

Poll Worker Manual

November 5, 2019, Election

Learn about:

- ✓ Election Fundamentals
- ✓ Polling Place Set-Up
- ✓ Processing Voters
- ✓ Closing the Polls




SAN FRANCISCO
ELECTIONS



About This Manual

First, the San Francisco Department of Elections extends a big thank you to all poll workers for devoting their valuable time and energy to the administration of voting at the polls on Election Day, November 5. The success of every election depends on the diligence and dedication of everyone who engages in the important task of assisting San Francisco voters.

This manual was designed to help you fulfill your Poll Worker mission, to efficiently carry out your duties, and to provide excellent service to voters.

Beginning with the November 5 election, voters in San Francisco will be using a new voting system. Even poll workers who have served in many elections will notice significant procedural changes with the introduction of this new system. To be prepared to assist voters on November 5, we encourage you to read this manual more than once, and in the days prior to Election Day, to refresh your memory about procedures you learn in training.

The table of contents at the beginning is structured to help you quickly locate desired information. The first chapter provides an overview of the fundamentals of serving as a poll worker on Election Day, including your poll worker mission, standards for assisting voters, and pre-election day duties. Remaining chapters walk you through specific procedures, including setting up an accessible and efficient polling place; processing voters during voting hours; and securing and transferring ballots and results after the polls close. The tear-out job cards in Chapters 2-4 detail tasks that must be completed in each period of the day and the order in which those tasks should be done. An index at the end provides a convenient way to locate key information.

This manual is yours! Mark it up, take notes, write down questions, and carry it with you on Election Day. We hope you find it to be a helpful resource.

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CHAPTER 1

ELECTION FUNDAMENTALS

1. Election Fundamentals



1.1 Poll Worker Mission

Your mission is to assist the San Francisco Department of Elections to conduct a free, fair, and functional election.

In a free election, all voters are free to make their own choice.

To fulfil your mission, you will provide a welcoming polling place, and ensure it is a neutral environment, free of electioneering, intimidation, and invasion of privacy.

In a fair election, all voters have an equal opportunity to cast their vote independently and privately.

To fulfil your mission, you will help every voter cast a ballot, offer the resources at your polling place, and ensure each ballot is safely secured.

In a functional election, all voters benefit from efficient election processes.

To fulfil your mission, you will follow the procedures outlined in this manual and reach out for assistance whenever you are unsure about procedures.

1.2 Poll Worker Standards

On Election Day, poll workers serve as official representatives of the Department of Elections. As a poll worker, you must be impartial and not express any personal opinions about any candidate or measure on the ballot.

Welcome each voter who visits your polling place with a smile, eye contact, and a spoken greeting. Offer, but do not insist, to assist a voter.

Keep your interactions and your language as neutral as possible at all times. Address voters by their first and last name and avoid pronouns such as "he," "she," "his," and "hers," or titles such as "Mr." and "Mrs."

Be professional, discreet, considerate, and courteous at all times. Dress in a manner that dignifies poll workers' important role.

Television, radios, and other devices that might be disruptive are not allowed. Do not use your cell phone for personal matters unless you are on break.

Remember to take your assigned breaks – break assignments are printed in Appendix 5.7 of this manual.

1.3 Protecting the Integrity of the Election

From the moment poll workers unlock the door of their polling place and begin setting up on Election Morning until Election Night when transfers of custody of elections results and ballots to Deputy Sheriffs and Municipal Transportation Agency (MTA) officers are complete, poll workers are entrusted to protect the integrity of the election.

A key component of protecting the integrity of any election is protecting vital election materials. Such materials include ballots, Rosters of Voters, voting equipment, and memory cards containing vote count data.

Providing physical protection means that no member of a poll worker team may permit a member of the public, at any time, to help complete any Election Day tasks by touching ballots, voting equipment, security seals, or the Red Box. Any and all troubleshooting must be performed only by those people specifically authorized by the San Francisco Department of Elections to provide technical or logistical assistance. All authorized personnel will be carrying Department identification badges.

In safeguarding vital election materials, poll workers must follow instructions exactly as they are written in this manual when setting up, operating voting equipment, issuing ballots to voters, or performing closing tasks. Poll Workers are also expected to follow all security protocols precisely.

In addition to providing physical protection for vital election materials, you and your team will be responsible for creating an official public record of all voting transactions occurring at your polling place on Election Day. The public record you create on Election Day will be comprised of several documents, including:

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

While this manual provides solutions for common issues and troubleshooting tips, you are expected to bring any complex issues to the attention of the Election Center immediately. One of your main responsibilities is to watch and bear witness to the electoral process. Therefore, it is imperative that if you notice anything unusual happens with voting machines or other vital election materials, immediately notify the Election Center and obtain official direction on how to proceed.

1.4 Poll Worker and Support Team Roles

Many visitors – voters and observers – will stop by your polling place throughout the day. To accomplish your Poll Worker Mission, you must work together, respect all visitors, and respect one another.

Inspectors

In each polling place, an Inspector oversees polling place operations, while leading and working with 2-4 Clerks to process voters. An Inspector also brings supplies such as ballots and the Roster of Voters.

Clerks

Clerks assist the Inspector in polling place operations including setting up the equipment and supplies, processing voters, and assisting with closing procedures.

Support Team

- Election Center personnel, stationed at City Hall, coordinate with poll workers over the phone to answer questions and troubleshoot issues throughout the day.
- Field Election Deputies (FEDs), each assigned to oversee 7-9 polling places, periodically visit each site to deliver back-up supplies and provide assistance and advice.

- District Support Drivers (DSDs) and Voting Systems Technicians (VSTs) also visit each site to provide facility or voting equipment technical support.
- Results Collection Officers – Deputy Sheriffs and MTA officers – visit each site after polls close on Election Night to retrieve electronic election results and ballots to be transferred to the Department of Elections. Poll Workers must stay at the polling place until custody transfer of both electronic results and ballots is complete.

1.5 Protecting the Rights of Voters

Providing a welcoming polling place where voters can cast a secret ballot and be free of interference and intimidation is one of the most important responsibilities that poll workers have.

1.5.1 Protecting the Rights of Voters

The Voter Bill of Rights (see Appendix 5.2) guarantees voters of all backgrounds will be treated fairly and equitably and have the opportunity to cast a secret ballot free of interference and intimidation.

The Voter Bill of Rights is displayed in multiple languages on the Voter Information Kiosk that you will set up on election morning. When setting up for opening, be sure to post a copy of the Voter Bill of Rights at the entrance to the polling place.

1.5.2 Non-Citizen Voting in the Board of Education Election

In the November 5 election, eligible non-US citizens will vote on the City's Board of Education contest. This is possible because San Francisco voters passed local measure Proposition N in November 2016.

Non-citizen residents of San Francisco who are of legal voting age, not currently in prison or on parole for a felony conviction, not currently deemed mentally

incompetent by a court, and who are the parents, legal guardians, or legally recognized caregivers of children under the age of 19 living in San Francisco, are eligible to vote in Board of Education elections.

This means that on Election Day poll workers will need to be ready to assist both types of voters: standard voters and non-citizen voters, also known as EDU voters.

Most procedures regarding EDU voters closely mirror existing polling place procedures. For instance, upon arrival at a polling place, EDU voters will announce their names and addresses as voters customarily do in every election.

However, there are some differences. For instance, the Roster Clerk will need to look in the designated pages of the Roster of Voters to locate EDU voter information.

After confirming name and address, a one-card ballot marked “EDU,” must be issued to all EDU voters. This ballot presents only the Board of Education contest and provides content in four languages: English, Chinese, Spanish, and Filipino. All other voters will receive a two-card ballot. Accessible touchscreen and audio versions of the EDU ballot are available at each polling place.

All poll workers are responsible for protecting the rights of voters. Do not, at any point, engage in a conversation about, or question a voter’s citizenship or immigration status. The blue pages of the roster list voters who are eligible to vote an EDU ballot at your precinct by name and address; poll workers do not need to ask any additional information from EDU voters in order to determine the appropriate ballot to issue.

If anyone, including other poll workers, persists in engaging in conversations with voters regarding their eligibility or seeks to engage voters or poll workers in discussions on the application of elections law, notify the Department of Elections by calling the Election Center: 1- 800-554-9934.

1.5.3 Observers and Media

As in any election, members of the media, advocacy organizations, or government agencies may visit your polling place to observe voting-related processes. These observers are representatives of the community that we all serve on Election Day. As such, welcome and accommodate all observations as long as all voters can continue to cast their ballots privately and confidentially in an environment free of intimidation.

Observers may inspect official documents such as Rosters and Street Indices, but they cannot mark or remove these documents or any signage.

Observers may observe activities inside the polling place, but cannot sit at the Election Table, process voters, or look at marked ballots.

Media and organizations may conduct exit polling: surveying voters about how they voted. Exit polling must be conducted at least 25 feet from the polling place.

Use of cameras in polling places is limited. Voters may take photographs of themselves or their ballots (“ballot selfies”) to share on social media, as long as taking photographs does not cause disruptions in the polling place. If someone wants to use a camera and you are uncertain whether it is allowed, call the Election Center, 1-800-554-9934, to seek advice.

1.5.4 Electioneering

Any visible or audible activity that advocates for or against any candidate or measure on the ballot is considered electioneering. Electioneering also includes soliciting signatures for a candidate petition, recall petition, or other petition within 100 feet of a polling place.

Electioneering is not permitted inside a 100-foot radius from the polling place. This distance is calculated from the door of the room in which voters are signing

the Roster and casting their ballots. To locate the 100-foot boundary, you may walk 35 steps from the door.

There are many forms of electioneering. These are the most common forms that you may need to resolve on Election Day:

- Wearing a garment, sticker, or pin indicating support for a candidate or ballot measure on the ballot
- Distributing, carrying, or posting political literature, posters, or buttons
- Soliciting a vote or speaking to voters about how to mark their ballots
- Broadcasting information about candidates or measures on the ballot

If there are people who are electioneering, please remind them that the state election law prohibits anyone to attempt to influence voters within 100 feet of a polling place entrance. Let people know that they are electioneering within the 100-foot boundary and ask them to move outside these boundaries.

If a voter enters your polling place wearing a garment, button, or sticker that references a ballot measure or candidate, please ask the voter to remove or cover the article.

If there are electioneering signs that you can reach, please remove them.

Always remain composed and diplomatic when asking someone to stop electioneering. Do not put yourself or others in harm's way. If you are unable to resolve electioneering, call your Field Election Deputy (Inspector has the telephone number) or the Election Center, 1-800-554-9934, for assistance.

1.6 New Voting System

Beginning with the November 5 election, voters will use a new voting system. The new voting system will be one of the main focuses of this year's training.

The training class curricula as well as this manual are developed to provide you with the knowledge necessary to set up and operate the new voting machines, and assist voters who have questions about the new way of marking the ballot or ranked-choice voting.

Some of the changes and features of the new voting system include:

More Rankings Available in Ranked-Choice Voting Contests

The new ballot format, with a grid layout, allows voters to rank up to 10 candidates in a ranked-choice voting contest, instead of three candidates as in the past.

More Intuitive Ballot Marking

When marking their ballots, voters will fill in ovals next to their selections, instead of connecting arrows as in the past.

New Ballot-Marking Device with Enhanced Accessible Features

Every polling place will have an accessible Ballot-Marking Device, featuring audio and touchscreen interfaces.

Enhanced Election Transparency

Every polling place will have a Ballot-Scanning Machine that scans and tabulates voted ballots.

Scanned images of voted ballots and vote count data will be stored on the machine's memory cards. The Department of Elections will post images of scanned ballots, each with notes indicating how vote marks were interpreted and counted by the voting equipment, on [sfelections.org](https://www.sfelections.org). Members of the public can view and sort the ballot images for comparison against official election results.

High Security Standards

The new voting system meets strict security standards and has been certified for use by the California Secretary of State. No part of the system connects to the internet, or receives or transmits data through any type of external communication network.

1.7 Language Assistance

San Francisco is a city rich in diversity with thousands of voters who prefer to receive election information in a language other than English. Various federal, state, and local laws also require the Department of Elections to provide language access.

To that end, every polling place is equipped to provide translated materials and language assistance in Chinese, Spanish, and Filipino and some materials in Vietnamese and Korean. Interpreting services in many other languages are available by calling the Department of Elections: 1-415-554-4375.

1.7.1 Translated Materials

On Election Day, you will display polling place signs and voting materials such as official ballots, Voter Information Guides and facsimile (reference) ballots translated in different languages.

To notify voters about translated materials available at the polling place, you will display a Welcome Sign listing those details on the Election Table.

1.7.2 Bilingual Poll Workers

Most San Francisco polling places have bilingual poll workers. To notify voters about in-person language assistance, poll workers are required to wear nametags at all times.

If a scheduled bilingual poll worker does not show up on Election Day, even if you think you won't need support in that language, you must call the Election Center: 1-800-554-9934.

1.7.3 Interacting with Voters with Limited-English Proficiency

If you have difficulty understanding the voter's name, you can ask the voter to write the name down.

Speak more slowly not loudly, and articulate your words in shorter phrases. Avoid acronyms and idioms. These can block communication.

If needed, ask another poll worker to cover your tasks while you help a voter who needs language assistance.

Offer written translated resources available at the polling place.

1.8 Accessible Voting and Services

To meet the needs of all voters and in accordance with various accessibility laws, every polling place is provided with accessible voting equipment and tools.

1.8.1 Accessible Polling Place Layout Awareness

Voters may utilize mobility aides that require an open path of travel, free of obstacles.

When setting up a polling place on election morning, keep in mind that the layout should allow for a clear, wide path of travel from the Election Table to the voting booths to the voting machines. Leave a 5-foot turning space in front of each. Use the provided string in the Plastic Supply Kit to help with measuring.

Make sure that the path of travel remains clear throughout Election Day.

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

1.8.2 Accessible Voting Equipment

On election morning, you will set up an Accessible Ballot-Marking Device that allows voters to mark their ballots using audio and touchscreen interfaces. The device is compatible with assistive technology, such as Audio-Tactile Interface (ATI) keypads, sip-and-puff, and head-pointers.

Voters using the Ballot-Marking Device have the option to view or hear a summary of their choices and change any selections before printing their ballots.

1.8.3 Accessible Tools

On Election Day, voters may use chairs for seated voting or wheelchair accessible voting booths. Other accessible tools include optical sheets to magnify the print on the paper ballot and pen attachments to make the ballot pens easier to grip. Place these tools on the Election Table so that voters are aware of them.

1.8.4 Curbside Voting

If a voter is unable to enter a polling place, the voter may request curbside voting.

In such a situation, you will need to bring voting supplies to a voter who opts to stay in the car or vote outside of the polling place. If curbside voting is requested, call the Election Center, 1-800-554-9934, for guidance.

1.8.5 Personal Assistance

Voters can choose (almost) anyone to help them vote. There are two exceptions: the voter's employer/agent and the voter's union representative.

A voter may ask a poll worker to provide any degree of personal assistance. When helping a voter, do not:

- Make decisions for the voter
- Guess what the voter wants
- Try to influence the voter
- Reveal the voter's choices to anyone

If you help a voter mark a ballot, fill out the Assisted Voters List in the Roster.

1.8.6 Interacting with Voters with Disabilities

The rules of etiquette and good manners apply when interacting with every voter who enters a polling place.

Do not assume a person does or does not have a disability. Disabilities can be physical, psychiatric, intellectual, developmental, etc.

A handshake is not an appropriate greeting for everyone. Welcome everyone with a smile and a spoken greeting.

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

Offer assistance, but do not insist on providing it. Always ask how you may best assist and never make assumptions. If you offer assistance, wait until the offer is accepted, then listen or ask for instructions.

Use people-first language, e.g., say "person with a disability," rather than "disabled person."

Interacting with a voter with a disability that affects speech

Pay attention, be patient, and wait for the person to complete a thought; do not try to finish it for them. Ask the person to repeat if you do not understand what they are trying to say. If verbal communication is difficult, offer pen and paper.

Interacting with a voter who uses a mobility device

Mobility devices include wheelchairs, scooters, canes, etc. Provide personal space. Do not push, lean on, or hold onto a person's wheelchair unless the person asks. Remember, the wheelchair is part of the person's personal space.

Interacting with a voter who has a visual impairment

Introduce yourself and poll workers nearby. Do not leave without explanation. If asked to be a sighted guide, place your arm against a person's hand, or close enough that the person can easily find it.

Never push or pull, always point out obstacles along the way, and discuss where you are going. Do not pet or distract a guide or service animal. The service animal is responsible for the owner's safety.

Interacting with a voter who is deaf or uses an assistive hearing device

Let the person take the lead in establishing which communication method the person prefers to use (e.g., assistive technology, writing on a piece of paper). To assist with lip-reading, face the voter and speak in a normal voice. If necessary, offer pen and paper.

1.9 Preparing for Election Day

1.9.1 Pre-Election Tasks

All poll workers should allocate time in their schedules to complete this list of pre-election tasks as they prepare to fulfill their duties on Election Day.

Review your training materials

Familiarize yourself with this manual. Contact us at 1-415-554-4395 with any questions.

Know your assignment

Visit sfelections.org/pw/profile to access personalized information about your Election Day assignment.

Plan your commute

Plan how you will get to your polling place by 6 a.m. Approximately 2 weeks before Election Day, you will be assigned to a precinct (by letter and via sfelections.org/pw/profile).

Consider voting early

If you are a San Francisco voter, you can vote early at the City Hall Voting Center or by mail starting 29 days before Election Day, or at the San Francisco State University (SFSU) Voting Center starting three days before Election Day.

Prepare for a long day

Get plenty of sleep, pack water, snacks, and dress appropriately.

Communicate

If you are serving as a Clerk, expect a call from your Inspector to confirm a few details before Election Day.

1.9.2 Pre-Election Inspector Tasks

Serving as an Inspector? If so, you have a few additional responsibilities.

Pick Up Ballots

Plan to pick up the Inspector bag after training class containing official ballots and other materials and bring the bag to the polling place on Election Day.

Communicate

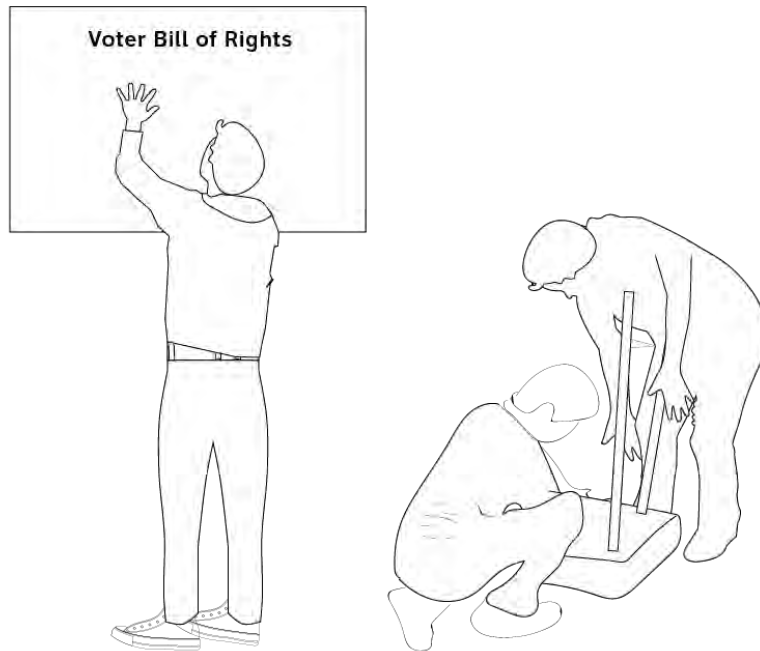
Email, text, or call your Clerks a few days before Election Day to introduce yourself, confirm the polling place address, and communicate reporting time of 6:00 a.m. on election morning. If you learn that a Clerk is no longer available, call the Department of Elections, 1-415-554-4395, so that we can find a replacement. Expect a call from your Field Election Deputy to confirm a few details before Election Day.

You've completed the first chapter of this manual. We hope that you will always remember the fundamentals outlined in this chapter as you fulfill your duties.

CHAPTER 2

POLLING PLACE SET-UP

2. Polling Place Set-Up



2.1 Getting Started

It's 6 a.m. on Election Day. Upon arrival, your first goal is to work with your team to prepare the polling place for opening. This means having all resources and voting equipment available for use by voters when the polls open at 7 a.m.

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

The Inspector will begin by distributing Opening Job Cards 1–3. Clerks who finish early should offer to help others.

- Job Card 1 explains how to set up the Election Table and the Red Box.
- Job Card 2 explains how to post signs and set up the Voter Information Kiosk.
- Job Card 3 explains how to set up the accessible Ballot-Marking Device.

When the first three job cards are complete, Clerks should work together to complete Job Card 4, which explains how to set up the voting booths.

The Inspector has a Job Card too, which explains how to support Clerks, set up the Ballot-Scanning Machine, and check equipment security seals against the Security Seal Sheet.

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF ELECTIONS				Precinct: 1234			
Security Seal Sheet							
November 5, 2019 Consolidated Municipal Election							
Inspector Instructions:							
You will use this sheet throughout the day to:							
<ul style="list-style-type: none"> • Confirm that serial numbers of seals placed on voting equipment match the serial numbers printed on this sheet; • Log any seals that are broken; and • Record serial numbers of seals placed on voting equipment and the Red Box. 							
If any serial numbers do not match those printed on this sheet or if any seals are broken, call the Election Center at 1-800-554-9934 immediately.							
Job Cards indicate when seals should be broken or placed on equipment, and when to complete this form. Two poll workers (Inspector and Clerk) must write their initials in the box to verify. (Green seals are broken at opening. Yellow seals are broken at closing. Red seals are never broken.)							
Ballot-Scanning Machine				Opening	12 p.m.	4 p.m.	Closing
A. Front and Back Lid	Green Seal	123456789 / 123456789	Break				
B. Aux Bin	Yellow Seal	123456789	Confirm	Confirm	Confirm	Break	
C. CF1 Door	Yellow Seal	123456789	Confirm	Confirm	Confirm	Break	
D. CF2 Door	Yellow Seal	123456789	Confirm	Confirm	Confirm	Break	
E. Port Door	Red Seal	123456789	Confirm	Confirm	Confirm	Confirm	
F. AVS Door	Red Seal	123456789	Confirm	Confirm	Confirm	Confirm	
G. Thermal Printer	Red Seal	123456789	Confirm	Confirm	Confirm	Confirm	
H. Back Panel Door	Red Seal	123456789	Confirm	Confirm	Confirm	Confirm	
I. Main Bin Door	Yellow Seal	Apply seal and Record #	Place	Confirm	Confirm	Break	
Ballot-Marking Device				Opening	12 p.m.	4 p.m.	Closing
J. Tablet Transport Bag	Green Seal	123456789	Break				
K. Printer Transport Bag	Green Seal	123456789	Break				
L. Back - Top Panel	Red Seal	123456789	Confirm	Confirm	Confirm	Confirm	
M. Back - Bottom Panel	Red Seal	123456789	Confirm	Confirm	Confirm	Confirm	
N. Back - Top	Silver Sticker Seal	Confirm Intact	Confirm	Confirm	Confirm	Confirm	

Remember to cooperate! You have a common goal of setting up the polling place by 7 a.m. Opening tasks should take the team about 45 minutes to complete.

By 6:45 a.m., you should be ready to begin Final Preparations on page 37.

If you are running behind schedule, call the Election Center at 1-800-554-9934, and prioritize Job Cards 1 and 3 and the Inspector Job Card. This will make it possible for voting to begin promptly at 7 a.m.

You must open the polling place at 7 a.m., even if you are still setting up.

