

Poll Worker Manual

March 3, 2020, Election

- Learn about:
- ✓ Primary Election Rules
 - ✓ Polling Place Set-Up
 - ✓ Processing Voters
 - ✓ Closing the Polls



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, Tuesday, March 3, 2020! 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 is designed to help you fulfill your Poll Worker Mission, to efficiently carry out your duties, and to provide excellent service to voters.

In every election, new laws, forms, regulations, and technology affect poll worker procedures. Although this manual is similar to the version created for the previous election, we have added new procedures applicable to this March 3 election. Among other important subjects, this manual focuses on the impact of party preference rules in presidential primary contests, issuing ballots according to voters' party preference, and administration of conditional voter registration at polling places. With the City's voting system still being relatively new, this manual continues to focus on the operating procedures for the new voting equipment. Please be sure to read every page carefully!

The color-coded Table of Contents at the beginning of this manual and the Index at the end are organized to help you quickly locate information.

Chapter 1 provides an overview on the fundamentals of serving as a poll worker on Election Day, describing your mission, the standards for assisting voters, essential information about this election, and your pre-election day duties.

Chapters 2-4 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 these chapters detail tasks that must be completed in each period of the day and the order in which those tasks should be done.

If you have any questions on these subjects or anything else related to poll worker procedures, please ask. Remember, this manual is yours! Mark it up, take notes, write down questions as you read. And of course, carry it with you on Election Day!

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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 5.9 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 allow 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.

See Appendix 5.2, 5.3, and 5.4 for samples of these documents.

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 anything unusual happens with the voting machines or other vital election materials, that you immediately notify the Election Center at 1-800-554-9934 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 assist these visitors and accomplish your Poll Worker Mission, you must work together 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 and politically neutral atmosphere in which all voters feel safe casting secret ballot, free of interference or intimidation is one of the most important responsibilities that poll workers have.

A key part of providing a welcoming atmosphere is displaying the Welcome Sign on the Election Table. This sign notifies voters who speak a language other than English if a poll worker on site speaks their language, and lists the accessible resources available at the polling place.

1.5.1 Protecting the Rights of Voters

The Voter Bill of Rights (see Appendix 5.1) guarantees voters of all backgrounds will be treated fairly and equitably and have the opportunity to cast a secret ballot free of interference or 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 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, without intimidation or interference.

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 should 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 disruption 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.

1.5.3 Preventing Electioneering

Any visible or audible advocacy for or against any candidate or measure on the ballot, or the soliciting of petition signatures, constitutes electioneering.

Electioneering is not permitted inside the 100-foot radius from the door of any room in which voters are casting ballots. To estimate the 100-foot boundary, 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 measure on the ballot
- Distributing, carrying, or posting political literature, posters, or buttons related to issues on the ballot
- Soliciting a vote or speaking to voters about how to mark their ballots
- Broadcasting information about a candidate or measure on the ballot.

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

If a voter enters your polling place wearing a garment, button, or sticker referring to a ballot measure or candidate, politely ask the voter to remove or cover the item.

If there are electioneering signs within 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 phone number) or the Election Center, 1-800-554-9934, for assistance.

1.6 Language Assistance

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

1.6.1 Language Resources

All signage, printed materials, and official ballots at polling places are available in Chinese, Spanish, and Filipino. Some materials, including the State Voter Information Guide and facsimile (reference) ballots, are available in Vietnamese and Korean.

To notify voters about translated materials, you will display these materials in your polling place so that they are visible to voters at all times during voting hours, and offer these resources to voters with a language preference. Some voters will have a language preference printed in the Roster of Voters and others will tell a poll worker their language preference at the polling place.

Many polling places also have bilingual poll workers who can provide assistance in languages other than English. By law, all poll workers must wear nametags indicating the languages they speak. The languages spoken at the site must also be clearly indicated on the Welcome Sign on the Election Table.

Appendix 5.9 provides translated scripts that should be shown or read out loud to voters on an as-needed basis when assisting voters who speak languages other than English. Interpreting services are also available in over 200 languages by calling the Department of Elections: (415) 554-4375.

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.

1.6.2 Interacting with Voters with Limited-English Proficiency

If you have difficulty understanding a voter's name, or other key information, ask the voter to write it down. Offer any printed translated resources available at the polling place.

Remember to speak more slowly rather than loudly, and use short phrases. Avoid acronyms and idioms.

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

1.7 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.

1.7.1 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.

1.7.2 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.

1.7.3 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.

1.7.4 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.

1.7.5 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.

1.7.6 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.

1.8 What's New or Different In This Election?

1.8.1 Party, Nonparty, and Crossover Ballots

In all elections, poll workers issuing ballots must be mindful of voters' language and accessibility preferences, but in primary elections such as this one, you will also need to be mindful of voters' party preferences.

When registering to vote, voters may select a preference for one of the qualified political parties in California (the American Independent, Democratic, Green, Libertarian, Peace and Freedom, and Republican parties), a non-qualified party, or no party at all. Voters not registered with a qualified political party are commonly known as "no party preference" or "NPP" voters.

A voter's registered party preference, or lack thereof, determines which presidential primary contest will appear on the voter's ballot and will be listed in the roster. Be aware that party preference can be a sensitive subject; the procedures in this manual will direct you to avoid reading this information aloud unless necessary, such as when a voter asks for assistance in understanding the voter's ballot options.

Issuing the Correct Ballot

In presidential primary elections, each qualified party has a separate "party" ballot, listing candidates in that party's presidential primary contest and, if the party is holding one, candidates in the party's county central committee or county council contest as well.

All qualified parties allow voters registered with their party to vote their party's ballot. This means that if a voter is listed in the roster as registered with a party, a poll worker should issue that party's ballot. Note that although the voter's current party preference determines the type of ballot the voter can receive, any voter can use conditional registration to update party preference and vote any ballot provisionally (a process described in the next section).

In this election, some qualified parties will allow NPP voters to vote in their presidential primary contests using “crossover” ballots. These parties include the American Independent, Democratic, and Libertarian Parties. An NPP voter can therefore choose to vote a crossover ballot of one of these parties or choose to skip the presidential primary election and vote a “nonparty” ballot that does not list a presidential contest for a presidential candidate of the American Independent, Democratic, or Libertarian parties. This means that NPP voters are listed in the roster with four abbreviations, NP, NP-AI, NP-DEM, and NP-LIB. A poll worker should show the Ballot Options sign to NPP voters so they can decide whether to vote a nonparty ballot or one of the three crossover ballots.

Thirty Ballot Versions and the Ballot Organizer

For this primary election, there will be ten different versions of the ballot:

- Six party ballots for voters registered with a qualified party
- Three crossover ballots for NPP voters who request a crossover ballot with the presidential primary contest
- One nonparty ballot for NPP voters who request a ballot without the presidential primary contest

Each of these versions will be available in English and Chinese, English and Spanish or English and Filipino. All told, each polling place will receive 30 versions of ballots assembled on pads.

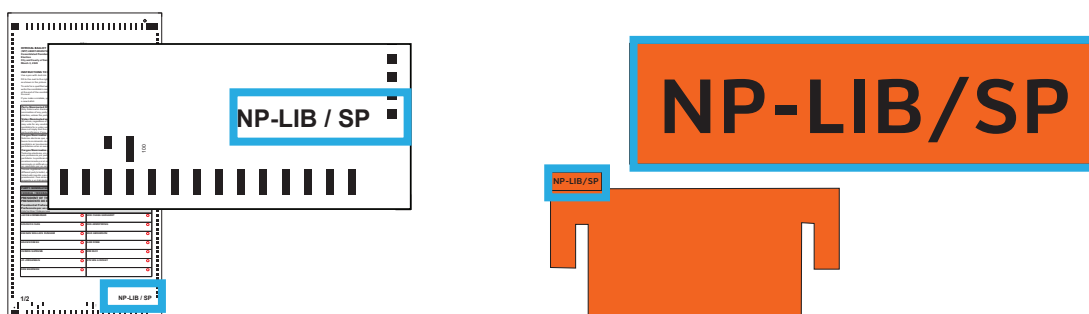
To help poll workers keep track of all of the ballot pads, the Department has created a new *Ballot Organizer*. Your team will find this new tool preassembled and located in the Red Box at your polling place on election morning.

As part of opening procedures, the Ballot Clerk will place one of each type of ballot pad in front of the corresponding divider of the *Ballot Organizer*, matching the abbreviation on the bottom-right of the first ballot card on the pad to the abbreviation on the top of the divider. Only one ballot pad should be placed in front of each divider. If your polling place has been supplied with more than one ballot pad containing the same type of ballot, (for example, in a precinct with many Spanish-speaking voters registered with the Democratic Party, there will be multiple English/Spanish Democratic Ballot pads), place any extra ballot pads under the Election Table, inside their transport boxes.

After communicating with the Roster Clerk and a voter, the Ballot Clerk will find the divider with the abbreviation matching the party and language preferences noted by the Roster Clerk. Then, the Ballot Clerk will take the pad placed in front of that divider out of the *Ballot Organizer*, and tear off and issue ballot cards to the voter. When done using the pad, it is important to place it back in front of the corresponding divider in the *Ballot Organizer* so that it stays neatly organized throughout the day.

The abbreviation on each divider will consist of one of the ten ballot party codes: AI (American Independent), DEM (Democratic), GRN (Green), LIB (Libertarian), PF (Peace and Freedom), REP (Republican), NP (nonparty), NP-AI (crossover American Independent), NP-DEM (crossover Democratic), NP-LIB (crossover Libertarian), followed by one of the three language codes: CH (Chinese), SP (Spanish,) or FI (Filipino).

For example, here is the abbreviation that will appear on the divider for the crossover ballot pad of the Libertarian Party in English and Spanish:



If your team uses the new *Ballot Organizer* and carefully follows the instructions on the Job Cards, it will be fairly simple to keep the thirty ballot pads organized and visible on the election table, and most importantly, to issue the correct ballot to each and every voter.

1.8.2 Conditional Voter Registration at the Polls and New Provisional Ballot Envelope

Conditional Voter Registration (CVR) allows eligible San Francisco residents to register and vote provisionally after the registration deadline. Due to recent changes in the law, CVR is now available not only at voting centers, but at polling places too.

In order to minimize the number of forms that a voter must complete at a polling place to register conditionally and vote provisionally, the Department has redesigned the provisional envelope to serve as a voter registration affidavit as well. The new envelope is called the Conditional Voter Registration Application and Provisional Ballot Envelope.

In this election, there will be four main types of provisional voters, all of whom poll workers will process the same way using the new Conditional Voter Registration Application and Provisional Ballot Envelope:

1. Voters not listed on the roster (not registered or not at the voter's assigned polling place)
2. Vote-by-mail voters unable to surrender their ballot packets
3. Voters with incomplete registrations unable to show acceptable identification, and
4. Voters who want to change their party preference in order to receive a certain party's ballot.

As in previous elections, it is very important for poll workers to ensure voters complete and sign their provisional envelopes.

1.8.3 Second Election with the New Voting System

In the November 5, 2019, election, San Francisco voters began using a new voting system. Since March election is only the second election with the new system, some voters may be using it for the first time. The main change that voters will experience is instead of connecting arrows to mark their ballots as in the past, voters now fill in ovals next to their selections. Also, all polling places have new accessible ballot-marking devices and new ballot-scanning machines.

Another difference between the previous and new voting systems is voters now have more rankings in ranked-choice voting (RCV) contests. However, there are no RCV contests in this election, so this will not be a topic of immediate concern to voters at your polling place.

If a voter or observer asks a question about the voting system that is not addressed in the Poll Worker manual, please call the Election Center at 1-800-554-9934.

1.8.4 No EDU Ballots

San Francisco's ballots for the March 3, 2020, election will not include a Board of Education (EDU) contest, the only contest in which certain non-citizen San Francisco residents are eligible to vote. This means that there will be no EDU Roster or EDU ballots.

The next election in which non-citizen voting will be available is the November 3, 2020, Consolidated General Election.

Because there will be no EDU ballots in this election, this manual does not include explanations about how to process such voters. If someone asks you about non-citizen or EDU voting, or if someone asks about non-citizen registration for the next election, please contact the Election Center at 1-800-554-9934.

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 (415) 554-4375 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 February 3.

From February 29 to March 3, two additional Voting Centers will be open. One Voting Center is located at San Francisco State University on 798 State Drive and the other Voting Center is at the Joseph Lee Recreation Center on 1395 Mendell Street.

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

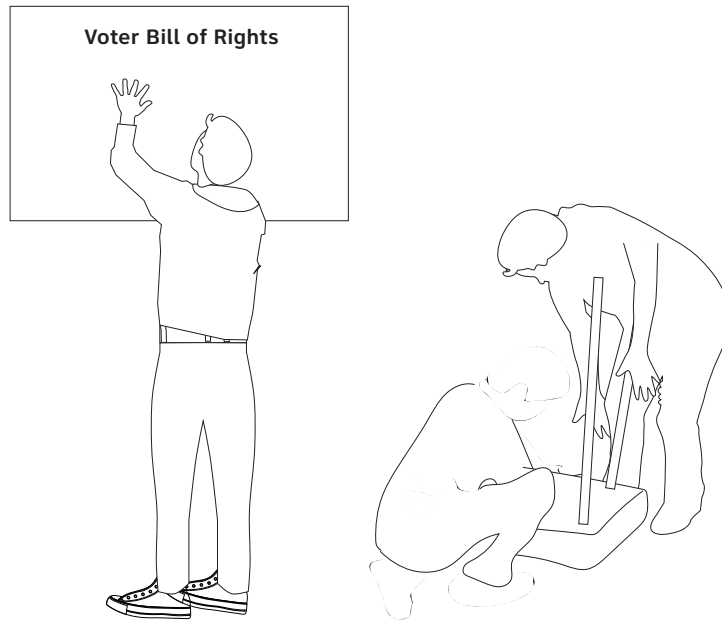
Email, text, or call your Clerks a few days before Election Day to introduce yourself, confirm the polling place address, and communicate reporting time of 6:00 a.m. on election morning. If you learn that a Clerk is no longer available, call the Department of Elections, (415) 554-4375, so that we can 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 green Opening Job Cards 1–3. Any Clerk who finishes early should offer to help other Clerks. When the first three jobs are complete, Clerks should complete the last job together using Job Card 4.

- 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.
- Job Card 4 explains how to set up the voting booths.

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

Remember to cooperate! You all share the 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 39. 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 so voting can begin promptly at 7 a.m.

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

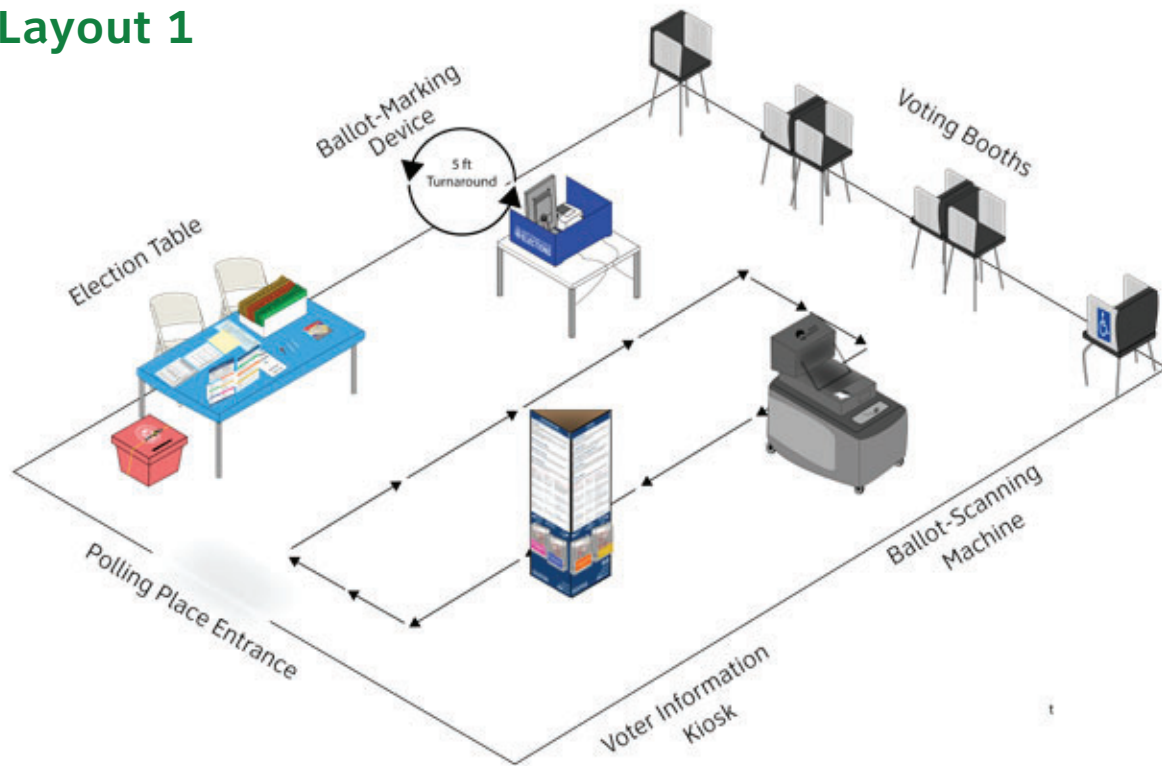
2.2 Setting Up an Accessible Polling Place

While polling places come in many shapes and sizes, by law every voting facility must be accessible to voters, as discussed in Chapter 1: Election Fundamentals. The layout must also provide for a logical flow of voter traffic, one that will promote the efficient and orderly processing of voters. Efficient layout is critical to the success of your polling place.

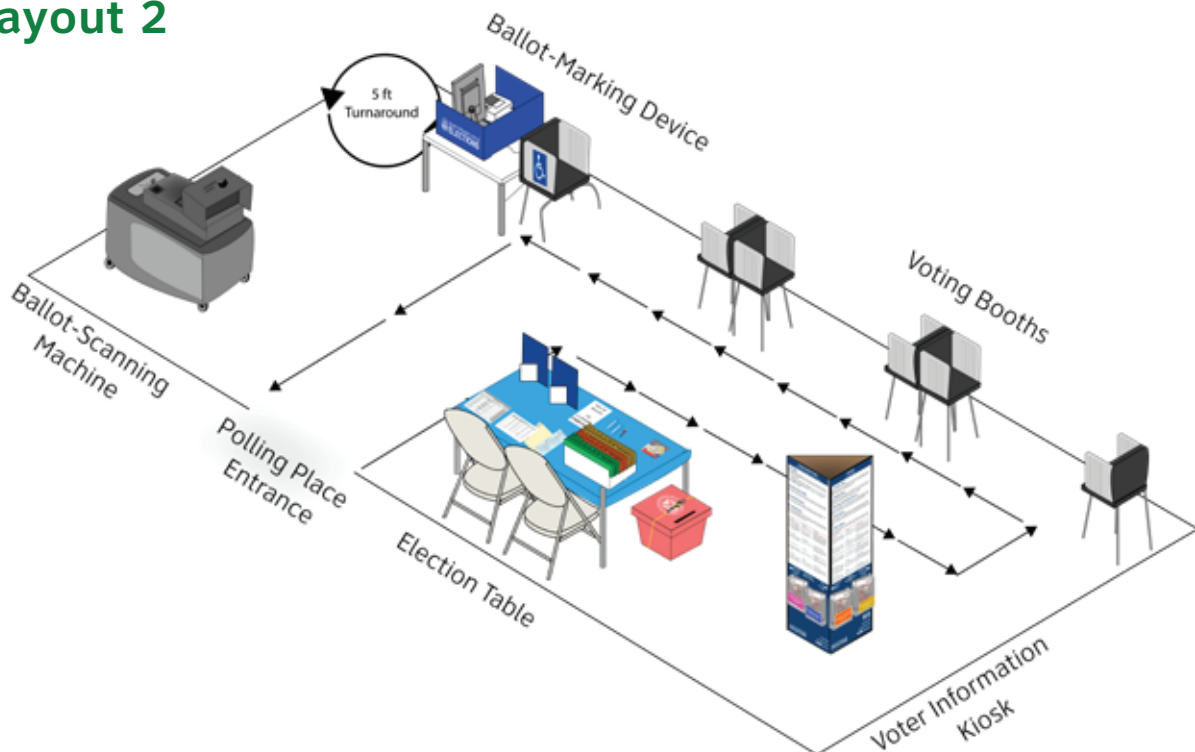
Use the string in the plastic supply kit to ensure that there is a 5-foot wheelchair turning space and path of travel in front of the Election Table, Red Box, voting booths, Voter Information Kiosk, Ballot-Marking Device, and Ballot-Scanning Machine. Place the Ballot-Marking Device and voting booths in such a way as to prevent people from seeing how others are marking their ballots, while ensuring that the polling place is still accessible.

