

# **Registrar of Voters**

## **Poll Worker's Manual**



**Statewide Primary Election**

**June 5, 2018**

## Processing Voters – Quick Reference Chart

Voter Type	Check in with eRoster	Gets Voter Ticket	Gets Provisional Ticket	Precinct Ballot	Provisional Ballot & Envelope	Completes Provisional Envelope
Regular	●	●		●		
Show ID required and provided	●	●		●		
Show ID required and not provided	●		●		●	
VBM* with ballot to surrender	●	●		●		
VBM* without ballot to surrender	●		●		●	
In eRoster but is at the wrong polling place	●		●		●	
In eRoster but lives at a different address	●		●		●	●
In eRoster but has a different surname	●	●		●		
Not in eRoster					●	●
* VBM – Vote-by-mail						

## Important Information

- ★ **Election Day is Tuesday, June 5, 2018.**
- ★ Polls are open from **7:00 a.m. to 8:00 p.m.**
- ★ Poll workers should **arrive** at the polling place by **6:00 a.m.**
- ★ Expect to **leave** no earlier than **9:00 p.m** (unless pre-arranged by adopt-a-poll inspector)

### Important Phone Numbers

Election Day Poll Worker Help Desk_____	784-3045
Election Day Ballot Scanner and AutoMARK Help Desk _____	784-3375
Election Day eRoster Help Desk_____	784-3361
Voter Information _____	784-6675
Media Inquiries _____	784-3366

### Emergency Phone Numbers

If there is an emergency need for police, fire or ambulance, dial the direct number for each city listed below.

Benicia_____	745-3411
Dixon _____	421-7090
Fairfield _____	428-7373
Rio Vista_____	421-7090
Suisun _____	421-6622
Vacaville_____	449-5200
Vallejo _____	552-3285



Please take this manual to your polling place on Election day. It can be used as a guide for tasks requiring multiple steps.

## What's New in This Manual

This section will feature a list of changes in this manual. Many are from feedback that was received from poll workers. Thank you for all your input!

### New or Updated Information

- ★ Master Opening Checklist
- ★ Master Closing Checklist
- ★ Master Supply List
- ★ Processing Voters – Quick Reference Chart
- ★ What to do if – Information on dealing with common issues

### New Procedures

- ★ Poll place table set up
- ★ More emphasis on Language Assistance
- ★ All completed forms & Ballot Scanner Report go in ROV Documents
- ★ Handling the Certified Voted List (aka Who Voted List)
- ★ Co-Inspectors assigned to multiple precinct locations
- ★ Updated Binder – Now includes Payroll Form

# ROV Letter



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May 1, 2018

To all our dedicated and hardworking pollworkers, inspectors, rovers and students, thank you for your service as a pollworker in the 2018 Statewide Primary Election. The work of our poll workers is critical to our success in Solano County, as well as the continued success of Democracy in our great country.

We have a great responsibility to instill confidence in our voters that our processes are executed according to state and federal law, are fair for all eligible voters, ensure voting is confidential, and provide controls for security and auditing for Post-Election canvassing.

You will work as a team at polling places around the county on Election Day to achieve this goal, and this manual is a critical component to your training. We believe that the combination of this manual, your online training, and your in-person classes will help ensure you are successful in executing your duties as a pollworker.

Therefore, please review this prior to your in-person training session, complete your online courses, develop questions to ask during class, and mark up this manual appropriately to serve as reminders on election day. Most importantly, **bring this book with you to your in-person class** and on Election Day. It's a valuable resource loaded with step-by-step processes for opening a polling place, processing voters, and closing the polls at the end of the day.

I look forward to meeting you in class and making myself available for questions. Please feel free to let me know how we are doing, and providing feedback to help us improve the way we do things.

We cannot do this job without your service, and I appreciate all of you for stepping up for this election. I hope you have a great Election Day.

Sincerely,

A handwritten signature in black ink, appearing to read "John H. Gardner". The signature is stylized and cursive.

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## Table of Contents

<b>General Information</b>	<b>1</b>
<b>Training Information</b>	<b>1</b>
<b>The Election Day Experience – An Overview</b>	<b>2</b>
<b>Master Checklist</b>	<b>13</b>
<b>Pre-Election Day</b>	<b>13</b>
<b>Setting up / Pre-Opening Checklist</b>	<b>14</b>
<b>Opening Polls Checklist</b>	<b>18</b>
<b>Processing Voters Checklist</b>	<b>19</b>
<b>Closing Checklist – 8:00 PM to 9:30 PM</b>	<b>20</b>
<b>Closing Checklist – Forms to Complete</b>	<b>23</b>
<b>End of Night Return Checklist</b>	<b>24</b>
<b>Before Election Day Tasks</b>	<b>25</b>
<b>Election Day</b>	<b>27</b>
<b>Roving Inspector</b>	<b>27</b>
<b>Inspector</b>	<b>29</b>
Setup	29
Opening the Polls	35
Mid-day VBM pickup	36
Closing the Polls	37
Completing the Ballot Statement Section	38
Packing Election Night Return Items	41
<b>Greeter</b>	<b>47</b>
Setup	47
Processing Voters	47
Closing the Polls	47
<b>Equipment Clerk</b>	<b>49</b>
Setting up the Ballot Scanner	49
Setting -up AutoMARK table and AutoMARK.	55
Processing Voters	59
Closing the polls	60
What to do if the Ballot Scanner gives you an error message	66
What to do if the Ballot Scanner will not accept ballots.	66
<b>eRoster Clerk</b>	<b>71</b>
Setup	71
Opening the Polls	76
Processing Voters	76
Closing the polls	100

What to do if the printer runs out of paper _____	101
What to do if you check in wrong voter: _____	102
What to do if the ticket did not print: _____	102
What to do if the voter is marked as already voted _____	103
What to do if Voter does not want to vote a provisional ballot _____	103
What to do if voter insist they did not request a VBM Ballot _____	103
<b>Ballot Clerk _____</b>	<b>105</b>
Setup _____	105
Opening the Polls _____	106
Processing Voters _____	106
<b>Provisional Clerk _____</b>	<b>109</b>
Setup _____	109
Opening the Polls _____	110
Processing Voters _____	111
Closing the Polls _____	114
<b>Appendix A: Poll Worker Forms _____</b>	<b>115</b>
<b>Ballot Statement and Certificate of Performance _____</b>	<b>115</b>
<b>Oath / Certificate of Roster / Assisted Voter List / Challenged Voter List _____</b>	<b>116</b>
<b>Payroll form _____</b>	<b>117</b>
<b>HAVA Election Complaint Form _____</b>	<b>118</b>
<b>Notice of Deceased Voter _____</b>	<b>119</b>
<b>Pollworker Feedback Form _____</b>	<b>120</b>
<b>Provisional Voter Sign-In Sheet _____</b>	<b>121</b>
<b>Security Log _____</b>	<b>122</b>
<b>VBM Removal Form _____</b>	<b>123</b>
<b>Appendix B: County Contact Information _____</b>	<b>124</b>
<b>Appendix C: Glossary _____</b>	<b>125</b>
<b>Appendix D: Index _____</b>	<b>128</b>



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## General Information

## Training Information

All poll workers will receive a combination of on-line and in-person training customized to their specific duties. The online classes are available through Poll Worker Management (PWM).

To access Poll Worker Management, go to the following website:

<https://solano.pwm.clarityelections.com>

- At the Log in screen enter your username and password



If you forgot your username, call 784-3360

If you forgot password, click “Forgot password?”

A temporary password will be mailed to your email address.

### On-line Training

- On-line training is **mandatory**. You must complete all the courses listed under the **My Courses** tab on the **My Dashboard** page.

### In-Person Classroom Training

- All workers assigned for the June 5, 2018 election **must** complete a 2-hour in-person training that will be held at the Solano County Government building at 675 Texas Street.
- You may register for your in-person class through PWM.
- Register early!
- To cancel or change a training class, contact 784-3360.

## The Election Day Experience – An Overview

### Election schedule

All team members are expected to arrive at 6:00 a.m. on Tuesday, June 5.

From 6:00 a.m. - 7:00 a.m., the goal is to:

- Organize and set-up the polling place.
- Set-up election table with supplies.
- Complete any tasks required prior to opening the polls.

Polling Place Hours:

- Polls must open promptly at 7:00 a.m.
- Polls must close promptly at 8:00 p.m. Any voter in line by 8:00 p.m. must be allowed to vote.

From 8:00 p.m. (or when last voter leaves) - 9:00 p.m. (approximately) all workers help to:

- Record ballot and signature totals.
- Remove signs.
- Pack equipment, supplies, and ballots.

The Inspector and one (1) clerk should stay until the Collection team arrives to return ballots and supplies to the Fairfield office. If unable to do so, the Inspector must notify your Roving Inspector.

## Overview of Polling Place Team Members

A polling place team includes:

- Roving Inspectors - Provides technical and administrative support to an assigned group of polling places on Election Day.
- Inspectors - Manages the polling place and team of poll workers. In polling places with multiple precincts, two (2) Inspectors may be assigned and will share the responsibility.
- eRoster Clerks - Checks in voters at the polling place and determines the type of ballot the voter receives.
- Ballot Clerks - Issues the paper precinct ballots to voters who can insert their ballots in the Ballot Scanner and have their ballot counted immediately. Issues replacement ballots if voter makes a mistake.
- Provisional Clerks - Issues provisional ballots to voters because of special circumstances. Secures the voted ballots and sends them to the Registrar of Voters for review to determine if the ballot counts.
- Greeters - Directs the voters to the correct polling place, answers generic questions for voters, helps with managing lines of voters, and will help Ballot Clerks with breaks.
- Equipment Clerks - Sets up and operates the Ballot Scanner and AutoMARK, with help of one other clerk or Inspector. Answers voter questions on equipment and ensures voters cast ballots successfully. Hands out "I Voted" stickers.



If there is a shortage of workers, any poll worker might be reassigned to another position.

## Overview of the Voting Process

All voters start with the eRoster Clerk who determines the voter's eligibility before printing a ticket for the voter to sign. The voter exchanges the signed ticket for a paper ballot.

If a voter is listed in the eRoster and is eligible to vote at your precinct, the voter is given a "Voter Ticket", asked to sign the ticket and is then directed to the Ballot Clerk to receive a ballot.

If a voter is not listed in the eRoster or is not eligible to vote a precinct ballot, the voter is given a "Provisional" ticket and is sent to the Provisional Clerk to receive a provisional ballot.

All voters receive a ballot, the stub, and a pen in a secrecy sleeve. All voters receive verbal instructions on:

- How to mark the ballot
- What to do if a mistake is made while marking
- What to do with marked ballot

The voter casts the ballot by depositing it in either the scanner or the secured ballot box, and is then given an "I-Voted" sticker.

## Issuing Replacement Ballots

When a voter makes a mistake on the ballot, he/she returns to the Ballot Clerk or Provisional Clerk who gave the voter the ballot.

The Clerk will:

- Take the ballot and **verify that this is the same ballot you are issuing.**
- Write **SPOILED** across the face of the ballot to void the ballot.
- Place spoiled ballot into the **Red Bag.**
- Tear off a new ballot, remove the stub, give the voter the replacement ballot, and new stub.

The maximum number of replacement ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

## Assisting Voters with Marking Ballots

Voters have a legal right to receive assistance at the polling place. Voters can bring 1-2 people to provide assistance as long as the person(s) is not their employer, union representative, or an agent or officer of the employer or union (although it is difficult to know). Voters may also ask a poll worker for assistance. The assistance provided may include reading the ballot aloud or marking the ballot as directed by the voter.

If a voter asks for assistance in marking the ballot:

- The Ballot Clerk or Provisional Clerk must issue an oath to the voter.
- Ask the voter to repeat the following oath:  
*"I (voter's name) do affirm that I request assistance marking my ballot."*
- Write the voter's name on the Assisted Voter List located in the backup paper roster.

## Translated Sample Ballots (Facsimile Ballots)

All polling places will have facsimile or sample ballots available in English, Tagalog and Spanish. The Ballot clerk will ask voter if they need a facsimile ballot in one of the languages available and instruct them to return it to the ballot clerk before leaving.

## Election Day Meal Break

Election Day is a long day. Poll workers are encouraged to take several short breaks (about 5 minutes) throughout the day; however, election code requires that a minimum of 4 poll workers are available to serve voters.

All poll workers are entitled to a meal break. The Inspector coordinates meal breaks to ensure that all workers are available during the peak periods of voting. (Typically 7 a.m. - 9 a.m. and 5 p.m. - 8 p.m.).

## Election Day Observers

Anyone can observe any aspect of the election process. Often it is someone working for a political party or candidate. Observers are welcomed to observe but must adhere to the guidelines listed below.



### May

Observe proceedings including opening and closing.

Look at and obtain information from Street Index and/or Certified Voting List.



### May Not

Speak with poll workers or voters to interfere or delay voting process.

Speak to voters within 100 feet of entrance relating to casting a vote, displaying election material, wearing of candidate badges or the voter's qualifications to vote.

Use cellphones inside polling place and/or within 100 feet of entrance to polling place.

Occupy the area behind or between official election tables, voting booths or Ballot Scanner.



### Can Not

Touch voting materials or equipment or sit at the official election table

Monopolize and/or remove the posted Street Indexes and/or Certified Voted list.

Interfere with the timely closing of a polling place.

## What to do if an observer violates the guidelines:

- Politely approach the individual(s) and advise them of the guidelines.
- If the situation continues, ask the observers to leave the polling place
- Immediately call your Roving Inspector.
- Notify the Registrar of Voters at 784-6675.

## Electioneering

What is Electioneering?

- Any act of campaigning for or against a party, candidate, or measure that appears on the ballot
- Speaking to voters on the subject of marking his or her ballot
- Displaying any sign, sticker, button, or clothing that supports or opposes a party, candidate, or measure
- Voters quietly discussing their choices in a voting booth within earshot of other voters



Electioneering is not allowed within 100 feet of the entrance to the room in which ballots are cast.

Exception: News media or pollsters are allowed within 25 feet of the entrance if they are conducting exit interview. Exit interviews are not considered electioneering because it occurs after the voter has voted.

### What to do if there is a violation of electioneering laws:

- Make a polite approach and advise them of the electioneering laws.
- If the situation continues, immediately call the Roving Inspector.
- Notify the Registrar of Voters at 784-6675.

### Media

Members of the media may be present in the polling place but may not take pictures of voters or poll workers unless permission is granted. Media may request a comment or quote from poll workers. If you are not comfortable speaking with them, direct media inquiries to 784-3366.

### Time in Voting Booths

Per the Election Code, voters are not allowed to be in the voting booth any longer than is necessary to mark their ballots, which should not exceed 10 minutes. If there are no voters waiting for a booth, please allow a voter more time.





### **Showing ID at the Polling Place**

The requirement to show identification at the polling place is limited to a small group of voters. The eRoster tablet will show “Check ID” for the voters that are required to do so.

The eRoster Clerk will ask for and record the ID shown by the voter. For a list of acceptable IDs, see page 78-79.

Most voters willingly present their ID at the polls even though it is unnecessary. When they do, simply say, “Thank you, but your ID is not required”

### **Emergency Procedures**

If there is an emergency need for police, fire, or ambulance contact the appropriate agency using the county issued cellphone. The direct emergency number for the police and fire are on the page titled **Important Information**.

### **What to do if you must evacuate the polling place:**

- Instruct all voters and workers to immediately leave the polling place
- Direct the workers to gather nearby at a safe location or to follow the instruction of a polling location staff member or emergency personnel.
- Once safely out of building, immediately notify the Registrar of Voters at 784-3045 and your Roving Inspector.

### **What to do if there is a power outage in the building:**

- Notify the Roving Inspector and the Registrar of Voters at 784-3045.
- Your Ballot Scanner and AutoMARK have a battery backup to allow the equipment to continue to operate.
- The eRoster tablet is fully charged while plugged in. If there is a power outage continue to process voters using the eRoster and emergency voter tickets. The battery on the tablet should last you during a minor power outage. If the power outage lasts longer than the battery on the tablet, switch to using the backup paper roster.

### **What to do if a voter wants to take pictures inside the polling place:**

Inform the person that videotaping and photography are not permitted in the polling place.

### **What to do if a vote by mail voter wishes to use their surrendered ballots as a guide for voting:**

Inform the voter that Election Code states a vote by mail voter must first surrender their ballot to vote at the polls. Once the ballot is surrendered, it cannot be given back to the voter.

## Master Supply List

### Red Supply Bag

- The Inspector is responsible for picking up the Red Bag(s) and bringing them to the polling place on Election Day.
- Some Inspectors will have multiple Red Bags due to the voter count of their location. In these instances, the Red bags are barcoded with an **A, B, C**, etc.
- The Primary Bag is barcoded with an **A**.

### Inside the Red Bag

- Official Precinct and Provisional Ballots
- Back-up Paper Roster:
  1. 2 Copies of Street Indexes
  2. Ballot Statement/Certificate of Performance
  3. Oath of Office
  4. Notice of Appointment
  5. Emergency Tickets (spares)
  6. 1 Copy of Backup Emergency Roster
  7. Payroll Form
- Greeter Binder
- Official Returns Pouch:
  - AutoMARK keys – Blue Lanyard
  - Ballot Scanner keys – Red Lanyard
  - Inspector Badge Lanyard
  - All Security Seals
- Ballot/Document Return Bag:
  - Return of Voted Ballots -Bag 1
  - Return of Uncounted Ballots- Bag 2
  - Return of Ballot Stubs, Spoiled & Surrendered Ballots- Bag 3
  - Return of Unused Ballots- Bag 5
  - White ROV Document Envelope

### Outside Pockets of Red Bag

- County-Issued Cell Phone
- Emergency Supply Kit:

Provisional Voter Sign-In Sheet	Pens
Provisional Envelopes	Yellow Vote by Mail envelopes
Provisional Receipts	Secrecy Sleeves

### **eRoster Tablets**

The Inspector is responsible for picking up the eRoster tablets and bringing them to the polling place on Election Day.

## Black Supply Bag

A drayage company delivers 1 (one) Black Supply bag to the polling place prior to the election.

### Inside the Black Bag

Individually packed bags for the eRoster, Ballot and Provisional Clerks

eRoster Clerk



Ballot Clerk



Provisional Clerk



Contents:	Contents:	Contents:
"Start Here" table sign(s)	"Ballot Clerk" Table Sign(s)	"Provisional Clerk" table sign(s)
Marking Pens	Table Precinct Sign(s)	Table Precinct sign(s)
3-Prong Adapter	Marking Pens	Marking Pens
Power Strip(s)	Sheet Magnifier	Clipboard(s)
Extension Cords	Translated Ballots (Spanish, Tagalog)	Translated Ballots (Spanish, Tagalog)
Scotch Tape		Scotch Tape
Blue Close of Polls Posting Forms		Provisional Voter Sign-in Sheets
3 Clip/Hook sets		Provisional Secrecy Sleeves
8 Rolls of Printer Paper		"I Voted" Stickers
Yellow VBM Envelopes		
Deceased Voter Forms		
Permanent Vote by Mail Removal Forms		
Emergency Tickets		

### Additional Supplies Bag:

Blue Painter Tape

Extra Printer Rolls for Ballot Scanner

Extension Cords for AutoMark/Ballot Scanner

Plastic Stationary Kit:

2- Prong Connector

Dry Erase Marker

Scotch Tape

Pencil Sharpener

Door Stopper

Post-its

Wire Cutters (to cut seals)

"I Voted" Stickers for Equipment Clerk

Pencils

Paper Clips

Envelope with Poll Worker Badges and Language Ribbons

## **Outside Pockets of Black Bag**

- Secrecy Sleeves
- Table Privacy Shields
- Voter Registration Cards & holder
- Forms Bag:
  - Election Complaint Form (CA Secretary of State)
  - Notice of Deceased Voters
  - Permanent Vote by Mail Removal Form
  - Poll Worker Feedback Form
  - Telephone Cards for voter complaints

## **Signs Delivered by Drayage**

“Vote Here” Metal A- Frame Sign (packed in cardboard box)

Signage Bag: (inside cardboard box)

- FYI Fold-Out Poster
- Paper Flags
- Polling Place Arrow Sign
- Polling Place Precinct Map
- Polling Place Precinct Sign
- Red Polling signs
- Voter Bill of Rights Poster
- 100’ Electioneering String

Large No Electioneering sign

Feathered “Vote Here” Flags (designated locations)

## **Equipment Delivered by Drayage**

Ballot Scanner: (Supplies located inside)

- Yellow VBM Bag
- Blue eRoster Tickets Bag for Ballot Clerks to share
- Pink Provisional Ballots Bag for Provisional Clerks to share
- Clear acrylic organizer for Provisional Tables
- Election Supplemental Information for Ballot & Provisional Clerks
  - State Voter Information Guide – 3 languages
  - Solano County Voter Information Guide
- Provisional Envelopes
- Provisional Receipts
- Spare Rolls of paper for eRoster
- Quad lights for Quad voting booths



Locations with multiple precincts will have a Primary and Backup Ballot Scanner delivered. The supplies are packed in the Primary Scanner.