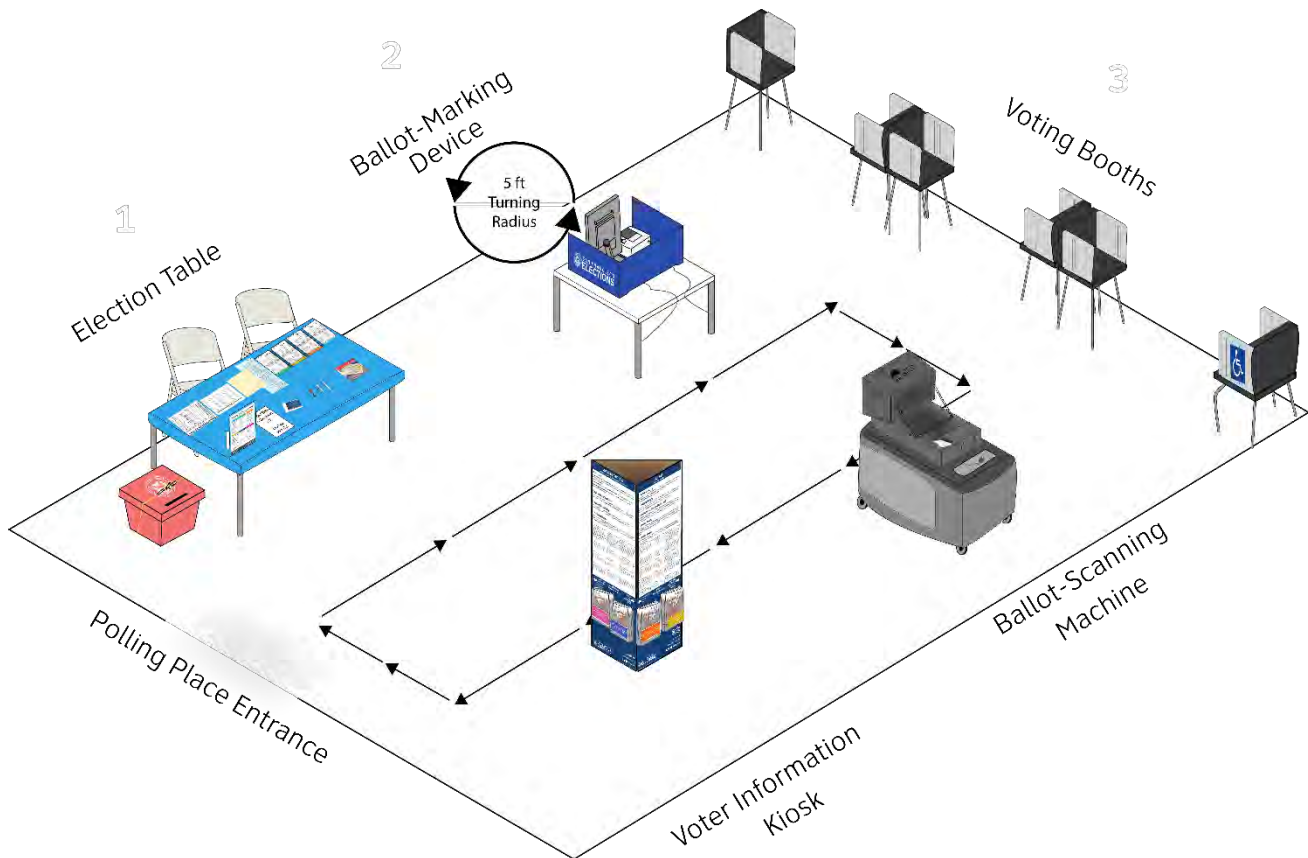
2.2 Setting Up an Accessible Polling Place

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

The layout must also ensure a logical flow of voter traffic, which in turn will promote an efficient and orderly processing of voters.

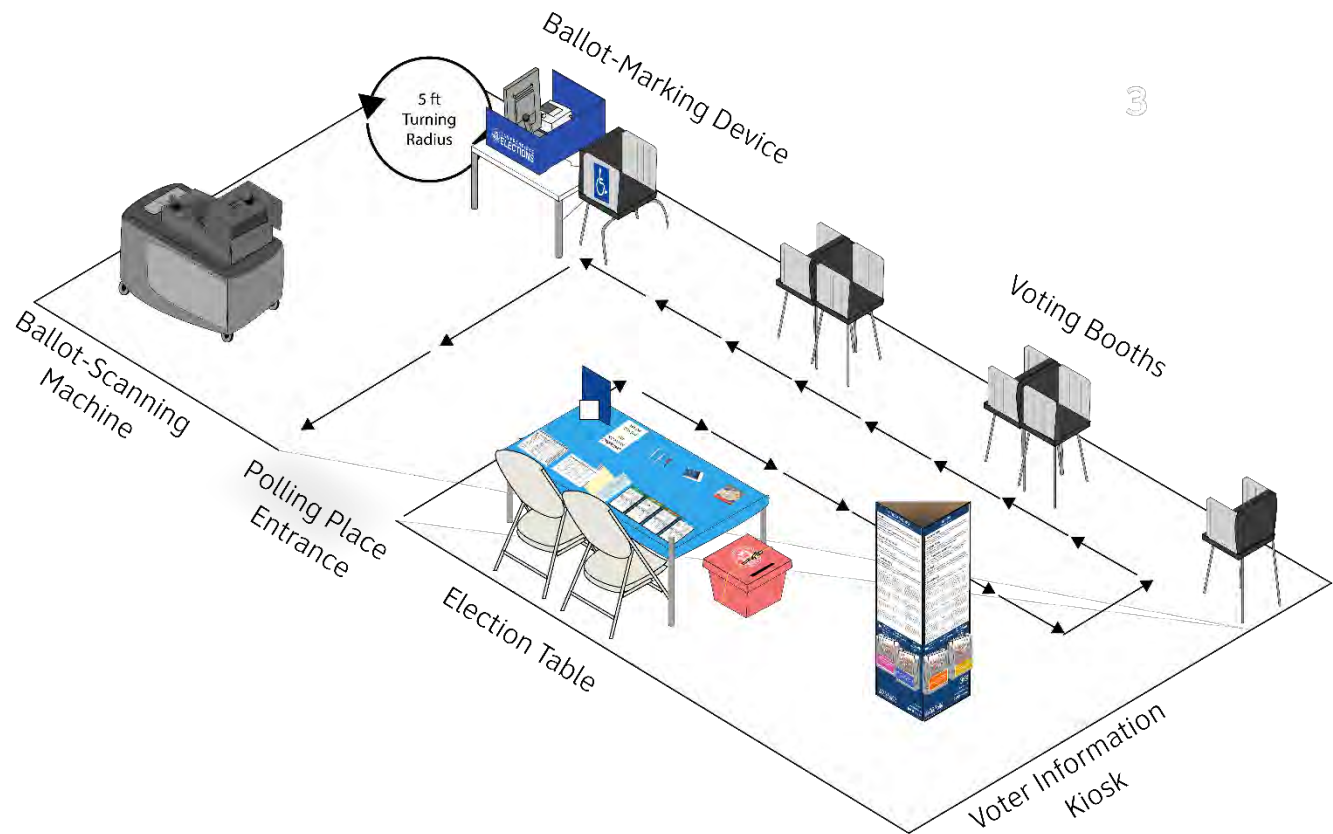
The layout is critical to the success of your polling place.

The following are suggested polling place layouts that allow for efficient voter processing, and ensure voter privacy and accessibility. You may need to make adjustments at your facility, depending upon the type of polling place (e.g. private garage, school).



Use the string in the plastic supply kit to ensure that there is a 5-foot turning space and path of travel in front of the Election Table, Red Box, voting booths, Voter Information Kiosk, Ballot-Marking Device, and Ballot-Scanning Machine.

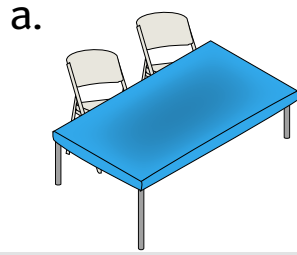
Place the Ballot-Marking Device and voting booths so that people present in the polling place cannot see how voters are marking their ballots.



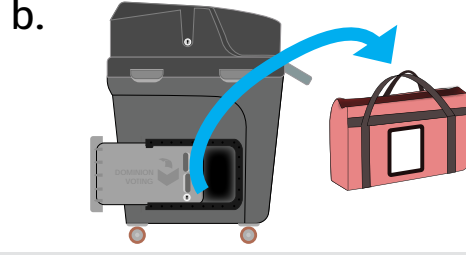
Some polling places have special set-up instructions, specific to the facility. Check the Inspector Folder to determine if there are any special setup instructions for your polling place.

Opening Job Card 1

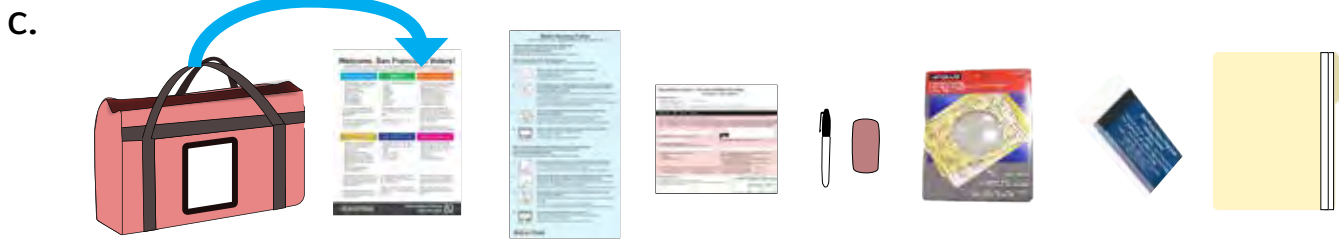
1. Gather Supplies for Election Table



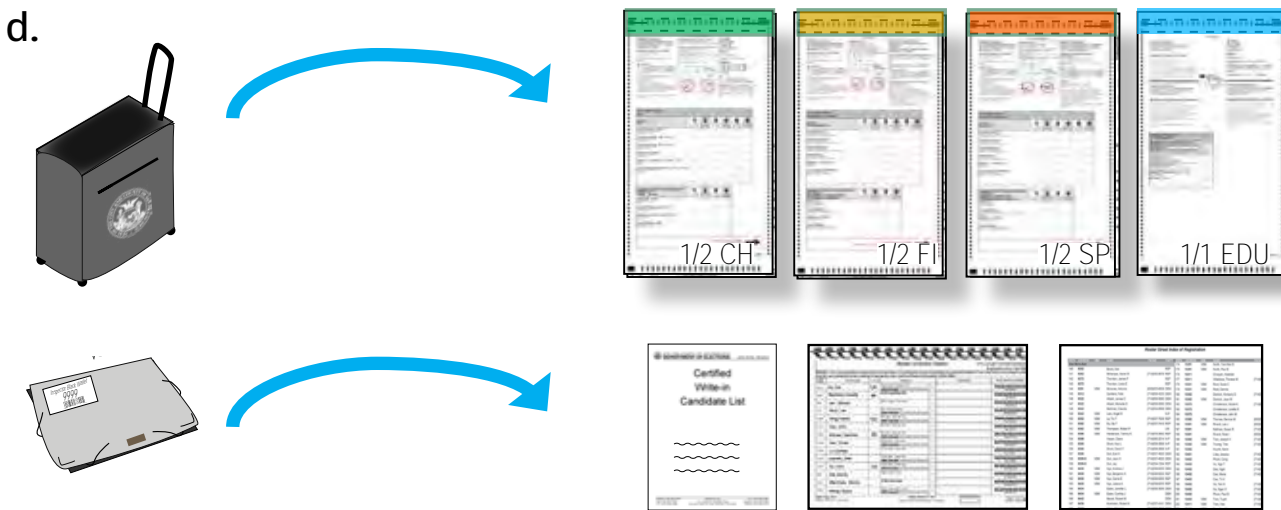
Set up 6-ft table and chairs.



Ask Inspector for the Election Table Supply Bag from the Ballot-Scanning Machine's Main bin.



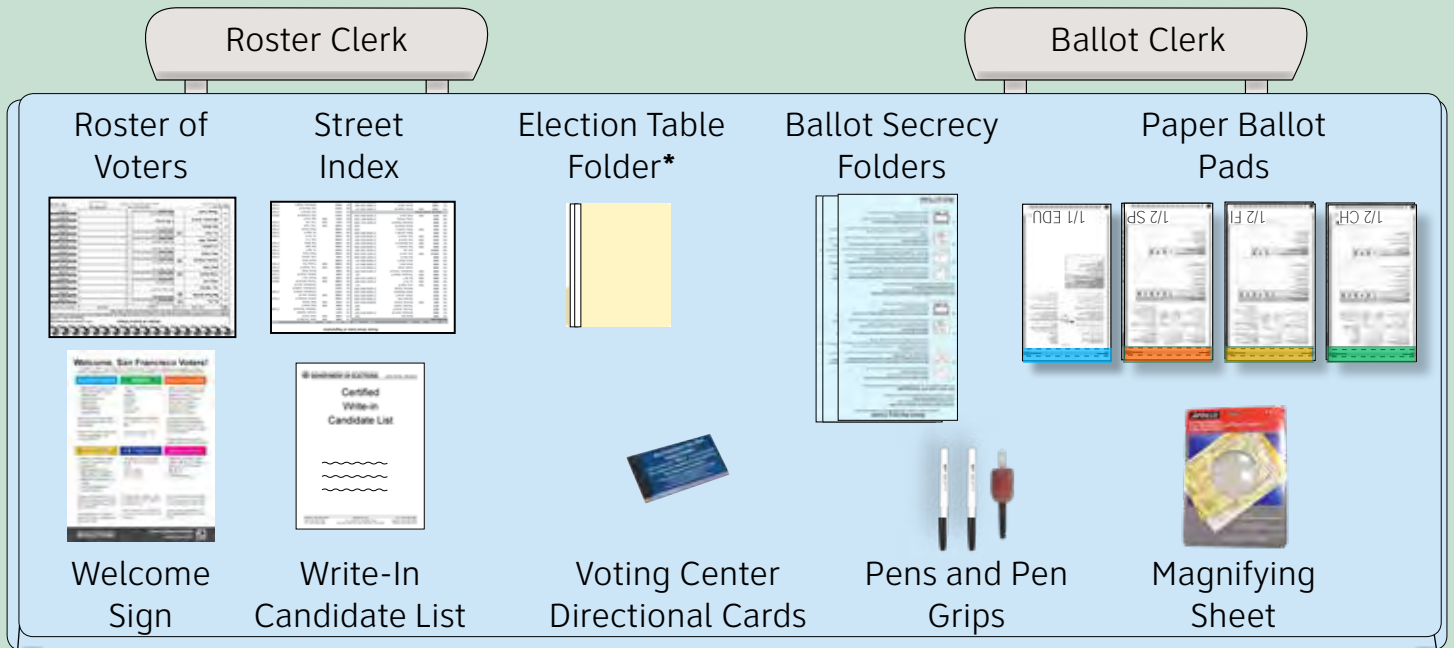
From the Election Table Supply Bag, remove the Welcome Sign, ballot secrecy folders, provisional envelopes, ballot-marking pens, pen grips, magnifying sheet, Voting Center directional cards, and Election Table folder.



From the Inspector Bag, ask Inspector for each type of ballot pad.
From the Inspector Folder, ask Inspector for the Write-In Candidate List, Roster of Voters, and one of the two copies of the Street Index.

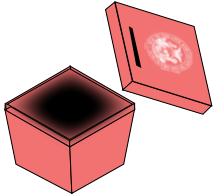
Opening Job Card 1

2. Set Up Election Table

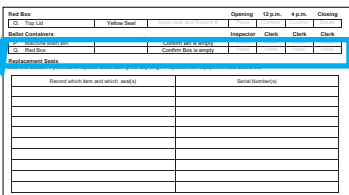


*Election Table Folder contains: city map, polling place list, voter registration cards, and blank provisional envelopes

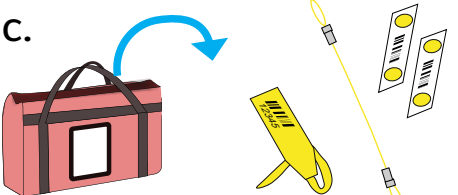
3. Set Up Red Box

a. 

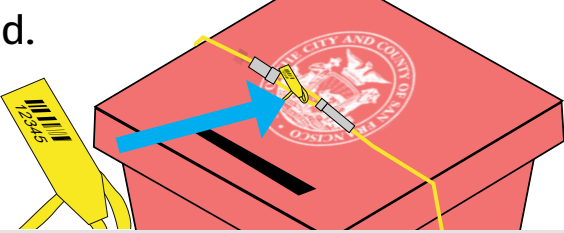
Remove and set aside all items from Red Box. Confirm with team that Red Box is empty.

b. 

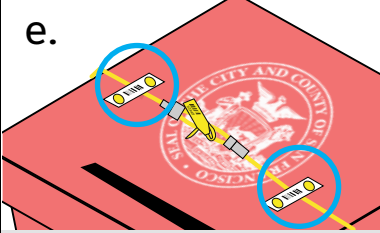
Ask all poll workers to sign the Security Seal Sheet, line Q, found in Inspector Folder. Close lid.

c. 

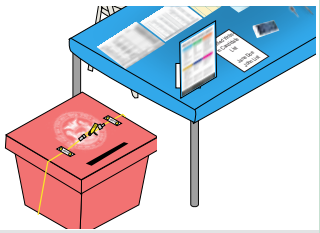
From the Election Table Supply Bag, remove yellow security cable, yellow plastic seal, and yellow security stickers.

d. 

Wrap security cable around Red Box and secure with plastic seal. Record seal number on Security Seal Sheet line O.

e. 

Place security stickers on security cable on both sides of plastic seal.

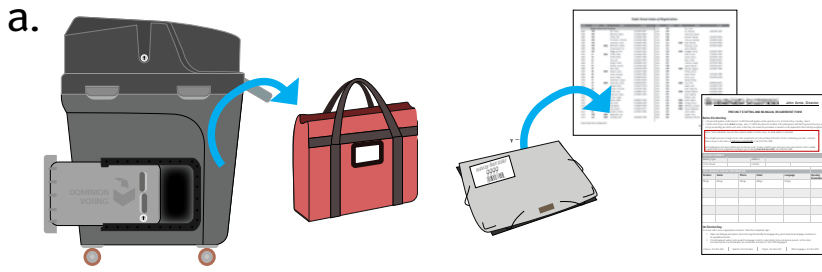
f. 

Place Red Box next to Election Table within sight of voters.

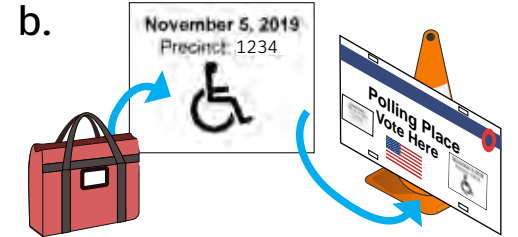
After completing the tasks on this Job Card, ask the Inspector for Job Card 4.

Opening Job Card 2

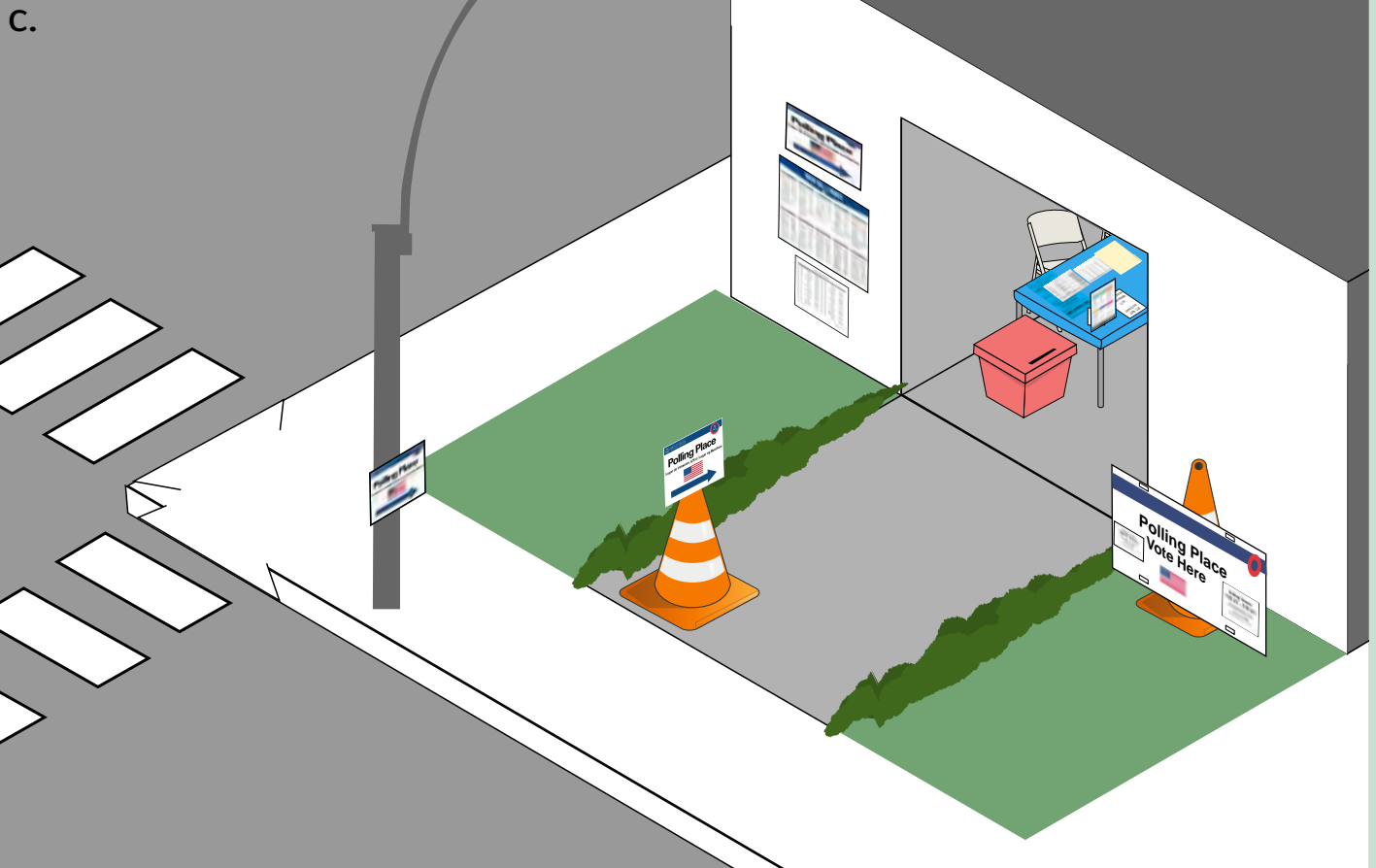
1. Post Signs



From the Ballot-Scanning Machine's Main bin, ask Inspector for the Signage Supply Bag. From the Inspector Folder, ask Inspector for one of the two copies of the Street Index and the Bilingual Staffing Sheet.



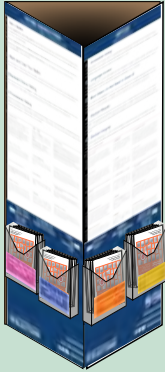
From the Signage Supply Bag, remove the precinct card and insert it into the "Vote Here" sign located on orange cone.



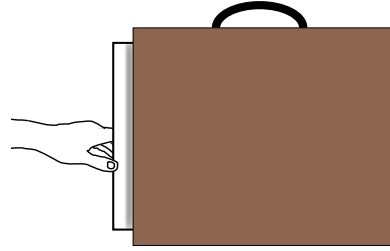
1. From the Signage Supply Bag, remove the blue tape, Voter Bill of Rights, and directional signs.
2. Tape Voter Bill of Rights and Street Index near entrance.
3. Post directional signs to indicate an accessible path (smooth sidewalks, no stairs, ramps at curbs) from the street to the polling place, using tape.
4. Place cone with directional sign pointing towards entrance.
5. Place cone with "Vote Here" sign near polling place entrance.

Opening Job Card 2

2. Set Up Voter Information Kiosk

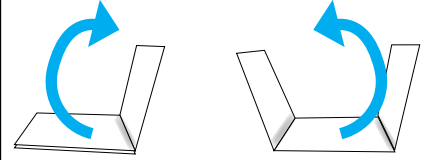


a.



Remove Voter Information Kiosk from case.

b.



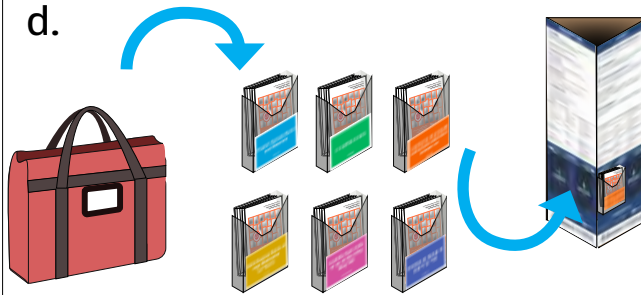
Unfold kiosk.

c.



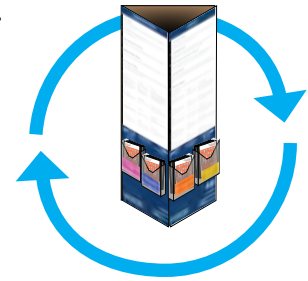
Stand kiosk upright and form a triangle.

d.



From the Signage Supply Bag, remove plastic pockets with election materials inside and insert them into base of kiosk by language (2 on each side).

e.



Place Voter Information Kiosk so that there is a 5-foot turning radius around entire kiosk.

3. Hand Out Nametags

a.

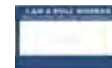


From the Signage Supply Bag, remove nametags.

b.