The next page shows 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, with the type of facility in mind (e.g. private garage, school).

Layout 1



Layout 2



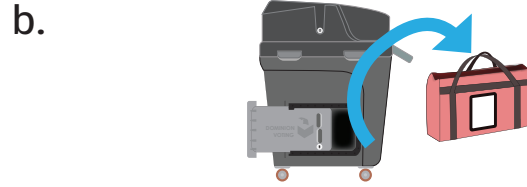
Some polling places have special set-up instructions, specific to the facility. Check the Inspector Folder to determine if there are any special setup instructions for your polling place.

Opening Job Card 1 (Card 1 of 2)

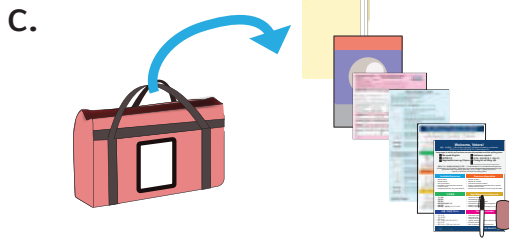
1. Gather Supplies for Election Table



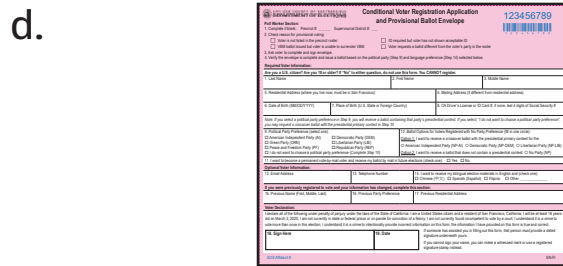
a. Set up 6-ft table and chairs.



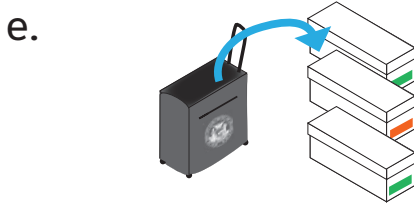
b. Ask Inspector for the Election Table Supply Bag from the Ballot-Scanning Machine's Main bin.



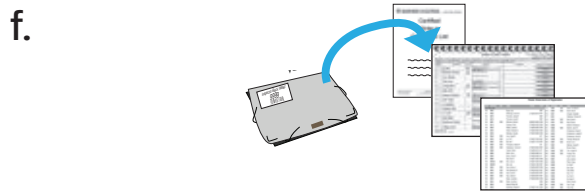
c. From the Election Table Supply Bag, remove all items. (Leave voter registration cards in the bag.)



d. Remove plastic wrap from one bundle of provisional envelopes and place in Election Table folder. (Each bundle contains 15 English/Chinese, 5 English/Spanish, and 5 English/Filipino envelopes.)

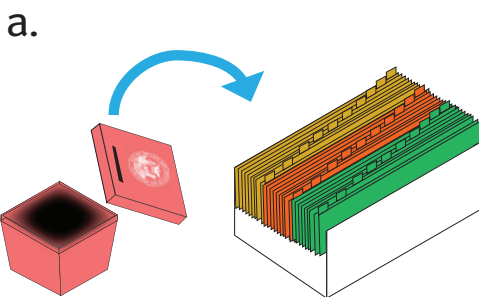


e. From the Inspector Bag, ask Inspector for the three boxes containing ballots.

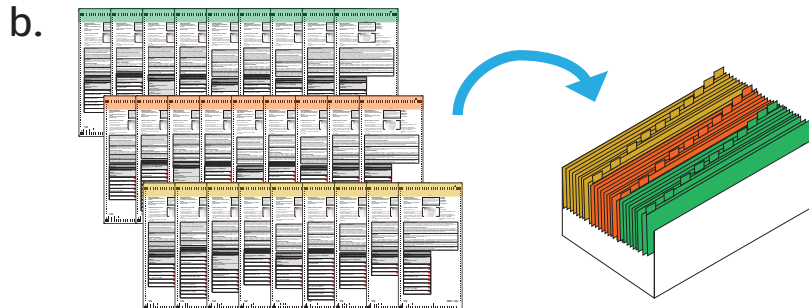


f. From the Inspector Folder, ask Inspector for the Write-In Candidate List, Roster of Voters, and one of the two copies of the Street Index.

2. Assemble Ballot Organizer



a. From the Red Box, remove Ballot Organizer and place on Election Table.



b. When assembling the Ballot Organizer, your end goal is to have 30 types of ballot pads in the organizer, each placed in front of the corresponding divider.

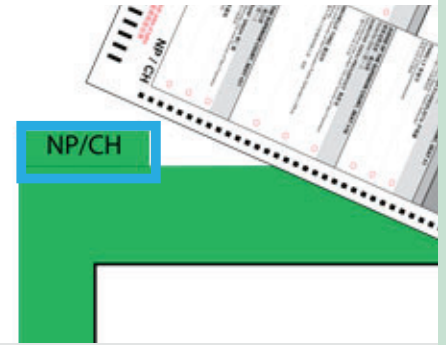
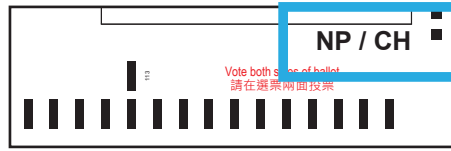
26 Opening Job Card 1 (Card 1 of 2)

c.



Put Box 1 (containing all 10 types of English/Chinese ballot pads) on the Election Table.

d.



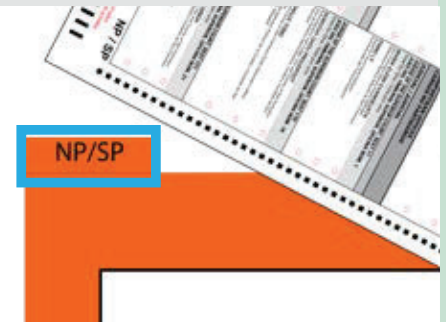
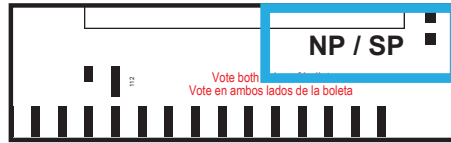
From Box 1, transfer one of each type of pad into the organizer by placing a pad in front of the corresponding divider. To locate the corresponding divider, match the abbreviation on the bottom-right of the first ballot card on the pad to the abbreviation on the divider. Dividers for English/Chinese ballot pads are green. If Box 1 contains more than one ballot pad of a certain type, leave extra pads in the box and store the box under the Election Table.

e.



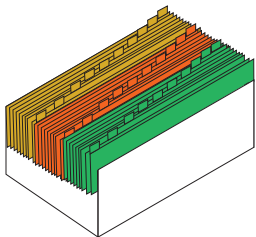
Put Box 2 (containing English/Spanish and English/Filipino ballot pads) on the Election Table.

f.



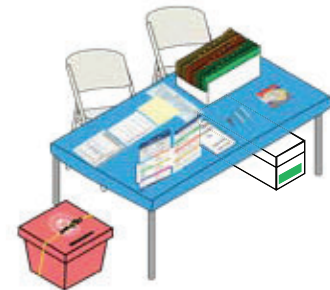
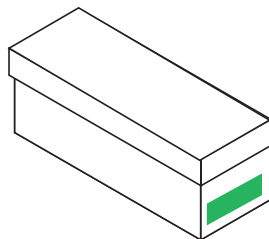
Repeat step c for English/Spanish ballot pads (dividers are orange) and English/Filipino ballot pads (dividers are yellow), carefully matching the abbreviation on each ballot pad to the abbreviation on the divider.

g.



There should now be 30 types of ballot pads in the Ballot Organizer.

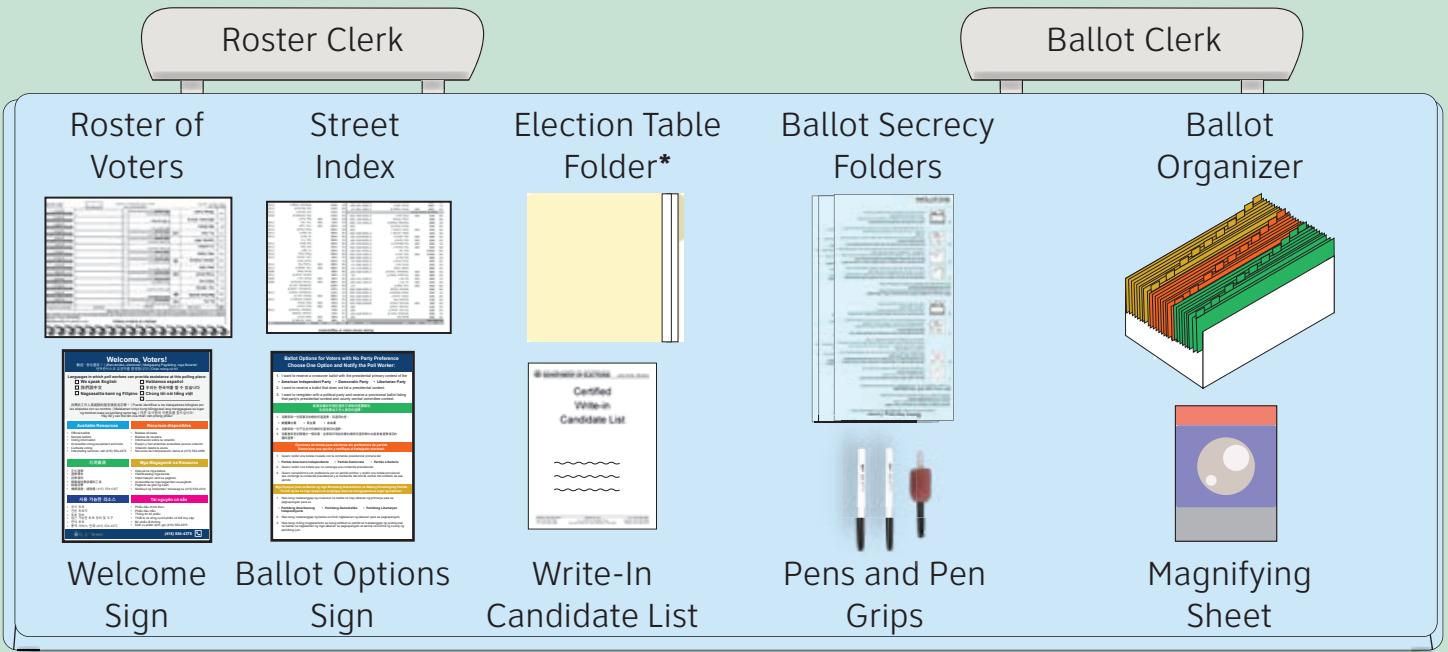
h.



Store Box 3 (containing extra ballot pads to use as needed) under the Election Table.

Opening Job Card 1 (Card 2 of 2)

3. Set Up Election Table



*Election Table Folder contains: city map, polling place list, and blank provisional envelopes in English/Chinese, English/Spanish, and English/Filipino.

4. Set Up Red Box

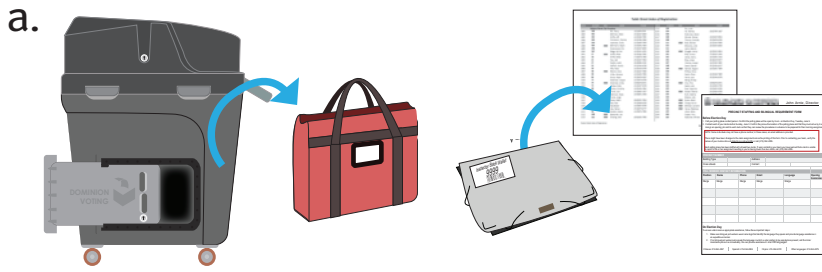
<p>a.</p>	<p>b.</p>	<p>c.</p>
<p>Remove and set aside all items from Red Box. Confirm with team that Red Box is empty.</p>	<p>Ask all poll workers to sign the Security Seal Sheet, line Q, found in Inspector Folder. Close lid.</p>	<p>From the Election Table Supply Bag, remove yellow security cable, yellow plastic seal, and yellow security stickers.</p>
<p>d.</p>	<p>e.</p>	<p>f.</p>
<p>Wrap security cable around Red Box and secure with plastic seal. Record seal number on Security Seal Sheet line O.</p>	<p>Place security stickers on security cable on both sides of plastic seal.</p>	<p>Place Red Box next to Election Table within sight of voters.</p>

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

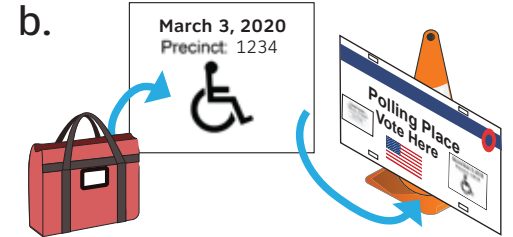
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Opening Job Card 2

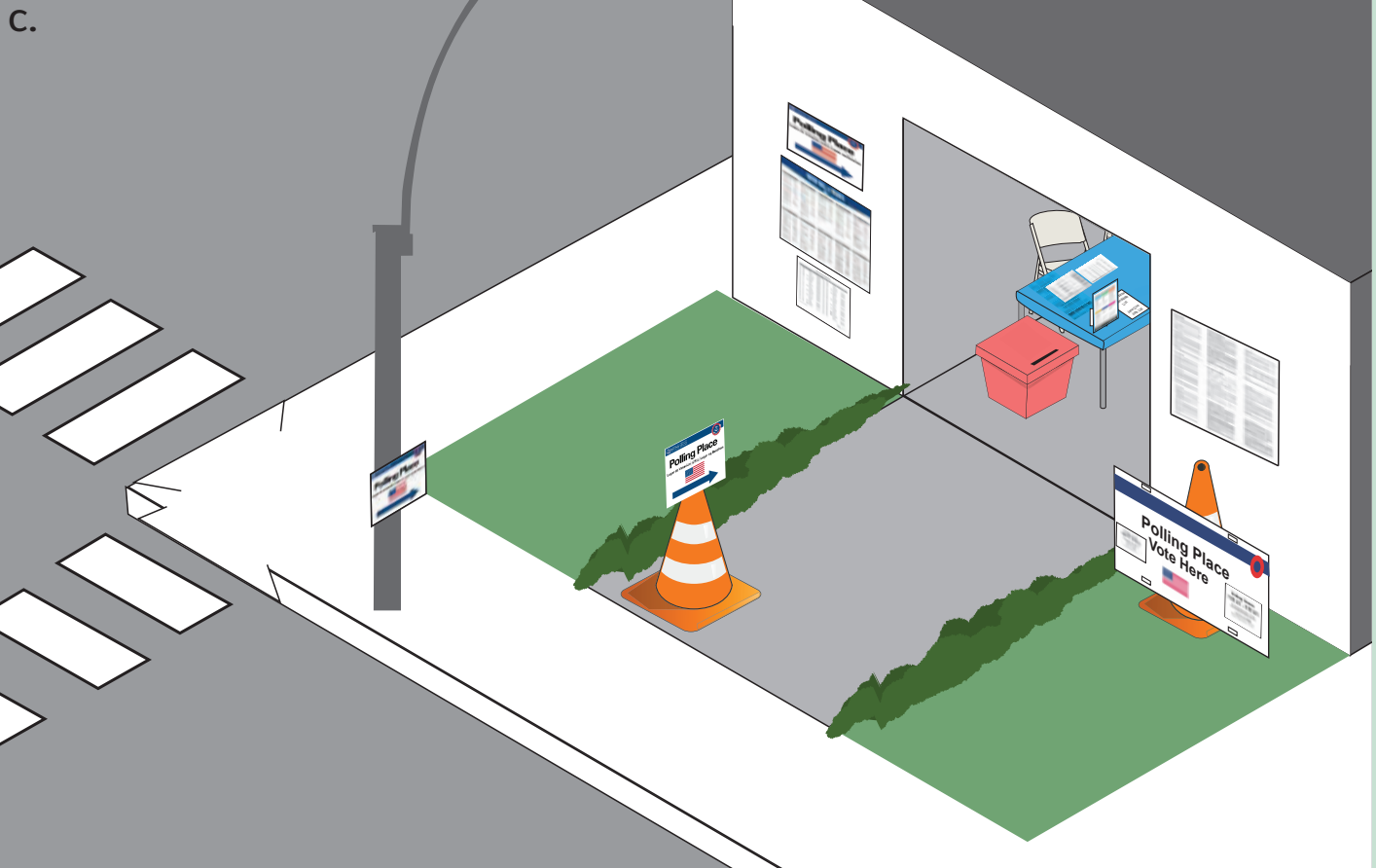
1. Post Signs



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.



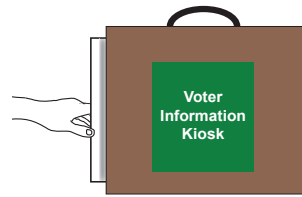
1. From the Signage Supply Bag, remove the blue tape, Voter Bill of Rights, Elections in California Poster, and directional signs.
2. Tape Voter Bill of Rights, Elections in California Poster, and Street Index near entrance.
3. Post directional signs to indicate an accessible path (smooth sidewalks, 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 and Update Welcome Sign

a.



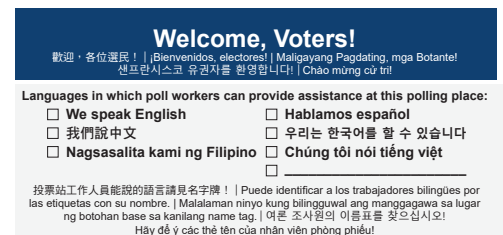
From the Signage Supply Bag, remove nametags.

b.



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

c.

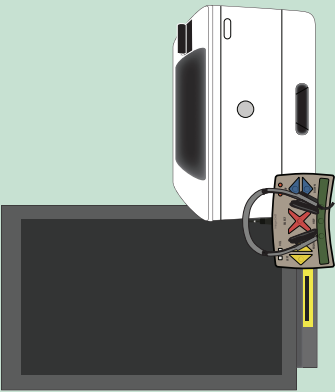
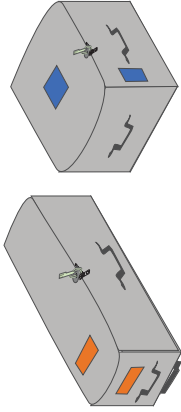
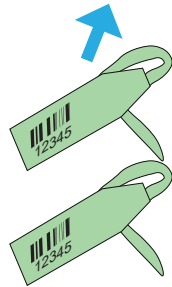
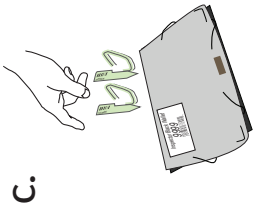
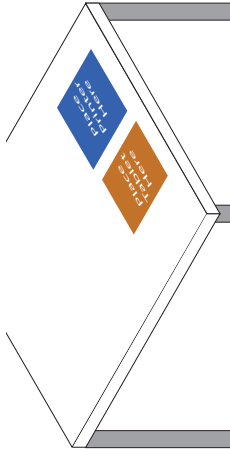
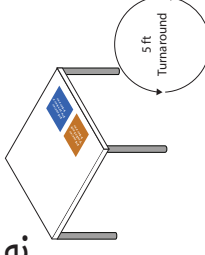

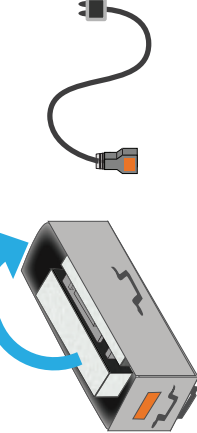
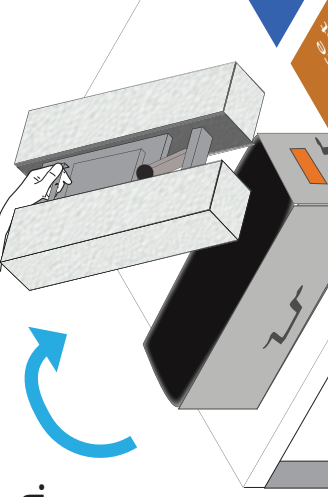
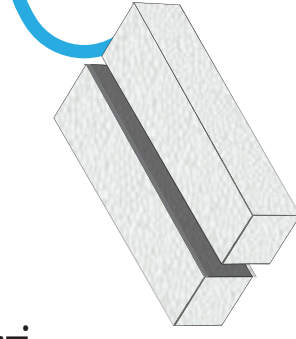
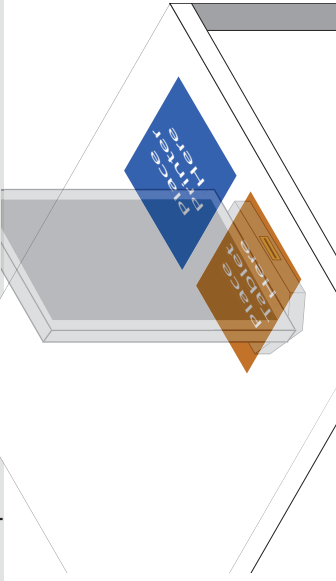


Ask poll workers to check boxes next to language(s) they speak on the Welcome Sign. For poll workers who can provide assistance in a language not listed, use the line to write the language, and check the box.

