



SAN FRANCISCO
ELECTIONS

Guide to Observing the Elections Process

City and County of San Francisco

November 6, 2018, Consolidated General Election

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I. Introduction

The Department of Elections (Department) is responsible for conducting elections under the rules and regulations established by federal, state, and local laws – notably, the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City’s Language Access ordinance. The Department strives to maintain an open process that ensures public confidence in the election system, providing and improving upon our public outreach and education plan to all eligible voters in San Francisco, and continuing to improve the services the Department provides by streamlining processes and anticipating the future needs of San Francisco voters.

Prior to each election, the Department invites members of the public, representatives from political parties’ central committees, the Civil Grand Jury, League of Women Voters, advocacy groups, and the media to form a panel of Official Election Observers. Panelists are invited to observe various election processes, such as Logic and Accuracy testing of voting equipment, processing of vote-by-mail ballots, poll worker training classes, voter outreach presentations, Election Day activities, Election Night ballot tabulation and reporting, and post-election Canvass, including the 1% manual tally of ballots cast.

Your role as an observer of the election is invaluable and helps strengthen the democratic process. The Department publishes this Guide to help Election Observers familiarize themselves with election processes and observation guidelines so that the Department may conduct election operations with minimal interference while allowing the public to observe. By facilitating observation, the Department hopes to encourage voter participation and build confidence in elections, ensure the integrity of elections, and provide an avenue for public input.

The Observer Guide is intended to provide general information about observing the election process and does not have the force and effect of law, regulation, or rule. It is distributed with the understanding that the Department of Elections is not rendering legal advice, and therefore, the guide is not intended to be a substitute for legal counsel for the individual or organization using it. In case of conflict, the law, regulation, or rule will apply.

II. Calendar of Observable Activities

Before Election Day			
Activity	Details	Time	Location
Ballot Measure Letter Designation	The Department of Elections designates letters for local ballot measures <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	August 13	City Hall, Rm 48
Selection of Proponent and Opponent Arguments	If the Department receives more than one proponent or opponent argument for a measure, the Department will select one proponent and one opponent argument according to priority levels and, if necessary, by lottery <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	August 16, 2 p.m.	City Hall, Rm 48
Voter Outreach Presentations	Contact Matthew Selby (415) 554-4376 for details, time, and location		
Logic and Accuracy Testing	Optech 400-C machines	September 28 8 a.m. – 5 p.m.	City Hall, Rm 48
	Optech Insight machines	October 1 – October 9 8 a.m. – 5 p.m.	Pier 48, Shed B
	AVC Edge II machines	October 11 – 19 8 a.m. – 5 p.m.	Pier 48, Shed B
Poll Worker & Field Support Training	See page 18		
Voting Center	Any voter may vote at the City Hall Voting Center beginning 29 days before the election	October 9 – November 5, Monday–Friday, 8 a.m. – 5 p.m. October 27 – 28 and November 3 - 4, 10 a.m.– 4 p.m.	City Hall, ground floor
Open House	During the Open House, attendees are invited to tour the Department's office and learn about processes that take place before, on, and after Election Day in support of the election	TBD, Contact 415-554-4375 for more info.	City Hall, Rm 48
Vote-by-Mail Ballot Processing	Sorting, scanning, and verifying signatures on the vote-by-mail envelopes in preparation for ballot counting <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	As early as September 24, after transmission of ballots to military and overseas voters, until complete	City Hall, Rm 48
	Opening of vote-by-mail ballot envelopes, ballot extraction, ballot counting in preparation for tabulation <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	October 22 until complete	City Hall, Rm 48
	For activity on a specific day, contact Matthew Selby (415) 554-4376		
Ballot Remake	When ballots are torn, bent, folded, dirty, damp, or otherwise damaged and unreadable, the Department remakes these ballots	October 23 until complete (remake of faxed ballots may begin as early as October 22)	City Hall, Rm 48
Mock Election Day Support Center	The practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	November 3, 3:30 p.m.– 5:30 p.m.	Rm adjacent to the City Hall café

