

POLL WORKER MANUAL



**SAN FRANCISCO
ELECTIONS**

**JUNE 7, 2022
CONSOLIDATED STATEWIDE
DIRECT PRIMARY 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 election outcome.

This manual will help you reach these goals, efficiently carry out your duties, and provide excellent service to voters. To successfully carry out your responsibilities, 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 protocols, and tips on how to interact with and protect the rights of all voters respectfully. 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 appendix that shows helpful information about election materials and voting equipment repair.

While San Francisco has made great strides against COVID-19, we still advise you to take health precautions while assisting voters on Election Day. Please follow the latest health and safety protocols detailed in this manual.

As you read 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.

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

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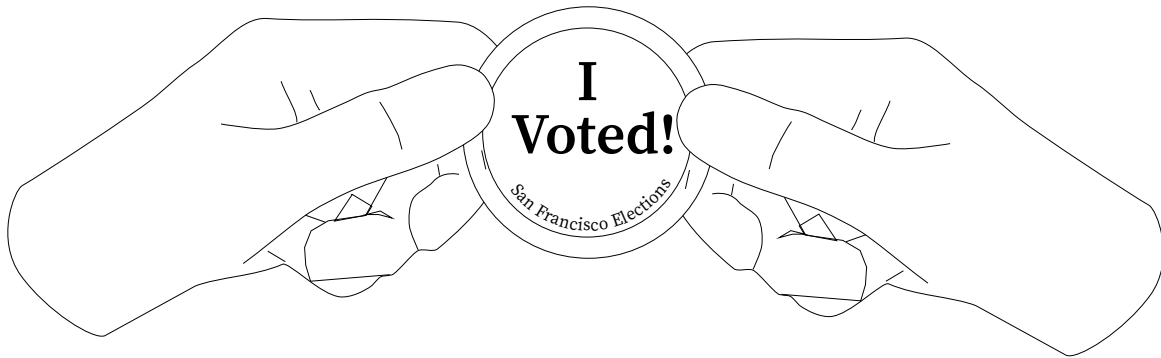
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CHAPTER 1

ELECTION FUNDAMENTALS

1. Election Fundamentals



1.1 Essential Facts about this Election

In the June 7, 2022 election, all voters citywide will vote on contests to fill state and federal offices and the office of the San Francisco City Attorney. There will also be eight local ballot measures, including a recall measure for the San Francisco District Attorney.

As in any San Francisco election, voters will have the option to vote in person or by mail, and per state law, will be sent vote-by-mail ballot packets automatically. Despite the fact that many voters will choose to return their ballots by mail, thousands of San Franciscans will continue to rely on vital services offered at polling places, such as ballot drop-off, in-person voting, personal assistance from a poll worker, language assistance and translated materials, accessible tools and resources, and conditional voter registration and provisional voting. All of us in the Department of Elections thank you in advance for your service to San Francisco voters!

1.2 Poll Worker Mission

Your mission on Election Day will be to help the Department of Elections conduct a free, fair, and functional election in San Francisco. What does that mean?

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:

- Dress in a dignified manner and be courteous to and patient with everyone.
- Do not express your opinion about any candidate or measure on the ballot.
- Do not use your cell phone unless you are on break; never use a TV or radio.
- Avoid gendered pronouns such as "he" or "she," and titles such as "Mr." or "Mrs."

1.4 Election Day Roles

In this election, most polling places will be staffed by an Election Table Clerk, a Ballot-Scanning Machine Clerk, and an Inspector. All polling places will be supported by roving Field Election Deputies, District Support Drivers, and Voting System Technicians, as well as Deputy Sheriffs, MTA officers, and operators in the Election Center. To accomplish our joint mission of conducting a free, fair, and functional election, everyone must work together, understanding and respecting one another's official roles:

- Clerks complete specific opening, voting, and closing tasks using step-by-step instructions. A clerk may switch roles or serve as Inspector when necessary.
- Inspectors oversee site operations, leading clerks in all opening, voting, and closing tasks. Inspectors also bring vital supplies, including ballots.
- Field Election Deputies (FEDs), oversee activities in territories of 7-9 polling places, delivering back-up supplies and helping poll workers as needed.
- District Support Drivers and Voting Systems Technicians roam throughout the city, providing technical support and resolving facility and voting equipment issues as needed.
- Deputy Sheriffs and MTA officers collect 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.)
- Election Center operators coordinate with poll workers across the city to answer questions and assist in resolving issues throughout the day. To reach the Election Center, call 1-800-554-9934.

1.5 Health and Safety Protocols

The health and well-being of our poll workers and the public remains our top priority as the City is transitioning from an emergency to an endemic response to COVID-19. Consequently, some safety measures will be kept in place during this transition as we adjust to daily life with COVID-19 a part of it.

1.5.1 COVID-19 Vaccination Policy

Per San Francisco's current COVID-19 Vaccination Policy, nearly all poll workers* will need to provide proof of COVID-19 vaccination before serving in an election. Those who do not comply with this policy will be ineligible to serve as poll workers in San Francisco.

Poll workers, who had previously provided verification of their COVID-19 vaccination, will not be required to re-submit the proof before serving in the June 7 or any future elections.

If you have not yet provided proof of vaccination to the Department of Elections, please do so as soon as possible to avoid being removed from the poll worker list. To book a vaccine appointment, call 628-652-2700 or visit sf.gov/GetVaccinated.

Proof of vaccination must include your name, the type of vaccine used, and the date(s) of vaccination; it may be in the form of 1) an official CDC COVID-19 Vaccination Record Card (original or copy), 2) documentation from your healthcare provider, or 3) documentation issued by the state, available at myvaccinerecord.cdph.ca.gov. You may submit proof of vaccination via any of the following methods:

- Online: surveymonkey.com/r/pwproof
- By Email: pwproof@sfgov.org
- By Letter: Department of Elections
Attn. Payroll and Personnel
1 Dr. Carlton B. Goodlett Place,
STE. 48, San Francisco, CA 94102
- In Person: Room 48 of City Hall,
Mon-Fri, 8 a.m. - 5 p.m.

*A poll worker with 1) a qualifying medical disability that prevents them from receiving a COVID-19 vaccination, or 2) sincere religious belief, practice, or observance that is contrary to COVID-19 vaccination, may seek to be excused from this requirement (such requests will be considered by the Department of Human Resources).

For more information on exemption request process, please contact the Department of Elections or visit the DHR webpage on this topic: sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Vaccination-Exemption-Request-Procedure.pdf.

1.5.2 Health Self-Screening

Before taking part in any public activity, including any in-person poll worker training, lab, or Election Day service, you are required to assess your own health. Watch for COVID-19 symptoms such as fever, cough, shortness of breath, or other symptoms. If you have any COVID-19 symptoms or have tested positive for COVID-19 in the last 5 days, do not report to any lab, or, on Election Day, your polling place. Instead, call (415) 554-4395 as soon as possible.

1.5.3 Health and Safety Measures Poster

Every polling place will have a multilingual Health and Safety Measures poster to inform voters about availability of masks, gloves, and hand sanitizer and encourage unvaccinated voters to get vaccinated.

1.5.4 Facial Covering Protocol and PPE

In accordance with latest health guidance, facial coverings are no longer required in most indoor public settings. However, poll workers are welcome to keep facial coverings on as they see fit. Masking is not required, but strongly recommended.

Face masks, hand sanitizer, and gloves will still be available to poll workers and voters at all polling places.

The Department of Elections 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.

1.6 Election Security

From the moment your team arrives at your polling place on Election Morning to until your team leaves for the day, you must work together to protect the integrity of the election.

1.6.1 Physical Protection

A key component of protecting the integrity of any election is the physical safeguarding of vital election materials, including all ballots, the roster, voting equipment, and memory cards containing vote count data. Every California voter has the right to mark a secret ballot and nobody has the right to damage, destroy, or tamper with other people's ballots.

While on duty, you may need to remind members of the public to refrain from touching or looking at any marked ballots, attempting to resolve any voting equipment issues, or tampering with any security seals.

Remember: any and all voting equipment repair must be performed by authorized personnel carrying Department of Elections identification badges.

1.6.2 Observers and Media

Reporters or representatives of local organizations may visit your site to observe voting activities. You must welcome and accommodate them as long as voters can continue to cast their ballots without intimidation or interference, keeping in mind these rules:

- Visitors may inspect, but not mark or remove, official rosters, street indices, etc.
- Visitors cannot sit at the election table, process voters, or look at marked ballots.
- Media should conduct exit polling and surveys at least 25 feet from the voting area.
- Voters may take "ballot selfies," provided they do not invade the privacy of others.
- For advice on potential voting interference, call the Election Center, 1-800-554-9934.

1.6.3 Creating a Public Record

In addition to watching over and protecting materials at your site, your team will create an official public record by producing the following documents on Election Day:

1. Ballot-Scanning Machine Zero Vote Report, to be printed before the polls open
2. Security Seals Sheet, to be completed in accordance with the printed schedule
3. Custody Transfer Form, to be updated whenever a transfer of custody occurs
4. Ballot-Scanning Machine Total Votes Cast Report, to be printed after the polls close
5. Posted Ballot Statement, to be completed during the audit process at closing

Since it will be your responsibility to protect election integrity and create a public record, you need to be sure nothing happens to interfere with voting at your site. You and your team will need to work together throughout the day, watching and bearing witness to all voting processes.

If anything unusual happens with the voting machines or other vital election materials, you must notify the Election Center (1-800-554-9934) immediately.

1.7 Voter Rights

By law, poll workers must work together to ensure polling places are welcoming and safe places where voters are able to cast their ballots free of interference and intimidation. By law, they must also take steps to ensure voters are aware of their rights. When setting up in the morning, be sure to post the California Voter Bill of Rights posters and the Elections in California posters inside and outside your polling place; while inside, near the entrance, you will post both the Electioneering Warning and Corrupting the Voting Process posters.

1.7.1 Electioneering Interference and Corruption of the Voting Process

Any activities that constitute electioneering or corruption of the voting process are prohibited within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a polling place, curbside voting or drop box.

Prohibited activities 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. Instructing a voter to make certain selections on the ballot – If anyone does this (including assistants who have been authorized to provide physical help), explain the rule and politely ask them to refrain from pressuring voters.
3. Distributing or posting political literature or materials related to issues on the ballot – If you can reach any such 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.
5. Displaying information or speaking to a voter about the voter's eligibility to vote – if anyone is doing this, explain the rule and direct those with questions to call (415) 554-4375.

While people at your site cannot engage in electioneering, they can express general political opinions (e.g., Vote for Science or MAGA t-shirts) as long as those opinions are not about candidates or measures on the ballot and they do not interfere with voters.

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

1.8 Language Resources

Thousands of San Francisco voters prefer to receive their election information and assistance in languages other than English. A combination of federal, state, and local laws requires the Department of Elections to provide translated materials and resources in specified languages. It is essential you make these resources available on Election Day and let voters know they may choose to use them.

1.8.1 Translated Materials

By law, all printed materials at polling places, including posters and official ballots, must be available in Chinese, Spanish, and Filipino, as well as in English. In some neighborhoods, facsimile (reference) ballots must also be available in Burmese, Japanese, Korean, Thai, and Vietnamese. If a voter has a language preference, be sure to issue voting materials in that language.

1.8.2 Bilingual Assistance

Many polling places have bilingual poll workers. By law, the languages poll workers speak must be noted on their nametags and on the Language and Accessibility Resources sign.

If any of the bilingual poll workers listed on the Precinct Staffing and Bilingual Requirement Form (located in the inspector folder) are absent, call the Election Center, 1-800-554-9934, to request a replacement. You may also call (415) 554-4375 to ask for interpreting services (available in over 200 languages), and use the translated scripts printed in Appendix 5.3.

1.8.3 Communication Tips

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

- Show the translated resources available at your polling place.
- Speak slowly (not loudly) and use short phrases; avoid acronyms and idioms.
- If you have difficulty speaking to a voter, ask the voter to write things down.
- Ask another poll worker to cover your tasks while you patiently help the voter.

1.9 Accessible Services

To meet the needs of all voters and to comply with accessibility laws, every polling place will be provided with accessible voting equipment and tools. It is essential you make these resources available on Election Day and let all voters know they may choose to use them.

1.9.1 Accessible Pathways

Some voters may use mobility aides requiring a wider path. When setting up your voting area, allow for a 5 ft. wide path between the election table, the voting booths, and both voting machines. (The Inspector will have a diagram to set up your site.)

Most, if not all, San Francisco polling places have accessible entrances. In any case, be sure to post all directional signs, including the “Vote Here” sign, outside of your polling place, directing voters to the accessible entrance if it is separate from the main entrance.

1.9.2 Ballot-Marking Devices

The accessible ballot-marking device available at all polling places allows voters to navigate, mark, and print audio and/or touchscreen ballots; this device also has a braille-embossed keypad, a set of headphones, and is compatible with sip-and-puffs and head-pointers.

1.9.3 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 page magnifiers 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.

1.9.4 Curbside Voting Service

Any voter unable to enter your polling place may request curbside voting service. If you encounter such a situation, someone on your team must follow the steps on Job Card 4 (page 49) to bring a ballot and voting supplies to the voter in a car or on the sidewalk.

1.9.5 Personal Assistance

While every voter has the right to vote privately and independently, any voter unable to mark their ballot alone can ask someone else to help them do so, provided the assistant is not the voter's employer/agent or the voter's union representative.

You must note such assistance in the Assisted Voters List and remind the assistant of the following:

- Let the voter make all decisions alone.
- Do not guess what the voter wants.
- Do not try to influence the voter.
- Do not reveal the voter's choices to anyone.

1.9.6 Interacting with Voters with Disabilities

Good manners apply when interacting with any voter who enters your site. Never assume a voter does or does not have a disability and keep the following tips in mind:

- Communicate directly with the voter, rather than with the voter's companion.
- Offer personal (physical) assistance, but do not insist on providing it.
- Do not touch the voter unless the voter specifically asks you to do so.
- Do not touch the voter's property unless the voter asks you to do so.
- Always ask how you may best assist rather than assuming you know best.
- Listen closely and follow the voter's specific instructions.
- Use people-first language, e.g., say "person with a disability."
- Be patient; do not finish the voter's sentences or guess what they need.
- If you do not understand, ask the voter to rephrase or repeat.
- If communication is difficult, try tools, such as pen and paper.
- Do not leave the voter abruptly; explain where you are going.
- If you are guiding the voter, point out obstacles along the way.
- Do not distract or touch the voter's guide or service animal.

1.10 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. You may call us at (415) 554-4395 with any questions about any of these tasks.

- Read this manual carefully and contact the Department of Elections if you have questions.
- Know your Election Day assignment. You may confirm the assignment at sfelections.org/pwp or by calling (415) 554-4395.
- Plan your commute on Election Morning to make sure you can get to your assigned polling place by 6:00 a.m.

- Get plenty of sleep, pack water, snacks, and warm layers for Election Day.
- If you have not done so already, submit your proof of COVID-19 vaccination to the Department of Elections.

Additional tasks to be completed by clerks:

- To attend an in-person hands-on equipment lab (optional), call (415) 554-4395.
- Receive a call from your Inspector and confirm your Election Day assignment.

Additional tasks to be completed by Inspectors:

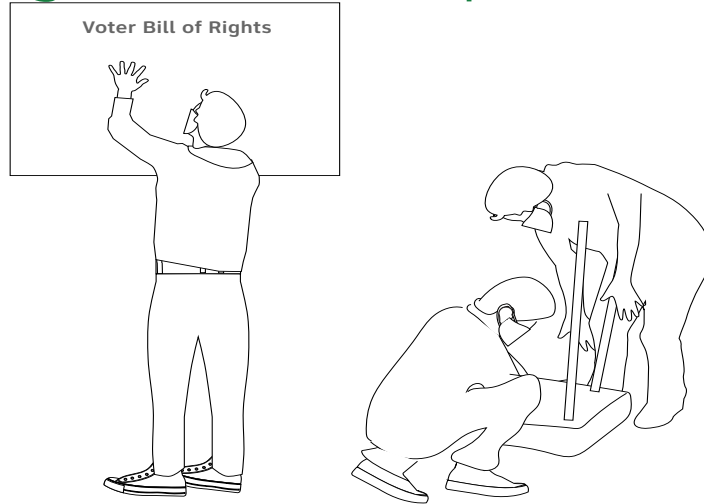
- Attend an in-person hands-on equipment lab (mandatory), and pick up your inspector bag with ballots and supplies after the lab.
- Contact each of your clerks on the Precinct Staffing and Bilingual Requirement Form (located in the inspector folder) to confirm their Election Day assignment.
- Notify the Department as soon as possible if any clerk has become unavailable.
- Apply the alphabetical roster tabs (located in the inspector folder) to the roster of voters, so the Election Table Clerk can quickly lookup voters on Election Day.
- Receive a call from your Field Election Deputy (FED) and confirm your Election Day assignment.

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

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 7:00 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 19-30) and copies of the Site-Specific Plan. At polling places with extra clerk(s), the Inspector may assign more than one clerk to work on the same Job Card or have extra clerk(s) assist with Inspector opening tasks.

Here is a timeline for completing opening tasks:

6:00 a.m. - 6:30 a.m. The clerk(s) using Job Card 1 will prepare the election table and the red box for voters, while the clerk(s) using Job Card 2 will post all indoor and outdoor signage, update the Language and Accessibility Resources sign, and distribute nametags. Meanwhile, the Inspector will begin setting up the voting equipment using the Inspector Opening Job Card.

6:30 a.m. - Most of the clerk tasks should be complete. Around this time, your FED will deliver additional ballots and roster pages, at which point the clerk(s) using Job Card 1 may complete the last step on this Job Card to update the roster. When clerks finish up Job Cards 1 and 2, they will begin working together to set up the voting booths using the Team Job Card. Meanwhile, the Inspector may still be working on their Job Card.

6:45 a.m. - Your team should have completed all job card tasks and be ready for opening. The Inspector will 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

Every polling place will have a Site-Specific Plan (SSP) with special instructions for that site, including a custom layout diagram and directions for unlocking the site, opening doors and windows, finding electrical outlets or light sockets, etc.

All Site-Specific Plans have been designed to allow for a 5 ft. wide path in front of the election table, voting booths, and voting equipment (for wheelchairs, etc.), and to allow every voter to cast a secret ballot privately and independently, free of any interference or intimidation.

Your Site-Specific Plans will also indicate whether your site has been assigned an additional clerk and where this clerk will be positioned during voting hours to greet and direct voters.

To ensure you can keep your site clean, tidy, and accessible, please familiarize yourself with your Site-Specific Plans, which will be posted at sfelections.org/pwp in advance of Election Day.

2.4 Updating the Roster

Prior to opening, 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.

It is essential that the clerk assigned to Job Card 1 updates the white pages of the roster by writing "VBM Received" under the addresses 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 roster has been updated, that clerk will place the supplemental orange and purple roster pages in the back of the white pages of the roster.

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.

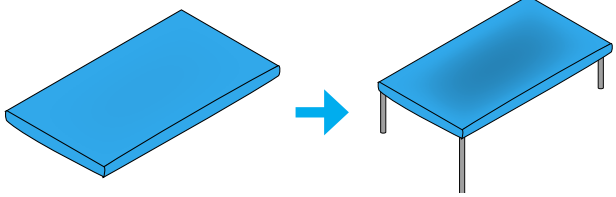
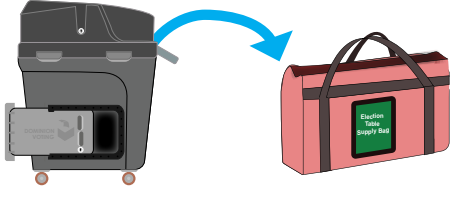
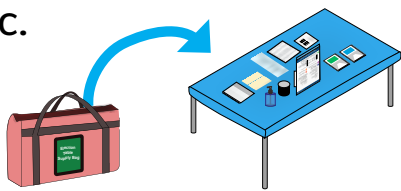

Just before opening, the Inspector will distribute and review Voting Job Cards (and remind poll workers that state law requires them to wear their nametags at all times while processing voters).