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

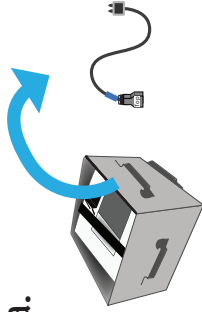
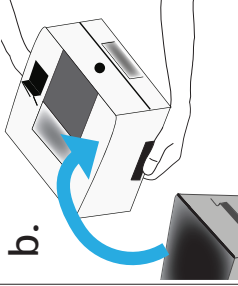
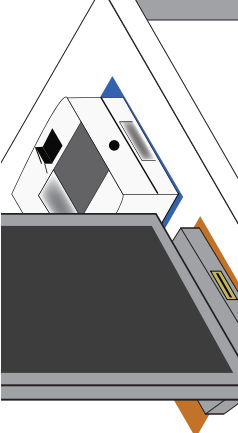
Opening Job Card 3

1. Unpack Tablet


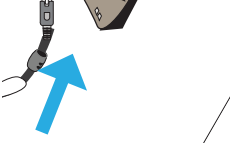

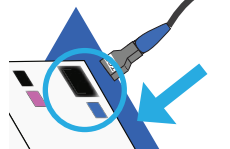
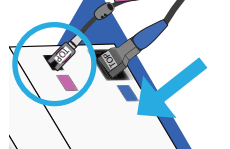
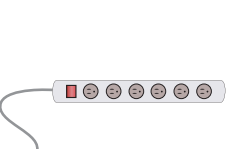
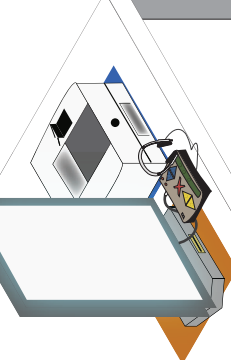
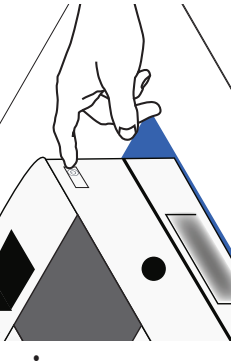
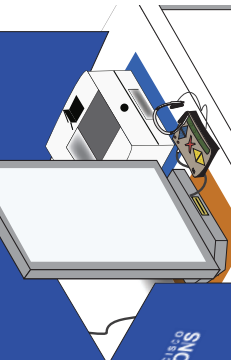
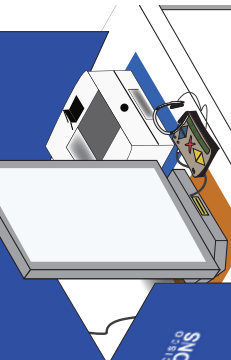
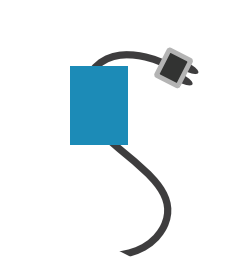
	<p>a.</p> 	<p>b.</p> 	<p>c.</p> 	<p>Locate the orange-labeled Tablet Transport Bag and blue-labeled Printer Transport Bag.</p> <p>With Inspector, confirm green plastic seals are intact and numbers match lines J and K of Security Seal Sheet, located in Inspector Folder.</p> <p>Break seals and place in 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 page 24). Confirm table legs are locked and sturdy.</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>

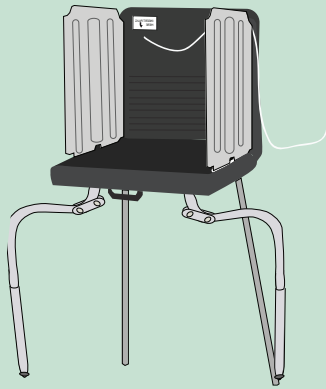
3. Connect Tablet to Printer and Turn On Ballot-Marking Device

 <p>a.</p>	 <p>b.</p>	 <p>c.</p>	 <p>d.</p>	 <p>e.</p>	 <p>f.</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>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>i.</p>	<p>Tape cables down on floor to prevent tripping.</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>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>	<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.



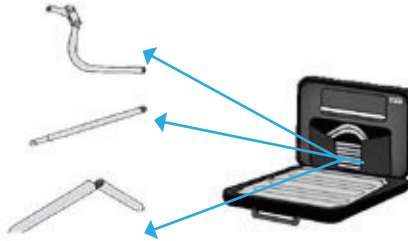
Locate accessible voting booth.

b.

x2

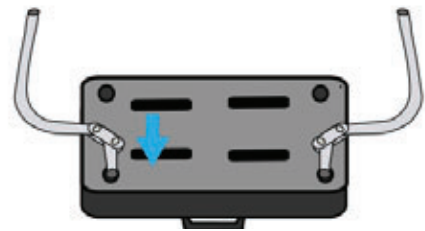
x2

x2



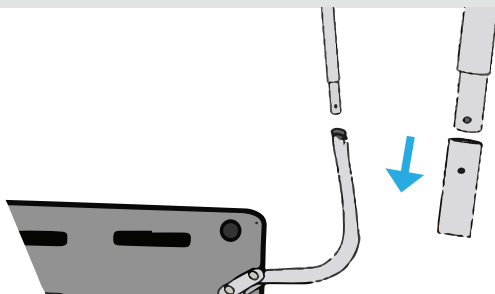
Open case. Remove 2 curved legs, 2 straight legs, and 2 leg extensions.

c.



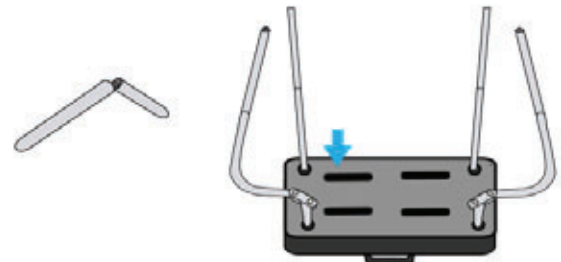
Close case and turn it over. Insert curved legs into holes nearest the case handle.

d.



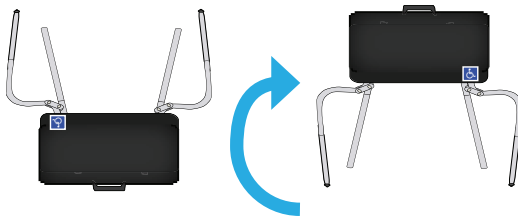
Attach leg extensions to curved legs (push in button and rotate leg so button pops up through hole).

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.

34 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

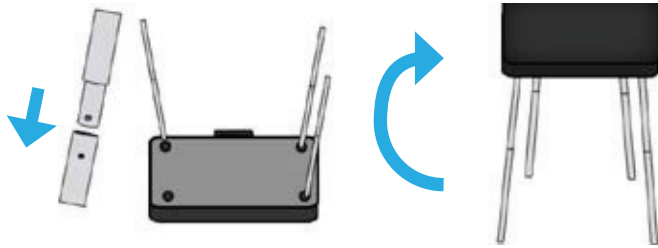


a.



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.

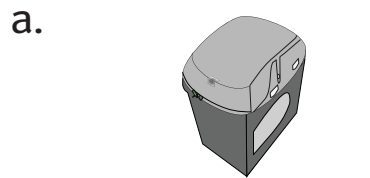
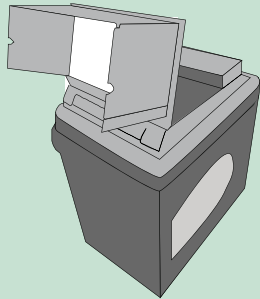


Plug second booth's cord into third booth's socket, etc. Plug last cord into outlet (use powerstrip if necessary).

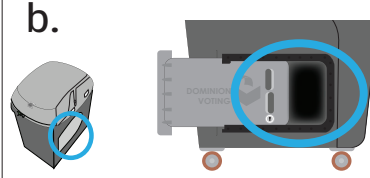
Opening Inspector Job Card (Card 1 of 2)

1. Set Up Ballot-Scanning Machine

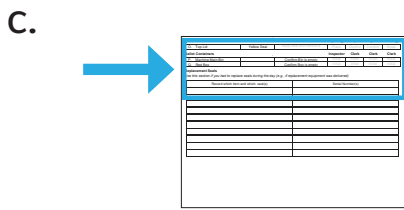
Do not delay setting up the Ballot-Scanning Machine. After you complete steps a-n below, you will need to wait 5-10 minutes for the machine to load before you can complete the steps on the back of Opening Inspector Job Card (Card 2 of 2).



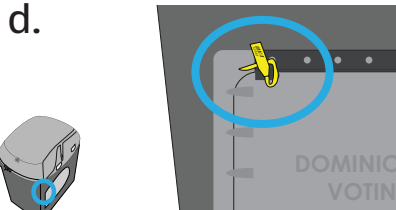
a. Position Ballot-Scanning Machine so that it is accessible and near an outlet.



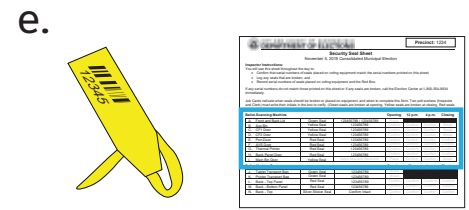
b. Locate the metal key on the Inspector Lanyard and unlock the Main bin. Remove and place all items neatly near the machine.



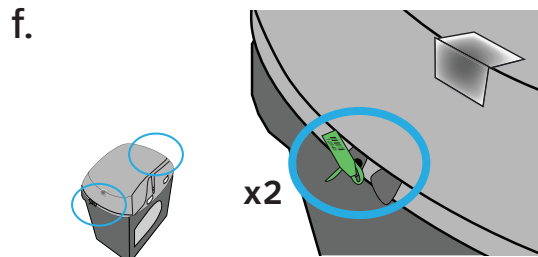
c. Confirm with team that Main bin is empty and have Clerks initial line P of the Security Seal Sheet.



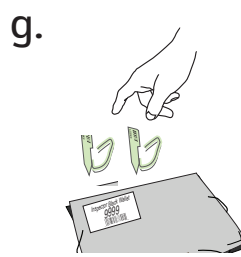
d. Lock and seal the Main bin with a yellow security seal from the plastic supply kit.



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



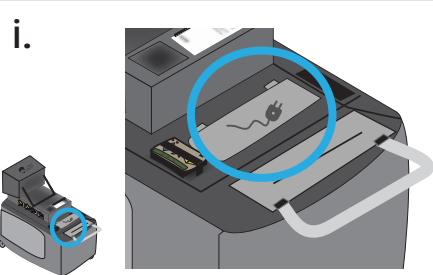
f. Confirm that green plastic seals on the front and back of lid of the machine are intact and match line A of the Security Seal Sheet.



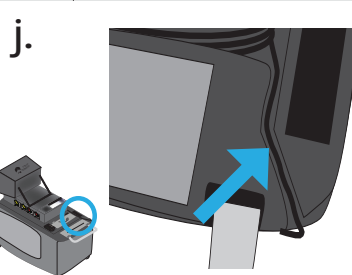
g. Break the two seals and put into Inspector Folder.



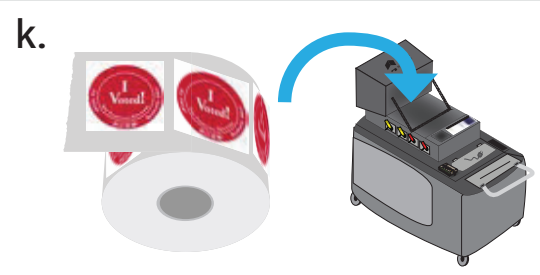
h. Use metal key on the Inspector Lanyard to unlock both sides of the lid. Set lid aside.



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

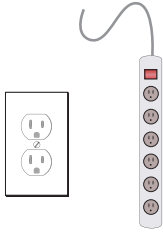
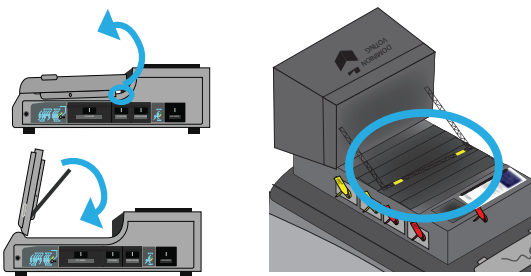
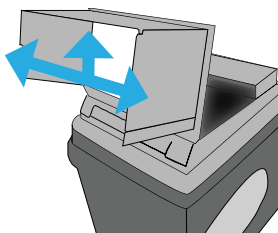


j. Remove power cord and press it into the groove.



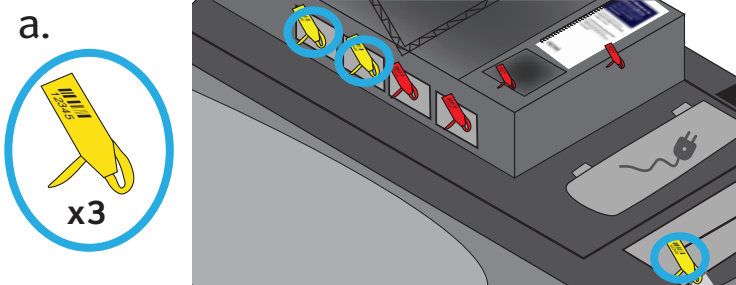
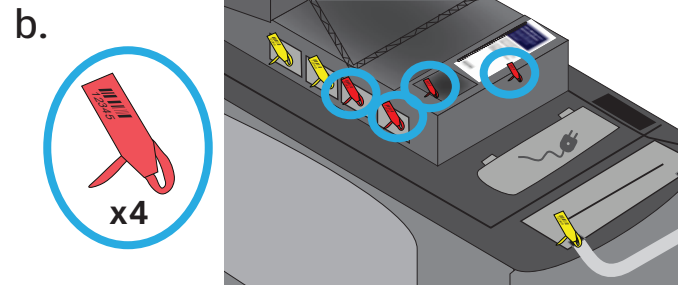
k. Remove "I Voted" stickers and place on top of machine. Close Flap.

Opening Inspector Job Card (Card 1 of 2)

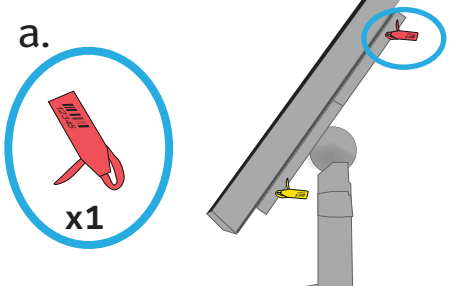
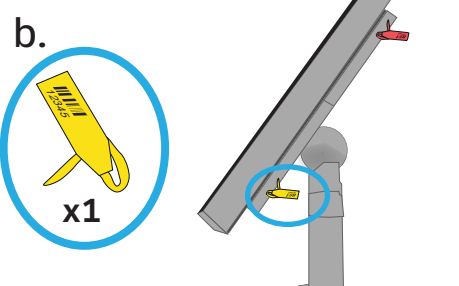
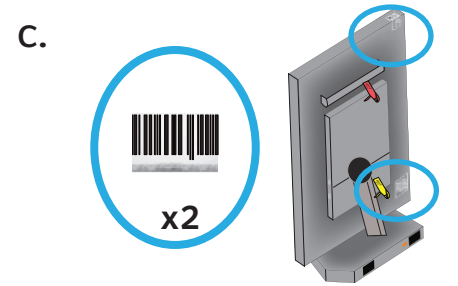
<p>l.</p> 	<p>m.</p> 	<p>n.</p> 
<p>Plug cord into outlet (use powerstrip if necessary).</p>	<p>Pull screen up firmly and set stand in notches. Once lifted, the machine will boot up.</p>	<p>Pull top flap up and side flaps out. Snap in place.</p>

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

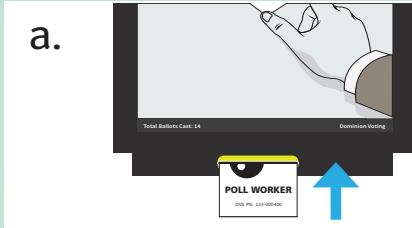
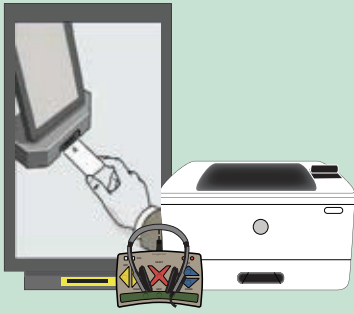
<p>a.</p> 	<p>b.</p> 
<p>Confirm that yellow plastic seals on CF1, CF2 doors and the Aux bin are intact and match lines B, C, and D of the Security Seal Sheet.</p>	<p>Confirm that red plastic seals on the port door, AVS door, thermal printer door, and back panel door are intact and match lines E, F,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

3. Check Security Seals on Ballot-Marking Device

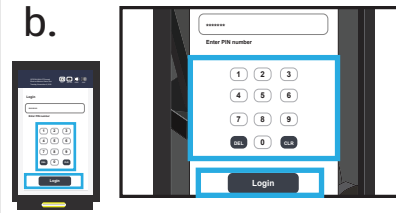
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Confirm that the red plastic seal on the back of the tablet is intact and match line L of the Security Seal Sheet.</p>	<p>Confirm that the yellow plastic seal on the back of the tablet is intact and match line M of the Security Seal Sheet.</p>	<p>Confirm that silver 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)

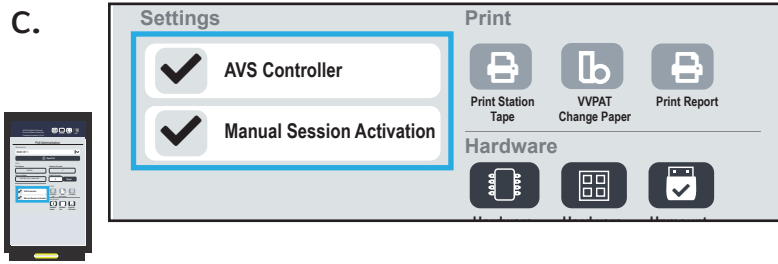
4. Initialize Ballot-Marking Device



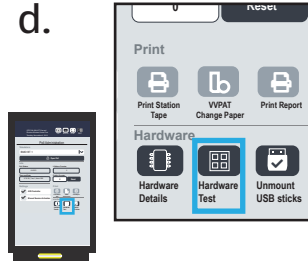
a. After the Clerk has set up the Ballot-Marking Device (Job Card 3), insert Poll Worker Card into slot, facing upwards.



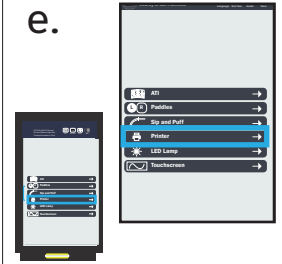
b. Enter Administration Login credential and tap "Login". (See Equipment Access Codes Acknowledgment form.)



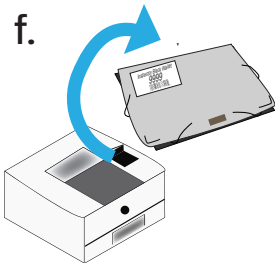
c. Confirm "AVS Controller" and "Manual Session Activation" boxes are checked.



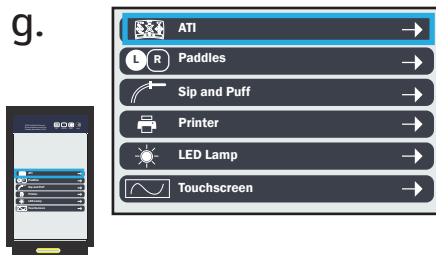
d. Tap "Hardware Test".



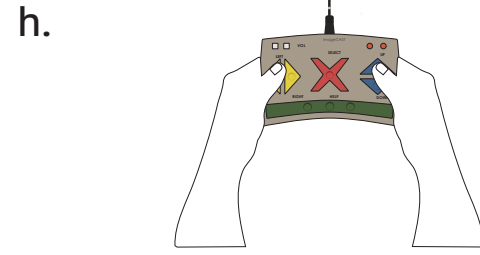
e. Tap "Printer".