On Election Day

Activity	Details	Time	Location
Voting Center/ Polling Places	Check sfelections.org for polling place locations	Voting Center and polls are open from 7 a.m. – 8 p.m. on Election Day	City-wide
Election Day Support Center	Provides support to poll workers and dispatches in-person assistance to polling places when needed <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	5:30 a.m. to approximately midnight	Rm adjacent to City Hall café
Processing Center	Receives voted ballots, rosters and other materials from polling places	Begins after 8 p.m. and continues until all polling place materials have been received	Warehouse at Pier 48
Data Collection Center	Receives memory and results cartridges from polling places	Begins after 8 p.m. and continues until all polling place memory devices have been received	City Hall, McAllister St. entrance
Election Night Results Reporting	Results are displayed on a large monitor on Election Night. Results are also available at: sfelections.org , San Francisco Government Television – SFGTV, Channel 26, Department’s Office	First preliminary results released at approximately 8:45 p.m. with updates released at approximately 9:45 p.m. and 10:45 p.m.	City Hall, North Light Court

After Election Day

Activity	Details	Time	Location
Processing and Tabulation	These include vote-by-mail ballots that voters dropped off at the polling places or the City Hall drop-off stations, or that the Department received in the mail within three days of Election Day; vote-by-mail ballots that were remedied by voters within eight days of the election; provisional ballots; ballots with write-in votes; and votes cast on the Edge accessible voting machines <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	Continues until all ballots have been counted and the results are certified	City Hall, Rm 48
	For activity on a specific day, contact Matthew Selby (415) 554-4376		
Results Reporting after Election Night	The Department posts updated results online on any day ballots are tabulated	Daily at approximately 4 p.m.	sfelections.org
Canvass	An internal audit of the election to ensure the accuracy of results	November 7, 10 a.m.–7 p.m. beginning November 8, 8 a.m.– 5 p.m. daily except Sundays and holidays	Warehouse at Pier 48
1% Manual Tally	Random selection of precincts for manual tally <i>(Streamed on sfgov.org/elections/observe-election-process)</i>	TBD, Contact 415-554-4375	City Hall, Rm 48

III. Observer Rights and Responsibilities

Members of the public, citizens, candidates, campaign staff, and members of the media have the right to observe various processes associated with elections. The law provides elections officials with some discretion of how various observation laws are applied. Due to space and time constraints, the Department reserves the right to limit the number of observers.

A. Observer Rights

Observers have the right to¹:

- Observe all election-related activities, as permitted by law, such as voting equipment preparation and testing, polling place activity, and ballot processing.
- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance of the polling place.
- Make notes and watch election procedures.
- View election-related activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View vote-by-mail and provisional ballot processing.
- Ask questions of poll workers and/or designated supervisory staff as long as they **do not interfere** with the conduct of any part of the voting process or other election procedure.

B. Observer Responsibilities

Observers are responsible for:

- Checking in at all sites - the Department office at City Hall, polling places, or warehouse at Pier 48
- Wearing the Department-issued identification badge and introducing themselves to poll workers
- Remaining within the areas designated by the person supervising each process
- Not entering restricted areas unaccompanied
- Not interfering with election processes
- Keeping at arm's length from staff and not speaking directly to them
- Addressing questions, including challenges only to designated supervisory staff
- Not touching voting equipment, ballot containers, or ballots
- Not using Department resources such as telephones, computers, or photocopiers
- Not eating or drinking in the Department office, polling places, or the warehouse at Pier 48
- Refraining from using personal electronic devices (e.g., cell phones, cameras) at the Department office at City Hall,

¹ County Clerk/Registrar of Voters Memorandum #18116 issued by the California Secretary of State on May 11, 2018.

polling places, and the warehouse at Pier 48

- Maintaining a professional manner – no conversations with each other, speaking loudly, or other disturbances in the observation areas
- Following established observation rules and guidelines

C. Election Day Guidelines

On Election Day, the public may observe the activities of voters and poll workers at polling places from the time the polls open at 7 a.m. until all closing procedures are completed. While at the polls, observers must respect the right of voters to a secret ballot free from intimidation.²

At the polling places, observers may:

- Inspect signatures on the Roster of Voters, provided there is no interference with poll workers' ability to perform their duties or inconvenience to voters³
- Obtain information from the precinct index that is posted near the entrance of the polling place⁴

At the polling places, observers may not⁵:

