machine in any orientation. The "Ballot Counter" adds one for each card, while the "Total Voters" counter adds one for each set of ballot cards. (These counts will be the same this election, since a ballot set contains only one card.) The machine also makes a *ding* sound, indicating that the ballot was successfully cast.

If the machine detects irregular marks, a warning message will appear. In most cases, the voter can choose to CAST the card as is or RETURN the card for correction. For more information about warning messages, refer to "Guide to Messages on the Ballot-Scanning Machine" available at your polling place and online at sfelections.org/pw/resources.

3.6 Accessible Ballot-Marking Device

The accessible ballot-marking device allows voters with disabilities to mark, review, and print their ballots privately and independently.

The device does not store or tabulate votes. Printouts from the device must be scanned using the ballot-scanning machine or enclosed in a provisional envelope.

Voters can use any of several accessible features:

- In touchscreen mode, with no assistive device being used, the voter will see ballot contests and instructions onscreen and single-tap the screen to navigate and make selections. Touchscreen mode is available in English, Chinese, Spanish, and Filipino.
- In assistive device mode ("Enable AVS Controller"), the votes may use headphones, the audio-tactile interface (ATI) keypad, a paddle or sip-and-puff device, another personal assistive device, or both headphones and an assistive device. The voter can navigate or mark the ballot using an assistive device or by double-tapping the screen.
- In assistive device mode, ballot contests and instructions are available in Cantonese, Mandarin, Spanish, and Filipino. (Instructions are provided via audio and onscreen display by default, but a voter using headphones may turn off the onscreen display for additional privacy.)

Although accessible voting sessions are typically initiated by the Inspector, clerks should familiarize themselves with initiation steps, modes, and features so they can assist if necessary. See Voting Job Card 5: Initiating Accessible Voting Sessions for more information.

3.7 Provisional Voting

Any voter whose eligibility to vote cannot be immediately verified must vote provisionally using a provisional envelope. A provisional envelope serves as an official registration application and allows the Department to verify a voter's eligibility before counting their ballot.

Every provisional voter must complete and sign the Voter section on the outside of a provisional envelope, mark their ballot, seal their ballot inside the envelope, and deposit the provisional envelope into the black ballot bag.

In this election, the most common reasons to vote provisionally will be:

1. The voter is not listed in the roster, either because the voter is at the wrong polling place or because the voter is not registered.
2. The voter has already returned a ballot for this election ("VBM Received" note).

If, after processing the information on a provisional ballot envelope, the Department determines the voter was eligible to vote, their ballot will be counted. Each provisional envelope contains a detachable receipt the voter can use to check the status of their provisional ballot online or by phone.

3.8 Managing Voter Lines

If you experience a line of voters at your polling place, you must manage the line so every voter is processed in a safe and orderly fashion.

A line may form for obvious reasons (e.g. at rush hour after work), in which case voters may simply need to be patient. If a line is forming for less than obvious reasons, or due to an issue with supplies, equipment, or staffing at the polling place, notify the Election Center at 1-800-554-9934 immediately so Department staff can help resolve the issue.

Regularly remind those in line that anyone dropping off a vote-by-mail ballot may skip the line and go directly to the red ballot box.

Job Card 1: Greeter

Your main tasks will be to 1) greet voters who visit your polling place while safeguarding the red ballot box, 2) notify voters in line about ballot drop-off, 3) notify your inspector if a voter requests curbside voting, and 4) provide health and safety supplies to voters when requested.

1. Greet voters who visit your polling place while safeguarding the red ballot box.

In this election, all registered voters receive vote-by-mail ballots. As a result, many voters coming to your polling place will return their voted ballots using the red ballot box at the greeter table. Voters dropping off ballots do not need to wait in line.

Among other tasks, you must assist voters using the red ballot box and safeguard voted ballots (at no point can the red ballot box be left unattended).

When a voter enters your polling place, say: ***"Welcome. Are you here to vote or drop off a ballot?"***

- A. If the voter wants to drop off a ballot, say: ***"Please drop your signed envelope into the red ballot box. Would you like any assistance?"***
- B. If the voter wants to vote at the polling place, direct them to the election table.

2. Notify voters in line about ballot drop-off.

Whenever there is a line of voters at your polling place, regularly announce that voters dropping off ballots do not need to wait in line.

Say: ***"If you are here to drop off a ballot, please come forward to the red ballot box; you do not need to stand in line"***

3. Notify the Inspector if a voter requests curbside voting.

If a voter requests curbside voting, say, ***"The Inspector can help you with that. Please wait while we get the necessary voting supplies for you."***

Then notify the Inspector (in person, if the Inspector is nearby, or call) and call the Election Center.

4. Provide health and safety supplies to voters when requested.

If a voter requests gloves or a mask, remove these from the Greeter Table Supply Box and set them on the table.

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Job Card 2: Election Table Clerk

This card explains how to 1) find a voter in the roster, 2) check for voter notes, and issue 3) standard ballots, 4) provisional ballots, and 5) replacement ballots, and assist voters who want to 6) surrender their vote-by-mail ballots, or 7) use facsimile ballots.

1. Find the voter in the roster.

Say: ***"Hello. May I have your name and address?"***

- A. If a voter is listed in the white or purple pages, go to Step 2 below.
- B. If a voter is not listed in the roster, say: ***"You are not listed in our roster, but you can vote a provisional ballot here or go to your assigned polling place or the City Hall Voting Center. Which do you prefer?"***
 - i. If the voter wants to vote a provisional ballot here, go to Step 4.
 - ii. If the voter wants to vote elsewhere, call (415) 554-4375 or use the map to offer directions.

2. Check for voter notes.

- A. If the voter is listed with no notes, go to Step 3.
- B. If the voter is listed with a VBM Received note, say: ***"The roster shows the Department of Elections already received your ballot. If you'd like, you can call the Department to verify, or you can vote here provisionally."***
 - i. If the voter wants to verify, give the voter the number: (415) 554-4375.
 - ii. If the voter wants to vote a provisional ballot, go to Step 4.

3. Issue a standard ballot based on the voter's language preference, and have the voter sign the roster.

Say: ***"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***

- A. If the voter wants to use a paper ballot, complete the following steps:
 1. Fill in the bubble by the voter's name in the roster.
 2. Check the voter's language preference, and tear off a one-card ballot based on that preference (English or Chinese=EN/CH green pad; Spanish=EN/SP orange pad; Filipino=EN/FI yellow pad). Tear the receipt off the card.
 3. Place the card, receipt, a pen, and secrecy folder on the table.
 4. Place the roster next to the materials and say, ***"Please sign the roster, then take your voting materials. After marking your ballot, place it into the secrecy folder and take it to the scanning machine. Would you like any further assistance?"***
- B. If the voter wants to use the ballot-marking device, notify the Inspector and follow these steps:
 1. Fill in the bubble by the voter's name in the roster.
 2. Place a pen and secrecy folder on the table.
 3. Place the roster next to the materials and say, ***"Please sign the roster, then take your voting materials. The Inspector will activate your ballot on the ballot-marking device. If you need assistance, let the Inspector know."***

Job Card 2: Election Table Clerk

- C. Update the street index after issuing a standard ballot by referring to the XREF# in the roster:
 1. Find the XREF# by the voter's name and cross out the same number on the table street index.
 2. Hourly, through 6 p.m., update the street index posted outside.

4. Issuing provisional ballots.

Voters who are not listed in the roster or listed with a "VBM Received" note must vote provisionally.

Say: ***"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."***

- A. If the voter wants to use a paper ballot, complete the following steps:
 1. Say: ***"Voting materials are available in English, Chinese, Spanish, and Filipino. Do you have a language preference?"*** Wait for response, then find the ballot pad and a provisional envelope in the voter's preferred language.
 2. Complete the Poll Worker section of the envelope.
 3. Tear off a one-card ballot and receipt.
 4. Place the card, receipt, envelope, and a pen on the table and say: ***"Please fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. Return the envelope and pen to me."***
 5. When the voter returns the envelope, confirm it is signed and drop it in the black bag.
- B. If the voter wants to use the ballot-marking device, notify the Inspector and follow these steps:
 1. Locate a provisional envelope in the voter's preferred language.
 2. Complete the Poll Worker section of the envelope.
 3. Place the provisional envelope and a pen on the table and say, ***"Please take your voting materials. Fill out the envelope completely and sign it. The Inspector will activate your ballot. If you need assistance, let the Inspector know."***

5. Issuing replacement ballots.

If a voter who has been issued a ballot at your polling place mismarks their ballot, they have the right to ask for a replacement ballot at the Election Table. Say: ***"May I have your mismarked card?"***

1. Write "VOID" on the front and back of the mismarked card.
2. Tear off a new ballot card and give it to the voter.
3. Place the voided card in the black ballot bag.

6. Voiding surrendered vote-by-mail ballots.

Some voters may bring their vote-by-mail ballots to surrender at a polling place. To assist such voters, say: ***"Please place your ballot on the table."*** Write "Void" on the ballot and place it in the black ballot bag.

7. Issuing ballot facsimiles.

Some polling places are provided with facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, or Vietnamese. If the voter wants to use a facsimile ballot, retrieve and place the facsimile next to the voter's materials, and ask the voter to return the facsimile to the election table when done. Check the roster if it has the voter's language preference listed; if not, write the voter's language preference next to their name in the roster.

Job Card 3: Ballot-Scanning Machine Clerk

While stationed at the ballot-scanning machine, your main tasks will be to 1) assist standard voters with scanning their ballot cards, and 2) redirect provisional voters to the election table.

1. Assist Standard Voters with scanning their ballot cards.

When the machine is ready to accept ballots, it will say "System ready/Please insert your ballot".

1. When a voter approaches the machine with a blue secrecy folder, say: **"When you are ready, please insert your ballot card. It does not matter which way it is facing. Let me know if you want me to change the language displayed on the screen."**
 - a. If the voter requests to change the language displayed, select the voter's preferred language from the left menu.
2. When the voter casts their ballot with no issues, the screen will read "Valid Ballot" and then "Casting Ballot, Please Wait," before returning to the "System Ready" screen and making a "ding" sound. At that point, hand the voter an "I voted" sticker and say, **"Thank you for voting! Please return the pen and folder to the election table"**
3. If the voter receives a warning, the voter may resolve it independently or request your assistance. In either situation, say: **"The machine detected an irregular marking. To correct your ballot, press "Return" or to cast it as is, press "Cast". If you have questions or would like to review the machine's reference guide, please let me know."**

2. Redirect Provisional Voters to the ballot bag at the election table.

It is very important that no provisional ballot is scanned before the Department can verify if the person is eligible to vote. If someone steps up to the ballot-scanning machine with a provisional envelope instead of a secrecy folder, say: **"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt. Then take the envelope to the election table and drop it into the black ballot bag."**

Remember, voting cannot stop throughout the day! If the ballot-scanning machine is not ready or if the machine malfunctions, ask voters to drop ballot cards into the machine's auxiliary (aux) bin, and call the Election Center at 1-800-554-9934.

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Job Card 4: Inspector

As the Inspector of your polling place, you are responsible for leading and supporting your team, monitoring the inventory of essential supplies, continually ensuring that clerks comply with all procedures, facilitating curbside voting, and initiating accessible voting sessions on the ballot-marking device.

1. Support your team.

Over the course of the day, be prepared to support your team. Familiarize yourself with all job cards before Election Day. Not only will you need to explain to clerks how to accomplish tasks, but you will need to be ready to complete them yourself whenever a clerk is unavailable.

Frequently remind your team to remain vigilant in following procedures, and lead by example.

Always try to stay calm and patient in the face of any challenges and provide the knowledge and resources necessary to create a positive experience for voters and poll workers alike.

2. Complete the hourly checklist.

Throughout the day, observe clerks to make sure they are following procedures correctly.

Every hour, use the checklist below to ensure your polling place is functioning properly and monitor the inventory of essential materials. If any supplies are running low or have gone missing, call the Election Center at 1-800-554-9934.

- ☐ Are the security seals on the voting equipment intact?
- ☐ Are poll workers wearing nametags identifying their language skills?
- ☐ Is the Language and Accessibility Resources sign on the election table visible to voters?
- ☐ Are pen grips and the magnifying sheet on the election table visible to voters?
- ☐ Are facsimile ballots posted AND placed on the election table, visible to voters?
- ☐ Does the "Total Ballots Printed" counter on the ballot-marking device read less than 50 (to ensure adequate printer stock)?
- ☐ Is the red ballot box at the greeter table less than 75% full?
- ☐ Are there at least 10 provisional envelopes remaining?

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Job Card 5: Initiating Accessible Voting Sessions

Although accessible voting sessions are typically initiated by the polling place inspector, all clerks should familiarize themselves with these procedures so that they are prepared to assist when needed. This card lists procedures that you will follow to 1) initiate an accessible voting session on the ballot-marking device and provides a 2) guide to assisting voters using the ballot-marking device. Remember to always allow the voter privacy unless the voter specifically gives you permission to approach.

1. Initiating an accessible voting session.

When a voter requests to use the accessible ballot-marking device, the Election Table Clerk will ask you to assist the voter and tell you the voter's preferred ballot language.

1. Say: ***"Hello, I will help activate your ballot on the ballot-marking device. You may use the touchscreen interface to mark your ballot or listen to audio instructions with headphones and mark your ballot using the touchscreen, Audio-Tactile Interface keypad, or personal assistive device. Which type of interface do you prefer to use today?"***
2. Connect any equipment the voter will use.
 - A. If the voter will use the keypad or headphones, make sure they are connected.
 - B. If the voter has a personal assistive device (e.g. sip and puff), connect it to the ATI keypad Interface. (Call the Election Center for assistance, if necessary.)
3. Insert the poll worker card and enter the activation code ("1" followed by your precinct number)
 - A. If the voter will use an assistive device, check "Enable AVS Controller", or
 - B. If the voter will use the touchscreen only, leave this box unchecked.
4. Check or uncheck the AVS Controller box, depending on the voter's preferred interface.
5. Confirm you have made the correct selections and tap "Activate."
6. Remove the poll worker card and select the voter's preferred language.
7. If you have enabled the AVS Controller, select the assistive device mode.
8. Provide instructions and offer assistance:
 - A. For a voter voting a standard ballot say: ***"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."***
 - B. For a voter voting a provisional ballot say: ***"When you are done marking your ballot, please print it out, place it in your envelope, then seal that and bring it to the black ballot bag at the election table. If you need any further assistance, just flag me."***

Job Card 5: Initiating Accessible Voting Sessions

2. Assisting a voter using the ballot-marking device.

If a voter asks for your help using the ballot-marking device, here is some basic information you need to know about its features. Be sure to ask the voter's permission before approaching or touching a device in session.