BILINGUAL STAFFING SHEET	
Language	Staff
English	
Spanish	
Chinese	
Vietnamese	
Korean	
Hindi	
Tagalog	
Other	

English



EN/CH



EN/SP



EN/VI



EN/VIET



EN/KOR

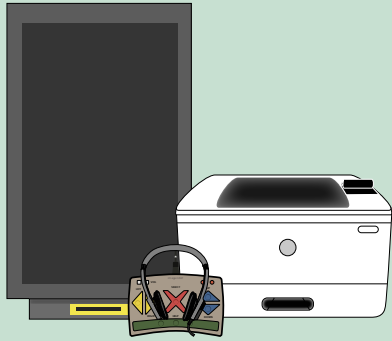


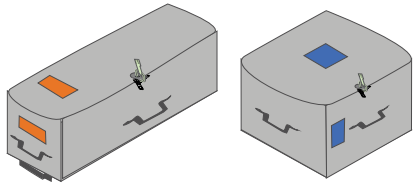
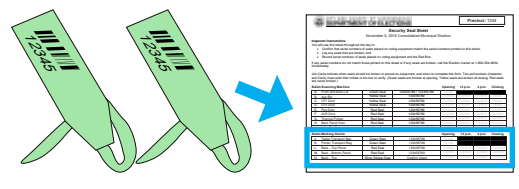

Distribute nametags to poll workers based on their language skill listed on the Bilingual Staffing Sheet. (Pin-on badges to secure nametags are available if needed.)

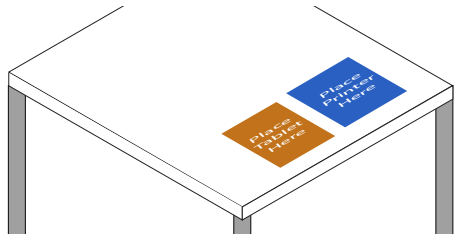
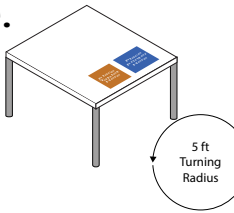
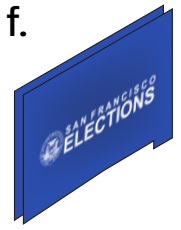
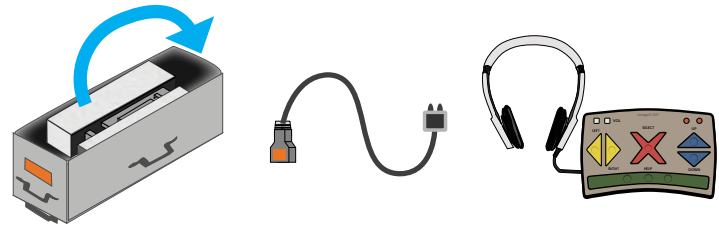
After completing the tasks on this Job Card, ask the Inspector for Job Card 4.

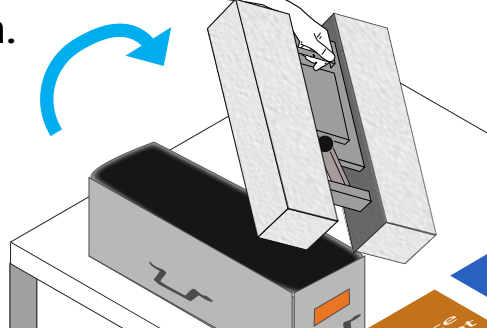
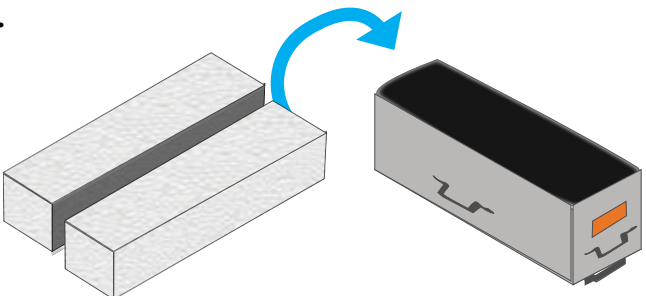
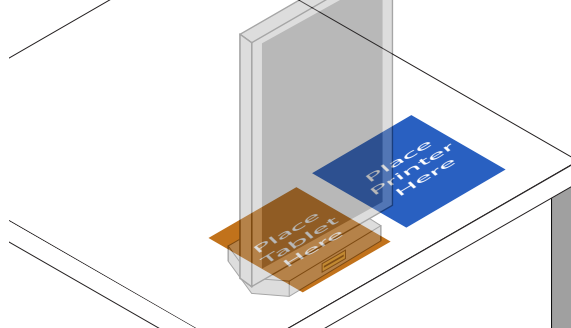
Opening Job Card 3

1. Unpack Tablet



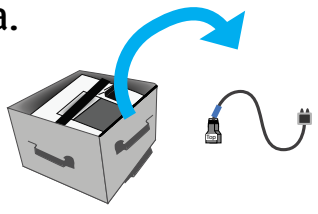
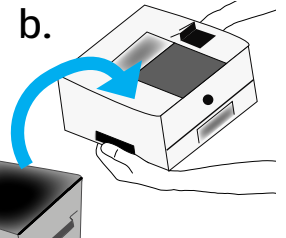
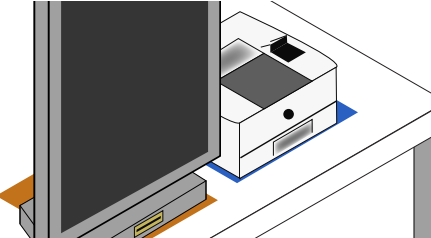
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Locate the orange-labeled Tablet Transport Bag and blue-labeled Printer Transport Bag.</p>	<p>With Inspector, confirm green plastic seals are intact and numbers match lines J and K of Security Seal Sheet, located in Inspector Folder.</p>	<p>Break seals and place in Inspector Folder.</p>

<p>d.</p> 	<p>e.</p> 	<p>f.</p> 	<p>g.</p> 
<p>Set up 3-ft table (refer to diagrams on pages 23-24). Confirm table legs are locked and sturdy.</p>	<p>Ensure that there is a 5-ft turning radius.</p>	<p>Set privacy screen aside for now.</p>	<p>Place orange-labeled Tablet Transport Bag on table. Remove orange-labeled power cord and ATI keypad with attached headphones. Set aside for now.</p>

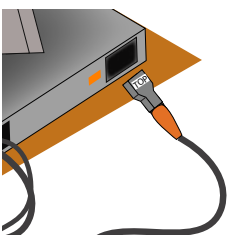
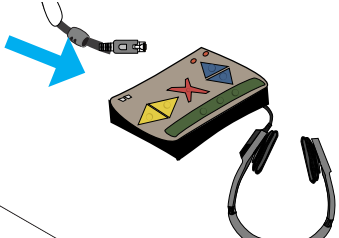
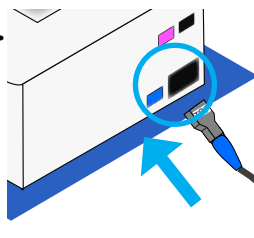
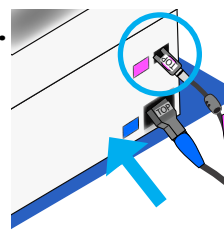
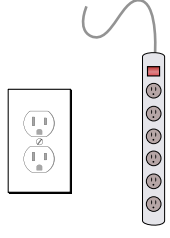
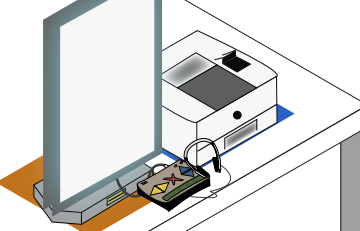
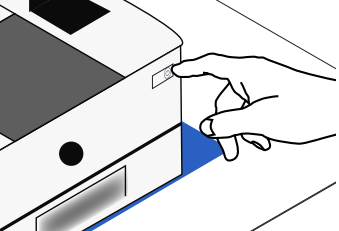
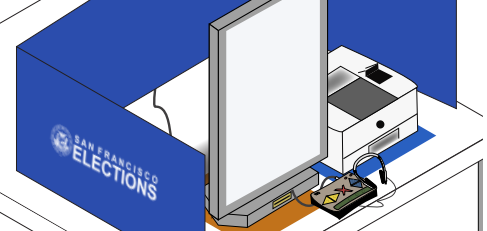

<p>h.</p> 	<p>i.</p> 	<p>j.</p> 
<p>Using handle on top of tablet, carefully lift tablet out of bag and place on table.</p>	<p>Remove packing foam and place neatly back into bag. Set bag out of the way.</p>	<p>Place tablet on the "Place Tablet Here" label.</p>

Opening Job Card 3

2. Unpack Printer

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Open Printer Transport Bag and remove blue-labeled power cord.</p>	<p>Unfasten velcro strap and remove printer.</p>	<p>Place printer on the "Place Printer Here" section of the table. Set bag out of the way.</p>

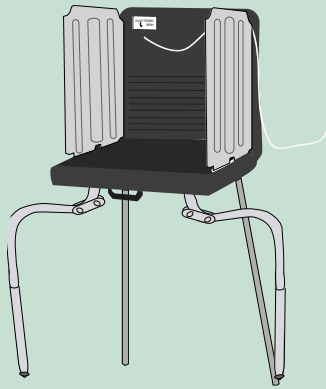
3. Connect Tablet to Printer and Turn On Ballot-Marking Device

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>d.</p> 	<p>e.</p> 
<p>Plug orange-labeled power cord into back of tablet.</p>	<p>Plug white-labeled cable into ATI keypad and confirm headphones are connected. Place to the right of tablet.</p>	<p>Plug blue-labeled power cord into back of printer.</p>	<p>Plug pink-labeled cable into back of printer.</p>	<p>Plug ends of both power cords into outlet (use powerstrip if necessary).</p>
<p>f.</p> 	<p>g.</p> 	<p>h.</p> 	<p>i.</p> 	
<p>Once plugged in, tablet should turn on automatically and take a few minutes to boot up.</p>	<p>Press power button on the front of printer to turn on.</p>	<p>Set privacy screen around Ballot-Marking Device. Run cables through notch of privacy screen.</p>	<p>Tape cables down on floor to prevent tripping.</p>	

Ask the Inspector for Job Card 4. The Inspector will take over initializing the Ballot-Marking Device.

Inspector: Give this card to your team after they have completed Job Cards 1-3

1. Set Up Accessible Voting Booth



a.



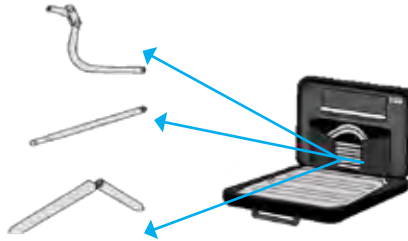
Locate accessible voting booth.

b.

x2

x2

x2



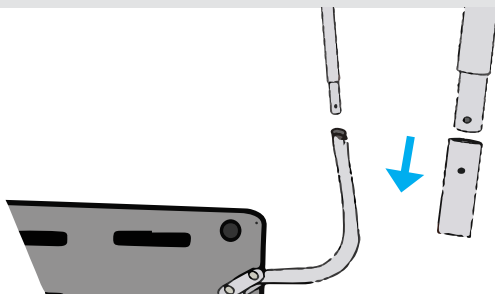
Open case. Remove 2 curved legs, 2 straight legs, and 2 leg extensions.

c.



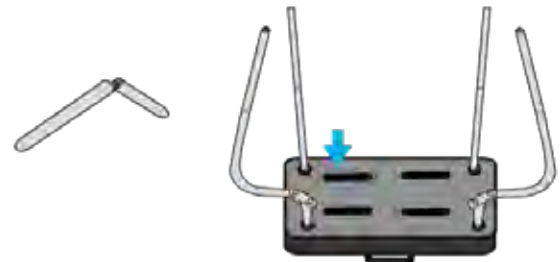
Close case and turn it over. Insert curved legs into holes nearest the case handle.

d.



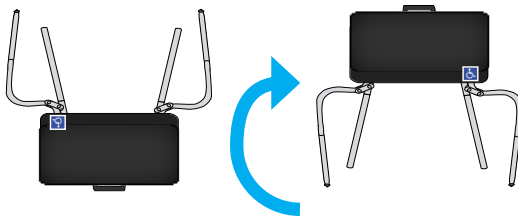
Attach leg extensions to curved legs (push in button and rotate leg so button pops up through hole).

e.



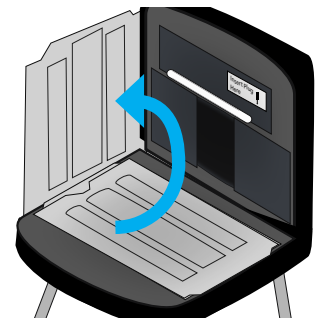
Insert straight legs firmly into the other holes at a slight angle.

f.



Turn booth onto its legs.

g.



Open case lid. Lift gray sides into notches.

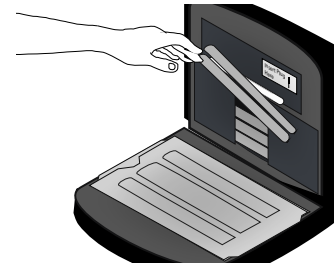
32 Opening Job Card 4

Inspector: Give this card to your team after they have completed Job Cards 1-3

2. Set Up Standard Voting Booths

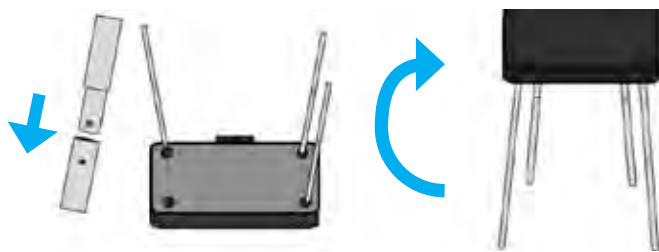


a.



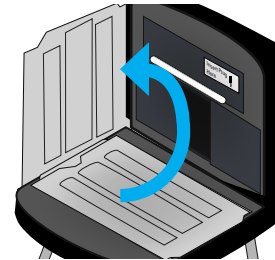
Open case. Pop black flaps open and take legs out. Close flaps and close case.

b.



Turn it over. Insert legs firmly into holes at a slight angle. Turn booth onto its legs.

c.



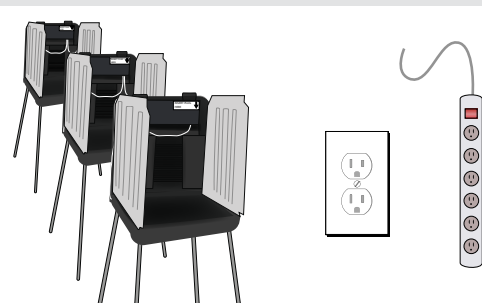
Open case lid. Lift gray sides into notches.

d.



After all voting booths are set up, connect lights from booth to booth (including accessible booth). Plug first booth's cord into second booth's socket.

e.

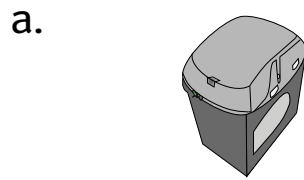
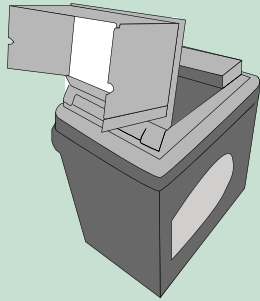


Plug second booth's cord into third booth's socket, etc. Plug last cord into outlet (use powerstrip if necessary).

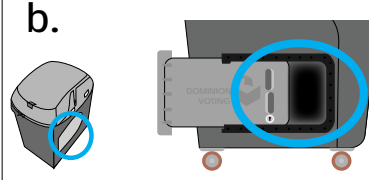
Opening Inspector Job Card (Card 1 of 2)

1. Set Up Ballot-Scanning Machine

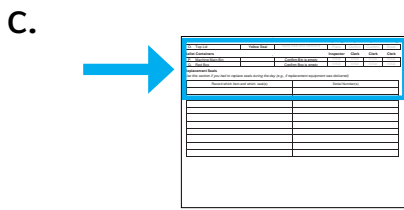
Do not delay setting up the Ballot-Scanning Machine. After you complete steps a-n below, you will need to wait 5-10 minutes for the machine to load before you can complete the steps on the back of Opening Inspector Job Card (Card 2 of 2).



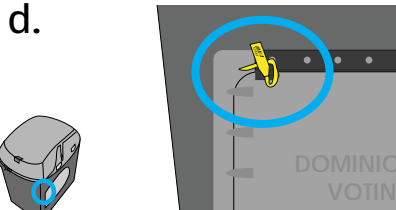
Position Ballot-Scanning Machine so that it is accessible and near an outlet.



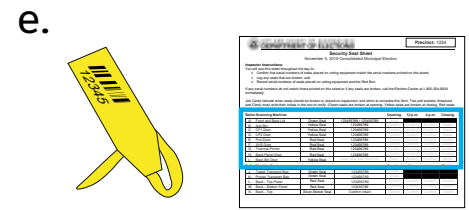
Locate the metal key on the Inspector Lanyard and unlock the Main bin. Remove and place all items neatly near the machine.



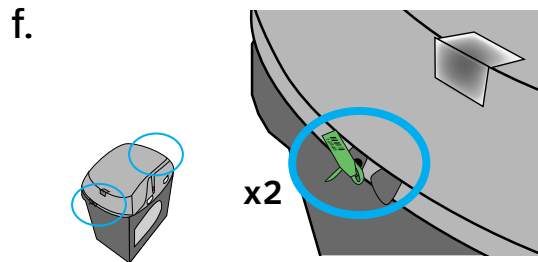
Confirm with team that Main bin is empty and have Clerks initial line P of the Security Seal Sheet.



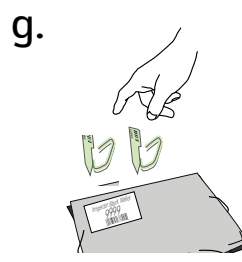
Lock and seal the Main bin with a yellow security seal from the plastic supply kit.



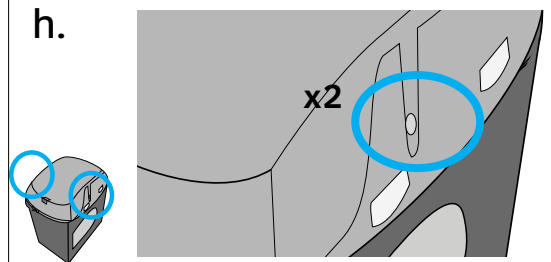
Write seal's number on line I of the Security Seal Sheet.



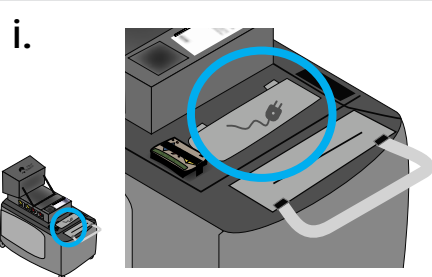
Confirm that green plastic seals on the front and back of lid of the machine are intact and match line A of the Security Seal Sheet.



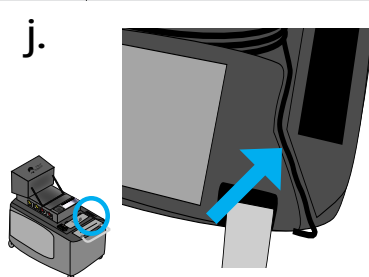
Break the two seals and put into Inspector Folder.



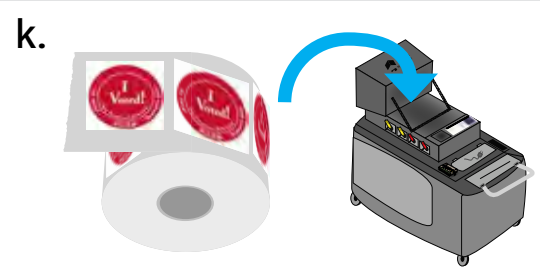
Use metal key on the Inspector Lanyard to unlock both sides of the lid. Set lid aside.



Lift the gray flap (with a picture of a power cord) on the back.

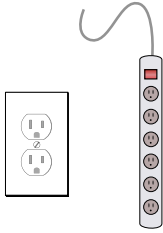
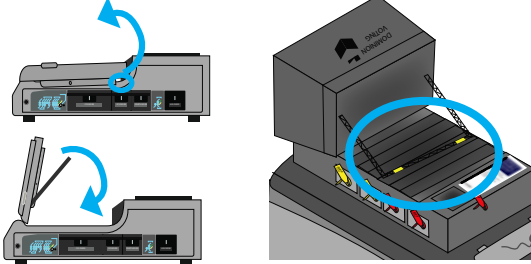
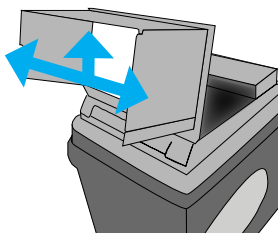


Remove power cord and press it into the groove.



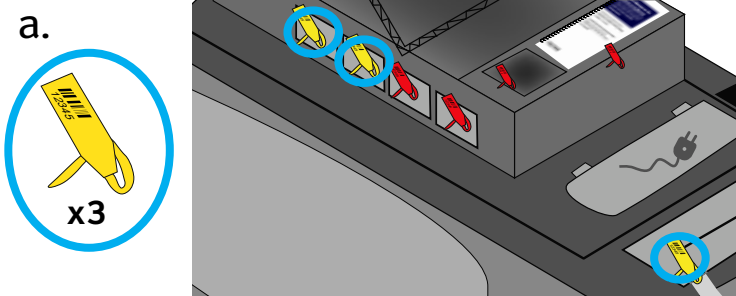
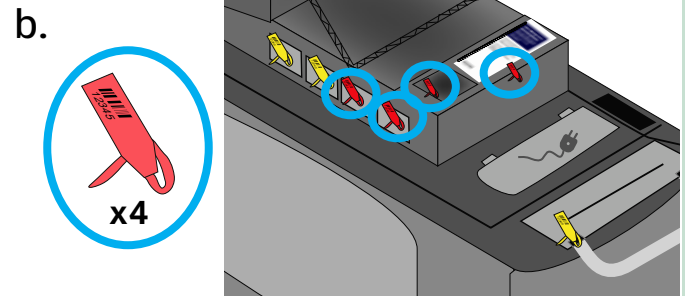
Remove "I Voted" stickers and place on top of machine. Close Flap.

Opening Inspector Job Card (Card 1 of 2)

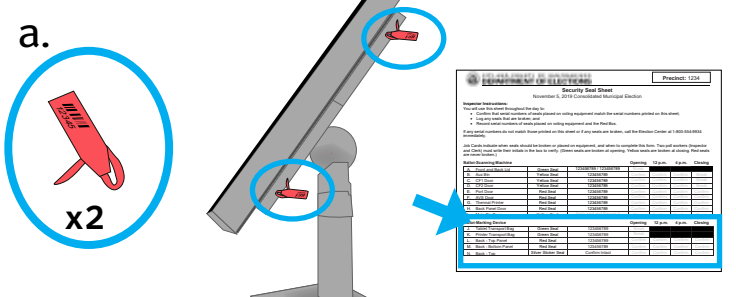
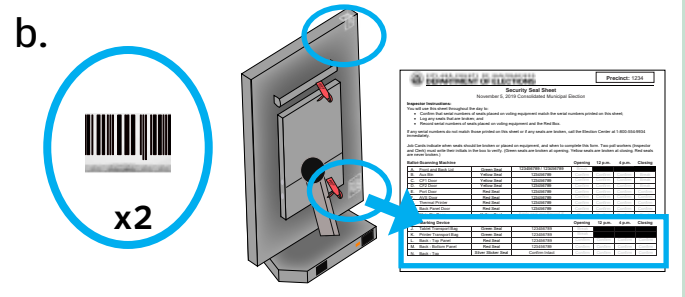
<p>l.</p> 	<p>m.</p> 	<p>n.</p> 
<p>Plug cord into outlet (use powerstrip if necessary).</p>	<p>Pull screen up firmly and set stand in notches. Once lifted, the machine will boot up.</p>	<p>Pull top flap up and side flaps out. Snap in place.</p>

The initializing screen will take 5-10 minutes to load and then start beeping. Once beeping, refer to Inspector Job Card 2 of 2 for instructions. In the meantime, complete Step 2 below.