- Interfere with the conduct of the election. Any poll worker is entitled to determine whether a person is interfering with the conduct of the election
- Handle any voting material, voting equipment, or furniture at the polling place
- Sit at the official worktables, use polling place facilities, or assist in the operation of a polling place
- Communicate with voters within 100 feet of the entrance to, or inside of, a polling place by encouraging them to vote for or against a person or a measure, or regarding a voter's qualifications to vote. Exit polling of voters is permitted, provided it is conducted at least 25 feet away from the entrance to the polling place
- Display any campaign material or wear campaign badges, buttons, or apparel
- Wear the uniform of a peace officer, a private guard, or security personnel
- Directly challenge a voter. Only a poll worker may do so, based on evidence presented – see Conducting a Challenge section on page 14
- Prevent other observers from observing material or processes

The Department will continue with scheduled operations whether or not an observer is present. Additionally, the Department may ask an observer to leave, if he or she fails to follow established observer guidelines.

² California Elections Code § 2300(a)(4).

³ California Elections Code § 14223(b).

⁴ County Clerk/Registrar of Voters Memorandum #18116 issued by the California Secretary of State on May 11, 2018.

⁵ County Clerk/Registrar of Voters Memorandum #18116 issued by the California Secretary of State on May 11, 2018.

D. Media Guidelines

The California Secretary of State has historically taken the position that cameras and video equipment are not allowed at polling places with some exemptions.⁶ For instance, if a credentialed media organization wants to photograph or film a candidate casting his or her ballot, the Department may permit it, provided there is no interference with polling activity, intimidation of voters or poll workers, or compromise of any voter's privacy.

In general, the media is required to follow the guidelines noted above. The Department suggests that media organizations inform the Department prior to photographing or filming a polling place. In all instances, the media organization must obtain the consent of the voters present prior to filming or photographing voting activity. For additional information, please refer to the County Clerk/Registrar Voters Memorandum #18116.

IV. Prior to Election Day

A. Letter Designation

Ballot measure letters are assigned according to the procedures in San Francisco Municipal Elections Code Section 505. 88 days prior to an election, the Department designates letters for each ballot measure. This process is conducted in the lobby of the Department and is open to the public to observe and participate.

B. Selection of Official Proponents' and Opponents' Arguments

Members of the public have the opportunity to submit an argument, to the Department, in favor of or against a measure appearing on the ballot. The argument that will appear in the Voter Information Pamphlet is selected by a priority level set by San Francisco Municipal Elections Code Section 545. When an individual with priority declines to submit, and more than one argument is submitted for a specific measure, the Director will select, at random, an argument for that measure.

C. Outreach Activities

The Department provides year-round education for San Francisco residents year-round about voting and elections, in compliance with various municipal, state, and federal laws and mandates. For each election, the Department devises a specific program plan to inform voters about the scope of the election and types of contests. It enables those who are eligible and interested to participate and ensures participants are aware of available voting options and assistance. The Department meets individual voters and eligible registrants in San Francisco neighborhoods through scheduled events and

⁶ County Clerk/Registrar of Voters Memorandum #18116 issued by the California Secretary of State on May 11, 2018.

presentations that are conducted in a variety of languages to meet the needs of San Francisco's diverse population.

Please check the Voter Education Community Outreach Calendar at sfelections.org for dates and locations of outreach presentations.

D. Streaming Activities

Many elections-related activities at the Department's locations are available by live stream. For more information, visit Sfelections.org/live and expand the Schedule of Activities.

E. Logic and Accuracy Testing

The Department is required by law to conduct Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing verifies that the specific ballot information for each precinct is correct, checks the performance of the vote tabulating equipment, and ensures that all votes are recorded properly and tabulated accurately.

The L&A Testing Board, composed of registered voters from different fields of work, reviews and approves the testing plan for each election. In addition to approving the testing plan, they review and approve the results of the test. The L&A Testing Board must approve and certify the results no later than seven days before the election.⁷

The voting equipment subject to testing is:

- 400-C machines – high- speed optical scan tabulators
- Optech Insight machines – optical scan tabulators used for precinct ballots
- Edge II machines – units with touchscreen and audio modes that allow people with specific needs to vote independently and privately

1. 400-C Machine Testing

The Department has four 400-C vote tabulating machines. During testing, staff tests several ballot types on each machine according to the testing plan. Once the test ballots are run, a report is generated and compared for accuracy with the predetermined result. When testing is complete, the machines remain in the Department's secured computer room, a restricted area accessible only to authorized personnel.