AutoMARK and Table (Supplies located inside AutoMARK case)

- AutoMARK Kit:
  - 1 AutoMARK Test Ballot
  - 5 sets Headphone Ear Protectors
  - Cleaning Wipes
  - Braille Instructions
  - 5' Blue AutoMARK String
  - Laminated AutoMARK procedures

Voting Booths

Greeter Table (Black TV tray)

ADA supplies (cones, parking signs, ramps, threshold mats) if needed

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# Master Checklist

## Pre-Election Day

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

Pre-Election Day Tasks			
Completed?	Who	What	Reference
	A	Read Manual	
	A	Complete REQUIRED online training courses (optional courses may be available, too)	Page 25
	A	Attend REQUIRED in-person class.	Page 25
	A	Choose how you are going to vote in the election	Page 25
	I	Pick-up Election Supplies on Sat. June 2nd - 10am to 3pm @ 675 Texas Street, Fairfield	Page 25
	I	Locate and charge County Issued Cell Phone	Page 25
	I	If appropriate, contact co-Inspector regarding early set-up if location allows it	Page 25
	I	Call other clerks at your polling location	Page 25
	R	Pick-up Election Supplies on Mon. June 4th - 10am to 3 pm @ 675 Texas Street Fairfield	Page 26
	R	Turn On Cell Phone	Page 26
	R	Call Inspectors - remind them to show up at 6am!	Page 26
	R	Remind Inspectors to call ROV office for replacements	Page 26
	R	Prioritize your visits	Page 26
	R	Map out locations of assignments	Page 26
	I,R	If you cannot reach a poll worker call 784-3360	Page 26

## Setting up / Pre-Opening Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

Setting up / Pre Opening Checklist - 6:00am to 7:00am			
Completed?	Who	What	Reference
	A	Arrive at 6 am	Page 29
	I	Locate voting equipment (Ballot Scanner, AutoMARK, booths) and supplies	Page 29
	I	Break seal, open Red and Black supply bags, remove all supplies	Page 29
	I	Get Supplies packed inside Ballot Scanner	Page 29
	I	Locate <b>Signage Bag</b> in cardboard box and distribute signs	Page 10
	I	Locate greeter table	Page 11
	I	Arrange Election Tables and Voting Equipment per guidelines	Page 30-31
	I	Distribute all supplies to Clerks to setup tables/positions	Page 31-32
	I	Direct Equipment Clerk to start-up Ballot Scanner, set-up AutoMARK and Table	Page 49-59
	G	Place greeter table near entrance with binder	Page 47
	G	Hang the polling place map near the table	Page 47
	G	Post FYI Poster near entrance	Page 47
	G	Assist rest of poll workers with setting up	Page 47
	EC	Setup ballot scanner - plug into wall, remove security lid	Page 49
	EC	Setup ballot scanner - Make sure memory card slot is sealed w/ number on Security log.	Page 50
	EC	Verify Auxiliary Bin is empty - leave open for first voter to verify empty compartments.	Page 53
	EC	Verify Ballot compartments (side doors) are empty - leave open for first voter to verify empty compartments.	Page 53
	EC	Open and remove Key Access Panel	Page 51
	EC	Insert red key and turn to the "Open/Close Poll" position (wait for beep), leave report attached to scanner.	Page 51
	EC	Press "YES" when prompted.	Page 52
	EC	Turn red key to "VOTE" position. Zero report will automatically print.	Page 52-53
	EC	Ensure the screen shows zero voters.	Page 53
	EC	Remove Key	Page 53



<b>Legend:</b>		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

<b>Setting up / Pre Opening Checklist - 6:00am to 7:00am (continued)</b>			
	EC	Setup AutoMARK - Select Location with 5'-0" radius around the front of device	Page 55
	EC	Setup AutoMARK - Remove Legs from box and insert into table	Page 55
	EC	Setup AutoMARK - have 2 people flip the table over and move into position.	Page 55
	EC	Setup AutoMARK - have 2 people lift the AutoMARK from case and put onto table.	Page 55
	EC	Setup AutoMARK - Verify that memory card is sealed with blue wire seal	Page 56
	EC	Setup AutoMARK - Confirm the seal number matches what is printed on the security log.	Page 56
	EC	Setup AutoMARK - Slide latches outward to unlatch the lid.	Page 56
	EC	Setup AutoMARK - Lift front cover, fold back, lift upward to expose screen, pull screen forward and lower the lid	Page 56-57
	EC	Setup AutoMARK - extend ballot feed tray into place.	Page 57
	EC	Setup AutoMARK - Plug AutoMARK into wall.	Page 58
	EC	Setup AutoMARK - use the blue key, turn the key from "Off" to the "ON" position.	Page 58
	EC	Setup AutoMARK - wait 30 seconds for election to load - remove headphones and plug in.	Page 58
	EC	Setup AutoMARK - Locate AutoMARK Test ballot and insert into AutoMARK. Verify Audio is working.	Page 58
	EC	Setup AutoMARK - Mark the test ballot, verify printout is correct.	Page 58
	EC	Setup AutoMARK - Cover the headphones with the blue protective covers	Page 58
	EC	Setup AutoMARK - Attach privacy shield onto AutoMARK.	Page 59
	I	Confirm AutoMARK test ballot processed; headset has protective covers	

<b>Legend:</b>		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

<b>Setting up / Pre Opening Checklist - 6:00am to 7:00am (continued)</b>			
	ER	Open Eroster supply bag and setup table.	Page 76
	ER	Cut blue seal on case confirm with inspector to verify number on security log	Page 71
	ER	Open case to remove - tablet, stylus, printer, power plugs, and mobile hot spot (if included; only one per location).	Page 71
	ER	Plug in power cord for tablet and printer into surge protector provided.	Page 71-72
	ER	Remove mobile hot spot device. Turn on and leave on table.	Page 72
	ER	Place green eRoster case under the table	Page 72
	ER	Turn on printer and eroster tablet.	Page 73
	ER	The Search screen appears - Verify the polling place is listed below search precinct	Page 73
	ER	Verify the Wi-Fi Connection is made - tablet should have a green cloud icon.	Page 74
	ER	Verify the Checkin Count shows as zero on the main screen.	Page 74

<b>Legend:</b>		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

<b>Setting up / Pre Opening Checklist - 6:00am to 7:00am (continued)</b>			
	ER	Test Print - Test Printer, verify a short "TEST TICKET" is printed	Page 74-75
	ER	Tap on Voter Search	Page 75
	ER	Confirm your start here signs are attached to election tables.	Page 76
	ER	Place your supplies on tables	Page 76
	BC	Open the Ballot Clerk supply bag and setup election table	Page 105
	BC	Place your supplies on tables	Page 105
	BC	Get Blue eRoster ticket bag from inspector and verify it's empty.	Page 105
	PC	Open the Provisional Clerk supply bag and setup election table	Page 109
	PC	Place your supplies on tables	Page 109
	PC	Get Pink provisional bag from inspector and verify it's empty.	Page 110
	A	Set-up voting booths	Page 32-33
	A	Post signs, maps, notices, flags - inside and outside of polling place.	Page 33-34
	I	Set-up curbside voting sign	Page 34
	I	Complete polling place ADA modifications, if required	Page 34
	I	Confirm seal numbers and sign Security Log- ELECTION MORNING	Page 34
	I	Sign forms and bag #1, 2,3 ,& 5 labels	Page 35
	ANY	Any One Clerk sign Bag# 1,2, & 3 label	Page 35
	A	ALL Clerks sign Bag #5 label	Page 35
	A	Sign Payroll Form	Page 35
	I	Inspector Sign bottom half of payroll form	Page 35
	ANY	Any one clerk sign bottom half of payroll form	Page 35
	A	All workers sign Zeroes Report	Page 35
	I	Give out name badges and language ribbons	Page 35
	I	Assign meal break	Page 35
	I	Ask clerks if they have questions about duties	Page 35
	I	Administer Oath to all clerks.	Page 35
	A	Sign Oath	Page 35
	I	Sign oath as witness	Page 35
	ANY	Any one clerk signs as witness	Page 35
	I	Call ROV on 784-3375 -Option 2 and enter polling place ID to report you are ready to open	Page 35

## Opening Polls Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

Opening Checklist - 7:00 AM And FIRST VOTERS			
Completed?	Who	What	Reference
	I	Publicly Announce the polls are open	Page 35
	I, EC	Have 1st voter inspect ballot scanner - zero reports, empty compartments	Page 36
	I, BC	Have 1st voter inspect Ballot Clerk - Empty Red bag, Empty eRoster Ticket Bag.	Page 36
	I, PC	Have 1st voter inspect Provisional Clerk - Empty Pink Provisional Ballots Bag	Page 36
	I	Give Ballot Clerk new seal for Red bag	Page 36
	BC	Seal blue bag	Page 36
	PC	Seal Pink bag	Page 36
	I,EC	Send voter to eRoster to begin Voting Process	Page 36
	I	Document seals on security log	Page 36
	EC	Roll up Zero report printout and insert into open space near the printer.	Page 54
	EC	Reattach the printer access panel and lower the Key Access Panel	Page 54
	EC	Close and lock all compartments.	Page 54
	EC	Keep Key in your possession, not attached to scanner or compartments.	Page 54

## Processing Voters Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

Processing Voters throughout the day			
Completed?	Who	What	Reference
	G	Refer to Page 45 for processing Voters.	Page 47
	EC	Refer to Page 57 for processing Voters.	Page 59
	ER	Refer to Page 72 for processing Voters.	Page 76-99
	BC	Refer to Page 82 for processing Voters.	Page 106-107
	PC	Refer to Page 87 for processing Voters.	Page 111-115
	I	Mid-Day VBM Ballot Pickup (Yellow Bag)	Page 36-37

## Closing Checklist - 8:00 PM to 9:30 PM

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

Closing Checklist - 8:00 PM to 9:30 PM			
Completed?	Who	What	Reference
	I	Publicly announce the polls are closed 8 pm sharp	Page 37
	I	Ensure all voters in line are processed and notified they will be get to vote	Page 37
	<b>A</b>	<b>DO NOT CONTINUE UNTIL ALL VOTERS ARE PROCESSED AND EXIT</b>	Page 37
	I	Oversee the counting of unused ballots - precinct and provisional.	Page 37
	BC, I	Count unused precinct ballots and write total on Bag #5 Label	Page 37
	BC, I	Place unused ballots inside the box that the ballots came in	Page 37
	PC, I	Count unused provisional ballots and write total on Bag #5 Label	Page 37
	PC, I	Place unused ballots inside bag #5.	Page 37
	I,BC	Break seal on red bag	Page 38
	BC,PC	Remove and sort contents	Page 38
	BC, I	Record the number of spoiled precinct ballots on bag label #2	Page 38
	BC, I	Place spoiled ballots inside bag #2	Page 38
	PC,I	Record the number of spoiled provisional ballots on bag label #2	Page 38
	PC, I	Place spoiled Provisional ballots inside bag #2	Page 38
	BC,I	Place surrendered ballots in side bag #2	Page 38
	BC,PC	Place ballot stubs inside bag #2	Page 38
	I,PC	Ensure provisional ballots and signatures are recorded on provisional sign-in sheet	Page 38
	PC	Place voted provisional ballots and sign-in sheet in pink bag	Page 38
	I	Pack all ADA polling place modifications	Page 38
	G	Take Map down from wall - place back in Signage Bag	Page 47
	G	Return greeter binder to Inspector	Page 47
	G	Return greeter table to where supplies were in the morning	Page 47
	G	Assist all other works with taking down signs, posters, voting booths, etc.	Page 47
	EC	Ballot Scanner - Verify Auxiliary bin has no uncounted ballots	Page 60
	EC	Ballot Scanner - process ballots found in Auxiliary Bin before continuing.	Page 60
	EC	Ballot Scanner - Open the Key Access panel, then lift printer panel. Unroll paper in printer area to avoid a paper jam.	Page 60
	EC	Ballot Scanner - insert red key - turn the key to the "Open/Close Poll" position.	Page 60
	EC	Ballot Scanner - press the "Close Polls" button.	Page 60
	EC	Ballot Scanner - wait for Status Report, Voting Report, and Audit Log to print, tear off.	Page 61

<b>Legend:</b>		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

<b>Closing Checklist - 8:00 PM to 9:30 PM (Continued)</b>			
	A	All poll workers sign the printout.	Page 61
	I	Give Official Returns Pouch to Equipment Clerk	Page 37
	EC	Ballot Scanner - give Inspector the Results Report for all scanners used.	Page 61
	EC	Ballot Scanner - Press the results report button for a second copy.	Page 61
	A	All poll workers sign the printout.	Page 61
	EC	Ballot Scanner - tape the second copy near the entrance of the polling place.	Page 61
	EC	Ballot Scanner - turn the key to the "OFF" position.	Page 61
	EC	Ballot Scanner - Remove the key and close the printer panel.	Page 61
	EC	Ballot Scanner - remove the memory card - unlock the counter access panel to access the memory card.	Page 62
	EC	Ballot Scanner - use wire cutters to cut the seal over memory card door. Place broken seal in the Official Returns Pouch.	Page 62
	EC	Ballot Scanner - remove the memory card from all scanners used.	Page 63
	EC	Ballot Scanner - Place the memory card(s) in the Official Returns Pouch	Page 63
	EC	Ballot Scanner - Open doors and remove ballots from both sides of all scanners used. Close and lock doors when done.	Page 63
	EC	Ballot Scanner - Replace security lid over ballot scanner	Page 63
	EC	Ballot Scanner - close, lock counter access door panel.	Page 64
	EC	Place scanner keys in the Official Returns Pouch	Page 64
	EC	Ballot Scanner - unplug from wall and wrap the power cord around machine.	Page 64
	EC	Ballot Scanner - return the scanner to where it was physically located in the morning.	Page 64
	EC	AutoMARK - Insert the AutoMARK key and turn it to the off position.	Page 64
	EC	AutoMARK - remove the privacy shield and place to the side.	Page 64
	EC	AutoMARK - unplug the power cord and headphones, place back in AutoMARK case.	Page 64
	EC	AutoMARK - Return the tray and touchscreen to the stored position.	Page 64
	EC	AutoMARK - Return the cover to the stored position and lock latches in place.	Page 64
	EC	AutoMARK - with 2 people, lift the AutoMARK and place into case.	Page 64
	EC	AutoMARK - with 2 people, flip over the AutoMARK table and remove legs.	Page 64
	EC	AutoMARK - place legs back into the carrying case.	Page 64
	EC	AutoMARK - return the AutoMARK and table to where it was located in the morning.	Page 64
	EC	Place AutoMARK in keys in official returns pouch and give to Inspector	Page 65

<b>Legend:</b>		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

<b>Closing Checklist - 8:00 PM to 9:30 PM (Continued)</b>			
	ER	Print final Certified Voted List	Page 100
	A	All workers sign the Certified Voted List.	Page 100
	ER	Give signed Certified Voted List to Inspector.	Page 100
	ER	Put eRoster in sleep mode by lightly pressing on/off button	Page 100
	ER	Re-Pack eRoster tablet, accessories, and power cords back into case.	Page 100
	ER	Seal all eRoster cases with blue seal	Page 100
	ER	Give all eRoster cases to Inspector	Page 100
	ER	Re-pack all other supplies into eRoster supply bag and return it to Inspector.	Page 100
	BC	Re-Pack all other supplies into Ballot Clerk supply bag and return it to Inspector.	Page 107
	BC	Give sealed Blue bag to Inspector.	Page 107
	PC	Enter the total of signatures on the pink sign-in sheet at the top	Page 114
	PC	Place the pink sign-in sheet in pink provisional bag.	Page 114
	PC	Re-Pack provisional clerk supply bag and return to Inspector	Page 114



## Closing Checklist - Forms to Complete

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

Closing Checklist - Forms to Complete:			
Completed?	Who	What	Reference
<b>Complete Ballot Statement:</b>			Page 38
	I, ER	Line 1 - Enter voters from eRoster voted List	Page 38
	I, ER	Line 2 - Enter total voters on back-up paper roster if used.	Page 38
	I	Line 3 - Add Lines 1 and 2 together.	Page 39
	I	Line 4 - All ballot scanner Results Reports	Page 39
	I	Line 5 - Total number of uncounted ballots if any	Page 39
	I	Line 6 - Add lines 4 & 5 Together	Page 39
<b>Complete Certificate of Performance:</b>			
	I	Check the appropriate box on the certificate of performance	Page 40
	A	All poll workers must sign the certificate of performance	Page 40
<b>Miscellaneous Forms:</b>			
	A	Payroll Form - signed by all workers	Page 40
	A	Oath - signed by all workers	Page 40
	A	Certified Voter List - signed by all workers	Page 40
	A	Results Reports ( all copies) - signed by all workers	Page 40
	I	Security Log - Signed by Inspector	Page 43
	I	Bag Labels - signed by Inspector	Page 40

## End of Night Return Checklist

Legend:		
A = All Poll workers ANY = Any One Clerk I = Inspector	R = Roving Inspector G = Greeter BC = Ballot Clerk	EC = Equipment Clerk ER = Eroster Clerk PC = Provisional Clerk

End of Night Returns List - complete by 9:00 P.M.			
Completed?	Who	What	Reference
	I	Gather all forms and place in white ROV Document envelope	Page 40
	I	Place Document Envelope in outside pocket of Red bag	Page 43
	I	Locate all items with bright green RETURN label	Page 40
	I	Pack Red bag(s)	Page 42
	I	Blue eRoster Tickets Bag remains sealed with tickets inside	Page 41
	I	Pink Provisional Bag remains sealed with ballots and sig-in sheet inside	Page 41
	I	eRoster Cases sealed with components inside	Page 41
	I	Yellow Vote-by-Mail bag remains sealed with dropped off vbm ballots inside	Page 41
	I, EC	Ensure clear official returns pouch has the following items: * Ballot Scanner and AutoMARK Keys * All broken and unused seals * Ballot Scanner Memory Card(s)	Page 41
	I	Seal the official returns pouch - record yellow seal on the security log.	Page 41
	A	Repack black supply bag with all remaining items	Page 43
	I	Be sure Cell phone is on and bring with you.	Page 43
	I, ANY	Inspector and any 1 clerk gather all green RETURN items and ride together to collection center.	Page 43
	I	Leave polling place NO LATER than 9:00pm	Page 44
	I	Call ROV if leaving later than 9:30pm call your roving inspector immediately.	Page 44

## Before Election Day Tasks

### For All Poll Workers

- Read Manual**, complete online training and attend in-person training
- If you are not a vote by mail voter, choose one of three options to vote your ballot this election:
  - 1) Pick up a ballot in person from the Registrar of Voters, 675 Texas Street, Suite 2600 in Fairfield any time between 8 am and 5 pm starting Monday, May 7, 2018.
  - 2) Submit a request to have a ballot mailed by:
    - a) Sending in the completed application printed on the back of your sample ballot booklet.
    - b) Completing an on-line request at [www.solanocounty.com/vbm](http://www.solanocounty.com/vbm). (Click the Voting by Mail option on the left)
    - c) Calling the Registrar of Voters at 707-784-6675. You must call for yourself.  
**All requests must be received in the Registrar of Voters by 5 pm Tuesday, May 29th. Requests for ballots to be mailed will not be accepted after May 29th and you would have to request a ballot in-person.**
  - 3) If you are working at your voting polling place, please vote on your break when it is not busy.



If you are not working at your voting polling place and you choose to vote there, you will have to vote a provisional ballot.

### For Inspectors Only

- Pick up your election supplies on Saturday, June 2nd between 10:00 a.m. and 3:00 p.m.
- Locate your County issued cell phone in the logo side pocket of red bag and charge it before Election Day.
- If you are leading a polling place with another inspector use your county issued cell phone to contact the other Inspector and arrange a joint set up of your polling place (if early set-up is allowed).



Do not leave eRoster tablet, backup paper roster, street indexes, or ballots at the polling place overnight.

- Call and introduce yourself to your clerks and remind them to arrive at 6 am Election Day.
- Turn off the cell phone once it is charged and replace in the logo side pocket of red bag.
- If you have not made contact with a clerk prior to Election Day, call 707-784-3360 as soon as possible.

### **For Roving Inspectors Only**

- Pick up your election supplies on Monday, June 4th between 10:00 a.m. and 3:00 p.m.
- Locate your County issued cell phone in the logo side pocket of your black bag , turn it on and charge it before Election Day.
- Call and introduce yourself to your Inspectors. Remind them to arrive at 6 am Election Day.
- Remind Inspectors to call the ROV office for replacement poll workers if any worker has not arrived by 6:15 a.m. on Election Day
- Prioritize your first visits based on support needed.
- Map out the locations of your assigned precincts.
- If you have not made contact with an Inspector prior to Election Day, call 784-3360 as soon as possible.

## Election Day

### Roving Inspector

Roving Inspectors provide onsite support to a group of assigned polling places. You work closely with Inspectors and other poll workers. Your goal is to help facilitate a safe, easy, and positive voting experience for the voters. Visit your locations several times during the day.

When you enter a polling place for the first time,

- Introduce yourself to the Inspector and then to all workers;
- Explain that you are part of their team and you'll be checking in with them throughout the Election Day;
- Let the workers know you may need to provide feedback or suggestions at times to ensure voter rights are protected and election laws are followed; and,
- Most importantly, state that you are available to help wherever needed

### Roving Inspector Checklist

Each Roving Inspector is provided with a polling place checklist to use as a guide to outline the focus areas while at the location.

Generally, you will confirm that:

1. The polling place set up:
  - enables voters to be processed efficiently;
  - prohibits lines from backing up;
  - complies with ADA requirements;
  - complies with specific alternative language requirements.
2. The signage enables voter to locate the polling place or voting area easily.
3. The Ballot Scanner and AutoMARK are operating correctly.
4. Equipment malfunctions are identified and addressed quickly.

Observe the voting process when possible to identify areas to improve in poll worker training. As always, communicate immediate concerns to the Registrar of Voters at 707-784-3045.

Between 6:00 P.M. and 8:00 P.M., visit each of your polling places and:

- Review the closing procedures;
- Confirm that all required documentation is signed and completed;
- Remind Inspectors to be prepared for waiting for Collection workers;
- Remind everyone to return the items with a bright green RETURN label;
- Remind Inspectors to remove the memory card from all ballot scanners (even if not used);
- Emphasize the Black Bag stays at the polling place.

## Inspector

### Setup

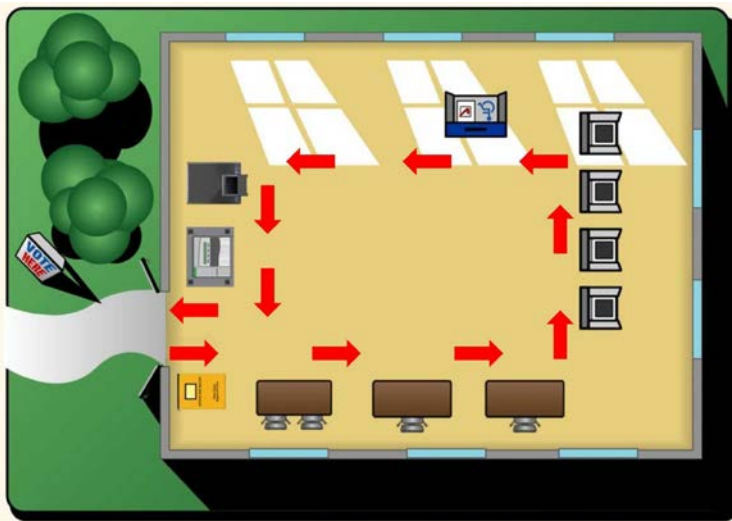
- Arrive at 6 a.m.

#### What to do if you cannot access the polling place:

- Call your polling place election morning contact.
- Call the Registrar of Voters at 784-3045.
- Call your Roving Inspector
- At 6:45 a.m. begin to set-up outside the entrance to the polling place.
- Break the seal on the Primary Red bag and remove the contents. Re-seal the red bag and use it as the temporary ballot box.
- Give the back-up paper roster to one eRoster Clerk
- Give a pad of precinct ballots to the Ballot Clerks (precinct specific)
- Give a stack of Provisional ballots to the Provisional Clerks (precinct specific)
- Additional supplies you may need are in the **Emergency Kit**
- At 7 a.m., Inspector states, “The polls are now open”
- The eRoster Clerk looks up the voter in the paper roster:
  - If the voter is listed in the paper roster at the correct address, is not a vote-by-mail voter, or is a vote by mail voter with a ballot to surrender, the voter signs the paper roster and is given a ballot in a secrecy sleeve with a pen by the Ballot Clerk. Once the ballot is marked, the voter places it in the red bag.
  - If the voter is not listed in the paper roster, their address is not current or is a vote by mail voter with no ballot to surrender, the voter does not sign the paper roster. Instead, the voter is given a provisional envelope and is sent to the Provisional Clerk. The voter will sign the Provisional sign-in sheet and complete the provisional envelope before being given a provisional ballot in a pink secrecy sleeve with a pen. Once the ballot is marked, the voter seals the ballot in the pink envelope and returns the envelope to the Provisional Clerk, who places it in the red bag.
- Once you are able to get inside your polling place, call the Registrar of Voters at 707-784-3045 for instructions on what to do with any voted ballots that are in the red bag. When time allows, notify your Roving Inspector.

- Locate Ballot Scanner(s), AutoMARK, Black Supply Bag, and other delivered supplies
- Break seals on Red and Black supply bags to remove the contents
- Place broken seals in clear Official Returns Pouch

- Arrange tables and voting equipment using suggested guidelines shown below.
  - Keep the flow of traffic streamlined to allow voters easy movement and eliminate the need for voters to cross in front of each other
  - Place election tables near the entrance but not so close that the line of voters waiting will back-up outside the door.
  - Allow 5 feet of clearance for your AutoMARK and ADA booth.
  - Place the Yellow Vote-by-Mail Ballot bag near entrance for easy access.