Settings: These settings can be adjusted by tapping the screen at any point in a voting session:

- "Language:" choose English, Chinese (Cantonese or Mandarin audio), Spanish, or Filipino.
- "Text Size": increase or decrease the font size of displayed text.
- "Audio": adjust reading speed and headphone volume (in AVS controller mode only).
- "View": adjust screen contrast (colors, light or dark backgrounds).

Navigation:

- Some contest pages are long; touchscreen voters may need to scroll down.
- Selecting "Next" in the lower right will take the voter to the next contest.
- Selecting "Previous" in the lower left will take the voter to the previous contest.
- Selecting a contest tab at the top will take the voter directly to that contest.

Marking:

- To select a candidate, tap the gray square to the right of the candidate's name.
- To vote for or against a measure, tap the gray square to the right of the Yes or No.
- To review all current selections, tap "Review" at any time, from any screen.
- To modify selections, tap "Back to Ballot" from the "Review" screen.
- To change a vote, tap the marked gray square to deselect, and then tap another.

Printing:

- To print a ballot after reviewing and approving all selections, tap "Print Ballot".
- If an overvote or under-vote warning appears, refer to the Guide to Messages on the Ballot-Scanning Machine.

Changing Modes or Canceling:

A. To switch modes before printing (e.g. audio to touchscreen or vice versa):

1. Tap "More" in the top right-hand corner of the touchscreen.
2. Tap "Cancel Activation" then "Yes, cancel activation."
3. Use the instructions on the front of this job card to initiate a new session.

B. To cancel the session before printing and switch to a paper ballot:

1. Tap "More" in the top right-hand corner of the touchscreen.
2. Tap "Cancel Activation" then "Yes, cancel activation."
3. Let the Election Table Clerk know the voter will use a paper ballot.

C. To cancel a session after printing and switch to a paper ballot:

1. Write VOID on both sides of the ballot printout.
2. Place the VOIDED printout in the black ballot bag.
3. Let the Election Table Clerk know the voter will use a paper ballot.

Job Card 6: Curbside Voting

Although curbside voting is typically administered by the Inspector, all clerks should familiarize themselves with these procedures so that they are prepared to assist when needed.

If curbside voting is requested, follow these steps to safely issue a ballot. Call the Election Center, 1-800-554-9934, for assistance.

1. Get the Greeter Table Supply Box, pen, and a piece of paper.
2. Approach the voter, and say: **"Welcome. I'm here to help you vote outside. Before we begin, please let me know if you would like gloves or hand sanitizer."** Wait for response, then say: **"Next, I will gather your information to check the roster and get your voting materials. I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."**
3. Offer a pen and piece of paper and say: **"Will you please write down your name, address, and preferred ballot language (English, Chinese, Spanish, or Filipino)? When you are done writing down your information, please hand me the paper and keep the pen to mark your ballot."**
 - A. If the voter wants to use the ballot-marking device, immediately call the Election Center to request that a ballot-marking device be set up outside.
4. Take the paper with the voter's information, return inside, and use Job Card 2 (Election Table Clerk) to identify the correct ballot – standard or provisional – then proceed to Step A or B on this job card.

A. To issue a curbside standard ballot:

1. Fill in the roster bubble and write "curbside" on the signature line.
2. Retrieve a one-card ballot in the voter's preferred language, "I voted" sticker, and secrecy folder, and bring them to the voter.
3. Say: **"Here are your voting materials. When you are done, please place your ballot into the secrecy folder. I will be back to collect your ballot in 5 minutes. Would you like any further assistance?"**
4. While you are waiting for the voter, 1) update the street index by referring to the XREF# in the roster and crossing out the same number on the table street index, and 2) fill out the Assisted Voters page in the roster by writing down the name of the voter.
5. Return to collect the ballot and say, **"I will now collect your secrecy folder and insert the ballot into the ballot-scanning machine. If you like I can return to confirm that your ballot has been accepted by the ballot-scanning machine."**
6. Return inside and insert the ballot into the ballot-scanning machine. Return to confirm, if requested by the voter.

Job Card 6: Curbside Voting

B. To issue a curbside provisional ballot:

1. Retrieve a provisional envelope in the voter's preferred language and complete the Poll Worker section.
2. Retrieve a one-card ballot in the voter's preferred language and an "I voted" sticker, and bring materials to the voter.
3. Say: ***"Because you are not listed in our roster, you can either vote here provisionally, go to your assigned polling place, or vote at the City Hall Voting Center. What would you prefer?"***
4. If the voter has questions, use Job Card 2 (Election Table Clerk) to answer them. Otherwise, say: ***"Here are your provisional voting materials. Please fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. I will be back to collect your ballot in 5 minutes. Would you like further assistance?"***
5. Return to collect the ballot from the voter and say: ***"I will now collect your provisional envelope. Please let me know if I can provide further assistance."***
6. Return inside and place the provisional envelope into the black bag.

3.11 What-If Scenarios

3.11.1 What if the power goes out?

Ask a site representative for help and then call the Election Center.

Voting must continue! While the ballot-scanning machine can operate without power for about 2 hours, the ballot-marking device must have power for the printer to function. If a voter requests accessible voting, activate an accessible session on the ballot-scanning machine using the troubleshooting guide on page 96.

3.11.2 What if the ballot-scanning machine stops functioning?

Check the power connection. If this does not resolve the issue, refer to the troubleshooting guide on page 94 and call the Election Center.

While the ballot-scanning machine is not functioning, voters should cast their ballots into the machine's aux bin. Once the machine is functional again, feed the ballot cards from the aux bin through the scanner, one at a time, and return any unreadable ballot cards to the aux bin.

3.11.3 What if the ballot-marking device stops functioning?

Check all cables and the power connection. If this does not resolve the issue, refer to the troubleshooting guide on page 92 and call the Election Center.

If a voter requests accessible voting, activate an accessible session on the ballot-scanning machine using the troubleshooting guide on page 96.

3.11.4 What if a provisional voter signs the roster by mistake?

It is important to correct this mistake so the roster provides an accurate count of voters who use the ballot-scanning machine at your polling place.

Draw a line through the voter's signature and the barcode. Make a note to the right of the signature.

3.11.5 What if a voter requests curbside voting?

Follow the instructions on Job Card 6 on page 61 and, if this is the first time today your team is providing curbside service, call the Election Center for guidance.

3.11.6 What if there is an emergency at our site?

If anyone is in immediate danger from a natural or man-made emergency or disturbance, such that voting cannot safely continue, call 911 immediately, then call the Election Center.

If you need to leave the polling place and it is safe to do so, retrieve and secure vital election materials in the following order:

- a. Roster of voters
- b. Voted ballots from the ballot-scanning machine
- c. Ballot-scanning machine memory card
- d. The red ballot box
- e. The black ballot bag
- f. The tote bag (if contains voted ballots)
- g. Unvoted ballots

3.11.7 What if we run low on supplies?

Your polling places should have supplies to last through Election Day; try checking the supply bags, plastic supply kit, or Greeter Table Supply Box for needed supplies. If supplies are running low, call the Election Center to request that a FED deliver additional supplies.

3.11.8 What if the red ballot box is getting close to full?

First, try shaking the box to settle the vote-by-mail envelopes inside; this may free up room for additional envelopes. If the red box is truly full, call the Election Center to obtain authorization for a ballot transfer, and then complete the following steps:

1. Gather two purple vote-by-mail trays, two purple closing bags, a black tote bag, and two blue seals.

2. Make an announcement to voters at your polling place. Say, "May I have your attention please? Due to high turnout at this site, the red ballot box is almost full. We will transfer its contents into a secured bag for transfer to the Department of Elections."
3. Break the yellow seal securing the lid of the red box to its base and place the broken seal in the Inspector Folder.
4. Remove all vote-by-mail envelopes and place them neatly into the purple trays; make sure the envelopes are facing the same way.
5. Place each tray into a closing bag and secure each bag with a blue seal, then place all closing bags into the tote bag.
6. Place the tote bag under the blue election table, and remind the Election Table clerk to safeguard the bag until its transfer to a Deputy Sherriff at closing.
7. Reseal the red box with a blue seal.

3.11.9 What if a voter refuses to wear a facial covering?

A person not wearing a facial covering must still be allowed to vote!

However, you can protect public health by taking as many of the following steps as necessary to process the voter more safely:

1. Begin by saying: "Wearing a facial covering can protect everyone's health, so we ask that you wear one. If you don't have a facial covering, we'd be happy to provide a face mask." If the voter accepts and puts on a face mask, continue processing the voter following your job card.
2. If the voter refuses, say: "We regret to hear that, but we respect your right to vote. To help everyone vote more safely, you can choose to either wait outside for a few minutes while we rearrange the voting area to allow for increased social distancing, or we can bring you voting materials and serve you outside. Which would you prefer?"
 - a. If the voter decides to vote curbside, notify the Inspector and say: "Thank you for your cooperation. Voting outside is a simple process – please wait outside and someone will be out to assist you shortly."

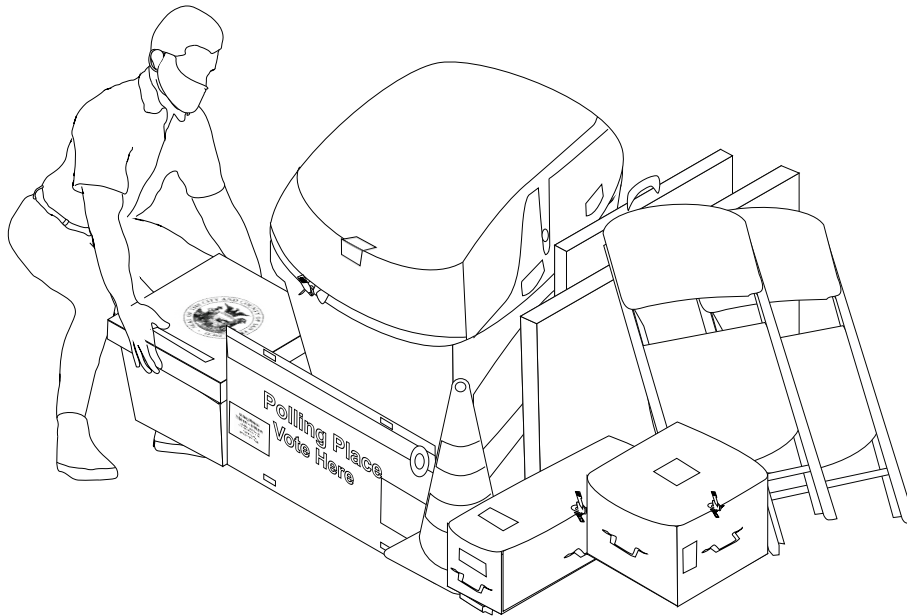
- b. If the voter decides to vote inside the polling place, notify the Inspector and say: "Thank you for your cooperation. Please wait outside a moment while we rearrange the voting area to allow for increased social distancing."
 - i. Increase distances between voting stations (election table, voting booths, and voting machines), as much as possible, at least 9 feet or more. Politely explain the situation to other voters and offer to keep their place in line if they feel safer waiting outside.
 - ii. If it is not possible to move voting stations to allow for at least 9 feet of distance, temporarily close the booths nearest the one the voter will use by folding down the secrecy flaps. Then say, "Please step over to this voting booth so we can serve you more safely." The Inspector can then serve the voter at the isolated booth, using PPE and stepping back as necessary.

Process the voter as quickly as possible so voting does not stop. Do not escalate this sensitive situation by raising your voice or threatening the voter. Do not argue with the voter. If you have any further questions, call the Election Center.

CHAPTER 4

CLOSING THE POLLS

4. Closing the Polls



4.1 The Polls Are Now Closed

At 8:00 p.m., the Inspector must announce, "The polls are now closed."

By law, any voters in line at 8:00 p.m. have the right to vote after the polls have closed. If there is a line at that time, a poll worker should stand behind the last voter in line and politely notify anyone who arrives after that time that polling place has already closed and it is too late to vote.

Your team must finish processing all voters before beginning closing procedures.

4.2 Staying Focused

It has been a long day, and you are in the home stretch! Be sure to follow all closing instructions carefully and remain vigilant in fulfilling your poll worker mission.

The tasks you will perform during closing are crucial to maintaining the integrity of the election. Together with your teammates, you will account for and secure essential election materials, transfer custody of electronic results to an MTA officer, and transfer custody of paper ballots and other vital election materials to a Deputy Sheriff. These officers will, in turn, deliver these materials to the Department of Elections.

The Inspector will begin by distributing orange Closing Job Cards 1–3. When the first three jobs are complete, clerks should complete Job Card 4.

- Job Card 1 explains how to count and secure materials from the red ballot box and black ballot bag.
- Job Card 2 explains how to count signatures in the roster pages and how to count and secure unused ballots.
- Job Card 3 explains how to count and secure voted ballots from the ballot-scanning machine.
- Job Card 4 explains how to take down signage and pack up voting booths and remaining supplies.
- The Inspector Job Card 5 explains how to turn off voting machines, retrieve memory cards, and transfer custody of electronic results and ballots.

As you complete your final tasks, remember to stay focused and follow job cards carefully. Adult poll workers are required to stay at the polling place until both custody transfers are complete and all closing tasks are accomplished. High school student poll workers may leave at 9:00 p.m.

If you have any challenges with, or questions about, closing tasks, call the Election Center at 1-800-554-9934.

4.3 Closing Forms

Closing forms provide a public record that your team followed official accounting, security, and custody transfer procedures at your polling place.