2. Optech Insight Machine Testing

During testing, test ballots are run through each machine and a report generated and compared with the predetermined

⁷ California Elections Code § 15000.

result for accuracy. When testing is complete, a serialized tamper-evident seal is attached to the memory pack cover to prevent tampering. Next, the machine is placed inside a black bag, closed and secured with another tamper-evident seal and stored by precinct number in a secured caged area at the warehouse at Pier 48 in preparation for delivery to the appropriate polling place.

3. Edge II Machine testing

Initially, the date and time is set for each machine and the touch screen calibrated to ensure it is working properly. Then a simulated test vote is run. After the simulation is complete, staff performs a manual vote using the touch screen to confirm that votes are being recorded accurately. Once the machine is determined to be functioning properly and the vote tally is confirmed to match the predetermined result, testing is complete. Then the testing team places serialized tamper-evident seals on the results cartridge compartment, the reset button cover, and the open/close switch panel to prevent unauthorized access. Once the unit is secured, it is placed in a blue bag with a security seal in a caged area at the warehouse at Pier 48 in preparation for delivery to the appropriate polling place.

F. Poll Worker Training

Poll worker training is conducted prior to each election to prepare poll workers for service on Election Day. Training classes are conducted at City Hall in the month preceding the election. Although different curricula have been developed to support the training of various types of election workers (e.g., inspectors, high school student clerks), all training classes focus on the following topics: rights of voters, including language and other access rights for voters with specific needs; correct setup and operation of voting equipment; procedures for voting, including standard, vote-by-mail, and provisional voting; and procedures for documenting and transferring custody of ballots and other election materials at the end of Election Day.

G. FED Training

For each election, the Department employs Field Election Deputies (FEDs) to serve as liaisons between polling places and the Election Day Support Center. Each FED is responsible for a territory of approximately 7-10 polling places. They receive comprehensive training on how to carry out their duties. Their training includes a five-hour course that covers Election Day tasks, instructions on poll worker procedures and election laws, solutions to common voting equipment issues, vehicle operation logistics, and other topics. FEDs also practice driving their poll route to determine the optimum route between precincts and to become familiar with their assigned van and cell phone. Additionally, FEDs attend a lab where they can practice their new skills.

H. Early Voting

Prior to every election, the Department facilitates early voting opportunities for San Francisco residents. Early voting begins 29 days prior to the election at the Department's office on the ground floor of City Hall during weekdays. Weekend voting is available the two weekends prior to the election. Those interested in casting their ballots during the early voting period have the option to vote by paper ballot or use an accessible voting machine. The early voting period also marks the first day that ballots are sent to those registered as permanent vote-by-mail voters.

I. Vote-by-Mail Ballots⁸

Beginning 29 days before the election, the Department may begin processing the vote-by-mail return envelopes by reviewing the signatures on the envelopes. The Department provides at least 48 hours' notice before processing vote-by-mail ballots.⁹

The Department uses two automated systems, the Agilis mail sorter and the Election Information Management System, to process the unopened envelopes prior to manually verifying the signatures. The mail sorter is linked to the voter registration database of eligible voters and their voter IDs so that it can read and process each envelope's barcode, which includes the voter ID, election ID, and precinct.

The sorter performs several tasks - out-sorting spoiled and unreadable envelopes, counting envelopes, capturing a digital image of the signature on each envelope and batching it with other images, and sorting the envelopes by precinct. The batched signature images are then accessible for review on staff computers. The signature captured from the envelope and the signature from the voter's registration are displayed on the monitor so that staff can visually compare and accept or challenge the envelope. Signature comparison for damaged envelopes is performed manually. After acceptance, the voter's voting history is updated to reflect that he or she returned a ballot for the current election.

The Department may begin opening accepted envelopes ten business days before the election.¹⁰ Once the envelopes are accepted and sorted by precinct, the extractor opens the sides of the envelope to facilitate manual ballot extraction. Throughout this process the voter's identifying information is kept face down to protect the voter's privacy. Ballots that cannot be processed by the 400-C machine are set aside for manual review.