2. Check Other Security Seals on Ballot-Scanning Machine

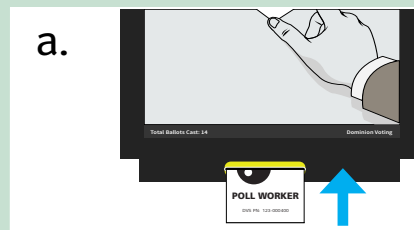
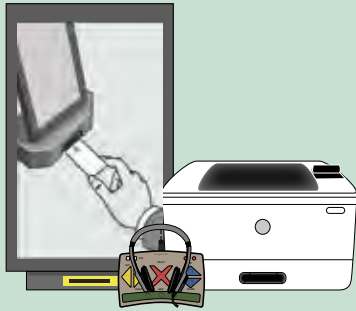
<p>a.</p> 	<p>b.</p> 
<p>Confirm that yellow plastic seals on CF1, CF2 doors and the Aux bin are intact and match lines B, C, and D of the Security Seal Sheet.</p>	<p>Confirm that red plastic seals on the port door, AVS door, thermal printer door, and back panel door are intact and match lines E, F, G, and H of the Security Seal Sheet.</p>

3. Check Security Seals on Ballot-Marking Device

<p>a.</p> 	<p>b.</p> 
<p>Confirm that red plastic seals on the back of the tablet are intact and match lines L and M of the Security Seal Sheet.</p>	<p>Confirm that silver stickers on the back of the tablet are intact and initial line N of the Security Seal Sheet.</p>

Opening Inspector Job Card (Card 2 of 2)

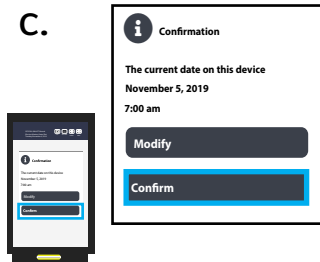
4. Initialize Ballot-Marking Device



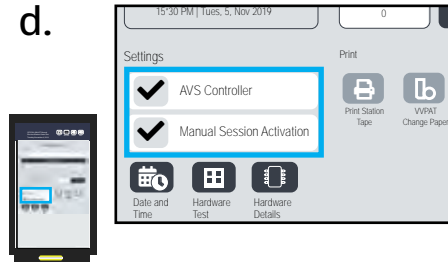
a. After the Clerk has set up the Ballot-Marking Device (Job Card 3), insert Poll Worker Card into slot, facing upwards.



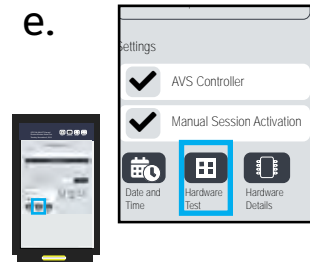
b. Enter Administration Login credential and tap "Login". (See Equipment Access Codes Acknowledgment form.)



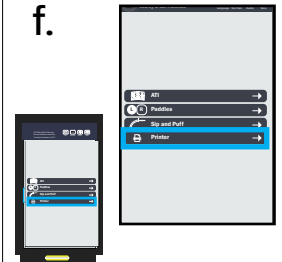
c. When prompted to confirm date and time, tap "Confirm".



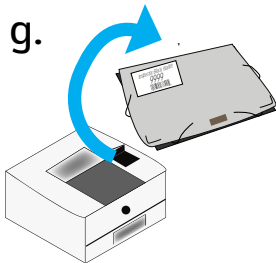
d. Confirm "AVS Controller" and "Manual Session Activation" boxes are checked.



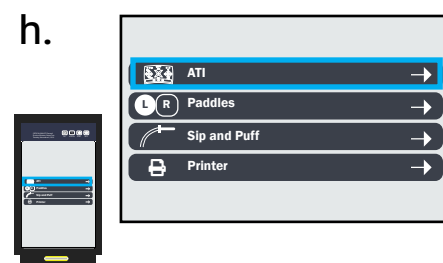
e. Tap "Hardware Test".



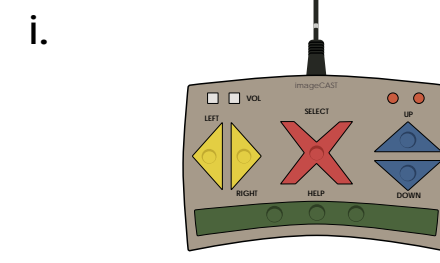
f. Tap "Printer".



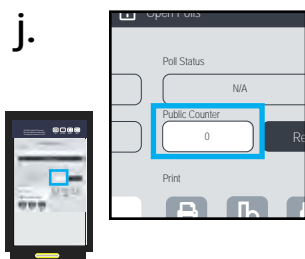
g. Tap "Print test page" and place in Inspector Folder.



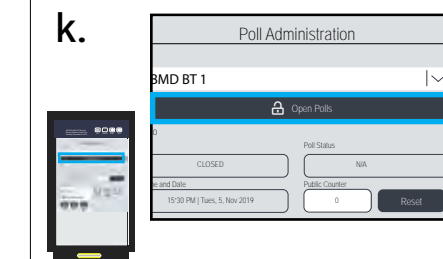
h. Tap "Back to Menu". Tap "ATI".



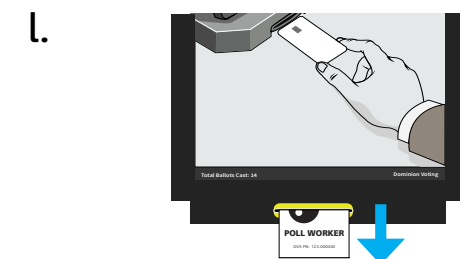
i. Follow on-screen instructions to test ATI keypad functions. Once finished, tap "close".



j. Confirm Public Counter is set to zero. *



k. Tap "Open Polls". Tap "Yes".



l. Remove Poll Worker Card.

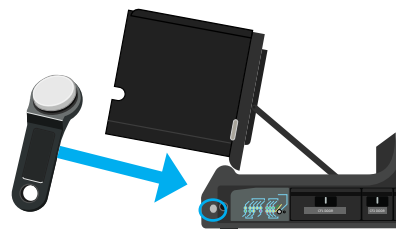
*If the public counter is not set to zero, notify the Election Center: 1- 800-554-9934.

Opening Inspector Job Card (Card 2 of 2)

5. Initialize Ballot-Scanning Machine

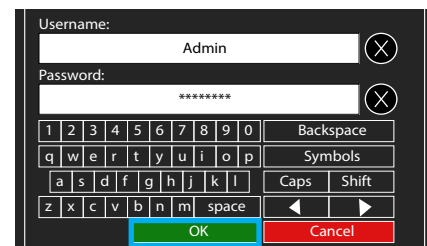


a.



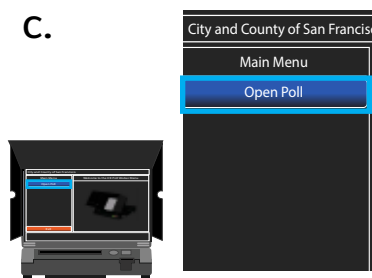
Once machine is beeping, hold the key fob firmly and flatly against silver circle (on right of machine) until beeping stops.

b.



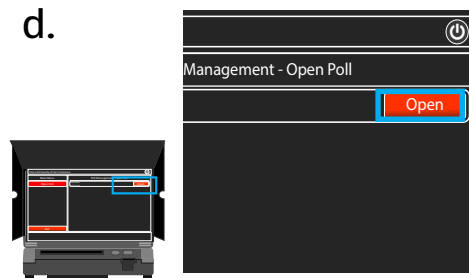
Enter Username and Password. (See Equipment Access Codes Acknowledgment form.) Tap "OK" and wait up to 2 minutes while the Poll Status screen loads.

c.



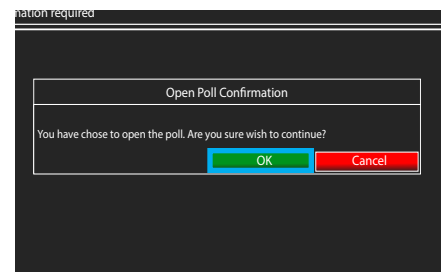
Under Main Menu, tap "Open Poll".

d.



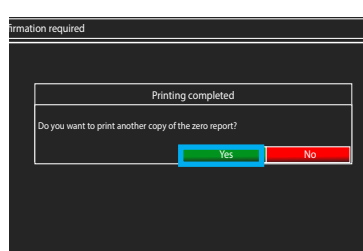
In the Poll Management, tap "Open".

e.



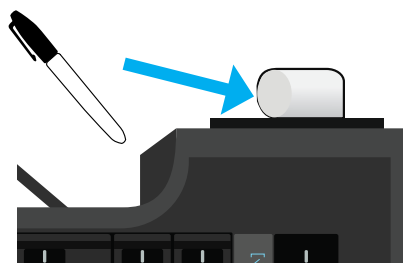
A confirmation screen will appear. Tap "OK".

f.



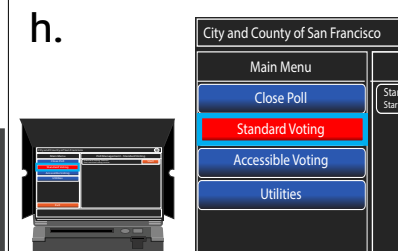
A Zero Report will print on tape and the screen will read "Printing Completed". Tap "No".

g.



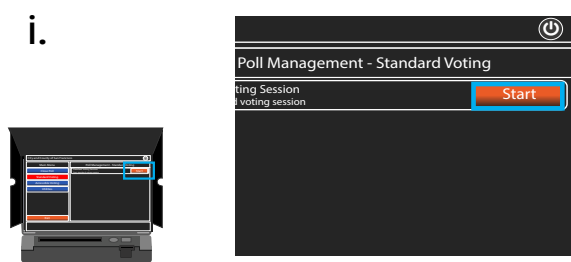
Have the team sign the report. Roll up tape and secure with paper clip. Do not tear off.

h.



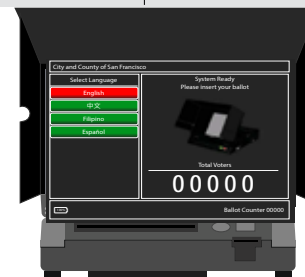
Under Main Menu, tap "Standard Voting".

i.



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

j.



The screen will read "System Ready". This means the machine is ready to accept ballots.

2.3 Supplemental Ballots and Roster Pages

At or around opening, your FED will bring:

- Extra ballots (green FED bag)
- Supplemental Roster (purple pages)
- Supplemental vote-by-mail voters list (orange pages)

Place the green FED ballot bag near the Inspector Bag.

Place the purple pages behind the white pages in the Roster.

Update the white Roster pages with the supplemental vote-by-mail voters list by writing “VBM issued” under names that appear in orange pages.

2.4 Final Preparations

The Inspector should gather the Clerks to confirm that all Opening Job Card tasks have been completed.

Poll workers should double-check they are wearing nametags showing the language(s) they speak. By law, poll workers must wear nametags all day.

All poll workers should then read and sign the Declaration of Poll Workers in the Roster of Voters and the Poll Worker Payroll Sheet.

When these preparations are complete, the team should review the lunch and break schedule and make adjustments as necessary (see Appendix 5.7). Avoid scheduling breaks during the busiest voting times: 7 a.m. – 9 a.m., 11:30 a.m. – 1:30 p.m., and 5 p.m. – 8 p.m.

As the final step, the Inspector will distribute Voting Job Cards (see Chapter 3 of this Manual). All poll workers should review and discuss their assigned responsibilities listed on the Job Cards.

2.5 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. Department staff in the Election Center, your FED, and roving technicians are all available to help you open on time.

For help or information, call the Election Center at 1-800-554-9934.

2.5.1 What if I am a Clerk and I expect to be late or absent?

1. The Clerk should call the Inspector with an estimated time of arrival. If the Clerk does not have the Inspector's contact information, the Clerk should call the Election Center.
 - a. If the Clerk will be absent, the Election Center may dispatch a replacement Clerk depending on how many Clerks are present at the site.
2. The Inspector should distribute Job Cards to the Clerks present at the site.
3. The team should begin setting up right away, prioritizing Job Cards 1 and 3 and the Inspector Job Card.
4. The Inspector should call the FED if there are concerns about being able to set up on time.

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

1. The Inspector should call the Election Center immediately.
 - a. If the Inspector will arrive after 6:30 a.m. or unable to report to the site, the Election Center will dispatch a replacement Inspector and/or ballots and supplies.
2. The Inspector should bring the Supply Bag with ballots to the site as soon as possible or arrange a bag pick-up with the Election Center.

2.5.3 What if I am the Clerk and the Inspector is late or absent?

1. If the Inspector is not present at the site at 6:15 a.m., the Clerk should call the Election Center.
2. While the team is waiting for a replacement Inspector and/or ballots and supplies, begin setting up:
 - a. Open the Red Box and remove the plastic supply kit.
 - b. Take out the extra key for the Ballot-Scanning Machine bin.
 - c. Take out the extra key card for the Ballot-Marking Device.
 - d. Use Job Card 3 to set up the Ballot-Marking Device.
 - e. Use the Inspector Job Card to set up the Ballot-Scanning Machine.
 - f. Use Job Card 1 to set up the Red Box.
 - g. Use the remaining Job Cards to complete other opening tasks.

2.5.4 What if we are locked out of the polling place?

1. Check the Inspector folder for a key or special instructions to open the polling place.
2. Look for another entrance or ask a site representative for help.
3. If you still cannot get in, call the Election Center.

2.5.5 What if we are locked out with no Inspector?

1. Call the Election Center. The Election Center will Dispatch your FED and a replacement Inspector.
2. Look for another entrance or ask a site representative for help.
3. As soon as you are inside, begin setting up:
 - a. Open the Red Box and remove the plastic supply kit.
 - b. Take out the extra key for the Ballot-Scanning Machine bin.
 - c. Take out the extra key card for the Ballot-Marking Device.
 - d. Use Job Card 3 to set up the Ballot-Marking Device.

- e. Use the Inspector Job Card to set up the Ballot-Scanning Machine.
- f. Use Job Card 1 to set up the Red Box.
- g. Use the remaining Job Cards to complete other opening tasks.

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

1. Check the Inspector folder for special instructions. Ask a site representative for help.
2. If these instructions do not resolve the issue, call the Election Center for instructions. The Election Center may dispatch your FED.
3. If the Ballot-Scanning Machine is not available, begin setting up, prioritizing Job Cards 1 and 3. If the machine is not ready at opening, voters should cast ballots into the sealed Red Box.
4. Once the Ballot-Scanning Machine is set up:
 - a. Break the seal on the Red Box to retrieve ballot cards.
 - b. Feed the ballot cards from the Red Box into the machine, one at a time.
 - c. Any unreadable ballot cards should be placed in the Aux Bin.
 - d. Reseal the Red Box.

2.5.7 What if the voting equipment is not functional or we are unable to set up the equipment?

1. Confirm that the voting machines are plugged in and see Appendix 5.5 for instructions.
2. If these instructions do not resolve the issue, call the Election Center.

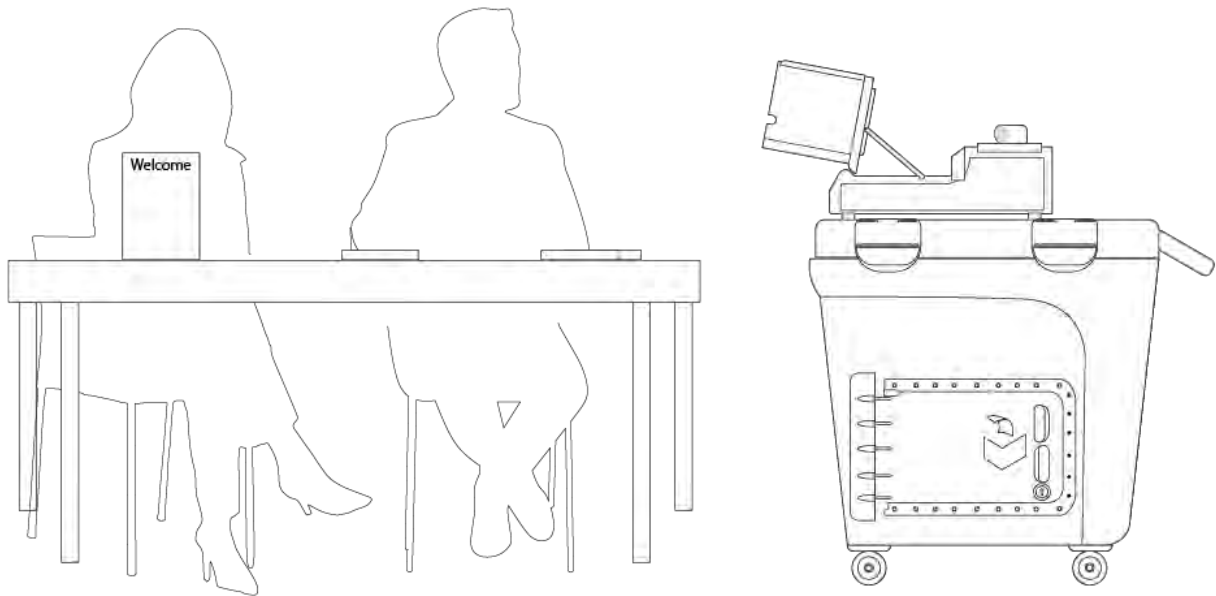
2.5.8 What if we are missing voting supplies?

1. See Appendix 5.3 for a list of supplies and their location.
2. Double-check to confirm that supplies are missing.
3. Call your FED so that the FED can bring backup supplies.

CHAPTER 3

PROCESSING VOTERS

3. Processing Voters



3.1 Voting Hours

Polls must be open from 7 a.m. – 8 p.m. Your goal during this time is to work together to process voters, politely and efficiently, and provide assistance when asked to do so. Voting can never stop!

The Inspector will assign Job Cards:

- The **Roster Clerk** will welcome voters, locate names in the Roster of Voters, and determine which type of ballot each voter should receive.
- The **Ballot Clerk** will issue ballots, inform voters about the new format for ranked-choice voting contests, and offer assistance.
- The **Ballot-Scanning Machine Clerk** will assist voters with casting their ballots with the Ballot-Scanning Machine.

The Inspector also has a Job Card. The Inspector will support the team throughout the day, step in to help Clerks as needed, and be responsible for initiating accessible voting sessions when requested by voters.

On the next several pages, you will learn more about the materials and equipment you will be using to complete the tasks listed on the Job Cards.

Remember your mission: to assist the Department of Elections in conducting a free, fair, and functional election.

Also remember, it is critical that you carefully follow the instructions in this manual. If you have questions, please call the Election Center: 1-800-554-9934.

3.2 Roster of Voters

3.2.1 Voter Pages

The white, purple, and blue pages of the Roster list voters registered to vote in the precinct in alphabetical order.

When a voter arrives to the polling place, a poll worker will search for the voter's name in the Roster. Once located, the poll worker will ask the voter to sign on the signature line next to the voter's address. If a voter listed in the Roster is required to vote a provisional ballot, the voter must sign the provisional envelope instead of the Roster.

- **White pages** of the Roster list voters who are eligible to vote full precinct ballots.
- **Purple pages** of the Roster list voters who are eligible to vote full precinct ballots and who registered to vote after white pages were printed.
- **Blue pages** of the Roster list voters who are eligible to vote EDU ballots with the Board of Education contest only.

Some voters on the Roster have notes printed next to their names:

- Voters who were issued a ballot by mail have a **VBM Issued** note.

XREF	VOTER NAME	LANGUAGE	ADDRESS	BALLOT	SIGNATURE
1021	Aardvark, Jenna		123 Van Ness Ave VBM Issued	<input type="radio"/>	

- Voters who requested a bilingual ballot have one of the following notes: **CH** for Chinese, **SP** for Spanish, or **FI** for Filipino.

XREF	VOTER NAME	LANGUAGE	ADDRESS	BALLOT	SIGNATURE
1024	Aardvark, Vanessa	SP	123 Van Ness Ave	<input type="radio"/>	

- Voters who requested a facsimile (reference) ballot have one of the following notes: **KO** for Korean or **VI** for Vietnamese.

XREF	VOTER NAME	LANGUAGE	ADDRESS	BALLOT	SIGNATURE
1022	Aardvark, James	KO	124 Van Ness Ave	<input type="radio"/>	

3.2.2 Informational Pages

Informational pages of the Roster are shown to voters on an as-needed basis.

- The green **Not Listed in the Roster** page describes voting options for those not listed in the Roster.
- The gray **Roster Changes or Corrections** page allows voters to update their language preference or other registration information, or to indicate that another voter no longer resides in the precinct.
- The white **Assisted Voters** page is used by poll workers to list voters who received assistance marking their ballots from a poll worker.

3.3 Street Index

The Street Index lists voters registered in the precinct by address. One copy remains on the Election Table and the other copy is posted at the entrance to the polling place. Poll workers must update both copies hourly until 6 p.m.

3.4 Ballots

3.4.1 Official Ballots

San Francisco's official ballots are bilingual in English and either Chinese, Spanish, or Filipino. A ballot is comprised of two cards that are in a set.

To issue a ballot, the poll worker tears off a set of ballot cards from a ballot pad. Each bilingual version of the ballot has a separate pad.

Poll workers must issue ballots according to the voters' ballot language printed in the Roster, and inform voters who do not have a language printed that different bilingual versions are available. Voters who do not provide a language preference to the poll worker should be issued the English/Chinese version.

Ballots for EDU voters who are eligible to vote ONLY in the Board of Education contest are located on a separate ballot pad. EDU ballots are comprised of one card in English, Chinese, Spanish, and Filipino.

Voters receive paper ballots unless they request to use an accessible Ballot-Marking Device to mark their ballots via touchscreen or audio interface.

3.4.2 Facsimile Ballots

Facsimile ballots in Vietnamese and Korean are kept in the pockets of the Voter Information Kiosk. These can be used by voters for reference when marking the official ballot. Voters using facsimile ballots should be issued official ballots as well.

3.4.3 Provisional Ballots

Occasionally, there are circumstances in which a person is required to vote a provisional ballot. One common reason is because the voter went to a different polling place from the one assigned, and is not listed on the Roster. Another common reason is that the Department issued a vote-by-mail ballot, but the voter is unable to surrender it in exchange for a polling place ballot.

Under these circumstances, a poll worker will issue a provisional ballot—an official precinct ballot that is placed in a special envelope prior to being put in the Red Box. The provisional envelope contains fields for the voter to write information that allows Department staff to establish the voter's eligibility in order to count the ballot. The envelope also contains a detachable receipt that the voter can use to check the status of the provisional ballot.

3.5 Ballot-Scanning Machine

The Ballot-Scanning Machine tallies votes on voted ballot cards. These votes and images of the ballot cards are stored on memory cards that are brought to the Department of Elections after the polls close. The vote count data from memory cards are included in the official election results.

When a voter finishes marking the ballot, the ballot cards must be inserted into the Ballot-Scanning Machine in any orientation, one at a time.

The "Ballot Counter" adds one for each card, while the "Total Voters" counter adds one for each set of ballot cards.

If the machine detects irregular marks, a warning message will appear. In most cases, the voter can choose to CAST the card as is or RETURN the card for correction. See the back of the Ballot-Scanning Machine Clerk Job Card and Appendix 5.4 for more information about warning messages.

The Ballot-Scanning Machine should not be used by voters who vote provisionally. The eligibility of provisional voters must be confirmed before votes from their ballots can be tallied and included in the official election results.

3.6 Accessible Ballot-Marking Device

The accessible Ballot-Marking Device allows voters with disabilities to mark, review, and print their ballots privately and independently. The device does not store or tabulate votes. Ballot printouts from the device must be scanned using the Ballot-Scanning Machine or enclosed in a provisional envelope.

Voters can use any of several accessible features.

In **touchscreen mode**, with no assistive device being used, the voter will see ballot contests and instructions onscreen and single-tap the screen to navigate and mark the ballot. A touchscreen ballot format is available in English, Chinese, Spanish, and Filipino.

In **assistive device mode**, the ballot display is the same but navigation is handled using one of several input devices. The Ballot-Marking Device can be set to assistive device mode by tapping “Enable AVS Controller” while initiating the accessible voting session.

Assistive device mode may be used with headphones alone, with a paddle or Sip-and-Puff device, the audio-tactile interface (ATI) keypad, or another personal assistive device.

- For voters using just headphones, the voter will hear audio instructions and ballot contests in English, Cantonese, Mandarin, Spanish, or Filipino, and can navigate and mark the ballot by double-tapping the screen.
- For voters using the ATI keypad and headphones, the voter will hear audio instructions and ballot contests using headphones, and can navigate and mark the ballot using the ATI keypad.
- For voters using a paddle or Sip-and-Puff device, the voter will see or hear ballot contests and instructions using headphones, and use the assistive device to navigate and mark the ballot.

In assistive device mode, instructions are provided via audio and onscreen display. A voter may choose to turn off the onscreen display for additional privacy.

3.7 Managing Lines

If you experience a line at your polling place, you must manage the line so that every voter is processed in an orderly fashion.