The Inspector will oversee completion of four closing forms: the Posted Ballot Statement, the certification form, the security seal sheet, and the Custody Transfer Form.

4.3.1 Posted Ballot Statement

The Posted Ballot Statement (see Appendix 5.6), located in the roster of voters, is an itemized accounting of all ballots on site, including voted and unused, that were delivered to your polling place and returned to the Department of Elections.

The Inspector will use the counts poll workers write down on Job Cards 1–3 to complete the Posted Ballot Statement. The yellow carbon copy of the Posted Ballot Statement and the vote-totals tape (second printout from the ballot-scanning machine) must be publicly posted outside the polling place, near the entrance.

4.3.2 Certification Forms

After completing the Posted Ballot Statement, the Inspector will complete the Certificate of Performance of Voting Machines and the Posted Ballot Statement Certification, both of which must be signed by all poll workers, and are located in the Roster.

4.3.3 Security Seal Sheet

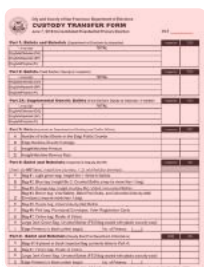
During closing, the Inspector will work with clerks to break yellow closing seals and secure materials in closing bags with blue seals. Following the instructions on the Inspector Job Card, the Inspector will then use the security seal sheet to confirm all security seal numbers.

4.3.4 Custody Transfer Form

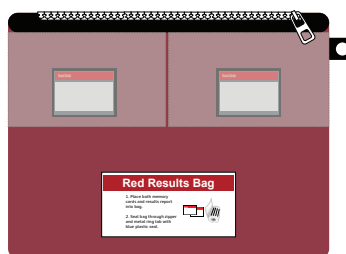
When officers from MTA and Sheriff's Department arrive to collect electronic results and ballots, respectively, the officers and the Inspector will complete and sign the Custody Transfer Form. This form is located in the Inspector Folder.

4.4 Custody Transfer Quick Reference Guide

4.4.1 The SFMTA Officer takes custody of:

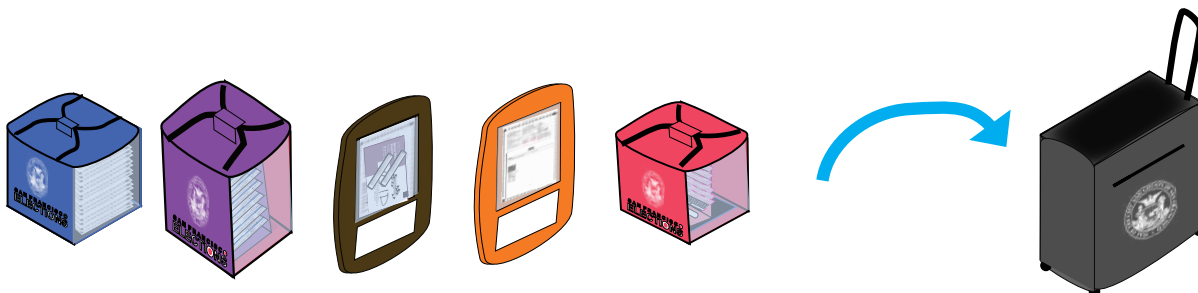


*Pink Custody
Transfer Form*



*Red Results Bag
containing closing report
and 2 memory cards*

4.4.2 The Deputy Sheriff takes custody of:



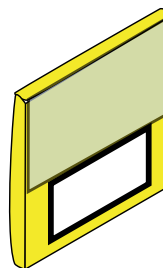
Inspector Bag containing blue, purple, brown, orange, pink closing bags, and any plastic closing bags that you may have used.



*White and Green
Custody Transfer Forms*



FED Bag



*Yellow Roster Bag
containing the Roster
and Inspector Lanyard*

4.5 Before You Go...

Use the checklist below to confirm you have not forgotten anything:

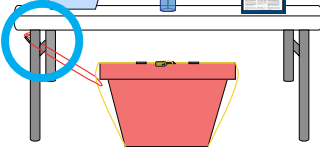
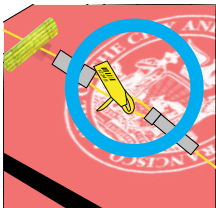
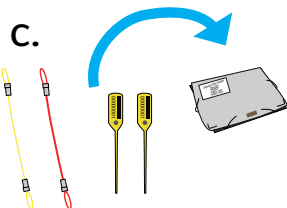
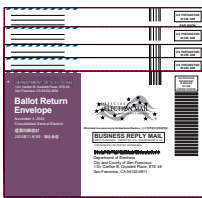
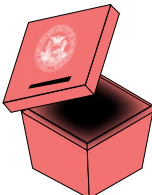
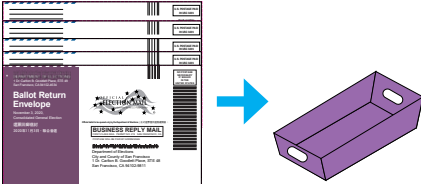
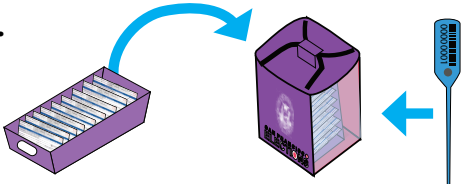
- ☐ All closing job card tasks are complete
- ☐ All remaining supplies are neatly packed in one area
- ☐ Tables and chairs are folded up and out of the way
- ☐ Any windows that you opened have been closed
- ☐ You are leaving the polling place just as you found it
- ☐ You notified your FED that custody transfers are complete
- ☐ No personal items are left behind

Remember to turn off the lights and close the door on your way out.

Clerk Job Card 1: Count and secure materials

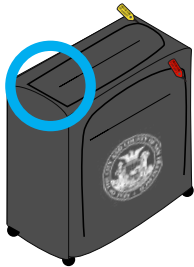
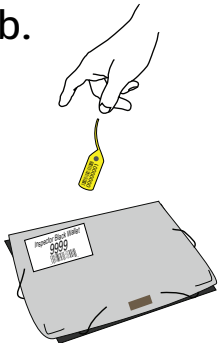
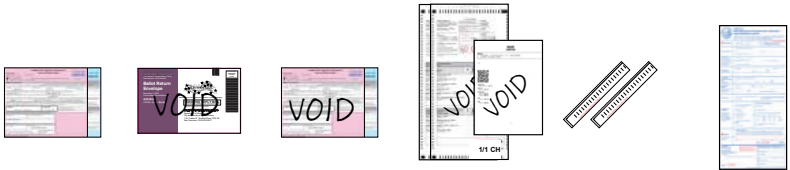
Your main tasks will be to 1) count vote-by-mail envelopes and secure in purple closing bags, 2) sort materials from the black ballot bag, 3) count provisional envelopes and secure in pink closing bag, 4) and count spoiled materials and secure in brown closing bag.

1. Count vote-by-mail envelopes and secure in purple closing bags.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Break the yellow seal connecting the red ballot box to the greeter table.</p>	<p>Break the yellow seal securing the lid to the box and remove lid.</p>	<p>Place broken seals and cables into the Inspector Folder.</p>	<p>Count vote-by-mail envelopes and write the total on the back of this job card on line (A).*</p>
<p>e.</p> 	<p>f.</p> 	<p>g.</p> 	
<p>Double-check counts and confirm that the red ballot box is empty.</p>	<p>Stack vote-by-mail envelopes in the same orientation and place neatly into purple tray(s).</p>	<p>With Inspector, place purple tray(s) into purple closing bag(s) and secure with blue seal(s).</p>	


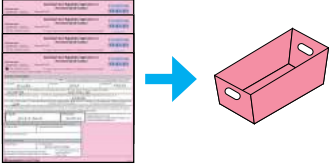
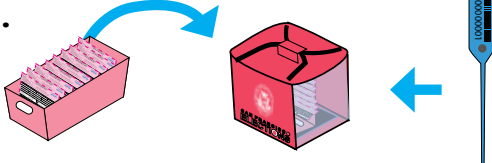
* If you completed a red ballot box transfer during the day, you will also need to count the vote-by-mail envelopes in the purple closing bags placed in the tote bag.

2. Sort materials from the black ballot bag.

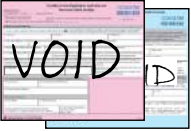
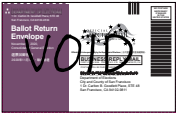



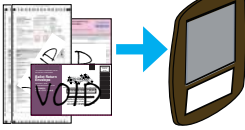
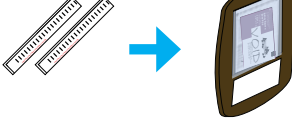
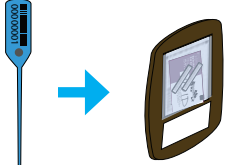
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Break the yellow seal on the black ballot bag.</p>	<p>Place broken seal into the Inspector Folder.</p>	<p>Remove and sort materials from the black ballot bag into six piles.</p>

Clerk Job Card 1: Count and secure materials

3. Count provisional envelopes and secure in pink closing bag.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Count voted provisional envelopes and write the total below on line (B).</p>	<p>Stack provisional envelopes in the same orientation and place neatly into pink tray.</p>	<p>With Inspector, place pink tray into pink closing bag and secure with blue seal.</p>

4. Count spoiled materials and secure in brown closing bag.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Count provisional envelopes and write the total below on line (C).</p>	<p>Count vote-by-mail envelopes and write the total below on line (D).</p>	<p>Count ballot cards and write the total below on line (E).</p>	<p>Count printouts from the ballot-marking device and write the total below on line (F).</p>
<p>e.</p> 	<p>f.</p> 	<p>g.</p> 	<p>h.</p> 
<p>Double-check counts and confirm that the black ballot bag is empty.</p>	<p>Place all spoiled materials neatly into the brown closing bag.</p>	<p>Place ballot stubs into the brown closing bag (you do not need to count these).</p>	<p>Secure the brown closing bag with a blue seal. Submit counts to Inspector.</p>

Voted Envelopes and Ballots	Count #
(A) Voted vote-by-mail envelopes	
(B) Voted provisional envelopes	
Spoiled Envelopes and Ballots	Count #
(C) Spoiled provisional envelopes	
(D) Spoiled vote-by-mail envelopes	
(E) Spoiled ballot cards	
(F) Spoiled printouts from the ballot-marking device	

Move on to Job Card 4 to complete closing tasks.

Clerk Job Card 2: Count signatures and unvoted ballots

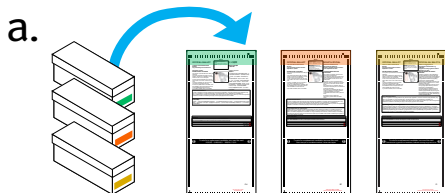
Your main tasks will be to 1) count signatures in the roster, 2) count unused ballots, and 3) secure closing bags with Inspector.

1. Count signatures in the roster.

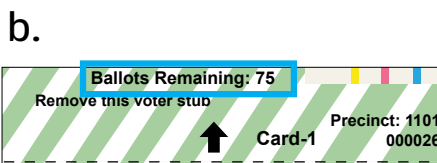
- Count the signatures on each page of the roster (white and purple pages). Fill in any empty bubbles next to signatures.
- Write the signature count at the bottom of each page.
- Add up counts for all pages and write the total on the back of this job card on line (A).
- Remove and discard the alphabetical roster tabs.
- Double-check the total number of signatures by adding up page counts again.

CONSOLIDATED ELECTION		Roster of Active Voters					CITY & COUNTY OF SAN FRANCISCO	
<p>WARNING: It is a crime punishable by imprisonment in the state prison or in county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (California Elections Code sections 14108 & 18560)</p>								
XREF	VOTER	LANG	ADDRESS	BALLOT	SIGNATURE	VOTER ID		
1082	AARON ALEX	SP	200 Delaney Street	<input type="radio"/>				
1169	AARON BARRY	SP	200 Delaney Street	<input type="radio"/>				
1222	AARON DUNCAN		250 Delaney Street	<input type="radio"/>				
1225	AARON KELLI		90 Delaney Street	<input type="radio"/>				
1725	ALDER CAROLINE		35 Delaney Street	<input type="radio"/>				
1444	ALDER CHRISTINE		555 Delaney Street	<input checked="" type="radio"/>	Christine Alder			
748	ALDER RYAN		200 Delaney Street	<input checked="" type="radio"/>	Ryan Alder			
197	ANDERSON BELLA		150 Delaney Street	<input type="radio"/>				
1027	ANDERSON KEVIN		150 Delaney Street	<input type="radio"/>				
1668	ANDERSON LIAM	FI	50 Delaney Street	<input type="radio"/>				
1283	ARTHUR DAVID	CH	191 Delaney Street	<input type="radio"/>				
1282	ARTHUR ESTHER		191 Delaney Street	<input type="radio"/>				
1146	ARTHUR FAYE		236 Delaney Street	<input type="radio"/>				
1333	ARTHUR WHITNEY		291 Delaney Street	<input type="radio"/>				
Ballot Type: 001 Generated				Voting Precinct: 1103 Garage / 2 San Gabriel Ave		Total Signatures 2		Page 2 of 56 AAR - ART A

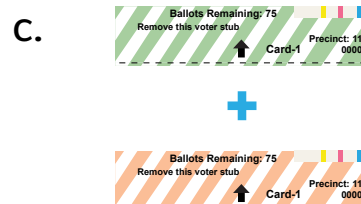
2. Count unused ballots.



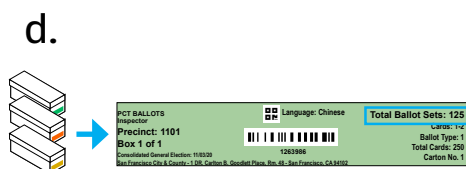
Remove ballot pads from open boxes of unused ballots and place next to the pads on the election table.



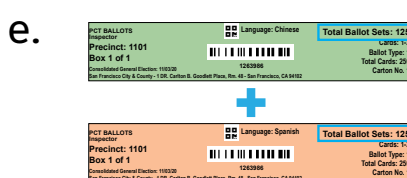
On the top of each pad, find the number showing the remaining ballots in the pad.