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



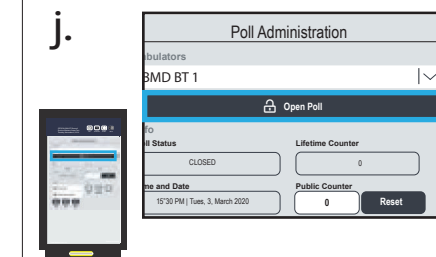
g. Tap "Back to Menu". Tap "ATI".



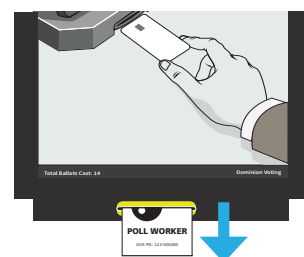
h. Follow on-screen instructions to test ATI keypad functions. Once finished, tap "close".



i. Confirm Public Counter is set to zero. *



j. Tap "Open Polls". Tap "Yes".



k. Remove Poll Worker Card.

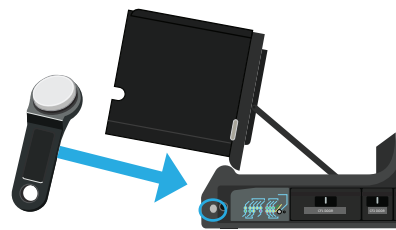
*If the public counter is not set to zero, notify the Election Center: 1- 800-554-9934.

Opening Inspector Job Card (Card 2 of 2)

5. Initialize Ballot-Scanning Machine

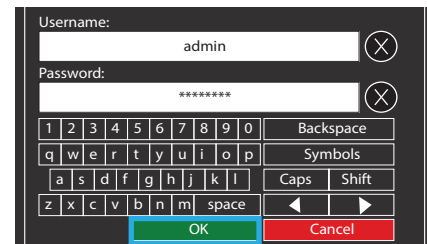


a.



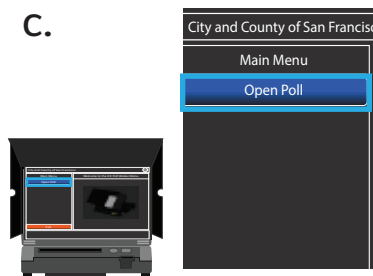
Once machine is beeping, hold the key fob firmly and flatly against silver circle (on right of machine) until beeping stops.

b.



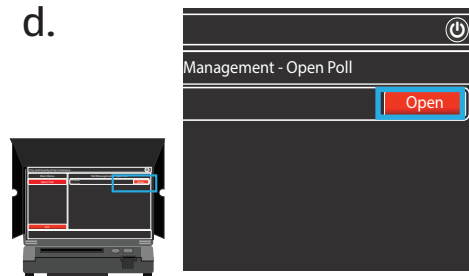
Enter Username and Password. (See Equipment Access Codes Acknowledgment form.) Tap "OK" and wait up to 2 minutes while the Poll Status screen loads.

c.



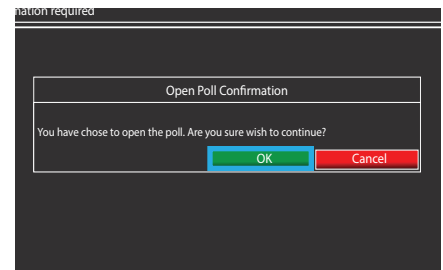
Under Main Menu, tap "Open Poll".

d.



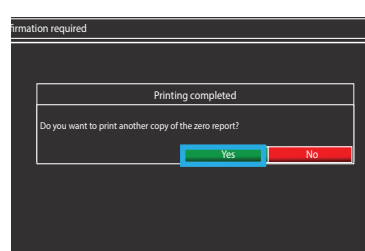
In the Poll Management, tap "Open".

e.



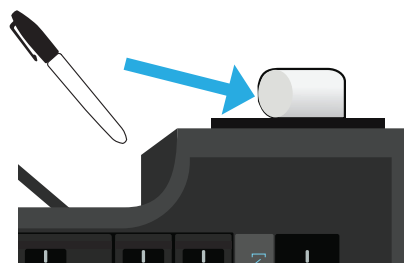
A confirmation screen will appear. Tap "OK".

f.



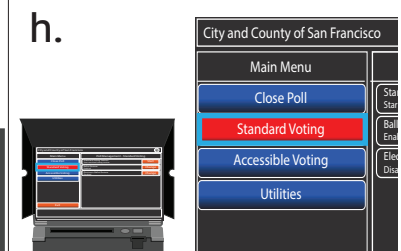
A Zero Report will print on tape and the screen will read "Printing Completed". Tap "No".

g.



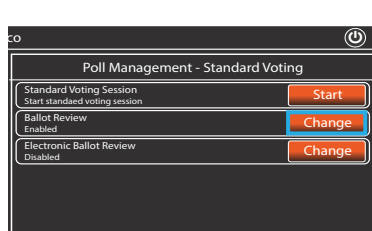
Have the team sign the report. Roll up tape and secure with paper clip. Do not tear off.

h.



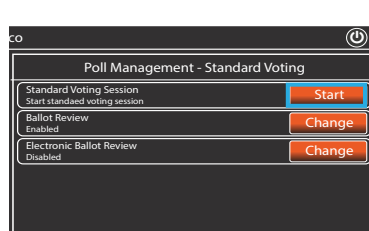
Under Main Menu, tap "Standard Voting".

i.



Under Poll Management, next to Ballot Review, tap "Change" once to disable.

j.



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

k.



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 deliver a green bag containing extra ballots, and may also bring a Supplemental Roster (purple pages) and Supplemental Vote-by-Mail Voter List (orange pages).

The Inspector will set the green FED ballot bag near the Inspector Bag and place the purple pages behind the white pages in the Roster.

The Roster Clerk will update the white pages in the Roster with the supplemental vote-by-mail voters list by writing “VBM issued” under names that appear in orange pages. (These voters were issued a ballot after the white pages were printed.)

2.4 Final Preparations

The Inspector will gather the Clerks to confirm that all Opening Job Card tasks have been completed, the polling place is accessible, and that the languages spoken by poll workers at the polling place are clearly displayed.

Poll workers should review the Welcome Sign to ensure that boxes are checked next to language(s) in which they can provide assistance, and double-check they are wearing nametags showing these languages. Nametags must be worn and visible all day.

Before opening, all poll workers must read and sign the Declaration of Poll Workers in the Roster of Voters and the Poll Worker Payroll Sheet in the Inspector folder.

When these preparations are complete, the team should review the lunch and break schedule and make adjustments as necessary (see Appendix 5.9). 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. 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. If the Inspector will arrive after 6:30 a.m. or is 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 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 5.8 for instructions.
2. If these instructions do not resolve the issue, call the Election Center.

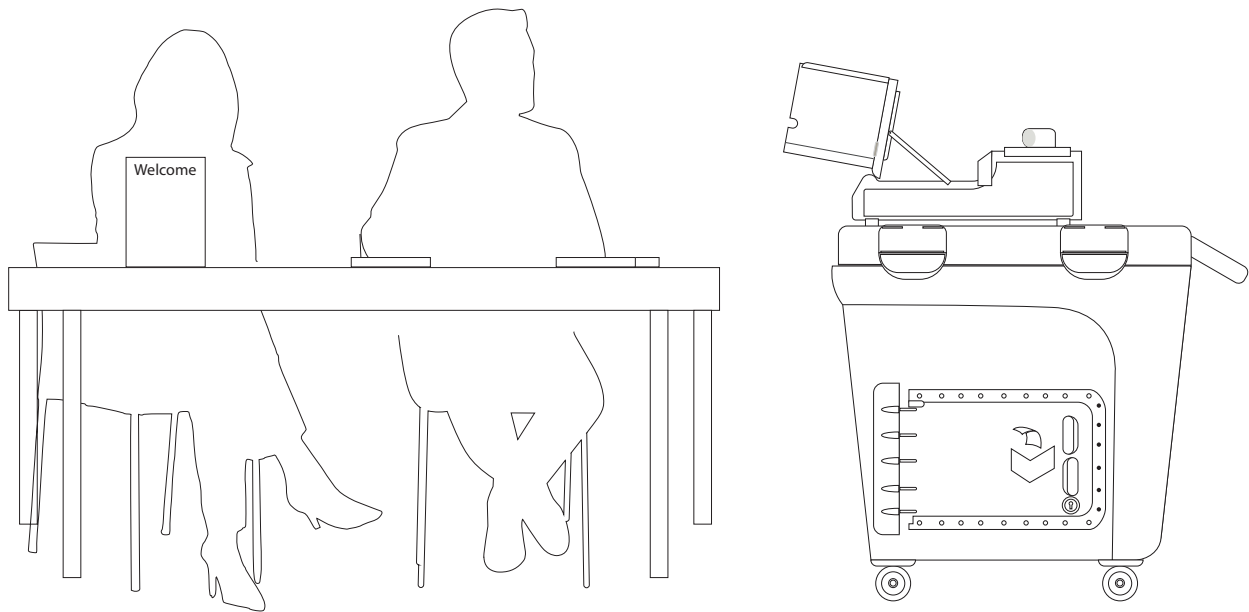
2.5.8 What if we are missing voting supplies?

1. See Appendix 5.6 for a list of supplies and their location.
2. Double-check to confirm that supplies are indeed 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 with the other members of your team to process voters, politely and efficiently, and to provide assistance when asked to do so. Voting can never stop!

The Inspector will assign blue Voting Job Cards. Every member of the team has a role to play:

- The **Roster Clerk** will welcome voters, locate names in the Roster of Voters, and determine the type of ballot each voter should receive.
- The **Ballot Clerk**, working with the Roster Clerk and the Inspector, will issue ballots and offer assistance.
- The **Ballot-Scanning Machine Clerk** will assist voters with casting their ballots in the Ballot-Scanning Machine.
- The **Inspector** will support Clerks throughout the day and be responsible for initiating accessible voting sessions when requested by voters.

No matter your role, remember your mission: to assist the Department of Elections in conducting a free, fair, and functional election. If you have questions, please call the Election Center: 1-800-554-9934.

3.2 Ballots and the Roster of Voters

As each voter arrives, the Roster Clerk will search for the voter's name in the Roster, determine whether the voter should vote a Standard or Provisional ballot, and work with the Ballot Clerk to issue the voter the correct version of the ballot. Voters receive paper ballots unless they request to use the accessible Ballot-Marking Device.

In presidential primary elections, a voter's party preference determines the contests that appear on the ballot. For this election, there will be thirty versions of the ballot at your polling place: six qualified party ballots, three crossover ballots, and one nonparty ballot, each of which are available in three bilingual versions (English and either Chinese, Spanish, or Filipino).

With so many versions of the ballot, how do I determine which ballot to issue?

The Roster provides a roadmap to determine the correct ballot to issue, and the Job Cards provide a key to this map. For voters listed on the Roster, there are three stops you must visit:

- (1) Voter Notes
- (2) Language Preference
- (3) Party Preference

XREF NUM	VOTER NAME	LANG	ADDRESS	BALLOT
2379	Smith, Jane	CH	123 Main Street	<input type="radio"/> NP <input type="radio"/> NP-AI <input type="radio"/> NP-DEM <input type="radio"/> NP-LIB

2

1

3

(1) Voter Notes are the first stop on the map:

At this stop, you will check to see if the voter has any notes printed under the address:

- Voters who were issued a vote-by-mail ballot will have a VBM Issued note.
- Voters who registered without providing identification will have an ID Required note.

If the voter has a Note, you must take additional steps (listed on the Roster Clerk Job Card) before proceeding to the second stop.

(2) Language Preference is the second stop on the map:

At this stop, you will check to see if the voter prefers to receive translated materials: **CH** for Chinese, **SP** for Spanish, **FI** for Filipino, **KO** for Korean, or **VI** for Vietnamese.

You must issue ballots that correspond to each voter's language preference.

Voters who do not provide a language preference should be issued the English/Chinese ballot.

(3) Party Preference is the third stop on the map:

At this stop, you will check the bubble(s), indicating the type of ballot the voter is eligible to receive, based on voter's registered party preference. For voters voting a standard ballot, you will fill in a bubble and have the voter sign on the line.

Voters registered with a party preference will have that party's abbreviation printed underneath one bubble: **AI** for the American Independent Party, **DEM** for the Democratic Party, **GRN** for the Green Party, **LIB** for the Libertarian Party, **PF** for the Peace & Freedom Party, and **REP** for the Republican Party.

2327	Smith, Jane	SP	123 Main Street	<input type="radio"/> DEM
------	-------------	----	-----------------	---------------------------

Voters registered with no party preference will have four bubbles printed in the Roster, corresponding to their four ballot options: **NP** for a nonparty ballot, **NP-AI** for a crossover ballot of American Independent Party, **NP-DEM** for a crossover ballot of the Democratic Party, and **NP-LIB** for a crossover ballot of the Libertarian Party. After the voter indicates their chosen option, you will fill in the bubble corresponding to the choice.

XREF NUM	VOTER NAME	LANG	ADDRESS	BALLOT
2379	Smith, Jane	CH	123 Main Street	<input type="radio"/> NP <input type="radio"/> NP-AI <input type="radio"/> NP-DEM <input type="radio"/> NP-LIB

To issue the correct ballot, it is important not to miss a stop on the map!

Once you are ready to issue the ballot, locate the section of the Ballot Organizer containing ballot pads in the voter's preferred language, and then match the party ballot abbreviation marked in the Roster or provisional envelope to the party abbreviation printed on the divider, like so:

BALLOT
<input checked="" type="radio"/> PF

Note: If you select a political party preference in Step 9, you will receive a ballot containing the presidential primary contest in Step 10.

9. Political Party Preference (select one):
- | | |
|--|--|
| <input type="checkbox"/> American Independent Party (AI) | <input type="checkbox"/> Democratic Party (DEM) |
| <input type="checkbox"/> Green Party (GRN) | <input type="checkbox"/> Libertarian Party (LIB) |
| <input checked="" type="checkbox"/> Peace and Freedom Party (PF) | <input type="checkbox"/> Republican Party (REP) |
| <input type="checkbox"/> I do not want to choose a political party preference (Complete Step 10) | |

PF/CH
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Then, you will remove the ballot pad in front of the divider, and confirm you have located the correct pad by matching the voter's language and party abbreviations with the notations on each of the cards in the set.

<div style="border: 1px solid black; padding: 5px;"> <p>1/2</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>PF / CH</p> </div>
--	--

PF/CH
<div style="border: 1px solid black; padding: 5px;"> </div>

3.2.1 Other Pages in the Roster

The white and purple pages of the Roster list voters who are registered to vote in the precinct in alphabetical order. The purple pages list voters who registered after the white pages were printed. You will process voters on the white and purple pages in the same way.

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

- 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 yellow **Help America Vote Act Registration Rules** page lists the acceptable types of identification that voters with “ID Required” notes may present to comply with federal identification requirements.
- The white **Assisted Voters** page is used by poll workers to list voters who received assistance marking their ballots from a poll worker.

3.3 Facsimile Ballots

Facsimile ballots in Vietnamese and Korean are available for voters to reference when marking their official ballots, and should be offered to any voters with VI or KO printed in the roster. Except when being used by voters, facsimile ballots should be kept in the pockets of the Voter Information Kiosk at all times.

3.4 Provisional Voting

Voters whose eligibility to vote cannot be immediately verified at a polling place must vote a provisional ballot using a provisional envelope.

Due to recent changes in the law, conditional voter registration is available at polling places, and voters may register using a provisional envelope. This means that eligible voters who miss the registration deadline or who wish to update their party preference on Election Day, can now register or update their registration at polling places by voting provisionally.

In a primary election such as this one, there are five main reasons a voter might need to vote provisionally:

1. The voter is not listed on the Roster, possibly because the voter is not registered to vote in San Francisco or possibly because the voter is at the wrong polling place.
2. The voter is registered with a qualified party and wants to change party preference to vote the ballot of a different qualified party.
3. The voter is registered with no party preference and wants to register with a party preference to vote a specific party ballot.
4. The voter has been issued a ballot by mail (VBM Issued note) but cannot surrender the ballot packet at the polling place.
5. The voter has an incomplete registration record (ID Required note), and does not show an acceptable form of identification at the polling place.

A voter who votes provisionally at your polling place should be issued the party ballot that matches the selection on the provisional envelope.

The envelope contains a detachable receipt that the voter can use to check the status of the provisional ballot and keep as a proof of registration.

Once the Department verifies the voter's eligibility and processes the voter's registration information, the envelope will be opened and the provisional ballot will be counted.

3.5 Ballot-Scanning Machine

The Ballot-Scanning Machine tallies votes on ballot cards cast at the polling place (except for provisional ballots). These votes and ballot images 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 a ballot, each ballot card 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. The machine also makes a *ding* sound, indicating that the ballot was successfully cast.

If the machine detects irregular marks, a warning message will appear. In most cases, the voter can choose to CAST the card as is or RETURN the card for correction. See the back of the Ballot-Scanning Machine Clerk Job Card and Appendix 5.7 for more information about warning messages.

3.6 Accessible Ballot-Marking Device

The accessible Ballot-Marking Device allows voters with disabilities to mark, review, and print their ballots privately and independently.

The device does not store or tabulate votes. Printouts from the device must be scanned using the Ballot-Scanning Machine or enclosed in a provisional envelope.

Voters can use any of several accessible features.

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

The Ballot-Marking Device can also be set to **assistive device mode** by tapping “Enable AVS Controller” during initiation of the accessible voting session.

Voters may use headphones, a paddle or Sip-and-Puff device, the audio-tactile interface (ATI) keypad, another personal assistive device, or both headphones and an assistive device. All verbal and written instructions and ballot contests are available in English, Cantonese, Mandarin, Spanish, and Filipino.

- Using only headphones, a voter will hear ballot contents and instructions, and can navigate and mark the ballot by double-tapping the screen.
- Using both an assistive device and headphones, a voter will hear ballot contents and instructions, and can navigate and mark the ballot using the assistive device.
- Using only an assistive device, a voter will see ballot contents and instructions, and can navigate and mark the ballot using the assistive device.

In assistive device mode, instructions are provided via audio and onscreen display by default. A voter using headphones 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 less than obvious reasons, or due to an issue with supplies, equipment, or staffing at the polling place, notify the Election Center at 1-800-554-9934 immediately so we can help rectify the problem.

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

You have been assigned the role of Roster Clerk. Your main goals are to welcome voters, locate them in the Roster, and determine whether each voter is eligible to cast a standard ballot or must vote provisionally. You will also update the Street Index.

1. Ask whether the voter is here to vote or drop off a vote-by-mail ballot

a. If the voter wants to drop off a vote-by-mail ballot:

Say: *"Please make sure you have signed and sealed your envelope, and then drop it into the Red Box. Would you like any assistance?"*

b. If the voter wants to receive a ballot at the polling place:

Say: *"Before I issue you a ballot, I will need to check the Roster. May I have your name and address?"*

Repeat voter's name and address and locate voter in the Roster. If the voter is not listed, see "Processing voters not listed in the Roster" on page 56.

2. Check for three items printed in the Roster: Voter Notes, Language Preference, and Party Preference

2.1 Check for Voter Notes

a. If the voter has no note:

Continue to Step 2.2.

b. If the voter has a "VBM Issued" note:

Say: *"Our records show you were issued a ballot. Did you bring that vote-by-mail ballot with you?"*

If the voter brought both the return envelope and the ballot cards:

Say: *"Thank you. I will void the mailed ballot now."*

Then tear the ballot cards in half, seal them in the envelope, write "VOID" on both sides, and drop the voided envelope in the Red Box. Continue to Step 2.2.

If the voter brought only the ballot cards and no envelope:

Say: *"Thank you. I will void the mailed ballot now."*

Then write, "VOIDED VBM, NO ENVELOPE" on both sides of both cards, and drop the voided cards in the Red Box. Continue to Step 2.2.

If the voter DID NOT bring the ballot cards:

Say: *"In that case, you will need to vote provisionally. The Ballot Clerk can assist you."*

Then tell the Ballot Clerk to issue a provisional ballot.

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

c. If the voter has a “ID Required” note:

Say: *“Our records show your registration is incomplete because it does not include identification information. You can complete your registration by providing any of the types of identification listed here. Would you like to do that today?”*

Display the yellow “Help America Vote Act: Registration Rules” page in the Roster.

If voter shows ID:

Continue to Step 2.2.

If voter does not show ID:

Say: *“In that case, you will need to vote provisionally. The Ballot Clerk can assist you with that process.”*

Tell the Ballot Clerk to issue a provisional ballot. (Do not mark anything in the Roster and do not ask the voter to sign the Roster.)