If your polling place serves a **single precinct**:

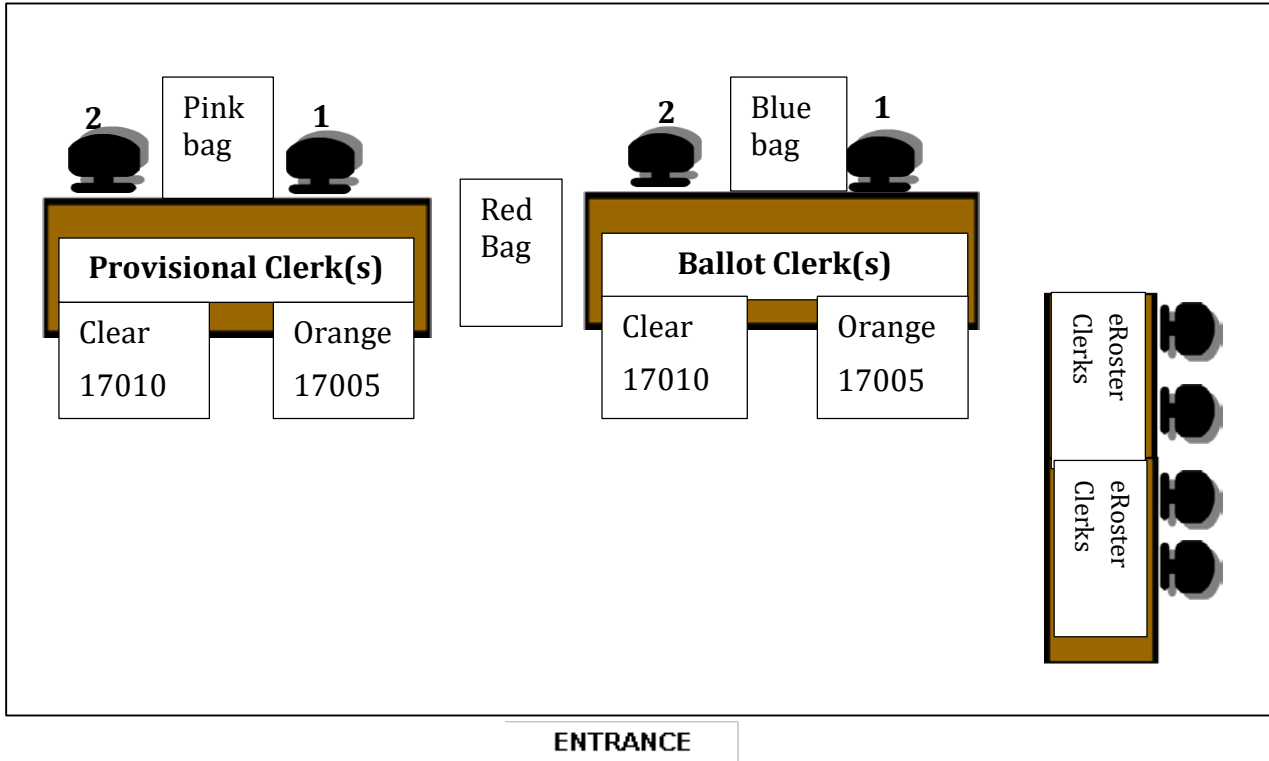
- eRoster Clerks sit together
- Ballot Clerk sits at a table with the one (1) Blue eRoster Tickets Bag
- Red bag is between Ballot Clerk and Provisional Clerk
- Provisional Clerks sit at a table with the one (1) Pink Provisional Ballots bag.
- Set-up the Ballot Scanner

If your polling place serves **multiple precincts**:

- All eRoster Clerks sit together
- Distribute “precinct specific” ballots to Ballot Clerks and Provisional Clerks
- Hang the matching precinct table sign in front of Ballot Clerks and Provisional Clerks.
- There is one (1) Blue eRoster Tickets Bag for all Ballot Clerks to share.
- There is one (1) Pink Provisional Ballots bag for all Provisional Clerks to share.
- Set-up the Ballot Scanner that is labeled “Primary Scanner”
- Instruct Equipment Clerk to set aside the Backup Scanner. It is used if the Primary Scanner malfunctions or there are long lines backing up to use the Primary Scanner.




Sample layout for election tables - (Multiple precincts)



This sample location serves multiple precincts.

- eRoster Clerks can check in voters from either precinct.
- Ballot Clerk 1 issues ballots to voters in precinct 17005.
- Ballot Clerk 2 issues ballots to voters in precinct 17010.
- Provisional ballots are assigned to Provisional Clerks 1 & 2 in the same manner.
- Hang the precinct table sign in front of each Ballot Clerk and Provisional Clerk identifying the precinct each clerk handles.
- Voters are sent to the specific Ballot Clerk that matches the precinct and color listed on the Voter Roster and Provisional Voter ticket.

 If you do not have multiple ballot clerks or provisional clerks, the clerks in these positions must be aware of how to issue the correct ballot based on the information on the voter roster ticket.

- Give clerks their individually packed supply bag to set up the election tables
- Give the eRoster Clerks the following additional supplies:
  - Wire cutter to remove the seal on the tablet case
  - eRoster Tablets
  - Back-up Paper Roster
  - Voter Registration Forms
  - Provisional Envelopes

- Give the Ballot Clerks the following additional supplies:
  - Precinct Ballots for their assigned precincts
  - Secrecy Sleeves
  - Blue Voter Tickets Bag to share
- Give the Provisional Clerk the following additional supplies:
  - Provisional Ballots for their assigned precincts
  - Provisional Envelopes
  - Provisional Receipts
  - Voter Registration Forms
  - Table Privacy Shields
  - Clear acrylic desk organizer for each provisional table
  - Pink Provisional Ballots Bag to share
- Give the Greeter the following supplies:
  - Greeter Binder
  - Greeter Table
  - Polling Place Map
  - FYI Fold-out Poster
- Give the Equipment Clerk the following supplies:
  - Ballot Scanner Keys (Red lanyard)
  - AutoMARK keys (Blue lanyard)
  - "I Voted" stickers
- Direct Equipment Clerk to start-up Ballot Scanner and AutoMARK on Table



It requires two (2) workers to set-up the AutoMARK and table.

See page 48 for Ballot Scanner instructions. See page 54 for AutoMARK instructions

- Confirm the AutoMARK test ballot is processed and the AutoMARK headset has a clean set of blue protective covers
- Oversee the setting up of voting booths

### Setting Up Quad Voting Booths



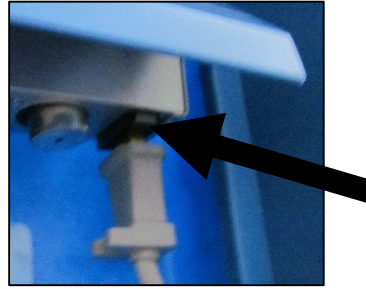
- Two team members carefully turn the voting booth upside down so the wheels are facing up.
- Open the black buckle on the side of the voting booth
- Slide out all four (4) blue metals legs until they click into place.
- Pull open the booth until the partitions are evenly spaced.
- Release the tabletop by pushing down on the red tab.
- Lift the blue tabletop and slide the red tab into the slots on the voting booth.
- Two team members turn the voting booth back to its upright position.
- Flip up each privacy shield.
- Clip a mini light to the top of each privacy shield and turn on light.

## Setting Up Suitcase Style (Blue) Voting Booths



- Remove legs from booth.
- Add extenders on ADA booth.
- Insert legs in booth, twist to lock.
- Lock privacy sleeves in place.

To connect the booths, lift the flap of the booth you are connecting to and insert the power plug from the adjacent into the outlet under the flap.



- Plug the power cord into wall outlet or extension cord.

- Locate the **Signage Bag** in the brown cardboard box containing the metal “Vote Here” A-frame sign
  - The Signage Bag contains all paper signs, maps and notices to post Election Day and the 100 feet string to measure the no electioneering boundary.
- Oversee placement of signs, maps, and notices for inside and outside the polling place:

### Items posted inside of polling place:

- Paper flag – post on wall behind election table if there is not a flag already in the room.
- FYI Poster Fold-out – post on wall near Greeter’s table at entrance.
- Polling Place Map – post on wall near Greeter’s table at entrance.
- Facsimile Ballots Fold-out – Post on wall near Greeter’s table at entrance.

### Items posted outside:

- “Vote Here” Metal A-frame - place sign near street so it is visible to voters.
- No Electioneering Sign - use the 100-foot pre-cut string to mark off the proper distance from the entrance and place the sign.
- Disabled Access sign- posted at the accessible entrance to the polling place.
- Place sufficient directional arrows to direct voters to the polling place entrance.

### Items posted outside the entrance of the polling place:

- Polling Place Precinct Sign (write precinct numbers on it).
- Polling Place Precinct Sign with arrow.
- Two (2) copies of Street Index- post on wall.
- Voter Bill of Rights Posters (4 languages)-post on wall.

- Secretary of State’s Top Two Notice – post on wall

- Write your county issued cell phone number on curbside voting sign and place the sign on the curb closest to the polling place entrance.
- Complete any additional polling place ADA modifications, if indicated.




By law, all polling places must be accessible for elderly voters and voters with disabilities. To comply with the law, polling place modifications are necessary. Examples of modifications include:

- Using a door stop to prop doors open
- Using threshold mats to cover hazards
- Using cones and/or signs to identify accessible paths of travel or to create additional ADA parking spaces and access aisles. If your site requires special modifications, in addition to curbside voting service, you will receive instructions.

- Sign the Security Log to confirm the seal numbers on AutoMARK, Ballot Scanner(s), eRoster cases, eRoster tablets and Red bag(s) match the numbers pre-printed in ELECTION MORNING section of the Security Log.

### Sample Security Log

 <b>SOLANO COUNTY</b>		<b>GENERAL ELECTION, NOVEMBER 8, 2016 - SECURITY LOG</b> <b>15560 THE GATEWAY</b>	
<b>ELECTION MORNING: Inspector to confirm that these seals were on the equipment/bags listed below.</b>			
Equipment/Bag		Seal Number	Inspector signature to confirm all
Red Bag	RA15560	822035	
Red Bag	RB15560	822415	
eRoster		0250195	
eRoster		0250194	
Ballot Scanner	1004916	575808	

- Locate the **Forms Bag** and the **Ballot/Document Return Bag** and remove the contents for use when required.
  - The **Forms Bag** contains all forms/documents that may be needed Election Day.
  - The **Ballot/Document Return Bag** contain bags for returning ballots and documents to the Collection Center on Election Night

- Inspector and all clerks:
  - Print and sign name on the Payroll form
  - Verify Mailing Address on Assignment Letter in backup binder
  - Sign the bag label on the **Return of Unused Ballots – Bag**
  - Sign the Zeroes Report printed on the Ballot Scanner
  
- Inspector and one (1) clerk:
  - Print and sign name in the **Delivery** section of the Payroll form
  - Sign the bag label for:
    - Return of Voted Ballots - Bag 1**
    - Return of Ballot Stubs, Spoiled & Surrendered Ballots – Bag**
    - Return of Uncounted Ballots – Bag 3**
  
- Give out name badges and designated language ribbons (if applicable).
- Work out a break/lunch schedule with your team.
- Ask your clerks if they have questions about their duties.
- Have workers raise hand and repeat oath:
 

**“I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of the office shown after my signature for the precinct board and for the election designated on the cover.”**
- Sign for issuing and witnessing oath. (Located inside Back-up Paper roster)
- Are you ready to open?
 

**Yes** - Call 784-3375. Select option 2 then enter your polling place ID found on your assignment letter you received in the mail.

**No** - There is a **Ballot Scanner or AutoMARK problem**. Call 784-3375. Option 1.

**No** - There is an **eRoster problem**. Call 784-3361.

**No** - There are **staffing or procedural problems**. Call 784-3045.

### Opening the Polls

- At 7:00 am announce, **“The polls are now open”**

- Take the first voter to Ballot Scanner and ask the voter to confirm that:
  - All Ballot Scanner compartments are empty



- The Zeros Report and scanner screen display show zeros

- Take first voter to Ballot Clerk and Provisional Clerk table to confirm that:
  - The Red bag, Blue eRoster Tickets bag, and Pink Provisional bag are empty
- Give seal to Ballot Clerk for the red bag and ensure a Ballot Clerk and Provisional Clerk place a seal on the red, blue, and pink bag.
- Send voter to eRoster Clerks to begin voting process.
- Write the new seal numbers for the blue, pink, and red bag in the ELECTION DAY section of the Security Log and sign.

<b>ELECTION DAY: Inspector to record seals used on the bags listed below.</b>		
<b>Equipment/Bag</b>	<b>Seal Number</b>	<b>Inspector signature to confirm all</b>
Blue Bag		
Pink Bag		
Red Bag		

**Mid-day VBM pickup**

- During the day, deputized transport drivers will pick up your yellow bag containing dropped off Vote by Mail ballots.


When the transport driver arrives at your polling place, he or she will:

- Take the yellow bag containing all dropped off ballots
- Leave an empty sealed yellow bag to replace it

- The Inspector removes the “chain of custody” form located inside the clear window on the outside of the yellow bag.

- Both the Inspector and the transport driver must complete and sign the chain of custody form on the bag being picked up.

**Sample Chain of Custody Log**

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> <p><b>SOLANO COUNTY REGISTRAR OF VOTERS</b></p> <p><b>VBM Chain of Custody Form-Transfer of Voted Ballots</b></p> </div>						
Vote by Mail YELLOW Bags – this form requires a minimum of two (2) signatures when seals are added/removed.						
Date/Time	Event	Seal # 1	Seal #2 (optional)	Inspector Signature	Transport Driver Signature	Receiving Location Signature
11/8/16	Mid-day pick-up	111111		<i>Jazmyn French</i>	<i>Levy McDaniel</i>	

- Place the new sealed yellow bag at the entrance to continue collecting dropped off VBM ballots.
- When transport drivers return, repeat the process.

**Closing the Polls**

- At 8:00 pm announce, **“The polls are now closed”**. If voters are still in line, send an available worker to stand at the end of the line to inform anyone else approaching that the polls are closed.
- Wait for last voter to exit.
- Immediately direct the Ballot Clerks and Provisional Clerks to count the unused precinct and provisional ballots.
- Give the Equipment Clerk the Official Returns Pouch for use during the shutdown procedure.
- Direct the Equipment Clerk to check for uncounted ballots in the Auxiliary bin and to insert the ballots through the Ballot Scanner.
- If all uncounted ballots are processed thru the scanner, direct the Equipment Clerk to shut down the Ballot Scanner and to tear off the Results Report after printing  
See page 58 for instructions
- If an uncounted ballot does not process, tell Equipment Clerk to place it in Return of Uncounted Ballots - Bag 3 and then shut down & tear off Result Report after printing.
- Direct eRoster Clerk to print the Voted List.
- Ensure Ballot Clerks and Provisional Clerks write the total of the unused precinct and provisional ballots on the bag label for Return of Unused Ballots – Bag 5. (Include beginning and ending serial numbers)
- Place all unused precinct and provisional ballots inside bag 5.
- Close the bag and set aside for packing later.

- Assist Ballot Clerk in breaking seal on the Red bag. Remove and sort contents.
- Direct Ballot Clerks and Provisional Clerks to count the spoiled precinct and provisional ballots removed from the red bag.
- Ensure the Ballot Clerks and Provisional Clerks write the total on the bag label for Return of Ballot Stubs, Spoiled & Surrendered Ballots – Bag 2.
- Place all ballot stubs, spoiled and surrendered precinct, and provisional ballots inside bag 2.
- Close the bag and set aside for packing later.
- Set aside all voter completed forms for packing later.
- Confirm Provisional Clerks write the total of provisional signatures in the box at the top of each precinct specific Provisional Sign-in Sheet.



Do not break the seal on the Pink Provisional Bag.

- Ensure the Provisional Sign-in Sheets are placed inside pink provisional bag.
- Put polling place modifications back in original location (e.g. ramps, threshold etc.).
- Ensure voting booths are down and stacked for Drayage pickup.
- Ensure the Greeter table is folded-up for Drayage pickup.
- Ensure maps, signs, and notices (inside and outside) are back in the **Signage bag**.
- Ensure Equipment Clerk has shut down the AutoMARK.
- Ensure Equipment Clerk places AutoMARK in the case (requires two (2) people).
- Ensure AutoMARK table is taken down and placed in box (requires two (2) people).
- Ensure Equipment Clerk has:
  - Printed a second copy of the results report.
  - Removed voted ballots from both sides of all scanners used.
  - Removed the memory card from all scanners whether used or not.
- Put voted ballots in the Return of Voted Ballots – Bag 1.
- Write the combined total of voted ballots on Results Tape(s) on the label of bag 1.
- Close the bag and set aside for packing later.
- Count any “uncounted ballots” the Equipment placed in the Return of Uncounted Ballots - Bag 3 and write the total on the bag label
- Close the bag and set aside for packing later.

### Completing the Ballot Statement Section

- Confirm the total on Line 1 matches the eRoster Certified List.
- Confirm Line 2 is the total signatures inside the back-up paper roster.



- Add lines 1 & 2 and write it on Line 3.
- Using the Results Tape, write the combined total of voted ballots on Line 4.
- Write the total of uncounted ballots on Line 5.

<b>BALLOT STATEMENT</b>	
1. Number voters from the eRoster Certified List	+ <input style="width: 100px; height: 20px;" type="text"/>
2. Number of signatures from the Back-up Paper Roster (Enter 0 if none) <i>* These signatures are not on the eRoster Certified List.</i>	= <input style="width: 100px; height: 20px;" type="text"/>
3. Total Signatures	<input style="width: 100px; height: 20px; background-color: #cccccc;" type="text"/>
4. Number of voted ballots from the Ballot Scanner	+ <input style="width: 100px; height: 20px;" type="text"/>
5. Number of Uncounted ballots (Enter 0 if none) <i>* These are marked ballots that could not be scanned by the Ballot Scanner</i>	= <input style="width: 100px; height: 20px;" type="text"/>
6. Total Voted Ballots	<input style="width: 100px; height: 20px; background-color: #cccccc;" type="text"/>

- Add lines 4 & 5 and write it on Line 6.

**Completing Certificate of Performance Section**

- Check ( ✓ ) the appropriate box that applies to your polling place results.
- Have all workers sign Certificate of Performance

**This Certificate of Performance is for precinct(s):  
for the November 8, 2016, General Election**

We hereby certify **ONE** of the following: (please check only the one that applies.)

**(A) RESULTS OF VOTES CAST FROM ALL VOTING MACHINES ARE POSTED.**  
 (1) The results of the votes cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure.  
 (2) The results of votes cast form provided to the county elections official shows the same numbers.

**(B) RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN 10 BALLOTS. RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES ARE POSTED.**  
 (1) The results of the voted cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure, except as provided in # 2 below.  
 (2) For each voting machine recording fewer than 10 ballots, only the number of ballots cast on that machine is posted.  
 (3) The results of votes cast form provided to the county elections officials shows the same numbers.

**(C) RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN 10 BALLOTS WERE CAST IN THE PRECINCT.**  
 In this case, only the number of ballots cast on each voting machine is posted and included on the results of votes cast form provided to the county election official.

Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

- Make one final check that all required forms, logs, and bag labels are completed and signed:
  - All clear plastic return ballot bag labels (1, 2, 3, 5 )
  - Certified Voted List from eRoster
  - Oath (Remove from inside the Back-up Paper Roster)
  - Payroll
  - Results Report printed from the Ballot Scanner (2 copies)
- Place the following items in the white ROV Document Envelope:
  - Ballot Statement/Certificate of Performance
  - Certified Voted List
  - Completed forms (includes forms that were removed from red bag)
    - AutoMARK Usage Log - completed by Inspector
    - Election Complaint Forms - completed by voters

- Notice of Deceased Voter Forms-completed by voters
- Permanent Vote by Mail Removal Forms - completed by voters
- Poll Worker Feedback Forms - completed by workers
- Voter Registration Forms-completed by voters
- Oath
- Payroll
- Results Report

- Ensure the Equipment Clerk has posted the second signed copy of the Results Report outside (from all Ballot Scanners used).

### **Packing Election Night Return Items**

- Locate all items with a bright green RETURN label.

- Official Returns Pouch
- Blue eRoster Tickets Bag
- Pink Provisional Bag
- Yellow Vote-by-Mail Bag
- eRoster Cases
- All clear plastic return ballot bag labels (1, 2, 3, 5 )
- White ROV Document envelope
- All Red bags

- Turn over the green RETURN label and pack items listed on label.

- Official Returns Pouch should contain:**

- Memory card from Primary and Back-up Ballot Scanner
- Ballot Scanner and AutoMARK keys
- All broken and unused seals

Seal the pouch for return to the Collection Center. Do not pack in red bag.

- Blue eRoster Tickets Bag**

Keep the bag sealed with the Voter Tickets inside. Return to Collection Center.

- Pink Provisional Bag**

After the Provisional Clerk(s) have completed their closing procedures, ensure that the pink bag contains:

- All voted provisional ballots in their envelopes
- Pink provisional sign in sheet (for each precinct) with totals written at top

Keep the bag sealed with the provisional ballots and sign-in sheets inside.

Return to Collection Center.

- Yellow Vote-by-Mail Bag**

Keep the bag sealed with dropped of vote by mail ballots inside. Return to Collection Center.

**eRoster Cases**

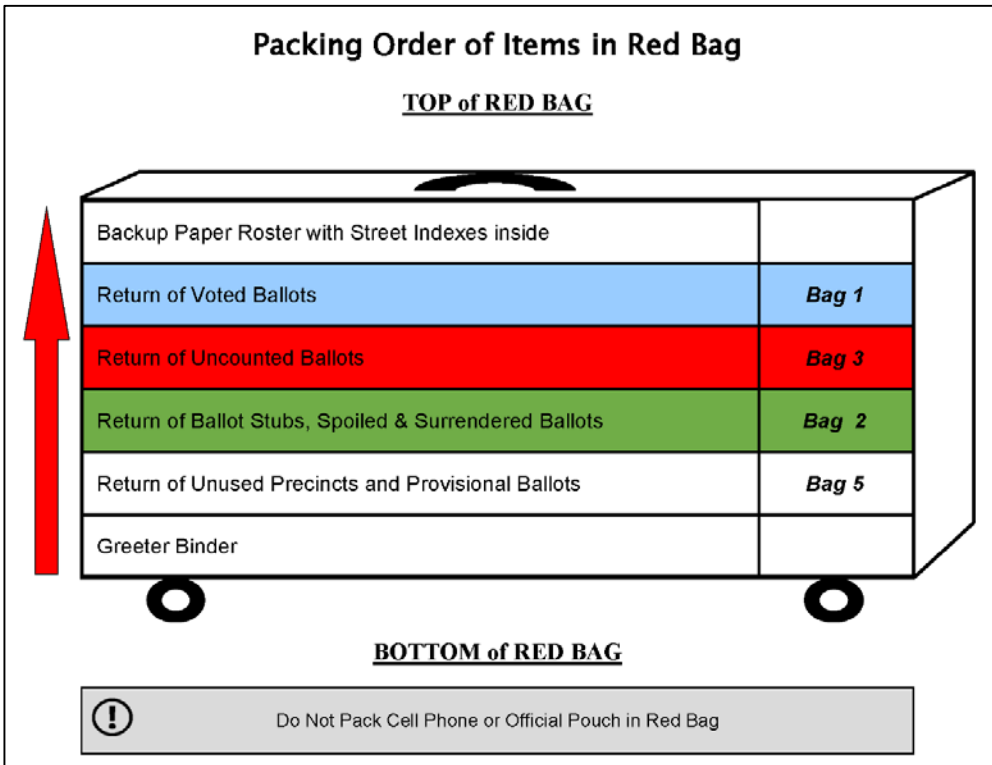
After the eRoster clerks have completed their closing procedures, ensure that each case contains a:

- eRoster tablet
- Tablet power cord
- Printer
- Printer power cord
- Stylus
- Mobile Hot Spot (only in one case)

Ensure each case is sealed. Return to the Collection Center.

Red Bag – Single Bag Location

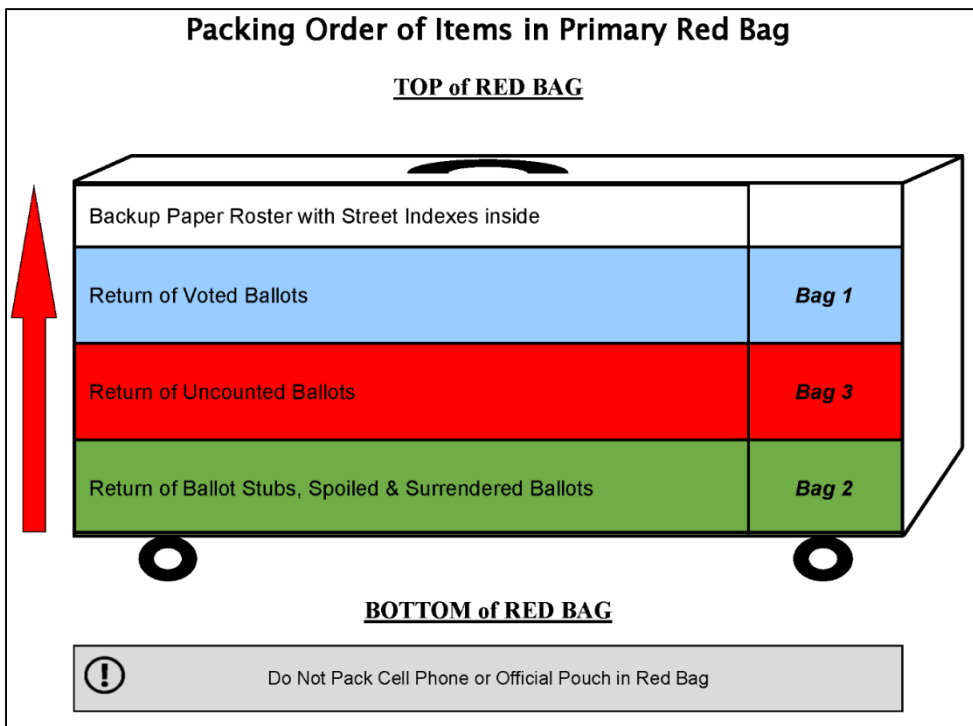
Use the diagram below to pack the single Red Bag properly.