1. Challenging Vote-by-Mail Ballots

A ballot may be rejected for several reasons. The most common reason that a ballot is rejected is due to a late postmark.

⁸ California Elections Code § 15104. For information regarding signature comparison, see California Election Code § 3019.

⁹ California Elections Code § 15104(c).

¹⁰ California Election Code § 15101(b).

The second most common reason that a ballot is rejected is due to a signature mismatch. When a ballot is rejected due to a signature mismatch, the Department notifies the voter by phone, mail, or email. The voter then has the opportunity to correct the error. Observers are allowed sufficiently close access to observe if the individuals handling the ballots are following established procedures.¹¹ Observers may challenge **only** the manner in which vote-by-mail ballots are handled, from the processing of the ballot return envelopes through ballot counting and disposition.¹² Any challenges must be made prior to opening the envelope and the challenger has the burden of establishing extraordinary proof of the validity of the challenge at the time the challenge is made.¹³

2. Remake Process

Under certain circumstances, when a ballot is cast lawfully but is unreadable by the vote counting equipment, the Department must "remake" the ballot so it can be read and processed by the equipment.¹⁴ For example, ballots that are torn, bent, folded, dirty, damp, or damaged must be remade. This process begins approximately three weeks before Election Day and may continue until the election is certified.

Generally, the remake team consists of four members: two screeners and two markers. All members working on the remake team undergo training on how to properly interpret voter marks and intent as provided by the California Elections Code and Secretary of State's Uniform Vote Count Standards. Working together, the screeners review each ballot that is out-stacked by the 400-C machine to determine whether a remake is necessary. If the screeners decide a remake is necessary, the markers duplicate the votes cast on the original ballot on a remake ballot. The remake must reflect the intent of the voter as determined by the screeners. The process is closely monitored to ensure accuracy and consistency.

V. Election Day

A. Polling Places

The number of polling places may vary for each election based on the type of election. If you plan to observe polling places, please bring the memorandum from the Director of Elections introducing you to poll workers; the Department distributes this memo at the initial observer meeting. Additionally, please familiarize yourself with the observer guidelines outlined in this guide. The Department requests that you adhere to the guidelines so poll workers may conduct the election efficiently, with minimal interference.

¹¹ California Election Code § 15104(d).

¹² California Election Code § 15104(b).

¹³ California Election Code § 15105 and § 15106.

¹⁴ California Election Code § 15210.

1. Conducting a Challenge¹⁵

If you believe a person's eligibility to vote should be challenged, you may do so by contacting the Department. Without sufficient evidence, a challenge shall be resolved in favor of the voter. Keep in mind, only an Election Official may challenge a person's eligibility to vote. If challenging of voters results in undue delay in voting activities or causes intimidation, poll workers may discontinue all challenges and note it on the Roster of Voters.

2. Assistance to Voters¹⁶

Poll workers may offer assistance to voters as outlined in the California Voter Bill of Rights. For instance, if a polling place is inaccessible to a voter with a physical disability, poll workers may assist the voter in an accessible area as close to the polling place as possible. If a voter is unable to mark the ballot, he or she may bring up to two assistants to the booth to help mark the ballot. Also, voters may bring children under the age of 18 into the voting booth.¹⁷

Additionally, the Department employs bilingual poll workers to provide language assistance to voters.¹⁸

B. Election Day Support Center

To provide support to poll workers and field support personnel, and to dispatch in-person assistance or additional supplies and materials if needed, the Department organizes an Election Day Support Center prior to every election. The Election Day Support Center is located primarily in the area adjacent to the City Hall Café with supporting teams located elsewhere in City Hall.

C. Election Night Processing Center

To facilitate the delivery of election material from polling places, the Department establishes an Election Night Processing Center at the warehouse at Pier 48. When polls close, poll workers prepare the ballots and other election material for transport. As required by the San Francisco City Charter, Deputy Sheriffs collect the Rosters of Voters, all ballots, and Voter Verified Paper Audit Trail printers containing the recorded votes from polling places and transport these items to the Election Night Processing Center.¹⁹

D. Delivery of Memory Devices

Parking Control Officers from the Department of Parking and Traffic retrieve results cartridges (Edge machines) and

¹⁵ California Elections Code § 14240 – 14253.