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

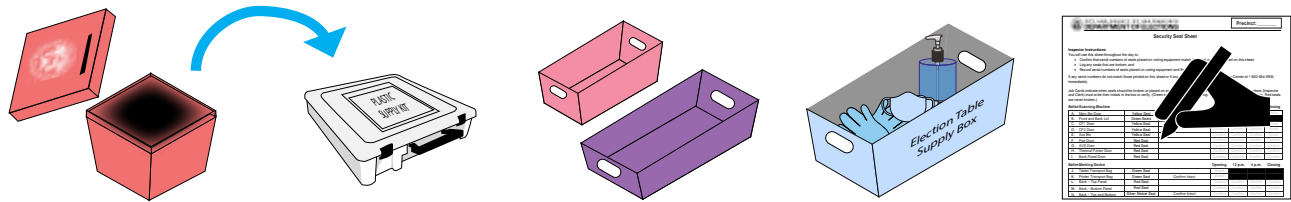
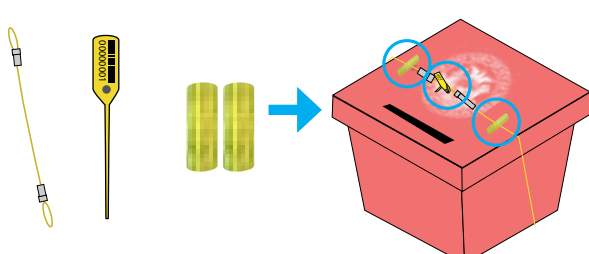
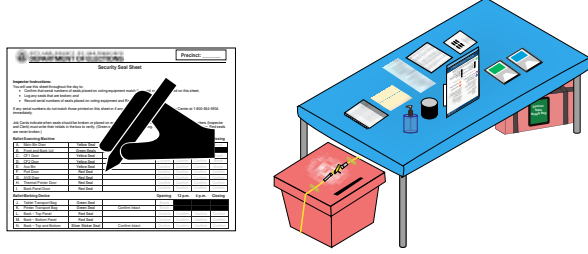
Job Card 1: Prepare Election Table and Red Box

Your job at opening is to prepare the election table and the red box for voters, and update the roster of voters.

1. Set up table and retrieve supplies.

<p>a.</p> 	<p>b.</p> 
<p>Unfold the blue, 6-foot election table, lock its legs into place, and place it upright in the proper location noted in the site-specific plan.</p>	<p>Ask your Inspector to open the ballot-scanning machine's main bin using their key, then retrieve the election table supply bag and bring it back to the election table.</p>
<p>c.</p> 	<p>d.</p> 
<p>Move all items from the bag onto the election table.</p>	<p>Set aside the cable, yellow plastic seal, and yellow security stickers. Place the empty bag under the table.</p>

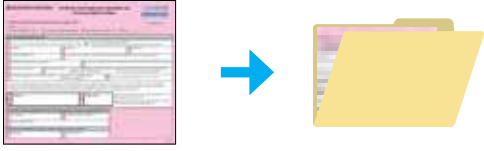
2. Empty, secure, and place red box.

<p>a.</p> 	
<p>Remove all items from the red box, and coordinate with your Inspector to have all poll workers confirm the box is empty and sign line Q of the security seal sheet.</p>	
<p>b.</p> 	<p>c.</p> 
<p>Place lid on box and wrap the yellow cable around it, then secure the yellow cable with a yellow plastic seal and place security stickers on both sides of the seal.</p>	<p>Record the yellow plastic seal number on line O of the security seal sheet. Place the red box in a secure spot next to the election table and within sight of voters.</p>

Job Card 1: Prepare the Election Table and Red Box

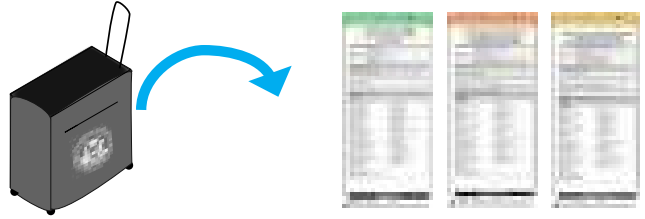
3. Organize election table.

a.



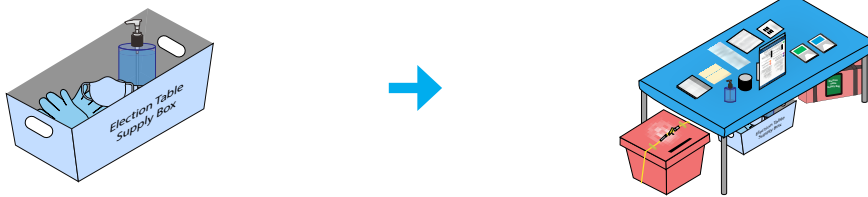
Move one bundle (15 EN/CH, 5 EN/SP, 5 EN/FI) of provisional envelopes to the election table folder and return the rest to the bag.

b.



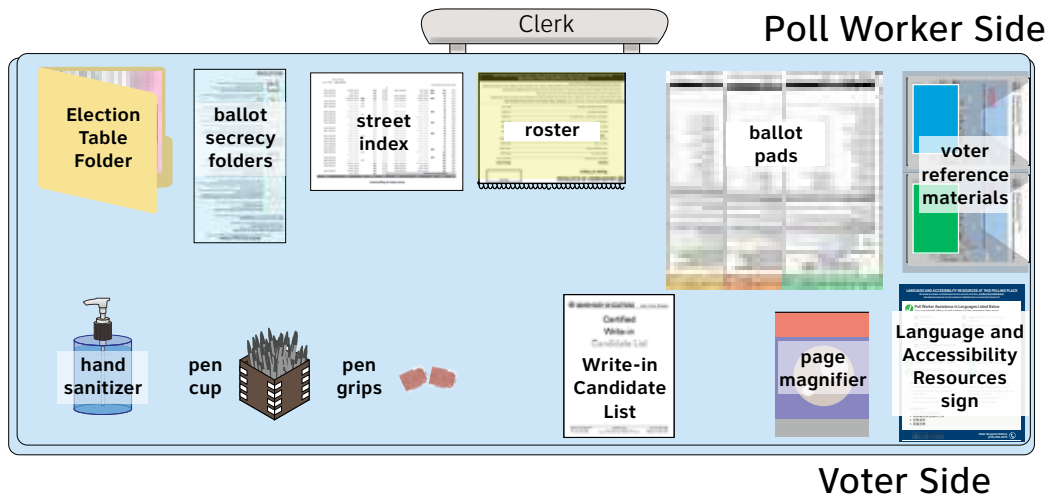
Move one of each type of ballot pad (green EN/CH, orange EN/SP, and yellow EN/FI) from the inspector bag onto the table; store extras under the table.

c.



Place the Election Table Supply box underneath the table.

d.



Remove the roster, write-in candidate list, and one copy of the street index from the inspector folder and organize all supplies on the election table as pictured above.

4. Update the roster pages.

During opening, your FED will deliver the purple roster pages listing voters who registered after the roster was printed, and the orange roster pages listing voters who returned a vote-by-mail ballot after the roster was printed. If you are still waiting for your FED, skip to the Team Job Card and come back to this step when your FED arrives. **Do not forget this step!**

- Update the white and roster pages by writing "VBM Received" under the addresses of all voters whose names appear in the orange pages delivered by the FED.
- Place the purple pages behind the white pages.

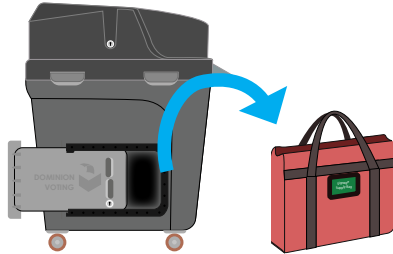
Move on to Team Job Card to complete the setup.

Job Card 2: Post Polling Place Signage

Your job at opening is to post several legally-required signs and notices, update the Language and Accessibility Resources sign, and distribute nametags.

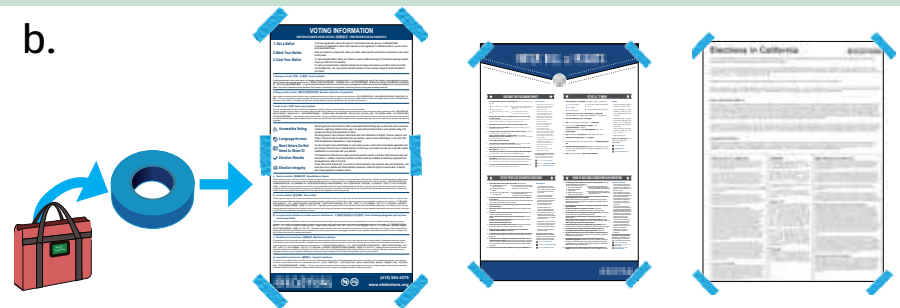
1. Post all indoor signs.

a.



Ask your Inspector to open the ballot-scanning machine's main bin using their key, then retrieve the signage supply bag and remove all items from the bag.

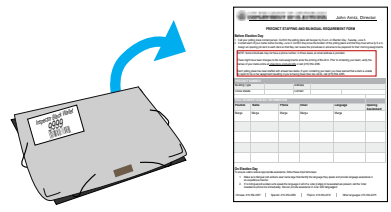
b.



Use blue tape to tape the **Voter Information Poster**, one of the **Voter Bill of Rights** posters, and one of the **Elections in California** posters inside the polling place where they will be clearly visible to voters. If there are any facsimile ballots in the signage supply bag, tape these next to the Voter Information Poster (only some locations will have facsimile ballots).


2. Update Language and Accessibility Resources sign and distribute nametags.

a.



Confirm the Precinct Staffing and Bilingual Requirement sheet in the inspector folder accurately reflects the poll worker team (if not, notify your Inspector, who will then need to notify the election center).

b.




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"/> ကဏ္ဍိယူဝ်း ဝုဇသညး 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"/> 日本語どうぞ	

Check off applicable language boxes on the Language and Accessibility Resources sign noting languages spoken by poll workers and place on election table.

c.

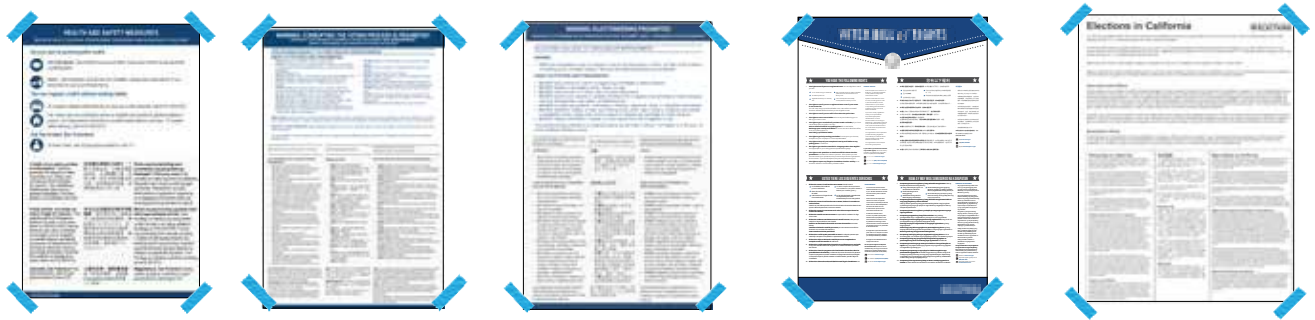


Distribute nametags to all poll workers and remind them to clearly display their nametags all day.

Job Card 2: Post Polling Place Signage

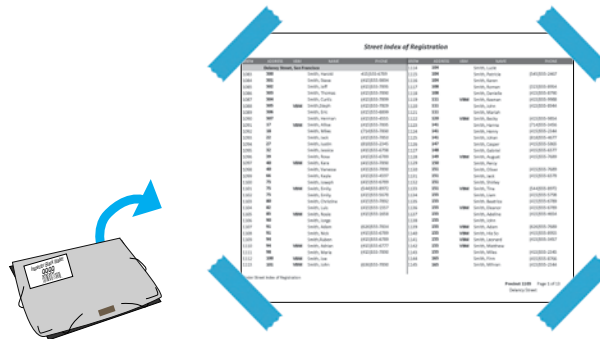
3. Post all outdoor signs.

a.



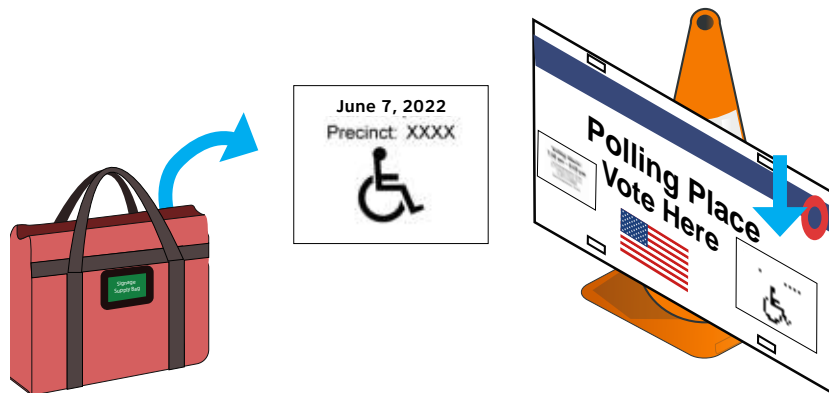
Tape the **Polling Place Health and Safety Measures** poster, the **Corrupting the Voting Process Warning** poster, the **Electioneering Warning** poster, the other **Voter Bill of Rights** poster, and the other **Elections in California** poster outside the entrance where they will be clearly visible to voters.

b.



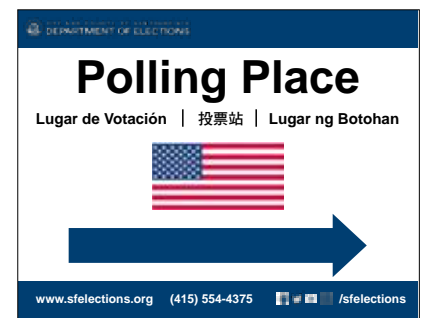
Remove one copy of the street index from the inspector folder (this may be at the election table or with the Inspector) and tape it near the posters at the entrance.

c.



Remove the precinct card from the signage supply bag, slide it into the pocket of the Vote Here sign, and place the sign near the entrance.

d.



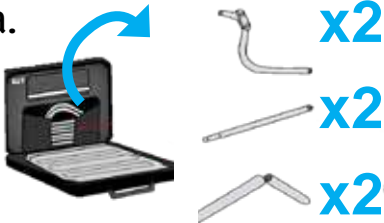

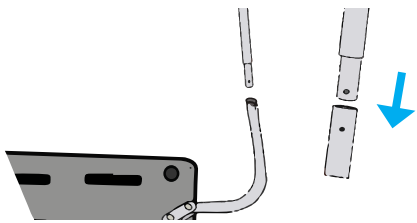
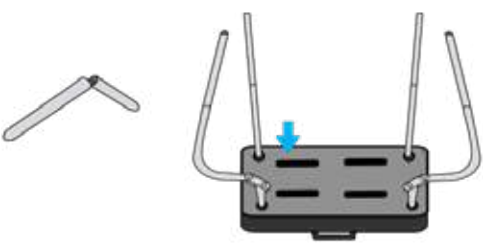
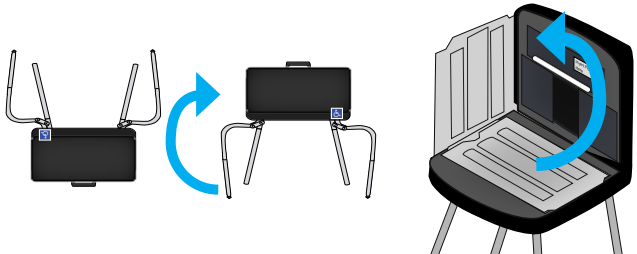
Place the arrow sign so that it points to the entrance.

Move on to Team Job Card to complete the setup.

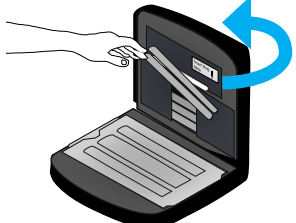
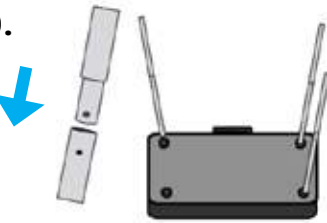
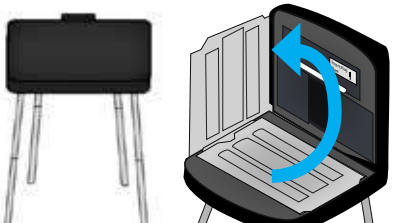
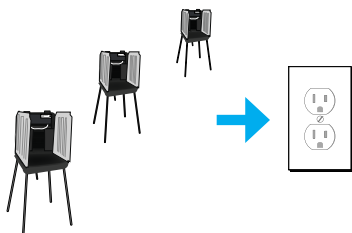
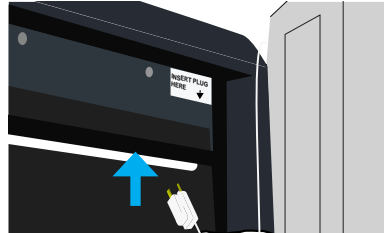
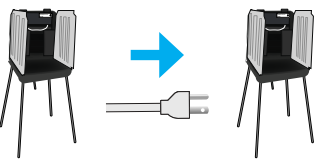
Team Job Card: Set up Voting Booths

Once all tasks on Job Cards 1 and 2 are complete, available clerks must work together to set up the voting booths and assist the Inspector as necessary.

1. Set up the accessible voting booth.

<p>a. </p>	<p>b. </p>	<p>c. </p>
<p>Open the case and remove the legs, then close the case and turn it upside down.</p>	<p>Insert the two curved legs into the two indentations near the case's top handle.</p>	<p>Connect each extension by pressing the button and rotating until it clicks into place.</p>
<p>d. </p>	<p>e. </p>	
<p>Insert the two straight legs into the two indentations opposite the case's top handle.</p>	<p>Place booth upright, open case lid, and snap the privacy flaps into corner notches.</p>	

2. Set up the other booths and connect lights.


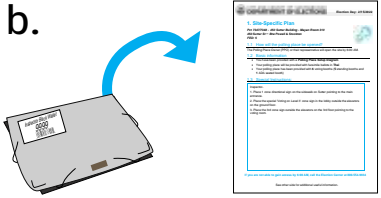
<p>a. </p>	<p>b. </p>	<p>c. </p>
<p>Open the case and lift up the inside flaps to remove all legs, then close the case.</p>	<p>Turn the case upside down and insert each of the four legs into a corner indentation.</p>	<p>Place booth upright, open case lid, and snap the privacy flaps into corner notches.</p>
<p>d. </p>	<p>e. </p>	
<p>Repeat to set up all booths and then plug in the booth closest to the power supply.</p>	<p>With the first booth lit up, plug the cord from the next booth into the first booth.</p>	<p>f. </p> <p>Continue connecting booths in this manner until the last booth is connected and lit.</p>

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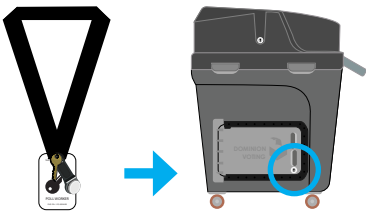
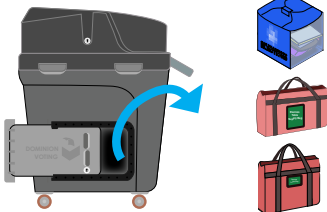
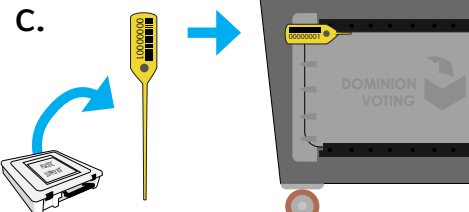
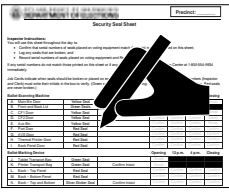
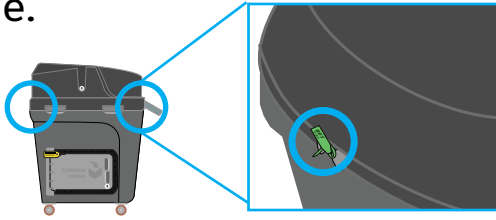
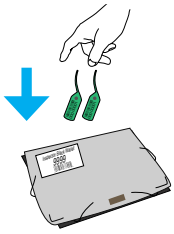
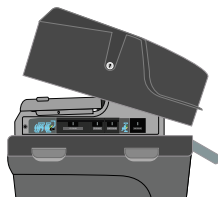
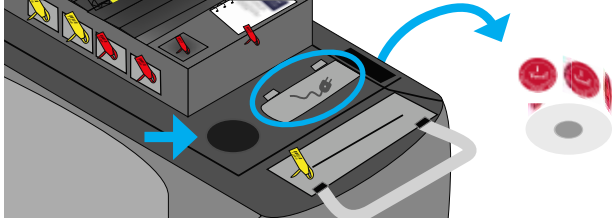
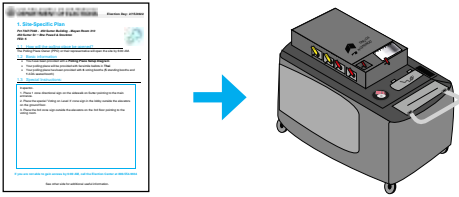
Inspector Opening Job Card

In addition to distributing job cards to your clerks and overseeing all tasks, you will set up the voting equipment, and perform a final check before opening the polls at 7 a.m. sharp.