Seal the bag with a new seal. Return to the Collection Center.

Red Bag – Multiple Bag Location

Use the diagram below to pack the Primary Red Bag properly.



**Pack the following items in the additional Red Bags:**

- Greeter Binder
- Return of Unused Ballots – Precinct and Provisional - Bag 5

Seal all red bags with a new seal. Return to the Collection Center.

Re-pack Black Supply bag **neatly** with the following items:

- Put individually packed clear bags for eRoster, Ballot, and Provisional Clerks inside the black bag
- Put Table Privacy Shields and Secrecy Sleeves in outside pocket of the bag.
- Put all **unused forms** in the Forms bag and place in the outside pocket.
- Put **unused Voter Registration forms** and holder in the outside pocket.



If you have any item that is not addressed anywhere in the manual, pack it in the Black Supply bag.

Place a new seal on the Black Supply bag

Leave cell phone on and place in outside pocket of red bag when collection team arrives.

Write the new seal numbers for all RETURN items in the ELECTION NIGHT section of the Security Log and sign.

ELECTION NIGHT: Inspector to record seals used on the equipment/bags listed below.		
Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag		
Red Bag		
Red Bag		
Red Bag		
Pink Bag		
Clear Official Returns Pouch		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
Ballot Scanner		
Ballot Scanner		

Place completed and signed Security Log in white ROV Document envelope.

Pack White ROV Document envelope in outside pocket of Primary Red bag.

Clean-up polling place before leaving.

- Inspector and 1 clerk gather carry the RETURN items and ride together to Collection Center.

The items you should carry are:

- Official Returns Pouch
- Red Bag(s)
- Pink Provisional Ballots Bag
- Blue Voter Tickets Bag
- Yellow Vote by Mail Bag
- eRoster Cases
- Your cell phone



**Do not take the Black Bag**

**Leave for Collection Center by 9:00 pm. If you are unable to leave by then, please call your Roving Inspector immediately.**

- Collection Staff

- The ROV will deputize staff to pick-up supplies from your location.
- Discuss the anticipated schedule with your roving inspector prior to polls closing.
- If you have arranged to return items to the ROV, the only return location is 675 Texas St., Suite 2600, Fairfield.



**You will receive an update about collection centers in your in-person training.**

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## Greeter

### Setup

- Get Greeter Binder, Greeter table, map, and FYI Poster fold-out from Inspector
- Locate a chair and set up table near entrance with binder
- Post the polling place map near the entrance
- Post the FYI Poster fold-out near entrance
- Assist team members with setting up polling place



### Processing Voters

- Greet voters as they enter by saying  
*"Good morning/afternoon/evening! How can I help you today?"*
- Direct them to eRoster clerk, Yellow Vote-by-Mail Bag or provide assistance in finding their correct polling location
- If they need to find their polling place, look up their information by asking for 3 pieces of information (See example on next page):
  - City
  - Street Name
  - Street Number
- Locate the information in the binder or on the map and provide them the location information.
- Provide relief to other clerks for breaks and lunches

### Closing the Polls

- Take down polling place map, FYI Poster fold-out and place back in **Signage Bag**
- Return Greeter Binder to Inspector
- Fold up Greeter table and place with supplies for Drayage to pick up
- Return chair to original location
- Assist team members with breaking down polling place
- Clean-up polling place before leaving

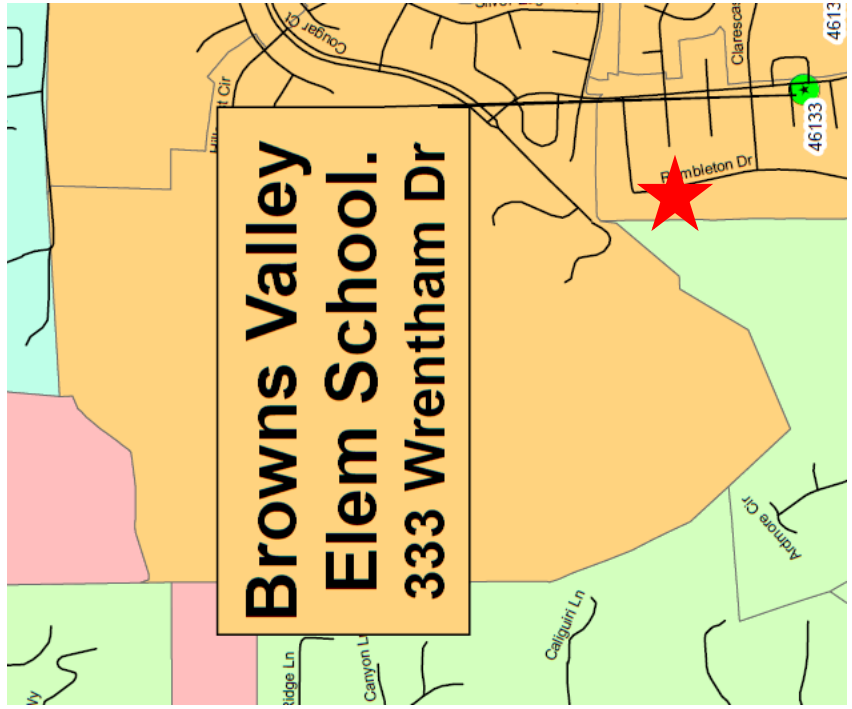
*Greeter Street Index Lookup - Countywide*

**PRESIDENTIAL PRIMARY**

JUNE 7, 2016

From	To	Side	Pre	Post	Consolidation	Ballot Type	Polling Place
<b>VACAVILLE</b>	100	296	Both	56105	14	THE REFUGE (FRMLY CALV CHAPEL)	2601 NUT TREE RD. SUITE C
<b>RALPH</b>	100	191	Both	56190	14	VACA PENNA MIDDLE SCHOOL	200 KEITH WAY
<b>RAMBLETON</b>	500	797	Both	46130	16	BROWNS VALLEY ELEMENTARY SCH.	333 WRENTHAM DRIVE
<b>RAMONA</b>	6663	6735	Both	46127	16	MOOSE LODGE	6585 GIBSON CANYON ROAD

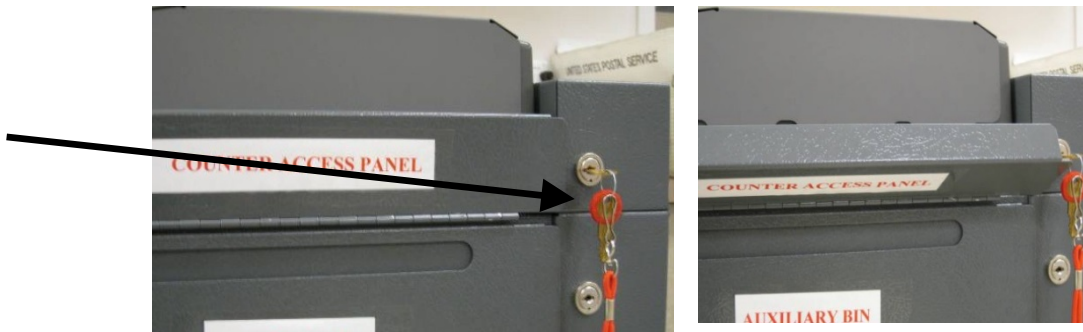
For example, a voter says they live in Vacaville at 500 Rambleton. You would find the City, then street name and the house number. This particular voter would be directed to Browns Valley Elementary, 333 Wrentham Drive



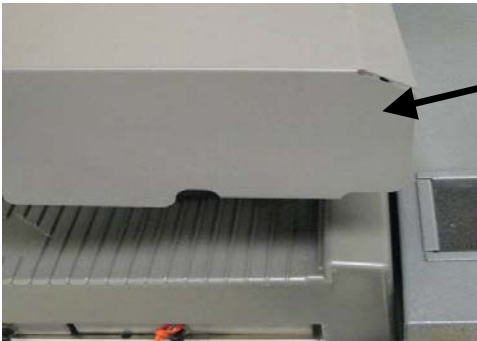
## Equipment Clerk

### Setting up the Ballot Scanner

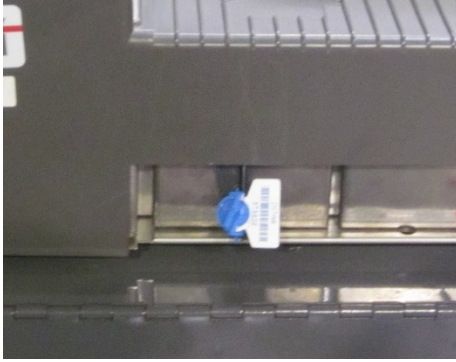
- Get Ballot Scanner key (Red Lanyard) and “I Voted” stickers from Inspector
- Open up all scanner doors and compartments and remove all supplies stored for transportation. Give the supplies to the Inspector for distribution amongst the team members.
- Leave doors and compartments unlocked for display to the first voter
- Plug scanner in a wall outlet.
- Start-up Ballot Scanner
- Use key without red cover to unlock and lower the Counter Access Panel.



- Remove the security lid.



- Verify that the memory card slot is sealed



- Confirm with the Inspector that the seal number matches what is pre-printed on the Security Log for the Ballot Scanner. If it does not match, notify the Inspector who will contact the Registrar of Voters Office on 784-3375.

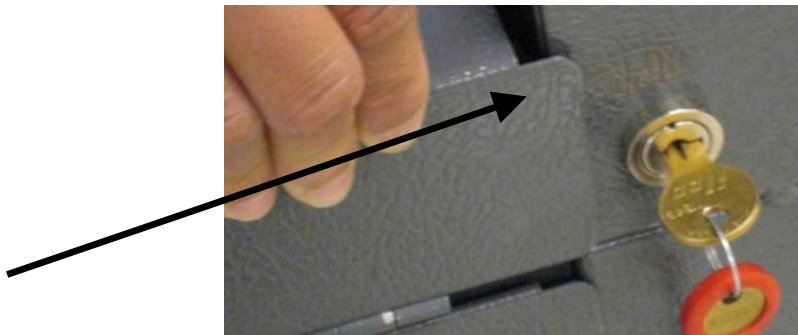
Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag	RA15560	822035
Red Bag	RB15560	822415
eRoster		0250195
eRoster		0250194
Ballot Scanner	1004916	575808

**SOLANO COUNTY** | GENERAL ELECTION, NOVEMBER 8, 2016 - SECURITY LOG  
15560 THE GATEWAY

ELECTION MORNING: Inspector to confirm that these seals were on the equipment/bags listed below.

A red star is placed next to the 'Inspector signature to confirm all' column for the 'Ballot Scanner' row.

- Raise the Counter Access Panel and lock it back in place. You may have to apply pressure to the corner of the panel prior to locking it.



- Locate and squeeze the grooved side of the Key Access Panel tab (on the left side) to lift and raise the panel up and back.



- Press the “ridged” area on the Printer Access Panel to lift and remove the panel.

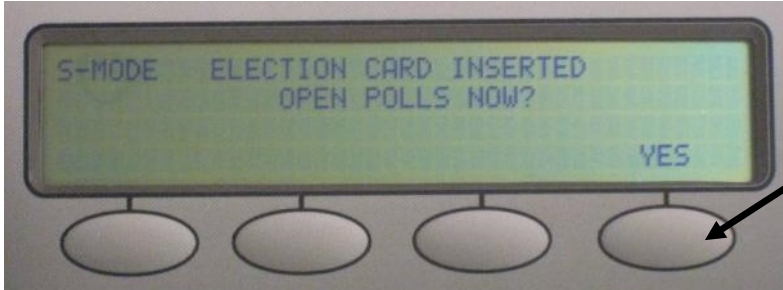


- Insert the key with the red plastic cover and turn the key 1 time CLOCKWISE from OFF to the OPEN/CLOSE POLL position.

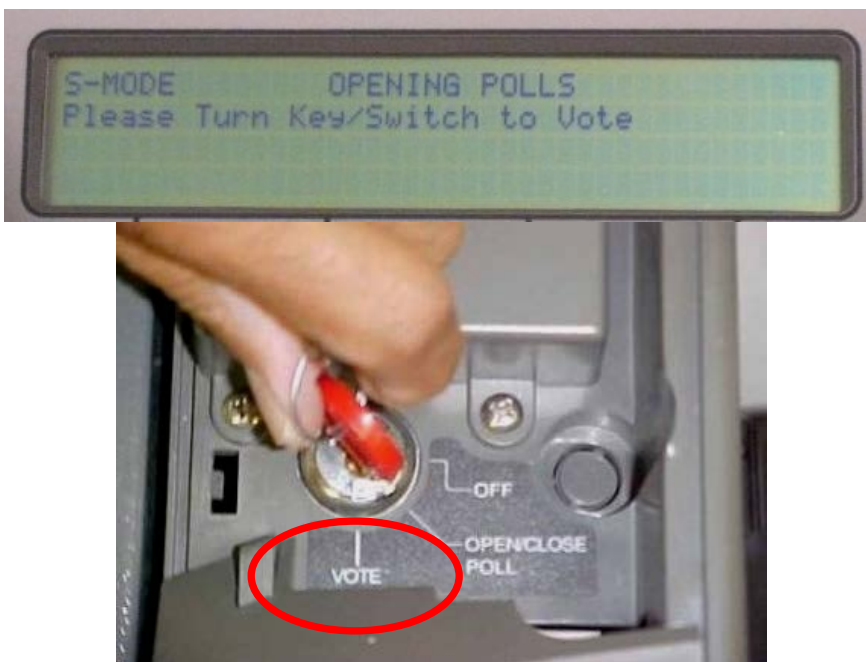


After a “beep”, the scanner prints the Initial State and Status Report.  
\*\*\*DO NOT TEAR OFF THE REPORT\*\*

- Press Yes



- When prompted by the Scanner, turn the key 1 time CLOCKWISE from OPEN/CLOSE POLLS to VOTE position.

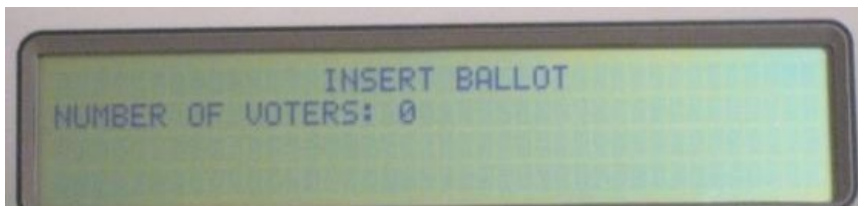


Check the screen for the message "**Diverter not found**". If the message appears, turn the key to the OFF position, unlock the COUNTER ACCESS PANEL, and pull the scanner towards you. Once it stops, push the scanner back into ballot box and turn the key to the VOTE position.

- A Zero Totals report will print for each precinct. Have all poll workers sign the printout for each precinct. The first voter will verify this report is signed and has zeroes.



- The screen display should read show zero voters. The first voter will also verify the screen display.
- Leave the scanner compartment doors open until the first voter arrives



- Once the first voter has examined the Ballot Scanner, roll up printout and insert it back into the open space near the printer.



- Remove the key
- Re-attach and close the Printer Access Panel and lower the Key Access Panel.



- Using the key without the red cover, close and lock all ballot box compartments.

The scanner is now ready for voters to use it.

Keep key in your possession. Give key to Inspector when you leave for your meal break





## Setting -up AutoMARK table and AutoMARK.

- Get AutoMARK key (Blue Lanyard) from Inspector
- Locate the AutoMARK table. Open box and remove legs from box



- Insert legs into table and twist to lock in place
- Using 2 people, flip the table over



- Open the AutoMARK case and remove the **AutoMARK kit**. Use the Blue 5-foot string to ensure proper placement of the AutoMARK. There must 5-feet of clearance around the AutoMARK to allow a voter in a wheelchair to have access.
- Place the AutoMARK table where there is 5 feet clearance.
- Lift the AutoMARK from the case and place onto table.



- Verify that the memory card slot is sealed with a blue wire seal.



- Confirm with the Inspector that the seal number on the AutoMARK matches what is pre-printed on the Security Log. If it does not match, notify the Inspector who will contact the Registrar of Voters Office on 784-3375.

- Slide latches outward to unlatch the lid.



- Lift the front cover and fold it back.

- Continue lifting remainder of lid upwards to expose the screen.



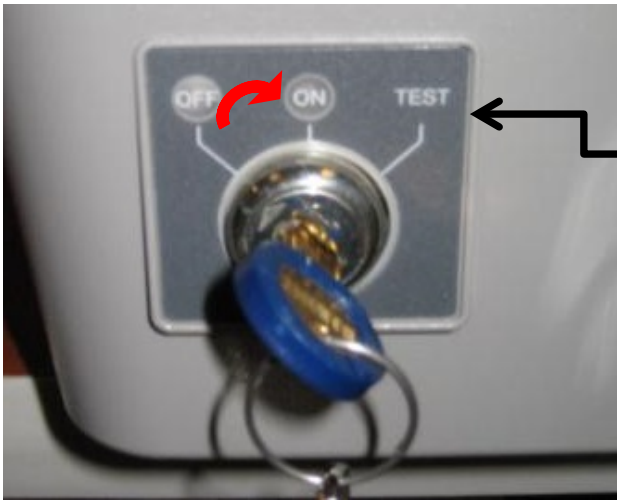
- Pull the screen toward you and lower the lid.



- Grab the ballot feed tray, pull it straight up, and lower it into place.



- Remove the power cord from the case and plug into the AutoMARK and wall.
- Using the key with the blue cover turn the key 1 time to the right to the ON position.



**DO NOT turn  
the key to  
“Test”.**

- The AutoMARK will begin loading the election software. This will take about 30 seconds. Be patient.
- While waiting, remove the headphones from the case and plug it in.
- Remove the AutoMARK Test Ballot from the AutoMARK kit.
- Insert Test Ballot into the AutoMARK and vote every contest. Verify the audio is working (you don't have to listen to the entire ballot).
- Mark the ballot.
- Once the Test Ballot prints verify that each contest printed correctly. If it did not, contact Registrar of Voters at 784-3375.
- If the print is ok, put **Test Ballot back** in the AutoMARK kit.
- Do NOT put Test Ballot in the Ballot Scanner.**
- Cover the headphones with new protector covers provided in the AutoMARK kit.
- Place AutoMARK kit back in the case and place case out of the way.

- Snap the privacy shield onto the AutoMARK by sliding the tabs into the slots on each side of the table. The AutoMark must always have the privacy shield in place.



- Remove key and keep in your possession. Give key to Inspector during your meal break

## Processing Voters

### Ballot Scanner

- When voters approach the scanner, say, *"Please insert your ballot one at a time."*
- Collect the secrecy sleeve and pen.
- Thank the voter for voting and give the voter an "I Voted" sticker.
- When you have a break in voters, return the secrecy sleeves and pens to the Ballot Clerk table.
- Check the secrecy sleeves to ensure they are empty.

### AutoMARK

- When voters approach the AutoMARK, ask them if they will be using the touchscreen or the audio ballot. If they are using the audio, be sure that the headphones are cleaned or have a new set of protective covers.
- Either you or the voter can insert the ballot. Advise voter to mark the ballots one at a time. Once the ballot is inserted, inform the voter that you are available nearby to assist if they need further help then step away to give the voter privacy.
- Inform voter to remove marked ballots and place them into the secrecy sleeve.
- Direct the voter to the Ballot Scanner and have them insert the ballots one at a time.

## Closing the polls

### Shut down all Ballot Scanners that were used

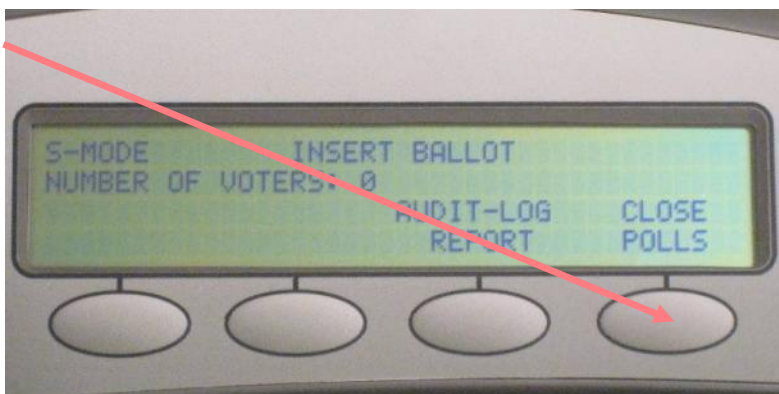
- Open the Auxiliary bin to check if there are any uncounted ballots. If so, remove them, and insert the ballots thru the Ballot Scanner.

If you encounter this situation:	Take this action:
The Ballot Scanner continues to reject the ballot.	Place the "uncounted" ballot in the Return of Uncounted Ballots -Bag 3
A message appears indicating the ballot is blank or over-voted.	Press the <b>Accept</b> button.

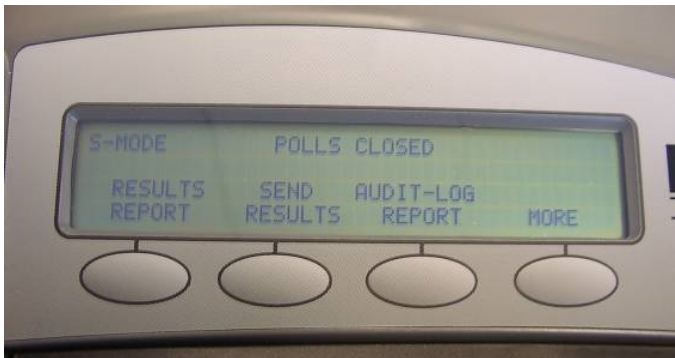
- Open the Key Access Panel by pressing the tab and swinging the panel up and back, then lift Printer Panel. Unroll the paper; this prevents a paper jam when printing.
- Insert the key with red cover and turn it to 1 time counterclockwise to OPEN/CLOSE POLL position.



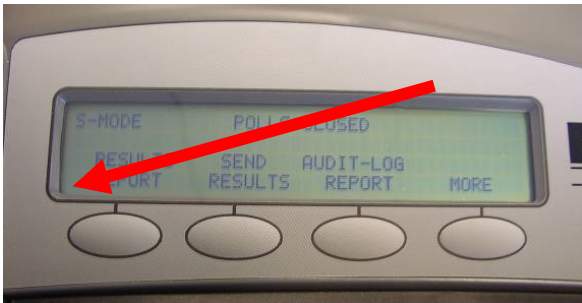
- Press the CLOSE POLLS button. (Bottom right corner of display)



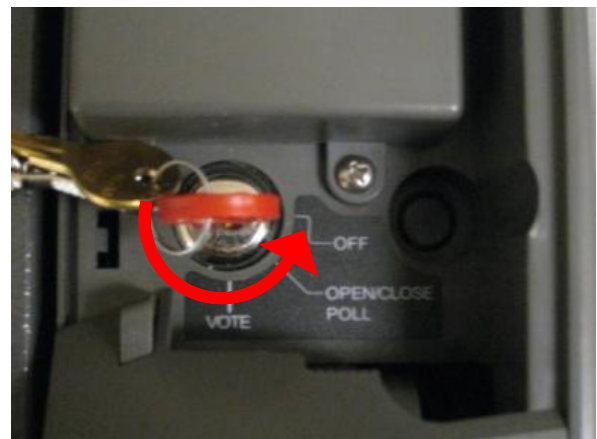
- The Ballot Scanner will automatically print a Status Report, a Results Report, and an Audit Log Report. The POLLS CLOSED MENU will appear after all reports have printed.