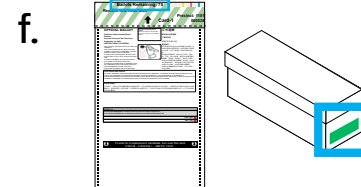
Add up these numbers and write the total on line (B) on the back of this job card.



For unopened boxes of unused ballots, find the number on the side showing "Total Ballot Sets".



Add up these numbers for all boxes and write the total on line (C) on the back of this job card.

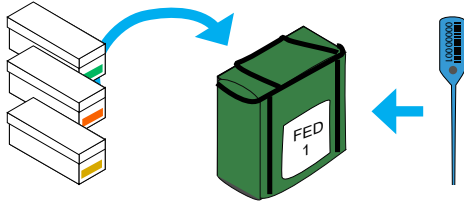


Double-check the total number of unused ballots by adding up the counts again.

Clerk Job Card 2: Count signatures and unvoted ballots

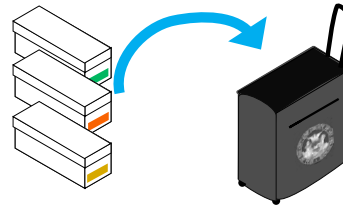
3. Secure closing bags with Inspector.

a.



With Inspector, place all ballot pads and boxes into green FED bag(s) and secure with blue seal(s).

b.



Place any boxes that do not fit in the FED bag(s) into the black ballot bag. (You must wait for the black ballot bag to be emptied before performing this step.) Submit counts to Inspector.

Signatures in Roster	Count #
(A) Signatures in roster (all pages)	

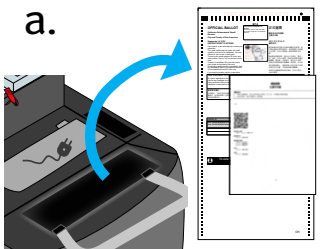
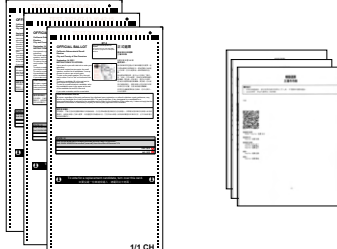



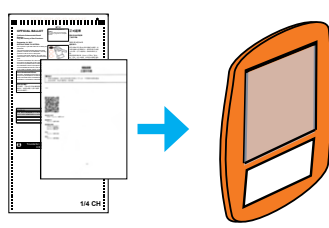
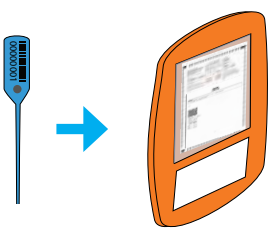
Unused Ballots	Count #
(B) Ballots from election table and opened boxes	
(C) Ballots from unopened boxes	
Unused Ballots Grand Total:	

Move on to Job Card 4 to complete closing tasks.

Clerk Job Card 3: Count and secure voted ballots

Your main tasks will be to 1) count ballots from the auxiliary bin of the ballot-scanning machine and secure in orange closing bag, and 2) secure ballots from the main bin into the blue closing bag(s).

1. Count ballots from the aux bin of the ballot-scanning machine and secure in orange closing bag.

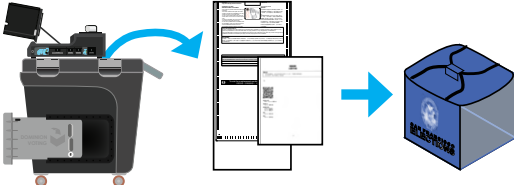
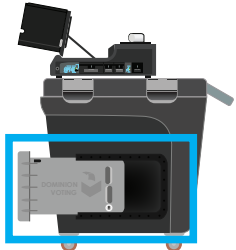
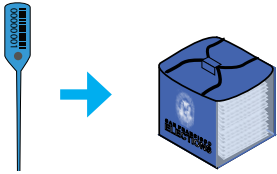
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Remove all ballot cards and printouts from the aux bin.</p>	<p>Sort the materials into two piles:</p> <ol style="list-style-type: none"> 1. Ballot cards 2. Printouts from the ballot-marking device 	<p>Count ballot cards and write the total below on line (A).</p>
<p>d.</p> 	<p>e.</p> 	<p>f.</p> 
<p>Count the printouts, if any, and write the total below on line (B).</p>	<p>Ensure the aux bin is empty and no ballots have been left inside.</p>	<p>Double-check counts and place all ballot cards and printouts into the orange closing bag.</p>
<p>g.</p> 	<p>Secure the orange closing bag with a blue seal. Submit counts to Inspector.</p>	

Aux Bin Ballots	Count #
(A) Ballot cards	
(B) Printouts from the ballot-marking device	

Clerk Job Card 3: Count and secure voted ballots

2. Secure ballots from the main bin in blue closing bag(s).

Since these ballots have already been counted by the ballot-scanning machine, you do not need to count them; you only need to remove them from the machine and secure them.

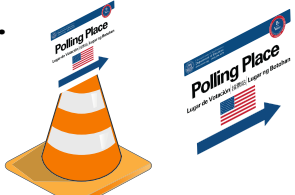


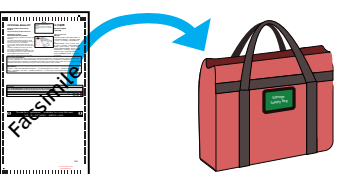
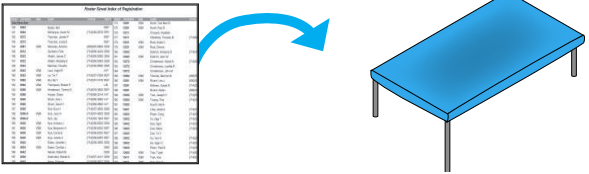
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Remove all ballots cards and printouts from the main bin and place neatly into blue closing bag(s).</p>	<p>Ensure the main bin is empty and no ballots have been left inside.</p>	<p>With Inspector, secure blue closing bag(s) with blue seal(s).</p>

Move on to Job Card 4 to complete closing tasks.

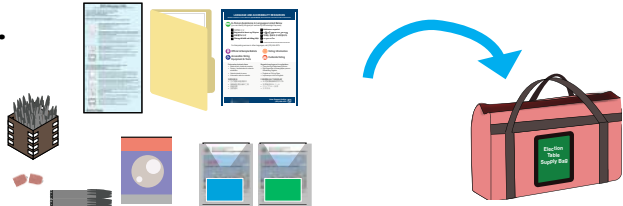
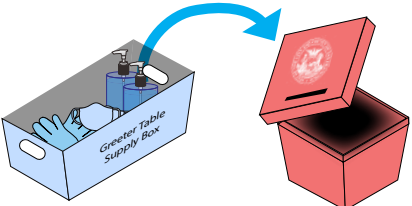
Team Job Card 4: Pack and tidy up polling place

When poll workers have finished their initial tasks, they should use this card to 1) pack up signage, 2) pack up the greeter table and election table, 3) pack up voting booths, 4) pack up the ballot-marking device, and 5) tidy up the polling place.


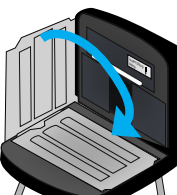
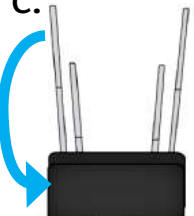

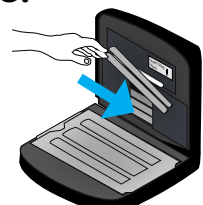

1. Pack up signage.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Bring cones and directional signs inside.</p>	<p>Gently peel tape from wall to remove all signs and the posted street index.</p>	<p>Place all signs in the signage supply bag.</p>
<p>d.</p> 	<p>e.</p> 	
<p>Place any posted facsimile ballots in the signage supply bag.</p>	<p>Place the street index on the election table.</p>	

2. Pack up the greeter table and election table.

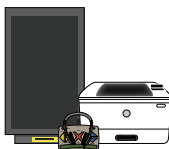
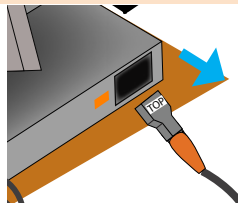
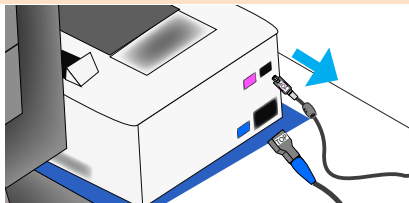
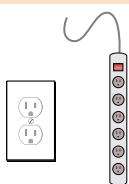
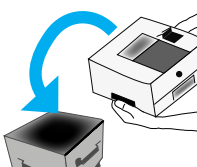
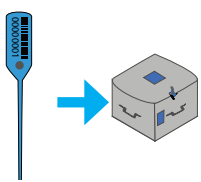
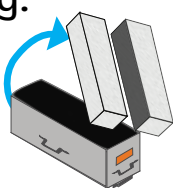
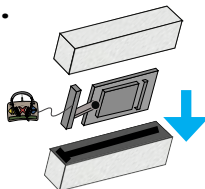
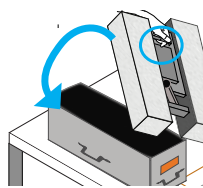
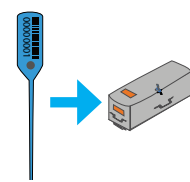
<p>a.</p> 	<p>b.</p> 
<p>Return all items from the election table to the Election Table Supply Bag, except the roster, street index, and any ballots.</p>	<p>Place the Greeter Table Supply Box in red box.</p>

3. Pack up voting booths.


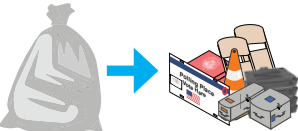

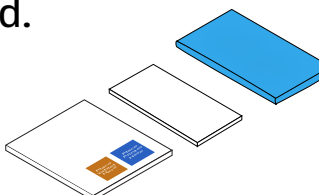
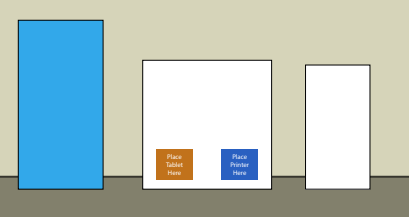
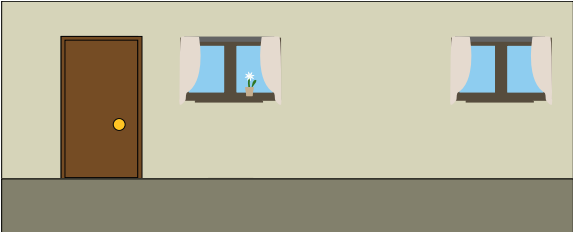
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 	<p>e.</p> 	<p>f.</p> 
<p>Unplug all cords.</p>	<p>Fold down sides and lid.</p>	<p>Turn booth upside down.</p>	<p>Remove legs and turn case over.</p>	<p>Open case and store legs.</p>	<p>Close case and snap shut.</p>

Team Job Card 4

4. Pack up the ballot-marking device.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 		
Confirm tablet is off.	Unplug orange labeled power cord from back of tablet.	Unplug both the blue labeled power cord and the pink labeled output cord from back of printer.	Unplug all power cords from wall.		
<p>e.</p> 	<p>f.</p> 	<p>g.</p> 	<p>h.</p> 	<p>i.</p> 	<p>j.</p> 
Place the printer and its power cord into the Printer Transport Bag.	With Inspector, close and secure Printer Transport Bag with a blue seal.	Remove foam casing from Tablet Transport Bag and place on table.	Keeping the ATI keypad and headphones attached, set tablet into foam casing.	Using the handle, gently place tablet and cords into the Tablet Transport Bag.	With Inspector, close and secure Tablet Transport Bag with a blue seal.

5. Tidy up the polling place.

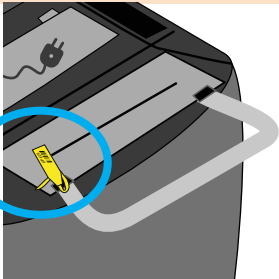
			
Place chairs, voting booths, red box, orange cone(s), and Vote Here sign together.	Collect trash and place with all other supplies near the red box.	Return any furniture moved during the day to its original location.	Fold up the election table, greeter table and the ballot-marking device table.
			
Lean folded tables against a wall.	Close and lock any windows your team may have opened.		

Inspector Job Card 5: Close polls on voting machines

As the Inspector, your main tasks will be to 1) break seals and unlock the ballot-scanning machine, 2) record ballot counts from voting machines, 3) close the polls on the ballot-scanning machine, 4) retrieve electronic results from the ballot-scanning machine, 5) close the polls on the ballot-marking device, 6) complete the Posted Ballot Statement, 7) complete certifications, 8) pack up roster and Inspector Folder, and 9) transfer custody.

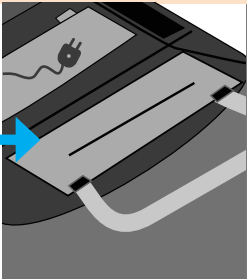
1. Break seals and unlock the ballot-scanning machine.

a.



Break seal on the auxiliary (aux) bin and place in the Inspector Folder.

b.



Use metal key to open the aux bin so that the clerk can begin sorting and counting contents.

c.



Break seal on the main bin and place in the Inspector Folder.

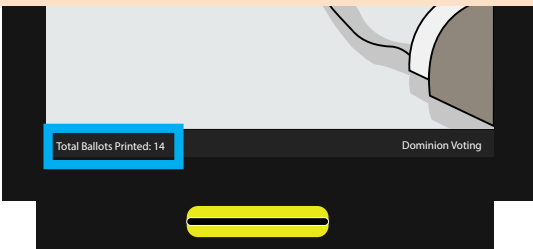
d.



Use metal key to open main bin so that the clerk can begin sorting and counting contents.

2. Record ballot counts from voting machines.

a.



Write the "Total Ballots Printed" count, found in the lower left of the ballot-marking device screen, on line (A) below.

b.