1. Distribute job cards and Site-Specific Plans to clerks.

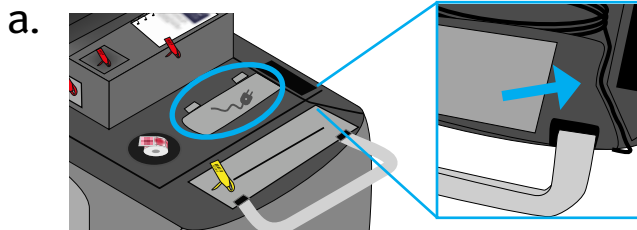
<p>a.</p> 	<p>b.</p> 
<p>Tear out and distribute Opening Job Cards 1-2 from your poll worker manual. (If your site has more than two clerks, you may assign more than one clerk to Job Cards 1 and 2 or ask the extra clerk(s) to assist you with one or more of the tasks below.)</p>	<p>Distribute copies of the site-specific plan from your Inspector folder to clerks.</p>

2. Empty the ballot-scanning machine bin.

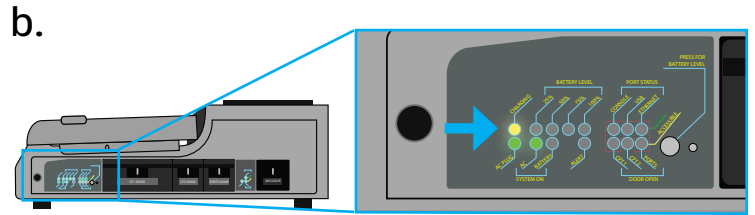
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	
<p>Use the metal key on your lanyard to unlock the main bin of the scanning machine.</p>	<p>Empty the main bin and have all poll workers initial line P of the security seal sheet.</p>	<p>Use the key to relock the main bin, then seal it with a yellow seal from the supply kit.</p>	
<p>d.</p> 	<p>e.</p> 	<p>f.</p> 	<p>g.</p> 
<p>Record the seal number of the main bin seal on line A of the security seal sheet.</p>	<p>Confirm the green seals on the front and back of the scanning machine's lid are intact and match line B of the security seal sheet.</p>	<p>Break the green seals and place them in your inspector folder.</p>	<p>Unlock both sides of the lid and set aside</p>
<p>h.</p> 	<p>i.</p> 		
<p>Lift the power cord flap to remove "I Voted!" stickers and place in the pocket on the side of the machine.</p>	<p>Place the machine in the proper location noted in the site-specific plan.</p>		

Inspector Opening Job Card

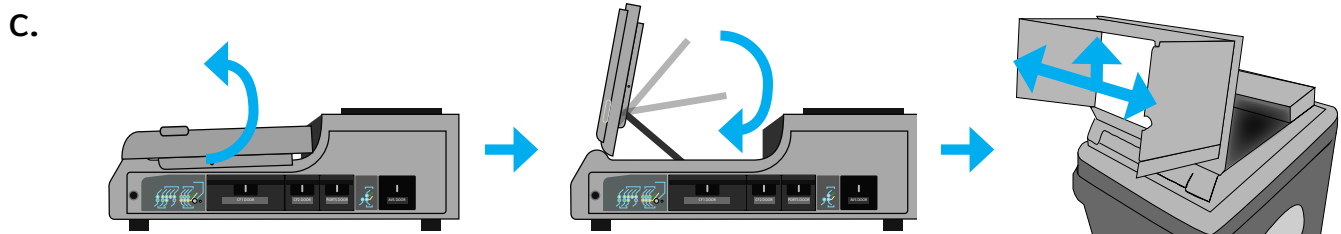
3. Boot the ballot-scanning machine.



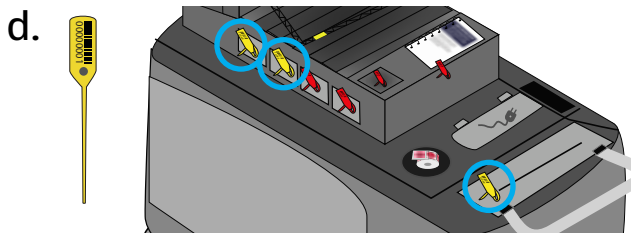
Remove the power cord from underneath the gray flap and plug it into an outlet or power strip. Press the cord into the groove near the flap.



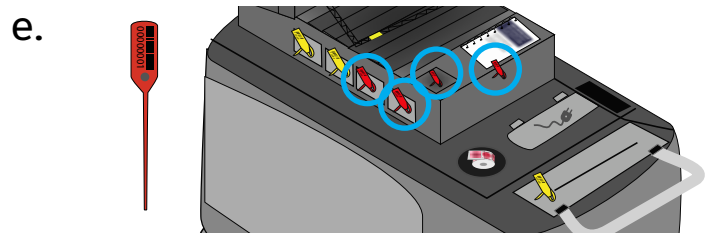
Confirm the yellow charging light on the right side of the machine is on (if the light is off, refer to Appendix 5.2 of your poll worker manual).



Firmly pull up the screen, secure it using the stand, and snap all three flaps into place. The machine will begin to boot automatically and beep when it is ready. While you are waiting, complete the next step.



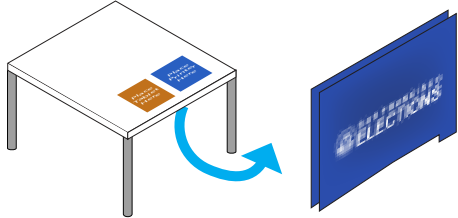
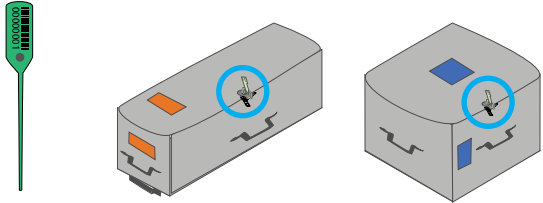
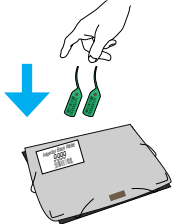

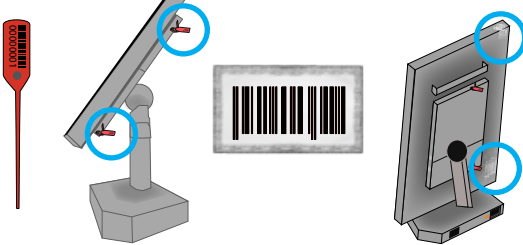
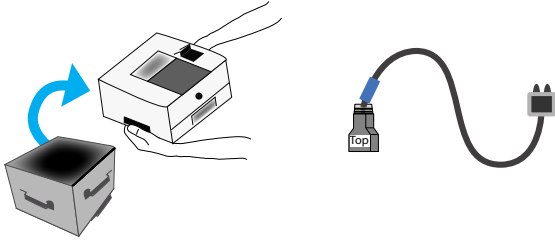
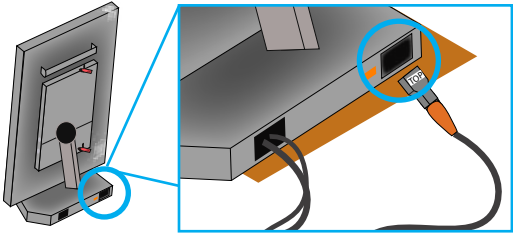
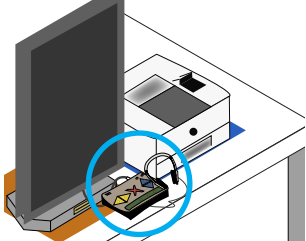
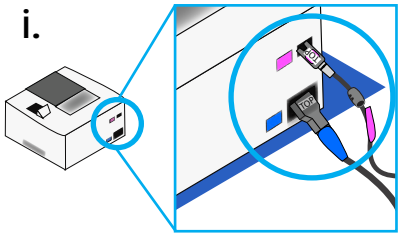
Confirm the yellow seals on CF1 and CF2 doors and the auxiliary bin are intact and confirm their numbers match those on lines C, D, and E of the security seal sheet.



Confirm the 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.

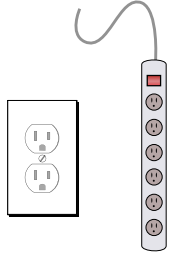
Inspector Opening Job Card

4. Set up the ballot-marking device.

<p>a.</p> 	<p>b.</p> 	
<p>Unfold the white, 3-foot BMD table, lock its legs into place, and place it upright in the proper location noted in the site-specific plan. Set privacy screen aside.</p>	<p>Confirm the green plastic seals on both the orange labeled tablet transport bag and blue labeled printer transport bag are intact and match line J and K of the seal sheet.</p>	
<p>c.</p> 	<p>d.</p> 	
<p>Break the green seals on the transport bags and place them in your inspector folder.</p>	<p>Place the tablet transport bag on the table and remove all accessories. Using the handle, carefully remove tablet and place it on the "Place Tablet Here" sticker.</p>	
<p>e.</p> 	<p>f.</p> 	
<p>Confirm the two red plastic seals and two silver seals on the back of the tablet are intact, then complete lines L, M and N of the security seal sheet.</p>	<p>From the printer tablet transport bag, remove the blue labeled power cord and printer, then carefully place the printer on the "Place Printer Here" sticker. Leave the box labeled "Extra Ballot-Marking Device Paper" in the printer transport bag.</p>	
<p>g.</p> 	<p>h.</p> 	<p>i.</p> 
<p>Plug the orange labeled power cord into the back of the tablet, the white labeled input cord into the ATI keypad, and the headphones in the ATI keypad.</p>	<p>Confirm all cords are secure and place the keypad to the right of the tablet.</p>	<p>Plug the blue labeled power cord and the pink labeled output cord into the back of the printer.</p>

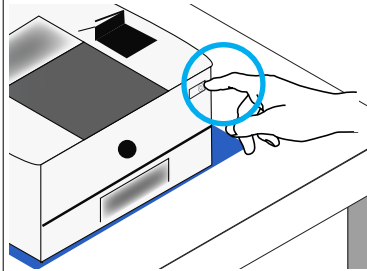
Inspector Opening Job Card

j.



Plug both the orange and blue labeled power cords into an outlet or power strip.

k.



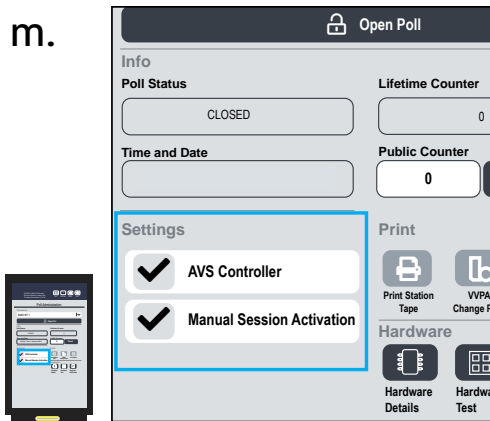
While the tablet is turning on, press the printer power button until it lights.

l.



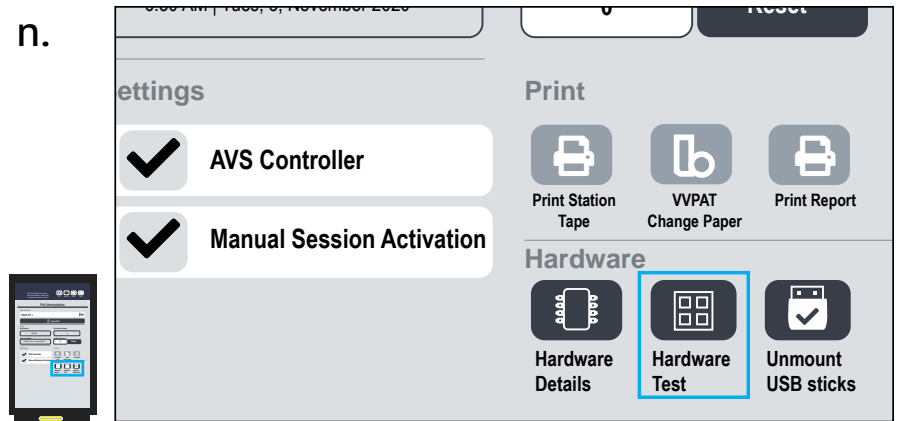
Insert the poll worker card located on the inspector lanyard into the yellow slot of the tablet, facing upwards, then enter your login credentials (see Equipment Access Code Form) and tap "Login."

m.



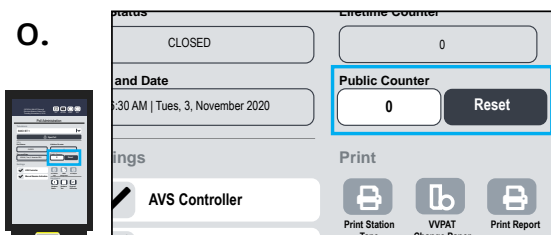
Confirm "AVS Controller" and "Manual Session Activation" boxes are checked.

n.



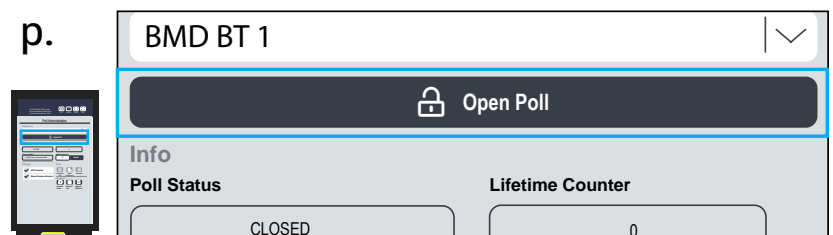
Tap "Hardware Test" > "Printer" > "Print test page" (place in your inspector folder) > "Back to Menu" > "ATI". Then follow the onscreen instructions to test the keypad. Tap "Close".

o.



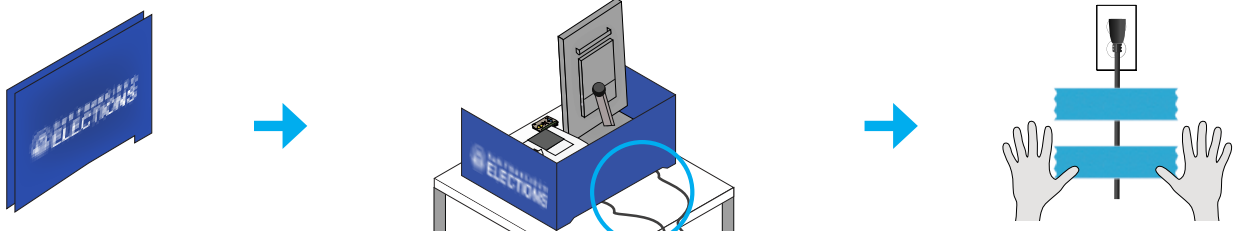
Confirm the public counter is set to zero (if not, call the Election Center).

p.



Tap "Open Poll". Tap "Yes" to confirm and remove the poll worker card.

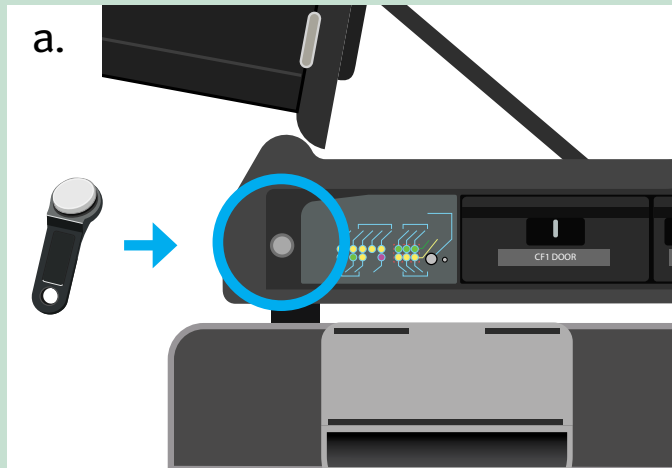
q.



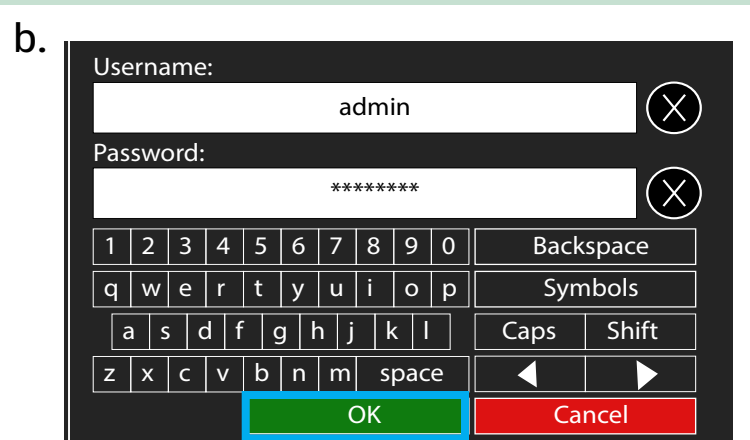
Set up the privacy screen as shown in the picture, run cords through the opening on the back, and tape down any loose cords on the floor to prevent tripping.

Inspector Opening Job Card

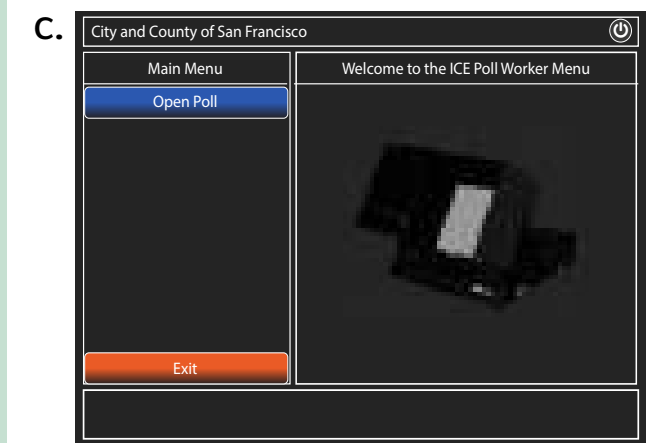
5. Initialize the ballot-scanning machine.



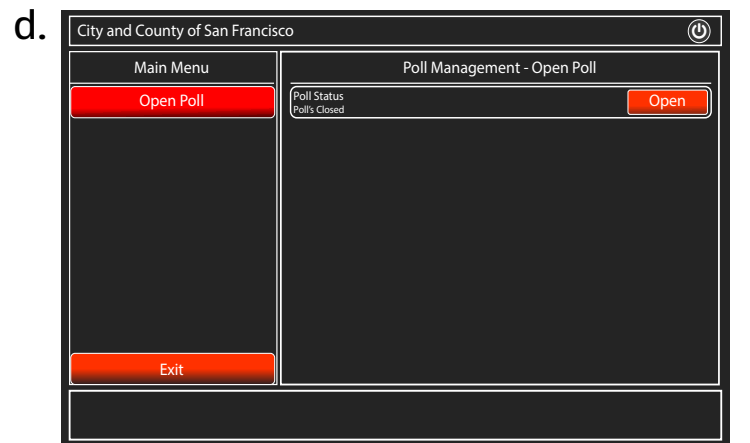
Hold your key fob to the silver circle (right side) to stop the machine's beeping.



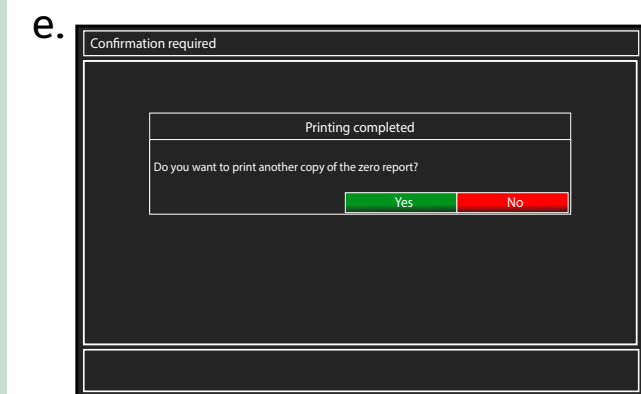
Enter your login credentials (see Equipment Access Code Form located in your inspector folder) and tap "OK."



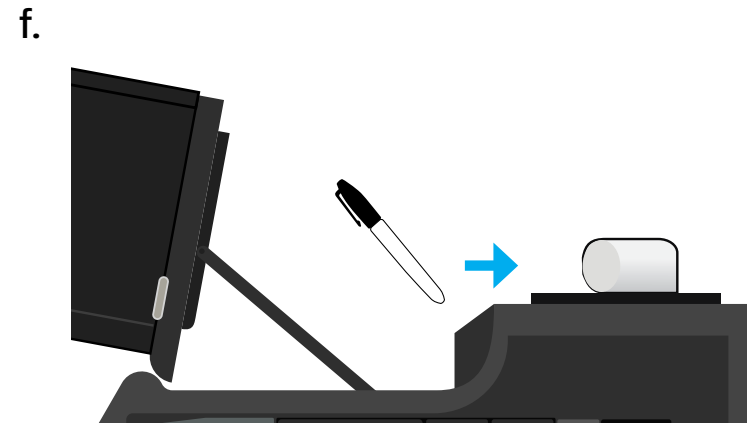
Wait for the status screen to load and then tap "Open Poll" under the main menu.