- Tear off the printout; Have all poll workers sign the printout.
- Give the signed report to the Inspector.
- Press the RESULTS REPORT button to print the second copy of the Results Report that you will post near the entrance of the polling place. Have all poll workers sign the printout. Do not remove this copy when you leave.



- Turn the key 1 time counterclockwise to the OFF position.



- Remove the key and close the Printer Panel.



## Removing the Memory Card

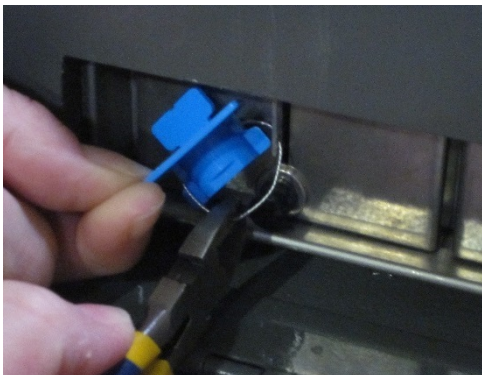


Remove the memory card from the Back-up Scanner even if not used.

- Using the key without the cover to unlock and lower the Counter Access Panel to access the memory card.

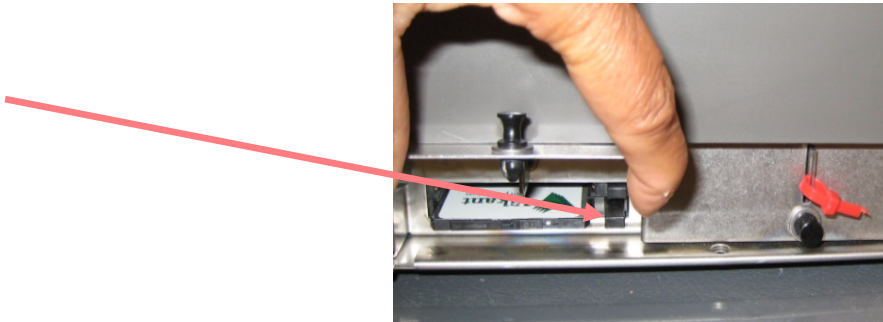


- Using the wire cutter cut the seal over the memory card door and lift up the door. Place the broken seal in the clear Official Returns Pouch.





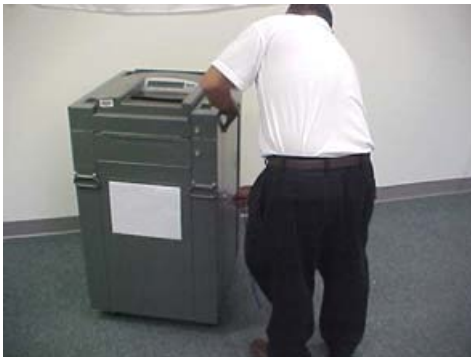
- Remove the memory card by pushing the eject button located to the right of the card. DO NOT break the red plastic seal on the slot to the right.



- Place the memory card(s) in the clear Official Returns Pouch.



- Use the key without the cover to open both side doors and remove ballots. Give the voted ballots to the Inspector
- Close and lock both doors.



- Replace the security lid over the Ballot Scanner.



- Close and lock Counter Access Panel door.



- Place the scanner keys in the Official Returns Pouch with memory card(s).
- Unplug the Ballot Scanner from the wall outlet and wrap the power cord.
- Return the Ballot Scanner to where it was located in the morning.

### **Shut Down the AutoMARK**

- Insert the AutoMARK key and turn to the OFF position.
- Remove the privacy shield and place to the side.
- Unplug the power cord and headphones and place back in the case.
- Return the tray to the stored position.
- Return the touchscreen to the stored position.
- Return the cover to the stored position and lock latches into place.
- With the help of another poll worker, lift the AutoMARK and place into the case.
- With the help of another poll worker, flip over the AutoMARK table and remove legs.
- Place legs and table back into the carrying case.
- Return the AutoMARK and table to where it was located in the morning.

- Place the AutoMARK keys in the Official Returns Pouch.
- Give the pouch to the Inspector.
- Clean-up polling place before leaving

## What to do if the Ballot Scanner gives you an error message

Error Message	Probable Cause	Solution
Ballot Dragged- Turn Ballot Over and Try Again	Ballot did not feed into scanner evenly.	Have voter re-insert the ballot. If the error continues, spoil and re-issue.
Ballot jam or stuck	Ballot is torn or folded.	Pull out unit and check for ballot. If ballot is there, do not re-insert through scanner.
Ballot not accepted	Ballot is damaged or has extraneous markings.	Have voter re-insert ballot in a different orientation. If problem persists, spoil & re-issue ballot.
Ballot too long	Ballot stub was not removed.	Voter must remove stub and re-insert ballot.
Invalid sequence type split 2-1-1	The ballot type is unrecognized.	Verify that the voter has the correct precinct ballot. Have voter turn ballot over and try again.
# Missed Timing Marks- Turn Ballot Over and Try Again	Timing marks are not changing.	Have voter turn the ballot over and re-insert. If the error continues, spoil the ballot and re-issue.
Missed orientation marks	Ballot cannot be read by the ballot scanner.	Have voter turn ballot over and try again. If ballot is damaged, spoil and re-issue.
Multiple ballots detected	More than one ballot was put through the scanner.	Have voter insert ballots one at a time.
No AC Note: Scanner is running on battery.	Scanner is not plugged into AC power or wall outlet is defective.	Check the power cord connections or try another outlet.
No Election Card	Memory Card is not inserted properly.	Notify Support Team at 784-3375
No votes detected on ballot	The ballot marks are too light, are not inside the oval or the ballot is blank.	Voter has 2 options: <ul style="list-style-type: none"> <li>• Choose "Return" to review ballot. Voter can either darken their markings or have ballot spoiled.</li> <li>• Choose "Accept" to cast ballot.</li> </ul>
(#) Contest(s) Has Too Many Votes	The voter has marked more than the allowed number of choices on one or more contest(s).	Voter has 2 options: <ul style="list-style-type: none"> <li>• Choose "Return" to have the ballot spoiled and new ballot issued.</li> <li>• Choose "Accept" to cast ballot.</li> </ul>

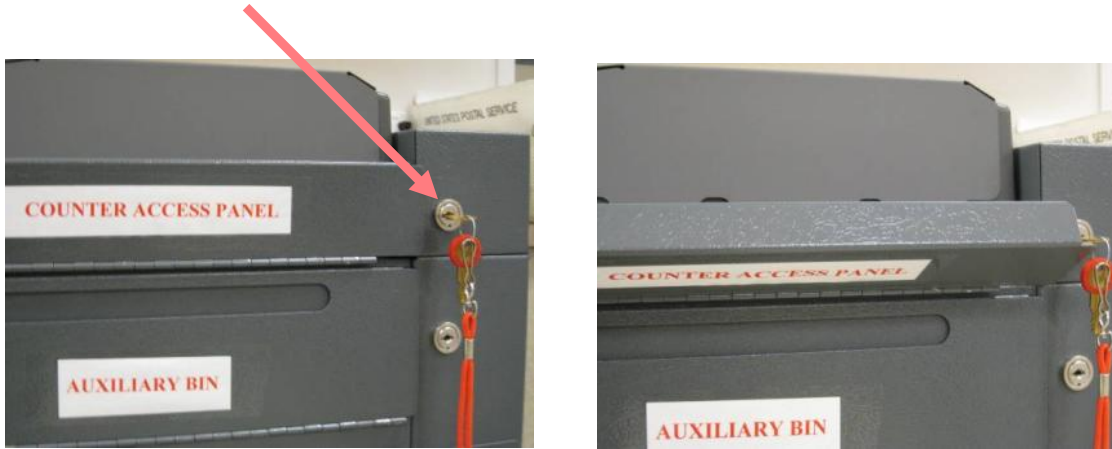
## What to do if the Ballot Scanner will not accept ballots.

- Immediately follow instructions to begin using the Auxiliary Bin
- Set up the Backup Ballot Scanner, if available
- Call the Support Team at 784-3375.

## Using the Auxiliary Bin

Place the security lid over the top of Ballot Scanner to prevent voters from attempting to insert ballots into the scanner.

- Unlock and lower the Control Access Panel.



- Unlock and open the Auxiliary door located just below the Counter Access Panel.



- Flip the inside hinged flap downward to reveal the “mail slot” opening.



- Close and lock the Auxiliary bin.

- Direct voters to place their ballots through the Auxiliary Bin's slot.



When you are advised that the Ballot Scanner is functioning properly again:

- Unlock and open the Auxiliary Bin. Raise the hinged flap to close the “mail slot” opening.
- Lock the Auxiliary bin with the ballots still inside. Direct voters to begin re-using the Ballot Scanner. Leave your backup scanner in operation as well.
- When the polls have closed and all voters have left, remove the ballots from the Auxiliary Bin and insert them through the Ballot Scanner.



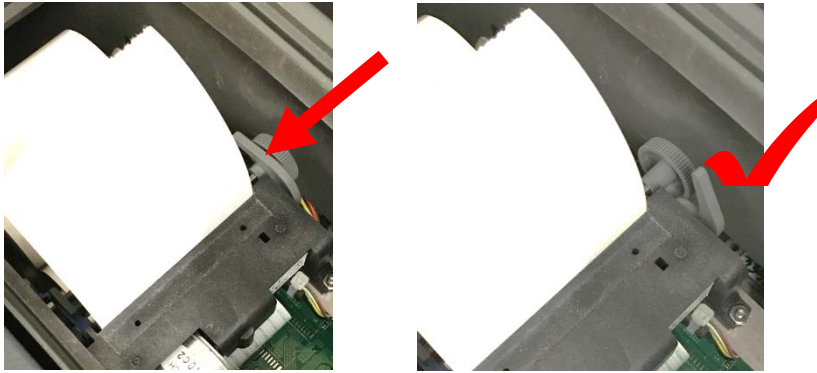
<b>If you encounter this situation:</b>	<b>Take this action:</b>
The Ballot Scanner continues to reject the ballot.	Place the “uncounted” ballot in the Return of Uncounted Ballots -Bag 3
A message appears indicating the ballot is blank or over-voted.	Press the <b>Accept</b> button.

- Once all ballots in the Auxiliary Bin are processed, begin to shut down the Ballot Scanner.

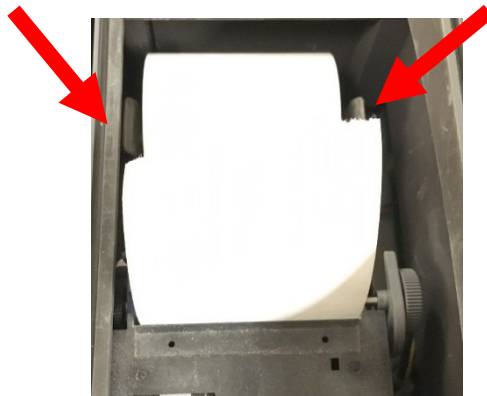
**What to do if the Ballot Scanner is out of printer paper:**

- Locate the spare roll.
- Press the “ridged” area on the Printer Access Panel to lift and remove the panel.

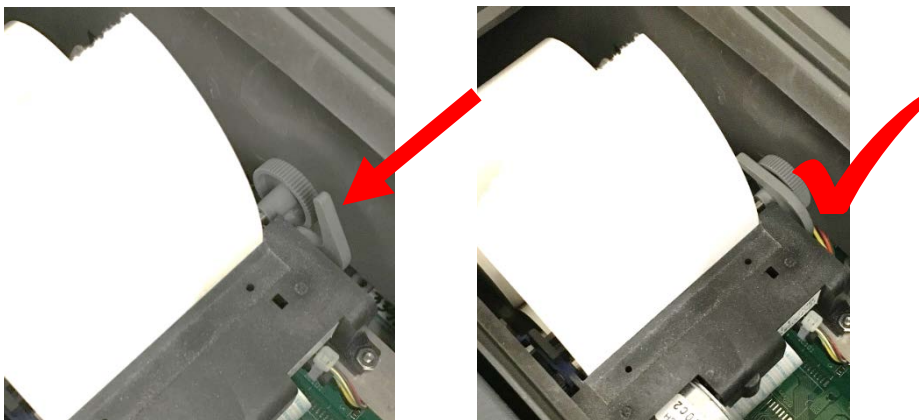
- Lift up the gray lever to the right of the paper feed.



- Depress the mounting brackets on each side of the empty paper roll and lift the roll out of the scanner.



- Remove the white plastic paper spool from the center of the empty paper roll and insert it into a new roll. Press out on the paper mounting brackets and insert the new roll into the printer.
- Manually feed the paper to position the printer paper.
- Push back the gray lever to the right of the paper feed.



- Place the Printer Access Panel back onto the Ballot Scanner.

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## eRoster Clerk

### Setup

- Cut blue seal on case with the wire cutters. The Inspector has them.



- Confirm with the Inspector that the seal number matches the Security Log.
- Open the case and remove tablet, stylus, printer, power plugs, and mobile hot spot device. Refer to the laminated setup sheet inside the eRoster case.
- Connect the power plug to bottom of tablet then into surge protector provided.



- If it's not connected, connect the printer's power plug to the opening located on the power block and plug in.



- Turn on the mobile hot spot device, plug one end of the charger into the back of the mobile hot spot and the other end into the surge protector provided and leave the device on the table.



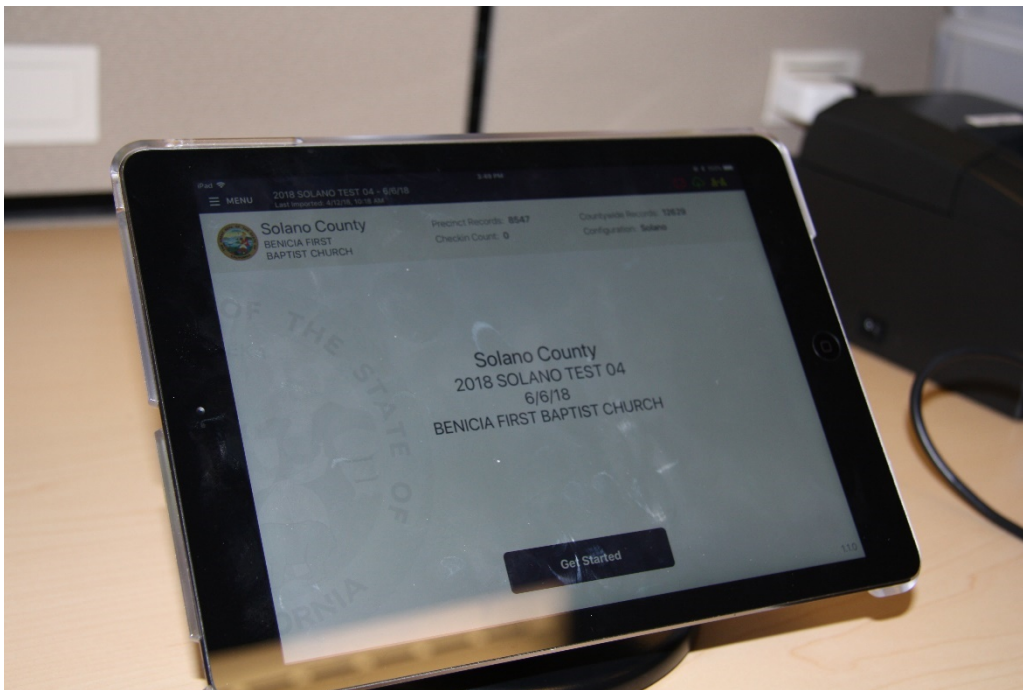
- Place eRoster case under the Election Table.
- Place tablet on stand.



- On the printer, flip the switch on the left side of the printer. The power button light will turn green.



- Once the tablet opens to the search screen, verify the correct polling place is listed.

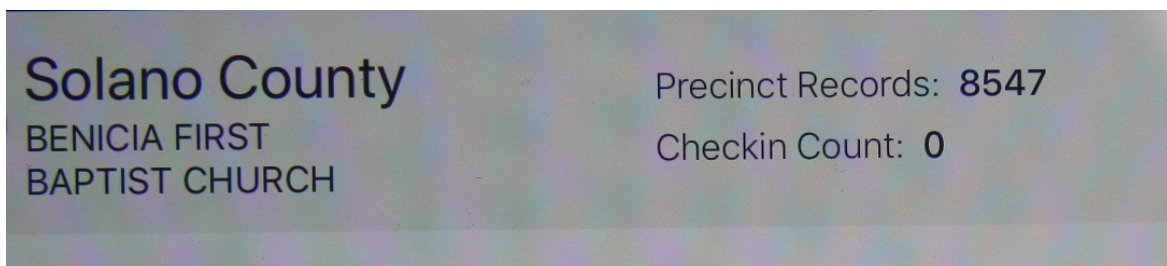


- Verify Wi-Fi connection is made. Look for the green cloud in the right top corner of the application.

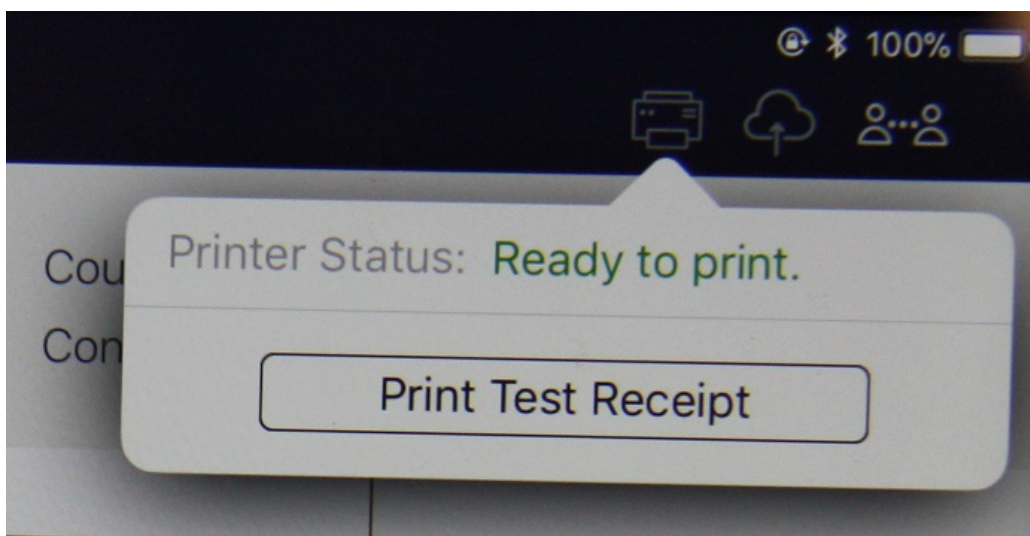
### CLOUD SYNC ICONS & COLORS

- Poll Pad is currently connected and synchronizing with the central election database. This feature is active if applicable.
- Poll Pad is in the process of connecting to the central election database. This feature is active if applicable.
- Poll Pad is currently disconnected and not synchronizing with the central election database. This feature is active if applicable.

- To confirm no voters are checked in, look at the check-in count on the main screen.



- Verify that the **Checkin Count** is zero. If not, call 784-3361. Tap **OK**.
- Tap **the printer image** at the upper right hand corner and press print test receipt to print a test ticket.



- A short TEST TICKET prints. You can discard the test ticket once printer functionality is verified. If ticket does not print, call 784-3361.
- Tap the **screen** to return to main menu. The eRoster is ready to process voters.

## **eRoster Clerk supply bag and set up the Election Table.**

- Tape the “START HERE” sign to all eRoster tables.
- Place the following supplies on each table:

**START HERE**

- eRoster tablet, printer, keyboard,
- VBM (yellow) envelopes
- Permanent Vote by Mail Removal Forms
- Deceased Voter Forms
- Voter Registration Cards
- Provisional (Pink) envelopes
- Pens
- Emergency Tickets
- Mobile hotspot device (required on one table only)

During the processing of voters, it may be necessary to give voters a form to update the voter registration database. (removing vote by mail status, deceased voter, etc.)

If a voter returns a completed form to you, place it in the red bag.

At the end of the night, the Inspector ensures all voter completed forms are placed in an envelope for return to the Registrar of Voters office.

### **Opening the Polls**

- At 7:00 am the Inspector announces, “The polls are now open.”
- Once the first voter inspects the required items, the Inspector will send the voter to the eRoster Clerk to begin processing voters.

### **Processing Voters**

#### **Looking up Voters on the eRoster Tablet**

- There are 2 ways to search for voters on the eRoster Tablet:
  - Search by name.
  - Scan: Requires a voter provide their sample ballot booklet to look them up in the database
- Enter part of the voter’s last and/or first name.

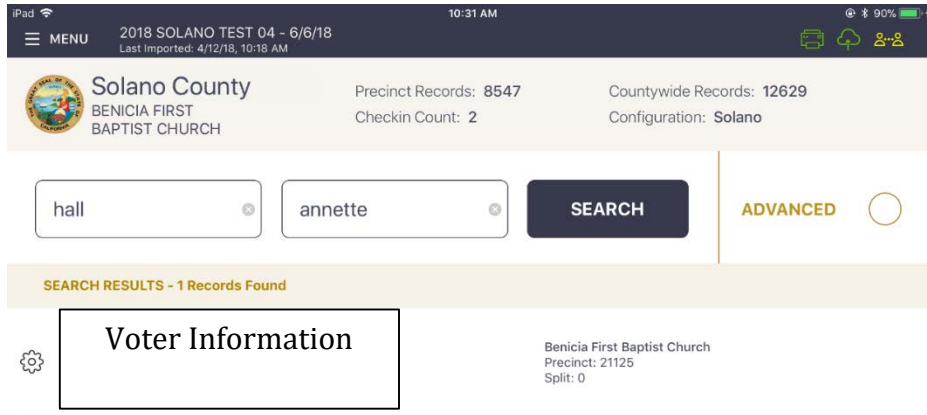


Searching is faster if you only enter the first few letters of the name.  
On common names enter the first letters of both first and last names

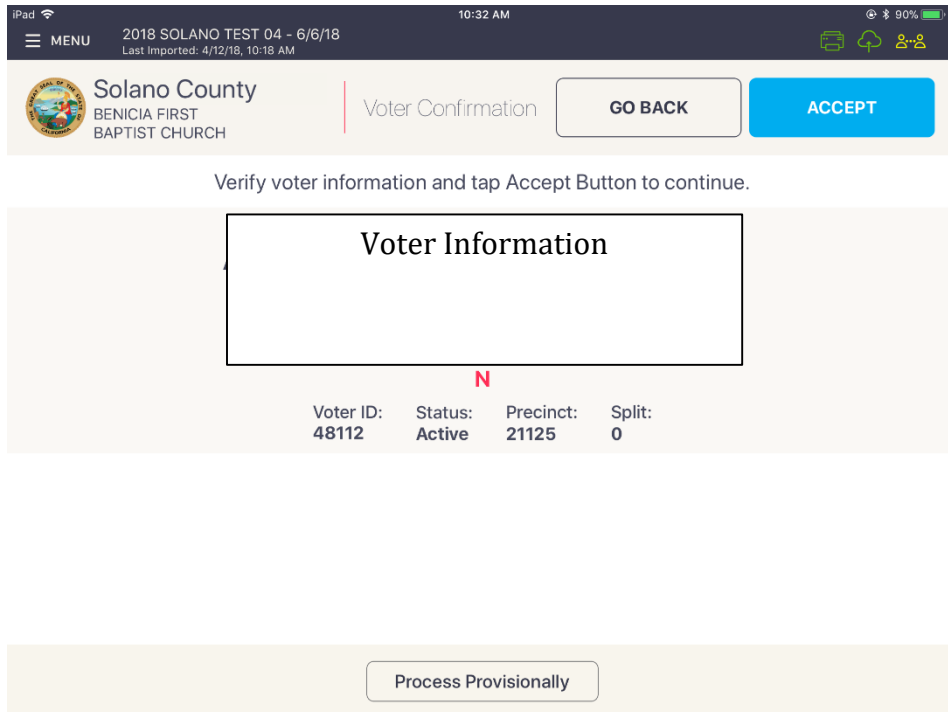
Click on Search button.

### Processing a Regular Voter

Look up Voter by searching using their last name and first name and tapping the SEARCH button.