¹⁶ California Elections Code § 2300 and § 14282.

¹⁷ California Elections Code § 14222.

¹⁸ 18 California Elections Code § 14227.

¹⁹ San Francisco Charter § 13.104.5.

memory packs (Insight machines) from the polling places and transports them to McAllister Street entrance at City Hall.

E. Election Night Results Reporting

The Department releases the first round of preliminary results at approximately 8:45 p.m. after the polls close. This report represents results from the vote-by-mail ballots the Department received before Election Day. Beginning at approximately 9:45 p.m., the preliminary reports include results from ballots cast at polling places. Results will be available at:

- sselections.org
- San Francisco Government Television – SFGTV, Channel 26
- North Light Court, City Hall – results are displayed on a large monitor with printed copies available at approximately 8:45 p.m., with updates released at approximately 9:45 p.m., 10:45 p.m., and 11:45 p.m.
- Department Office, Room 48 at City Hall – updated copies will be available and also posted outside the office

VI. After Election Day

A. Counting Votes

The Department may begin opening accepted vote-by-mail envelopes seven business days prior to the election.²⁰ The counting process that begins prior to the election continues after the Election until all ballots are counted. Duration of the count varies with each election.

1. Vote-by-Mail Ballots

The Department may begin processing vote-by-mail ballots utilizing the 400-C ballot counting machine 29 days prior to the election. The results of the early count are released after polls close on Election Day.²¹

2. Precinct Ballots

Precinct ballots are scanned at the polling places when voters insert their voted ballot cards into the Insight machines. The votes are tallied and the data is stored in the memory pack of each machine. Any votes cast on the Edge II machine are recorded in the results cartridge and on the Voter Verified Paper Audit Trail. Once the Parking Control Officers from the Department of Parking and Traffic deliver the memory devices to City Hall, the information from the Insight memory packs is uploaded to the tabulation database (on election night). In accordance with Secretary of State requirements, the information from the Edge results cartridges is not uploaded and used in the official tally. Instead, the votes recorded on the Voter Verified Paper Audit Trails are duplicated onto paper ballot cards at Pier 48 during the Canvass, counted using the 400-C machines at City Hall, and then included in the tally.

²⁰ California Elections Code § 15101(b).

²¹ California Elections Code § 15101(b)(c).

3. Provisional Ballots²²

A voter claiming to be properly registered, but whose qualifications to vote cannot be immediately established, is entitled to vote provisionally. A vote-by-mail voter who is unable to surrender his or her vote-by-mail ballot may also vote provisionally. The provisional ballots are reviewed to determine the voter's eligibility and reason for voting provisionally. If the ballot is accepted, it is processed similarly to vote-by-mail ballots and included in the official tally.

4. Ballots with Write-In Votes

Vote-by-mail ballots with write-in votes are reviewed at City Hall. Precinct ballots with write-in votes are reviewed in the warehouse at Pier 48. All work on ballots with write-in votes is done in teams. Following established procedures, two staff members, working together, determine whether to accept the vote. A second pair reviews the work for accuracy. Once the ballot cards with write-in votes are reviewed, any valid write-in votes are added to the tally. For contests with ranked-choice voting, both valid and invalid write-in votes must be processed using the 400-C machine at City Hall. For other contests, any valid write-in votes are tallied manually and added to the election results.

B. Results Reporting After Election Day

On any day during which the Department tabulates ballots, the Department releases updated results at approximately 4 p.m. These releases may include results from ballots cast at polling places, remaining vote-by-mail ballots, provisional ballots, and write-in votes. On the days ballots are not counted, the Department posts a notice on [sfelections.org](https://www.sfelections.org) stating there is no update.

C. Canvass Process

California election law requires an official canvass, which is an internal audit of the election to ensure the accuracy and validity of the results.²³ It begins no later than the Thursday following the election and continues until completed.

The canvass entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in one percent (1%) of the polling places and the vote-by-mail ballots cast by voters in those precincts. Canvass processes include the inspection of material and supplies returned by poll workers, reconciliation of the number of signatures on the Roster of Voters with the number of ballots recorded, processing ballots with write-in votes, a 1% manual tally of precinct and vote-by-mail ballots, and remake of votes cast on Edge II machines onto paper ballots.