2.2 Check for Language Preference

a. If the voter has no language printed in the Roster:

Say: *“The Roster shows you do not have a language preference. We will issue you the default ballot in English and Chinese unless you prefer a ballot with Spanish or Filipino.”*

Continue to Step 2.3.

b. If the voter has CH, SP, or FI printed in the Roster:

Show the Ballot Clerk the voter’s language preference in the Roster, then continue to Step 2.3.

c. If the voter has KO or VI printed in the Roster:

Say: *“Here is your current language preference. [Point to language in roster.] We will issue you a facsimile ballot in that language that you can use as a reference when marking your official ballot. Please return the facsimile when you are done”*

Excuse yourself to get a facsimile ballot from the Kiosk then continue to Step 2.3.

d. If the voter wants to change language preference:

Assist the voter in completing the gray “Roster Changes and Corrections” page then continue to Step 2.3.

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

2.3 Check for Party Preference

a. For voters registered with a party preference (one bubble):

Say: *"Here is your current party preference. [Point to the party bubble.] We will issue you that party's ballot unless you want to change party preference today."*

If the voter wants to receive a ballot from the party listed in the Roster:

Fill in the bubble in the Roster and then say: "Okay. We will issue you that ballot. Please sign here." Continue to Step 3.

If the voter wants to change party preference and receive a different ballot:

Say: *"In that case, you will need to complete this Political Party Preference Change form."*

Take the form out of the Election Table Folder and give it to the voter. After the voter completes the form, write the voter's new party preference in the Roster next to the old party. Do NOT fill in the bubble.

Say: *"Okay. We will issue you that ballot. Please sign here."*

Place the completed form in the back of the Roster. Continue to Step 3.

b. For voters registered with no party preference (four bubbles):

Say: *"You are registered without a party preference so you have several options. Please read this sign, and tell me what you would like to do."* Then point to the "Ballot Options" sign.

If the voter wants a crossover ballot or nonparty ballot:

Fill in the bubble in the Roster.

Say: *"Okay. We will issue you that ballot. Please sign here."*

Continue to Step 3.

If the voter wants a ballot of a different party:

Say: *"In that case, you will need to complete this Political Party Preference Change form."*

Take the form out of the Election Table Folder and give it to the voter. After the voter completes the form, write the voter's new party preference in the Roster next to NP abbreviations. Do NOT fill in the bubble.

Say: *"Okay. We will issue you that ballot. Please sign here."*

Place the completed form in the back of the Roster. Continue to Step 3.

3. Confer with Ballot Clerk

Tell the Ballot Clerk the voter is listed on the roster with no unresolved notes and can vote a standard ballot, then point to the voter's language and party preferences in the Roster. Continue to Step 4.

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

4. Update the Street Index

You must update the street index each time you issue a standard ballot:

1. Find the XREF# next to the voter's name in the Roster.
2. Cross out the same number on the table street index.
3. Once an hour, update the posted street index, outside, until 6 P.M.

Processing voters not listed in the Roster:

Say: *"Although you are not listed in this Roster, you can still vote today. You can either register and vote provisionally here, or we can help you locate your assigned polling place or the nearest Voting Center. If you choose to vote here, and this is not your assigned polling place and only the votes for the candidates in which you are entitled to vote in your home precinct will be counted. What would you like to do?"*

a. If the voter wants to vote here provisionally:

Say: *"In that case, you can register and vote provisionally. The Ballot Clerk can assist you with that process."*

Tell the Ballot Clerk to issue a provisional ballot. (Do not mark anything in the Roster and do not ask the voter to sign the Roster.)

b. If the voter would like to vote elsewhere:

Offer to help the voter locate a voting center or the voter's assigned polling place using sfelections.org/voterportal, calling (415) 554-4375, or using the precinct map.

Voting Job Card 2: Ballot Clerk

You have been assigned the role of Ballot Clerk. Your main goals are to work with the Roster Clerk to determine whether the voter should be given a Standard or Provisional ballot, offer accessible voting, and issue the correct version of the ballot, based on the voter's language and party preferences. You will also issue replacement ballots.

1. Confirm the type of ballot with the Roster Clerk

The Roster Clerk will tell you whether the voter will receive a Standard or a Provisional ballot, and may also indicate the voter's language and party preference.

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."*

3. Issue the Correct Ballot: Standard or Provisional

a. Issuing a Standard Ballot

If the voter wants a paper ballot:

Locate the section of the *Ballot Organizer* containing ballot pads in the voter's preferred language (CH in front, SP in middle, FI in back). Then, locate the divider that matches the ballot abbreviation in the Roster, and remove the pad in front of this divider. Confirm you have located the correct ballot pad by matching the voter's language and party preferences with the abbreviations on the ballot pad. Tear off a full set of cards and corresponding receipts from a ballot pad. Give voter the ballot cards, receipts, pen, and a ballot secrecy folder.

Say: *"Here are your ballot cards, receipts, a pen, and a ballot secrecy folder. To mark your ballot, follow the instructions printed on each card. When you are done, place the cards in this folder and take it to the Ballot-Scanning Machine. Would you like any assistance?"*

Place ballot pad back in Ballot Organizer in front of the matching divider.

If the voter wants to use the accessible Ballot-Marking Device:

Notify the Inspector that a voter will be using the Ballot-Marking Device. Inform the Inspector the voter's language and party preferences in the Roster. Offer the voter headphones and ATI keypad. If the voter wants to use the headphones, the ATI keypad, or a personal assistive device, ask the Inspector to check "Enable AVS controller."

Say: *"Here is a ballot secrecy folder. The Inspector will now activate your ballot on the Ballot-Marking Device. If you need assistance following the machine's instructions, please let one of us know. When you are done marking your ballot, print it out, place it in this folder, and bring it to the Ballot-Scanning Machine. Would you like any further assistance?"*

Voting Job Card 2: Ballot Clerk

b. Issuing a Provisional Ballot

Locate provisional envelope from Election Folder in voter's preferred language. If voter does not have a language preference, locate the default EN/CH envelope.

Say: *"The next step is to fill out a provisional envelope together. First, I will complete the Poll Worker Section [write the Precinct # and Supervisorial District if blank, in Step 1, and check the reason for provisional voting in Step 2]. Next, please complete the fields in the Voter's sections of the envelope, and return it to me when you are done. I will then issue you a ballot."*

If the voter wants a paper ballot:

Review the envelope to make sure the voter completed the required sections and signed. Locate the section of the Ballot Organizer containing ballot pads in the voter's preferred language (CH in front, SP in middle, FI in back). Then, locate the divider that matches the voter's party selection on the envelope, and remove the pad in front of that divider. Confirm you have located the correct ballot pad by matching the voter's language and party preferences on the envelope with the abbreviations on the ballot pad. Tear off a full set of cards and corresponding receipts from a ballot pad. Give voter the ballot cards, receipts, pen, and their completed provisional envelope.

Say: *"Here is your provisional ballot. To mark your ballot, follow the instructions printed on each card. When you finish marking your ballot, place it in this envelope, seal the envelope and remove the receipt, then drop the envelope into the Red Box. Would you like any further assistance?"*

Place ballot pad back in Ballot Organizer in front of the matching divider.

If the voter wants to use the accessible Ballot-Marking Device:

Review the envelope to make sure the voter completed the required sections and signed.

Notify the Inspector that a voter will be using the Ballot-Marking Device.

Show the Inspector the voter's language and party preferences on the envelope.

Offer the voter headphones and ATI keypad. If the voter wants to use the headphones, the ATI keypad, or a personal assistive device, ask the Inspector to check "Enable AVS controller."

Say: *"The Inspector will now activate your ballot on the Ballot-Marking Device. If you need assistance following the machine's instructions, please let one of us know. When you finish marking your ballot, print it out, place it in this envelope, seal the envelope and remove the receipt, then drop the envelope into the Red Box. Would you like any further 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.

Voting Job Card 3: Ballot-Scanning Machine Clerk

Your primary job is to determine whether each voter who approaches the Ballot-Scanning Machine is a standard voter with a blue secrecy folder or a provisional voter with a provisional envelope and to ensure that only standard voters insert their voted ballots into the machine.

Assisting Standard Voters

All standard voters may scan their ballots using the Ballot-Scanning Machine.

Confirm the screen reads "System Ready/Please Insert your ballot," then say: "When you are ready, please insert your ballot cards one at a time. It does not matter which way they are facing. If you would like to change the language, tap on the language icon."

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.

If a card includes an irregular marking, the machine will show a warning message. To retrieve and correct the card, the voter should select "Return." To cast the card as-is, the voter should select "Cast" and then "Yes."

If a voter requests help with a warning message, say, "The machine has detected an irregular marking. To review your options, please refer to the message displayed in this flipchart and let me know if you'd like my assistance."

After the voter has inserted all cards and the machine returns to the "System Ready" screen, thank the voter for voting and offer an "I Voted!" sticker.

Assisting Provisional Voters

Voters with provisional envelopes cannot use the Ballot-Scanning Machine – you must redirect them to the Red Box.

Say: "I see you have a provisional envelope. Please make sure you completed and signed the envelope and removed the receipt before dropping it into the Red Box."

Thank the voter for voting and offer an "I Voted!" sticker.

Remember: voting cannot stop until the polls close! If the Ballot-Scanning Machine malfunctions, ask voters to drop ballot cards into the machine's Auxiliary bin and 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 digital display on a ballot-scanning machine. At the top, it reads "City and County of San Francisco". Below this, the screen is split into two main sections. The left section is titled "Warning" and features a red warning triangle icon with an exclamation mark. Below the icon, it says "Total Voters" followed by the number "00004". At the bottom of this section are two buttons: a red rectangular button labeled "RETURN" and a green oval button labeled "CAST". The right section is titled "Warning - Overvote" and contains the following text: "At least one contest has too many votes. You filled in too many ovals in 1 contest(s).", followed by "FAVORITE FLOWER", "You chose 2", and "You are allowed 1". Below this, it 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." and "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?
- Is the *Ballot Organizer* neatly filled with a ballot pad in front of each divider?
- 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?

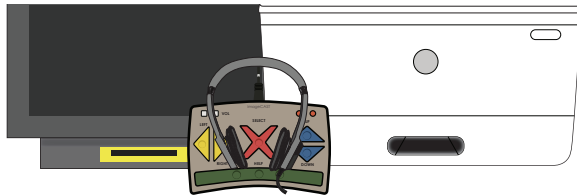
Throughout the day, observe the Clerks to make sure they are reading scripts and following procedures correctly. Make sure that every voter who visits your polling place is informed about accessible voting resources and bilingual ballots and materials.

Voting Inspector Job Card (Card 1 of 2)

3. Initiate Accessible Voting Sessions

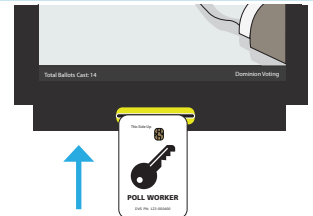
Carry your Inspector Lanyard all day so you can initiate accessible voting sessions efficiently. When you take a break, designate another poll worker to carry the Inspector Lanyard so your substitute can initiate accessible voting sessions in your absence.

a.



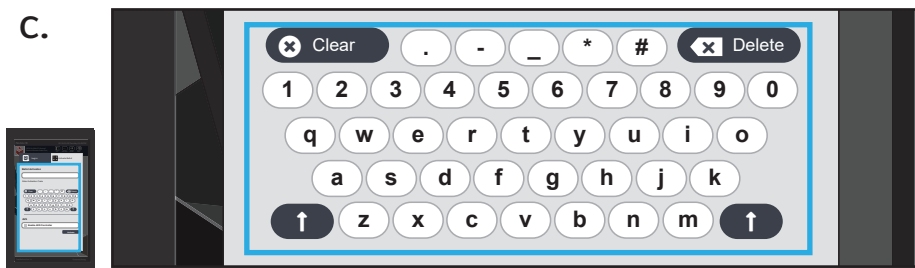
Confirm headphones are plugged into the ATI. Set up and plug in any other assistive device the voter will use.

b.



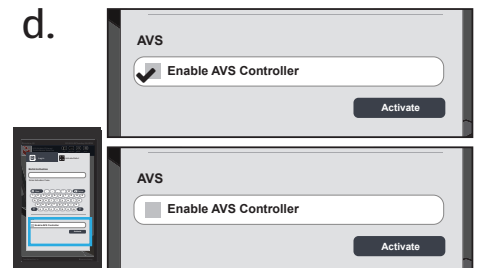
Insert the Poll Worker Card into the yellow slot on the bottom of the tablet.

c.



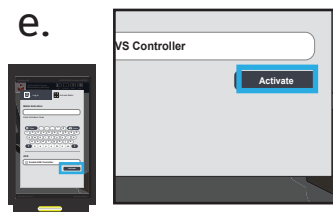
Enter the appropriate activation code: (See Equipment Access Codes Acknowledgment form.)

d.



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

e.



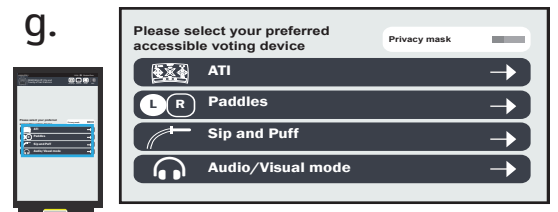
Tap "Activate".

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

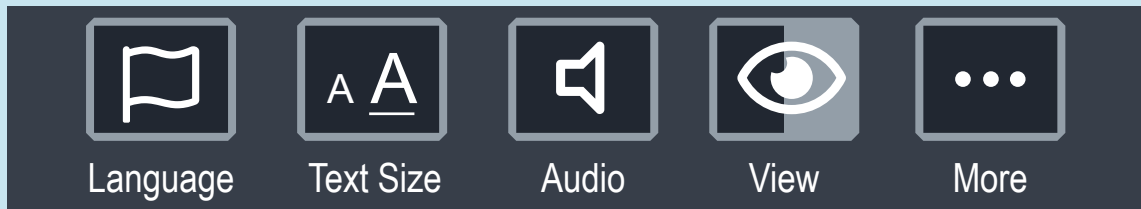
Review your choices

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)

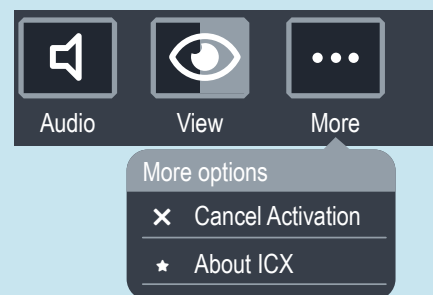


Menu settings on the Ballot-Marking Device

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 5.8 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 5.8.
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 is running again, feed the ballot cards from the Aux bin into the machine, one at a time. Any unreadable ballot cards should be returned to the Aux bin.

3.8.3 What if the Ballot-Marking Device stops functioning?

1. Refer to the Troubleshooting Guide in Appendix 5.8.
2. Call the Election Center for guidance.
3. If the Ballot-Marking Device is not functional and a voter requests accessible voting, see Appendix 5.8 for instructions to initiate an accessible voting session on the Ballot-Scanning Machine.

3.8.4 What if a voter with a “VBM Issued” note does not bring the entire vote-by-mail packet to surrender?

1. To vote a Standard ballot, a voter with a “VBM Issued” note must surrender both the Return Envelope (addressed to the Department of Elections) and the complete set of ballot cards. If the voter does not bring these items, the voter must vote provisionally.
2. To vote a Standard ballot, a voter with a “VBM Issued” note does not need to surrender the Outer Envelope (addressed to the voter) or the vote-by-mail instructions that are enclosed with ballots issued by mail.

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

1. It is important that you identify and correct such mistakes. The Roster provides an official count of Standard voters who voted at your polling place. This count is used to complete the Posted Ballot Statement, and should match the number of ballots inserted into the Ballot-Scanning Machine at the polling place.
2. If a provisional voter signs by mistake, draw a line through both the voter’s signature and the barcode printed to the right of the voter’s signature.

3.8.6 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

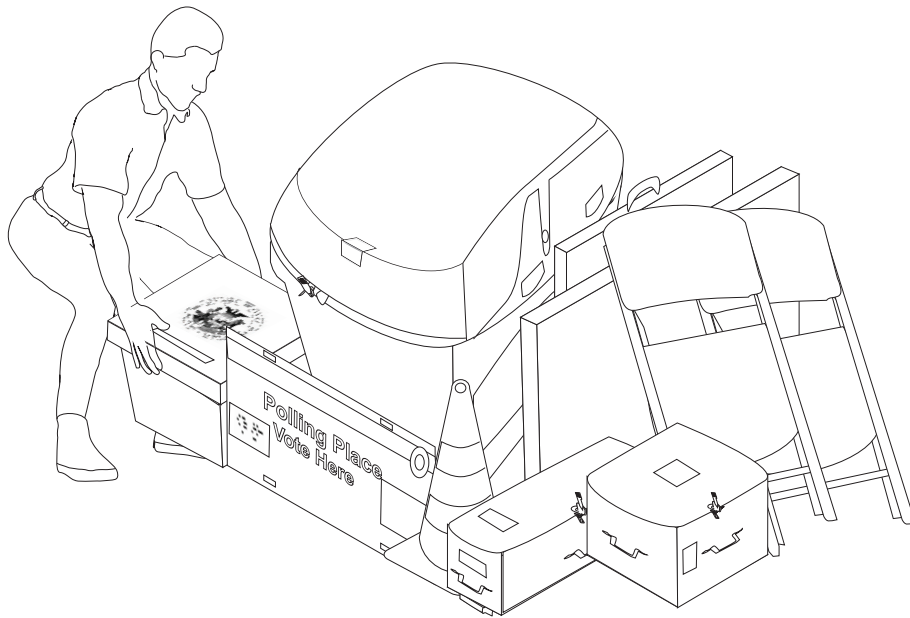
3.8.7 What if there is a disturbance at the polling place?

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 must announce, “The polls are now closed.”

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

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

4.2 Staying Focused

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

Closing the polls involves more than just packing and tidying up; the tasks you will perform are crucial to maintaining the integrity of the election.

Together with your teammates, you will account for and secure essential election materials, transferring custody of electronic election results to an MTA officer and paper ballots to a Deputy Sheriff. These officers will, in turn, deliver these materials to the Department of Elections.

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

- 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.
- Job Card 4 explains how to take down signage and pack up voting booths and remaining supplies.
- The Inspector Job Card explains how to turn off voting machines, retrieve memory cards, and transfer custody of electronic results and ballots.

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

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

4.3 Closing Forms

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

4.3.1 Posted Ballot Statement

The Posted Ballot Statement (see Appendix 5.2), located in the Roster, is an itemized accounting of all ballots on site, including voted and unused, that were delivered to your polling place and returned to the Department of Elections.

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

4.3.2 Certification Form

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

4.3.3 Security Seal Sheet

At closing, the Inspector will work with Clerks to break yellow closing seals and secure materials in closing bags with blue seals. Following the instructions on the Inspector Job Card , the Inspector will then use the Security Seal Sheet (see Appendix 5.3) to confirm all security seal numbers.

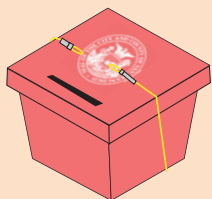
4.3.4 Custody Transfer Form

When officers from MTA and Sheriff’s Department arrive to collect electronic results and ballots, respectively, the officers and the Inspector will complete and sign the Custody Transfer Form (see Appendix 5.4). This form is located in the Inspector Folder.

Closing Job Card 1

1. Gather Containers

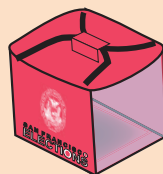
You will need the Red Box, the purple, pink, and brown closing bags, and the purple and pink trays.



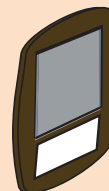
Red Box



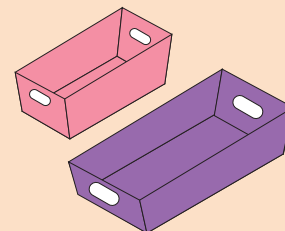
Purple Closing Bags



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

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

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

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

6. Double-Check Counts and Submit to Inspector

- Make sure the Red Box is empty.
- Double-check your counts and give this Job Card to your Inspector.
- The Inspector will complete the Posted Ballot Statement using these counts.
- 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.
- Repeat this process for all white, purple, and pages in the Roster.
- Add up signature counts and record the total number of signatures below.
- Remove and discard alphabetical Roster tabs.