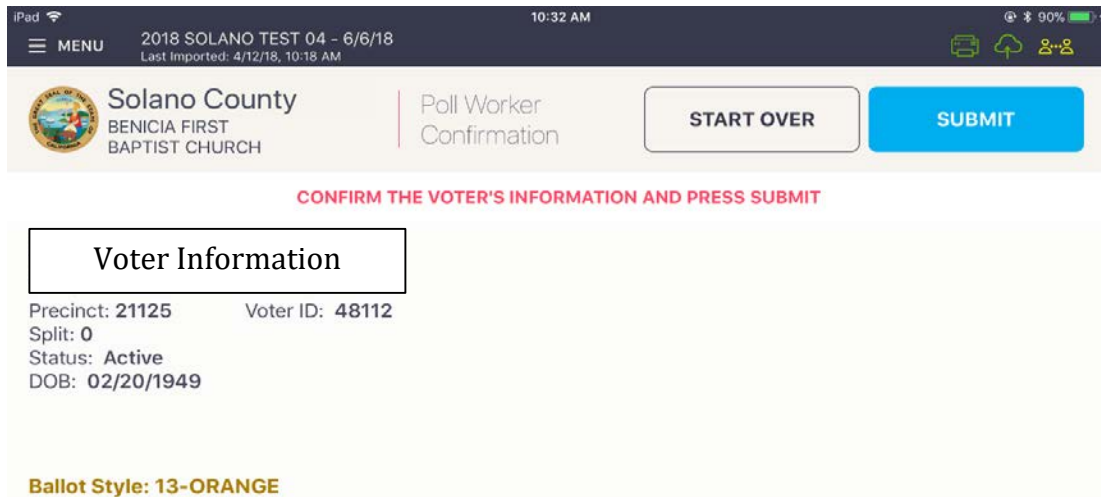


Tap the Voter name.



Confirm the Name and Address are correct with the voter.

Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen.



Touch the SUBMIT button to mark the voter as voted and print the ticket.

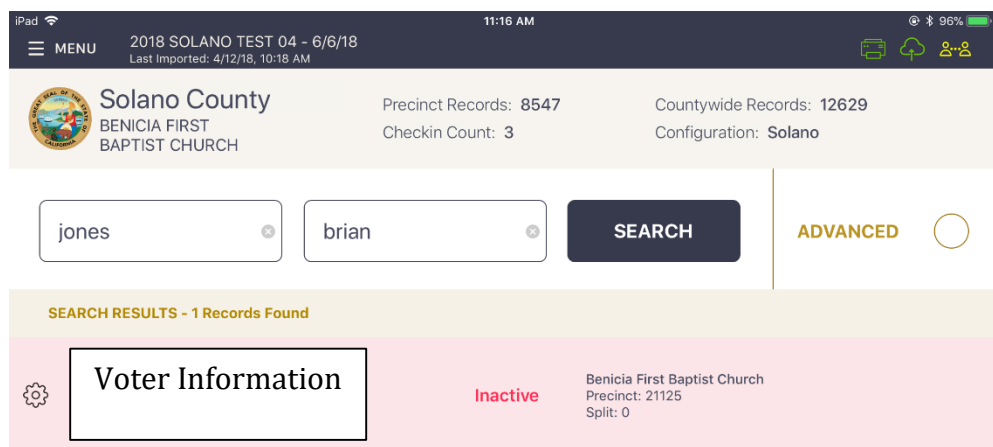
Ensure all voters sign ticket.

If the voter is at the **correct precinct**, their **address matches** the eRoster and he or she is **not a Vote-by-Mail Voter**:

- Tap SUBMIT
- Ticket automatically prints
- Have voter sign ticket and direct the voter to the Ballot Clerk matching the voter's precinct and color. ( i.e Orange 17005)

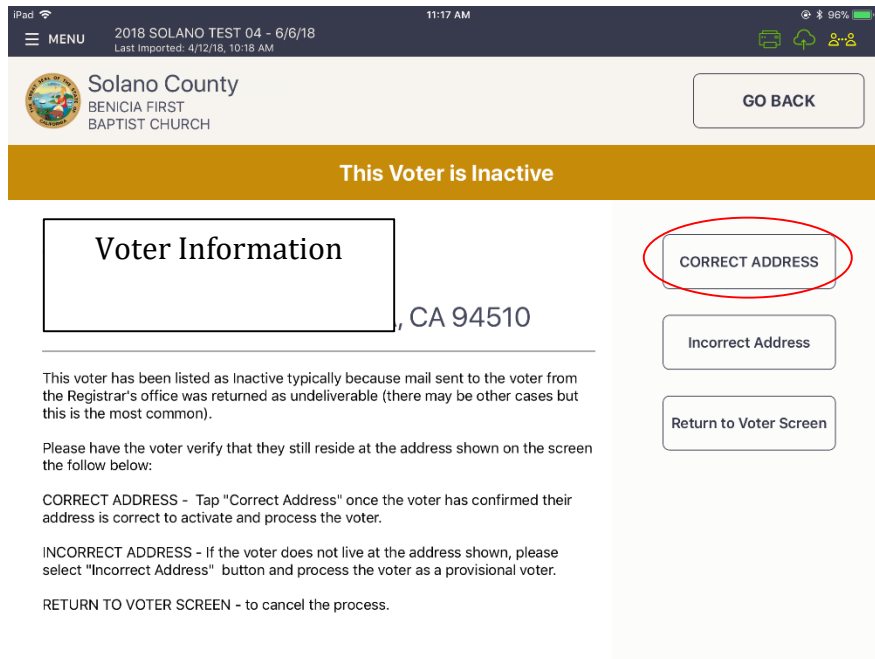
The voter is at the **correct precinct** but is showing as Inactive.

Tap the Voter Name.

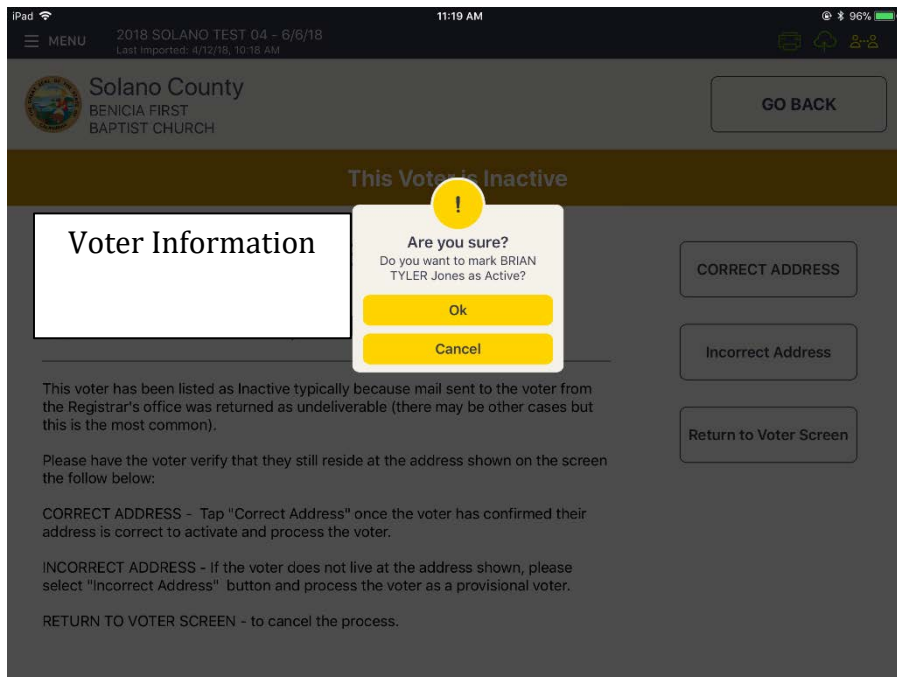




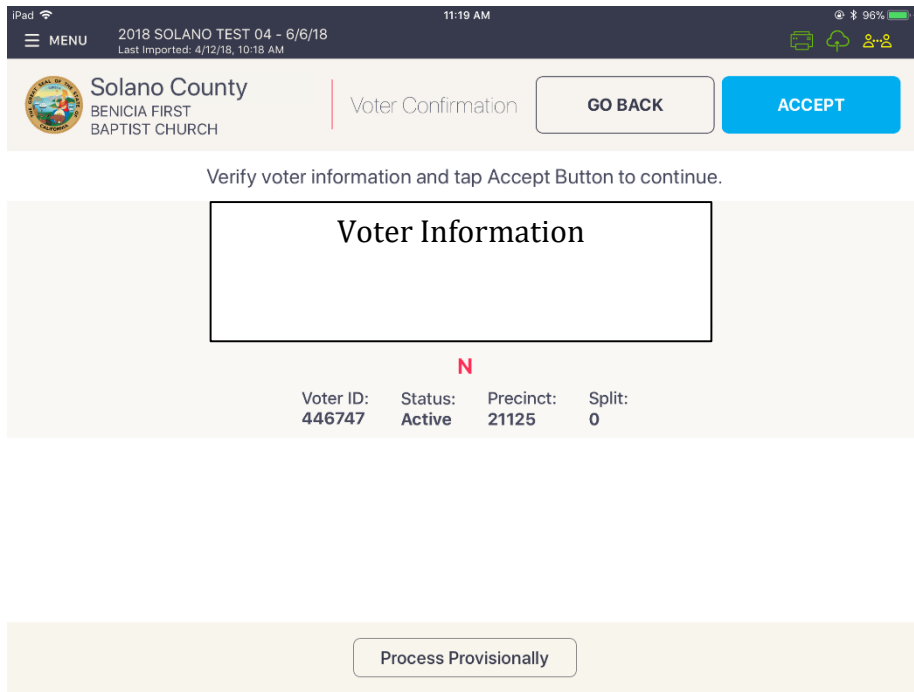
- Tap the CORRECT ADDRESS button on the right.



- A pop up will appear asking you if you are sure that you want to make the voter active. Tap the OK button.



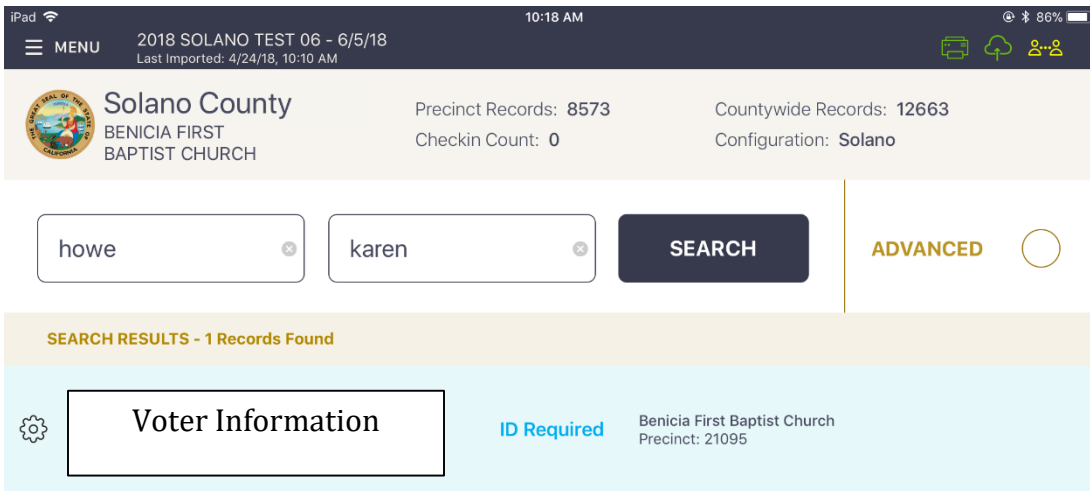
- Tap the blue ACCEPT button to process the voter and print the ticket.



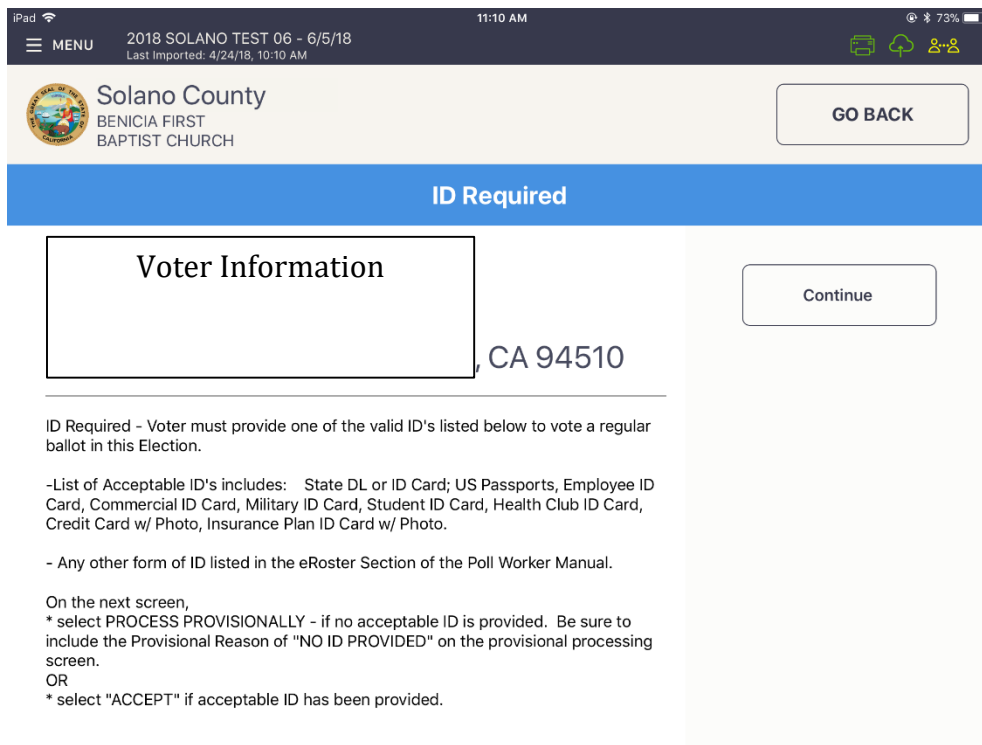
- Have voter sign ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

### Processing Regular Voters - ID Required

- Look up Voter by using their Last Name and First Name and touching the SEARCH button.



☐ Tap voter name



If the voter is **required to show identification**, is in the **correct polling place** and is **not a vote-by-mail voter**:

- Tap CONTINUE
- Tap ACCEPT
- Record ID in the Poll Worker Notes area (See below for list of approved IDs)
  - If photo ID is shown - write photo ID number (driver's license, passport)
  - If non-photo ID is shown - write type of ID (utility bill, bank statement)
- Have voter sign ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

**List of HAVA Acceptable IDs**

**Photo Identification** (HAVA Section 303 (b) (2) (A) (i))

CA Code of Regulation, Title 2, Sect. 20107

- State Driver's License or ID card
- Passport
- Employee ID card
- Commercial ID card
- Credit/Debit Card w/ photo
- Military ID card
- Student ID card
- Health Club ID card
- Insurance Plan ID card w/ photo

## Other Acceptable IDs (HAVA Section 303(b) (2) (A) (ii))

CA Code of Regulation, Title 2, Sect. 20107

Name and address must be on document and dated since last general election (November 2016)

- Utility bill
- Bank Statement
- Government check
- Government paycheck
- Document issued by a government agency
- Sample ballot
- Voter notification card
- Public housing ID card
- Lease or rental statement or agreement
- Student ID card
- Tuition statement or bill
- Insurance plan card
- Discharge certificate, pardons, or other official
- Documents issued to the voter in connection with resolution of a criminal case, indictment, sentence or other matter
- Senior Citizen Transportation Discount Card
- ID documents issued by government disability agencies
- ID documents issued by government homeless shelters or other transitional facilities
- Drug prescription issued by a doctor or health care provider
- Tax return
- Property tax statement
- Vehicle registration or certificate of ownership

## Processing a Vote-by-Mail Voter Who Surrenders Ballot

Look up Voter by using their Last Name and First Name and touching the SEARCH button.

The screenshot shows a mobile application interface for Solano County. At the top, it displays '2018 SOLANO TEST 08 - 6/5/18' and 'Last Imported: 5/1/18, 5:07 PM'. Below this, the Solano County logo is visible, along with the text 'BENICIA FIRST BAPTIST CHURCH'. To the right, statistics are shown: 'Precinct Records: 8517', 'Checkin Count: 3', 'Countywide Records: 302159', and 'Configuration: Solano'. A search bar contains the letter 'c' and is followed by a 'First Name' input field and a 'SEARCH' button. To the right of the search bar is an 'ADVANCED' button with a circular icon. Below the search bar, a yellow banner indicates 'SEARCH RESULTS - 24261 Records Found'. A red box highlights the 'Voter Information' section, which includes a gear icon, the text 'Voter Information', and 'VBM Ballot Sent Benicia First Baptist Church Precinct: 21125'.

Tap voter name to open their record.

If the voter is at the **correct precinct**, their **address matches** the eRoster and he or she **surrenders their VBM ballot** in the original envelope:

- Write SURR on surrendered ballot
- Write SURR on their original envelope



If the voter does not have the envelope, use a spare yellow VBM envelope and write the voter id on it. Give the envelope to the voter and instruct him or her to legibly write their name and address on the spare envelope.

- Place all surrendered ballots in the envelope and put it in the Red Bag.

Touch the **BALLOT SURRENDERED** button to indicate that the voter has surrendered their VBM ballot.

iPad 6:07 PM Not Charging

MENU 2018 SOLANO TEST 08 - 6/5/18  
Last Imported: 5/1/18, 5:07 PM

Solano County  
BENICIA FIRST  
BAPTIST CHURCH

GO BACK

**Voter Has Been Issued A Vote By Mail Ballot**

Voter Information

94510

This voter has previously been sent a VBM Ballot. In order to vote, the voter must:

- Option 1. Surrender the VBM Ballot they received in the mail in exchange for a regular ballot.

OR

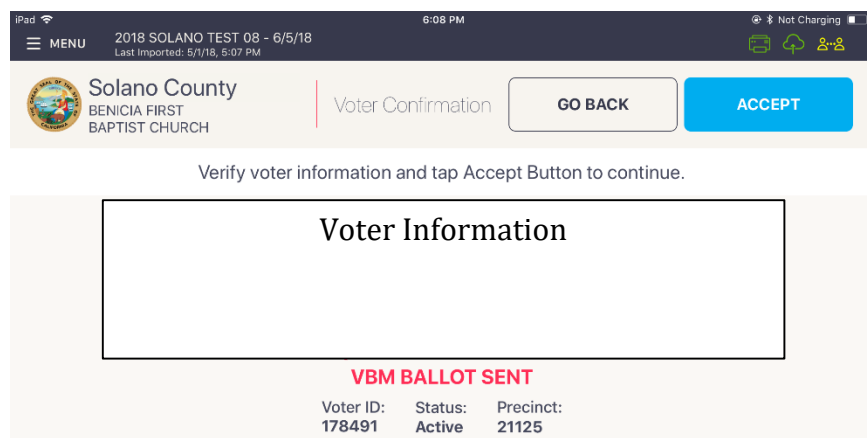
- Option 2. If voter does not have a VBM ballot to surrender, please select "Process Provisionally."

Ballot Surrendered

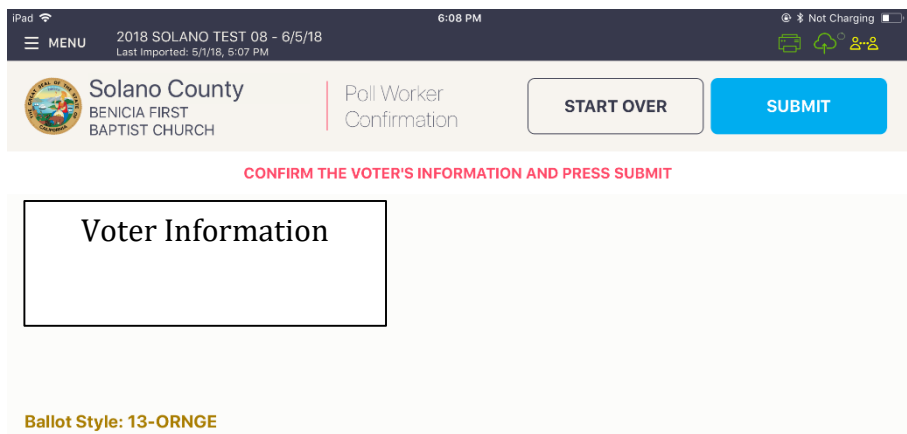
Process Provisionally

Cancel

- Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen.



- Touch the blue SUBMIT button to process the voter and print the voter ticket.



- Have the voter sign the ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

**What to do if a vote by mail voter wishes to use their surrendered ballots as a guide for voting:**

Inform the voter that the Election Code states a vote-by-mail voter must first surrender their ballot to vote at the polls. Once the ballot is surrendered, we are unable to give it back to the voter.

## Processing a Vote-by-Mail Voter who does not Surrender Ballot

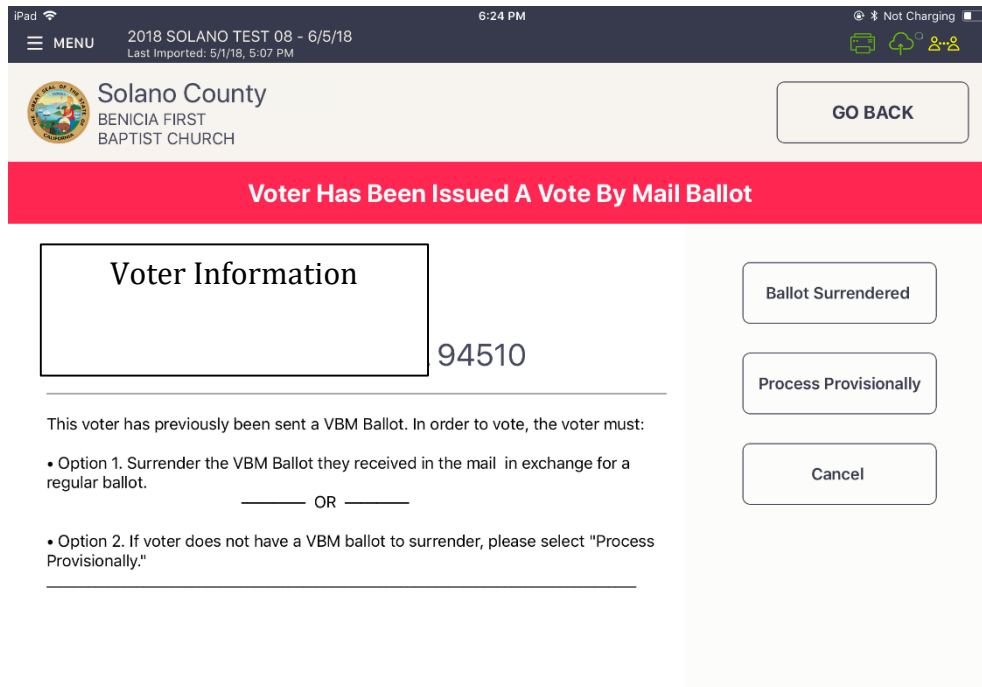
Look up Voter

The screenshot shows a mobile application interface for Solano County. At the top, the status bar indicates 'iPad', '2018 SOLANO TEST 08 - 6/5/18', '6:24 PM', and 'Not Charging'. Below the status bar, there is a header section with the Solano County logo, 'Solano County', 'BENICIA FIRST BAPTIST CHURCH', 'Precinct Records: 8517', 'Checkin Count: 4', 'Countywide Records: 302159', and 'Configuration: Solano'. A search bar contains the letter 'a' and a 'First Name' label. A 'SEARCH' button is visible. To the right of the search bar is an 'ADVANCED' button with a circular icon. Below the search bar, a yellow banner indicates 'SEARCH RESULTS - 13801 Records Found'. The results are displayed in a list format with two entries. Each entry has a gear icon on the left, a white box containing the text 'Voter Information', and a red label 'VBM Ballot Sent' followed by the text 'Benicia First Baptist Church Precinct: 21125'.