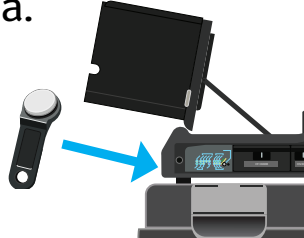
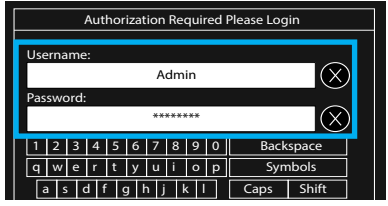
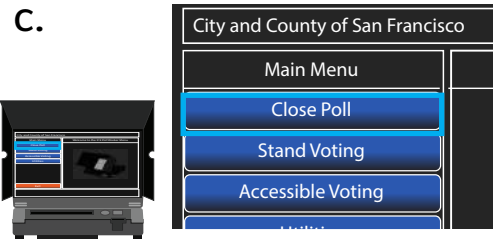
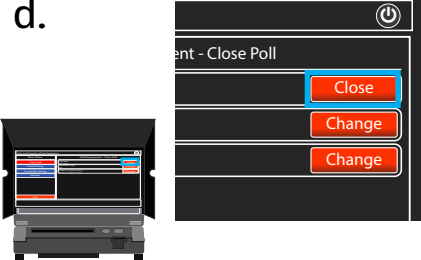
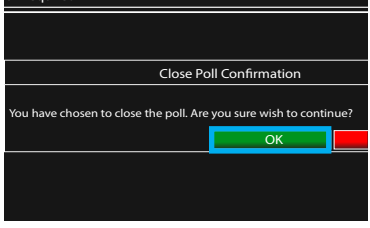
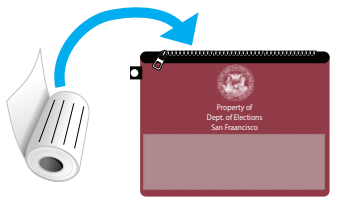
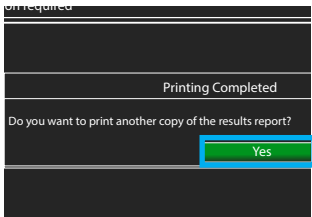
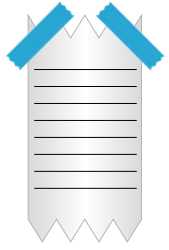

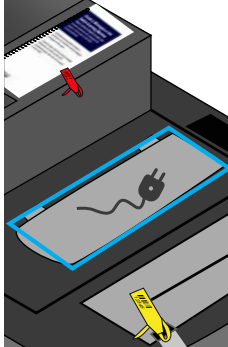
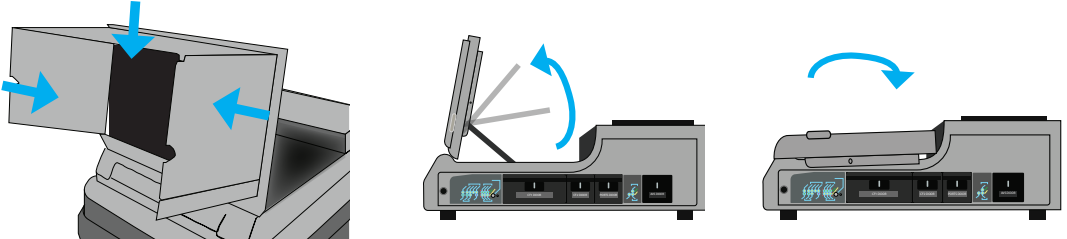


Write the "Total Voters" count, found on the lower right of the ballot-scanning machine screen, on line (B) below.

Voting Machine Ballot Counts	Count #
(A) Ballot-marking device "Total Ballots Printed"	
(B) Ballot-scanning machine "Total Voters"	

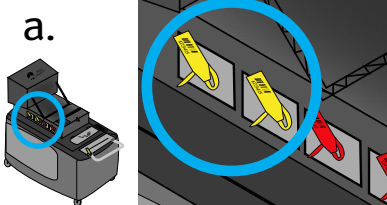
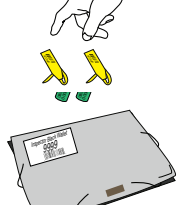
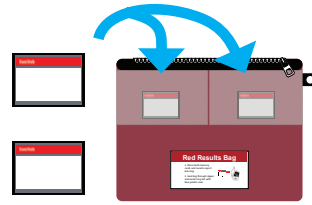
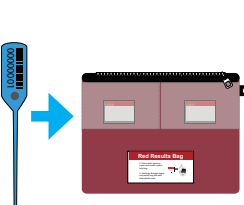
Inspector Job Card 5: Close polls on voting machines

3. Close the polls on ballot-scanning machine.

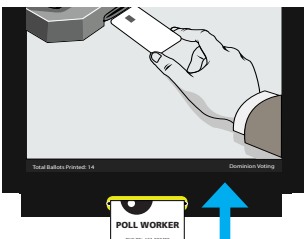
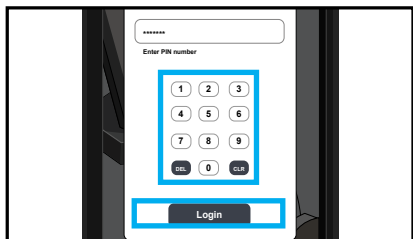
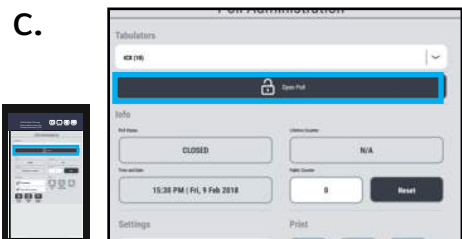
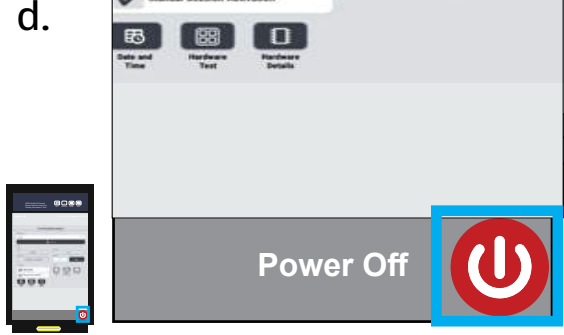
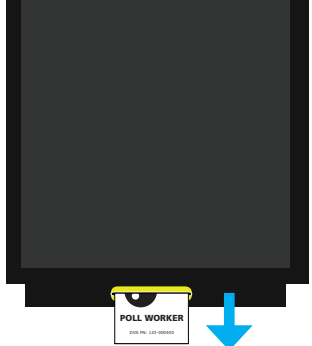
<p>a.</p>  <p>Hold key fob flat against silver circle for 5 seconds.</p>	<p>b.</p>  <p>Enter login credentials (Equipment Access Code Form) and tap "OK".</p>	<p>c.</p>  <p>Under Main Menu, tap "Close Poll".</p>
<p>d.</p>  <p>In the Poll Management Menu, tap "Close". Re-enter password and tap "OK".</p>	<p>e.</p>  <p>A confirmation screen will appear. Tap "OK" to continue.</p>	<p>f.</p>  <p>The first report will print. Tear off report and have the team sign it. Place in red results bag.</p>
<p>g.</p>  <p>Tap "Yes" to print a second report.</p>	<p>h.</p>  <p>After the second report prints, tap "No". Tear off report and have the team sign it. Tape outside polling place, near the entrance.</p>	<p>i.</p>  <p>Tap the power icon in the upper-right corner, then "Shut Down".</p>
<p>j.</p>  <p>Unplug power cord and return it to its compartment.</p>	<p>k.</p>  <p>Once machine has shut down, close the privacy flaps and lift stand to lower the screen.</p>	

Inspector Job Card 5: Close polls on voting machines

4. Retrieve electronic results from the ballot-scanning machine.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Locate the yellow seals on doors labeled "CF1" and "CF2".</p>	<p>Break the seals and place them in your Inspector Folder.</p>	<p>Remove both memory cards and place in red results bag.</p>	<p>Close red results bag and secure with blue seal.</p>

5. Close the poll on the ballot-marking device.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Insert poll worker card into the yellow slot, facing upwards.</p>	<p>Enter your login credentials (Equipment Access Code Form) and tap "Login."</p>	<p>Tap "Close Poll". Tap "Yes".</p>
<p>d.</p> 	<p>e.</p> 	
<p>Tap the Power Off icon in the lower right corner, then "Yes".</p>	<p>Remove poll worker card.</p>	

Inspector Job Card 5: Close polls on voting machines

6. Complete Posted Ballot Statement.

- a. Locate the Posted Ballot Statement in the back of the roster.
- b. Complete line C only if your FED brought extra ballots.
- c. Use the counts on Inspector Job Card 5A to complete lines D and F.
- d. Use the counts on clerk job cards to complete lines G through Q.
- e. Answer questions 1-3 and note any issues.
- f. Tear off the yellow copy and post it outside with the results report. (Keep other copies with the roster.)

7. Complete certifications.

- a. Locate the two certifications in the back of the roster.
- b. List any voters who signed the roster but did not vote.
- c. Check box A or B (usually fewer than 10 people will have used the accessible ballot-marking device).
- d. Have all poll workers sign both sections.

8. Pack up roster and Inspector Folder.

- a. Place the roster into yellow closing bag.
- b. Place security seal sheet and both copies of the street index into the Inspector Folder.
- c. Place Inspector Folder in the red box.

9. Transfer custody.

- a. Assist clerks as necessary before the MTA officer and Deputy Sheriff arrive.
- b. With the MTA officer, complete and sign Part 4 of the Custody Transfer Form together, then transfer the pink copy along with the red results bag.
- c. With the Deputy Sheriff, double-check that the red box and ballot-scanning machine bins (main and aux) are empty.
- d. Place the lid on top of the ballot-scanning machine, and lock with the metal key.
- e. Place Inspector Lanyard into yellow closing bag and secure with the blue seal.
- f. Complete and sign Part 5 of the Custody Transfer Form, and transfer the green and white copies along with the closing bags.
- g. Call your FED when both transfers are complete.

4.6 What-If Scenarios

4.6.1 What if the Deputy Sheriff or MTA officers have not shown up?

Go outside to confirm the officers aren't waiting for you or having difficulty getting into the polling place. Call the Election Center if you do not see them and it is after 10 p.m.

4.6.2 What if the polling place owner or site representative wants to close the polling place early?

Call the Election Center. Continue with your closing tasks as best as you can.

4.6.3 What if we run out of closing bags?

Use the extra plastic closing bags. Call the Election Center if you have any issues.

4.6.4 What if my team is short on help during closing?

High school poll workers are free to leave at 9 p.m. Focus and work together to complete as much as you can before then. Call your FED if there are less than three total poll workers at your polling place during closing.

4.6.5 What if the ballot-scanning machine is shut off before the counts are compiled?

Leave line F on the posted ballot statement blank. Continue on with closing down the ballot-scanning machine, ensuring the memory cards are retrieved and placed into the red closing bag.

Congratulations and Thank You!

Congratulations on completing all of your Election Day duties – the Department of Elections and the voters of San Francisco deeply appreciate your service. Please keep an eye out for your stipend check; it should be arriving in the mail in early October.

The next scheduled election is the June 7, 2022, Consolidated Statewide Election. Please let the Department know if you move between now and then to ensure you receive an invitation to serve in that election (a letter will go out in or around March 2022). Until that time, we hope you and your family stay happy and healthy!

APPENDIX

5.1 Health and Safety Measures Sign

HEALTH AND SAFETY MEASURES

MEDIDAS DE PREVENCIÓN DEL COVID-19 | COVID-19 預防措施 | MGA SUKAT SA PAG-IWAS SA COVID-19

Do your part to protect public health:



All individuals, vaccinated and unvaccinated, must wear a facial covering inside a polling place.



Masks, hand sanitizer, and gloves are available; please ask a poll worker if you would like to use any of these items.

You can request a ballot without coming inside:



To request curbside ballot delivery to your car or the sidewalk, call (415) 553-0703.



For voters who are confined to home or hospital and unable to get their ballots in person, the Department of Elections provides ballot delivery services. To request ballot delivery, call (415) 553-0712.

Get Vaccinated, San Francisco!



To learn more, visit sf.gov/getvaccinated or call 311.

Haga su parte para proteger la salud pública: Esta instalación hace cumplir las reglas de enmascaramiento para todas las personas que ingresan a la instalación, independientemente de su estado de vacunación. Hay mascarillas, desinfectante de manos y guantes disponibles; Pregúntele a un trabajador electoral si desea utilizar alguno de estos elementos.

O solicite una boleta sin necesidad de entrar: Para solicitar que se le entregue la boleta en su auto o en la acera, llame al (415) 553-0703. Para los electores que estén confinados en su hogar o en un hospital y no puedan obtener sus boletas en persona, el Departamento de Elecciones ofrece los servicios de entrega de boletas a domicilio. Para solicitar la entrega de la boleta, llame al (415) 553-0712.

¡Vacúnate, San Francisco! Para obtener más información, visite sf.gov/getvaccinated o llame al 311.

為保護公眾健康儘自己的一份力量：該設施對進入該設施的所有個人實施掩蔽規則，無論他們的疫苗接種狀態如何。提供口罩、洗手液和手套；如果您想使用這些項目中的任何一個，請詢問投票工作人員。

或您不需要入場也可以取得選票：如您要在車上等候或行人路旁接收您的選票，請致電 (415) 553-0703。若選民禁足家中或身在醫院，導致無法親自領取選票，選務處可提供選票送遞服務。如有需要，請致電 (415) 553-0712。

接種疫苗，舊金山！要了解更多信息，請訪問 sf.gov/getvaccinated 或致電 311。

Gawin ang iyong bahagi upang maprotektahan ang kalusugan ng publiko: Ang pasilidad na ito ay nagpapatupad ng mga patakaran sa masking para sa lahat ng mga indibidwal na pumapasok sa pasilidad, anuman ang kanilang katayuan sa pagbabakuna. Mga maskara, hand sanitizer, at guwantes ay magagamit; mangyaring tanungin ang isang manggagawa sa botohan kung nais mong gumamit ng anuman sa mga item na ito.