Roster of Active Voters						CITY & COUNTY OF SAN FRANCISCO	
Fictional VoteCal Mock Election							
<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>							
XREF	VOTER NAME	LANG	ADDRESS	BALLOT	SIGNATURE	VOTER ID	
1084	Lai Melinda, M L Kwong	CH	233 Theresa St VBM Issued	<input checked="" type="radio"/> DEM	Melinda Lai		
170	Lale Cecilia, Maria		85 Capistrano Ave	<input type="radio"/> AI			
223	Lam Chor, Pang		156 Capistrano Ave VBM Issued	<input type="radio"/> NPP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB			
226	Lam Lina		156 Capistrano Ave VBM Issued	<input checked="" type="radio"/> NPP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	Lina Lam		
225	Lam Lucas		156 Capistrano Ave VBM Issued	<input type="radio"/> DEM			
886	Lan Jin, Lan	CH	100 San Juan Ave VBM Issued	<input checked="" type="radio"/> NPP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	Jin Lan		
749	Landsverde Maria, Eida		7 San Gabriel Ave	<input type="radio"/> DEM			
198	Langer Richard		129 Capistrano Ave ID Required	<input type="radio"/> NPP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB			
1028	Laoyan Maria, Rosario		280 Santa Rosa Ave	<input type="radio"/> NPP <input type="radio"/> N-AI <input checked="" type="radio"/> N-DEM <input type="radio"/> N-LIB	Maria L		
123	Lara Brady Lauri, Graciela		1670 Alemany Blvd VBM Issued	<input type="radio"/> DEM			
284	Larson Christine, Anita		291 Capistrano Ave	<input type="radio"/> DEM			
283	Larson Jason, Z		291 Capistrano Ave	<input type="radio"/> DEM			
47	Lato Remedios, Quimbao		1536 Alemany Blvd	<input type="radio"/> DEM			
334	Lau Alvin		391 Capistrano Ave VBM Issued	<input type="radio"/> DEM			

Ballot Type: 001
Generated Date: 03/29/2016

Voting Precinct: 1103
Garage / 2 San Gabriel Ave

Total Signatures: 4

Page 41 of 86
Lai - Lau L

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.

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Closing Job Card 3

1. Gather Containers

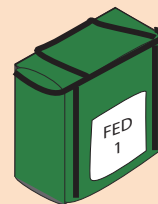
You will need the orange and blue closing bags, and the green FED bag(s).



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	

- Double-check counts, then place all ballot cards and printouts from the Aux bin into orange closing bag.
- Make sure Aux bin is empty and no ballots have been left inside.
- 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

- Remove all ballot pads from open *Ballot Organizer* and from any open ballot boxes and place on 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.
- Place California Elections poster in the Signage Supply Bag.

2. Pack Up Voter Information Kiosk


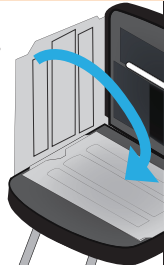

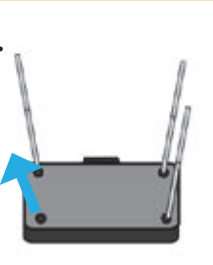


- Place kiosk pockets, with materials, into the Signage Supply Bag.
- Fold up kiosk and place into cardboard kiosk case. It should fit easily.

3. Pack Up Election Table

- Place in the Election Table Supply Bag:
 - Pens and pen grips
 - Ballot Options sign
 - Welcome sign
 - Magnifying sheet
 - Election Table folder with materials
 - Write-in candidate list
 - Ballot secrecy folders
 - Unused provisional envelopes
- Place in Red Box:
 - Ballot Organizer* with headers

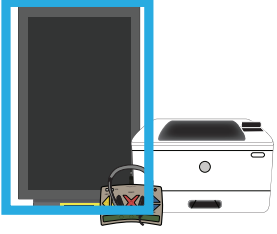
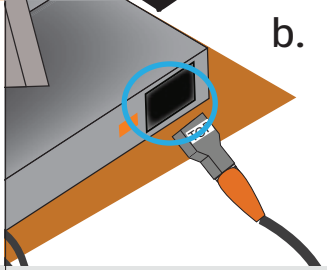
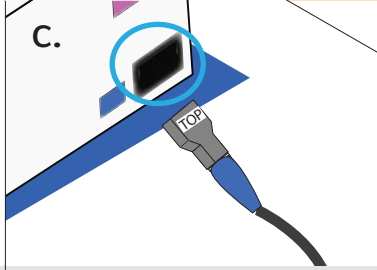
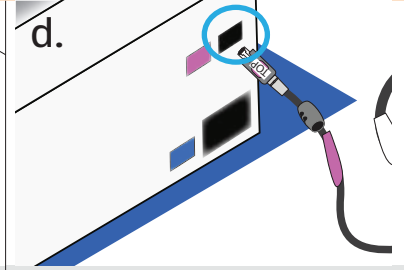
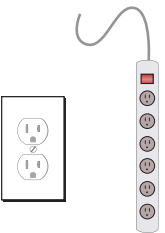
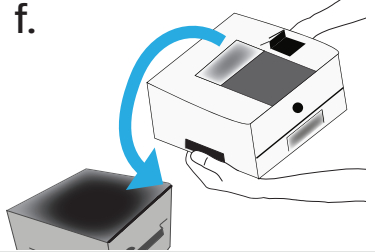
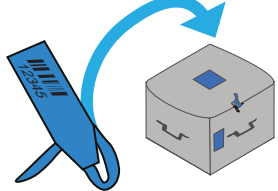
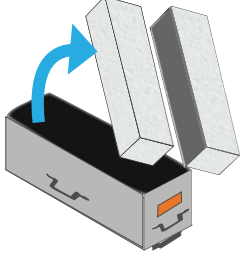
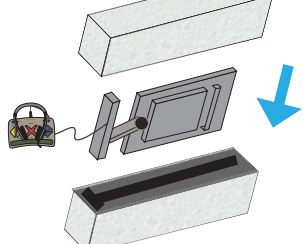
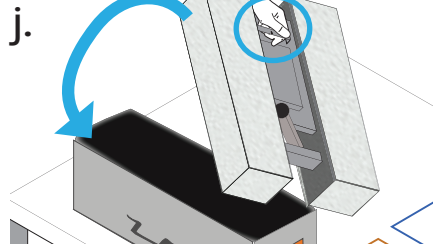
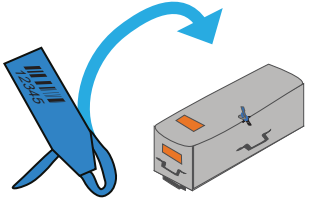
Note: Do not pack the Roster, either copy of the Street Index, or any ballots in the Election Table Supply Bag.

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

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

b. Ballot-Scanning Machine: Aux Bin

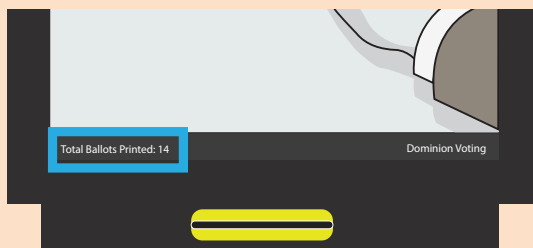
Break seal and place in the Inspector Folder. Use metal key to open Aux bin so that the Clerk can begin sorting and counting contents.

c. Ballot-Scanning Machine: Main Bin

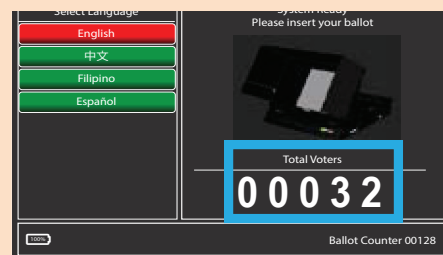
Break seal and place in the Inspector Folder. Use metal key to open Main bin so that the Clerk can begin sorting and counting contents.

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"


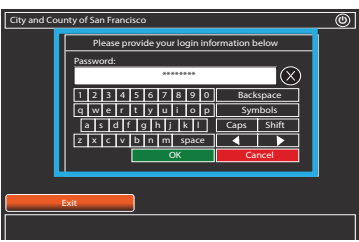
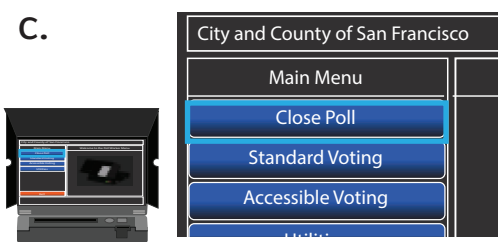
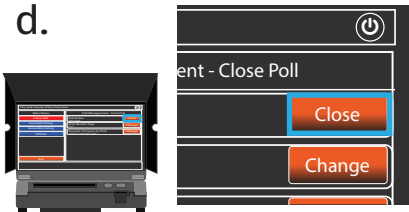
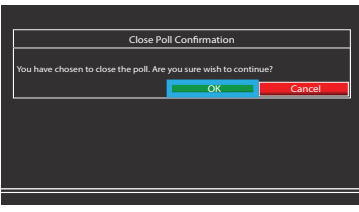
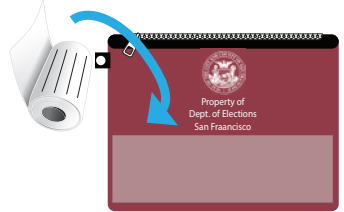
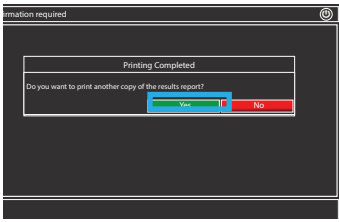


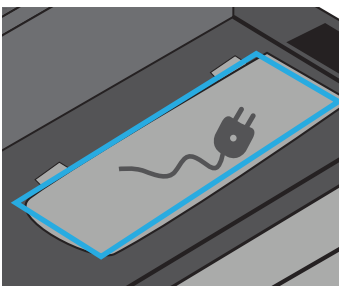
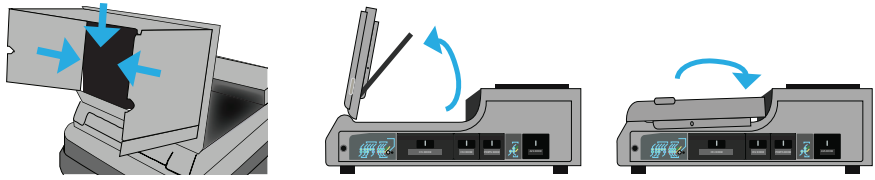


Ballot-Scanning Machine "Total Voters"

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

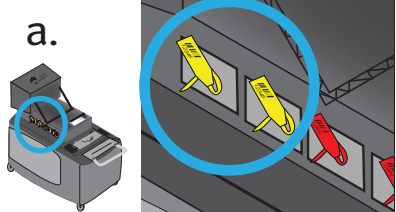
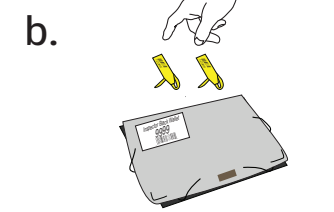
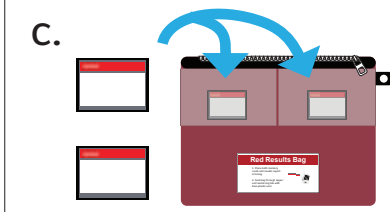
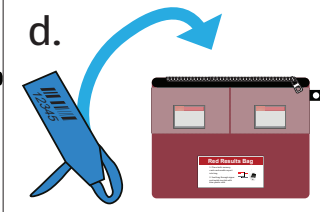
Closing Inspector Job Card (Card 1 of 2)

3. Close the Polls on Ballot-Scanning Machine

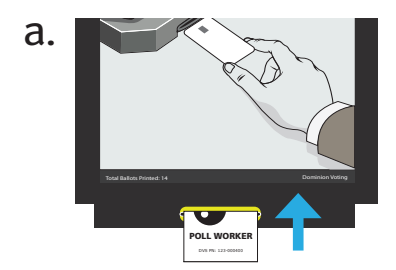
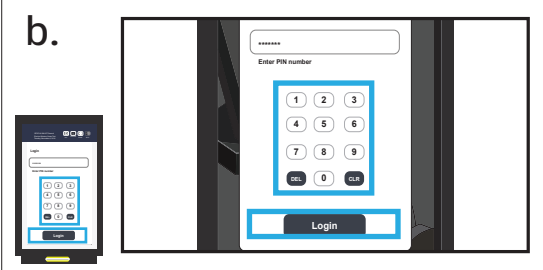

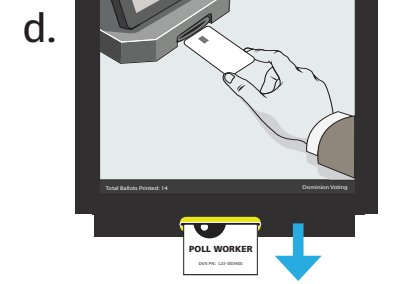
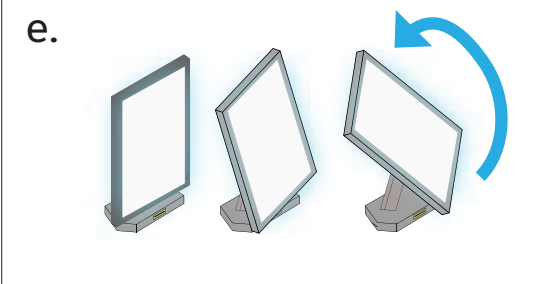
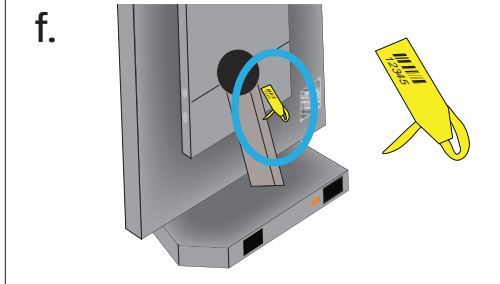

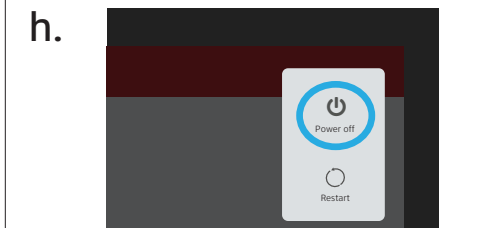
<p>a.</p> 	<p>b.</p> 	<p>c.</p> 
<p>Hold key fob flat against silver circle for 5 seconds.</p>	<p>Enter Password and tap "OK". (See Equipment Access Codes Acknowledgment form.)</p>	<p>Under Main Menu, tap "Close Poll".</p>
<p>d.</p> 	<p>e.</p> 	<p>f.</p> 
<p>In the Poll Management Menu, tap "Close". Re-enter password and tap "OK".</p>	<p>A confirmation screen will appear. Tap "OK" to continue.</p>	<p>The first report will print. Tear off tape and have the team sign it. Place in red results bag.</p>
<p>g.</p> 	<p>h.</p> 	<p>i.</p> 
<p>Tap "Yes" to print a second report.</p>	<p>After the second report prints, tap "No". Tear off tape have the team sign it. Tape outside polling place, near the entrance.</p>	<p>Tap the power icon in the upper-right corner, then "Shut Down".</p>
<p>j.</p> 	<p>k.</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>f.</p> 
<p>Remove Poll Worker Card.</p>	<p>To get access to tablet power button, tilt tablet backward on its hinge.</p>	<p>Break yellow seal on the back of tablet.</p>
<p>g.</p> 	<p>h.</p> 	
<p>Beneath the flap, press and hold the green power button for 5 seconds until the power button appears on the screen.</p>		<p>Tap the Power off icon in the top right-hand corner.</p>

Closing Inspector Job Card (Card 2 of 2)

6. Complete Posted Ballot Statement

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

7. Complete Certifications

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

8. Pack Up Roster and Inspector Folder

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

9. Transfer Custody

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

4.4 Custody Transfer Quick Reference Guide

4.4.1 The SFMTA Officer Takes Custody of:

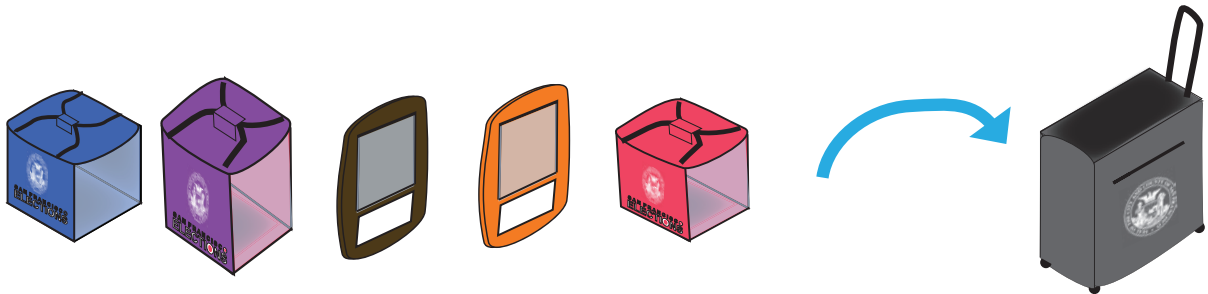


Pink Custody Transfer Form



Red Results Bag containing closing report and 2 memory cards

4.4.2 The Deputy Sheriff Takes Custody of:



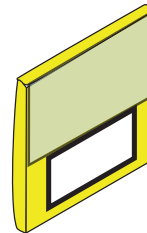
Inspector Bag containing blue, purple, brown, orange, and pink closing bags



White and Green Custody Transfer Forms



FED Bag



Yellow Roster Bag containing the Roster and Inspector Lanyard

4.5 Before You Go...

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

- All closing job card tasks are complete
- All remaining supplies are neatly packed in one area
- Tables and chairs are folded up and out of the way
- 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.

4.6 Congratulations and Thank You!

Congratulations on completing all of your Election Day duties. The Department of Elections and the voters of San Francisco thank you for your service! Keep an eye out for your stipend check; it should be arriving in the mail by the end of March.

The November 3, 2020, General Election will be here before we know it! We hope you will join us again and help recruit other civic-minded individuals to serve as poll workers on Election Day. Please encourage your friends, neighbors, and family members to apply.

APPENDIX

5.1 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).

5.2 Posted Ballot Statement

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF ELECTIONS	
POSTED BALLOT STATEMENT	
Presidential Primary Election, March 3, 2020	
PCT	
POLL BALLOTS	
a) Ballots brought by Inspector	500
b) Ballots brought by FED	500
c) Extra ballots brought by FED, if any	c
d) "Total Ballots Printed" count from Accessible Ballot-Marking Device	d
e) Add lines a, b, c, and d	
e) Add lines a, b, c, and d	e
f) "Voter" count from Ballot-Scanning Machine	f
g) Ballot Card 1s in auxiliary bin	g
h) Ballot printouts in auxiliary bin	h
i) Add lines f, g, and h	
i) Add lines f, g, and h	i
j) Voted provisional envelopes	j
k) Voided Ballot Card 1s	k
l) Voided ballot printouts	l
m) Add lines j, k, and l	
m) Add lines j, k, and l	m
n) Unused ballots on Election Table and in boxes	n
o) Signatures in roster (all pages)	o
VOTE-BY-MAIL BALLOTS	
p) Canceled San Francisco vote-by-mail ballot envelopes	p
q) Voted San Francisco vote-by-mail ballot envelopes	q
r) Add lines p and q	
r) Add lines p and q	r
1. Does line i = line o?	YES NO
2. Does line e = line i + m + n	YES NO
3. Please describe any issues with your ballot count: _____	

Where to place copies of this statement once complete:	
Yellow – Post outside with results tape.	
Pink & White – Leave in roster.	