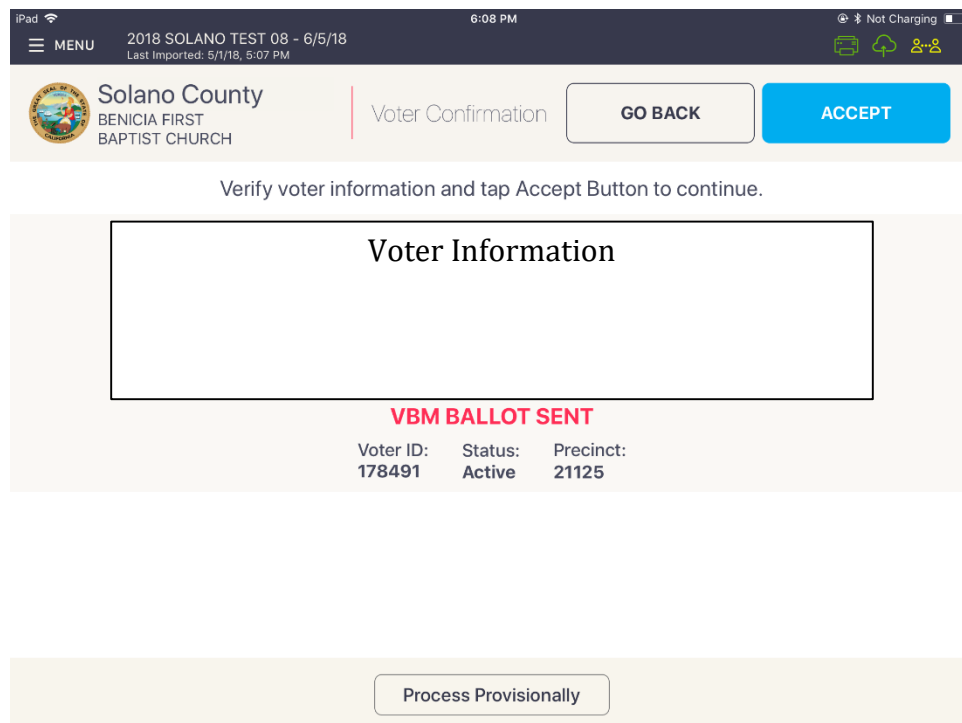
Tap on voter name

If voter is at the **correct precinct**, their **address matches** the eRoster and he or she **does not surrender their VBM ballot**:

Touch the PROCESS PROVISIONALLY button to indicate that the voter DOES NOT have their ballot to surrender.

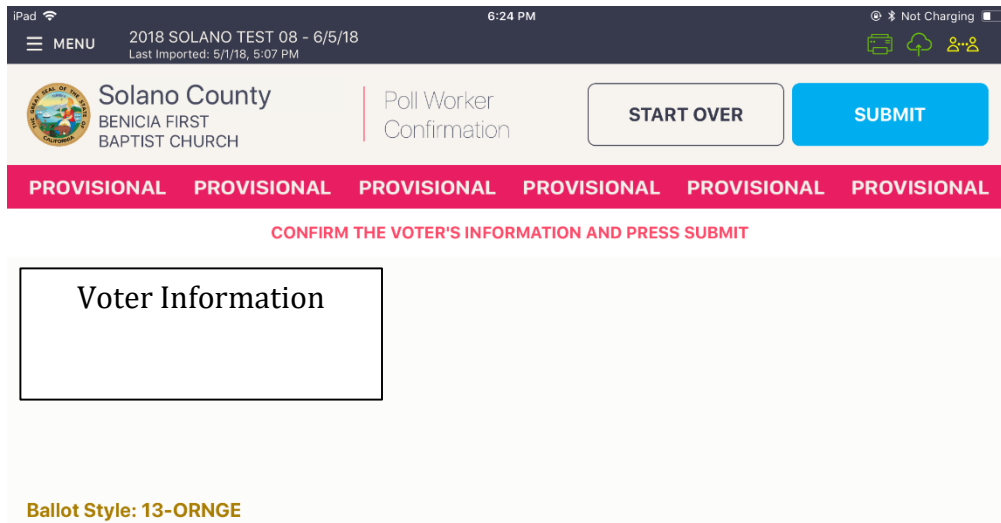


Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen. (DO NOT select Process Provisionally again on this screen or it will clear your voter details).





This will direct you to the Poll Worker Confirmation screen. Confirm the Voter's information is correct and tap the blue SUBMIT button.

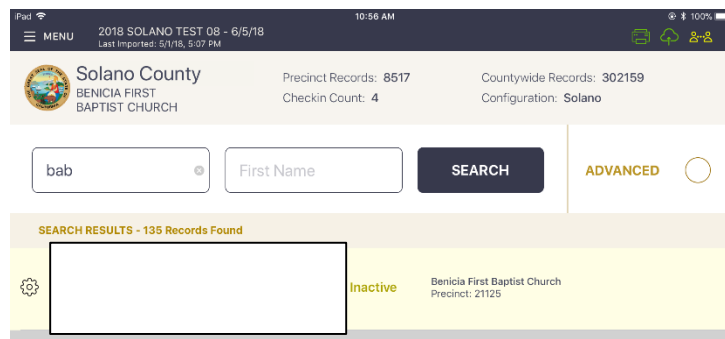


Write in the “Provisional Reason” section on the bottom of the ticket, “No Ballot to Surrender”.

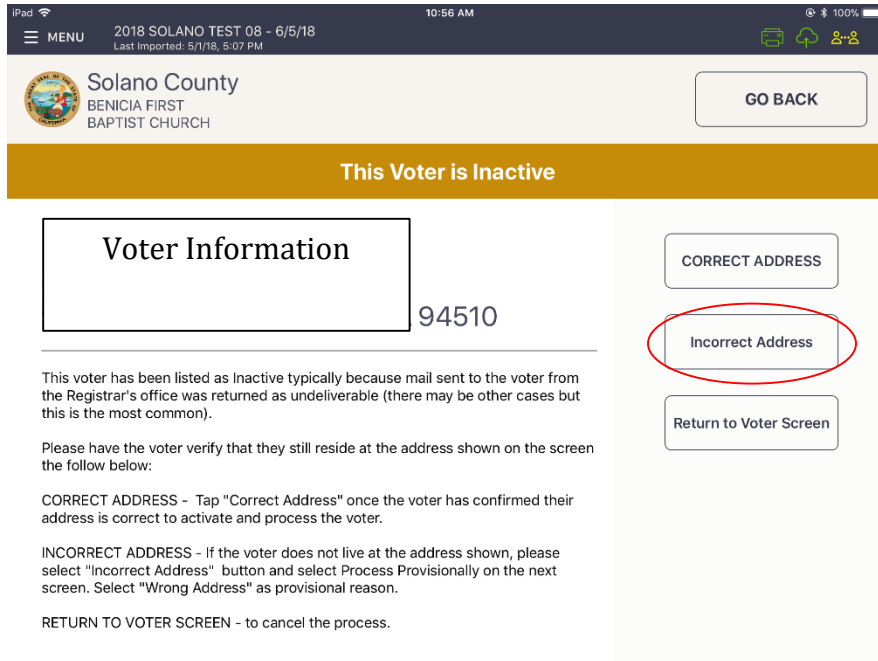
Have the voter sign the ticket in front of you and then direct the voter to the Provisional Clerk matching the precinct and color shown on the voter’s ticket.

**Voter’s address is different from what is in eRoster tablet:  
The voter is at the correct precinct.**

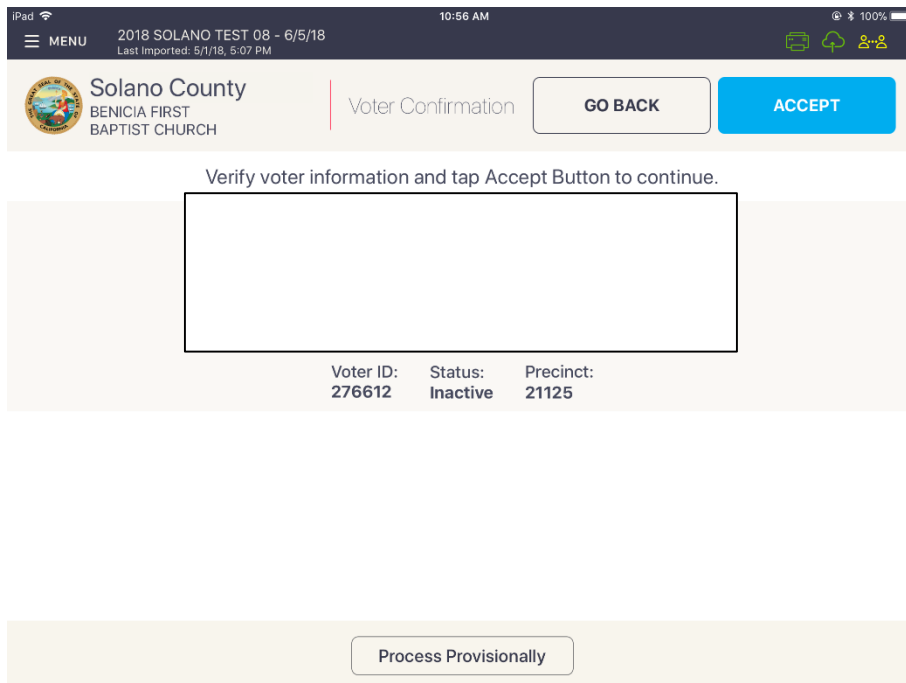
Tap the Voter Name.



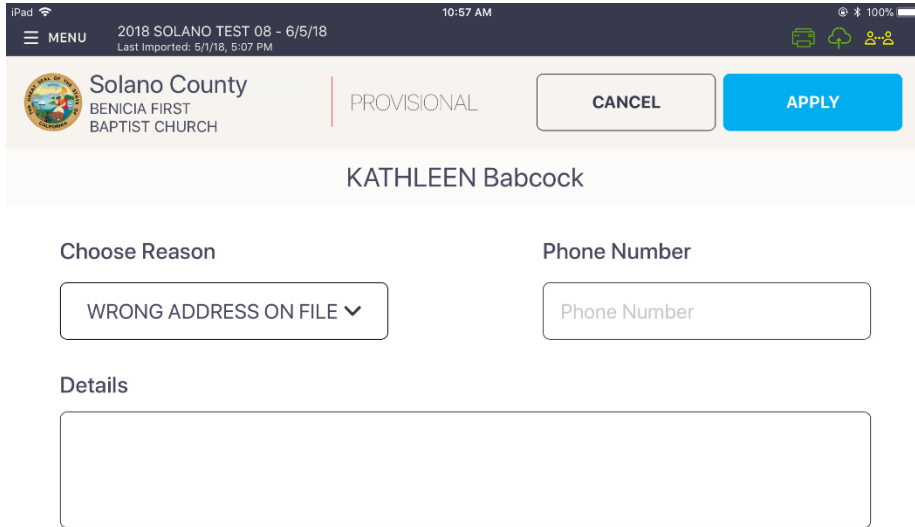
☐ Tap the INCORRECT ADDRESS button on the right.



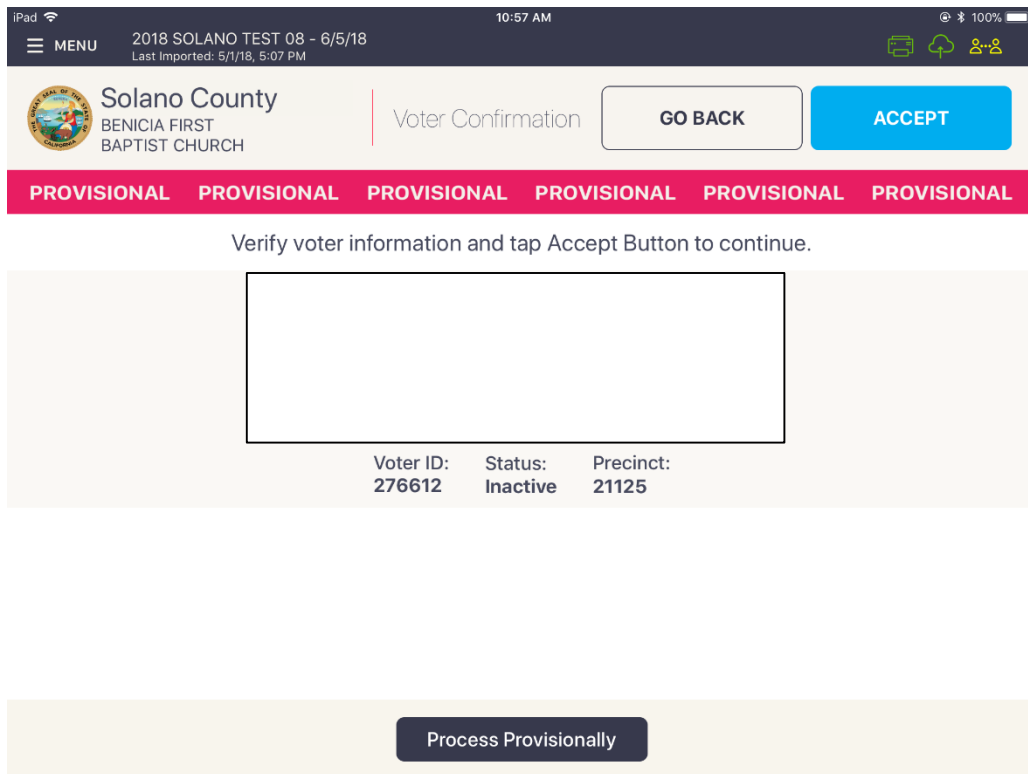
☐ You will be directed to the Voter Confirmation screen. Push the PROCESS PROVISIONALLY button on the bottom of the screen.



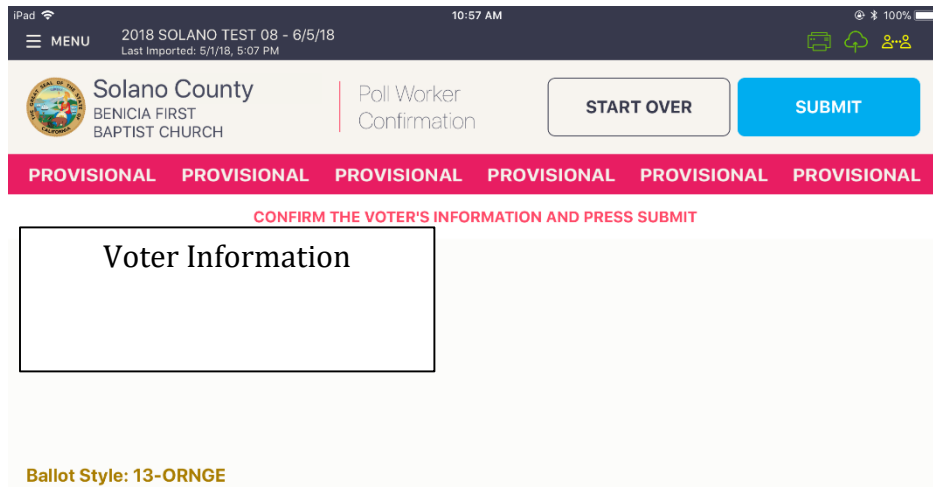
Select **WRONG ADDRESS ON FILE** from the **CHOOSE REASON** drop down menu.



You should now see the **PROVISIONAL** banner across the top of the record. Touch the blue **ACCEPT** button to move to the Poll Worker Confirmation screen.



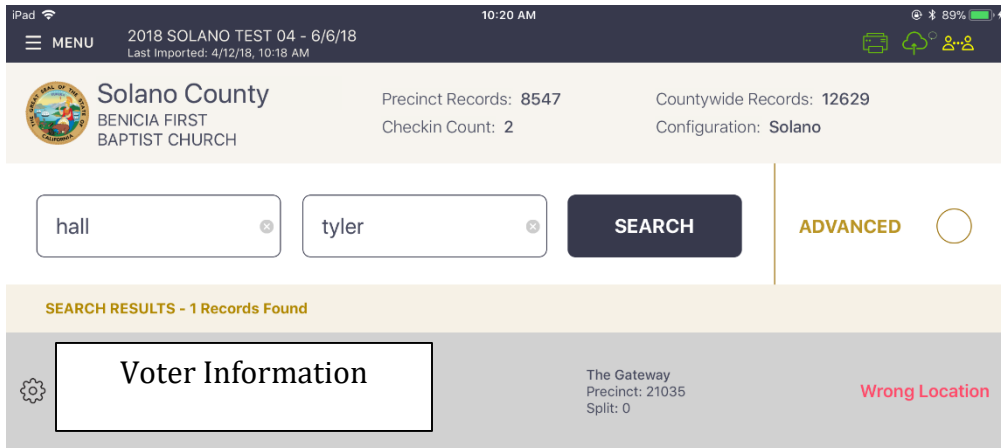
- Confirm the Voter's information is correct and tap the blue SUBMIT button.



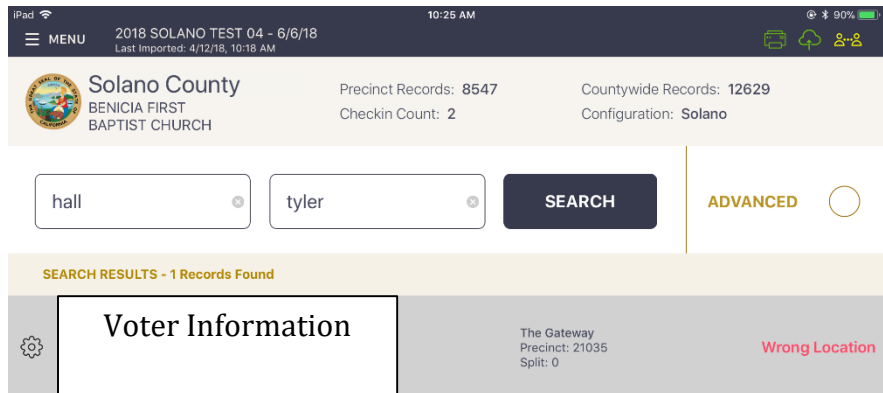
- The voter's provisional ticket will print out. Have the voter sign the ticket in front of you and then direct the voter to the Provisional Clerk matching the precinct and color shown on the voter's ticket.

## Voter is at the wrong precinct

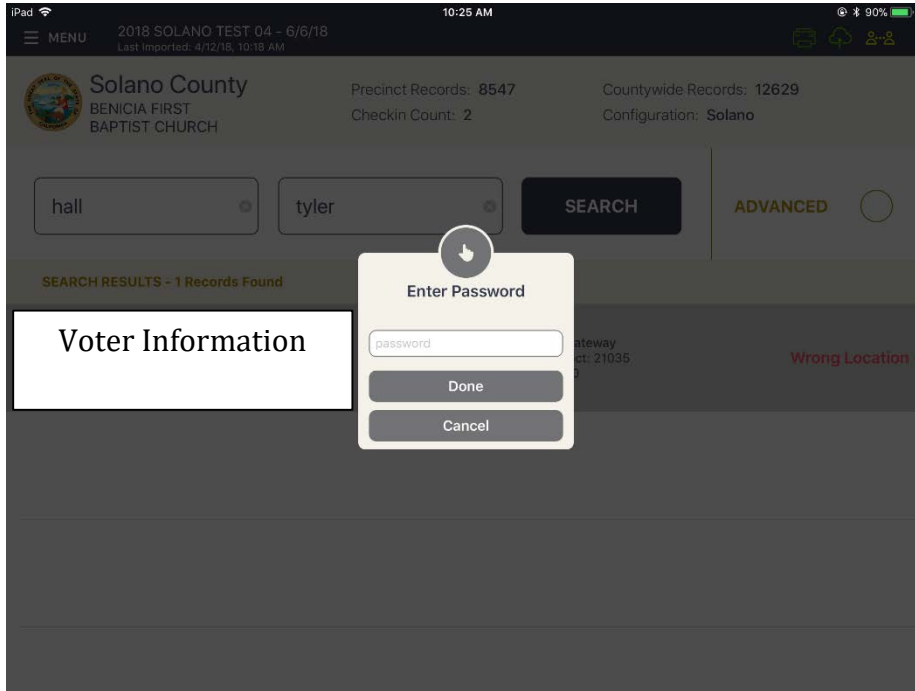
- The eRoster shows the voter's correct poll location



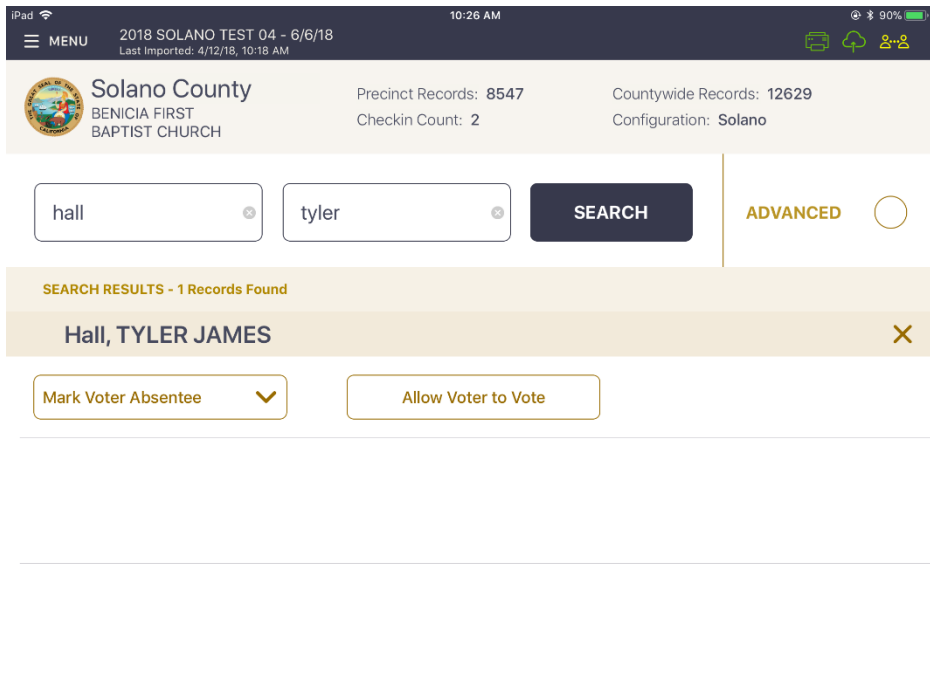
- Inform the voter of their option to go to the correct poll location or vote provisional at your location.  
If the voter wants to vote provisional at your location:
- Tap on the Gear button to left of the voter's name.



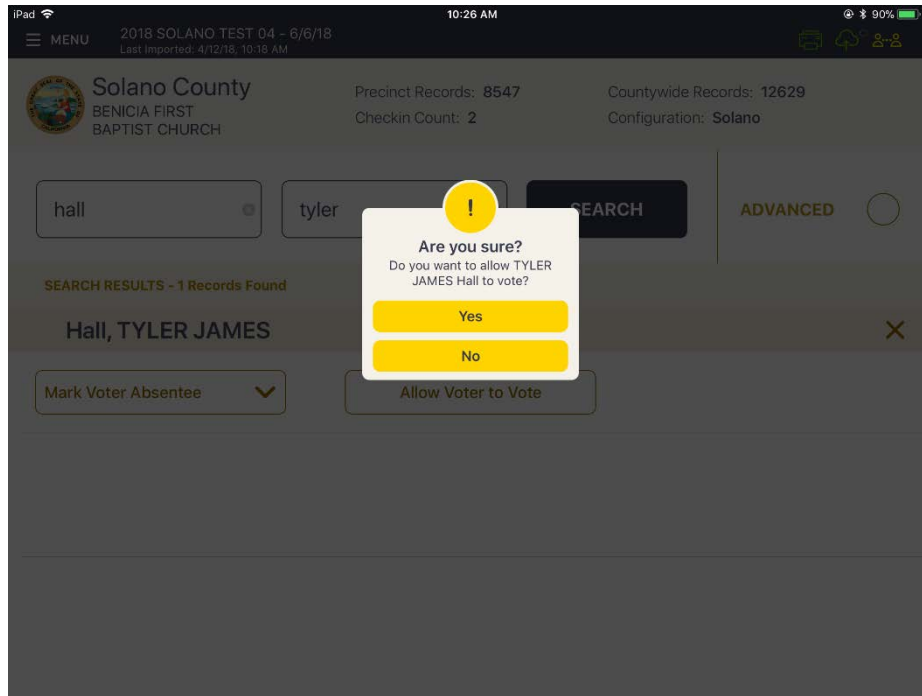
- A pop up will appear asking to Enter Password. Enter 1234 and tap done.