Under "Poll Management", tap "Open". A confirmation screen will appear. Tap "OK".

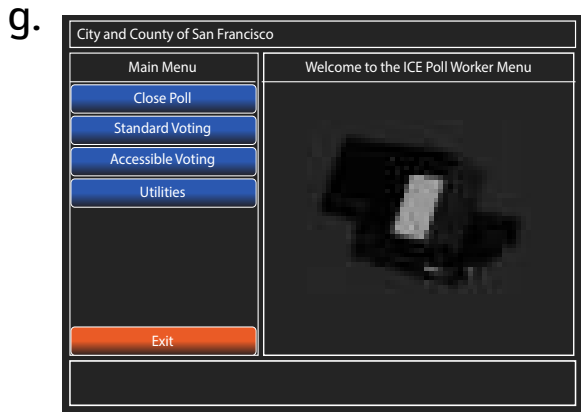


A zero report will print and the screen will read "Printing completed". Tap "No".

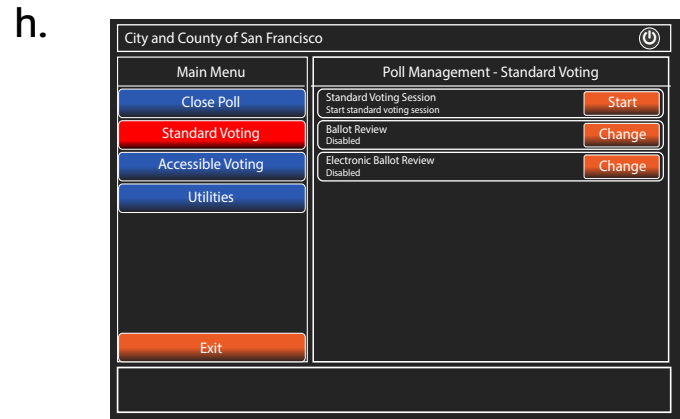


Have everyone sign the report, roll it up and secure it with a paper clip located under the power cord lid. (If you tear off the report, you will need to reprint it.)

Inspector Opening Job Card



Under Main Menu, tap "Standard Voting".



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

i.



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

6. Perform a final check and complete forms.

- a. Use the Site-Specific Plan's layout diagram to confirm or correct all of the following:
- All opening job card tasks are complete and all materials are secured.
 - The election table is properly placed and organized per the illustration.
 - The red box is properly placed and secured near the election table.
 - There is a 5-foot space in front of the election table, booths, and equipment.
- b. Gather your team and complete the following:
- Have all poll workers sign the Poll Worker Payroll Sheet in the inspector folder.
 - Have all poll workers sign the Declaration of Poll Workers in the roster.
 - Remind poll workers to wear their nametags at all times.
 - Place closing bags and trays out of the way.
 - Remind the Election Table Clerk to look for voters' names in the purple pages as well as the white pages.
 - Fill out your team's break schedule! (Appendix 5.5).

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 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 6:10 a.m. or will be absent, the Election Center will dispatch a replacement Inspector and Inspector Bag.

2.6.2 What if I am the Inspector and clerk(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 6:10 a.m. or if you have concerns about not being able to set up on time.

2.6.3 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.

2.6.4 What if I am clerk and the Inspector is late or absent?

If the Inspector is not present by 6:10 a.m., call the Election Center immediately. They will dispatch a replacement Inspector and ask a FED to deliver backup supplies and provide assistance.

If you are locked out of the polling place, refer to 2.6.5 for lockout procedures.

If you are inside the polling place, have one person perform the role of Inspector and complete the procedures below:

1. Locate the red box and remove the red key pouch containing a metal key and poll worker key card from the plastic supply kit.
2. Using the metal key on the lanyard, unlock the main bin of the ballot-scanning machine, remove all supplies, and relock.
3. Using the poll worker key card, set up and open the polls on the ballot-marking device using the Inspector Opening Job Card instructions on pages 25-29. Call the Election Center for the login credentials.
4. Complete Job Cards 1 and 2 as best as you can, skipping any steps involving supplies brought by the Inspector.
5. Complete Team Job Card just as it is written; you have everything you need.

When the FED arrives with backup 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 Form), poll workers should:

1. Use the Site-Specific Plan to confirm the election table, voting booths, and the voting machines are properly placed at your polling place.
2. Complete any opening tasks not yet completed in opening Job Cards 1-2.
3. Ask the FED if they are able to stay and complete the Inspector Opening Job Card – 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.

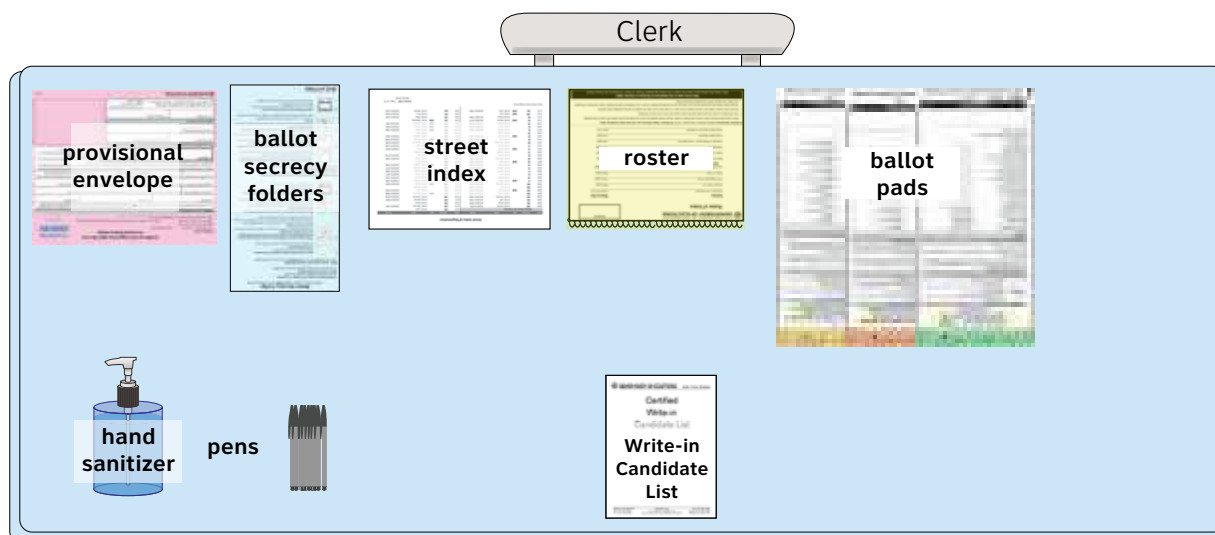
2.6.5 What if we are locked out?

Check the Site-Specific Plan (SSP) for special instructions about unlocking your site as soon as you arrive. (If you do not have a copy of your SSP, go to sfelections.org/pwp to login to your poll worker profile and locate your SSP.) If there are no special instructions for unlocking your site, try knocking, looking for another entrance, or looking for a site representative who can help.

If you are still locked out at 6:10 a.m., call the Election Center. 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, 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 1 to ready the red box 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 1.
6. Collect all dropped off vote-by-mail ballots in the red box.
7. While outside, place both standard and provisional ballots into the red box.
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, leaving any vote-by-mail and provisional ballots inside the red box.
10. When voters can come inside, ask the FED to remove all outdoor supplies.

2.6.6 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 6:10 a.m., call the Election Center.

2.6.7 What if we are missing supplies or equipment?

See Appendix 5.1 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.

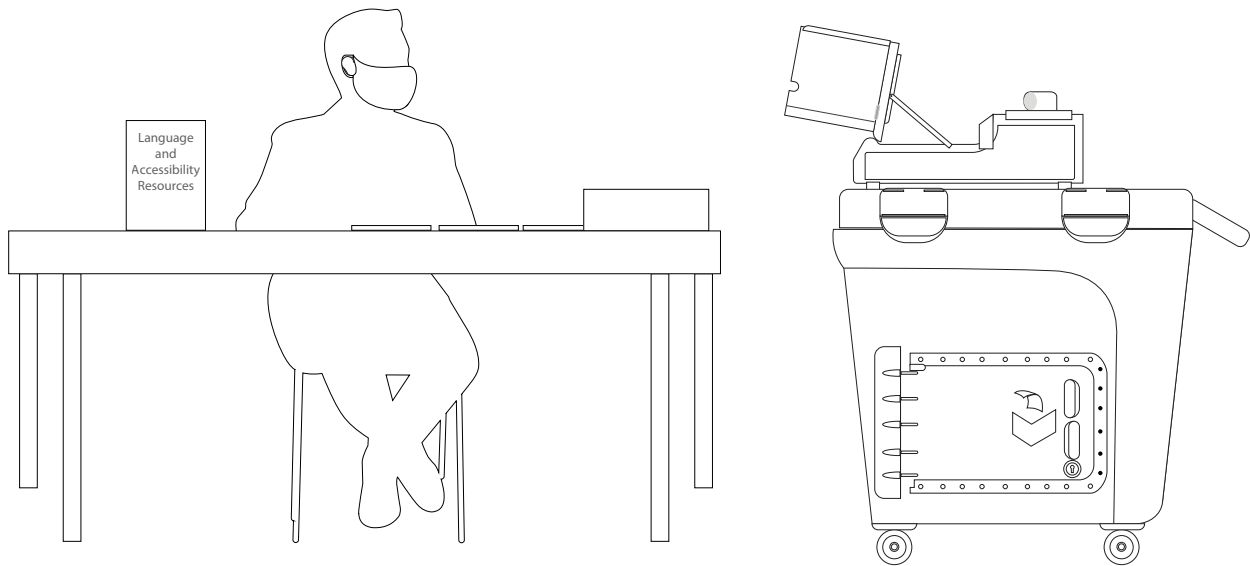
2.6.8 What if we are unable to set up the voting machines?

Confirm that the machines are plugged in and see Appendix 5.2 for equipment repair 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 and voting can never stop between 7 a.m. – 8 p.m.!

During voting hours, you will ensure all voters are made aware of the translated and accessible materials available at your site, provide assistance as necessary, and safeguard ballots and other vital election supplies.

After your team finishes setting up, the Inspector will assign Voting Job Cards. To complete your tasks, you must carefully follow all of the job card steps and contact the Election Center at 1-800-554-9934 with any questions. Every member of your team will have a role to play:

- The Election Table Clerk(s) will use Voting Job Card 1 to accept vote-by-mail ballots, safeguard the red ballot box, locate voters in the roster, offer health and safety supplies, offer accessible voting, and provide voters with appropriate sets of ballots and other voting materials.

- The Ballot-Scanning Machine Clerk will use Voting Job Card 2 to assist voters using the ballot-scanning machine and redirect provisional voters ready to cast their ballots to the red box.
- The Inspector will use the Inspector Voting Job Cards to support clerks in their tasks, initiate accessible voting sessions, and facilitate curbside voting.

No matter your role, your mission is 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 as follows:

1. In the white pages (voters who were registered when the roster was first printed)
2. In the purple pages (voters who registered after the white pages were printed)

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

- 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.
- Voters listed with an "ID Required" note should be shown the yellow Help America Vote Act Registration Rules page and issued either a standard ballot if the voter presents an acceptable form of identification, or a provisional ballot if the voter does not.

The Election Table Clerk will also check the voter's language preference listed in the roster. Voters should be offered available materials and issued ballots in their preferred language: CH = Chinese, SP = Spanish, FI = Filipino, BU = Burmese, JA = Japanese, KO = Korean, TH = Thai, VI = Vietnamese. A voter who does not have a language preference in the roster and who does not express a preference in person with no preference for materials in a particular language should be issued an English/Chinese ballot.

The roster also contains other pages that are used on an as-need 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 yellow Help America Vote Act Registration Rules page lists the acceptable types of identification that voter's with "ID Required" notes may present to comply with federal identification requirements.
- The white Assisted Voters page is used by poll workers to list voters who received assistance in marking their ballots or voted curbside.

Note: There are no School Board contests in the June 7 election, so the roster will not have any blue pages listing EDU (School Board-only) voters. The next election with EDU ballots will be held on November 8, 2022.

3.3 Official Ballots

Official ballots in this election are single-sided and bilingual in English and Chinese, Spanish, or Filipino.

Unless a voter expresses a preference for using the accessible ballot-marking device, they should be issued a paper ballot. To issue a paper ballot, locate the correct ballot pad and tear off a one-card ballot.

3.4 Facsimile Ballots

Facsimile ballots, which voters may refer to when marking their official ballots, will be available at some polling places in Burmese, Japanese, Korean, Thai, and/or Vietnamese. If a voter has Burmese, Japanese, Korean, Thai, or Vietnamese language preference and your polling place has a facsimile ballot in that language, offer the facsimile along with the official ballot. Be sure to post one copy of any facsimile ballot available at your polling place while keeping another copy in the designated folder on the election table.

3.5 Accepting Extra Ballots

During voting hours, your Field Election Deputy (FED) will deliver a green bag with extra ballots. The Inspector will place the green bag with extra ballots under the election table; these ballots can remain in the bag until they are needed.

3.6 Ballot-Scanning Machine

The ballot-scanning machine tallies votes on standard ballots.

A standard ballot card can be inserted into the ballot-scanning machine in any orientation. After a *ding* sound, the "Ballot Counter" adds one for each ballot card, while the "Total Voters" counter adds one for each set of ballot cards.

If the scanning machine detects an irregular mark, a warning message will appear and the voter can CAST the card as is or RETURN the card for correction. For more information, refer to the Guide to Messages on the Ballot-Scanning Machine at your polling place or online at sfelections.org/pw/resources.

Vote data and ballot images are stored on scanning machine memory cards, which are brought to the Department of Elections after the polls close for inclusion in preliminary election results released on Election Night. (Vote-by-mail and provisional ballots cast in the red box are processed after Election Day.)

3.7 Accessible Ballot-Marking Device

The accessible ballot-marking device allows any voter to mark, review, and print their ballot privately and independently. Touchscreen and audio ballots are available in English, Chinese (Cantonese and Mandarin), Spanish, and Filipino. Since this device does not store or tabulate votes, a ballot printout must be inserted into the ballot-scanning machine or enclosed in a provisional envelope, just as a paper ballot must be.

The accessible ballot-marking device offers two main modes:

- In touchscreen mode, with no assistive device being used, the voter will see ballot contests and instructions onscreen and can single-tap the screen to navigate and make selections.
- In assistive device mode ("Enable AVS Controller"), the voter may use the attached headphones and/or an assistive device such as the attached audio-tactile interface (ATI) keypad or a personal paddle or sip-and-puff device, and double-tap or use the assistive device to navigate and make selections. (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 the Inspector will initiate most accessible voting sessions, clerks should familiarize themselves with Voting Job Card 3: Initiating an Accessible Voting Session so they can help voters as necessary.

3.8 Provisional Voting

By law, any voter whose eligibility to vote cannot be immediately verified must vote provisionally using a provisional envelope, which serves as a registration application and allows the Department to verify the voter's eligibility before counting their ballot.

In this election, the most common reasons poll workers will facilitate provisional voting are:

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).
3. The voter has an incomplete registration ("ID Required" note), and does not show an acceptable form of identification at the polling place.

Each provisional voter must complete the Voter Section on the envelope; mark their ballot; seal the ballot inside the envelope; and deposit it into the red box. If, after Election Day, the Department determines the provisional 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.

3.9 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 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 box.

Job Card 1A: Election Table Clerk

Your three main tasks during voting hours are to 1) greet voters and accept vote-by-mail ballots, 2) issue standard paper ballots, and 3) update both copies of the street index. (Instructions for issuing other types of ballots can be found on Voting Job Cards 1B, 3, and 4.)

1. Greet voter/accept dropoff.

Say, **"Welcome. Are you here to vote or drop off your ballot?"** Then, depending on the voter's reply, follow instructions A or B.

- A. If the voter wants to drop off a ballot, say: **"Please drop your signed envelope into the red box. Thank you!"**
- B. If the voter wants to vote at your polling place, say: **"I can help you with that. May I have your full name and current home address?"** and go to Step 2.

2. Search roster.

Confirm name and address and say, **"Thank you, I will search for you in our roster now."** Then, depending on what you find in the roster, follow instructions A or B.

- A. If the voter is listed in the white/purple pages, say, **"I found you listed."** and go to Step 3.
- B. If the voter is not listed in the roster, say, **"You are not listed in our roster, but you can still vote today. Would you prefer to cast a provisional ballot here or go to your assigned polling place or the City Hall Voting Center?"** Then, depending on the voter's reply, give one of the following instructions:
 - i. If the voter wants to vote elsewhere, use the precinct map or call (415) 554-4375.
 - ii. If the voter wants to vote a provisional ballot, go to Voting Job Card 1B.

3. Check notes.

Depending on what you find in the roster, follow instructions A, B, or C.

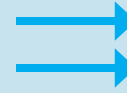
- A. If the voter is listed with no notes, fill in the bubble next to the voter's name and have the voter sign on the signature line. Then say, **"I will issue you a paper ballot unless you would rather use an audio or touchscreen ballot on the accessible ballot-marking device."**
 - i. If the voter wants to vote a standard paper ballot, go to Step 4.
 - ii. If the voter wants to vote a standard accessible ballot, notify the Inspector to activate a standard ballot on the ballot-marking device. Update street indices using Step 6.
- B. If the voter has a VBM Received note, say, **"It looks like the Department of Elections has already received your ballot. If you believe that is incorrect, you can call the Department or vote provisionally here."**
 - i. If the voter wants to call to verify, give the voter the number (415) 554-4375.
 - ii. If the voter wants to vote a provisional ballot, go to Voting Job Card 1B.
- C. If the voter has an ID Required note, show the yellow "Help America Vote Act Requirements" page in the roster and say: **"The roster shows your registration is incomplete. You can complete your registration by showing any of the types of identification listed on this page."**
 - i. If the voter shows an acceptable form of identification, issue a standard ballot, following instruction A of this step.
 - ii. If the voter does not show an acceptable form of identification, issue a provisional ballot. Go to Voting Job Card 1B.

Job Card 1A: Election Table Clerk

4. Issue a standard paper ballot.

Check for a language preference in the roster. Then, depending on what you see, take one of the following actions:

- For a voter with no preference or a Chinese language preference listed, tear off a full set of green EN/CH ballot cards (3 cards).
- For a voter with a Filipino language preference, tear off a full set of yellow EN/FI ballot cards (3 cards).
- For a voter with a Spanish language preference, tear off a full set of orange EN/SP ballot cards (3 cards).
- For a voter with a Burmese, Japanese, Korean, Thai, or Vietnamese language preference, tear off a full set of green EN/CH ballot cards (3 cards) and issue a facsimile ballot if one is available in that language.



Tear off top receipts.
Leave middle-stapled stub. (When pad is finished, place middle-stapled stub in the red box.)



Tear off ballot cards (3 cards).

5. Provide voting materials and instructions.

Give the voter a pen, secrecy folder, ballot receipts, and ballot cards and say, **“Here are 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?”** (If you issued a facsimile ballot, politely remind the voter to return the facsimile ballot to you after marking the official ballot.)

6. Update street indices.

After issuing a standard ballot (paper or accessible), follow these steps to update the street index on the election table:

- Find the cross reference number or XREF# listed next to the voter’s name in the roster.
- Find the same cross reference number or XREF# on the street index and draw a line through the name of the voter associated with that XREF#.

In addition, every hour up through 6 p.m., update the copy of the street index posted outside.

XREF#	VOTER NAME
1083	Aardvark, Jenna

Find voter’s XREF# in roster

XREF#	ADDRESS	VBM	NAME
	Van Ness Ave, San Francisco		
1083	300		Aardvark, Jenna

Draw a line through that same XREF number on the table copy of the street index. Once an hour, update the posted copy of the street index.

Job Card 1B: Election Table Clerk

In addition to completing the primary tasks on Job Card 1A, you will also issue provisional and replacement ballots and accept surrendered vote-by-mail ballots.

1. Issuing provisional ballots

Say, ***"I will issue you a provisional paper ballot unless you would rather use an audio or touchscreen ballot on the accessible ballot-marking device."*** Then, depending on the voter's reply, follow instructions A or B.