5.3 Security Seal Sheet


**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS**
Precinct: 123456
Security Seal Sheet

Presidential Primary Election, March 3, 2020

Inspector Instructions:

You will use this sheet throughout the day to:

- 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	Break			
B. Aux Bin	Yellow Seal	Confirm	Confirm	Confirm	Break
C. CF1 Door	Yellow Seal	Confirm	Confirm	Confirm	Break
D. CF2 Door	Yellow Seal	Confirm	Confirm	Confirm	Break
E. Port Door	Red Seal	Confirm	Confirm	Confirm	Confirm
F. AVS Door	Red Seal	Confirm	Confirm	Confirm	Confirm
G. Thermal Printer Door	Red Seal	Confirm	Confirm	Confirm	Confirm
H. Back Panel Door	Red Seal	Confirm	Confirm	Confirm	Confirm
I. Main Bin Door	Yellow Seal	Place	Confirm	Confirm	Break
	Apply seal and Record #				

Ballot-Marking Device

		Opening	12 p.m.	4 p.m.	Closing
J. Tablet Transport Bag	Green Seal	Break			
K. Printer Transport Bag	Green Seal	Break			
L. Back – Top Panel	Red Seal	Confirm	Confirm	Confirm	Confirm
M. Back – Bottom Panel	Yellow Seal	Confirm	Confirm	Confirm	Break
N. Back – Top and Bottom	Silver Sticker Seal	Confirm Intact	Confirm	Confirm	Confirm

5.4 Custody Transfer Form

 CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF ELECTIONS			
CUSTODY TRANSFER FORM Presidential Primary Election, March 3, 2020		PCT _____	
Part 1: Precinct-Specific Ballots (San Francisco Department of Elections to Inspector)		SF Elections	Inspector
Ballot Type	Total		
English/Chinese (CH)			
English/Spanish (SP)			
English/Filipino (FI)			
Part 2: Precinct-Specific Ballots (FED to Inspector)		FED	Inspector
Ballot Type	Total		
English/Chinese (CH)			
English/Spanish (SP)			
English/Filipino (FI)			
Part 3: Generic Ballots (FED to Inspector, if needed)		FED	Inspector
Ballot Type	Total		
English/Chinese (CH)			
English/Spanish (SP)			
English/Filipino (FI)			
Part 4: Results from Ballot-Scanning Machine (Inspector to MTA Officer)		Inspector	MTA Officer
CF1 Memory Card			
CF2 Memory Card			
Opening and Closing Printout Tape			
Part 5: Ballots and Materials (Inspector to Deputy Sheriff)		Inspector	Deputy Sheriff
<i>Double-check that the Red Box and Ballot-Scanning Machine bins (Main and Aux) are empty. Place closing bags A-E in the black Inspector bag.</i>			
A	Blue Bag(s): Ballots from the Main Bin of the Ballot-Scanning Machine		
B	Orange Bag: Ballots from the Aux Bin of the Ballot-Scanning Machine		
C	Purple Bag(s): Voted Vote-by-Mail (VBM) Envelopes		
D	Pink Bag: Voted Provisional Envelopes and Voter Registration Forms		
E	Brown Bag: Cancelled Ballots, Cancelled VBM Envelopes, and Ballot Pad Stubs		
F	Yellow Bag: Roster of Voters and Inspector Keys		
G	Green FED Bag(s): Unvoted Ballots		
Part 6: Ballots and Materials (Deputy Sheriff to San Francisco Department of Elections)		Deputy Sheriff	SF Elections
Bags A-E from Part 5, placed in black Inspector Bag			
Bag F from Part 5 (Roster of Voters)			
Bag G from Part 5 (Unvoted Ballots)			
Who takes possession of which copy:			
Golden – SF Elections	Yellow – Inspector	White – SF Elections	
Pink – MTA Officer	Green – Deputy Sheriff		

5.5 Provisional Envelope



Conditional Voter Registration Application and Provisional Ballot Envelope

123456789



Poll Worker Section:

- Complete if blank: Precinct #: _____ Supervisorial District #: _____
- Check reason for provisional voting:
 - Voter is not listed in the precinct roster
 - ID required but voter has not shown acceptable ID
 - VBM ballot issued but voter is unable to surrender VBM
 - Voter requests a ballot different from the voter's party in the roster
- Ask voter to complete and sign envelope.
- Verify the envelope is complete and issue a ballot based on the political party (Step 9) and language preference (Step 14) selected below.

Required Voter Information:

Are you a U.S. citizen? Are you 18 or older? If "No" to either question, do not use this form. You CANNOT register.

1. Last Name	2. First Name	3. Middle Name
4. Residential Address (where you live now; must be in San Francisco)		
6. Date of Birth (MM/DD/YYYY)	7. Place of Birth (U.S. State or Foreign Country)	8. CA Driver's License or ID Card #, if none, last 4 digits of Social Security #
5. Mailing Address (if different from residential address)		

Note: If you select a political party preference in Step 9, you will receive a ballot containing that party's presidential contest. If you select, "I do not want to choose a political party preference", you may request a crossover ballot with the presidential primary contest in Step 10.

9. Political Party Preference (select one):	10. Ballot Options for Voters Registered with No Party Preference (fill in one circle):
<input type="checkbox"/> American Independent Party (AI) <input type="checkbox"/> Green Party (GRN) <input type="checkbox"/> Peace and Freedom Party (PF) <input type="checkbox"/> I do not want to choose a political party preference (Complete Step 10)	Option 1: I want to receive a crossover ballot with the presidential primary contest for the: <input type="radio"/> American Independent Party (NP-AI) <input type="radio"/> Democratic Party (NP-DEM) <input type="radio"/> Libertarian Party (NP-LIB) Option 2: I want to receive a ballot that does not contain a presidential contest: <input type="radio"/> No Party (NP)
11. I want to become a permanent vote-by-mail voter and receive my ballot by mail in future elections (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No	

Optional Voter Information:

12. Email Address	13. Telephone Number	14. I want to receive my bilingual election materials in English and (check one): <input type="checkbox"/> Chinese (中文) <input type="checkbox"/> Spanish (Español) <input type="checkbox"/> Filipino <input type="checkbox"/> Other _____
If you were previously registered to vote and your information has changed, complete this section:		
15. Previous Name (First, Middle, Last)	16. Previous Party Preference	17. Previous Residential Address

Voter Declaration:

I declare all of the following under penalty of perjury under the laws of the State of California: I am a United States citizen and a resident of San Francisco, California; I will be at least 18 years old on March 3, 2020; I am not currently in state or federal prison or on parole for conviction of a felony; I am not currently found incompetent to vote by a court; I understand it is a crime to vote more than once in this election; I understand it is a crime to intentionally provide incorrect information on this form; the information I have provided on this form is true and correct.

18. Sign Here	19. Date
---------------	----------

If someone has assisted you in filling out this form, that person must provide a dated signature underneath yours.
 If you cannot sign your name, you can make a witnessed mark or use a registered signature stamp instead.

5.6 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 (3)

*Signage Supply Bag Contains:

- Voter Bill of Rights poster (1)
- Elections in California 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 Guide (3)
 - Election in California Information (1)
- Spanish-Language Kiosk pocket with:
 - Voter Information Pamphlet (3)
 - Sample Ballot (2)
 - Voter Information Guide (2)
 - Election in California Information (1)
- Chinese-Language Kiosk pocket with:
 - Voter Information Pamphlet (3)
 - Sample Ballot (2)
 - Voter Information Guide (2)
 - Election in California Information (1)
- Filipino-Language Kiosk pocket with:
 - Voter Information Pamphlet (3)
 - Sample Ballot (2)
 - Voter Information Guide (2)
 - Election in California Information (1)
- Vietnamese-Language Kiosk pocket with:
 - Facsimile (Reference) Ballot (2)
 - Voter Information Guide (2)
 - Election in California Information (1)
- Korean-Language Kiosk pocket with:
 - Voter Information Guide (2)
 - Election in California Information (1)

5.6 Polling Place Supply List

**Election Table Supply Bag Contains:

- Magnifying sheet (1)
- Poll Worker Manual (1)
- Election Officer Digest (1)
- Ballot Secrecy folder (50)
- Welcome Sign in blue stand (1)
- Ballot Options Sign in blue stand (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 (10)
- 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)

Supplies inside the Red Box

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

***Plastic Supply Kit Contains:

- Poll Worker pin (5)
- 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 (2)
- Power strip (3)
- Hand-sanitizing wipe (5)
- Red Emergency Keys Bag
 - Metal Key
 - Poll Worker Card

5.7 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.



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.

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.

Vote for One	
DAISY	
LILY	
ROSE	

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.

Blank Contest/Undervote

Fewer selections were made than allowed.

Vote for One	
DAISY	
LILY	
ROSE	

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.

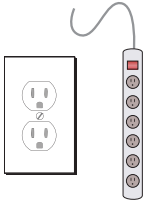
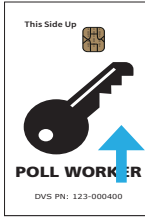
5.8 Troubleshooting Guide

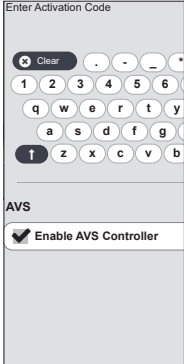
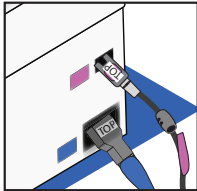
This Guide explains how poll workers can resolve simple voting equipment issues. If these instructions do not address the issue, call the Election Center, 1-800-554-9934, for assistance.

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

A. Accessible Ballot-Marking Device

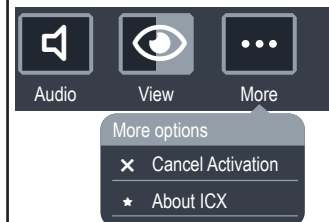
If the device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the Ballot-Scanning Machine. See page 99 for instructions.

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

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

5.8 Troubleshooting Guide

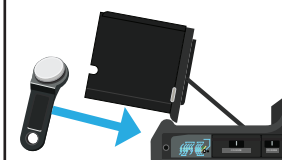
Symptom	Solution
8. Touchscreen Malfunctioning or Frozen	<p>Insert the Poll Worker Card to start new a session or continue current session.</p> <p>If this does not work, call the Election Center.</p>
9. Need to Cancel Session	<p>Tap on the three dots in the upper right-hand corner and select "Cancel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




B. Ballot-Scanning Machine

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

Symptom	Solution
1. Machine Fails to Power Up	<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>



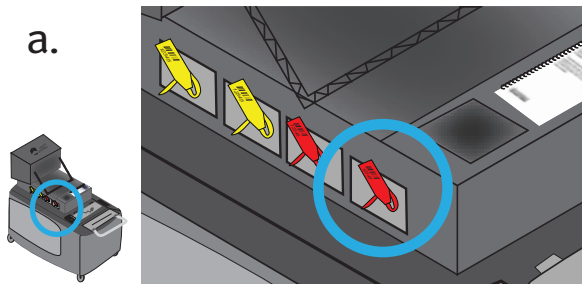
5.8 Troubleshooting Guide

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

5.8 Troubleshooting Guide

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

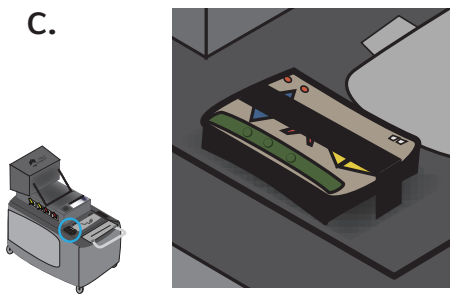
If the Ballot-Marking Device malfunctions during voting hours and a voter is waiting to use the device, be sure to initiate an accessible session on the Ballot-Scanning Machine, following the directions below.



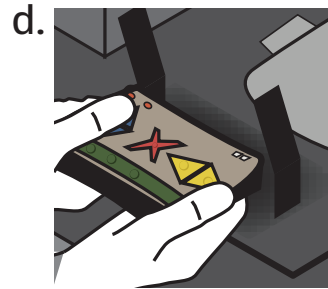
Call the Election Center to get permission to break red seal on AVS door.



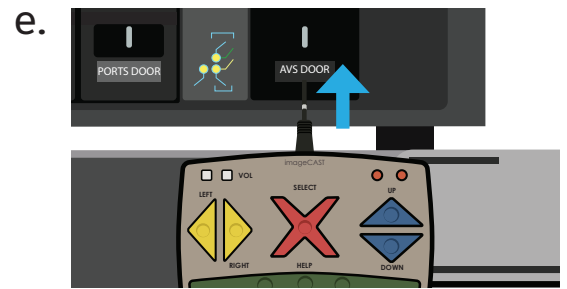
Break seal and place in Inspector Folder.



Locate ATI keypad next to AVS door.



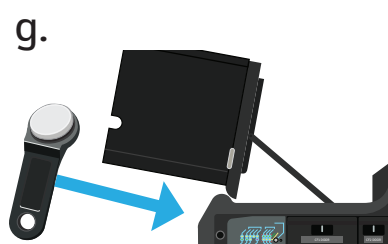
Unfasten velcro strap and remove ATI keypad.



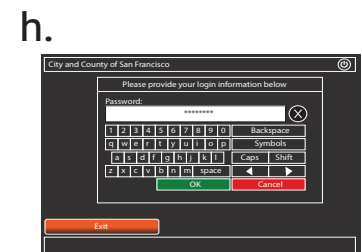
Open AVS door and plug ATI keypad cable end into AVS port.



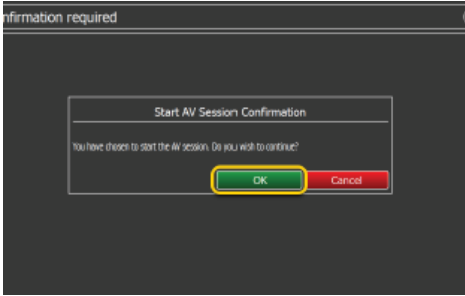
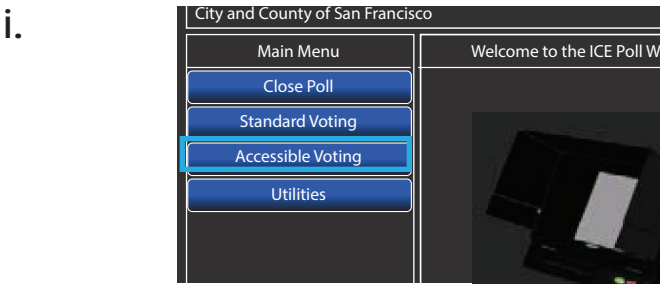
Using headphones from the Ballot-Marking Device, plug headphones into ATI Keypad. Set aside for now.



Press and hold the key fob against silver circle.



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



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

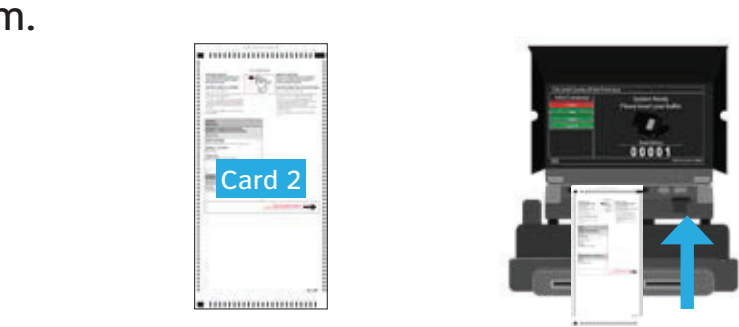
Tap “OK” to confirm AV session.



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.



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.

5.9 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?"

「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？」

"Antes de entregarle la boleta, necesito revisar la lista de electores. ¿Podría decirme cuál es su nombre y dirección?"

"Bago ko kayo mabigyan ng balota, kailangan ko muna ma-check ang Listahan, Ano ang inyong pangalan at address ng tirahan?"

"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?"

투표용지를 드리기 전에 우선 유권자 명단을 확인해 드리겠습니다. 성함과 주소를 말씀해 주시겠어요?"

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?"

5.9 Translated Scripts

1.3 For Voters with “VBM Issued” Note

“Our records show you were issued a ballot. Did you bring the vote-by-mail return envelope and ballot cards with you to exchange for a new ballot?”

「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交換新的選票？」

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

“Nasa rekord namin na kayo ay nabigyan na ng balota. Dala ba ninyo ang pangbalik na sobre ng inyo balotang vote-by-mail at ang inyong mga kard ng balota para maipalit para sa bagong balota?”

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

“기록을 보니 투표용지를 발급받으신 걸로 나와 있네요. 혹시 새 투표용지로 바꿀 투표용지와 우편투표용 봉투를 갖고 오셨나요?”

1.4 For Voters with “ID Required” Note

“Our records show your registration is incomplete because it does not include identification information. You can complete your registration by providing any of the types of identification listed here. Would you like to do that today?”

「我們的記錄顯示你因為沒有提交身份證明文件，而未能完成選民登記。您需要提供這裡所列的任何一種身份證明文件，才能完成選民登記。您想不想今天完成這個手續？」

“Nuestros archivos muestran que su inscripción está incompleta debido a que no incluye la información de identificación. Puede completar su inscripción al proporcionar cualquiera de los tipos de identificación que se enlistan aquí. ¿Le gustaría completarla hoy?”

“Pinapakita ng aming rekord na hindi kumpleto ang inyong rehistrasyon sapagkat hindi ito naglalaman ng impormasyon ng pagkakailanlan. Maaari ninyong kompletuhin ang inyong rehistrasyon sa pamamagitan ng pagbigay ng kahit ano sa mga tinatanggap na uri ng pagkakailanlan na naka lista rito. Nais niyo bang gawin ito ngayon?”

“Theo thông tin hiện có của chúng tôi thì hồ sơ ghi danh bỏ phiếu của quý vị chưa được hoàn thiện bởi vì còn thiếu thông tin xác nhận danh tính. Quý vị có thể hoàn tất việc ghi danh bằng cách cung cấp một trong các loại giấy chứng minh được liệt kê tại đây. Quý vị có muốn làm luôn hôm nay không?”

“신원 정보 누락으로 유권자 등록이 아직 완료되지 않은 걸로 나와 있습니다. 여기 나와 있는 신분증 종류 중 하나를 제시해 주시면 유권자 등록이 완료되는데, 오늘 하시겠어요?”

5.9 Translated Scripts

1.5 For Voters with no language preference

“The Roster shows you do not have a language preference. We will issue you the default ballot in English and Chinese unless you prefer a ballot with Spanish or Filipino.”

「在選民名冊上顯示您沒有語言偏好。我們會發出一份英文和中文的雙語選票給您，除非您選擇西班牙文或菲律賓文的選票。」

“La lista de electores muestra que no tiene un idioma de preferencia. Le expediremos la boleta predeterminada en inglés y chino, a menos que prefiera una boleta en español o filipino.”

“Pinapakita sa Listahan na wala kayong napiling preperensya sa wika. Mabibigyan kayo ng balota sa Ingles at Tsino, maliban na lang kung gusto ninyo ng balota sa Filipino o Espanyol.”

“Danh sách cho thấy rằng quý vị đã không yêu cầu một ngôn ngữ ưu tiên. Chúng tôi sẽ phát cho quý vị phiếu bầu mặc định, là phiếu bầu song ngữ tiếng Anh/Trung Quốc trừ khi quý vị muốn được cấp phiếu bầu tiếng Tây Ban Nha hay Philippin.”

“어떤 언어로 투표하실지가 명단에 나와 있지 않습니다. “스페인어나 필리핀어로 된 투표용지가 필요하신 경우가 아니라면 영어와 중국어로 된 기본 투표용지를 발급해 드리겠습니다.”

1.6 For Voters with a Korean or Vietnamese language preference

“Here is your current language preference. [Point to language in roster.] We will issue you a facsimile ballot in that language that you can use as a reference when marking your official ballot. Please return the facsimile when you are done”

“Đây là ngôn ngữ ưu tiên hiện tại của quý vị. [Chỉ ra ngôn ngữ trong Danh Sách.] Chúng tôi sẽ phát cho quý vị một mẫu phiếu bầu tham chiếu được dịch sang ngôn ngữ đó để quý vị tham khảo khi điền mẫu phiếu bầu chính thức của quý vị. Vui lòng trả lại mẫu phiếu bầu tham chiếu khi quý vị bỏ phiếu xong.”

“현재 이 언어를 선택하셨습니다. [명단에 표시된 언어를 손으로 가리킵니다.] 해당 언어로 된 참조용 투표용지를 드릴테니 정식 투표용지에 기표할 때 참조하시면 되겠습니다. 그리고 다 보신 다음에는 돌려주시기 바랍니다.”

1.7 For Voters with a party preference

“Here is your current party preference. [Point to the party bubble.] We will issue you that party’s ballot unless you want to reregister to vote today and vote a different party’s ballot provisionally.”

「這是您現時登記的政黨偏好。(指向顯示政黨資料的圓圈。) 我們會發出這個政黨的選票給您，除非您想今天重新登記投票以及用臨時選票投票給不同政黨。」

5.9 Translated Scripts

“Esta es su preferencia de partido actual. [Señale la preferencia de partido.] Le vamos a expedir una boleta de ese partido, a menos que desee reinscribirse hoy y votar con una boleta provisional de un partido diferente.”

“Ito ang inyong kinakatigang partido. [Ituro ang bubble ng partido]. Bibigyan namin kayo ng balota ng partidong iyon, maliban na lang kung nais ninyong muling magparehistro at bumoto ng probisyonal na balota ng ibang partido.”

“Đây là ngôn ngữ ưu tiên hiện tại của quý vị. [Chỉ ra ngôn ngữ trong Danh Sách.] Chúng tôi sẽ phát cho quý vị một mẫu phiếu bầu tham chiếu được dịch sang ngôn ngữ đó để quý vị tham khảo khi điền mẫu phiếu bầu chính thức của quý vị. Vui lòng trả lại mẫu phiếu bầu tham chiếu khi quý vị bỏ phiếu xong.”

“현재 이 정당을 지지한다고 밝혔습니다. [지지 정당 표시란을 손으로 가리킵니다.] 오늘 유권자 등록을 다시 한 다음에 다른 정당을 가투표하시려는 경우가 아니라면 지지하시는 정당의 투표용지를 발급해 드리겠습니다.”