Whenever possible, bring the line inside the polling place. However, in organizing the line, do not obstruct any accessible path of travel or interfere with voter privacy.

Periodically remind those in line that anyone with a signed vote-by-mail ballot envelope (from any California county) can skip the line and drop the envelope into the Red Box.

A line may form for obvious reasons (e.g. at rush hour after work). If a line is forming for unobvious 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 we can help rectify the problem.

Voting Job Card 1: Roster Clerk

1. Determine Whether the Voter Is Here to Vote or Drop Off a Vote-by-Mail Ballot

a. For Voters here to vote

Say: *"Before I issue you a ballot, I will need to check the Roster. May I have your name and address?"*
[Repeat the voter's name and address to confirm]

b. For Voters here to drop-off

Say: *"Remember to sign your envelope and seal your ballot cards inside. Then drop the envelope in the Red Box. Would you like any assistance?"*

2. Search for the Voter's Name in the Roster and Look for a Note Under the Voter's Address

a. For Voters with No Note

1. Fill in bubble and ask voter to sign on the line.
2. Tell Ballot Clerk the voter's ballot language, if printed (CH=Chinese, SP=Spanish, FI=Filipino).
3. Tell Ballot Clerk what type of ballot to issue:
 - a. Standard Ballot (for voters listed on the white or purple pages), or
 - b. EDU ballot (for voters listed on the blue pages)

b. For Voters with "VBM Issued" Note

Say: *"Our records show you were mailed a ballot. Did you bring the vote-by-mail envelope and ballot cards with you?"*

If voter brought vote-by-mail envelope and ballot cards to exchange:

1. Tear voter's ballot cards in half. Seal in envelope.
2. Write VOID on both sides of envelope and drop it in the Red Box.
3. Fill in bubble and ask voter to sign on the line.
4. Tell Ballot Clerk what type of ballot to issue.

If voter did not bring vote-by-mail envelope and ballot cards to exchange:

1. Voter should not sign the Roster (provisional voters sign the provisional envelope instead).
2. Tell Ballot Clerk to issue a Provisional Ballot.

Voting Job Card 1: Roster Clerk

c. For Voters Not Listed in the Roster

1. Re-check the white, purple and blue pages.
2. If you still cannot find the voter, show voter the green page of the Roster (Voter Not Listed in the Roster page), and let voter decide what to do:
 - a. If voter decides to vote here provisionally: Tell Ballot Clerk to issue a Provisional ballot.
 - b. If voter asks for directions to a Voting Center for conditional registration (i.e. "same day" registration), offer a Voting Center directional card.
 - c. If voter asks for directions to a different polling place, suggest the polling place lookup tool at sfelections.org, call the Voter Support Hotline at 1-415-554-4375, or use the map in the Election Table folder.

3. Update the Street Index

Use the XREF# on the Roster to cross off the voter's name in the table copy of the Street Index. Once an hour, use the table copy of the Street Index to update the copy posted at the door.

Facsimile ballots are available in Vietnamese and Korean:

If a voter requests a facsimile ballot in Vietnamese or Korean for reference when voting the official ballot, tell the Ballot Clerk.

Voting Job Card 2: Ballot Clerk (Card 1 of 2)

1. Confirm the Type of Ballot with the Roster Clerk

The Roster Clerk will tell you whether the voter will receive a Standard ballot, an EDU ballot, or a Provisional ballot.

The Roster Clerk may also indicate if the voter wants to receive a ballot with Chinese, Spanish, or Filipino, or if the voter wants to use a facsimile ballot in Vietnamese or Korean.

2. Offer Accessible Voting

Say: "You will receive a paper ballot unless you prefer to use the accessible Ballot-Marking Device with audio and touchscreen interfaces."

If a voter requests to use the Ballot-Marking Device, go to step 4.

3. Issue the Correct Paper Ballot: Standard, EDU, or Provisional

a. Issuing a Standard Ballot

Say: "You will receive a ballot in English and Chinese unless you prefer a ballot with Spanish or Filipino. Fill in ovals to mark your selections. In ranked-choice contests, you can rank as many candidates as there are rankings. There are instructions on your ballot and the poster in the voting booth. When you are done, put your ballot in the secrecy folder and take it to the Ballot-Scanning Machine. Would you like any assistance?"

1. Tear a full set of cards from a ballot pad (green for English/Chinese, orange for English/Spanish, or yellow for English/Filipino).
2. Tear stubs off the top of each card.
3. Give the voter the ballot cards, stubs, pen, and a blue secrecy folder.

If the Roster Clerk has indicated the language in which the voter wants to receive the ballot, omit the first sentence in the above script.

If the voter wants to receive a facsimile (reference) ballot, provide the voter with both the official ballot and the facsimile ballot. Get the facsimile ballot from the designated pocket on the Voter Information Kiosk and ask the voter to return the facsimile ballot to the Election Table when done.

Voting Job Card 2: Ballot Clerk (Card 1 of 2)

b. Issuing an EDU Ballot (Voters on the Blue Roster Pages)

Say: *“This ballot is one card with one contest in English, Chinese, Spanish, and Filipino. Fill in the oval to mark your selection. Refer to instructions on your ballot. When you are done, put your ballot in the secrecy folder and take it to the Ballot-Scanning Machine. Would you like any assistance?”*

1. Tear one ballot card from EDU pad (blue).
2. Tear stub off the top of the card.
3. Give voter the ballot card, stub, pen, and a blue secrecy folder.

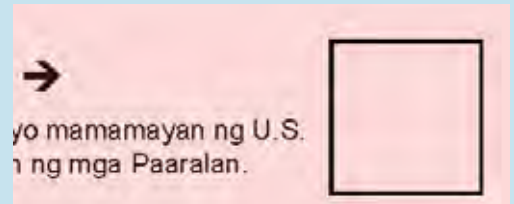
c. Issuing a Provisional Ballot

Say: *“The next step is to fill out the provisional envelope together. Please complete the pink section.”*

1. Complete the white Poll Worker Section on the provisional envelope.
2. Give the voter a pen to complete and sign the pink Voter Section.
3. If the voter marked Step F, you must give the voter the one card EDU ballot from the blue pad.

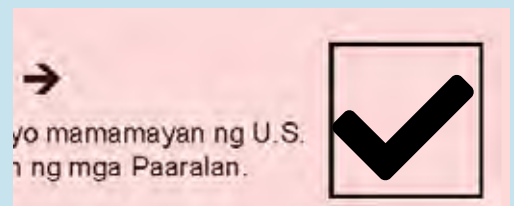
If voter did not mark Step F:

Say: *“You will receive a ballot in English and Chinese unless you prefer to receive a ballot with Spanish or Filipino. Fill in ovals to mark your selections. In ranked-choice contests, you can rank as many candidates as there are rankings. There are instructions on your ballot and the poster in the voting booth. When you are done, seal your ballot in the envelope, tear off the receipt and use it to track the status of your ballot. Drop the envelope in the Red Box. Would you like any assistance?”*



If voter marked Step F:

Say: *“This ballot is one card with one contest in English, Chinese, Spanish, and Filipino. Fill in the oval to mark your selection. When you are done, seal your ballot in the envelope, tear off the receipt and use it to track the status of your ballot. Drop the envelope in the Red Box. Would you like any assistance?”*



Voting Job Card 2: Ballot Clerk (Card 2 of 2)

4. Issuing a Ballot on the Accessible Ballot-Marking Device

First, read one of the scripts below, then let the Inspector know what kind of ballot to initialize.

a. Standard or EDU ballot

Say: *“The accessible Ballot-Marking Device is equipped with a touchscreen that you may use to navigate and mark your ballot. You can also choose to use the headphones and the braille-embossed keypad to navigate and mark your ballot. Which do you prefer?”*

1. If voter wants to use the headphones and/or ATI keypad, tell Inspector to check “Enable AVS controller”.
2. If voter is listed in the blue pages of the Roster, tell Inspector to activate an EDU ballot.

Say: *“Your marked ballot must be printed out, placed in this secrecy folder, and carried to the Ballot-Scanning Machine. Would you like any assistance?”*

b. Provisional ballot:

Say: *“The accessible Ballot-Marking Device is equipped with a touchscreen that you may use to navigate and mark your ballot. You can also choose to use the headphones and/or the braille-embossed keypad to navigate and mark your ballot. Which do you prefer?”*

1. If voter wants to use the headphones and/or keypad (ATI), tell Inspector to check “Enable AVS controller”.
2. If voter checked Box F on the provisional envelope, tell Inspector to activate an EDU ballot.

Say: *“Your marked ballot must be printed out, placed in this provisional envelope, and carried to the Red Box. The first step is for you to fill out Voter Section on the envelope. Would you like any assistance?”*

If voter wants a replacement ballot:

1. Ask the voter to hand you the mismarked card(s).
2. Write “VOID” on the front and back of these card(s).
3. Tear off an entire new set of ballot cards.
4. Give the voter replacement card(s) matching the mismarked card(s). The voter now has a full set of cards.
5. Write “VOID” on the front and back of the other (blank) replacement cards. You now have a full set of spoiled cards.
6. Place all spoiled cards into the Red Box.

This page was intentionally left blank.

Voting Job Card 3: Ballot-Scanning Machine Clerk

1. Verify Machine Status

The screen displays "System Ready/Please Insert your ballot" when the Ballot-Scanning Machine is ready to accept ballots.

2. Check if the Voter Can Proceed with Inserting the Ballot

Voters with ballot secrecy folders may insert their ballot cards into the machine.

Voters with provisional envelopes should not insert their ballots into the machine.

For voters with provisional envelopes, say: *"I see that you have a provisional ballot. Did you complete and sign the envelope? Please seal your ballot cards inside, tear off and keep the receipt before dropping the envelope into the Red Box. Would you like an "I Voted!" sticker?"*

3. Advise the Voter How to Insert the Ballot

For voters with Ballot Secrecy folders, say: *"When you are ready, insert your ballot cards one at a time. It does not matter which way they are facing."*

A voter may change the language presented by the machine by tapping one of the language options on the left of the screen.

After the voter inserts a card into the machine, the screen will read "Valid Ballot", and then "Casting Ballot Please Wait..." before returning to the "System Ready" screen. The machine will also make a *ding* sound, indicating that the ballot was successfully cast.

Once the "System Ready" screen returns, the voter may insert the next card into the machine.

4. Offer an "I Voted!" Sticker

After the voter has inserted all cards, thank the voter and offer an "I Voted!" sticker.

Voting cannot stop throughout the day! If the machine is not ready or if the machine malfunctions, ask voters to drop ballot cards into the Ballot-Scanning Machine's Aux bin. Call the Election Center at 1-800-554-9934.

Voting Job Card 3: Ballot-Scanning Machine Clerk

Warning Messages Displayed on Ballot-Scanning Machine

When the Ballot-Scanning Machine detects an irregular marking, a warning message will display. In most cases, the voter can choose to return the ballot card or cast the ballot card as-is.

To correct the marking, the voter should select "Return". This will return the ballot card from the machine.

To cast the ballot card as-is, the voter should select "Cast". This will prompt a second warning message. Selecting "Yes" will cast the ballot. Selecting "No" will bring the voter back to the previous screen.

If a voter requests your help interpreting the warning message displayed on the screen, refer to the flipchart on the machine and say, "The machine detected an irregular marking. This flipchart will help explain what the message means and your options. Flip to the message displayed. Let me know if you would like any assistance."

The image shows a screenshot of a ballot-scanning machine interface. At the top, it says "City and County of San Francisco". Below that, the word "Warning" is displayed. A red warning triangle icon with an exclamation mark is shown. Underneath the icon, it says "Total Voters" followed by the number "00004". At the bottom of this section, there are two buttons: a red rectangular button labeled "RETURN" and a green oval button labeled "CAST".

The right side of the screen displays a "Warning - Overvote" message. The text reads: "At least one contest has too many votes. You filled in too many ovals in 1 contest(s)." Below this, it says "FAVORITE FLOWER" and "You chose 2" followed by "You are allowed 1". The message then says "Please correct the ballot" and provides instructions: "To correct your ballot, press 'Return' to get your ballot back, and ask a poll worker for a new one. To ignore this message and cast your ballot with votes that will not count, press 'Cast'".

Example of a warning message displayed on the Ballot-Scanning Machine

Voting Inspector Job Card (Card 1 of 2)

1. Support Your Team

Over the course of the day, be prepared to support your team, encouraging everyone to work together to ensure the procedures are followed. Identify strengths in each of the Clerks and leverage those strengths to help the entire team excel.

You should familiarize yourself with all Job Cards before Election Day. Not only will you need to explain to Clerks how to accomplish tasks, but you will need to be ready to complete them yourself whenever a Clerk is unavailable.

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. Hourly Checklist

Once an hour, use the checklist below to inventory essential materials. If anything runs low or goes missing, call the Election Center at 1-800-554-9934.

- Are the security seals on the voting equipment intact?
- Are poll workers wearing nametags identifying their language skills?
- Is the Welcome Sign on the Election Table visible to voters?
- Are pen grips and the magnifying sheet on the Election Table visible to voters?
- Do you have at least 50 English/Chinese, English/Spanish, English/Filipino ballots (each)?
- Are the Vietnamese and Korean facsimile ballots in the Voter Information Kiosk pockets?
- Are the Chinese, Spanish, and Filipino Voter Information Pamphlets in the Voter Information Kiosk pockets?
- To ensure adequate printer paper stock, does the "Total Ballots Printed" counter on the Ballot-Marking Device read less than 50?

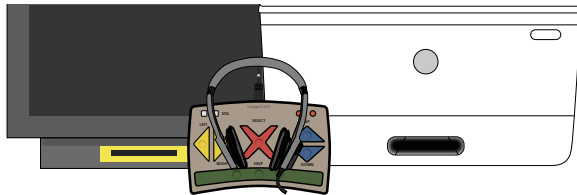
Throughout the day, observe the Clerks to make sure they are reading scripts and following procedures correctly. Make sure that every voter who visits your polling place is informed about accessible voting resources and bilingual ballots and materials.

Voting Inspector Job Card (Card 1 of 2)

3. Initiate Accessible Voting Sessions

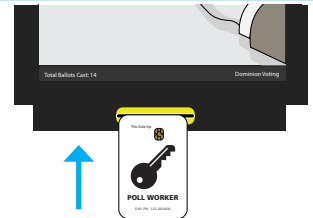
Carry your Inspector Lanyard all day so you can initiate accessible voting sessions efficiently. When you take a break, designate another poll worker to carry the Inspector Lanyard so your substitute can initiate accessible voting sessions in your absence.

a.



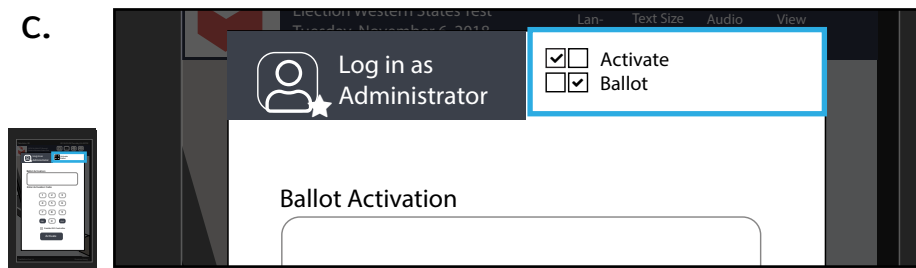
Confirm headphones are plugged into the ATI. Set up and plug in any other assistive device the voter will use.

b.



Insert the Poll Worker Card into the yellow slot on the bottom of the tablet.

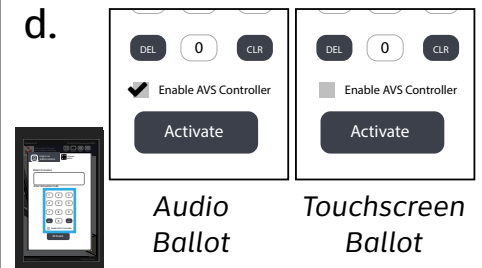
c.



Tap "Activate Ballot" and enter the appropriate activation code:

- Standard Ballot Code: 1 followed by the precinct number. (e.g. if the precinct is 7625, enter 17625.)
- EDU Ballot Code: 2 followed by the precinct number.

d.



To initiate an audio ballot, check "Enable AVS Controller". To initiate a touchscreen ballot, keep box unchecked.

e.



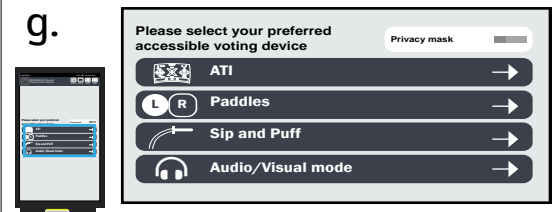
Tap "Activate".

f.



Remove the Poll Worker Card. Select voter's language.

g.



If the AVS controller is enabled, select assistive mode/device. The accessible voting session will begin.

When the session begins, the voter will receive instructions. If you or the voter press any buttons on the ATI as audio instructions are read, these instructions will repeat.

Remember, every voter has the right to vote a secret ballot. Offer assistance, but do not remain by the Ballot-Marking Device unless the voter specifically requests your help. If another voter is standing too close, politely ask them to move.

Voting Inspector Job Card (Card 2 of 2)

4. Guide to Assisting Voters Using the Ballot-Marking Device

It is important that you do not look at any voter's ballot unless you are specifically asked for assistance with navigation or marking. If the voter does ask for your help, here is some basic information you will need to know:

a. Navigating and Marking the Ballot

Navigating:

- Contests are shown in the same order they appear on the paper ballot.
- Each screen presents one contest; scroll down for long contests.
- 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 one of the contest tabs at the top will take the voter directly to that contest.

Marking:

- Candidates are chosen by selecting the gray square to the right of the candidate's name.
- Ballot measure choices are made by selecting the gray square next to Yes or No.

b. Reviewing and Printing the Ballot

The voter can select "Review" to see a list of all choices made at any point. From the review screen, the voter can select "Back to Ballot" to make changes.

To make a change to a contest select the square a second time (deselect) and then make a new selection.

After the final review, the voter should select "Print Ballot". If there are potential issues with the ballot, such as blank or under-voted contests, a warning message will appear, presenting another opportunity for review.



Warning

Some warnings detected on your ballot. You can not make any more changes after printing the ballot.

Please select the next action.

Print your ballot

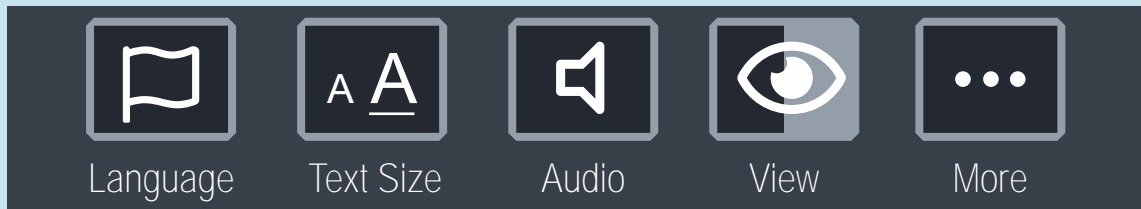
Review your choices

Voting Inspector Job Card (Card 2 of 2)

c. Adjusting Settings

The settings described below can be adjusted by tapping the screen at any point in a voting session. Ask for voter's permission before touching the screen.

- Language: 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 volume (in AVS mode only)
- View: adjust screen contrast (colors, light or dark background)

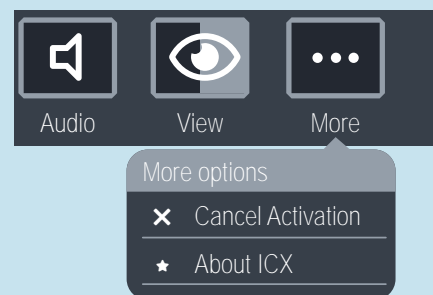


Menu settings on the Ballot-Marking Device

d. Cancelling an Accessible Voting Session

If a voters wants to switch to a paper ballot after an accessible ballot has already been activated, you must cancel the accessible voting session before a paper ballot can be issued. To cancel the accessible voting session:

1. Tap the "More" icon at the top-right of the screen to open the "More options" menu.
2. Tap "Cancel Activation".
3. A confirmation screen will appear. Tap, "Yes, cancel activation."



Cancel a ballot by tapping the "More" button

If a voter wants to switch to a paper ballot after the ballot has already been printed, write void on both sides of the printout and place in Red Box. Issue a paper ballot.

e. Switching Accessible Voting Modes

If a voter wants to change modes after an accessible ballot has already been activated (ex. switch from ATI mode to touchscreen mode or vice-versa), you must cancel the current session, following the steps above, and then activate a new voting session using the Poll Worker Card.

Remember, ballot printouts from the Ballot-Marking Device must be scanned using the Ballot-Scanning Machine or enclosed in a provisional envelope and dropped in the Red Box.

3.8 What-If Scenarios

3.8.1 What if the power goes out?

1. Check cords and switches, then ask a site representative for help.
2. If this does not resolve the issue, call the Election Center.
3. The Ballot-Scanning Machine can operate without power for about 2 hours.
4. The Ballot-Marking Device must have power for the printer to function.
5. If necessary, see Appendix 5.5 for instructions to initiate accessible voting sessions on the Ballot-Scanning Machine.

3.8.2 What if the Ballot-Scanning Machine stops functioning?

1. Refer to the Troubleshooting Guide in Appendix 5.5.
2. Call the Election Center for guidance.
3. If the Ballot-Scanning Machine is not functional, voters should cast ballots into the Aux bin.
4. Once the Ballot-Scanning Machine becomes functional, feed the ballot cards from the Aux bin into the machine, one at a time.
 - a. Any unreadable ballot cards should be placed in the Aux bin.

3.8.3 What if the Ballot-Marking Device stops functioning?

1. Refer to the Troubleshooting Guide in Appendix 5.5.
2. Call the Election Center for guidance.
3. If the Ballot-Marking Device is not functional and a voter requests accessible voting, see Appendix 5.5 for instructions to initiate an accessible voting session on the Ballot-Scanning Machine.

3.8.4 What if there is an emergency?

1. Call 911, then call the Election Center.
2. If it is safe to do so, use the Inspector Bag to retrieve:
 - a. Voted ballots from the Ballot-Scanning Machine
 - b. Any other voted ballots
 - c. The Red Box and the Roster
 - d. Un-voted ballots

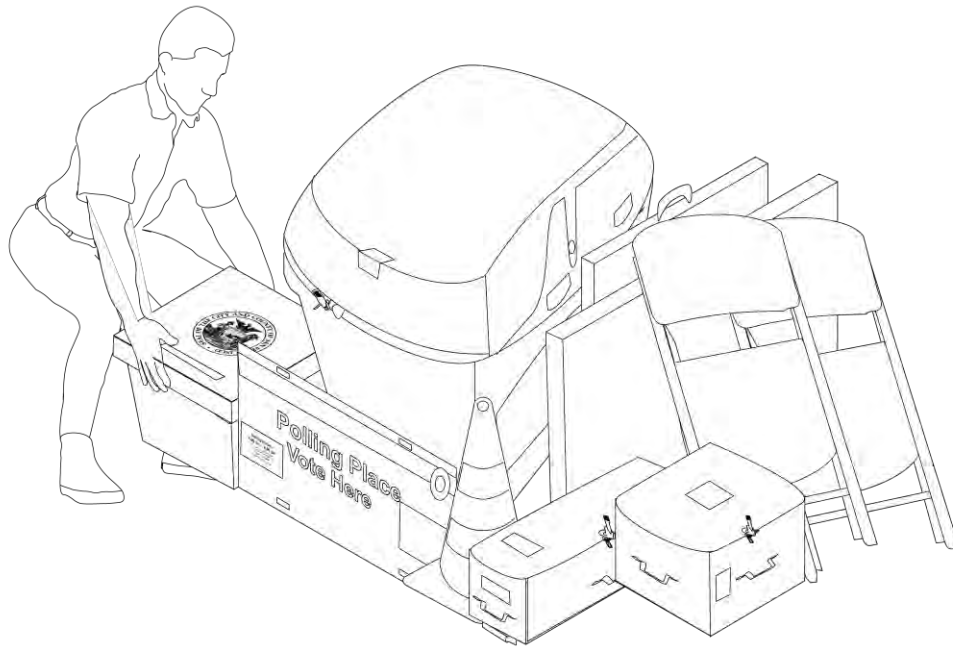
3.8.5 What if there is a disturbance at the polling place?

If any person is disruptive to poll workers, voters, or the orderly conduct of the election in any way, call the Election Center. In case of an emergency, first call 911.

CHAPTER 4

CLOSING THE POLLS

4. Closing the Polls



4.1 The Polls Are Now Closed

At 8:00 p.m., the Inspector will announce, “The polls are now closed.”