- A. If the voter wants to vote a provisional paper ballot, check the roster for a language preference, or if the voter is not listed in the roster, say ***"Ballots are available in English with Chinese, Spanish, or Filipino. Which would you prefer?"*** Then, depending on the voter's preference, take one of the following actions:
 - i. For a voter with no preference or a Chinese language preference, tear off a full set of green EN/CH ballot cards (3 cards).
 - ii. For a voter with a Filipino language preference, tear off a full set of yellow EN/FI ballot cards (3 cards).
 - iii. For a voter with a Spanish language preference, tear off a full set of orange EN/SP ballot cards (3 cards).
 - iv. For a voter with a Burmese, Japanese, Korean, Thai, or Vietnamese language preference, tear off a full set of green EN/CH ballot cards (3 cards) and issue a facsimile ballot if one is available in that language.

Next, retrieve a provisional envelope in the voter's preferred language, write your precinct number on the top, and check off the issue (e.g., "VBM Received," not on the roster, etc.). Then hand the voter a pen, the provisional envelope, ballot receipts, and ballot cards and say, ***"Please complete and sign the Voter Section of this envelope. Then, after marking your ballot, please tear off the envelope receipt, seal your ballot into your provisional envelope and return the envelope and the pen to me."***

When the voter is done voting, confirm their envelope is complete and signed and drop it in the red box.

- B. If the voter wants to vote a provisional accessible ballot, notify the Inspector.

2. Issuing replacement ballots

You can issue a replacement ballot to any voter who receives and mismarks a ballot at your polling place by following these instructions.

Say, ***"I can issue you a replacement. May I have your mismarked card(s)?"***

- a. Write "VOID" across the returned card(s). Look at the, and locate the card number and language abbreviation in the lower right corner of the card(s) so you reissue the correct card.
- b. Tear off a complete set of new ballot cards (3 cards) from the ballot pad in the correct language.
- c. Give the voter the correct replacement card(s) that match the card(s) returned to you and receipt(s), and write "VOID" on any remaining card(s) from that new set.
- d. Put all the voided cards in the red box.

Job Card 1B: Election Table Clerk

3. Accepting surrendered vote-by-mail ballots

Although not required, some voters will still want to surrender their vote-by-mail ballots at your polling place. If this happens, simply write "VOID" on the ballot and/or the vote-by-mail return envelope and place it in the red box.

Note that if a voter wants to cast their vote-by-mail ballot without a return envelope, they must use a provisional envelope to do so. Refer to Voting What If 3.9.6 for instructions.

Job Card 2: Ballot-Scanning Machine Clerk

Your main task during voting hours will be to assist standard (non-provisional) voters with scanning their ballot cards and redirect provisional voters to the red box.

1. Assisting voters at the ballot-scanning machine

When a voter approaches your station at the ballot-scanning machine, first determine whether they have a blue secrecy folder, a provisional envelope, or neither. Then, follow instructions A, B, or C.

- A. If the voter has a blue secrecy folder, confirm the machine's screen reads "System ready/Please insert your ballot" and then say, **"Please insert your ballot cards one at a time. It does not matter which way they are facing. Although the default language on this machine is English, I can change it if you like."** If necessary, change the language (left menu) and then take one of the following actions:
 - i. If the ballot has no issues, the screen will read "Valid Ballot" "Casting Ballot, Please Wait," and then return to the "System Ready" screen while dinging. 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"**
 - ii. If there is some issue with the ballot, the screen will present a warning. In this situation, say, **"The machine detected an irregular marking. To correct your ballot, press "Return" or to cast it as is, press "Cast". Would like to review the machine's reference guide or request assistance?"**
- B. If the voter has a provisional envelope, say, **"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt, then take it back to the clerk at the Election Table."** DO NOT LET PROVISIONAL VOTERS SCAN THEIR BALLOTS.
- C. If the voter has neither a provisional envelope nor a blue secrecy folder, say, **"I see you have no blue secrecy folder. If you left it at the voting booth, please retrieve it and come back."** Then, follow Step A above.

Remember, voting cannot stop during voting hours! If the ballot-scanning machine malfunctions, ask voters to drop ballots into the auxiliary (aux) bin and call the Election Center at 1-800-554-9934.

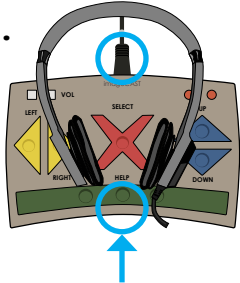

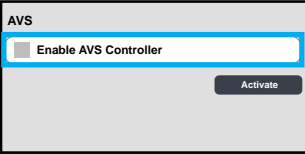
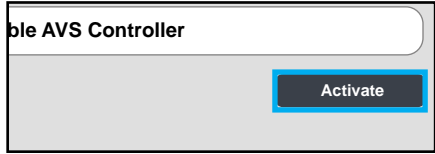
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Job Card 3: Initiating an Accessible Voting Session

Although the Inspector will initiate most accessible voting sessions, all clerks must be prepared to do so. (For example, if the Inspector is busy, the Election Table Clerk could ask the Ballot-Scanning Clerk to keep an eye on the election table and the red box while the Election Table Clerk follows these instructions.)

1. Activating an accessible voting session

Say, ***“Hello, I will help activate your ballot on the ballot-marking device. You can request audio headphone or touchscreen instructions in English, Chinese (Cantonese or Mandarin), Filipino, or Spanish, and navigate and mark your ballot using the touchscreen, the keypad, or a personal assistive device. Which would you prefer?”***

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Connect any equipment the voter will use, double-checking that all equipment is securely connected.</p>	<p>Insert the poll worker card and enter the appropriate activation code*.</p>	<p>If the voter is using any assistive device, check “Enable AVS Controller.”</p>	<p>Tap “Activate,” remove the poll worker card, and select the language. Then, if the voter is using any assistive device, select the correct assistive device mode.</p>

* To activate a full ballot: enter 1 followed by your precinct number (e.g., 17625).

Remember to offer help (do not hover – allow the voter privacy unless the voter requests further assistance).

Job Card 3: Initiating an Accessible Voting Session

2. Ballot-marking device assistance tips

If a voter asks for your help using the ballot-marking device, here are some tips. No matter the issue, be sure to ask the voter's permission before approaching or touching a device in session.

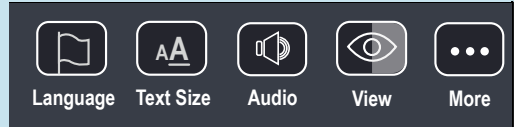


Image of the menu settings located at the top of the ballot-marking device.

Adjusting Settings:

- "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).

Ballot Marking:

- To choose a candidate or measure, tap the gray square to the right of that option.
- To change a selection, tap the marked gray square to deselect, and then tap another.
- To review all currently marked selections, tap "Review" at any time.
- To modify selections, tap "Back to Ballot" from the "Review" screen.

Ballot Navigation:

- Some contest pages are long, so 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.

Mode Changes:

1. Tap "More" in the top right-hand corner of the screen.
2. Tap "Cancel Activation," then "Yes, cancel activation."
3. Initiate a new session in audio or touchscreen mode.

Cancellation:

1. Tap "More" in the top right-hand corner of the touchscreen.
2. Tap "Cancel Activation" then "Yes, cancel activation."
3. If you have already printed, VOID the printout and place it in the red box.
4. If appropriate, ask the Election Table Clerk to issue a paper ballot.

Job Card 4: Curbside Voting

Although the Inspector will conduct most curbside voting sessions, all clerks must be prepared to do so. (For example, if the Inspector is busy, the Election Table Clerk could ask the Ballot-Scanning Clerk to keep an eye on the Election Table and the red box while the Election Table Clerk follows these instructions.) If you have any questions about processing curbside voters or if there is a line at the Election Table, please call the Election Center for advice.

1. Greet the curbside voter.

Bring the Election Table Supply Box, a pen, and a piece of paper to the voter outside. Then say, ***“I’m here to help you vote outside. Before we begin the check-in process, please let me know if you would like gloves or hand sanitizer and whether you would like to use a paper ballot or have an accessible ballot-marking device with audio and touchscreen features set up for you outside.”***

- A. If the voter wants to use a ballot-marking device, call the Election Center for instructions.
- B. If the voter wants to use a paper ballot, offer pen and paper and say, ***“Will you please write down your name, address, and preferred language (English, Chinese, Spanish, or Filipino)?”***
- C. When the voter has given you their information, return inside and use Voting Job Card 1A (Election Table Clerk) to identify the correct ballot to issue – standard or provisional – then proceed to step 2 or 3 on this job card.*

*If the voter has an “ID Required” note, you will need to show the voter the Help America Vote Act Requirements page to determine whether to issue a standard ballot (if the voter shows ID) or a provisional ballot (if the voter does not).

2. To process a standard curbside voter:

Start by filling in the bubble next to the voter’s name, and retrieving a full set of ballot cards (3 cards) in the voter’s preferred language. Then take the following steps:

- A. Bring the roster, the ballot, and a secrecy folder to the voter and say, ***“Please sign the roster.”***
- B. Take the roster and say, ***“Here are your voting materials. After marking your ballot, please place it in this secrecy folder. I will return in ten minutes.”***
- C. Go inside to return the roster, update the street index, and complete the Assisted Voters page.
- D. Return to the voter outside and say, ***“If you are all done, I can take your ballot inside for scanning now. Would you like me to return to confirm your ballot was accepted by the machine?”***
 - i. If the voter wants confirmation, return after scanning the ballot, give the voter an “I Voted!” sticker, and say, ***“Thank you for voting today!”***
 - ii. If the voter does not want confirmation, give the voter an “I Voted!” sticker immediately and say, ***“Thank you for voting today!”***

Job Card 4: Curbside Voting

3. To issue a curbside provisional ballot:

Say, ***"You are [not listed in our roster/listed as having already submitted a ballot], but you can still vote provisionally today. If you believe this is an error, you can contact the Department of Elections. Otherwise, you may cast a provisional ballot here or go to your assigned polling place or the City Hall Voting Center. What would you like to do?"*** Then, depending on the voter's reply, follow instructions A, B, or C.

- A. If the voter wants to vote elsewhere, use the precinct map or call (415) 554-4375.
- B. If the voter wants to enquire about a roster note, give them the number (415) 554-4375.
- C. If the voter wants to vote a provisional ballot outside, say, ***"I will issue you a paper ballot unless you would rather use the accessible ballot-marking device."*** (If the voter wants to vote an accessible provisional ballot outside, call the Election Center.) To issue a paper provisional ballot, take the following steps:
 - i. Confirm the voter's language preference, say ***"Ballots are available in English and Chinese, Spanish, or Filipino. Which would you prefer?"***
 - ii. Return inside to complete the Poll Worker Section of a provisional envelope.
 - iii. Bring both the provisional envelope and a full set of ballot cards (3 cards) in the voter's preferred language preference outside and say, ***"Please fill out the Voter Section of this envelope, mark your ballot, remove the envelope receipt, and place your ballot into the envelope. I will be back to collect your ballot in 10 minutes."***
 - iv. Go inside to update the street index and complete the Assisted Voters page.
 - v. Return to the voter outside and say, ***"If you are all done, I can collect your ballot now. Thank you for voting!"*** Then confirm the envelope has been completed and signed, hand the voter an "I Voted!" sticker, and return inside to drop the envelope into the red box.

Job Card 5: Inspector's Responsibilities and Hourly Checklist

During voting hours, you will be responsible for leading and supporting your team, take primary responsibility for the tasks on Job Cards 3 and 4, ensure all clerks are following procedures, and complete the hourly checklist below.

Shortly before your polling place opens, you will have distributed Voting Job Cards 1-2 to two clerks, and assigned a third clerk to serve as Greeter if your polling place requires one (check the Site-Specific Plan). If you happen to have an extra clerk(s), you can choose to have them assist you with Job Cards 3 and 4, or with covering other clerks' breaks.

1. Support your team.

Over the course of the day, be prepared to support your team. 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 this checklist hourly.

Language and Accessibility Resources:

- Are poll workers wearing nametags identifying their language skills?
- Is the Language and Accessibility Resources sign on the election table visible to voters?
- Are all three ballot pad versions on the election table (EN/CH, EN/SP, and EN/Fl)?
- Are facsimile ballots (if any) posted AND placed on the election table, visible to voters?
- Are pen grips and the magnifying sheet on the election table visible to voters?
- Are there at least 50 ballots in each language?
- Are there at least 10 provisional envelopes in each language?

If any supplies run low or go missing, call the Election Center at 1-800-554-9934.

Voting Equipment Security and Logistics:

- Are all the seals on the voting equipment intact?
- Is the ballot-scanning machine receiving power (light next to the silver circle)?
- Does the "Total Ballots Printed" counter on the ballot-marking device read less than 25?
- Is the red ballot box less than 75% full?

If the answer to any of these questions is no, call the Election Center at 1-800-554-9934.

Clerk Understanding of Procedures:

- Check that the Election Table Clerk is processing provisional and standard voters correctly.
- Remind the Election Table Clerk to request help from you for ballot-marking device and curbside voters.
- Remind the Ballot-Scanning Machine Clerk that only voters with secrecy folders can scan ballots. (Provisional voters can not use the ballot-scanning machine.)

52 Job Card 5: Inspector's Responsibilities and Hourly Checklist

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3.10 What-If Scenarios

3.10.1 What if the power goes out?

First, check all power connections and cords, then ask a site representative for help, and finally, call the Election Center if necessary. While the ballot-scanning machine can run on its battery for two hours, the ballot-marking device must have continuous power to operate – in either case, voting must continue! If either or both of these machines malfunction, refer to the instructions below.

3.10.2 What if the ballot-scanning machine stops functioning?

After reviewing issue 3.9.1, refer to the equipment repair guide (see Appendix 5.2) and finally, call the Election Center if necessary. While the ballot-scanning machine is not working, ask voters to cast their ballots into the aux bin. Once the machine is back up, obtain permission from the Election Center to feed ballots and printouts from the aux bin through the scanner, returning any unreadable cards to the aux bin.

3.10.3 What if the ballot-marking device stops functioning?

After reviewing issue 3.9.1, refer to the equipment repair guide (see Appendix 5.2) and finally, call the Election Center if necessary. Since the ballot-marking device printer must have continuous power to print ballots, remember to offer voters with disabilities paper ballots and/or directions to another polling place or to the City Hall Voting Center for audio and touchscreen access while this machine is down.

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

It is important to correct this mistake so your roster provides an accurate count of voters who used the ballot-scanning machine at your polling place. Draw a line through the voter's signature and completely cross out the barcode, then make a note to the right of the signature for the roster processing clerk.

3.10.5 What if a voter brings a partial VBM packet (ballot with no envelope) to surrender?

If the voter wants to vote at your polling place and has their mailed ballot but no envelope to surrender, first write "VOIDED VBM" on the front and back of each ballot card and place them in the red box. Then check the roster to determine whether to issue a standard (non-provisional) or provisional ballot and proceed as normal.

3.10.6 What if a voter brings their mailed ballot or accessible ballot printout to return at the polling place but has no envelope in which to enclose the ballot?

If the voter has either their mailed ballot or accessible ballot printout but no envelope, issue a provisional envelope and ask the voter to enclose it in that envelope.

Begin by completing the top portion of the provisional envelope, checking "Other" and writing "VBM Ballot Enclosed" in the space provided. Ask the voter to fill out the provisional envelope, seal their ballot inside, and drop the envelope into the red box.

3.10.7 What if a voter requests curbside voting?

The first time you do this, call the Election Center; after that, follow the instructions on page 49.

3.10.8 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 (all pages)
- b. Ballots in the ballot-scanning machine
- c. Memory cards in the ballot-scanning machine
- d. The red box (with all contents)
- e. The tote bag (if it contains voted ballots)
- f. Boxes and pads of unvoted ballots

3.10.9 What if we run low on supplies?

Your polling place should have enough supplies to last through Election Day, so begin by checking the supply bags, plastic supply kit, and Election Table Supply Box. Call your FED or the Election Center if necessary.

3.10.10 What if the red ballot box is full or close to full?

First, try shaking the box to settle the contents inside. If this has little effect, call the Election Center to obtain authorization for a ballot transfer, and then complete the following steps:

- a. Gather two purple vote-by-mail trays, two purple closing bags, the black inspector bag, and two blue seals.
- b. Announce, *"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 the Department of Elections."*
- c. Break the yellow lid seal on the red box and place it in the inspector folder. Remove only the vote-by-mail envelopes, leaving everything else in the box. Reseal the red box with a blue seal.
- d. Stack vote-by-mail envelopes from the red box facing up and in the same direction, and then place the stacks of vote-by-mail ballot envelopes neatly into the purple trays.
- e. Place the purple trays into the purple closing bag(s), secure each purple closing bag(s) with a blue seal, and then place all purple closing bags into the black inspector bag.
- f. Place the black inspector bag under the election table, reminding the Election Table clerk to safeguard the bag until its transfer to a Deputy Sherriff at closing.

3.10.11 What if a voter wants to make changes to their registration information (name, address, political party, etc.)?

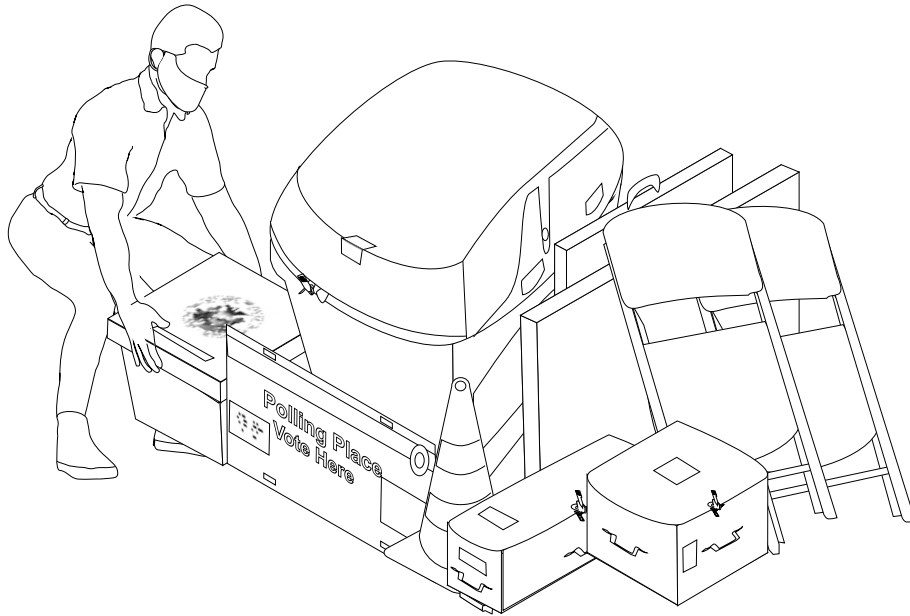
Offer the Roster Change and Correction form located near the back of the Roster. Voters can either fill out this form at the polling place or contact the Department of Elections to request a registration form be mailed to them. If a voter prefers to receive a form by mail, offer the Voter Support Line number: (415) 554-4375.

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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." Your team must then finish processing all voters, including those in line, before beginning closing procedures.

If there is a line at 8:00 p.m., a poll worker should stand behind the last voter in line and politely notify anyone who arrives afterward that those who arrive after 8:00 p.m. have arrived too late to vote.

4.2 Staying Focused

It has been a long day, but you are in the home stretch! The tasks you will perform during closing are crucial to maintaining the integrity of the election. Be sure to follow all closing instructions carefully and remain vigilant in fulfilling your poll worker mission.

Together with your teammates, you will account for and secure essential election materials, transfer custody of electronic results to an MTA officer, transfer custody of paper ballots and other vital election materials to a Deputy Sheriff, and clean up. The Inspector will distribute Closing Job Cards 1–3:

- Job Card 1 explains how to count and secure cast/scanned and blank ballots and roster signatures.
- Job Card 2 explains how to count and secure the contents of the red box, including its ballots.
- Job Card 3 explains how to take down signs and pack up all other remaining items at your site.
- The Inspector Closing Job Card explains how to shut down voting equipment, complete the Posted Ballot Statement and other forms, and transfer custody of ballots and vote data to collection officials.

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 of the accounting, security, and custody transfer procedures at your polling place. The Inspector will oversee completion of four closing forms: 1) the Posted Ballot Statement, 2) Posted Ballot Statement Certification Form, 3) the Security Seal Sheet, and 4) the Custody Transfer Form.

4.3.1 Posted Ballot Statement

The Posted Ballot Statement (see Appendix 5.4), which is located in the back of roster of voters, is an itemized accounting of all ballots, including unused, scanned, and voided poll ballots, provisional ballots, as well as all vote-by-mail ballots that were brought by anyone to your polling place on Election Day.

The Inspector will use the counts poll workers enter on Job Cards 1 and 2 to complete the Posted Ballot Statement. By law, a copy of the Posted Ballot Statement must be publicly posted outside the polling place, near the entrance, along with the vote-totals tape (if 10 or more ballots were scanned through the ballot-scanning machine).