1.8 For Voters with no party preference

“You are registered without a party preference so you have several options. Please read this sign, and tell me what you would like to do.” [Point to “Ballot Options” sign.]

「您的登記沒有政黨偏好，因此您有幾種選擇。請看這個指示及告訴我您想怎樣做。」（指向「選票選擇」指示。）

“Usted está inscrito sin una preferencia de partido, así que tiene varias opciones. Por favor, lea este letrero y dígame qué le gustaría hacer.” [Señale el letrero “Opciones de boleta”.]

“Kayo ay rehistrado na walang kinakatigang partido kaya’t kayo ay may ilang opsiyon. Pakibasa ang karatulang ito at sabihin ninyo sa akin kung ano ang nais ninyong gawin.” [Ituro ang karatula para sa “Mga Opsiyon sa Balota.”]

“Quý vị đã không chọn đảng khi ghi danh bỏ phiếu nên bây giờ có thể chọn trong một vài lựa chọn khác nhau. Vui lòng đọc bảng này và cho tôi biết quý vị muốn chọn lựa chọn nào.”

“지지 정당을 밝히지 않으셨기 때문에 몇 가지 옵션 중에 선택하시면 되겠습니다. 여기 안내문을 보시고 어떤 걸 선택하실지 말씀해주시기 바랍니다.”

1.9 For Voters not listed in the Roster

“Although you are not listed in this Roster, you can still vote today. You can either register and vote provisionally here, or we can help you locate your assigned polling place or the nearest Voting Center. If you choose to vote here and this is not your assigned polling place, only the votes for the candidates in which you are eligible to vote in your home precinct will be counted. What would you like to do?”

5.9 Translated Scripts

「雖然您的名字不在選民名冊中，您今天仍然可以投票。您可以在這裡登記並用臨時選票投票，又或者我們可以幫您找出您原本應該前往的指定投票站或最近的投票中心。如果您選擇在這裡投票，由於這裡不是您的指定投票站，因此只會計算與您家選區的選票上相同的競選項目的投票。您想怎樣做？」

“Aunque no se encuentre en la lista de electores, puede votar el día de hoy. Puede inscribirse y votar de manera provisional aquí, o le podemos ayudar a ubicar su lugar de votación asignado o el centro de votación más cercano. Si elige votar aquí y este no es su lugar de votación, solo serán contados los votos por los candidatos a los que tenga derecho a votar en el recinto electoral donde vive. ¿Qué le gustaría hacer?”

“Kahit na kayo ay hindi nakalista sa Listahan, maaari pa rin kayong bumoto ngayong araw. Maaari kayong magparehistro at bumoto nang probisyonal, o kaya ay maaari namin kayong tulungan na hanapin ang tinakda para sa inyong lugar ng botohan o ang pinakamalapit na Sentro ng Botohan. Kung pipiliin niyong bumoto dito at hindi ito ang itinalagang lugar ng botohan sa inyo, ang mga boto lamang para sa mga kandidatong may karapatan kayong iboto mula sa inyong pesinto ang mabibilang. Ano ang nais ninyong gawin?”

“Cho dù quý vị không có tên trong Danh Sách này nhưng vẫn có thể bỏ phiếu hôm nay. Quý vị có thể ghi danh và bỏ phiếu tạm thời tại đây, hoặc chúng tôi có thể giúp quý vị tìm địa điểm bỏ phiếu được chỉ định cho quý vị hay Trung Tâm Bầu Cử gần nhất. Nếu quý vị chọn bỏ phiếu tại đây và đây không phải là địa điểm bỏ phiếu chính thức của quý vị thì chỉ các mục bầu ứng cử viên mà quý vị sẽ có quyền bầu chọn tại phân khu bầu cử chính thức của mình mới được tính. Quý vị muốn làm thế nào?”

“명단에 이름이 없으시지만 오늘 투표하실 수 있습니다. 지금 여기서 유권자 등록을 한 다음에 잠정투표를 하시거나, 맞는 투표소나 가까운 투표센터 위치를 안내해 드리겠습니다. 여기가 본인의 투표소가 아닌데 여기서 투표하실 경우에는 본인 선거구에서 투표하실 수 있는 대상 후보가 얻은 표만 득표로 인정됩니다. “어떻게 하시겠습니까?”

1.10 For Voters voting provisionally

“In that case, you will need to reregister and vote provisionally. The Ballot Clerk can assist you with that process.”

「在這個情況下，您需要重新登記並用臨時選票投票。負責選票的工作人員會為您提供協助。」

“En ese caso, debe reinscribirse y votar de manera provisional. El encargado de las boletas puede ayudarle con ese proceso.”

“Sa ganyang kaso, kailangan ninyong muling magparehistro at bumoto nang probisyonal. Matutulungan kayo sa proseso ng Kawani para sa mga Balota.”

“Trong trường hợp này, quý vị cần ghi danh lại và bỏ phiếu tạm thời. Thư Ký Phụ Trách Phiếu Bầu có thể hướng dẫn thủ tục cho quý vị.”

“그럼 유권자 등록을 하고 잠정투표를 하실 수 있습니다. 투표 서기가 진행을 도와드리겠습니다.”

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 mẫu 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

"Here are your ballot cards, receipts, a pen, and a ballot secrecy folder. To mark your ballot, follow the instructions printed on each card. When you are done, place the cards in this folder and take it to the Ballot-Scanning Machine. Would you like any assistance?"

「這些是選票卡、收據、筆以及選票保密封套。請根據每張選票卡上所印的指示去標記您的選票。當您完成投票後，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？」

"Aquí tiene las tarjetas de su boleta, los recibos, una pluma y una cubierta de confidencialidad para la boleta. Para marcar su boleta, siga las instrucciones impresas en cada tarjeta. Una vez que haya terminado, ponga las tarjetas dentro de esta cubierta y llévela a la máquina de escaneo de boletas. ¿Le gustaría recibir ayuda?"

"Heto ang inyong mga kard ng balota, resibo, panulat, at folder na pantakip ng balota. Para mamarkahan ang inyong balota, sundin ang mga instruksiyon na nakaimprenta sa bawat kard. Kapag kayo ay tapos na, ilagay ang mga kard sa folderat dalhin iyo sa Ballot-Scanning Machine. Kailangan ba ninyo ng tulong?"

“Tôi xin đưa quý vị các thẻ phiếu, cuống biên nhận phiếu bầu, bì hồ sơ bảo mật và một cây bút. Để điền vào phiếu bầu, vui lòng theo các hướng dẫn được in ở mỗi thẻ phiếu. Khi quý vị làm xong, vui lòng bỏ các thẻ phiếu vào bì hồ sơ này và đem đến Máy Chụp Quét Lá Phiếu. Quý vị có cần được giúp đỡ gì không?”

5.9 Translated Scripts

“투표용지, 영수증, 펜, 비밀투표용 폴더를 드리겠습니다. 투표용지마다 인쇄된 안내문에 따라서 기표해 주시기 바랍니다. 기표를 마친 후에는 기표 내용이 보이지 않도록 투표용지를 받으신 폴더에 끼운 다음 투표용지 스캐닝 기기로 가져오시면 됩니다. 따로 도움이 필요하신지요?”

2.3 Issuing a Provisional Ballot

“The next step is to fill out a provisional envelope together. First, I will complete the Poll Worker Section. Next, please complete the fields in the Voter’s sections of the envelope, and return it to me when you are done. I will then issue you a ballot.”

「下一步是一起填寫臨時選票信封。首先，我要完成投票站工作人員部份（第一步：填寫選區號碼及市議會分區資料。第二步：勾選使用臨時投票的原因。）跟著，請填寫信封上的選民部份，完成後交回給我。之後，我會發給您一份選票。」

“El siguiente paso es que llenemos un sobre provisional juntos. Primero, voy a completar la sección del trabajador electoral [escriba el # del recinto electoral y del distrito de supervisión, si aparecen en blanco en el paso 1; y marque la razón de la votación provisional en el paso 2]. Ahora, por favor, complete los campos en la sección para el elector del sobre, y devuélvame cuando haya terminado. Entonces le daré una boleta.”

“Ang susunod na hakbang ay sabay nating pupunan ang probisyonal na sobre. Una, kukumpletuhin ko ang seksyon para sa manggagawa sa lugar ng botohan [isulat ang # ng presinto, ang superbisoryal na distrito kung blanko, sa Hakbang 1, at i-check ang rason ng probisyonal na pagboto sa Hakbang 2]. Sunod, paki-kumpleto ang mga puwang sa seksyon para sa Botante ng sobre, at ibalik sa akin kapag tapos na kayo. Matapos iyon, mabibigyan ko na kayo ng balota.”

“Bước tiếp theo là chúng tôi sẽ cùng điền vào phong bì phiếu bầu tạm thời. Thứ nhất là tôi sẽ điền vào phần dành cho Nhân Viên Phòng Phiếu [ghi số Phân Khu Bầu Cử và Khu Giám Sát ở Bước 1 nếu phần đó bị để trống, và đánh dấu lý do bỏ phiếu tạm thời ở Bước 2]. Tiếp theo, quý vị vui lòng điền vào các mục trên phong bì dành cho Cử Tri và trả lại cho tôi khi quý vị điền xong. Sau đó tôi sẽ phát một lá phiếu cho quý vị.” [Nếu cử tri muốn dùng một ngôn ngữ ưu tiên thì hãy tìm phong bì phù hợp và yêu cầu cử tri điền vào.]

“다음 단계로, 잠정투표 봉투를 저와 함께 작성하셔야 합니다. 먼저, 투표요원 작성란 부분을 제가 작성하겠습니다[1단계에서 선거구 번호란과 감독구 부분이 공란일 경우 기입한 다음, 잠정투표를 하는 이유를 2단계에서 확인함]. 다음으로, 봉투의 유권자 작성란을 다 작성하신 다음에 저한테 주십시오. 그리고 나서 투표용지를 발급해 드리겠습니다.” [유권자가 선택한 언어가 있다면 해당어로 된 잠정투표 봉투를 찾아줘 유권자에게 작성하라고 안내합니다.]

5.9 Translated Scripts

“Here is your provisional ballot. To mark your ballot, follow the instructions printed on each card. When you finish marking your ballot, place it in this envelope, seal the envelope and remove the receipt, then drop the envelope into the Red Box. Would you like any further assistance?”

「這是您的臨時選票。請根據每張選票卡上所印的指示去標記您的選票。當您完成標記後，請將選票放入並封存於信封內，撕下收據。最後請把您的信封投入紅箱。您需要有進一步的協助嗎？」

「Aquí tiene su boleta provisional. Para marcar su boleta, siga las instrucciones impresas en cada tarjeta. Una vez que haya terminado de marcar su boleta, póngala en este sobre, séllelo y desprenda el recibo; luego meta el sobre en la caja roja. ¿Le gustaría recibir más ayuda?»

“Ito ang inyong probisyonal na balota. Para mamarkahan ang balota, sundin lamang ang mga instruksiyon na nakaimprenta sa bawat kard. Kapag tapos na kayong markahan ang balota, ilagay ito sa loob ng sobre, isara at siguraduhing selyado ang sobre, alisin ang resibo, at ihulog ito sa Pulang Kahon. Kailangan ba ninyo ng karagdagang tulong?”

“Đây là phiếu bầu tạm thời của quý vị. Để điền vào phiếu bầu, vui lòng theo các hướng dẫn được in ở mỗi thẻ phiếu. Khi quý vị điền xong, vui lòng bỏ phiếu bầu vào phong bì này, dán kín phong bì và tách ra cuống biên nhận, sau đó bỏ phong bì vào Thùng Màu Đỏ. Quý vị có cần được giúp đỡ gì nữa không?”

“잠정투표용지를 드리겠습니다. 투표용지마다 인쇄된 안내문에 따라서 기표해 주시기 바랍니다. 기표를 마치면 이 봉투에 넣고 영수증은 떼어낸 다음 봉투를 밀봉해 빨간 박스에 넣어주시기 바랍니다. 도움이 더 필요하신지요?”

2.4 Issuing a Standard ballot on the Accessible Ballot-Marking Device

“Here is a ballot secrecy folder. The Inspector will now activate your ballot on the Ballot-Marking Device. If you need assistance following the machine’s instructions, please let one of us know. When you are done marking your ballot, print it out, place it in this folder, and bring it to the Ballot-Scanning Machine. Would you like any further assistance?”

「這是一個選票保密封套。投票站長現在會於選票標記設備上啟動您的選票。如果您在選票標記設備的使用操作上需要協助，請告訴我們。當您完成標記選票，請把它列印出來，放入保密封套，以及帶往選票掃描機。您需要有進一步的協助嗎？」

“Aquí tiene una cubierta de confidencialidad para la boleta. Ahora, el inspector activará su boleta en el dispositivo para marcar la boleta. Si necesita ayuda al seguir las instrucciones de la máquina, por favor, avísenos. Una vez que haya terminado de marcar su boleta, imprímala, póngala dentro de esta cubierta y llévela a la máquina de escaneo de boletas. ¿Le gustaría recibir más ayuda?”

“Heto ang folder na pantakip ng inyong balota. I-a-activate ng Inspektor ang inyong balota sa Ballot-Marking Device. Kung kailangan niyo ng tulong sa pagsunod sa mga instruksiyon ng makina, ipagbigay alam niyo lang sa isa sa amin. Kapag tapos na kayong markahan ang inyong balota, i-print ito, ilagay sa loob ng folder, at dalhin sa Ballot-Scanning Machine. Kailangan ba ninyo ng karagdagang tulong?”

5.9 Translated Scripts

“Đây là bì hồ sơ bảo mật của quý vị. Bây giờ Thanh Tra Viên sẽ kích hoạt phiếu bầu của quý vị trên Thiết Bị Đánh Dấu Phiếu Bầu. Nếu quý vị cần được giúp để thực hiện theo các hướng dẫn của thiết bị thì vui lòng cho chúng tôi biết. Khi quý vị điền phiếu bầu xong, vui lòng in ra các lá phiếu, bỏ vào bì hồ sơ này và đem đến Máy Chụp Quét Lá Phiếu. Quý vị có cần được giúp đỡ gì nữa không?”

“비밀투표용 폴더를 드리겠습니다. 이제 저희 조사관이 기표기에 유권자분의 투표용지가 보이도록 하겠습니다. 기기 사용법 안내를 따르는 데 도움이 필요하시면 저희 중 한 명에게 알려주시기 바랍니다. 기표를 마친 후에는 인쇄를 한 다음에 기표 내용이 보이지 않도록 투표용지를 받으신 폴더에 끼운 다음 투표용지 스캐닝 기기로 가져오시면 됩니다. 도움이 더 필요하신지요?”

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

“The Inspector will now activate your ballot on the Ballot-Marking Device. If you need assistance following the machine’s instructions, please let one of us know. When you finish marking your ballot, print it out, place it in this envelope, seal the envelope and remove the receipt, then drop the envelope into the Red Box. Would you like any further assistance?”

「投票站長現在會於選票標記設備上啟動您的選票。如果您在選票標記設備的使用操作上需要協助，請告訴我們。當您完成標記選票，請把它列印出來及放入信封裡，然後封好信封及撕下收據。最後把您的信封投入紅箱。您需要有進一步的協助嗎？」

“Ahora, el inspector activará su boleta en el dispositivo para marcar la boleta. Si necesita ayuda al seguir las instrucciones de la máquina, por favor, avísenos. Una vez que haya terminado de marcar su boleta, imprímala, póngala dentro de este sobre, séllelo y desprenda el recibo; luego meta el sobre en la caja roja. ¿Le gustaría recibir más ayuda?”

“I-a-activate na ng Inspektor ang inyong balota sa Ballot-Marking Device. Kung kailangan ninyo ng tulong sa pagsunod sa mga instruksiyon ng makina, ipagbigay alam niyo lang sa isa sa amin. Kapag tapos na kayong markahan ang inyong balota, i-print ito, ilagay sa loob ng ng sobre, isara at siguraduhing selyado ang sobre, alisin ang resibo, at ihulog sa Pulang Kahon. Kailangan ba ninyo ng karagdagang tulong?”

“Bây giờ Thanh Tra Viên sẽ kích hoạt phiếu bầu của quý vị trên Thiết Bị Đánh Dấu Phiếu Bầu. Nếu quý vị cần được giúp để thực hiện theo các hướng dẫn của thiết bị thì vui lòng cho chúng tôi biết. Khi quý vị điền xong, vui lòng in ra phiếu bầu, bỏ vào phong bì này, dán kín phong bì và tách ra cuống biên nhận, sau đó bỏ phong bì vào Thùng Màu Đỏ. Quý vị có cần được giúp đỡ gì nữa không?”

“이제 저희 조사관이 기표기에 유권자분의 투표용지가 보이도록 하겠습니다. 기기 사용법 안내를 따르는 데 도움이 필요하시면 저희 중 한 명에게 알려주시기 바랍니다. 기표를 마치면 인쇄를 해서 이 봉투에 넣고 영수증은 떼어낸 다음 봉투를 밀봉해 빨간 박스에 넣어주시기 바랍니다. 도움이 더 필요하신지요?”

3. Ballot-Scanning Machine Clerk

3.1 For voters with provisional envelopes, say:

“I see you have a provisional envelope. Please make sure you completed and signed the envelope and removed the receipt before dropping it into the Red Box.”

「我看到您有臨時選票的信封。請確定您已經填妥信封上的資料並簽名，然後撕下收據，最後把您的信封投入紅箱。」

“Veo que tiene un sobre provisional. Por favor, asegúrese de haberlo completado y firmado, y de haber desprendido el recibo antes de meterlo en la caja roja.”

“Nakikita kong mayroon kayong probisyonal na sobre. Mangyaring siguraduhin ninyong kumpleto at napirmahan ang sobre, at naalis ninyo ang resibo bago ninyo ihulog ito sa Pulang Kahon.”

“Tôi thấy rằng quý vị có phong bì đựng loại phiếu bầu tạm thời. Vui lòng đảm bảo rằng quý vị đã điền đầy đủ và ký tên vào phong bì cũng như tách ra cuống biên nhận trước khi bỏ phong bì vào Thùng Màu Đỏ.”

“잠정투표 봉투를 받으셨군요. 봉투 작성을 완성하고 서명한 후 영수증은 떼어낸 다음 봉투를 빨간 박스에 넣어주시기 바랍니다.”

5.10 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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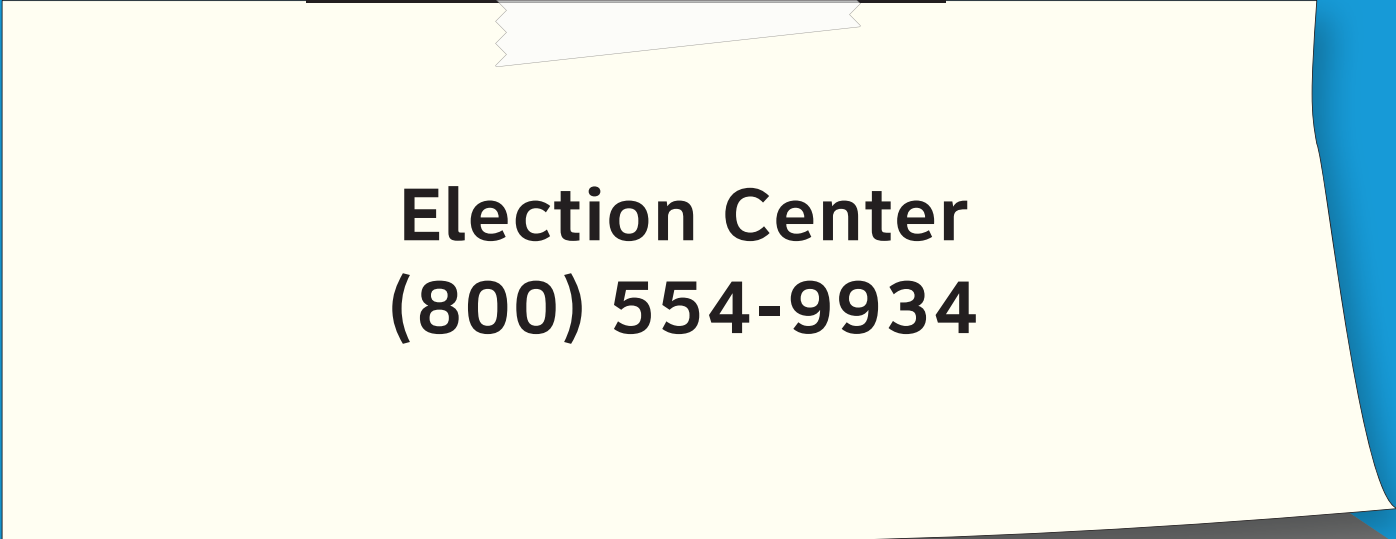
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- Other Languages: (415) 554-4375
- Spanish: (415) 554-4366
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