O maaari kayong humiling ng balota nang hindi pumapasok sa loob: Para humiling na maihatid ang inyong balota sa gilid ng daan o sa inyong sasakyan, tumawag sa (415) 553-0703. Para sa mga botanteng hindi makaalis sa bahay o ospital at hindi kayang makuha ang kanilang balota nang personal, nagaalok ang Departamento ng mga Eleksyon ng serbisyo sa paghahatid ng balota. Para humiling na mahatiran ng balota, tumawag sa (415) 553-0712.

Magpabakuna, San Francisco! Upang matuto nang higit pa, bisitahin ang sf.gov/getvaccinated o tumawag sa 311.

5.2 Language and Accessibility Resources Sign

LANGUAGE AND ACCESSIBILITY RESOURCES AT THIS POLLING PLACE

RECURSOS DE IDIOMAS Y ACCESIBILIDAD EN ESTE LUGAR DE VOTACIÓN | 此投票站的語言和無障礙資源 |

MGA MAPAGKUKUNAN NG WIKA AT KAKAYAHANG MAI-ACCESS SA LUGAR NG BOTOHAN NA ITO



Poll Worker Assistance in Languages Listed Below

(you can identify bilingual poll workers by the nametags they wear)

- | | |
|--|---|
| <input type="checkbox"/> 我們說中文
 Chinese | <input type="checkbox"/> ကုန်ုပ်တို့ မြန်မာစကား ပြောသည့်
 Burmese |
| <input type="checkbox"/> Hablamos español
 Spanish | <input type="checkbox"/> 저희는 한국어 구사자입니다
 Korean |
| <input type="checkbox"/> Nagsasalita kami ng Filipino
 Filipino | <input type="checkbox"/> เราพูดภาษาไทย
 Thai |
| <input type="checkbox"/> 日本語でどうぞ
 Japanese | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Chúng tôi biết nói tiếng Việt
 Vietnamese | |

For Interpreting services in other languages, call (415) 554-4375



Official & Sample Ballots



Accessible Voting Equipment & Tools

Este centro electoral ofrece :

- Boleta oficial y boleta de muestra
- Equipo y herramientas de votación accesibles
- Votación desde la acera
- Información sobre la votación

投票站提供：

- 正式選票和選票樣本
- 無障礙投票設備和工具
- 路邊投票
- 投票資料



Voting Materials



Curbside Voting

Nag-aalok ang lugar na ito ng botohan :

- Opisyal at mga Halimbawang Balota
- Mga Kagamitan at Kasangkapan para sa Aksesibleng Pagboto
- Pagboto sa Gilid ng Daan
- Impormasyon ukol sa Pagboto



SAN FRANCISCO
ELECTIONS

Voter Support Hotline
(415) 554-4375

5.3 Polling Place Supply List

When you arrive to your polling place, most supplies – except for large signs, tables, and the ballot-marking device – will be inside the ballot-scanning machine or the red ballot box.

Supplies Inside the Ballot-Scanning Machine

Under the lid

- ☐ Flipchart (1)
- ☐ Paperclips (2)
- ☐ “I voted” stickers (1 roll)

Main Bin

- ☐ Signage supply bag (1)*
- ☐ Election Table supply bag (1)**
- ☐ Blue closing bag (3)
- ☐ Orange closing bag (1)
- ☐ Brown closing bag (1)
- ☐ Purple closing bag (3)
- ☐ Pink closing bag (1)
- ☐ Yellow closing bag (1)
- ☐ Red results bag (1)
- ☐ Extra plastic closing bag (3)
- ☐ Jumbo tote bag (1)

*Signage Supply Bag Contains:

- ☐ Voter Information poster (1)
- ☐ Voter Bill of Rights poster (2)
- ☐ Health and Safety Measures poster (1)
- ☐ Facsimile (reference) ballot (only required polling places have it) (1)
- ☐ Polling Place directional signs (4)
- ☐ Blue 3-in tape (1 roll)
- ☐ Precinct # card (1)
- ☐ Pin-on badges for Poll Worker nametags (6)
- ☐ Poll Worker nametags
 - English (8)
 - English/Chinese (4)
 - English/Spanish (4)
 - English/Filipino (2)
 - English/Burmese (1)
 - English/Japanese (1)
 - English/Korean (1)
 - English/Thai (1)
 - English/Vietnamese (1)

**Election Table Supply Bag Contains:

- ☐ Magnifying sheet (1)
- ☐ Election Officer digest (1)
- ☐ Blue Ballot Secrecy folder (100)
- ☐ Language and Accessibility Resources sign in blue stand (1)
- ☐ Pink Provisional envelope (100+)
- ☐ Ballot pens (combination of felt-tip and ballpoint pens) (75)
- ☐ Pen cup (1)
- ☐ Pen grip (2)

5.3 Polling Place Supply List

- ☐ Security seals bag in small ziploc (1):
 - Yellow sticker seal (2)
 - Yellow plastic seal (3)
 - Yellow cable (1)
 - Red cable (1)
- ☐ Election Table folder (1)
 - City-wide precinct map (1)
 - Polling place list (1)
 - Voter Registration Card (10)
- ☐ Poll Worker Manual (1)
- ☐ Plastic pocket with:
 - ☐ California Voter Information Guide
 - English (2)
 - Chinese (1)
 - Spanish (1)
 - Filipino (1)
- ☐ Plastic pocket with:
 - ☐ San Francisco Voter Information Pamphlet
 - English with EN/CH Sample Ballot (1)
 - English with EN/SP Sample Ballot (1)
 - English with EN/FI Sample Ballot (1)
 - Chinese (1)
 - Spanish (1)
 - Filipino (1)
 - ☐ Plastic pocket with:
 - Facsimile (reference) ballot (only required polling places have it)

Supplies inside the Red Ballot Box

- ☐ Supply Kit***
- ☐ Pink tray for provisional ballots (1)
- ☐ Purple tray for vote-by-mail ballots (3)
- ☐ Greeter Table supply box (1)
 - Face masks (50)
 - Box of gloves (1)
 - Surface sanitizing wipes (1)
 - Hand sanitizer (2)
 - Health and Safety Measures Sign in blue stand (1)

***The Supply Kit Contains:

- ☐ Poll Worker pin (5)
- ☐ Yellow plastic seal (1)
- ☐ Blue plastic seal (15)
- ☐ 3-prong adapter (2)
- ☐ 6-ft extension cord (2)
- ☐ Power strip (3)
- ☐ Trash bag (4)
- ☐ Red Emergency Keys bag
 - Metal key (1)
 - Poll Worker card (1)

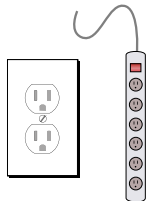
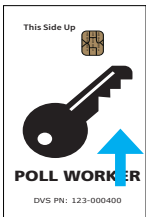
5.4 Troubleshooting Guide

This Guide explains how poll workers can resolve simple voting equipment issues. If these instructions do not address the issue, call the Election Center, 1-800-554-9934, for assistance.

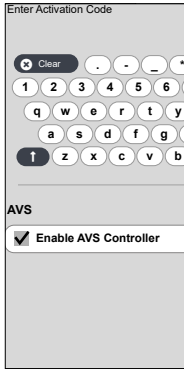
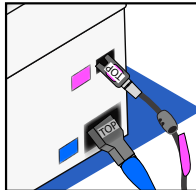
Do not to allow anyone without official identification and clear authorization from the Department of Elections to "help" you troubleshoot voting equipment.

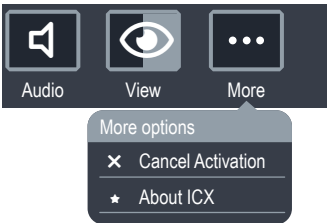
A. Accessible Ballot-Marking Device

If the device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the ballot-scanning machine. See page 99 for instructions.

Symptom	Solution	
1. Tablet Fails to Power Up	<p>Verify the tablet is plugged into a functional wall outlet or power strip by plugging something else into the same socket and turning it on.</p> <p>If the socket is good but the tablet does not turn on, call the Election Center.</p>	
2. Poll Worker Card Not Initializing	<p>Reinsert the card with the words "Poll Worker" facing upwards as you push the card firmly into the yellow slot.</p> <p>If you have inserted the card correctly but nothing happens, call the Election Center.</p>	
3. Incorrect Administrative Login Pin	<p>Slowly type in the PIN, one digit at a time, or ask a team member to assist.</p> <p>If the correct pin is rejected, call the Election Center.</p>	
4. Date/Time Incorrect	<p>If the date/time displayed on the screen is incorrect, call the Election Center.</p>	

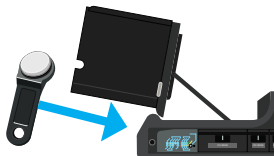
5.4 Troubleshooting Guide

Symptom	Solution	
5. ATI keypad/ Headphones/ Assistive Device Not Working	<p>Verify the keypad is plugged in correctly by checking for a flashing green light next to the port.</p> <p>Next, check headphones and/or devices are plugged into the correct port(s).</p> <p>Then, verify the ballot has been activated in AVS mode with a voter's preferred device selected. If necessary, cancel and re-activate the ballot, making sure the Enable AVS Controller checkbox is selected.</p> <p>If the ATI keypad/headphones/assistive device still does not work, conduct a hardware test:</p> <ol style="list-style-type: none"> 1. Insert the poll worker card and log in. 2. Tap "Hardware Test". 3. Select ATI keypad and test each button. <p>If all of these measures fail, call the Election Center.</p>	
6. Printer is Not Printing	<p>Verify the plug from the printer is connected to a functional wall outlet or power strip by plugging something else into the same socket and turning it on. [Press the power button if you have not already done so.]</p> <p>Verify that the printer cable coming from the tablet is plugged into the pink port on the back of printer.</p> <p>Make sure there is paper in the tray and that the screen reads "Ready" or "Sleep Mode is ON".</p> <p>If the printer still does not work, call the Election Center.</p>	
7. Printer Out of Paper	<p>Call the Election Center.</p>	


Symptom	Solution	
8. Touchscreen Malfunctioning or Frozen	<p>Insert the poll worker card to start new a session or continue current session.</p> <p>If this does not work, call the Election Center.</p>	
9. Need to Cancel Session	<p>Tap on the three dots in the upper right-hand corner and select "Cancel Activation," then "Yes".</p> <p>Activate a new accessible session or issue a paper ballot to the voter.</p>	

B. Ballot-Scanning Machine

If the machine malfunctions during voting hours, be sure to store any voted, un-scanned ballots cast by voters in the aux bin. These will be scanned when the machine is operational again.

Symptom	Solution	
1. Machine Fails to Power Up	<p>Verify the machine is plugged into a functional wall outlet or power strip by plugging something else into the same socket and turning it on. Push the screen down, then pull it back up again.</p> <p>If this does not work, call the Election Center.</p>	
2. Login Screen Does Not Load	<p>Push the flat part of the black key fob firmly against the silver circle on the right side of the machine, silver to silver. Hold for 5 seconds.</p> <p>If this does not work, call the Election Center.</p>	
3. Incorrect Username/ Password	<p>Slowly type in both the username and the password one digit/ character at a time, and/or ask a team member to assist. The username is case sensitive.</p> <p>If the correct username/password is rejected, call the Election Center.</p>	

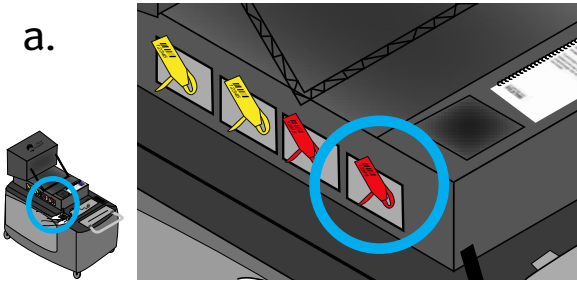
5.4 Troubleshooting Guide

Symptom	Solution	
4. Machine is Running Out of Paper	If you see a colored band on the tape, the machine is almost out of paper; call the Election Center.	
5. ERROR MESSAGE: Error Condition has Occured	<p>If ballot card was returned, ask voter to straighten any wrinkles or folds and remove any stubs before reinserting the ballot.</p> <p>If ballot cards were not returned, push the flat part of the black key fob firmly against the silver circle on the right side of the machine, silver to silver. Hold for 5 seconds. Tap "OK". Tap "Standard Voting". Continue using the machine to cast ballots.</p> <p>If this does not work, call the Election Center. Meanwhile, have voters place ballots in the aux bin.</p>	
6. ERROR MESSAGE: Ballot Misread	<p>Ask voter to re-insert the ballot in a different orientation.</p> <p>If the ballot is returned again, issue a replacement ballot to voter. Call the Election Center.</p>	
7. ERROR MESSAGE: Invalid Ballot	The machine cannot recognize the ballot. Advise voter to get a replacement ballot at the election table. Call the Election Center.	
8. ERROR MESSAGE: Thermal Print head is up	Call the Election Center.	
9. ERROR MESSAGE: Files on CF1 and CF2 do not match	Call the Election Center.	
10. ERROR MESSAGE: Failed to mount CF cards	Call the Election Center.	

C. Initiating an accessible voting session on the ballot-scanning machine

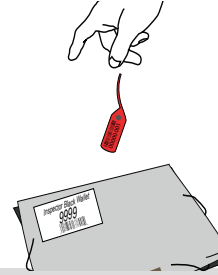
If the ballot-marking device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the ballot-scanning machine, following the directions below.

a.



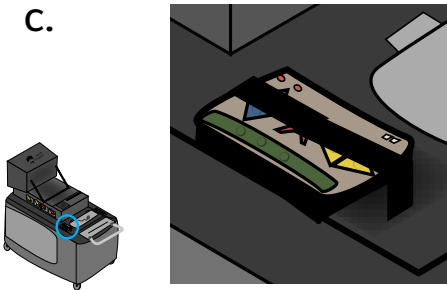
Call the Election Center to get permission to break red seal on AVS door.

b.