By law, those in line at 8:00 p.m. have the right to vote. If there is a line at that time, a poll worker should stand at the end of the line to establish a “cut-off” point so nobody can get in line after 8:00 p.m.

Process all voters who were in line at 8:00 p.m. After the last voter has left, you may start closing procedures.

4.2 Staying Focused

It has been a long day, and you are in the home stretch!

Closing the polls involves more than just packing and tidying up; the work you will perform next is crucial to maintaining the integrity of the election. Stay focused and complete closing tasks carefully.

Together with your teammates, you will account for and secure essential election materials, then transfer custody of electronic election results and ballots to an MTA officer and a Deputy Sherriff who will, in turn, transfer those items to the Department of Elections.

The Inspector will distribute Closing Job Cards 1–3.

- Job Card 1 explains how to count and secure materials in the Red Box.
- Job Card 2 explains how to count signatures in the Roster pages.
- Job Card 3 explains how to count and secure voted ballots from the Ballot-Scanning machine and unused ballots.

The Inspector Job Card explains how to turn off voting machines, retrieve memory cards, and transfer custody of electronic results and ballots.

Clerks who finish tasks on their Job Cards should offer to help others. After Job Cards 1-3 are complete, Clerks should use Job Card 4, working together to take down signage and pack up the voting booths and remaining supplies.

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

Remember that all 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.

4.3 Closing Forms

Closing forms provide a public record that official accounting, security, and custody transfer procedures were followed at your polling place. The Inspector will oversee completion of the following four closing forms: the Posted Ballot Statement, the Certification Form, the Security Seal Sheet, and the Custody Transfer form.

4.3.1 Posted Ballot Statement

The Posted Ballot Statement, located in the Roster, is an accounting of all ballots, including voted and unused, that are returned to the Department of Elections by the precinct team.

The Inspector will use the counts written down on Job Cards 1–3 to complete the Posted Ballot Statement.

The Inspector will post the yellow copy of the completed Posted Ballot Statement and the vote-totals tape (second printout from the Ballot-Scanning Machine) outside the polling place, near the entrance.

4.3.2 Certification Form

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

4.3.3 Security Seal Sheet

The Inspector will follow instructions on the Inspector Job Card to confirm and record seal numbers using the Security Seal Sheet. Yellow seals are broken during closing. Blue seals are used to secure materials in the closing bags.

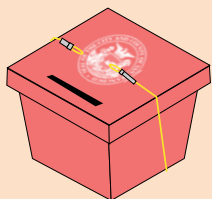
4.3.4 Custody Transfer Form

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

Closing Job Card 1

1. Gather Containers

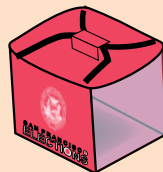
You will need the Red Box, the purple, pink, and brown closing bags, and the purple and pink trays.



Red Box



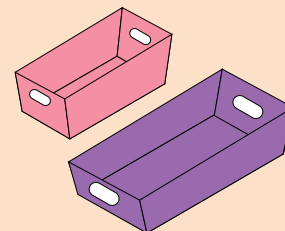
Purple Closing Bags



Pink Closing Bag



Brown Closing Bag



Purple and Pink Trays

2. Sort Red Box Contents

- a. Sort materials from the Red Box into six piles:
 1. Voted vote-by-mail envelopes (from any county)
 2. Voted provisional envelopes
 3. Spoiled (voided) vote-by-mail envelopes (these will have VOID written across)
 4. Spoiled (voided) ballot cards and printouts (these will be loose)
 5. Stapled stubs from used ballot pads
 6. Voter registration cards

If you find anything else inside the Red Box, notify your Inspector.

3. Count Voted Ballot Envelopes

- a. Count voted vote-by-mail envelopes and record below.
- b. Count voted provisional envelopes and record below.

Voted Envelopes	Count #
Voted vote-by-mail envelopes	
Voted provisional envelopes	

- c. Stack voted vote-by-mail envelopes facing up in the same orientation.
- d. Place stacks neatly into purple trays.
- e. Place purple trays into purple closing bags.
- f. Stack provisional envelopes facing up in the same orientation.
- g. Place stacks neatly into pink tray.
- h. Place pink tray into pink closing bag.
- i. Place voter registration cards in pink closing bag (no need to count these).

Closing Job Card 1

4. Count Spoiled Vote-by-Mail Envelopes

- a. Count spoiled vote-by-mail envelopes and record that number below.

Spoiled Envelopes	Count #
Spoiled vote-by-mail envelopes	

- b. Place spoiled vote-by-mail envelopes neatly into brown closing bag.

5. Count Spoiled Printouts and Ballot Cards

- a. Set aside spoiled Ballot-Marking Device printouts, if any.
 b. Count and record the number of printouts below.
 c. Sort any ballot cards that were issued at the polling place and spoiled.
 d. Count only Card 1s (first cards), not 2s.
 e. Record the number of Card 1s below.

Spoiled Ballots	Count #
Spoiled printouts from the Ballot-Marking Device	
Spoiled Card 1s	

- f. Place all spoiled ballot cards and printouts into brown closing bag.
 g. Place the pile of stapled stubs into brown closing bag.

6. Double-Check Counts and Submit to Inspector

- a. Make sure the Red Box is empty.
 b. Double-check your counts and give this Job Card to your Inspector.
 c. The Inspector will complete the Posted Ballot Statement using these counts.
 d. With Inspector, secure purple, pink, and brown closing bags with blue seals.

After completing the tasks on this Job Card, ask the Inspector for Job Card 4.

Closing Job Card 2

1. Count Roster Signatures

- At the Election Table, open Roster to the voter pages.
- Count the number of signatures on the first page.
- Record the number of signatures on the bottom of the first page.
- Fill in any empty bubbles next to signatures on the first page.
- Repeat this process for all white, purple, and blue pages in the Roster.
- Add up signature counts and record the total number of signatures below.
- Remove and discard alphabetical Roster tabs.

CONSOLIDATED GENERAL ELECTION		Roster of Active Voters			CITY & COUNTY OF SAN FRANCISCO	
NOVEMBER 8, 2016					Registration Close: 9/25/2016	
<small>WARNING: It is a crime punishable by imprisonment in the state prison or in county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (California Elections Code sections 14108 & 18560)</small>						
KREF	VOTER NAME	LANG	ADDRESS	BALLOT	SIGNATURE	VOTER ID
1083	RAMIREZ HAROLD		300 Delancy Street	<input type="radio"/>		
1170	RAMIREZ MOLLY	SP	300 Delancy Street	<input type="radio"/>		
1223	ROBINSON NORMAN		350 Delancy Street	<input checked="" type="radio"/>	Norm Robison	
1226	ROBINSON PAXTON		20 Delancy Street	<input type="radio"/>		
1726	ROBINSON PETER	SP	10 Delancy Street	<input checked="" type="radio"/>	Peter R.	
1445	ROBINSON ROSIE		85 Delancy Street VBM Issued	<input type="radio"/>		
749	RODRIGUEZ EMILY		300 Delancy Street	<input type="radio"/>		
198	ROME RYAN	CH	250 Delancy Street ID Required	<input checked="" type="radio"/>	Ryan Rome	
1028	ROME SAM	CH	250 Delancy Street	<input type="radio"/>		
1669	ROSS PERCY		150 Delancy Street	<input checked="" type="radio"/>	Percy Ross	
1284	ROSS REX	FI	291 Delancy Street VBM Issued	<input type="radio"/>		
1283	ROY BASH		291 Delancy Street	<input type="radio"/>		
1147	ROY CHARLIE	SP	338 Delancy Street	<input type="radio"/>		
1334	ROY DUNCAN	FI	391 Delancy Street VBM Issued	<input type="radio"/>		
Ballot Type: 001 Generated Date: 09/25/2016				<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Total Signatures 4 </div>		Page 73 of 86 RAM - ROY R

Count the number of signatures on each page and fill in any empty bubbles next to signatures.

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

2. Double-Check Counts and Submit to Inspector

- Double-check the total number of signatures by adding up the page counts again.
- Give the Roster and this Job Card to your Inspector.
- The Inspector will complete the Posted Ballot Statement using these counts.

After completing the tasks on this Job Card, ask the Inspector for Job Card 4.

This page was intentionally left blank.

Closing Job Card 3

1. Gather Containers

You will need the orange and blue closing bags, and the green FED bag(s).



Orange Closing bag



Blue Closing bag(s)



Green FED bag(s)

2. Count and Secure Aux Bin Ballots

These have not been counted by the Ballot-Scanning machine.

- Remove all ballot cards and printouts from the Aux bin.
- Sort the ballot cards into two piles by card number.
- Count only Card 1s (first cards), not 2s.
- Record the number of Card 1s below.
- Count the printouts, if any, and record below.

Aux Bin Ballots	Count #
Ballot Card 1s	
Printouts from the Ballot-Marking Device	

- Place all Aux bin ballot cards and printouts into orange closing bag.
- Double-check counts and make sure the Aux bin is empty.
- With the Inspector, secure orange closing bag with a blue seal.

3. Secure Main Bin Ballots

These have already been counted by the Ballot-Scanning Machine; you only need to collect and secure them. Your Inspector will assist you.

- Remove and place all ballots cards and printouts from the Main bin neatly into blue closing bag(s).
- Make sure Main bin is empty and no ballots have been left inside.
- With the Inspector, secure blue closing bag(s) with blue seals.

Closing Job Card 3

4. Count Unused Ballots

- Place all ballot pads from open boxes onto Election Table together with other ballot pads on the Election Table.
- On each pad, find the number at the top right showing remaining ballots. If no number is present, count all Card 1s in the pad.
- Add these numbers together and record that subtotal below.
- Place all unopened ballot boxes near Election Table.
- On each box, find the number on the side showing ballots inside.
- Add these numbers together and record that subtotal below.
- Add the subtotals together to get grand total of unused ballots.

Unused Ballots	Count #
Ballots from opened boxes (and Election Table)	
Ballots from unopened boxes	
	Grand Total:

5. Double-Check Counts and Submit to Inspector

- Double-check grand total by adding subtotals again.
- Give this Job Card to your Inspector.
- The Inspector will complete the Posted Ballot Statement using these counts.
- Place unused ballots into green FED bag(s).
- With the Inspector, secure FED bag(s) with a blue seal.
- Place any boxes that do not fit in FED bag(s) into Inspector Bag.

After completing the tasks on this Job Card, ask the Inspector for Job Card 4.

Closing Job Card 4

1. Pack Up Signage

- Gently remove tape from posted signs.
- Bring cones and signs inside.
- Place posted Street Index on Election Table.
- Place directional sign in the Signage Supply Bag.
- Place Bill of Rights poster in the Signage Supply Bag.

2. Pack Up Voter Information Kiosk

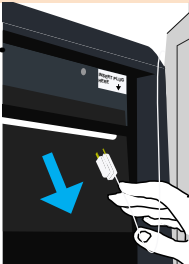
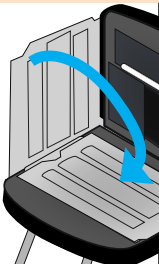


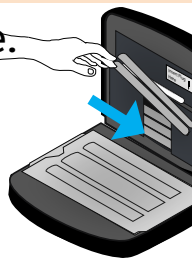

- Place kiosk pockets, with materials, into the Signage Supply Bag.
- Fold up kiosk and place into cardboard kiosk case. It should fit easily.

3. Pack Up Election Table

- Place in the Election Table Supply Bag:
 - Pens and pen grips
 - Voting Center direction cards
 - Welcome sign
 - Magnifying sheet
 - Election Table folder with materials
 - Write-in candidate list
 - Ballot secrecy folders
 - Unused provisional envelopes

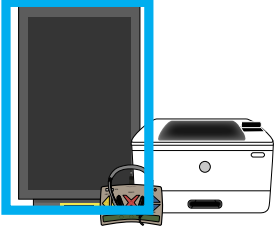
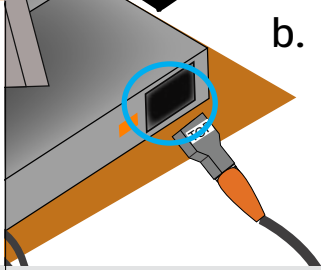
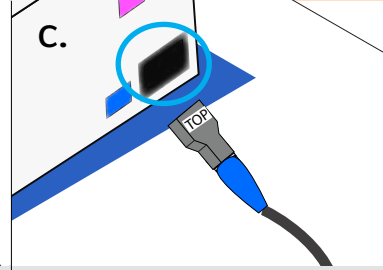
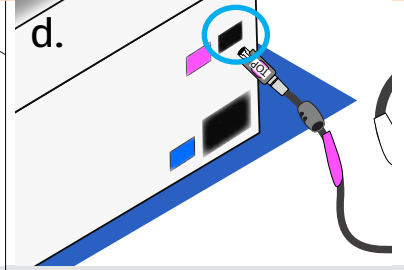
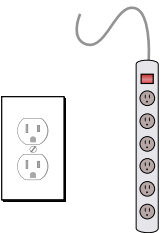
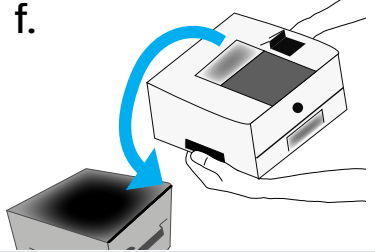
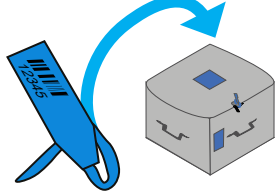
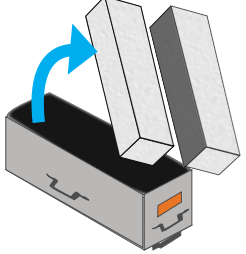
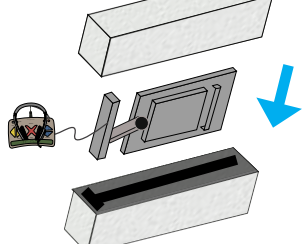
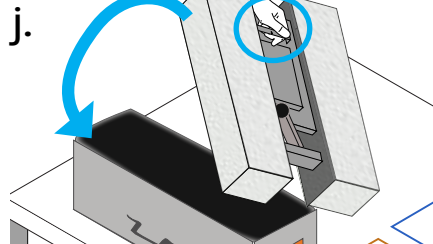
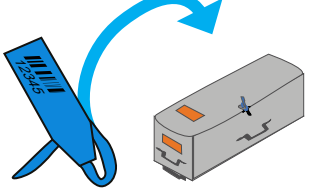
Note: Do not pack the Roster, either copy of the Street Index, or any ballots in the Election Table Supply Bag.

4. Pack Up Voting Booths

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

Closing Job Card 4

5. Pack Up Ballot-Marking Device

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

6. Tidy Polling Place

- Collect trash using the plastic bag in the plastic supply kit.
- Set chairs, booths, Red Box, orange cone, and Vote Here sign in a corner.
- Return any furniture moved during the day to its original location.
- Fold up the Election Table and the 3-ft table.
- Lean folded tables against a wall.
- Close and lock any windows your team may have opened.

Closing Inspector Job Card (Card 1 of 2)

1. Break Seals and Open Ballot Containers

a. Red Box

1. Break seal and place in the Inspector Folder.
2. Remove lid so that Clerk can begin sorting and counting contents.

b. Ballot-Scanning Machine: Aux Bin

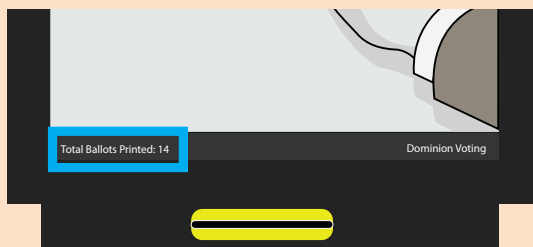
1. Break seal and place in the Inspector Folder.
2. Use metal key to open Aux bin so that the Clerk can begin sorting and counting contents.

c. Ballot-Scanning Machine: Main Bin

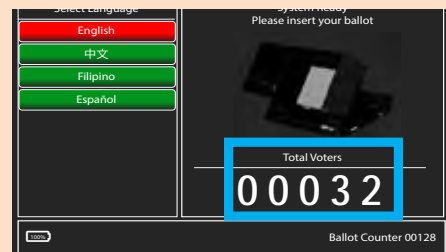
1. Break seal and place in the Inspector Folder.
2. Use metal key to open Main bin so that the Clerk can begin sorting and counting contents.

2. Record Ballot Counts from Voting Machines

- Find the "Total Ballots Printed" count in the lower left corner of the Ballot-Marking Device screen. Record that number below.
- Find the "Total Voters" count in the lower right panel of the Ballot-Scanning Machine screen. Record that number below.



Ballot-Marking Device "Total Ballots Printed"


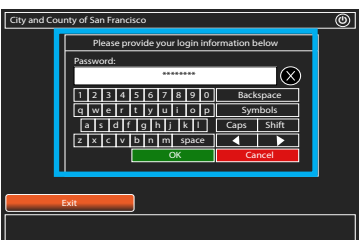
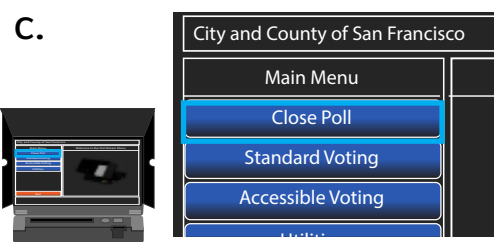
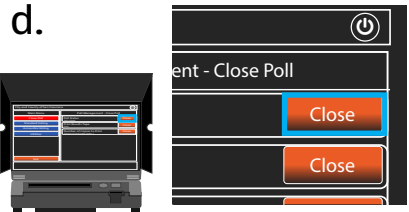
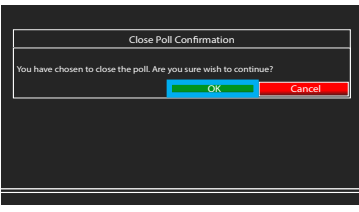
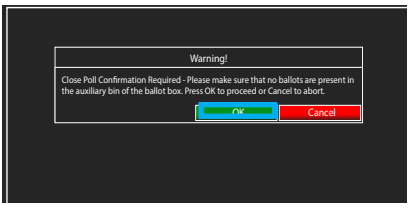
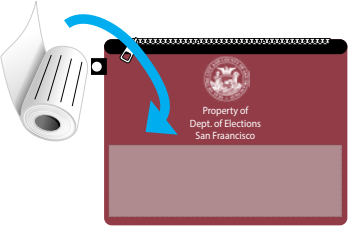
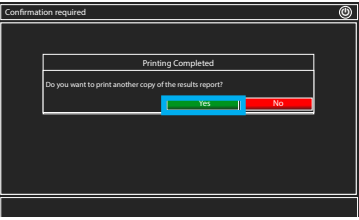
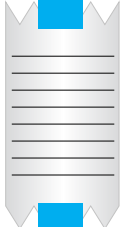

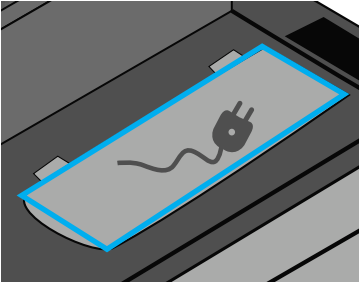
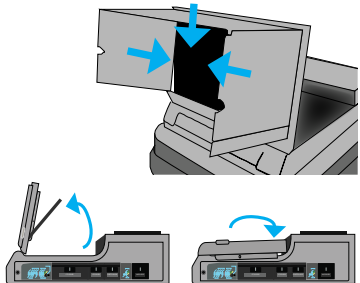


Ballot-Scanning Machine "Total Voters"

Voting Machine Ballot Counts	Counter #
Ballot-Marking Device "Total Ballots Printed"	
Ballot-Scanning Machine "Total Voters"	

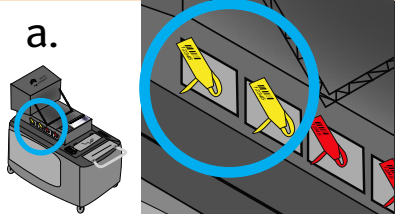
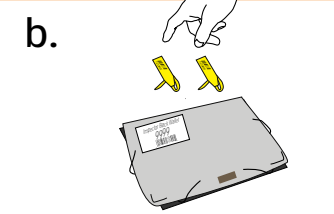
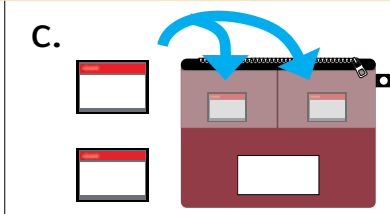
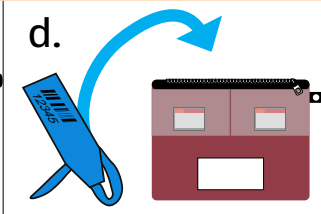
Closing Inspector Job Card (Card 1 of 2)

3. Close the Polls on Ballot-Scanning Machine

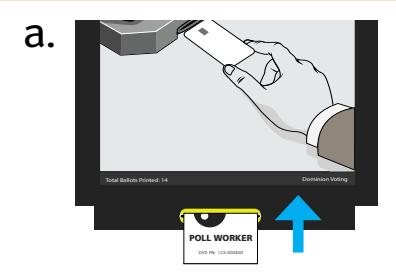
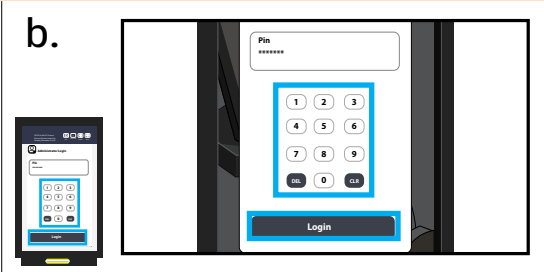

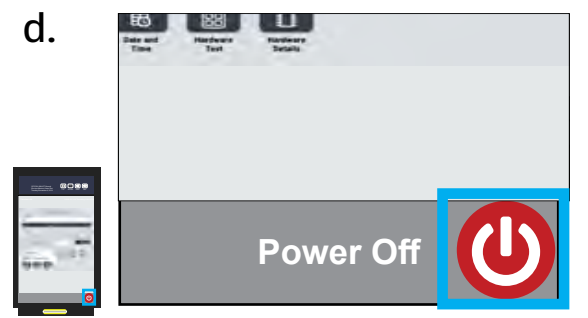
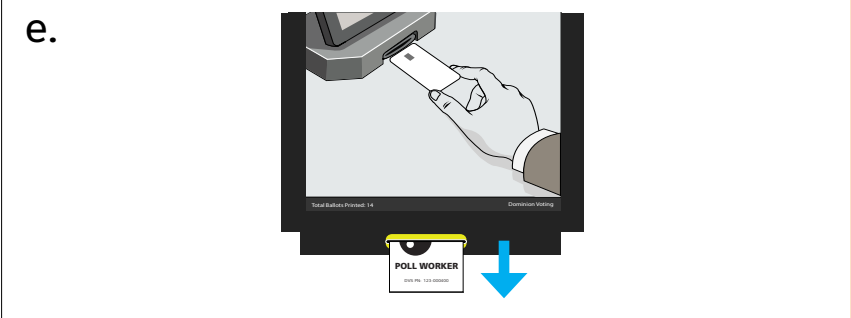
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Hold key fob flat against silver circle for 5 seconds.</p>	<p>Enter Password and tap "OK". (See Equipment Access Codes Acknowledgment form.)</p>	<p>Under Main Menu, tap "Close Poll".</p>
<p>d.</p> 	<p>e.</p> 	<p>f.</p> 
<p>In the Poll Management Menu, tap "Close".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

Closing Inspector Job Card (Card 2 of 2)

4. Retrieve Electronic Results

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

5. Close the Polls on Ballot-Marking Device

<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Insert Poll Worker card.</p>	<p>Enter Administrator pin and tap "Login". (See Equipment Access Codes Acknowledgment form.)</p>	<p>Tap "Close Poll", then "Yes".</p>
<p>d.</p> 	<p>e.</p> 	
<p>Tap the Power Off icon in the lower right-hand corner, then "Yes".</p>	<p>Remove Poll Worker card.</p>	

Closing Inspector Job Card (Card 2 of 2)

6. Complete Posted Ballot Statement

- Locate the Posted Ballot Statement in the back of the Roster.
- Complete line **c** only if your FED brought extra ballots.
- Use your counts on this Job Card to complete lines **d** and **f**.
- Use Clerk Job Card counts to complete lines **g** through **q**.
- Answer questions 1-3 and note any issues.
- Tear off the yellow copy and post it outside with the results report.