The post-election canvass is conducted primarily at the Department's warehouse at Pier 48. The canvass area is secured

²² California Elections Code § 14310 – 14312. See Section 15350 for counting procedure.

²³ California Election Code § 15300 et seq.

by the San Francisco Sheriff's Deputies and is accessible to authorized personnel and observers only. Proper security must be arranged to transfer ballots from the secured area.

For state and federal elections, California law allows 28 days following an election for the election official to conduct the canvass and certify results.²⁴

1. 1% Manual Tally

The one percent manual tally is conducted by the Department during the canvass period after every election.²⁵ The purpose of the one percent manual tally is to verify the accuracy of the machine count of ballots. It is a hand count of a random sample of 1% of the precincts in the election. In addition to the 1% of randomly selected precincts, the Department manually tallies one precinct for each race not included in the randomly selected precincts, as needed.

The selection of precincts is done by using three 10-sided dice. After the dice are thrown, the resulting number on each die is matched to an itemized list of precincts. If the precincts selected do not include all races in the election, additional precincts will be randomly selected until all races are included for manual counting. However, for any additional precincts selected, only the contests not included on the ballots from the initial six precincts will be manually tallied.

The Department posts a public notice of the date and time of the random selection of precincts and the manual tally five days before the event. The manual tally of ballots begins immediately after the random selection of precincts. After the manual tally for randomly selected precincts is complete, staff compares the manual tally with the machine tally for each selected precinct to verify both results are the same.

D. Department of Elections Addresses

1. Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
2. Department of Elections
Terry Francois Boulevard
Pier 48, Shed B
San Francisco, CA 94158
(Warehouse is located near the AT&T Ball Park)
3. Polling Places
For a list of polling places, please visit [sfelections.org](https://www.sfelections.org).

²⁴ California Elections Code § 15372(a) and § 10262(a).

²⁵ California Elections Code § 336.5 and § 15360.