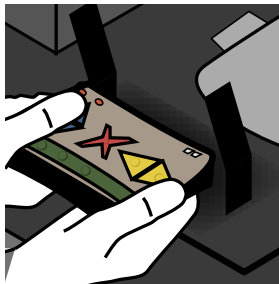
Break seal and place in Inspector Folder.

c.



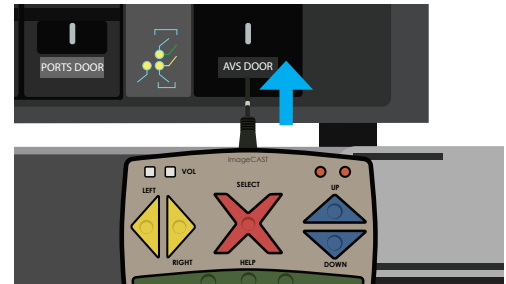
Locate ATI keypad next to AVS door.

d.



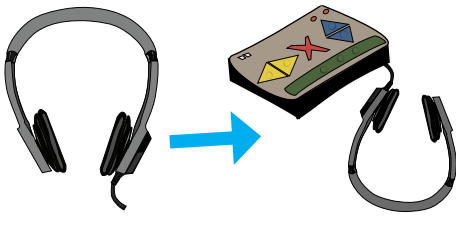
Unfasten velcro strap and remove ATI keypad.

e.



Open AVS door and plug ATI keypad cable end into AVS port.

f.



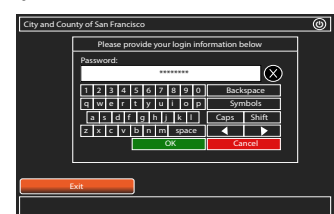
Using headphones from the ballot-marking device, plug headphones into ATI Keypad. Set aside for now.

g.



Press and hold the key fob against silver circle.

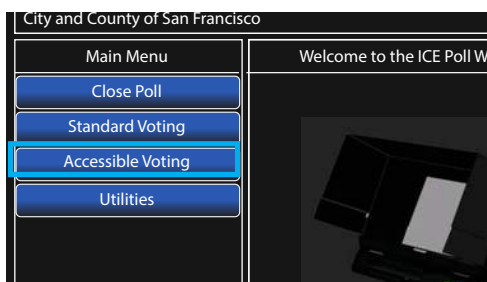
h.



Enter password. (See Equipment Access Codes Acknowledgment form.)

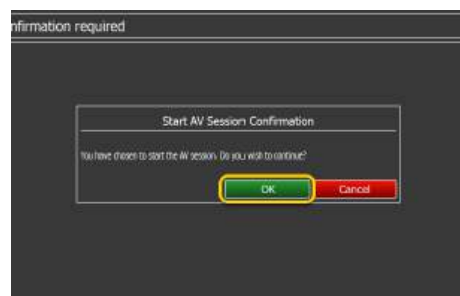
5.4 Troubleshooting Guide

i.



Under Main Menu, tap "Accessible Voting", then tap "Start".

j.



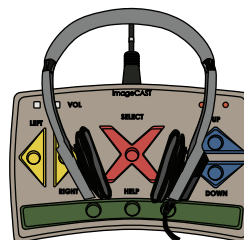
Tap "OK" to confirm AV session.

k.



Have the voter insert a blank card to begin the accessible voting session.

l.



Hand ATI keypad to voter and ask if they would like any assistance.

m.



To Initiate a voting session for card 2; repeat steps g-k after the voter has finished marking card 1.

5.5 Translated Scripts

Job Cards contain scripts that poll workers will recite to voters at various stages in the voting process. The following translated scripts should be shown or read out loud on an as-needed basis when assisting voters who speak languages other than English.

1. Greeter Clerk

1.1 Assisting voters dropping off their ballots.

"Welcome. Are you here to vote or drop off a ballot?"

「歡迎！您來這裡是投票還是遞交選票？」

"Bienvenido. ¿Vino a votar o a entregar su boleta?"

"Maligayang pagdating. Nandito ba kayo upang bumoto o maghulog ng balota?"

"Please drop your signed envelope into the red ballot box. Would you like any assistance?"

「請把您已簽名的信封投進紅色選票箱。您需要任何協助嗎？」

"Por favor, meta su sobre firmado en la caja de boletas roja. ¿Hay algo más en lo que le pueda ayudar?"

"Mangyaring ihulog ang inyong pinirmahang sobre sa pulang kahon na hulugan ng balota. Kailangan ninyo po ba ng tulong?"

1.2 Notifying the Inspector if a voter requests curbside voting.

"The Inspector can help you with that. Please wait here while we get the necessary voting supplies for you."

「投票站站長可以為您提供協助。我們會為您準備必要的投票用品，請在這裡等候。」

"El inspector/la inspectora puede ayudarle con eso. Por favor, espere aquí mientras reunimos los materiales electorales necesarios para usted".

"Maaari kayong matulungan ng Inspektor diyan. Mangyaring maghintay dito habang kinukuha namin ang mga mahahalagang kagamitan sa pagboto para sa inyo."

5.5 Translated Scripts

2. Election Table Clerk

2.1 Finding the voter in the roster.

"Hello. May I have your name and address?"

「您好！您可以把姓名和地址告訴我嗎？」

"Hola. ¿Cuál es su nombre y dirección?"

"Kamusta. Maaari ba naming makuha ang inyong pangalan at address?"

"You are not listed in our roster, but you can vote a provisional ballot here or go to your assigned polling place or a voting center. Which do you prefer?"

「您的名字不在我們的選民名冊上，但您可以在這裏使用臨時選票投票，或者您可以到編配給您的投票站或投票中心投票。您喜歡哪一種方式？」

"Usted no aparece en nuestra lista de electores, pero puede votar aquí con una boleta provisional o puede ir a su lugar de votación asignado o a un centro de votación. ¿Qué le preferiría hacer?"

"Hindi kayo nakalista sa aming roster, ngunit maaari kayong bumoto nang probisyonal na balota dito o pumunta sa inyong itinalagang lugar ng botohan o sa sentro ng botohan. Alin ang mas gusto ninyo?"

2.2 Check for voter notes.

"The roster shows the Department of Elections already received your ballot. If you'd like, you can call the Department to verify, or you can vote here provisionally."

「選民名冊上顯示選務處已經收到了您的選票。如您想查明此事，您可以致電選務處了解詳情，或者您可以在這裡使用臨時選票投票。」

"La lista de electores indica que el Departamento de Elecciones ya recibió su boleta. Si gusta, puede llamar al Departamento para verificar o puede votar aquí provisionalmente."

"Pinapakita ng roster na natanggap na ng Departamento ng mga Eleksyon ang inyong balota. Kung gusto ninyo, maaari ninyong tawagan ang Departamento upang kumpirmahin ito, o maaari kayong bumoto nang probisyonal dito."

5.5 Translated Scripts

2.3 Issuing a standard ballot.

"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「我會向您發出一份紙張選票，除非您想使選用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Voy a expedir una boleta de papel para usted, a menos que prefiera votar con una boleta de audio o de pantalla táctil en el dispositivo accesible para marcar la boleta."

"Bibigyan namin kayo ng papel na balota, maliban nalang kung gusto ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

2.4 Issuing a provisional ballot.

"I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「您將會獲發一份紙張選票，除非您想使選用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Voy a expedir una boleta de papel para usted, a menos que prefiera votar con una boleta de audio o de pantalla táctil en el dispositivo accesible para marcar la boleta."

"Bibigyan namin kayo ng papel na balota, maliban nalang kung gusto ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

"Voting materials are available in English, Chinese, Spanish, and Filipino. Do you have a language preference?"

「我們有英文、中文、西班牙文及菲律賓文的投票材料可供使用。您有沒有語言偏好？」

"Los materiales electorales están disponibles en inglés, chino, español y filipino. ¿Qué idioma prefiere?"

"Magagamit ang mga materyales sa pagboto sa mga wikang Ingles, Tsino, Espanyol, at Filipino. Mayroon po ba kayong kagustuhang wika?"

5.5 Translated Scripts

"Fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. Return the envelope and pen to me."

「填妥信封上的資料並簽名，然後標記選票，把選票放入信封，把它密封，撕下收據。最後把信封及筆交還給我。」

"Llene por completo el sobre y fírmelo, luego marque su boleta, póngala dentro del sobre, séllelo y desprenda el recibo. Cuando termine, devuélvame el sobre y el bolígrafo."

"Punan ang buong sobre at pirmahan ito, tapos markahan ang inyong balota, ilagay ito sa loob ng sobre, selyuhan ito, at alisin ang resibo. Ibalik sa amin ang sobre at panulat."

"Fill out the envelope completely and sign it. The Inspector will activate your ballot. If you need assistance, let the Inspector know."

「填妥信封上的資料並簽名。投票站站長會於選票標記設備上啟動您的選票。如您需要協助，請讓站長知道。」

"El inspector/la inspectora va a activar su boleta. Si necesita ayuda, avísele al inspector/la inspectora."

"Punan ang buong sobre at pirmahan ito. Pagaganahin ng Inspektor ang inyong balota. Kung kailangang ninyo ng tulong, ipaalam lamang sa Inspektor."

2.5 Issuing replacement ballots.

"May I have your mismarked cards?"

「我可以拿走您的標記錯誤的選票卡嗎？」

"¿Me puede dar las tarjetas que están mal marcadas?"

"Maaari ba naming makuha ang inyong balota na may maling pagkakamarka?"

3. Ballot-Scanning Machine

3.1 Assisting Standard Voters

"When you are ready, please insert your ballot cards one at a time. It does not matter which way they are facing. Let me know if you want me to change the language displayed on the screen."

「當您準備好，請您把選票卡逐一插入掃描機。選票正面或背面向上都可以。如果您想我改變屏幕上的語文顯示，請讓我知道。」

"Cuando esté listo, por favor, inserte una por una las tarjetas de su boleta. No importa qué lado quede arriba. Avísame si quiere que cambie el idioma de la pantalla."

"Kapag kayo'y handa na, mangyaring ipasok ang inyong mga balota nang paisa-isa. Hindi mahalaga kung saan ito nakaharap. Ipaalam lamang sa amin kung nais ninyong palitan ang wikang naka-display sa screen."

"Thank you for voting today!"

「謝謝您今天到來投票！」

"¡Gracias por votar hoy!"

"Salamat po sa pagboto ninyo ngayong araw!"

"The machine detected an irregular marking. To correct your ballot, press "Return" or to cast it as is, press "Cast". If you would like a pair of gloves, have questions, or would like to review the machine's reference guide, please let me know."

「掃描機檢測到有不規則標記。要更正您的選票，請按「返回」或您想照舊地投下這份選票，請按「投下」。如果您想要一對手套、有問題或想查閱掃描機參考指南，請讓我知道。」

"La máquina detectó una marca irregular. Para corregir su boleta, presione "Devolver" o para emitir su boleta como está, presione "Emitir". Si desea un par de guantes, si tiene preguntas o si quiere revisar la guía de referencia de la máquina, por favor, avísame."

"Nakakita ang makina ng maling pagkakamarka. Para itama ang inyong balota, pindutin ang "Bumalik" o para isumite ito nang ganoon na, pindutin ang "Isumite". Kung nais ninyo ng guwates, may mga katanungan, o gustong ninyong suriin ang reperensyang gabay para sa makina, mangyaring ipaalam lamang sa amin."

5.5 Translated Scripts

3.2 Redirecting Provisional Voters.

"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt. Then take the envelope to the election table and drop it into the black ballot bag."

「我看見您用臨時信封。請確定您已經在信封上填妥所有資料並簽名，撕下收據。然後帶這個信封到選舉枱並把它投遞在黑色選票袋裡。」

"Veo que tiene un sobre provisional. Por favor, asegúrese de haber completado y firmado el sobre y de haber desprendido su recibo. Luego lleve el sobre a la mesa electoral y póngalo dentro de la bolsa de boletas negra."

"Nakikita namin na mayroon kayong probisyonal na sobre. Mangyaring siguraduhing nakumpleto ninyo at napirmahan ang sobre at naalis ang inyong resibo. Tapos dalhin ang sobre sa mesa ng eleksyon at ihulog ito sa itim na bag na hulugan ng balota."

4. Initiating Accessible Voting Sessions

4.1 Initiating an accessible voting session.

"Hello, I will help activate your ballot on the ballot-marking device. You may use the touchscreen interface to mark your ballot or listen to audio instructions with headphones and mark your ballot using the touchscreen, Audio-Tactile Interface keypad, or personal assistive device. Which type of interface do you prefer to use today?"

「您好！我將會於選票標記設備上啟動您的選票。您可以使用觸屏介面去標記您的選票，或者帶著耳機聆聽音頻說明，並使用觸屏介面、音頻與觸覺介面鍵盤以及個人輔助器材標記您的選票。您今天想使用哪種介面？」

"Hola. Voy a ayudarle a activar su boleta en el dispositivo accesible para marcar la boleta. Puede usar la interfaz de pantalla táctil para marcar su boleta o escuchar las instrucciones de audio con los audífonos y marcar la boleta usando la pantalla táctil, usar el teclado de interfaz audiotáctil o un dispositivo de asistencia personal. ¿Qué interfaz prefiere usar el día de hoy?"

"Kamusta po, tutulungan namin kayong paganahin ang inyong balota sa ballot-marking device o aparatong nagmamarka sa balota. Maaari ninyong magamit ang interface na touchscreen upang markahan ang inyong balota o makinig sa mga instruksiyon na audio gamit ang head-phone at markahan ang inyong balota gamit ang touchscreen, interface na Audio-Tactile keypad, o personal na aparatong may teknolohiyang nakatutulong. Aling uri ng interface ang mas gusto ninyong gamitin ngayong araw?"

5.5 Translated Scripts

"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."

「當您完成標記選票，請把它列印出來，放入保完封套內，然後把它帶到掃描機。如果您需要任何協助，請向我示意。」

"Cuando termine de marcar su boleta, imprímala, póngala dentro de la cubierta de confidencialidad y llévela a la máquina de escaneo. Si hay algo más en lo que pueda ayudarle, por favor, avíseme."