7. Complete Certifications

- Locate the two certifications on the back of the Roster.
- List any voters who signed the Roster but did not vote.
- Check box A or B (usually fewer than 10 people will have used the accessible machine).
- Have all poll workers sign both sections.

8. Pack Up Roster and Inspector Folder

- Place the Roster into yellow closing bag.
- Place Security Seal Sheet and both copies of Street Index in Inspector Folder.
- Place Inspector Folder in Red Box.

9. Transfer Custody

- Assist Clerks as necessary before the MTA officer and Deputy Sheriff arrive.
- With the MTA officer, complete and sign Part 4 of the Custody Transfer Form together, then transfer the pink copy along with the Red Results Bag.
- With the Deputy Sheriff, double-check that the Red Box and Ballot-Scanning Machine bins (Main and Aux) are empty.
- Place the lid on top of the Ballot-Scanning Machine, and lock with metal key.
- Place Inspector Lanyard into yellow closing bag and secure with blue seal.
- Complete and sign Part 5 of the Custody Transfer Form, and transfer the green copy along with the closing bags.
- When both transfers are complete, call your FED.

4.4 Before You Go...

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

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

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

4.5 Congratulations and Thank You!

Congratulations on completing all of your Election Day duties! Thank you for your service. Keep an eye out for your stipend check; it should be arriving in the mail by the end of November.

The next election is just around the corner! Help us recruit other civic-minded individuals to assist voters on Election Day, March 3, 2020. Please encourage your friends, neighbors, and family members to apply.

APPENDIX

5.1 Information about the November 5 Election

For the November 5, 2019, Consolidated Municipal Election, the following contests will appear on the ballot:

- Mayor*
- Board of Supervisors - District 5*
- City Attorney*
- District Attorney*
- Public Defender*
- Sheriff*
- Treasurer*
- Board of Education, seat 7
- Community College Board, seat 5
- 6 Local Ballot Measures

*Voters will use ranked-choice voting to elect representatives for these offices.

Ranked-choice voting (RCV) allows voters to rank as many or as few candidates as they like in order of preference and eliminates the need to conduct separate runoff elections.

When San Francisco implemented RCV in 2004, the City's voting system allowed a maximum of 3 candidate rankings. As a result, in RCV contests held between 2004 and 2018, voters were only able to rank their first, second, and third choices, even in contests in which more than three candidates were running.

Beginning with the November 5 election, the City's new voting system will allow voters to rank up to 10 candidates in RCV contests. RCV contests will be presented on a grid-like ballot format, with candidate names listed in the leftmost column and rankings in the top row.

Another change that voters will notice when marking their ballots is voters will fill in ovals next to their selections, instead of connecting arrows as in the past.

As in previous elections, the Department of Elections will release the first preliminary election results, including preliminary reports for RCV contests, on Election Night. New preliminary results will then be reported every day the Department counts ballots through the end of the official Canvass period. Results reports will be available on sselections.org and at the Department's office in Room 48, City Hall. The Department will release final election results no later than December 3, 2019.

5.2 Voter Bill of Rights

All poll workers are responsible for protecting the rights of voters. The Voter Bill of Rights is displayed in multiple languages on the Voter Information Kiosk and outside every polling place.

Voters have the following rights:

- ★ The right to vote if you are a registered voter. You are eligible to vote if you are a U.S. citizen living in California, at least 18 years old, registered where you currently live, not currently in state or federal prison or on parole for the conviction of a felony, and not currently found mentally incompetent to vote by a court.
- ★ The right to vote if you are a registered voter even if your name is not on the list. You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
- ★ The right to vote if you are still in line when the polls close.
- ★ The right to cast a secret ballot without anyone bothering you or telling you how to vote.
- ★ The right to get a new ballot if you have made a mistake, if you have not already cast your ballot. You can ask a poll worker at a polling place for a new ballot, exchange your vote-by-mail ballot for a new one at an elections office or at your polling place, or vote using a provisional ballot.
- ★ The right to get help casting your ballot from anyone you choose, except from your employer or union representative.
- ★ The right to drop off your completed vote-by-mail ballot at any polling place in California.
- ★ The right to get election materials in a language other than English if enough people in your voting precinct speak that language.
- ★ The right to ask questions to a poll worker about election procedures and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
- ★ The right to report any illegal or fraudulent election activity to an elections official or the Secretary of State's office.

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

5.3 Polling Place Supply List

When you arrive to your polling place, most supplies – except for large signs, tables, and the Ballot-Marking Device – will be inside the Ballot-Scanning Machine or the Red Box.

Supplies Inside the Ballot-Scanning Machine

Power Cord Bin

- “I Voted” stickers (1 roll)
- Paperclip (2)

Main Bin

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

*Signage Supply Bag Contains:

- Voter Bill of Rights poster (1)
- Polling place directional sign (4)
- Blue tape (1 roll)
- Precinct # card (1)
- English-Language Kiosk pocket with:
 - Voter Information Pamphlet and Sample Ballot (3)
 - Voter Information Booklet (1)
- Spanish-Language Kiosk pocket with:
 - Voter Information Pamphlet (3)
 - Sample Ballot (2)
- Chinese-Language Kiosk pocket with:
 - Voter Information Pamphlet (3)
 - Sample Ballot (2)
- Filipino-Language Kiosk pocket with:
 - Voter Information Pamphlet (2)
 - Sample Ballot (2)
- Vietnamese-Language Kiosk pocket with:
 - Facsimile (Reference) Ballot (2)
- Korean-Language Kiosk pocket with:
 - Facsimile (Reference) Ballot (2)

**Election Table Supply Bag Contains:

- Magnifying sheet (1)
- Poll Worker Manual (1)
- Election Officer Digest (1)
- Ballot Secrecy folder (50)
- Voting Center directional card (pad of >30)
- Welcome Sign (1)
- Pen grip (2)
- Provisional envelope (150+)
- Ballot-marking pen (50)
- Ball point pen (25)
- Election Table folder: (1)
 - City-wide precinct map (1)
 - Polling Place list (1)
 - Voter Registration Card (30)
- Red Box Seals bag (1):
 - Yellow dot seal (2)
 - Yellow plastic seal (1)
 - Yellow cable (1)
- Pin-on badge for nametag (6)
- Poll Worker nametag (8 English, 4 Chinese, 4 Spanish, 2 Filipino, 2 Vietnamese, 2 Korean)

5.3 Polling Place Supply List

Supplies inside the Red Box

- Pink tray for provisional ballots (1)
- Purple tray for vote-by-mail ballots (3)
- Plastic Supply Kit***

***Plastic Supply Kit Contains:

- Poll Worker pin (4)
- Yellow plastic seal (1)
- Blue plastic seal (25)
- Latex gloves (2 pairs)
- 3-prong adapter (2)
- Garbage bag (1)
- 5-ft string (1)
- 6-ft extension cord (1)
- Power strip (3)
- Hand-sanitizing wipe (5)

5.4 Guide to Messages on the Ballot-Scanning Machine

If the Ballot-Scanning Machine detects an irregular marking, a warning message will display on the screen. The following Guide provides a description of the different marking scenarios and voters' options. This Guide is also printed on the flip chart on the Ballot-Scanning Machine for easy reference when helping voters who request assistance.

Blank Ballot

No selections have been made on the ballot card.

OCEAN	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
MOUNTAIN	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
GLACIER	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

If Cast is selected, no votes will be counted because no selections have been made in any contest.

If Return is selected, the ballot card will be ejected from the machine so that the ballot can be marked.

To mark the ballot, use a ballot-marking pen and fill in the ovals completely next to your selections.

Overvote

More selections were made than allowed for a contest.

Vote for One	
DAISY	<input checked="" type="radio"/>
LILY	<input checked="" type="radio"/>
ROSE	<input type="radio"/>

If Cast is selected, no selections will be counted on the contest because too many selections were made.

If Return is selected, the ballot card will be ejected from the machine so that the error can be corrected.

To correct the error, go to the Election Table to get a replacement ballot.

5.4 Guide to Messages on the Ballot-Scanning Machine

Overvoted Ranking

Two or more candidates were ranked the same.

OCEAN	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
MOUNTAIN	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
GLACIER	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

If Cast is selected, no selections will be counted, beginning with the column in which two or more ovals are marked.

If Return is selected, the ballot card will be ejected from the machine so that the error can be corrected.

To correct the error, go to the Election Table to get a replacement ballot.

Duplicated Candidate/ Inconsistent Order

The same candidate was ranked multiple times.

OCEAN	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3
MOUNTAIN	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
GLACIER	<input type="radio"/> 1	<input checked="" type="radio"/> 2	<input type="radio"/> 3










If Cast is selected, only the highest-ranking vote for the candidate will be counted. Any lower rankings for the candidate will be ignored.

If Return is selected, the ballot card will be ejected from the machine so that the error can be corrected.

To correct the error, go to the Election Table to get a replacement ballot.

Ambiguous Mark

The machine detected one or more unclear marks and is unable to read the card. For example, a voter may have only put a faint dot or line in one or more ovals instead of filling them in, or used a pen with light ink.

OCEAN	 1	 2	 3
MOUNTAIN	 1	 2	 3
GLACIER	 1	 2	 3

The error must be corrected before the ballot can be cast.










Press Okay to eject the ballot.

To correct the error, finish marking the ballot card or go to the Election Table to get a replacement ballot.

Fill in the ovals completely using a ballot marking pen.

Skipped Ranking/Unused Ranking

Fewer selections were made than allowed in a ranked-choice voting contest.

OCEAN	 1	 2	 3
MOUNTAIN	 1	 2	 3
GLACIER	 1	 2	 3

If Cast is selected, any selections made for the contest will be counted.

If Return is selected, the ballot card will be ejected from the machine so that additional candidate/s can be ranked.

5.4 Guide to Messages on the Ballot-Scanning Machine

Blank Contest/Undervote

Fewer selections were made than allowed.

Vote for One	
DAISY	<input type="radio"/>
LILY	<input type="radio"/>
ROSE	<input type="radio"/>

If Cast is selected, any selections made for the contest will be counted.

If the contest was left blank, no votes will be counted because no selections were made.

If Return is selected, the ballot card will be ejected from the machine so that the voter can finish marking the ballot.

Different contests allow for different number of selections. The number of selections allowed for each contest is printed below the contest title.

Misread Ballot/Invalid Ballot

The machine is unable to scan the ballot. The ballot card will be automatically ejected from the machine.

Try reorienting and reinserting the card. If this does not resolve the issue, go to the Election Table to get a replacement ballot.

Poll Workers: Call the Election Center at 1-800-554-9934 to report the issue.

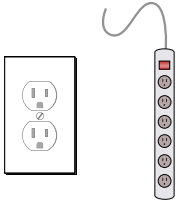

5.5 Troubleshooting Guide

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


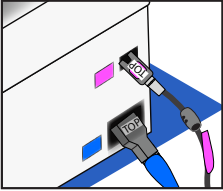
Do not to allow anyone without official identification and clear authorization from the Department of Elections to “help” you troubleshoot voting equipment.

A. Accessible Ballot-Marking Device

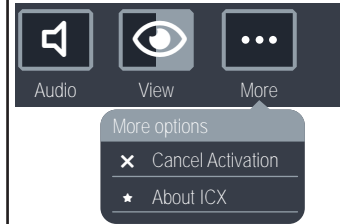
If the device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the Ballot-Scanning Machine. See page 94 for instructions.

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

5.5 Troubleshooting 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>	

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



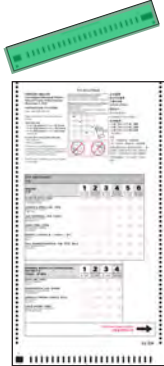
B. Ballot-Scanning Machine

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

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



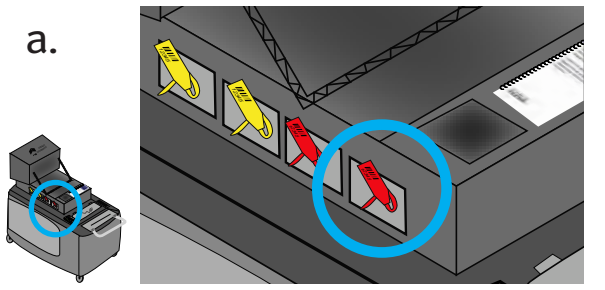

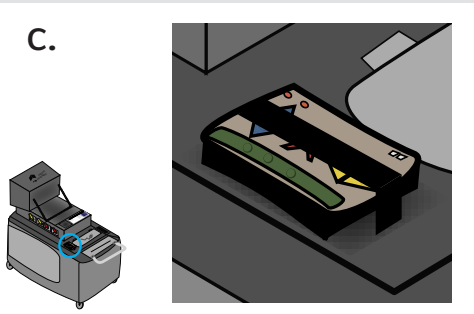
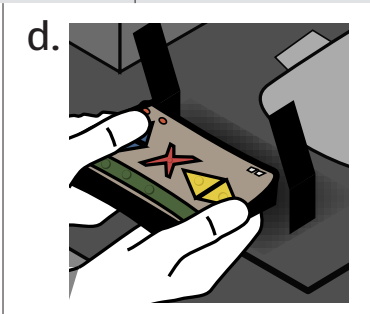
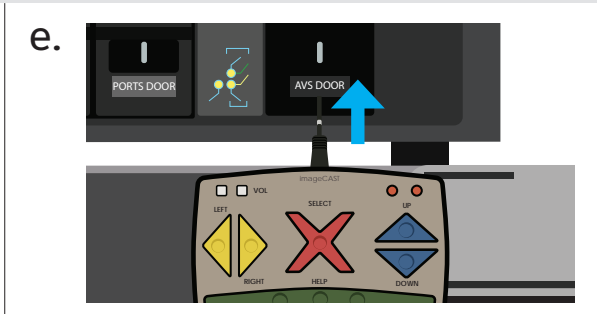
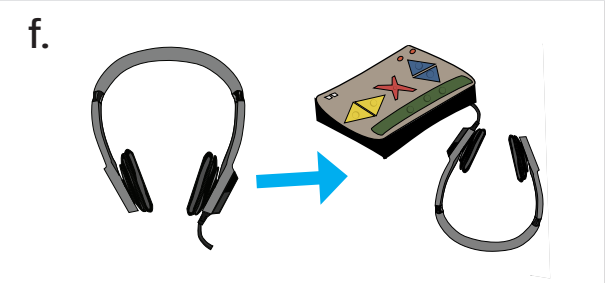

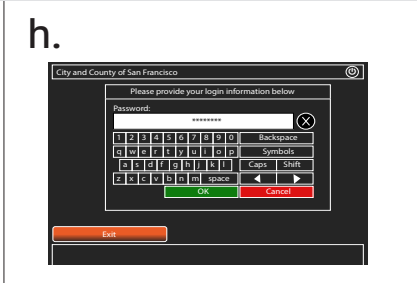
5.5 Troubleshooting Guide

Symptom	Solution	
4. Machine is Running Out of Paper	If you see a colored band on the tape, the machine is almost out of paper; call the Election Center.	
5. Ballot Jams	<p>In the event of a jam, the machine will automatically run an unjam routine, returning the ballot and displaying an error message on the screen. Ask the voter to straighten any wrinkles or folds and remove any stubs before reinserting the ballot.</p> <p>If ballots jam repeatedly, call the Election Center. Meanwhile, have voters place voted ballots in the Auxiliary 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>	

5.5 Troubleshooting Guide

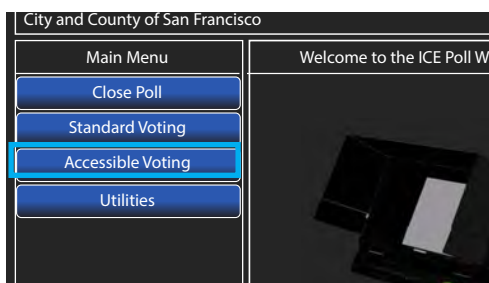
C. Initiating an Accessible Voting Session on the Ballot-Scanning Machine

If the Ballot-Marking Device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the Ballot-Scanning Machine, following the directions below.

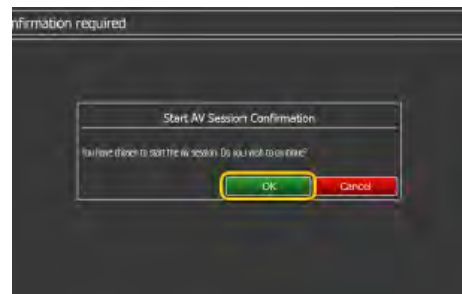
<p>a.</p> 	<p>b.</p> 	
<p>Call the Election Center to get permission to break red seal on AVS door.</p>	<p>Break seal and place in Inspector Folder.</p>	
<p>c.</p> 	<p>d.</p> 	<p>e.</p> 
<p>Locate ATI keypad next to AVS door.</p>	<p>Unfasten velcro strap and remove ATI keypad.</p>	<p>Open AVS door and plug ATI keypad cable end into AVS port.</p>
<p>f.</p> 	<p>g.</p> 	<p>h.</p> 
<p>Using headphones from the Ballot-Marking Device, plug headphones into ATI Keypad. Set aside for now.</p>	<p>Press and hold the key fob against silver circle.</p>	<p>Enter password. (See Equipment Access Codes Acknowledgment form.)</p>

5.5 Troubleshooting Guide

i.



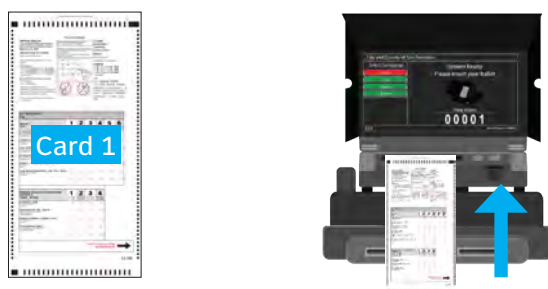
j.



Under Main Menu, tap “Accessible Voting”, then tap “Start”.

Tap “OK” to confirm AV session.

k.



l.



Have the voter insert a blank card 1 to begin the accessible voting session.

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

m.



n.



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

During an accessible session, ask other voters to drop voted ballots in the Aux bin.

5.6 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. Roster Clerk

1.1 For Voters here to vote

"Before I issue you a ballot, I will need to check the Roster. May I have your name and address?"
[Repeat the voter's name and address to confirm]

「在發出選票給您之前，我需要先核對選民名冊上的資料。您可以把姓名和地址告訴我嗎？」
[Repeat the voter's name and address to confirm]

"Antes de entregarle la boleta, necesito revisar la lista de electores. ¿Podría decirme cuál es su nombre y dirección?" [Repeat the voter's name and address to confirm]

"Bago ko kayo bigyan ng isang balota, kakailanganin kong i-check ang Talaan. Maaari ko bang makuha ang inyong pangalan at address?" [Repeat the voter's name and address to confirm]

"Tôi cần kiểm tra Danh Sách trước khi phát lá phiếu cho quý vị. Vui lòng cho tôi biết tên và địa chỉ của quý vị?" [Repeat the voter's name and address to confirm]

투표용지를 드리기 전에 우선 유권자 명단을 확인해 드리겠습니다. 성함과 주소를 말씀해 주시겠어요?" [Repeat the voter's name and address to confirm]

1.2 For Voters here to drop off a vote-by-mail ballot

"Remember to sign your envelope and seal your ballot cards inside. Then drop the envelope in the Red Box. Would you like any assistance?"

「記得在信封上簽名，把您的選票卡封存於信封內。然後把信封投入紅箱。您需要我提供任何協助嗎？」

"Recuerde firmar el sobre y poner las tarjetas de la boleta dentro antes de sellarlo. Después, deposite el sobre en la caja roja. ¿Le gustaría recibir ayuda?"

"Tandaang pirmahan ang inyong sobre, ipasok ang mga card ng balota sa loob, at iselyo ito. Pagkatapos, ihulog ang sobre sa loob ng Pulang Kahon. Nais niyo ba ng anumang tulong?"

"Hãy nhớ ký tên và dán kín phong bì sau khi bỏ thẻ phiếu vào trong. Sau đó bỏ phong bì vào Thùng Màu Đỏ. Quý vị có cần được giúp đỡ gì không?"

"기표한 투표용지를 넣은 봉투에 서명하고 밀봉하신 다음 빨간 박스에 봉투를 넣어 주세요. 따로 도움이 필요하신지요?"

5.6 Translated Scripts

1.3 For Voters with “VBM Issued” Note

“Our records show you were mailed a ballot. Did you bring the vote-by-mail envelope and ballot cards with you?”

「我們的記錄顯示您已經獲寄一份選票。您有沒有把該份郵寄選票的信封和選票卡帶來？」

"Nuestros registros indican que se le envió una boleta por correo. ¿Trajo el sobre de voto por correo y las tarjetas de la boleta con usted?"

"Nagpapakita sa mga record namin na pinadalhan kayo ng balota sa pamamagitan ng koreo. Dala ba ninyo ngayon ang inyong sobre para sa pagboto sa pamamagitan ng koreo at ang mga card ng balota?"

“Hồ sơ của chúng tôi cho thấy rằng phiếu bầu của quý vị đã được gửi đến quý vị qua thư. Quý vị có mang theo phong bì để gửi lại phiếu bầu qua thư và các thẻ phiếu không?”

“기록을 보니 투표용지를 우편으로 보내드린 걸로 나와 있네요. 우편투표 봉투와 투표용지를 갖고 오셨나요?”

2. Ballot Clerk

2.1 Offer Accessible Voting

"You will receive a paper ballot unless you prefer to use the accessible Ballot-Marking Device with audio and touchscreen interfaces."

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

"Usted recibirá una boleta de papel a menos que prefiera usar el dispositivo accesible para marcar la boleta, que tiene interfaces de audio y pantalla táctil."

"Makatatanggap kayo ng isang papel na balota maliban na lang kung mas gugustuhin ninyong gumamit ng accessible na Ballot-Marking Device (Aparatong ginagamit sa Pagmarka ng Balota) na may audio at touchscreen na mga interface."

“Quý vị sẽ nhận phiếu bầu trên giấy trừ khi quý vị yêu cầu sử dụng Thiết Bị Đánh Dấu Phiếu Bầu có màn hình cảm ứng hoặc giao diện âm thanh để giúp cho việc điền lá phiếu được dễ dàng hơn.”

"음향 및 터치스크린을 갖춘 기표기 사용이 필요하신 경우가 아니라면 종이 투표용지를 드리겠습니다."

2.2 Issuing a Standard Ballot

“You will receive a ballot in English and Chinese unless you prefer a ballot with Spanish or Filipino. Fill in ovals to mark your selections. In ranked-choice contests, you can rank as many candidates as there are rankings. There are instructions on your ballot and the poster in the voting booth. When you are done, put your ballot in the secrecy folder and take it to the Ballot-Scanning Machine. Would you like any assistance?”

「您將會獲發一份英文和中文的雙語選票，除非您選擇西班牙文或菲律賓文的選票。請填塗橢圓圈以標記您的投票選擇。在優先選擇投票的競選項目，您可以按照有關項目允許的投選數目，為多位候選人定出排名次序。您的選票上和投票亭內的海報列有詳細的指示。當您完成投票，請將您的選票放入保密封套，帶往選票掃描機。您需要任何協助嗎？」

“Usted recibirá una boleta en inglés y chino, a menos que prefiera una boleta en español o filipino. Rellene los óvalos para marcar sus selecciones. En las contiendas por orden de preferencia, el número de candidatos que puede seleccionar es igual al número de opciones disponibles. Las instrucciones aparecen en su boleta y en el cartel de la cabina de votación. Cuando termine, ponga su boleta en la cubierta de confidencialidad y llévela a la máquina de escaneo de boletas. ¿Le gustaría recibir ayuda?”

“Makatatanggap kayo ng balota sa wikang Ingles at Tsino maliban na lang kung mas gugustuhin ninyo ang balotang nasa wikang Espanyol o Filipino. Punan ang mga oval para markahan ang inyong mga napili. Sa mga labanang ranked-choice, ang bilang ng kandidatong maaari ninyong iranggo ay kasing dami ng bilang ng ranggong mayroon. May mga instruksiyon sa inyong balota at sa poster sa voting booth. Kapag tapos na kayo, ilagay ang inyong balota sa secrecy folder (pantakip na folder) at dalhin ito sa Ballot-Scanning Machine (Makinang ginagamit sa Pagscan ng Balota). Nais niyo ba ng anumang tulong?”