4.3.2 Posted Ballot Statement Certification Form

After completing the Posted Ballot Statement, the Inspector will fill out the Posted Ballot Statement Certification Form located in the back of the roster. This form contains the Posted Ballot Statement Certification and the Certificate of Performance, both of which all poll workers must sign.

4.3.3 Security Seal Sheet

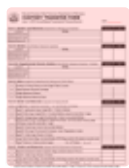
During closing, the Inspector will work with clerks to break yellow closing seals and secure materials in closing bags with blue seals. Following the instructions on the Inspector Closing Job Card, the Inspector will then use the security seal sheet to confirm all security seal numbers.

4.3.4 Custody Transfer Form

When the Inspector transfers electronic results and ballots to MTA and Sheriff's Department officers, respectively, both parties must complete the Custody Transfer Form, located in the Inspector Folder.

4.4 Custody Transfer Quick Reference Guide

4.4.1 The SFMTA Officer takes custody of:

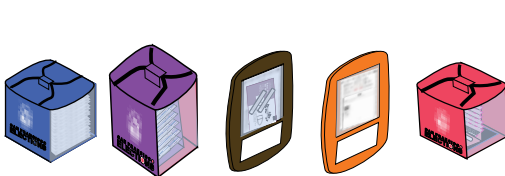


Pink Custody Transfer Form



Red Results Bag containing closing report and 2 memory cards

4.4.2 The Deputy Sheriff takes custody of:



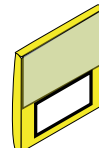
Inspector Bag containing blue, purple, brown, orange, pink closing bags, and any plastic closing bags that you may have used.



White and Green Custody Transfer Forms



FED Bag

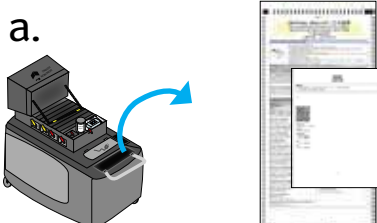



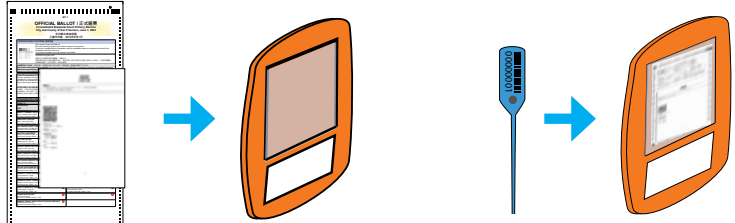


Yellow Roster Bag containing the Roster and Inspector Lanyard

Job Card 1: Sort ballots and count signatures in the roster

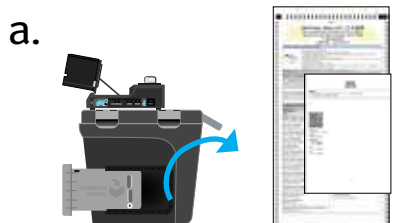
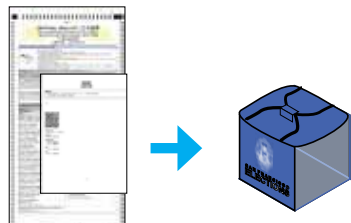
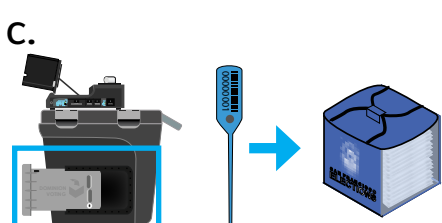
Your individual job at closing will be to sort all cast and unused ballots, and to count all of the valid signatures on the roster pages. **Double-check all counts!**

1. Sort auxiliary bin ballots.

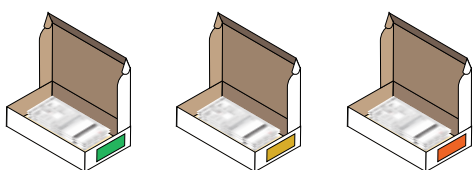
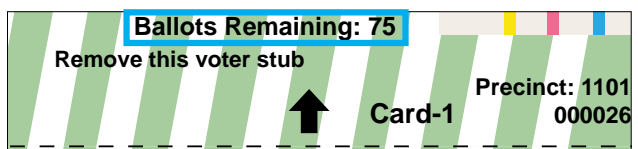
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Remove all ballot cards and printouts from the ballot-scanning machine's auxiliary bin. Double check bin is empty.</p>	<p>Sort contents into three piles:</p> <ol style="list-style-type: none"> 1. Card 1s. 2. Cards 2 and 3. 3. Printouts from the ballot-marking device. 	<p>Count all the card 1s and write the total number here</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <p>(do not count cards 2 and 3).</p>
<p>d.</p> 	<p>e.</p> 	
<p>Count all the printouts and write the total number here</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>	<p>With the Inspector, place all auxiliary bin ballot cards and printouts into the orange closing bag. Seal the orange bag with a blue seal.</p>	

2. Sort main bin ballots.

The scanning machine has already automatically counted the ballots in the main bin.

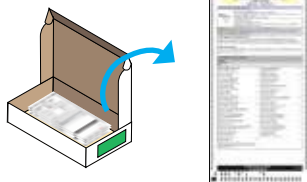
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Remove all ballot cards and printouts from the scanning machine's main bin.</p>	<p>With the Inspector, place all main bin ballots and cards into the blue closing bag.</p>	<p>Double-check the main bin is empty and seal the blue bag with a blue seal.</p>

3. Sort opened ballot boxes.

<p>a.</p> 	<p>b.</p> 
<p>Consolidate ballot pads from any open ballot boxes with those on the election table.</p>	<p>On the top of each pad, find the number of unused ballots remaining in the pad.</p>

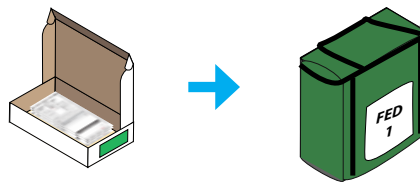
Job Card 1: Sort ballots and count signatures in the roster

c.



Count all the unused ballots from opened ballot boxes and write it **here** .

d.



With the Inspector, place all opened ballot boxes into the green FED closing bag(s).

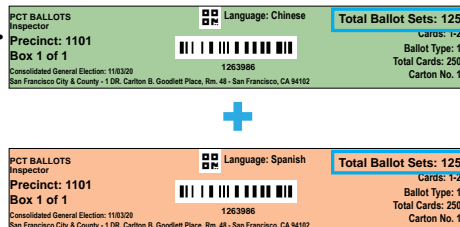
4. Sort unopened ballot boxes.

a.



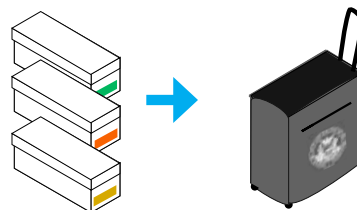
Find the number on the side of each unopened ballot box ("Total Ballot Sets").

b.



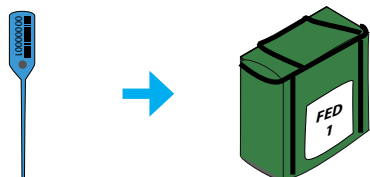
Add up the number of ballot sets from unopened ballot boxes and write it **here** .

c.



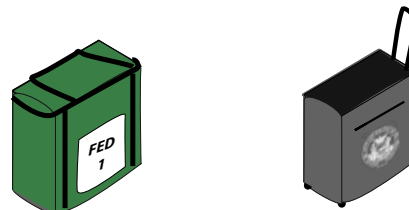
Place ballot boxes that do not fit in the green FED bag(s) into the inspector bag.

d.



Confirm all unused ballots are packed and seal the green bag with a blue seal.

e.



Hand bags over to the Inspector.

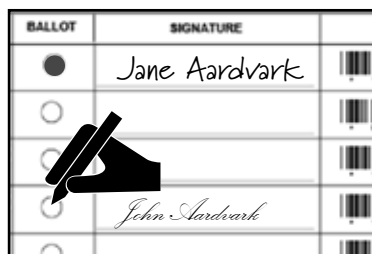
5. Count valid roster signatures.

a.



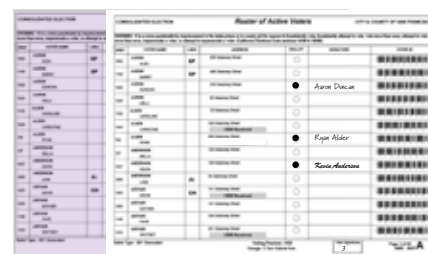
Count valid signatures on each page of the roster (i.e. white and purple), and write the total number of signatures on the bottom of each page. Do not count invalid (crossed-out) signatures.

b.



Fill in empty bubbles next to valid signatures.

c.



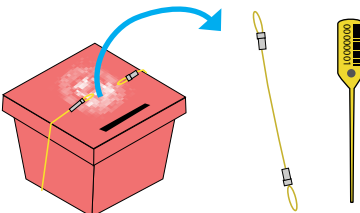
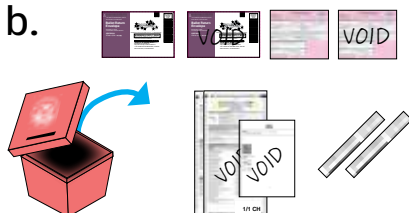

Add up counts for all pages and write the total **here** . Double-check all pages and double-check the total, then **remove and discard the alphabetical roster tabs.**

Move on to Team Job Card to complete the setup.


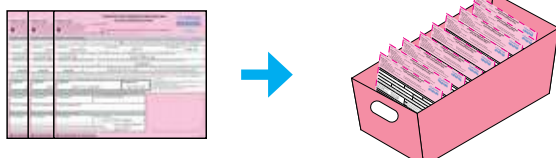
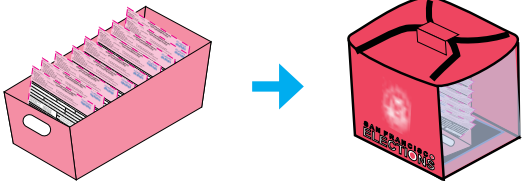
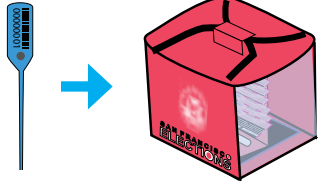
Job Card 2: Sort red box contents

Your individual job at closing will be to sort red box contents. **Double-check all counts!**

1. Empty the red box.

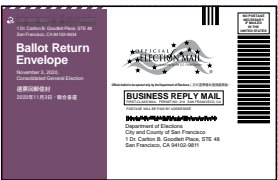
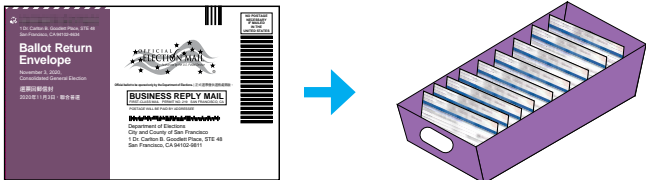
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Break the yellow lid seal and remove the lid; give seal and cable to your Inspector.</p>	<p>Empty the box and place contents into a pile; confirm the box is empty.</p>	<p>Sort provisional envelopes and vote-by-mail envelopes into two piles.</p>

2. Sort valid (voted) provisional ballot envelopes.

<p>a.</p> 	<p>b.</p> 
<p>Count valid provisional ballots* and write the number here <input type="text"/>. Double-check.</p>	<p>Neatly stack provisional envelopes into the pink tray, all in the same orientation.</p>
<p>c.</p> 	<p>d.</p> 
<p>Neatly place all of the pink trays into the pink closing bag.</p>	<p>Confirm all provisional envelopes are packed and seal the pink bag with a blue seal.</p>

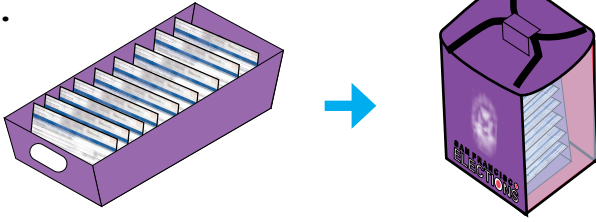
*Provisional envelopes marked "Other-VBM Ballot Enclosed" should **not** be counted towards the total number of voted provisional envelopes at your polling place and should instead be counted as voted vote-by-mail envelopes.

3. Sort valid (voted) vote-by-mail ballot envelopes (from any county).

<p>a.</p> 	<p>b.</p> 
<p>Count valid vote-by-mail ballots and write the number here <input type="text"/>. Double-check.</p>	<p>Neatly stack vote-by-mail envelopes into the purple tray, all in the same orientation.</p>

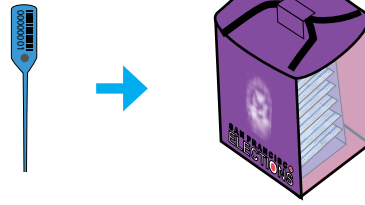
Job Card 2: Sort red box contents

c.



Neatly place all of the purple trays into the purple closing bag.

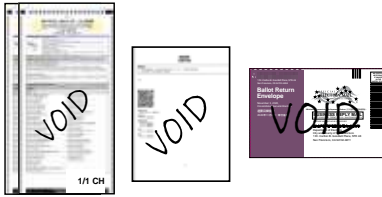
d.



Confirm all vote-by-mail ballots are packed and seal the purple bag with a blue seal.

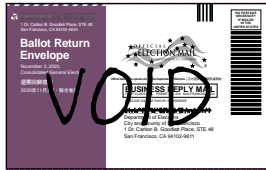
4. Sort voided ballots.

a.



Sort voided ballots and envelopes into three piles, setting any other materials aside.

b.



Count all voided vote-by-mail envelopes and write the number **here** .

c.



Count all voided ballot card 1s and write the number **here** . (Do not count cards 2 and 3)

d.



Count all voided ballot marking device printouts and write the number **here** .

e.



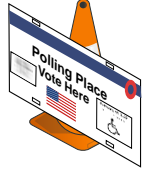

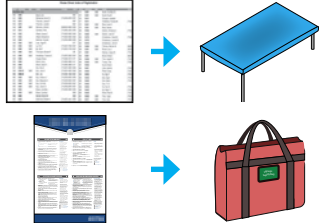
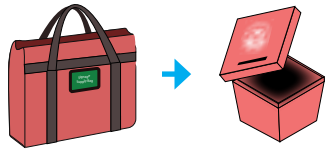
Double-check all counts, then place all voided ballots into the brown closing bag along with any other materials, and with your Inspector, secure with a blue seal.

Move on to Team Job Card to complete the setup.

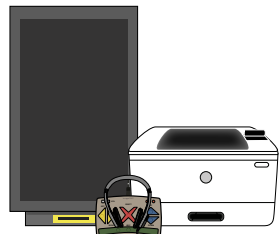
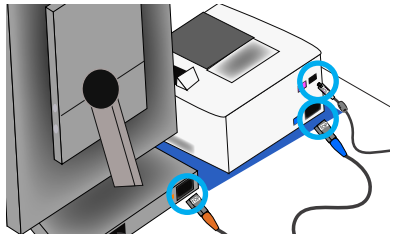
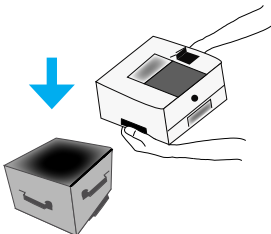
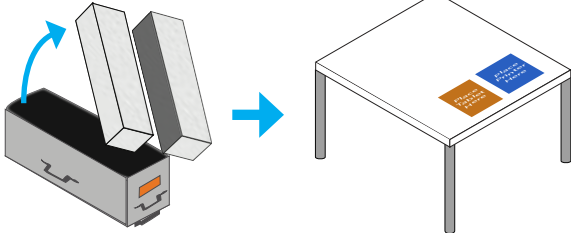
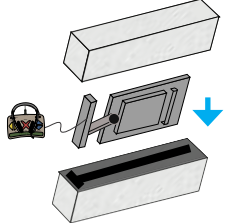
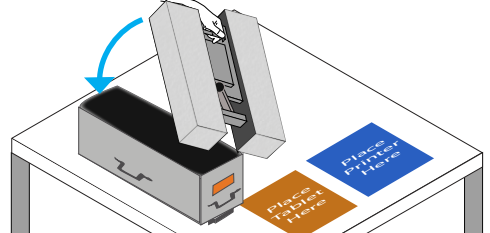
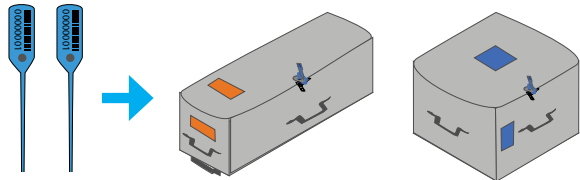
Team Job Card: Pack and Tidy Up

Once all tasks on Job Cards 1 and 2 are complete, clerks must work together to pack up remaining items and assist the Inspector as necessary.

1. Take down and put away all signs.

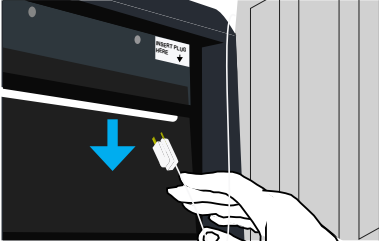
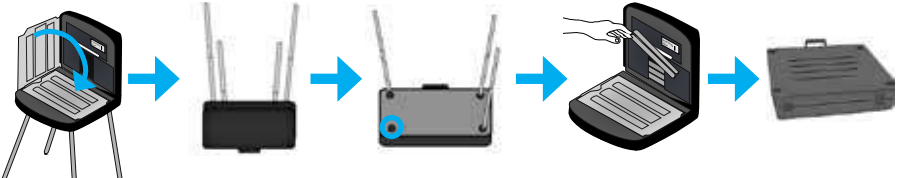
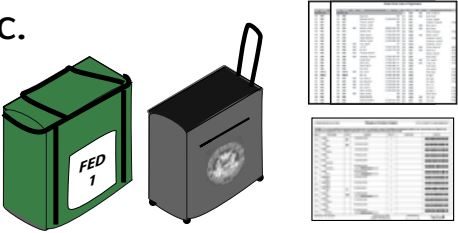

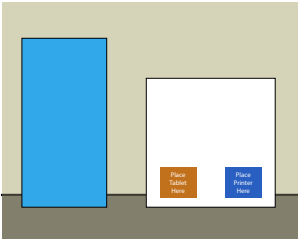
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>Bring cones and outdoor signs inside.</p>	<p>Carefully un-tape all signs, the street index, and facsimile ballots from the walls.</p>	<p>Place the street index on the election table and other signs into the signage bag.</p>	<p>Confirm all signs are packed and place the signage bag in the red box.</p>

2. Pack up the ballot-marking device.


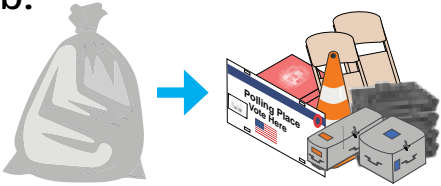

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Confirm the Inspector has closed the polls and turned off the tablet.</p>	<p>Unplug all of the tablet and printer cords (orange, blue, pink, and outlet).</p>	<p>Carefully place the printer and its power cord into the printer transport bag.</p>
<p>d.</p> 	<p>e.</p> 	
<p>Remove foam casing from the tablet transport bag and place it on the table.</p>	<p>Keeping the ATI keypad and headphones attached, place tablet into foam casing.</p>	
<p>f.</p> 	<p>g.</p> 	
<p>Holding the handle, gently place tablet and cords into the tablet transport bag.</p>	<p>With your Inspector, secure the tablet and transport bags with blue seals.</p>	

Team Job Card: Pack and Tidy Up

3. Pack up voting booths and tables.

<p>a.</p> 	<p>b.</p> 	
<p>Unplug all cords from voting booths and the wall (this can be done in any order).</p>	<p>For each booth, fold down the privacy flaps and turn the unit upside down, then remove the legs, place them back in the case, and snap the case shut.</p>	
<p>c.</p> 	<p>d.</p> 	<p>e.</p> 
<p>Confirm ballots are packed up and the Inspector has the roster and street indices.</p>	<p>Return all other items from the election table to the election table supply bag.</p>	<p>Fold up election and ballot-marking device tables and place them against a wall.</p>

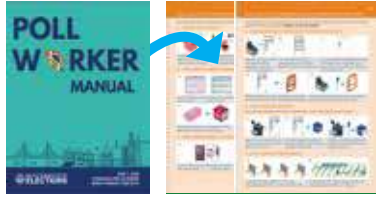
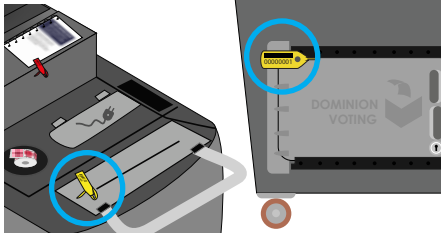
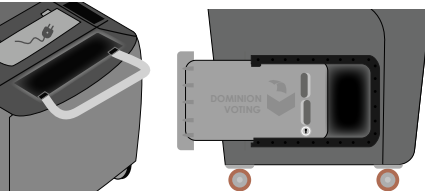
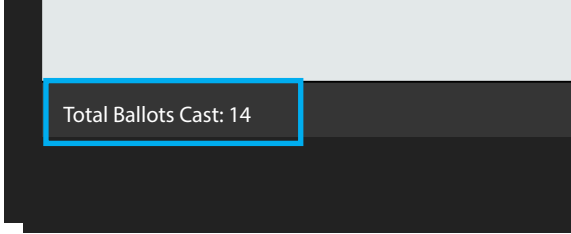
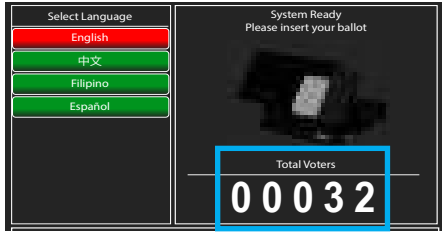
4. Tidy up and do a final check.