VII. Appendix A: Poll Worker Training Classes – times are tentative, consult staff

Student					Exp Clerk				New Clerk									
Day	Date	Time		Room	Day	Date	Time		Room	Day	Date	Time		Room				
Sat	6-Oct	9:00 a	11:00 a	416	Sat	6-Oct	8:30 a	10:30 a	408	Sat	6-Oct	8:30 a	11:00 a	400				
Sun	7-Oct	9:00 a	11:00 a	416			9:00 a	11:00 a	406			11:30 a	2:00 p	400				
Sat	13-Oct	9:00 a	11:00 a	406	Sat	6-Oct	11:30 a	1:30 p	408	Sun	7-Oct	2:30 p	5:00 p	400				
		9:30 a	11:30 a	416			12:00 p	2:00 p	406			8:30 a	11:00 a	400				
		11:30 a	1:30 p	406			2:30 p	4:30 p	408			11:30 a	2:00 p	400				
		12:30 p	3:30 p	416			3:00 p	5:00 p	406			2:30 p	5:00 p	400				
		2:30 p	4:30 p	406			Sun	7-Oct	8:30 a			10:30 a	408	Mon	8-Oct	9:00 a	11:30 a	408
		3:00 p	5:00 p	416					9:00 a			11:00 a	406			12:00 p	2:30 p	408
Sun	14-Oct	9:00 a	11:00 a	406	Sun	7-Oct	11:30 a	1:30 p	408	Fri	12-Oct	8:30 a	11:00 a	408				
		9:30 a	11:30 a	416			12:00 p	2:00 p	406			11:30 a	2:00 p	408				
		11:30 a	1:30 p	406			2:30 p	4:30 p	408			1:00 p	3:30 p	400				
		12:30 p	3:30 p	416			3:00 p	5:00 p	406			2:30 p	5:00 p	408				
		2:30 p	4:30 p	406			Mon	8-Oct	8:30 a			10:30 a	416	Sat	13-Oct	8:30 a	11:00 a	400
		3:00 p	5:00 p	416					11:00 a			1:00 p	416			11:30 a	2:00 p	400
Sat	20-Oct	9:00 a	11:00 a	406	Sat	13-Oct	2:00 p	4:00 p	416	Sun	14-Oct	2:30 p	5:00 p	400				
		9:30 a	11:30 a	416			8:30 a	10:30 a	408			8:30 a	11:00 a	400				
		11:30 a	1:30 p	406			11:30 a	1:30 p	408			11:30 a	2:00 p	400				
		12:30 p	3:30 p	416			2:00 p	4:00 p	408			2:30 p	5:00 p	400				
		2:30 p	4:30 p	406			Sun	14-Oct	8:30 a			10:30 a	408	Mon	15-Oct	8:30 a	11:00 a	416
		3:00 p	5:00 p	416					11:00 a			1:00 p	408			9:00 a	11:30 a	408
Sun	21-Oct	9:00 a	11:00 a	406	Sun	21-Oct	2:00 p	4:00 p	408	Mon	22-Oct	11:30 a	2:00 p	416				
		9:30 a	11:30 a	416			Mon	15-Oct	9:30 a			11:30 a	400	2:30 p	5:00 p	416		
		11:30 a	1:30 p	406			Fri	19-Oct	3:00 p			5:00 p	408	Sat	20-Oct	8:30 a	11:00 a	400
		12:30 p	3:30 p	416			Sat	20-Oct	8:30 a			10:30 a	408			11:30 a	2:00 p	400
		2:30 p	4:30 p	406					11:30 a			1:30 p	408	2:30 p	5:00 p	400		
		3:00 p	5:00 p	416			Sun	21-Oct	2:00 p			4:00 p	408	Sun	21-Oct	8:30 a	11:00 a	400
Poll Worker Lab				8:30 a	10:30 a	408			11:30 a	2:00 p	400	2:30 p	5:00 p			400		
Day	Date	Time		Room	Sat	27-Oct	11:00 a	1:00 p	408	Mon	22-Oct	8:30 a	11:00 a	408				
Sat	27-Oct	10:00 a	4:00 p				2:00 p	4:00 p	408			11:30 a	2:00 p	408				
Sun	4-Nov	10:00 a	4:00 p		Mon	22-Oct	9:30 a	11:30 a	416	Fri	26-Oct	2:30 p	5:00 p	408				
New Inspector					Fri	26-Oct	1:00 p	3:00 p	408			8:30 a	11:00 a	400				
Day	Date	Time		Room	Exp Inspector					Fri	26-Oct	11:30 a	2:00 p	400				
Sun	28-Oct	8:30 a	12:00 p	400	Day	Date	Time		Room			2:30 p	5:00 p	400				
Sun	28-Oct	9:00 a	12:30 p	416	Sun	28-Oct	8:30 a	11:00 a	406	Sun	28-Oct	9:00 a	11:30 a	408				
		11:30 a	3:00 p	406			12:30 p	3:00 p	400			12:30 p	3:00 p	400				
		12:00 p	3:30 p	408			1:00 p	3:30 p	416			3:30 p	7:00 p	406				
		3:30 p	7:00 p	406			3:30 p	6:00 p	400			4:00 p	7:30 p	416	4:00 p	6:30 p	408	
		4:00 p	7:30 p	416			Mon	29-Oct	8:30 a			11:00 a	400	Mon	29-Oct	8:30 a	11:00 a	400
Mon	29-Oct	9:00 a	12:30 p	416	12:00 p	2:30 p			400	12:00 p	2:30 p	400						
		1:00 p	4:30 p	408	Tues	30-Oct	3:00 p	5:30 p	400	Tues	30-Oct	8:30 a	11:00 a	400				
		1:30 p	5:00 p	416			8:30 a	11:00 a	400			12:00 p	2:30 p	400				
Tues	30-Oct	8:30 a	12:00 p	408	Tues	30-Oct	3:00 p	5:30 p	400	Fri	2-Nov	2:00 p	4:30 p	416				
		9:00 a	12:30 p	416			8:30 a	11:00 a	400			Fri	2-Nov	3:00 p	5:30 p	408		
		1:00 p	4:30 p	408			12:00 p	2:30 p	400									
1:30 p	5:00 p	416																
Fri	2-Nov	1:30 p	5:00 p	400														
Total Number of Classes		Student		26	New Clerk		34		New Inspector		15							
		Poll Worker Lab		2	Exp Clerk		32		Exp Inspector		14							