“Quý vị sẽ được cấp lá phiếu song ngữ tiếng Anh/Trung Quốc trừ khi quý vị muốn được cấp lá phiếu tiếng Tây Ban Nha hay Philippin. Điền vào ô hình bầu dục để đánh dấu các lựa chọn của quý vị. Đối với các cuộc tranh cử cho phép chọn nhiều ứng cử viên theo thứ tự ưu tiên, số lượng ứng cử viên quý vị được phép chọn tùy thuộc vào số cột ưu tiên trên lá phiếu. Có phần hướng dẫn cách điền phiếu bầu in trên lá phiếu và trên áp phích bên trong buồng bỏ phiếu. Khi quý vị làm xong, vui lòng bỏ lá phiếu vào bì hồ sơ bí mật và đem đến Máy Chụp Quét Lá Phiếu. Quý vị có cần được giúp đỡ gì không?”

“스페인어나 필리핀어로 된 투표용지가 필요하신 경우가 아니라면 영어와 중국어로 된 투표용지를 드리겠습니다. 투표할 대상의 타원형 칸을 까맣게 칠해 주세요. 순위를 매기는 투표인 경우에는 원하는 수만큼의 후보들을 골라 순위를 매기실 수 있습니다. 자세한 방법은 투표용지와 기표 부스에 부착된 포스터에 나와 있습니다. 기표를 마친 후에는 기표 내용이 보이지 않도록 투표용지를 받으신 폴더에 끼운 다음 투표용지 스캐닝 기기로 가져오시면 됩니다. 따로 도움이 필요하신지요?”

5.6 Translated Scripts

2.3 Issuing an EDU Ballot

"This ballot is one card with one contest in English, Chinese, Spanish, and Filipino. Fill in the oval to mark your selection. Refer to instructions on your ballot. When you are done, put your ballot in the secrecy folder and take it to the Ballot-Scanning Machine. Would you like any assistance?"

「此選票只有一張卡，卡上以英文、中文、西班牙文、菲律賓文印出一個競選項目。請填塗橢圓圈以標記您的選擇。參考您選票上的指示。當您完成投票，請將您的選票放入保密封套，帶往選票掃描機。您需要任何協助嗎？」

"Esta boleta consiste en una tarjeta con una contienda en inglés, chino, español y filipino. Rellene los óvalos para marcar sus selecciones. Consulte las instrucciones en su boleta. Cuando termine de votar, ponga la boleta dentro de la cubierta de confidencialidad y llévela a la máquina de escaneo de boletas. ¿Le gustaría recibir ayuda?"

"Ang balotang ito ay isang card na may isang labanan sa wikang Ingles, Tsino, Espanyol, at Filipino. Punan ang oval para markahan ang inyong napili. Sumangguni sa mga instruksiyon na nasa inyong balota. Kapag tapos na kayo, ilagay ang inyong balota sa loob ng secrecy folder (pantakip na folder) at dalhin ito sa Ballot-Scanning Machine (Makinang ginagamit sa Pagscan ng Balota). Nais niyo ba ng anumang tulong?"

"Phiếu bầu này gồm duy nhất một thẻ để bỏ phiếu cho một cuộc tranh cử và được in bằng tiếng Anh, Trung Quốc, Tây Ban Nha và Philippin. Điền vào ô hình bầu dục để đánh dấu lựa chọn của quý vị. Hãy đọc phần hướng dẫn in trên lá phiếu. Khi quý vị làm xong, vui lòng bỏ lá phiếu vào bì hồ sơ bí mật và đem đến Máy Chụp Quét Lá Phiếu. Quý vị có cần được giúp đỡ gì không?"

"이 투표용지는 영어, 중국어, 스페인어, 필리핀어로 된 투표 내용이 담긴 1장의 카드 형태입니다. 투표할 대상의 타원형 칸을 까맣게 칠해 주세요. 기표 방법은 투표용지에 나와 있으니 참조하시기 바랍니다. 기표를 마친 후에는 기표 내용이 보이지 않도록 투표용지를 받으신 폴더에 끼운 다음 투표용지 스캐닝 기기로 가져오시면 됩니다. 따로 도움이 필요하신지요?"

2.4 Issuing a Provisional Ballot

"The next step is to fill out the provisional envelope together. Please complete the pink section."

「下一步，我們一起填寫臨時選票信封上的資料。請完成粉紅色的部分。」

"El siguiente paso es llenar el sobre provisional juntos. Por favor, complete la sección rosa."

"Ang susunod na hakbang ay ang pagpuno sa kabuuan ng probisyonal na sobre. Mangyaring kumpletuhin ang bahaging kulay pink."

"Bước tiếp theo là chúng tôi sẽ cùng điền vào phong bì phiếu bầu tạm thời. "Vui lòng điền vào phần màu hồng."

"다음 단계로, 잠정투표 봉투의 분홍색 란을 작성하시면 됩니다."

5.6 Translated Scripts

2.5 If voter did not mark Step F on Provisional Ballot:

"You will receive a ballot in English and Chinese unless you prefer to receive a ballot with Spanish or Filipino. Fill in ovals to mark your selections. In ranked-choice contests, you can rank as many candidates as there are rankings. There are instructions on your ballot and the poster in the voting booth. When you are done, seal your ballot in the envelope, tear off the receipt and use it to track the status of your ballot. Drop the envelope in the Red Box. Would you like any assistance?"

「您將會獲發一份英文和中文的雙語選票，除非您選擇西班牙文或菲律賓文的選票。請填塗橢圓圈以標記您的投票選擇。在優先選擇投票的競選項目，您可以按照有關項目允許的投選數目，為多位候選人定出排名次序。您的選票上和投票亭內的海報列有詳細的指示。當您完成投票，把您的選票封存於信封內，撕下收據，以便您可以在網上追蹤您的選票狀況。請把您的信封投入紅箱。您需要任何協助嗎？」

"Usted recibirá una boleta en inglés y chino, a menos que prefiera una boleta en español o filipino. Rellene los óvalos para marcar sus selecciones. En las contiendas por orden de preferencia, el número de candidatos que puede seleccionar es igual al número de opciones disponibles. Las instrucciones están en su boleta y en el cartel de la cabina de votación. Cuando termine, selle el sobre con la boleta dentro, desprenda el recibo y úselo para rastrear el estatus de su boleta. Deposite el sobre en la caja roja. ¿Le gustaría recibir ayuda?"

"Makatatanggap kayo ng balota sa wikang Ingles at Tsino maliban na lang kung mas gugustuhin ninyong makatanggap ng balota sa wikang Espanyol at Filipino. Punan ang mga oval para markahan ang inyong mga napili. Sa mga labanang ranked-choice, ang bilang ng kandidatong maaari ninyong iranggo ay kasing dami ng bilang ng ranggong mayroon. May mga instruksiyon sa inyong balota at sa poster sa voting booth. Kapag tapos na kayo, ilagay ang inyong balota sa loob ng sobre at iselyo ito, tanggalin ang resibo at gamitin ito para subaybayan ang katayuan ng inyong balota. Ihulog ang sobre sa loob ng Pulang Kahon. Nais niyo ba ng anumang tulong?"

"Quý vị sẽ được cấp lá phiếu song ngữ tiếng Anh/Trung Quốc trừ khi quý vị muốn nhận được lá phiếu tiếng Tây Ban Nha hay Philippin. Điền vào ô hình bầu dục để đánh dấu các lựa chọn của quý vị. Đối với các cuộc tranh cử cho phép chọn nhiều ứng cử viên theo thứ tự ưu tiên, số lượng ứng cử viên quý vị được phép chọn tùy thuộc vào số cột ưu tiên trên lá phiếu. Có phần hướng dẫn cách điền phiếu bầu in trên lá phiếu và trên áp phích bên trong buồng bỏ phiếu. Khi quý vị làm xong, vui lòng bỏ lá phiếu vào phong bì và dán kín lại, sau đó xé ra phần biên lai để sử dụng cho việc theo dõi tình trạng lá phiếu của mình. Bỏ phong bì vào Thùng Màu Đỏ. Quý vị có cần được giúp đỡ gì không?"

"스페인어나 필리핀어로 된 투표용지가 필요하신 경우가 아니라면 영어와 중국어로 된 투표용지를 드리겠습니다. 투표할 대상의 타원형 칸을 까맣게 칠해 주세요. 순위를 매기는 투표인 경우에는 원하는 수만큼의 후보들을 골라 순위를 매기실 수 있습니다. 자세한 방법은 투표용지와 기표 부스에 부착된 포스터에 나와 있습니다. 기표를 마친 투표용지는 봉투에 넣어 밀봉 후 영수증 부분을 절취해 가져가시고 나중에 투표 현황을 추적하실 때 참조하시기 바랍니다. 빨간 박스에 봉투를 넣어 주세요. 따로 도움이 필요하신지요?"

5.6 Translated Scripts

2.6 If voter marked Step F on Provisional Ballot:

“This ballot is one card with one contest in English, Chinese, Spanish, and Filipino. Fill in the oval to mark your selection. When you are done, seal your ballot in the envelope, tear off the receipt and use it to track the status of your ballot. Drop the envelope in the Red Box. Would you like any assistance?”

「此選票只有一張卡，卡上以英文、中文、西班牙文、菲律賓文印出一個競選項目。請填塗橢圓圈以標記您的選擇。參考您選票上的指示。當您完成投票，把您的選票封存於信封內，撕下收據，以便您可以在網上追蹤您的選票狀況。請把您的信封投入紅箱。您需要任何協助嗎？」

“Esta boleta consiste en una tarjeta con una contienda en inglés, chino, español y filipino. Rellene el óvalo para marcar su selección. Cuando termine, selle el sobre con la boleta dentro, desprenda el recibo y úselo para rastrear el estatus de su boleta. Deposite el sobre en la caja roja. ¿Le gustaría recibir ayuda?”

"Ang balotang ito ay isang card na may isang labanan sa wikang Ingles, Tsino, Espanyol, at Filipino. Punan ang oval para markahan ang inyong napili. Kapag tapos na kayo, ilagay ang inyong balota sa loob ng sobre at iselyo ito, tanggalin ang resibo at gamitin ito upang subaybayan ang katayuan ng inyong balota. Ihulog ang sobre sa loob ng Pulang Kahon. Nais niyo ba ng anumang tulong?"

“Phiếu bầu này gồm duy nhất một thẻ để bỏ phiếu cho một cuộc tranh cử và được in bằng tiếng Anh, Trung Quốc, Tây Ban Nha và Philippin. Điền vào ô hình bầu dục để đánh dấu lựa chọn của quý vị. Khi quý vị làm xong, vui lòng bỏ lá phiếu vào phong bì và dán kín lại, sau đó xé ra phần biên lai để sử dụng cho việc theo dõi tình trạng lá phiếu của mình. Bỏ phong bì vào Thùng Màu Đỏ. Quý vị có cần được giúp đỡ gì không?”

“이 투표용지는 영어, 중국어, 스페인어, 필리핀어로 된 투표 내용이 담긴 1장의 카드 형태입니다. 투표할 대상의 타원형 칸을 까맣게 칠해 주세요. 기표를 마친 투표용지는 봉투에 넣어 밀봉 후 영수증 부분을 절취해 가져가시고 나중에 투표 현황을 추적하실 때 참조하시기 바랍니다. 빨간 박스에 봉투를 넣어 주세요. 따로 도움이 필요하신지요?”

2.7 Issuing a Standard or EDU ballot on the Accessible Ballot-Marking Device

“The accessible Ballot-Marking Device is equipped with a touchscreen that you may use to navigate and mark your ballot. You can also choose to use the headphones and the braille-embossed keypad to navigate and mark your ballot. Which do you prefer?”

“Your marked ballot must be printed out, placed in this secrecy folder, and carried to the Ballot-Scanning Machine. Would you like any assistance?”

5.6 Translated Scripts

「無障礙投票機配備電腦觸屏功能，您可以通過此方法瀏覽和標記您的選票。您也可以選擇用耳機及/或點字鍵盤去瀏覽和標記您的選票。您想用哪一種？」

「當您完成標記您的選票，必須把它打印出來，放入此保密封套，然後帶往選票掃描機。您需要任何協助嗎？」

“El dispositivo accesible para marcar la boleta está equipado con una pantalla táctil que puede utilizar para navegar y marcar su boleta. También puede elegir usar los audífonos y/o el teclado con grabado en braille para navegar y marcar su boleta. ¿Cuál prefiere?”

“Su boleta marcada debe imprimirse, ponerse dentro de la cubierta de confidencialidad y llevarse a la máquina de escaneo de boletas. ¿Le gustaría recibir ayuda?”

"Mayroong touchscreen ang accessible na Ballot-Marking Device (Aparatong ginagamit sa Pagmarka ng Balota) na maaari ninyong magamit sa pagnavigate at pagmarka ng inyong balota. Maaari din ninyong piliing gumamit ng headphones at/o ng braille-embossed keypad sa pagnavigate at pagmarka ng inyong balota. Ano ang inyong mas gusto?"

"Kailangang mai-print ang inyong minarkahang balota, mailagay sa secrecy folder (pantakip na folder) na ito, at madala sa Ballot-Scanning Machine (Makinang ginagamit sa Pag-scan ng Balota). Nais niyo ba ng anumang tulong?"

“Thiết Bị Đánh Dấu Phiếu Bầu có màn hình cảm ứng mà quý vị có thể sử dụng để dễ dàng di chuyển qua và đánh dấu các phần của lá phiếu. Quý vị cũng có thể chọn sử dụng tai nghe và/hoặc bàn phím chữ nổi braille để di chuyển qua và đánh dấu các phần của lá phiếu. Quý vị muốn sử dụng thiết bị nào?”

“Sau khi được điền xong, phiếu bầu của quý vị phải được in ra, bỏ vào bì hồ sơ bí mật này và đem đến Máy Chụp Quét Lá Phiếu. Quý vị có cần được giúp đỡ gì không?”

“기표기를 사용하면 터치스크린으로 투표용지 내용을 차근차근 파악하고 기표하실 수 있습니다. 또한 헤드폰 및/또는 점자 키패드로도 투표용지 내용을 차근차근 파악하고 기표하실 수도 있습니다. 어떤 기기를 사용하시겠습니까?”

“기표를 마친 투표용지는 인쇄하신 다음 나눠드린 폴더에 끼워 투표용지 스캐닝 기기로 가져오시면 됩니다. 따로 도움이 필요하신지요?”

2.8 Issuing a Provisional ballot on the Accessible Ballot-Marking Device

“The accessible Ballot-Marking Device is equipped with a touchscreen that you may use to navigate and mark your ballot. You can also choose to use the headphones and/or the braille-embossed keypad to navigate and mark your ballot. Which do you prefer?”

“Your marked ballot must be printed out, placed in this provisional envelope, and carried to the Red Box. The first step is for you to fill out Voter Section on the envelope. Would you like any assistance?”

5.6 Translated Scripts

「無障礙投票機配備電腦觸屏功能，您可以通過此方法瀏覽和標記您的選票。您也可以選擇用耳機及/或點字鍵盤去瀏覽和標記您的選票。您想用哪一種？」

「當您完成標記您的選票，必須把它打印出來，放入此臨時選票信封，然後帶往紅箱。現在首先請您填妥信封上選民部份的資料。您需要任何協助嗎？」

"El dispositivo accesible para marcar la boleta está equipado con una pantalla táctil que puede utilizar para navegar y marcar su boleta. También puede elegir usar los audífonos y/o el teclado con grabado en braille para navegar y marcar su boleta. ¿Cuál prefiere?"

"Su boleta marcada debe imprimirse, ponerse dentro del sobre provisional y llevarse a la caja roja. El primer paso es que usted llene la sección del elector en el sobre. ¿Le gustaría recibir ayuda?"

"Mayroong touchscreen ang accessible na Ballot-Marking Device (Aparatong ginagamit sa Pagmarka ng Balota) na maaari ninyong magamit sa pagnavigate at pagmarka ng inyong balota. Maaari din ninyong piliing gumamit ng headphones at/o ng braille-embossed keypad sa pagnavigate at pagmarka ng inyong balota. Ano ang inyong mas gusto?"

"Kailangang mai-print ang inyong minarkahang balota, mailagay sa probisyonal na sobrang ito, at madala sa may Pulang Kahon. Bilang unang hakbang, punan ang Voter Section (Bahaging para sa Botante) sa sobre. Nais niyo ba ng anumang tulong?"

"Thiết Bị Đánh Dấu Phiếu Bầu có màn hình cảm ứng mà quý vị có thể sử dụng để dễ dàng di chuyển qua và đánh dấu các phần của lá phiếu. Quý vị cũng có thể chọn sử dụng tai nghe và/hoặc bàn phím chữ nổi braille để di chuyển qua và đánh dấu các phần của lá phiếu. Quý vị muốn sử dụng thiết bị nào?"

"Sau khi được điền xong, phiếu bầu của quý vị phải được in ra, bỏ vào phong bì phiếu bầu tạm thời này và đem đến Thùng Màu Đỏ. Bước đầu tiên là quý vị cần điền vào Phần Thông Tin Cử Tri trên phong bì. Quý vị có cần được giúp đỡ gì không?"

"기표기를 사용하면 터치스크린으로 투표용지 내용을 차근차근 파악하고 기표하실 수 있습니다. 또한 헤드폰 및/또는 점자 키패드로도 투표용지 내용을 차근차근 파악하고 기표하실 수도 있습니다. 어떤 기기를 사용하시겠습니까?"

"기표를 마친 투표용지는 인쇄하신 다음 잠정투표 봉투에 넣어 빨간 박스로 가져오시면 됩니다. 첫 단계로, 봉투 겉면의 유권자 기재란을 작성해 주시기 바랍니다. 따로 도움이 필요하신지요?"

3. Ballot-Scanning Machine Clerk

3.1 For voters with provisional envelopes, say:

"I see that you have a provisional ballot. Did you complete and sign the envelope? Please seal your ballot cards inside, tear off and keep the receipt before dropping the envelope into the Red Box. Would you like an "I Voted!" sticker?"

5.6 Translated Scripts

「我看見您使用臨時選票。您有沒有填妥信封上要求的資料並簽名？請把您的選票卡封存於信封內，把信封投入紅箱內之前，記得撕下和保存收據。您想要一個『我已投票！』的貼紙嗎？」

"Veo que tiene una boleta provisional. ¿Ya llenó y firmó el sobre? Por favor, ponga las tarjetas de la boleta dentro del sobre y séllelo, desprenda y guarde el talón de recibo antes de depositar el sobre en la Caja Roja. ¿Quiere que le dé una etiqueta que dice "¡Ya voté!?"

"Napansin kong mayroon kayong probisyonal na balota. Kinumpleto ba ninyo at pinirmahan ang sobre? Mangyaring ipasok ninyo ang inyong mga card ng balota sa loob at iselyo ito, tanggalin at itago ang resibo, bago ito ihulog sa loob ng Pulang Kahon. Gusto niyo ba ng isang "Bumoto Ako!" na sticker?"

“Tôi thấy rằng quý vị có loại phiếu bầu tạm thời. Quý vị đã điền vào và ký tên trên phong bì chưa? Vui lòng bỏ các thẻ phiếu vào phong bì và dán kín lại, sau đó xé ra phần biên lai trước khi bỏ phong bì vào Thùng Màu Đỏ. Quý vị có muốn lấy hình dán in chữ “Tôi đã bỏ phiếu!” không?”

“감정투표용지를 받으셨군요. 봉투 겉면의 유권자 기재란과 본인 서명을 작성하셨나요? 영수증 부분을 절취한 투표용지를 부스 내부에서 봉투에 넣어 밀봉 후 가져나와 빨간 박스에 넣어 주시기 바랍니다. "투표했습니다!" 스티커를 받으시겠어요?”

3.2 For voters with Ballot Secrecy folders, say:

"When you are ready, insert your ballot cards one at a time. It does not matter which way they are facing."

「當您準備好投票時，請在電腦觸屏上選擇中文顯示，然後逐一將您的選票放入投票機。無論以選票的正面或背面放入均可。」

"Cuando esté listo, seleccione español en la pantalla táctil. Luego, inserte las tarjetas de su boleta, una a la vez. No importa qué cara quede hacia arriba."

"Kapag handa na kayo, mangyaring piliin ang Filipino sa touchscreen, at ipasok ang inyong mga card ng balota nang isa-isa. Hindi mahalaga kung sa paanong paraan ito nakaharap."

준비되셨으면 이제 투표용지를 하나씩 차례차례 넣어 주시기 바랍니다. 어느 면이 위로 향하든 상관없습니다."

"Khi làm xong, hãy đưa từng thẻ một vào thùng. Thẻ phiếu quay theo chiều nào cũng được."

5.7 Break Schedule

Poll Worker Break and Lunch Schedule

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

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

Note:

Leave official phone at polling place while on break.
 Do not be late returning from break. Your team depends on you!
 Confirm nametag is on when returning from break.
 While on break, Inspector must designate a Clerk to fulfil the Inspector's duties and give that Clerk a lanyard with voting machine keys and the Inspector's job card.

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

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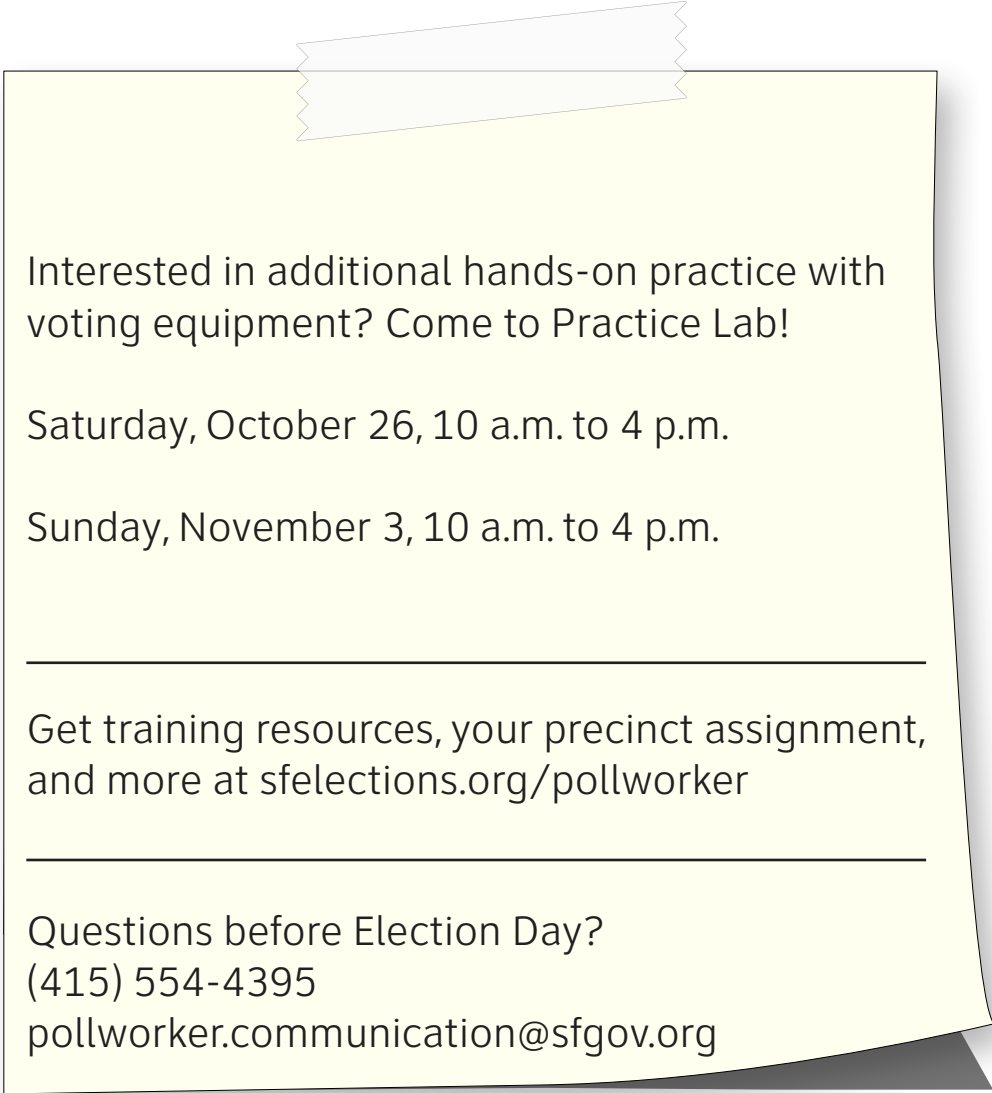
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Additional Training Resources




Interested in additional hands-on practice with voting equipment? Come to Practice Lab!

Saturday, October 26, 10 a.m. to 4 p.m.

Sunday, November 3, 10 a.m. to 4 p.m.

Get training resources, your precinct assignment, and more at sfelections.org/pollworker

Questions before Election Day?
(415) 554-4395
pollworker.communication@sfgov.org



Election Center (800) 554-9934



Voter Support Hotline

- English: (415) 554-4375
- Filipino: (415) 554-4310
- Chinese: (415) 554-4367
- Other Languages: (415) 554-4375
- Spanish: (415) 554-4366
- TTY: (415) 554-4386



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