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Place chairs, booths, red box, orange cone(s), and Vote Here sign in a corner.</p>	<p>Collect all trash and place the trash bag with the other supplies in the same corner.</p>	<p>Return any moved furniture to its original location and close and lock any windows.</p>

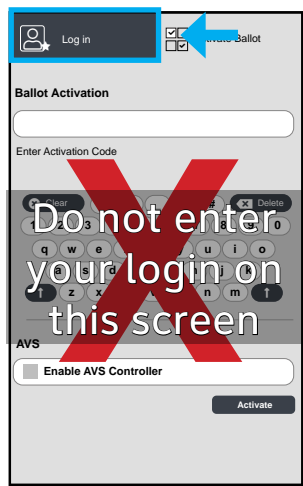

Inspector Closing Job Card

In addition to distributing job cards and overseeing all tasks, you will turn off the voting equipment, record ballot counts, complete several forms and transfer custody to the ballot collection officers. Clerks can assist each other or you as necessary. **Except for high school student clerks, no one can leave the polling place until all closing tasks are complete.**

1. Distribute job cards and open ballot-scanning machine bins.

<p>a. </p>	<p>b. </p>	<p>c. </p>
<p>Distribute Job Cards 1-2 to your clerks, and confirm they understand their duties.</p>	<p>Break seals on the auxiliary and main bins and place them in your inspector folder.</p>	<p>Use your key to open the auxiliary and main bins for the clerk with Job Card 1.</p>
<p>d. </p>	<p>e. </p>	
<p>Write the "Total Ballots Cast" count from ballot-marking device (lower-left screen) here <input type="text"/>.</p>	<p>Write the "Total Voters" count number from ballot-scanning machine here <input type="text"/>.</p>	

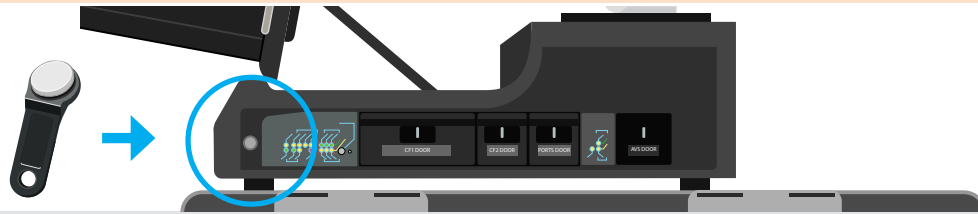
2. Close the polls on the ballot-marking device.

<p>a. </p>	<p>b. </p>	
<p>Insert the poll worker card into the yellow slot, facing upwards and tap "Login."</p>	<p>Enter Administrator pin, tap "Login" > "Close Poll" > "Yes" > [power button, lower right] > "Yes" and then then remove the poll worker card.</p>	

Inspector Closing Job Card

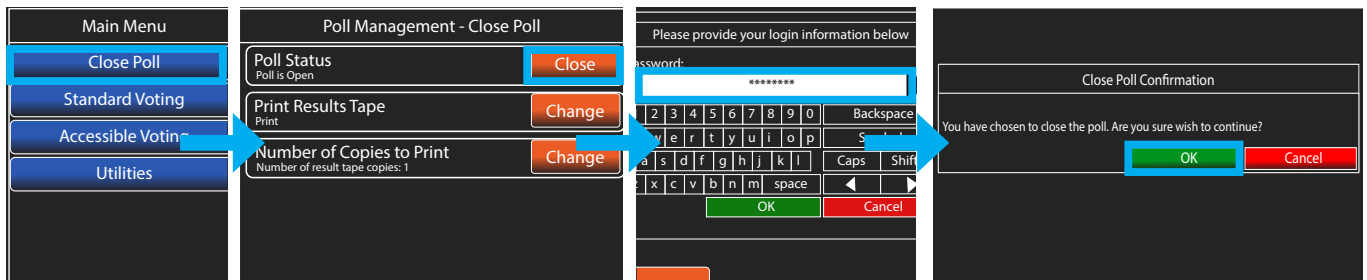
3. Close the polls on the ballot-scanning machine.

a.



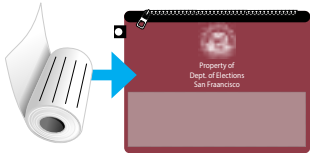
Hold the key fob flat against the silver circle for 5 seconds, then login and hit "OK."

b.



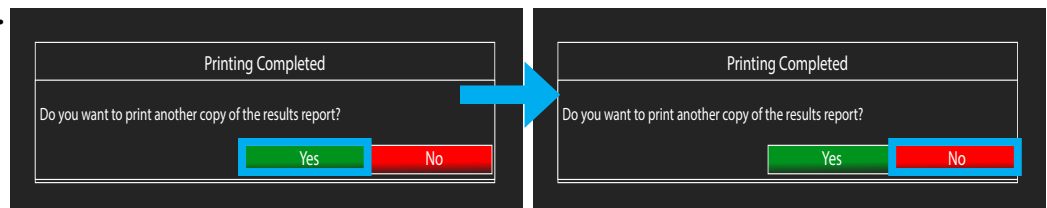
Tap "Close Poll". Under Poll Management, tap "Close" > [your password] > "OK." > "OK."

c.



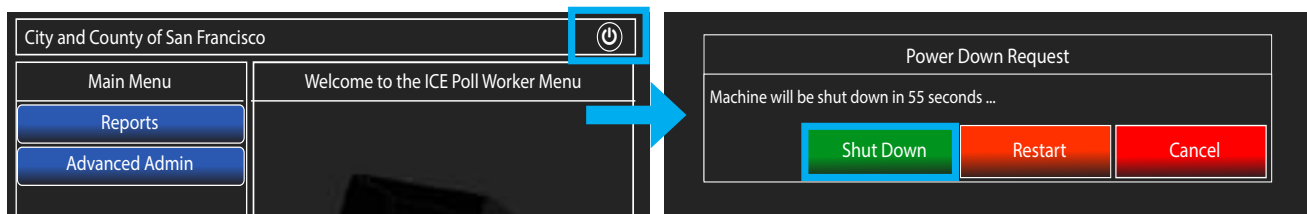
Tear off the report, have everyone sign it, and place it in the red results bag.

d.



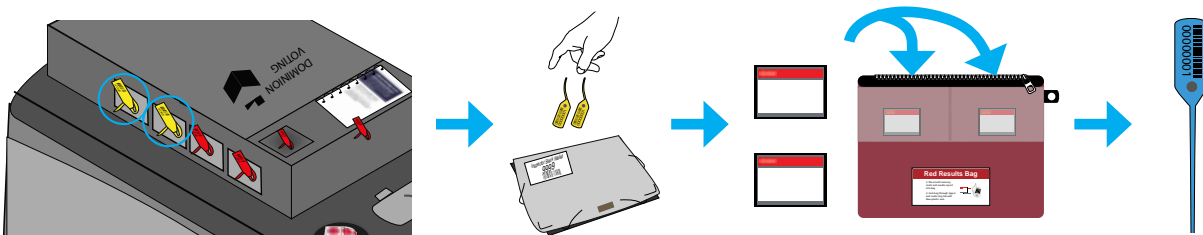
If more than ten people used the ballot-scanning machine, tap "Yes" to print a second report and then "No". Tear off this report, have everyone sign it, then tape this copy outside visibly near the entrance of the polling place. If less than ten people used the machine, tap "No."

e.



Tap the power icon (upper-right), then "Shut Down" and unplug and store the power cord. Once it has shut down, close the privacy flaps and gently lower the screen.


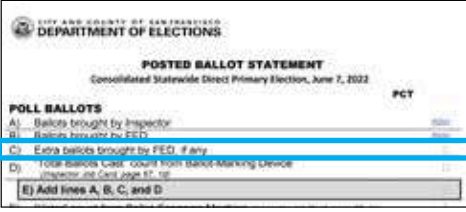
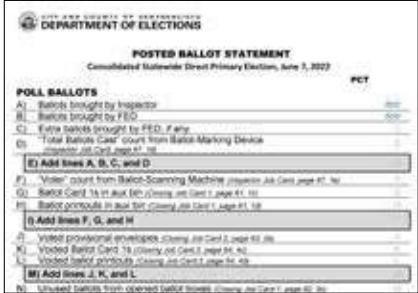


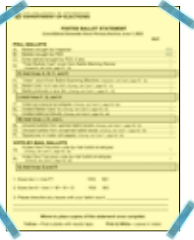
f.



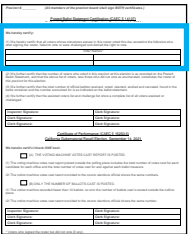
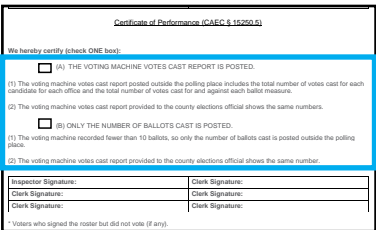
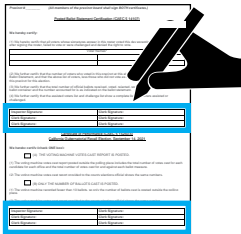
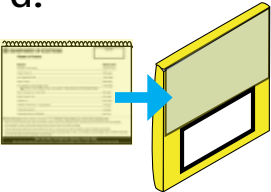
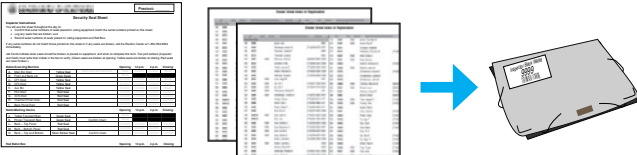
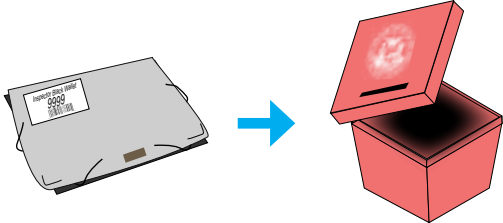
Break the yellow seals on the doors labeled "CF1" and "CF2", place them in your inspector folder, then put memory cards in red results bag and seal with a blue seal.

Inspector Closing Job Card

4. Complete the Posted Ballot Statement.

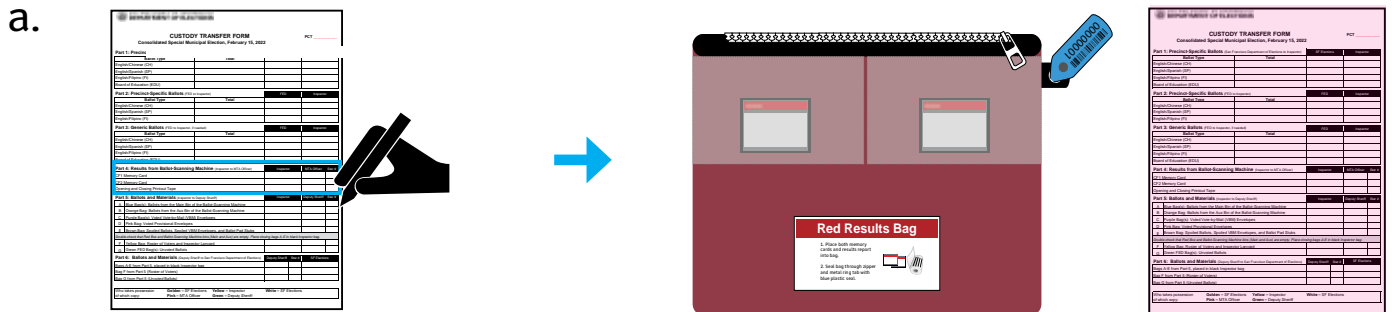
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Locate the Posted Ballot Statement in the back of the roster. Read it through.</p>	<p>Do not alter lines A or B; complete line C only if your FED brought extra ballots.</p>	<p>Complete lines D and F using the machine counts from Task 1 on this job card.</p>
<p>d.</p> 	<p>e.</p> 	<p>f.</p> 
<p>Complete other lines using counts provided by clerks and fill out the rest of the form.</p>	<p>If you need help completing this form, call the Election Center.</p>	<p>Post the yellow copy outside with the results report (other copies stay in the roster).</p>

5. Complete certifications and pack up roster.

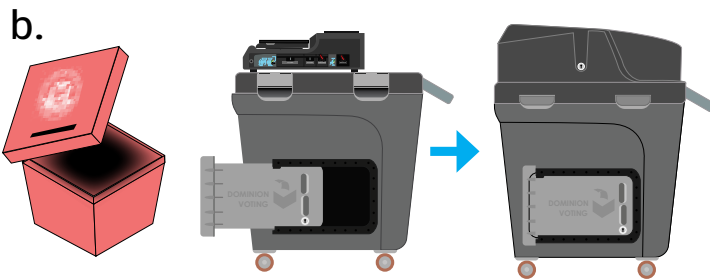
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 
<p>On the certification page in the back of the roster, note any invalid signatures.</p>	<p>Check box A or B, depending on how many voters used the ballot-scanning machine.</p>	<p>Have all poll workers sign both sections</p>	<p>Place roster into the yellow closing bag.</p>
<p>e.</p> 	<p>f.</p> 		
<p>Place the security seal sheet and both street indices into your inspector folder.</p>	<p>Place inspector folder in the red box and assist clerks as necessary.</p>		

Inspector Closing Job Card

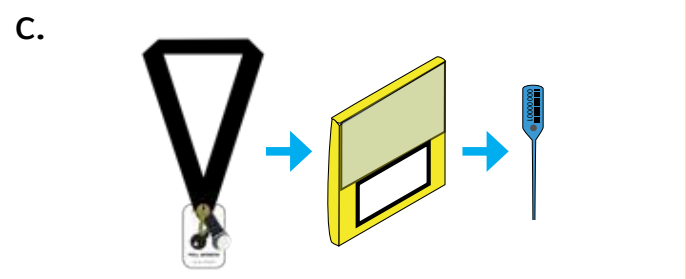
6. Transfer custody of ballots and data.



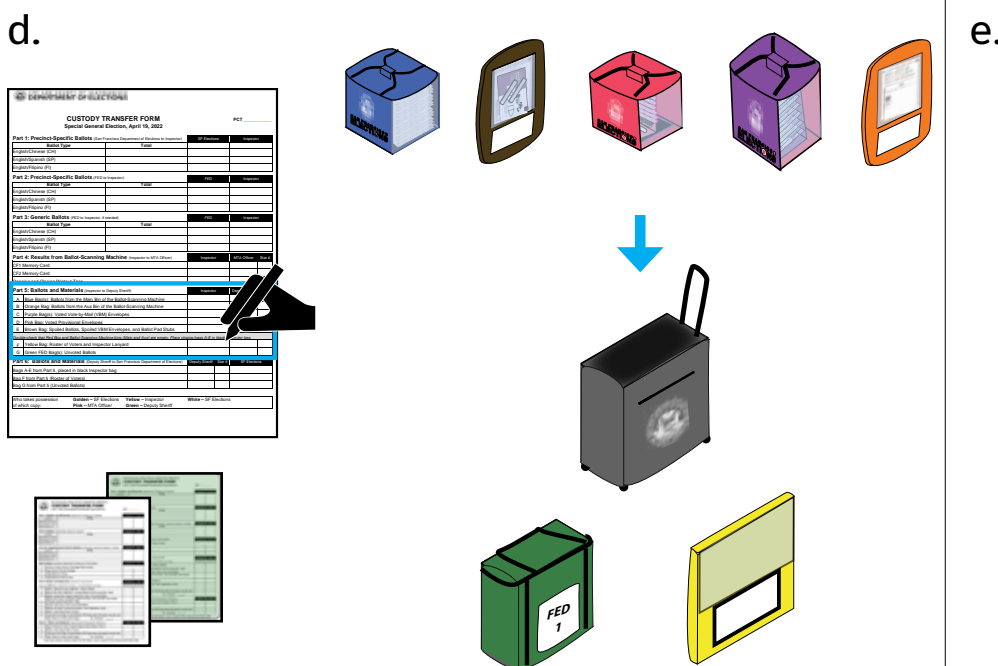
When the MTA officer arrives, complete and sign Part 4 of the Custody Transfer Form together, then give the officer the pink copy along with the red results bag.



When the Deputy Sheriff arrives, double-check the red box and both ballot-scanning machine bins are empty of ballots, place the lid on the ballot-scanning machine, and lock it.



Put your lanyard into the yellow closing bag. Secure the yellow closing bag with a blue seal.



Complete and sign Part 5 of the Custody Transfer Form and transfer the green and white copies to the officer along with all closing bags.



Call your FED when both transfers are complete and all closing tasks are complete.

4.5 Before You Go...

- Are all closing job card tasks complete?
- Are all remaining supplies neatly packed?
- Are all tables and chairs folded in a corner?
- Did you leave any windows or doors open?
- Did you notify your FED regarding transfers?
- Did you leave any personal items behind?
- Does the site look the same way you found it?

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

4.6 What-If Scenarios

4.6.1 What if the Deputy Sheriff and MTA officers have not shown up by 10 p.m.?

First, check outside for them. If they are not there, call the Election Center for advice.

4.6.2 What if the owner/manager wants to close the polling place before we are done?

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

4.6.3 What if we run out of closing supplies or need more adult clerks to help?

You should have extra supplies, including closing bags. Call your FED if you need help.

4.6.4 What if someone shuts off the ballot-scanning machine before the counts are compiled?

Place memory cards in the red closing bag as usual and leave line F blank on the Posted Ballot Statement. Notify your FED.

4.6.5 What if someone removes the CF memory cards while the scanning machine is still on?

The machine will automatically start shutting down. Secure the cards in the red results bag and continue the rest of your closing tasks as best as you can.

4.6.6 What if line I doesn't equal line P on the Posted Ballot Statement?

If I is the larger number, then most likely your team has let one or more provisional voters scan their ballots; if P is the larger number, then most likely one or more standard voters failed to scan their ballots. (Vote-by-mail ballots are not part of this equation). Proceed with the rest of the closing tasks and, if you know how the error(s) may have happened, make a note on the Posted Ballot Statement.

4.6.7 What if line E does not equal lines I, M, N, and O on the Posted Ballot Statement?

If this happens, then you will need to recount all unused ballot sets, voted provisional envelopes, voided ballot card 1s and printouts, and ballot card 1s and printouts from the aux bin. If the numbers still don't match, proceed with the rest of the closing procedures.

Congratulations and Thank You!

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, which should arrive in the mail in late June along with information about serving in future elections in 2022. Meanwhile, we hope you and your family stay happy and healthy!