"Kapag tapos na kayong markahan ang inyong balota, mangyaring i-print ito, ilagay sa folder na pantakip, at dalhin ito sa scanning machine o makinang nagii-scan sa balota. Kung kailangan ninyo ng karagdagang tulong, ipaalam lamang sa amin."

"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."

「當您完成標記選票，請把它列印出來，放入您的信去封，然則把信封密封，把它放入在選舉枱上的黑色選票袋裡。如果您需要任何協助，請向我示意。」

"Cuando termine de marcar su boleta, imprímala, póngala dentro de su sobre, luego séllelo y llévelo a la bolsa de boletas negra en la mesa electoral. Si hay algo más en lo que pueda ayudarle, por favor, avíseme."

"Kapag tapos na kayong markahan ang inyong balota, mangyaring i-print ito, ilagay ito sa inyong sobre, tapos selyuhan at dalhin ito sa itim na bag na hulugan ng balota sa mesa ng eleksyon. Kung kailangan ninyo ng karagdagang tulong, ipaalam lamang sa amin."

5. Curbside Voting

"Welcome. I'm here to help you vote outside. Before we begin, please let me know if you would like gloves or hand sanitizer."

「歡迎，我在這兒幫助您在場地外面投票。在我們開始之前，如果您想要手套或免洗搓手消毒，請讓我知道。」

"Bienvenido. Voy a ayudarle a votar aquí afuera. Antes de comenzar, por favor, dígame si necesita guantes o desinfectante para manos."

"Maligayang pagdating. Nandito kami upang tulungan kayong bumoto sa labas. Bago tayo umpisa, mangyaring ipaalam lamang sa amin kung kailangan ninyo ng guwantes o hand sanitizer."

5.5 Translated Scripts

"Next, I will gather your information to check the roster and get your voting materials. I will issue you a paper ballot unless you want to vote an audio or touchscreen ballot on the accessible ballot-marking device."

「下一步，我會收集您的資料以查核您是否在選民名冊及拿取您的投票材料。您將會獲發一份紙張選票，除非您選用配備音頻和觸屏介面的無障礙選票標記設備來投票。」

"Ahora, voy a recolectar su información para verificar la lista de electores y traerle sus materiales electorales. Voy a expedirle una boleta de papel, a menos que prefiera votar con una boleta de audio o de pantalla táctil usando el dispositivo accesible para marcar la boleta."

"Sunod, kukuhain namin ang inyong impormasyon upang i-check ang roster at kunin ang inyong mga materyales sa pagboto. Bibigyan namin kayo ng papel na balota maliban nalang kung nais ninyong bumoto gamit ang audio o touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

"Will you please write down your name, address, and preferred ballot language (English, Chinese, Spanish, or Filipino)? Please let me know whether you prefer I set this pen and paper down and step back or bring them to you."

「您可否寫下姓名、地址及選票語言偏好(英文、中文、西班牙文或菲律賓文)嗎？請讓我知道您是否希望我放下這支筆和紙，然後退後一步或將它們拿給您。」

"¿Podría escribir su nombre, dirección e idioma preferido (inglés, chino, español o filipino)? Por favor, avíseme si prefiere que deje esta pluma y papel abajo y me aleje o si prefiere que se los acerque."

"Maaari ninyo bang isulat ang inyong pangalan, address, at nais na wika sa balota (Ingles, Tsino, Espanyol, o Filipino)? Mangyaring ipalamang lamang sa amin kung mas gusto ninyong ilapag itong panulat at papel at lumayo kami o dalhin ito sa inyo."

"When you are done writing down your information, you may set the paper down or hand it to me. Please keep the pen to mark your ballot."

「當寫下您的資料後，您可以將紙放下或交給我。請保留筆來標記您的選票。」

"Cuando termine de escribir su información, puede poner el papel abajo o entregármelo en la mano. Por favor, conserve la pluma para marcar su boleta"

"Kapag tapos na kayong isulat ang inyong impormasyon, maaari ninyo nang ilapag ang inyong papel o ibigay ito sa amin. Pakitabi ang panulat para markahan ang inyong balota."

5.5 Translated Scripts

5.1 Issuing a curbside standard ballot.

"Here are your voting materials. When you are done, please tear off your ballot receipt and place your ballot card into the secrecy folder. I will be back to collect your ballot in 15 minutes. Would you like any further assistance?"

「這是您的選舉材料。當您完成標記後，請撕下選票收據及把您的選票卡放入保密封套內。我會在15分鐘內回來收取您的選票。您需要任何協助嗎？」

"Aquí tiene sus materiales para votar. Cuando termine, por favor, despegue los recibos de la boleta y ponga las tarjetas de su boleta dentro de la cubierta de confidencialidad. Voy a regresar en 15 minutos para recolectar su boleta. ¿Hay algo más en lo que le pueda ayudar?"

"Heto ang inyong mga materyales sa pagboto. Kapag tapos na kayo, mangyaring punitin ang resibo ng balota at ilagay ang inyong balota sa folder na pantakip. Babalik kami upang kolektahin ang inyong balota matapos ang 15 minuto. Kailangan ninyo po ba ng karagdagang tulong?"

"I will now collect your secrecy folder and insert the ballot cards into the ballot-scanning machine. As before, you may set it down or hand it to me. If you like I can return to confirm that your ballot cards have been accepted by the ballot-scanning machine."

「現在，我會收取您的保密封套並把您的選票放入選票掃描機掃描。就像剛才一樣，您可以把它放下來或遞交給我。如果您願意，我可以回來跟您確認您的選票是否已經被選票掃描機接納。」

"Ahora voy a recolectar su cubierta de confidencialidad y voy a insertar las tarjetas de la boleta en la máquina de escaneo. Así como hicimos antes, usted puede poner su cubierta abajo o puede entregármela en la mano. Si gusta, puedo regresar para confirmar que la máquina de escaneo haya aceptado las tarjetas de su boleta"

"Kokolektahin na namin ang inyong folder na pantakip at ipapasok ang mga balota sa ballot-scanning machine o makinang nagii-scan sa balota. Gaya ng kanina, maaari ninyo itong ilapag o iabot ito sa amin. Kung gusto ninyo, maaari kaming bumalik para kumpirmahin na tinanggap na ng ballot-scanning machine ang inyong balota."

5.2 Issuing a curbside provisional ballot.

"Because you are not listed in our roster, you can either vote here provisionally, go to your assigned polling place, or vote at the City Hall Voting Center. What would you prefer?"

「您的名字不在我們的選民名冊上，但您可以在這裏使用臨時選票投票，或者您可以到編配給您的投票站或投票中心投票。您喜歡哪一種方法？」

5.5 Translated Scripts

"Debido a que su nombre no aparece en nuestra lista, puede votar aquí de forma provisional o puede ir a votar a su lugar de votación asignado o al Centro de Votación del Ayuntamiento. ¿Qué le preferiría hacer?"

"Dahil hindi kayo nakalista sa aming roster, maaari kayong bumoto nang probisyonal dito, pumunta sa inyong itinalagang lugar ng botohan, o bumoto sa Sentro ng Botohan sa City Hall. Alin ang mas gusto ninyo?"

"Here are your provisional voting materials. Please fill out the envelope completely and sign it, then mark your ballot, place it into the envelope, seal it, and remove the receipt. I will be back to collect your ballot in 15 minutes. Would you like further assistance?"

「這是您的臨時選票的材料。請填寫信封上的資料並簽名，然後標記您的選票，把它放入信封內，密封信封並撕下收據。我會在15分鐘內回來收取您的選票。您需要其他的協助嗎？」

"Aquí tiene sus materiales para votar. Por favor, complete el sobre y fírmelo, luego marque su boleta, póngala dentro del sobre y desprenda el recibo. Voy a regresar en 15 minutos para recolectar su boleta. ¿Hay algo más en lo que le pueda ayudar?"

"Heto ang inyong mga probisyonal na materyales sa pagboto. Mangyaring punan ang buong sobre at pirmahan ito, tapos markahan ang inyong balota, ilagay ito sa sobre, selyuhan ito, at tanggalin ang resibo. Babalik kami upang kolektahin ang inyong balota matapos ang 15 minuto. Kailangan ninyo po ba ng karagdagang tulong?"

5.6 Posted Ballot Statement



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

POSTED BALLOT STATEMENT

California Gubernatorial Recall Election, September 14, 2021

PCT

POLL BALLOTS

A) Ballots brought by Inspector	500
B) Ballots brought by FED	500
C) Extra ballots brought by FED, if any	C
D) "Total Ballots Printed" count from Accessible Ballot-Marking Device	D
E) Add lines A, B, C, and D	E
F) "Voter" count from Ballot-Scanning Machine	F
G) Ballot Cards in aux bin	G
H) Ballot printouts in aux bin	H
I) Add lines F, G, and H	I
J) Voted provisional envelopes	J
K) Voided Ballot Cards	K
L) Voided ballot printouts	L
M) Add lines J, K, and L	M
N) Unused ballots on Election Table and in boxes	N
O) Signatures in roster (all pages)	O

VOTE-BY-MAIL BALLOTS

P) Voided San Francisco vote-by-mail ballot envelopes	P
Q) Voted San Francisco vote-by-mail ballot envelopes	Q
R) Add lines P and Q	R

1. Does line I = line O? YES NO

2. Does line E = line I + M + N YES NO

3. Please describe any issues with your ballot count: _____

Where to place copies of this statement once complete:

Yellow – Post outside with results tape.

Pink & White – Leave in roster.

Poll Worker Break and Lunch Schedule

The Inspector may modify the suggested schedule (in green) based on voter traffic. When setting up the schedule for your team, follow these directions:

1. No breaks before 9:00 a.m. or after 5:00 p.m.
2. No breaks between 11:30 a.m. and 1:30 p.m.
3. Adult poll workers (who stay later) have first choice of break times.
4. When Inspector is on break, all Clerks must be present at polling place.
5. Agree upon three 15-minute breaks for each person.
6. Agree upon two 30-minute breaks for each person.
7. Print each person's initials in the first column below the position.
8. Mark breaks. Each cell corresponds to 15 minutes.

Note:

Leave official phone at polling place while on break.

Do not be late returning from break. Your team depends on you!

Confirm nametaq is on when returning from break.

While on break, Inspector must designate a Clerk to fulfil the Inspector's duties and give that Clerk a lanyard with voting machine keys and the Inspector's job card.

Position/ Initials	9:00a-10:00a	10:00a-11:30a	1:30p-2:30p	2:30p-3:30p	3:30p-5:00p
Inspector	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Clerk 1	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Clerk 2	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Clerk 3	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Clerk 4	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

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5.9 Poll Worker Health-Screening Checklist



CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF ELECTIONS

John Arntz, Director

Poll Worker Public Health Self-Screening Checklist

You must review and pass this screening before taking part in any public poll worker activity, including any in-person training or service in any public space, including your assigned polling place. If you answer "Yes" to any of the questions below, do not report to training or Election Day service -- instead, call (415) 554-4395 and go to sf.gov/gettested as soon as possible.

1. Do you currently have or in the past 24 hours had any one of the following symptoms which is new or not explained by another reason?

- fever at or above 100.4 F (38.0 C)
- cough, difficulty breathing, or shortness of breath
- fatigue, body aches, or headache
- chills, sweats, or sore throat
- persistent sneezing or runny nose (not allergies)
- new loss of smell or taste, or diarrhea

☐ YES

☐ NO

2. If you are not fully vaccinated*, have any of your close contacts tested positive for COVID-19 in the last 14 days?**

☐ YES

☐ NO

3. Within the past 10 days, have you been diagnosed with or tested positive for COVID-19?

☐ YES

☐ NO

**People are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson)*

*** A close contact is anyone who:*

- *Lives with you*
- *Was within 6 feet of you for a total of 15 minutes or more over 24 hours*
- *Exposed you to direct contact with their bodily fluids, including from intimate partners*

Note: Passing this self-screening does not provide a guarantee that you are free from infection of any kind. Because it is possible to transmit COVID-19 and/or other pathogens without having been knowingly exposed and without showing common symptoms, poll workers who answer "No" to all questions must still take precautions to protect themselves and others while in training or serving on Election Day.

VOTER BILL of RIGHTS



YOU HAVE THE FOLLOWING RIGHTS



1. **The right to vote if you are a registered voter.** You are eligible to vote if you are:

- ★ a U.S. citizen living in California
- ★ at least 18 years old
- ★ registered where you currently live
- ★ Not currently serving a state or federal prison term for the conviction of a felony, and
- ★ not currently found mentally incompetent to vote by a court

2. **The right to vote if you are a registered voter even if your name is not on the list.**

You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.

3. **The right to vote if you are still in line when the polls close.**

4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.

5. **The right to get a new ballot if you have made a mistake,** if you have not already cast your ballot. You can:

Ask an elections official at a polling place for a new ballot,
Exchange your vote-by-mail ballot for a new one at an elections office, or at your polling place, or
Vote using a provisional ballot.

6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.

7. **The right to drop off your completed vote-by-mail ballot at any polling place** in California.

8. **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.


9. **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.

10. **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.

SPECIAL NOTICE

- Polls are open from 7:00 a.m. to 8:00 p.m. on the day indicated in the posted county Voter Information Guide.
- Specific instructions on how to vote, including how to cast a provisional ballot, can be obtained from a poll worker or by reading the information mailed to you by your local elections official.
- If you are a newly registered voter, you may be asked to provide appropriate identification or other documentation according to federal law. But please note that every individual has the right to cast a provisional ballot even if he or she does not provide the documentation.
- It is against the law to represent yourself as being eligible to vote unless you meet all of the requirements to vote under federal and state law.
- It is against the law to tamper with voting equipment.

If you believe you have been denied any of these rights, call the Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683).

 On the web at www.sos.ca.gov

 By phone at **(800) 345-VOTE (8683)**

 By email at elections@sos.ca.gov



Election Center

(800) 554-9934

Questions before Election Day?

(415) 554-4395

pollworker.communication@sfgov.org

Voter Support Hotline

English:

(415) 554-4375

Chinese:

(415) 554-4367

Spanish:

(415) 554-4366

Filipino:

(415) 554-4310

Other Languages:

(415) 554-4375

TTY:

(415) 554-4386