APPENDIX

5.1 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 Red Ballot Box

- Supply Kit*
- Pink tray for provisional ballots (1)
- Purple tray for vote-by-mail ballots (2)
- Election Table supply box (1)
 - Face masks (50)
 - Box of gloves (1)
 - Surface sanitizing wipes (1)
 - 25-ft extension cord (1)
 - Hand sanitizer (2)

*The Supply Kit Contains:

- | | |
|--|---|
| <input type="checkbox"/> Poll Worker pin (5) | <input type="checkbox"/> Power strip (3) |
| <input type="checkbox"/> Yellow plastic seal (1) | <input type="checkbox"/> Trash bag (1) |
| <input type="checkbox"/> Blue plastic seal (15) | <input type="checkbox"/> Red Emergency Keys bag <ul style="list-style-type: none"> • Metal key (1) • Poll Worker card (1) |
| <input type="checkbox"/> 3-prong adapter (2) | |
| <input type="checkbox"/> 6-ft extension cord (2) | |

Supplies Inside the Ballot-Scanning Machine

Under the lid

- | | |
|---|--|
| <input type="checkbox"/> Flipchart (1) | <input type="checkbox"/> "I Voted" stickers (1 roll) |
| <input type="checkbox"/> Paperclips (2) | |

Main Bin

- | | |
|---|--|
| <input type="checkbox"/> Signage supply bag (1)** | <input type="checkbox"/> Pink closing bag (1) |
| <input type="checkbox"/> Election Table supply bag (1)*** | <input type="checkbox"/> Yellow closing bag (1) |
| <input type="checkbox"/> Blue closing bag (1) | <input type="checkbox"/> Red results bag (1) |
| <input type="checkbox"/> Orange closing bag (1) | <input type="checkbox"/> Extra plastic closing bag (3) |
| <input type="checkbox"/> Brown closing bag (1) | <input type="checkbox"/> Jumbo tote bag (1) |
| <input type="checkbox"/> Purple closing bag (2) | |

5.1 Polling Place Supply List

**Signage Supply Bag Contains:

- Voter Information poster (1)
- Voter Bill of Rights poster (2)
- Health and Safety Measures poster (1)
- Elections in California poster (2)
- Corrupting the Voting Process Warning poster (1)
- Electioneering Warning poster (1)
- Language and Accessibility Resources sign in blue stand (1)
- Facsimile (reference) ballot (only required polling places have it) (1)
- Polling Place directional signs (3)
- 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:

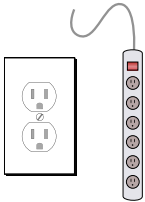
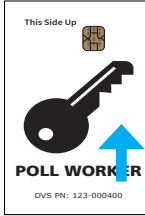
- Magnifying sheet (1)
- Election Officer digest (1)
- Blue Ballot Secrecy folder (50)
- Provisional envelope (100+)
- Ballot pens (combination of felt-tip and ballpoint pens) (75)
- Pen cup (1)
- Pen grip (2)
- Security seals bag in small ziploc (1):
 - Yellow sticker seal (2)
 - Yellow plastic seal (1)
 - Yellow cable (1)
- Election Table folder (1)
 - City-wide precinct map (1)
 - Polling place list (1)
- Poll Worker Manual (1)
- Plastic pocket with:
 - California Voter Information Guide
 - English (3)
 - Chinese (3)
 - Spanish (3)
 - Filipino (3)
 - 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)

5.2 Equipment Repair Guide

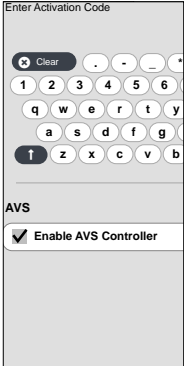
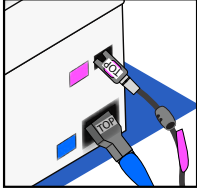
This Guide explains how poll workers can resolve simple voting equipment issues. If these instructions do not address the issue, call the Election Center, 1-800-554-9934, for assistance.

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

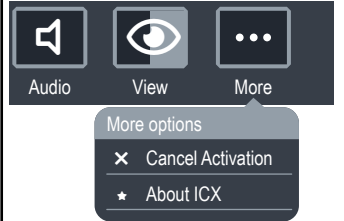
A. Accessible Ballot-Marking Device

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>	

5.2 Equipment Repair Guide


Symptom	Solution	
<p>5. ATI keypad/ Headphones/ Assistive Device Not Working</p>	<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>	
<p>6. Printer is Not Printing</p>	<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>	
<p>7. Printer Out of Paper</p>	<p>Call the Election Center.</p>	

5.2 Equipment Repair Guide

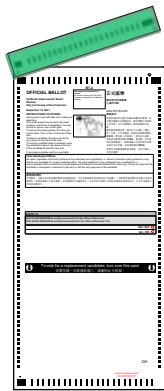
Symptom	Solution	
8. Touchscreen Malfunctioning or Frozen	<p>Insert the poll worker card to start new a session or continue current session.</p> <p>If this does not work, call the Election Center.</p>	
9. Need to Cancel Session	<p>Tap on the three dots in the upper right-hand corner and select "Cancel 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/Yellow charging light is not on	<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>	

5.2 Equipment Repair 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	<p>The machine cannot recognize the ballot. Advise voter to get a replacement ballot at the election table. Call the Election Center.</p>	
8. ERROR MESSAGE: Thermal Print head is up	<p>Call the Election Center.</p>	
9. ERROR MESSAGE: Files on CF1 and CF2 do not match	<p>Call the Election Center.</p>	
10. ERROR MESSAGE: Failed to mount CF cards	<p>Call the Election Center.</p>	

5.3 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. Election Table 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 box. Thank you!"

「請把您已簽名的信封投進紅色選票箱。謝謝！」

"Por favor, deposite su sobre firmado en la caja roja. ¡Gracias!"

"Mangyaring ihulog ang inyong pinirmahang sobre sa pulang kahon na hulugan ng balota. Salamat!"

1.2 Finding the voter in the roster.

"I can help you with that. May I have your full name and current home address?"

「我可以幫您的。我可以知道您的姓名和目前的住址嗎？」

"Puedo ayudarle. ¿Cuál es su nombre completo y domicilio actual?"

"Matutulungan namin kayo. Maaari ba naming makuha ang inyong buong pangalan at kasalukuyang address ng tirahan?"

"Thank you, I will search for you in our roster now."

「謝謝！我現在就在我們的選民名冊中尋找您的名字。」

"Gracias, voy a buscarlo en la lista."

"Salamat, hahanapin namin kayo ngayon sa roster."

5.3 Translated Scripts

"I found you listed."

「我在名冊中找到您的名字。」

"Ya lo encontré en la lista."

"Nakita naming nakalista kayo."

"You are not listed in our roster, but you can still vote today. Would you prefer to cast a provisional ballot here or go to your assigned polling place or the City Hall Voting Center?"

「您的名字不在我們的選民名冊上，但您今天仍然可以投票。您想在這裡用臨時選票投票，還是到您的指定投票站或市政廳投票中心投票？」

"Su nombre no aparece en la lista pero puede votar. ¿Quiere emitir una boleta provisional aquí o prefiere ir a su lugar de votación o al Centro de Votación del Ayuntamiento?"

"Hindi kayo nakalista sa aming roster, ngunit maaari pa rin kayong bumoto ngayon araw. Gusto ba ninyong bumoto ng probisyonal na balota rito o pumunta sa inyong itinalagang lugar ng botohan o sa Sentro ng Botohan sa City Hall?"

1.3 Check for voter notes.

"It looks like the Department of Elections has already received your ballot. If you believe that is incorrect, you can call the Department or vote provisionally here."

「看來選務處已經收到了您的選票。如果您認為這個信息不正確，您可以打電話給選務處了解詳情，或者您可以在這裡使用臨時選票投票。」

"Parece que el Departamento de Elecciones ya recibió su boleta. Si cree que es incorrecto, puede llamar al Departamento o votar aquí con una boleta provisional."

"Mukhang natanggap na ng Departamento ng mga Eleksyon ang inyong balota. Kung sa tingin ninyo ay hindi ito tama, maaari kayong tumawag sa Departamento o bumoto nang probisyonal dito."

5.3 Translated Scripts

1.4 Issuing a paper ballot and offering the accessible ballot-marking device.

"I will issue you a paper ballot unless you would rather use an audio or touchscreen ballot on the accessible ballot-marking device."

「我會向您發出一份紙張選票，除非您想在無障礙選票標記機上使選用音頻和觸屏選票來投票。」

"Voy a entregarle una boleta impresa a menos que prefiera usar el dispositivo accesible para marcar la boleta en formato de audio o pantalla táctil."

"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."

"Ballots are available in English with Chinese, Spanish, or Filipino. Which would you prefer?"

「選票有英文配中文、西班牙文及或菲律賓文的雙語選擇。您想要哪一款？」

"La boleta está en inglés, chino, español o filipino. ¿Cuál prefiere?"

"Makakukuha ng mga balota sa wikang Ingles, Tsino, Espanyol, at Filipino. Alin ang mas gusto ninyo?"

"Here are 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?"

「這是您的投票材料。您填妥選票後，請把選票放入保密封套內，把它帶去掃描機。您需要任何協助嗎？」

"Aquí tiene sus materiales electorales. Después de marcar su boleta, póngala en el folder de confidencialidad y vaya a la máquina de escaneo. ¿Le puedo ayudar en algo más?"

"Ito na po ang inyong mga materyales sa pagboto. Matapos markahan ang inyong balota, ilagay ito sa folder na pantakip at dalhin ito sa scanning machine. Kailangan ninyo po ba ng karagdagang tulong?"

1.5 Issuing a provisional ballot.

"I will issue you a provisional paper ballot unless you would rather use an audio or touchscreen ballot on the accessible ballot-marking device."

「我會向您發出一份紙張的臨時選票，除非您想在無障礙選票標記機上使選用音頻和觸屏選票來投票。」

5.3 Translated Scripts

"Voy a entregarle una boleta provisional impresa a menos que prefiera usar el dispositivo accesible para marcar una boleta en formato de audio o pantalla táctil."

"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."

1.6 Issuing replacement ballots.

"I can issue you a replacement. May I have your mismarked card?"

「我可以補發一張選票給您。您可以把標記錯誤的選票卡交還給我嗎？」

"Puedo darle una reposición. ¿Puede entregarme la tarjeta que marcó mal?"

"Maaari namin kayong bigyan ng kapalit. Maaari ko bang makuha ang balota na may mga maling marka?"

2. Ballot-Scanning Machine Clerk

2.1 Assisting voters casting their ballot

"Please insert your ballot card. It does not matter which way it is facing. Although the default language on this machine is English, I can change it if you like."

「請您插入您的選票卡。選票卡朝向哪一面都可以。雖然掃描機預設的語言是英文，如果您需要我可以替您更改屏幕上的語文顯示。」

"Por favor, inserte su tarjeta de la boleta. Puede insertarla de cualquier lado. El idioma de la máquina está en inglés, si prefiere puedo cambiarlo."

"Mangyaring ipasok ang inyong balota. Hindi mahalaga kung saan ito nakaharap. Bagama't ang default na wika sa makina ay Ingles, maaari namin itong palitan kung nais ninyo."

"Thank you for voting! Please return the pen and folder to the Election Table"

「謝謝您來投票！請把筆及封套交回選舉枱。」

¡Gracias por votar! Por favor, devuelva el bolígrafo y el folder en la mesa electoral.

"Salamat sa pagboto! Mangyaring ibalik ang panulat at folder sa Mesa ng Eleksyon."

5.3 Translated Scripts

"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, avíseme."

"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 guwantes, may mga katanungan, o gusto ninyong suriin ang reperensyang gabay para sa makina, mangyaring ipaalam lamang sa amin."

2.2 Redirecting voters.

"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt, then take it back to the clerk at the Election Table."

「我看見您拿著一個臨時信封。請確定您已經填妥信封上所有資料並簽名，以及取回您的收據，然後帶這個信封到選舉枱交給工作人員。」

"Veó su sobre provisional. Por favor, asegúrese que completó y firmó el sobre y desprendió el talón de recibo. Después de eso entréguelo en la mesa electoral al trabajador electoral."

"Nakikita namin na mayroon kayong probisyonal na balota. Mangyaring siguraduhing nakompleto ninyo at napirmahan ang sobre at naalis ang inyong resibo, pagkatapos ay dalhin ito sa kawani sa Mesa ng Eleksyon."

"I see you have no blue secrecy folder. If you left it at the voting booth, please retrieve it and come back."

「我看見您沒有藍色保密封套，如果您把它留在投票亭，請把它取回來。」

"Falta el folder de confidencialidad. Lo dejó en la cabina de votación. Por favor, vaya por él y regrese."

"Nakikita namin na wala kayong asul na folder na pantakip. Kung naiwan ninyo ito sa voting booth, mangyaring kuhain ito at bumalik dito."

5.3 Translated Scripts

3. Initiating Accessible Voting Sessions

3.1 Initiating an accessible voting session.

"Hello, I will help activate your ballot on the ballot-marking device. You can request audio headphone or touchscreen instructions in English, Chinese (Cantonese or Mandarin), Filipino, or Spanish, and navigate and mark your ballot using the touchscreen, the keypad, or a personal assistive device. Which would you prefer?"

「您好！我將會在選票標記機啟動您的選票。您可以要求使用英文、中文（廣東話或普通話）、菲律賓文或西班牙文的耳機聆聽音頻或觸屏介面說明，並使用觸屏、鍵盤或個人輔助器材標記您的選票。您想用哪一種？」

"Hola, voy a ayudarle a activar su boleta. Las instrucciones están disponibles en audio o pantalla táctil, en inglés, chino (cantonés o mandarín) español o filipino. Puede navegar y marcar su boleta usando la pantalla táctil, el teclado o el dispositivo de asistencia personal. ¿Cuál prefiere?"

"Kamusta po, tutulongan namin kayong paganahin ang inyong balota sa ballot-marking device o aparatong nagmamarka sa balota. Maaari kayong humiling ng audio heaphone o mga instruksiyon sa touchscreen sa Ingles, Tsino (Cantonese o Mandarin), Filipino, o Espanyol, at suriin at markahan ang inyong balota gamit ang touchscreen, keypad, o personal na nakatutulong na kagamitan. Alin ang mas gusto ninyo?"

"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."

5.3 Translated Scripts

4. Curbside Voting

"I'm here to help you vote outside. Before we begin the check-in process, please let me know if you would like gloves or hand sanitizer and whether you would like to use a paper ballot or have an accessible ballot-marking device with audio and touchscreen features set up for you outside."

「我來幫助您在場地外面投票。在我們開始登記程序之前，請讓我知道您是否需要手套或免洗搓手消毒液，以及您是否想用紙張選票，還是要求在外面為您設置一個選配備音頻和觸屏功能的無障礙選票標記機。」

"Puedo ayudarle a votar afuera. Antes de comenzar, dígame si quiere guantes o gel desinfectante, y si desea una boleta impresa o prefiere usar el dispositivo accesible para marcar la boleta en formato de audio o pantalla táctil."

"Nandito kami para tulungan kayong bumoto sa labas. Bago natin simulan ang proseso sa pagcheck-in, mangyaring ipaalam lamang sa amin kung kailangan ninyo ng guwantes o hand sanitizer at kung nais ninyong gumamit ng papel na balota o ng touchscreen na balota sa accessible na ballot-marking device o aparatong nagmamarka sa balota."

"Will you please write down your name, address, and preferred language (English, Chinese, Spanish, or Filipino)?"

「您可否寫下姓名、地址及語言偏好（英文、中文、西班牙文或菲律賓文）嗎？」

"¿Podría escribir su nombre, dirección e idioma (inglés, chino, español o filipino)?"

"Maaari ninyo bang isulat ang inyong pangalan, address, at ninanais na wika (Ingles, Tsino, Espanyol, o Filipino)?"

"Please sign the roster."

「請在名冊上簽名。」

"Por favor, firme la lista."

"Mangyaring pirmahan ang roster."

5.3 Translated Scripts

4.1 Issuing a curbside standard ballot.

"I will issue you a paper ballot unless you would rather use the accessible ballot-marking device."

「我會向您發出一份紙張選票，除非您想用無障礙選票標記機上來投票。」

"Voy a entregarle una boleta impresa a menos que prefiera usar el dispositivo accesible para marcar la boleta."

"Bibigyan namin kayo ng papel na balota, maliban nalang kung gusto ninyong gamitin ang accessible na ballot-marking device."

"Here are your voting materials. After marking your ballot, please place it in this secrecy folder. I will return in five minutes."

「這是您的投票材料。標記完您的選票後，請把它放入保密封套內。我會在5分鐘後回來。」

"Aquí tiene sus materiales electorales. Después de marcar su boleta, póngala en el folder de confidencialidad. Regreso en cinco minutos"

"Ito na po ang inyong mga materyales sa pagboto. Matapos markahan ang inyong balota, mangyaring ilagay ito sa pantakip na folder. Babalik kami makalipas ang limang minuto."

"If you are all done, I can take your ballot inside for scanning now. Would you like me to return to confirm your ballot was accepted by the machine?"

「如果您已經完成，我現在會把您的選票拿去放入選票掃描機掃描。您要不要我回來跟您確認您的選票是否已經被選票掃描機接納？」

"Si ya terminó, puedo llevarme su boleta para escanearla. ¿Quiere que regrese para confirmar que la máquina de escaneo aceptó su boleta?"

"Kung kayo ay tapos na, maaari na naming kunin ang inyong balota sa loob para i-scan. Nais ba ninyong bumalik kami para kumpirmahin na natanggap ang inyong balota ng makina?"

5.3 Translated Scripts

4.2 Issuing a curbside provisional ballot.

"You are [not listed in our roster/listed as having already submitted a ballot], but you can still vote provisionally today. If you believe this is an error, you can contact the Department of Elections. Otherwise, you may cast a provisional ballot here or go to your assigned polling place or the City Hall Voting Center. What would you like to do?"

「您 [不在我們的選民名冊上 / 被列為已經交回選票]，但您今天仍然可以進行臨時投票。如您認為這是個錯誤，您可以聯絡選務處。另外，您可以在這裡使用臨時選票投票，到您的指定投票站或市政廳投票中心投票。您想怎樣做？」

"[No aparece en la lista/aquí aparece que usted ya emitió la boleta], pero puede votar con una boleta provisional. Si cree que se trata de un error, puede contactar al Departamento de Elecciones. De otro modo, puede emitir una boleta provisional aquí o puede ir a su lugar de votación o al Centro de Votación del Ayuntamiento. ¿Cuál prefiere?"

"Kayo ay [hindi nakalista sa aming roster/nakalista bilang nakapagsumite na ng balota], ngunit maaari pa rin kayong bumoto nang probisyonal ngayong araw. Kung naniniwala kayo na ito ay isang pagkakamali, maaari kayong makipag-ugnayan sa Departamento ng mga Eleksyon. Sa halip, maaari kayong bumoto ng probisyonal na balota rito o pumunta sa inyong itinalagang lugar na botohan o sa Sentro ng Botohan sa City Hall. Ano ang nais ninyong gawin?"

"Please fill out the Voter Section of this envelope, mark your ballot, remove the envelope receipt, and place your ballot into the envelope. I will be back to collect your ballot in 5 minutes."

「請填妥這個信封上的選民資料部份，標記您的選票，取回信封上的收據，把您的選票放入信封內。我將會在5分鐘後回來收取您的選票。」

"Por favor, complete la sección para el elector en este sobre, marque su boleta, desprenda el talón de recibo e introduzca su boleta dentro del sobre. Regreso en cinco minutos para recoger su boleta."

"Mangyaring punan ang Seksyon para sa Botante ng sobrenang ito, markahan ang inyong balota, tanggalin ang resibo ng sobre, at ilagay ang balota sa loob ng sobre. Babalik ako matapos ang 5 minuto para kolektahin ang inyong balota."

5.4 Posted Ballot Statement



POSTED BALLOT STATEMENT

Consolidated Statewide Direct Primary Election, June 7, 2022

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 Cast" count from Ballot-Marking Device <i>(Inspector Job Card, page 67, 1d)</i>	D
E) Add lines A, B, C, and D	E
F) "Voter" count from Ballot-Scanning Machine <i>(Inspector Job Card, page 67, 1e)</i>	F
G) Ballot Card 1s in aux bin <i>(Closing Job Card 1, page 61, 1c)</i>	G
H) Ballot printouts in aux bin <i>(Closing Job Card 1, page 61, 1d)</i>	H
I) Add lines F, G, and H	I
J) Voted provisional envelopes <i>(Closing Job Card 2, page 63, 2a)</i>	J
K) Voided Ballot Card 1s <i>(Closing Job Card 2, page 64, 4c)</i>	K
L) Voided ballot printouts <i>(Closing Job Card 2, page 64, 4d)</i>	L
M) Add lines J, K, and L	M
N) Unused ballots from opened ballot boxes <i>(Closing Job Card 1, page 62, 3c)</i>	N
O) Unused ballots from unopened ballot boxes <i>(Closing Job Card 1, page 62, 4b)</i>	O
P) Signatures in roster (all pages) <i>(Closing Job Card 1, page 62, 5c)</i>	P

VOTE-BY-MAIL BALLOTS

Q) Voided San Francisco vote-by-mail ballot envelopes <i>(Closing Job Card 2, page 64, 4b)</i>	Q
R) Voted San Francisco vote-by-mail ballot envelopes <i>(Closing Job Card 2, page 63, 3a)</i>	R
S) Add lines Q and R	S

- Does line I = line P? YES NO
- Does line E = line I + M + N + O YES NO
- 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.

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Additional Training Resources

You can find additional training resources such as training videos via your poll worker profile at sfelections.org/pwp.

If you have questions or would like more hands-on experience with the voting equipment, you can contact the Department of Elections using the information below:



(415) 554-4395



pollworker.communication@sfgov.org



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