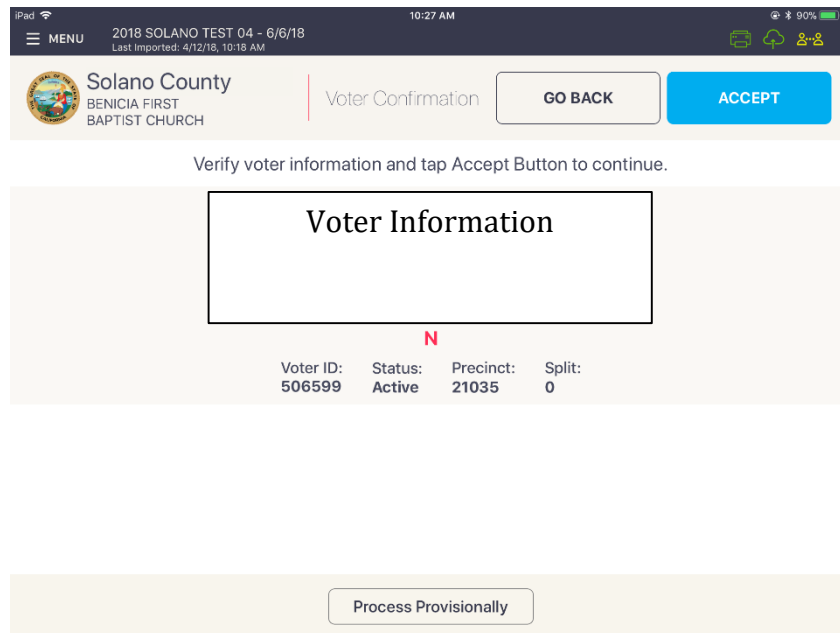
- Two options will appear: Mark Voter Absentee or Allow Voter to Vote. Tap Allow Voter to Vote.



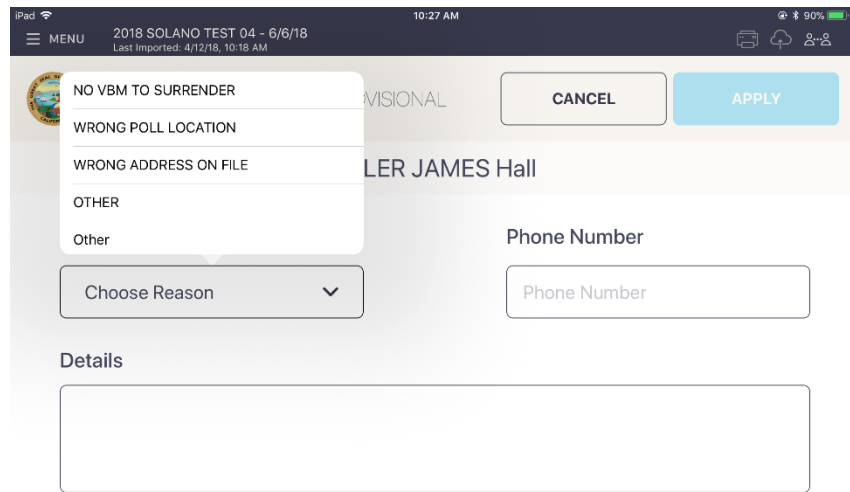
- A pop up will appear asking Are you sure? Tap yes.



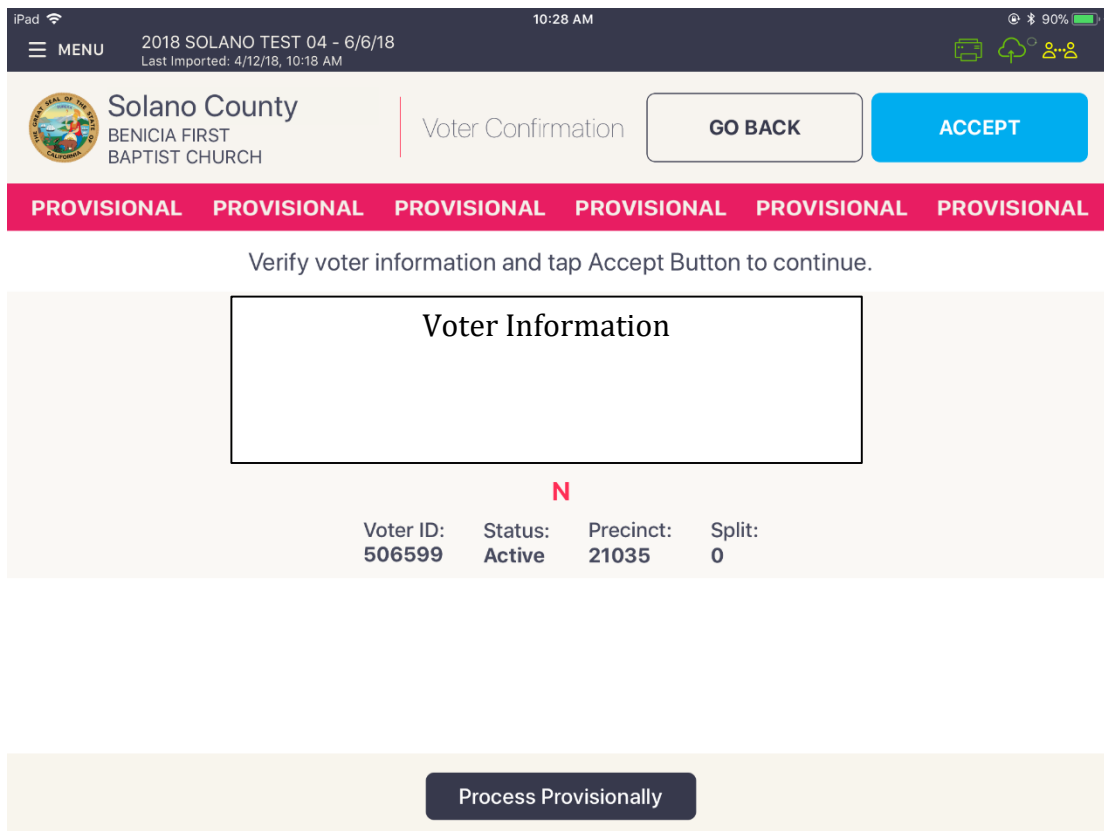
- You will be directed to the Voter Confirmation screen. Tap Process Provisionally at the bottom of the screen.



You will be directed to the Provisional screen. Under the Choose Reason drop down, select WRONG POLL LOCATION and then tap the blue APPLY button.

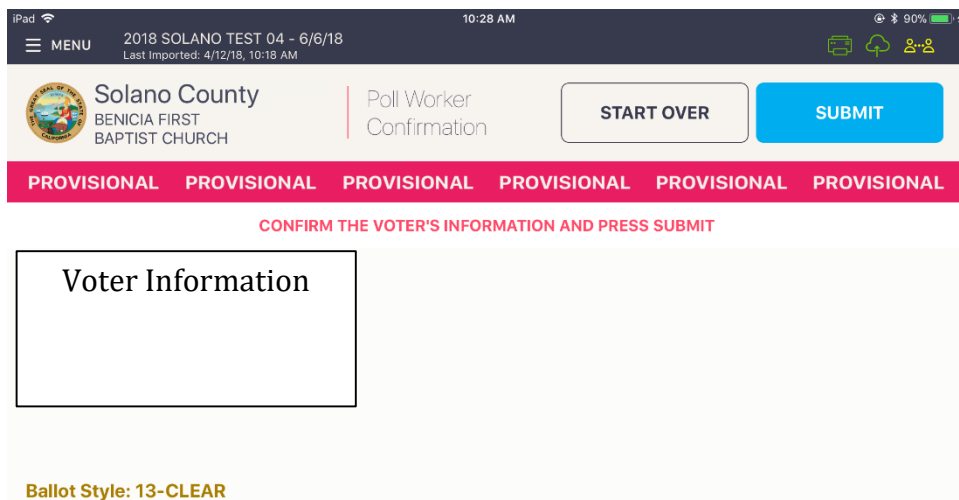


The screen should now have PROVISIONAL across the top in a pink banner. Tap the blue ACCEPT button. (DO NOT select Process Provisionally again on this screen or it will clear your voter details).





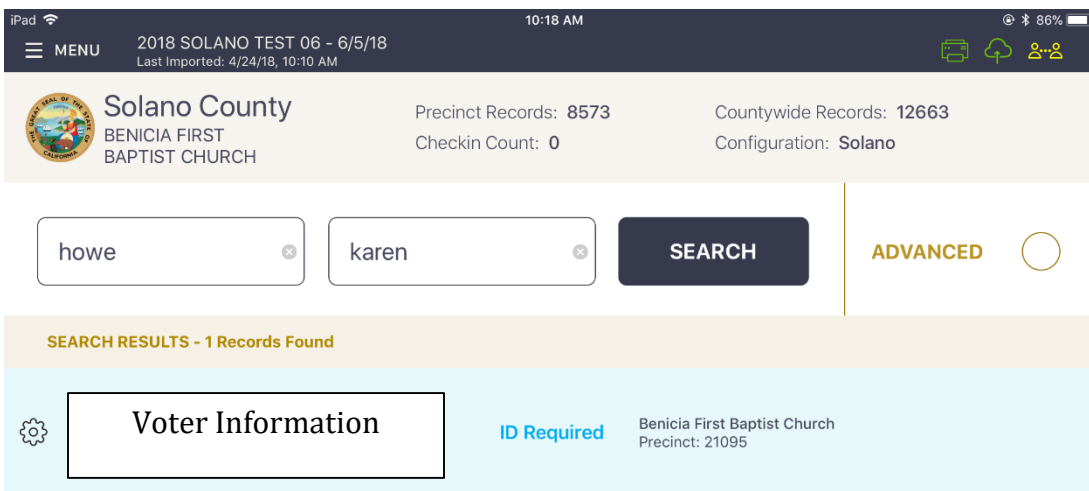
This will direct you to the Poll Worker Confirmation screen. Confirm the Voter's information is correct and tap the blue SUBMIT button.



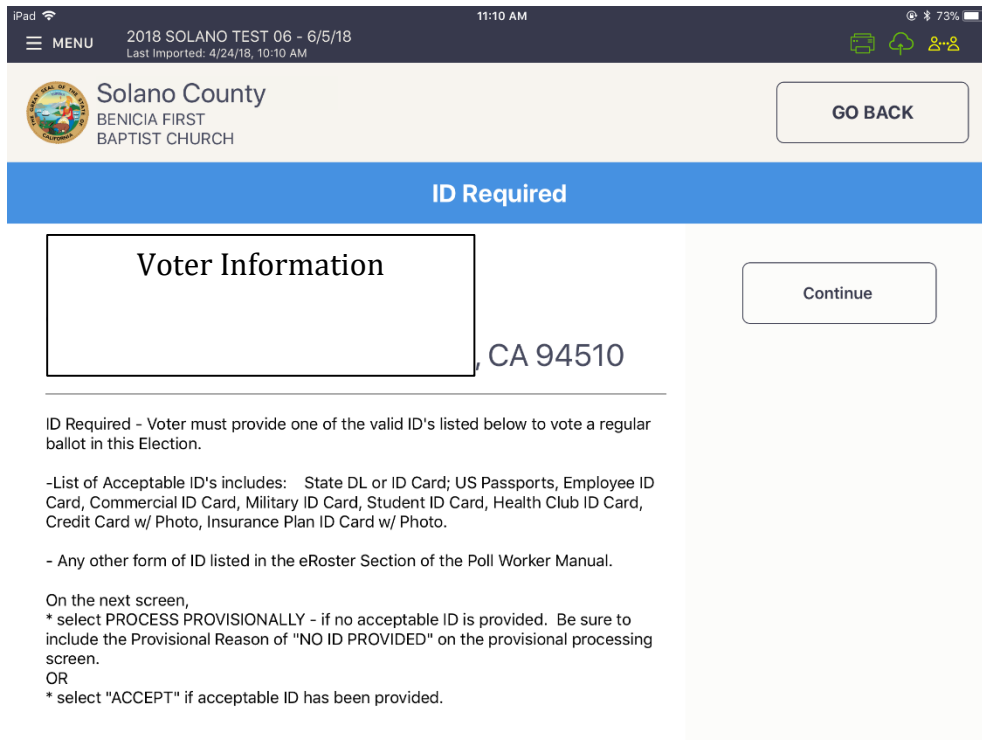
The ticket will print. Have the voter sign the ticket in front of you and then direct them to the Provisional clerk.

### Processing Provisional Voters - ID Required

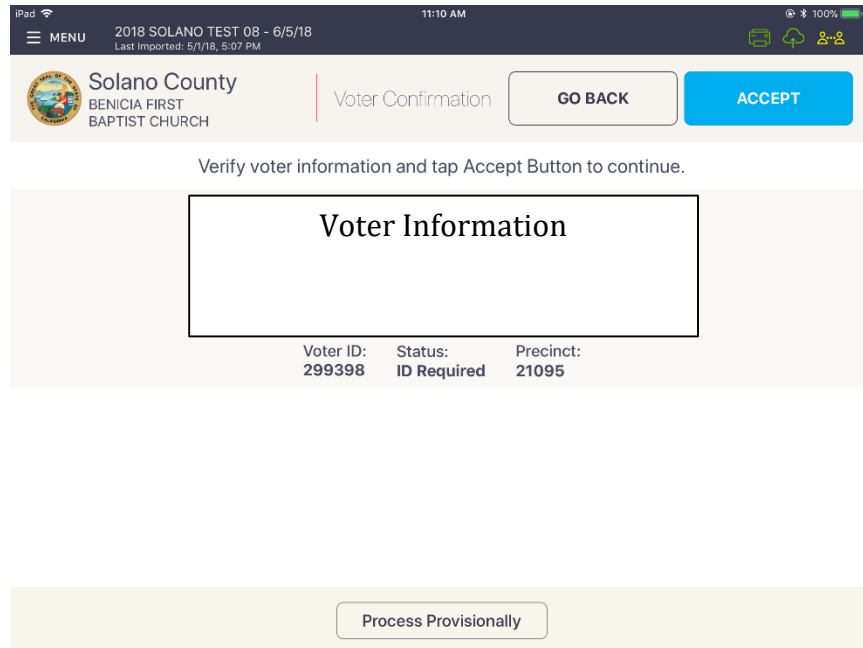
Look up Voter by using their Last Name and First Name and touching the SEARCH button.



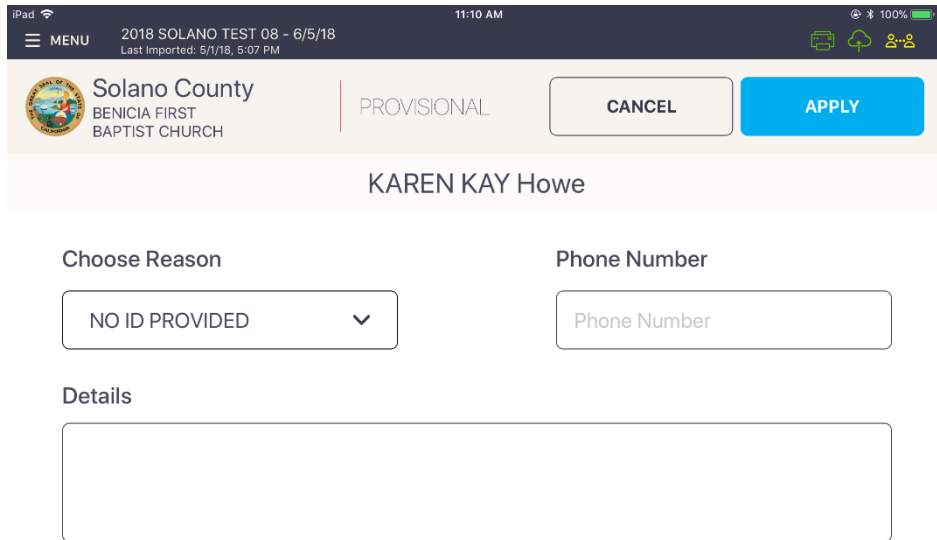
☐ Confirm the Voter's information and touch the CONTINUE button.



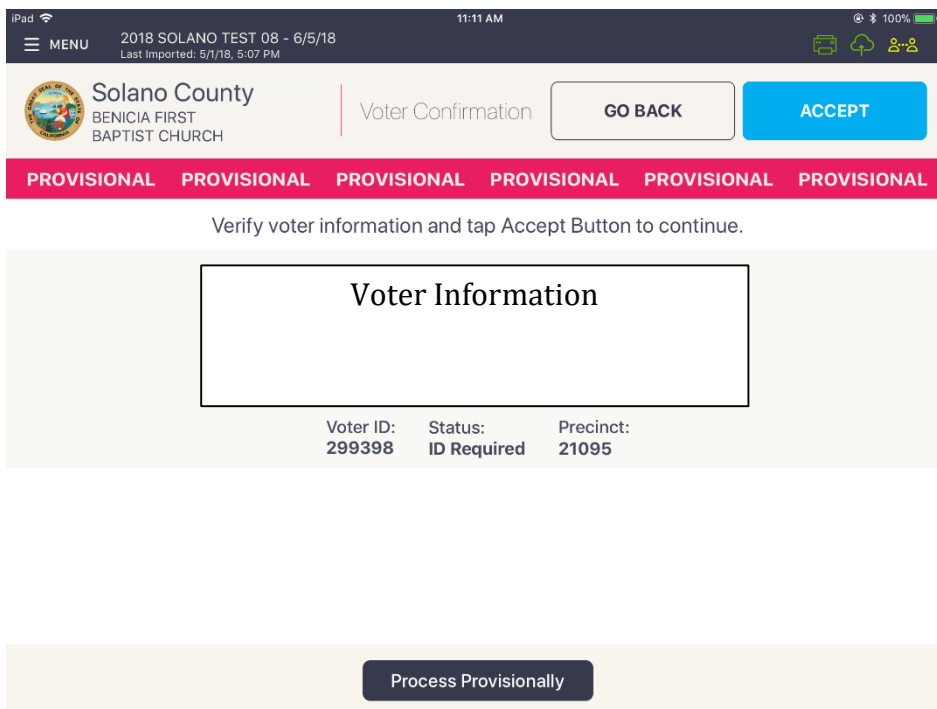
☐ Touch the PROCESS PROVISIONALLY button at the bottom of the screen.



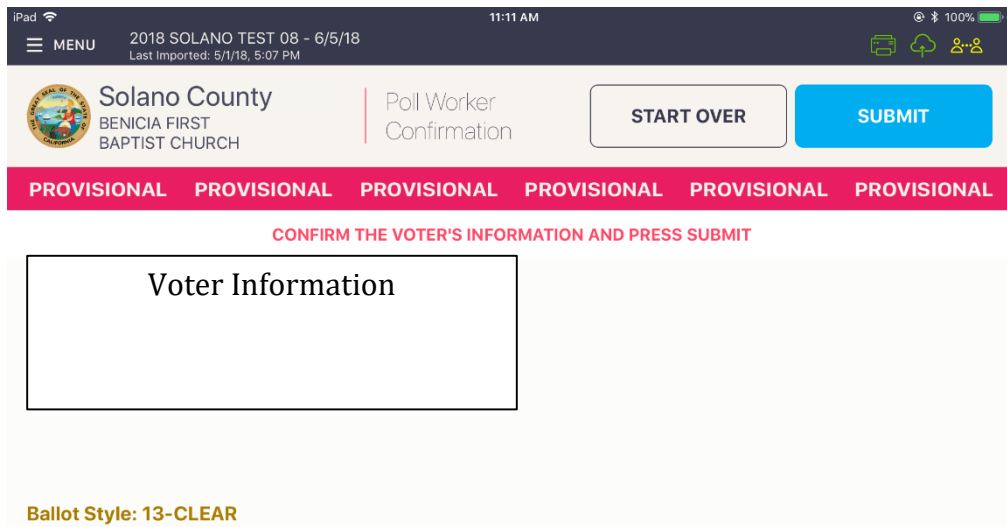
- Select NO ID PROVIDED from the Choose Reason dropdown list.



- You should now see a pink PROVISIONAL banner across your screen. Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen. (DO NOT select Process Provisionally again on this screen or it will clear your voter details).



Confirm the Voter's information is correct and tap the blue SUBMIT button.



The ticket will print. Have the voter sign the ticket in front of you and then direct them to the Provisional clerk.

## Voter is Not Found on Roster

- If you are unable to locate the voter in the database, provide them the Pink Provisional envelope, and ask them to complete the VOTER section.

PROVISIONAL BALLOT ENVELOPE - To be used as official Registration form.

<b>POLL WORKER</b> <input type="checkbox"/> VBM Voter - No Ballot to Surrender <input type="checkbox"/> Name not on Roster Other: _____		PRECINCT NUMBER _____ <input type="checkbox"/> No proof of identification (Federal Election Only) <input type="checkbox"/> _____ Write in the party of Ballot given to voter (Primary Election Only)	
<b>VOTER - COMPLETE AND SIGN BELOW OR YOUR BALLOT WILL NOT COUNT</b>			
Last Name: <u>Doe</u>		First Name: <u>Jane</u>	
Middle initial: <u>A.</u>		Current Residence Address (Not a P.O. Box): <u>1234 Sesame Street</u>	
City: <u>Fairfield</u>		State: <u>CA</u> Zip Code: <u>94533</u>	
Mailing Address (if different from above): _____		City: _____ State: _____ Zip Code: _____	
Date of Birth: <u>01/02/1979</u>		CA DL/ID or last 4 ssn: <u>D1234562</u>	
Political Party: <u>No Party Preference</u>		Are you a citizen of the United States of America? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Voter Declaration: I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by Vote-By-Mail or any other polling place. I declare that I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.		VOTING TWICE IN THE SAME ELECTION IS A FELONY	
X <u>Jane A. Doe</u> Voter's Signature		_____ Date: <u>11/08/2016</u>	

REV. 4/2016

- Direct the voter to take envelope to any Provisional Clerk.

## Closing the polls

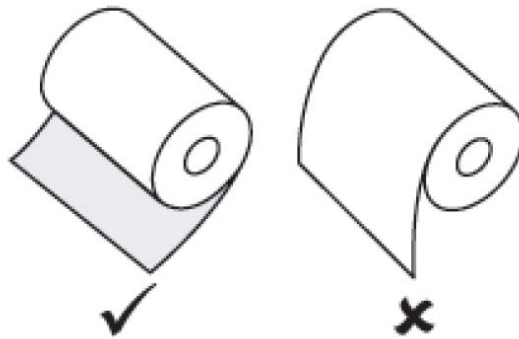
- At 8 pm the Inspector announces, "The polls are now closed".
- Wait for last voter to exit.
- Only one eRoster Clerk should print Final Certified Voted List:
  - Tap Menu Button
  - Tap Summary Report
  - **Enter** the password: know
  - Tap the "Check-ins" option
  - Tap Print
  - Tape or staple the report to the "Certified voter list" statement.
- Ask all workers to sign the Certified Voted List.
- Create two copies of this list and report – one for the returns pouch, and the second one fasten to the outside of the polling place.
- Enter the number of signatures from the Certified Voted List on Line 1 of Ballot Statement.
- Enter the number of signatures from Back-up Paper Roster, if any, on Line 2 of Ballot Statement.
- Give signed Certified Voted List to Inspector.
- Put eRoster in sleep mode by lightly pressing home button.
- Re-Pack eRoster tablet and accessories into case.
- Get a new seal from the Inspector and seal eRoster Case. Advise Inspector to record new seal on the Security Log.
- Give sealed eRoster Case to Inspector.
- Re-pack eRoster Clerk supply bag neatly and give to Inspector.
- Help remove all signs (inside and outside) and take down voting booths.
- Sign any remaining required forms the Inspector asks you to sign.
- Clean-up polling place before leaving.

## What to do if the printer runs out of paper

- Push the lever with the triangle on it back towards the rear of the printer to open.



- Place the paper roll in the direction in the picture below



- Pull a short length of paper out of the printer and then press the center of the paper cover to close the cover.

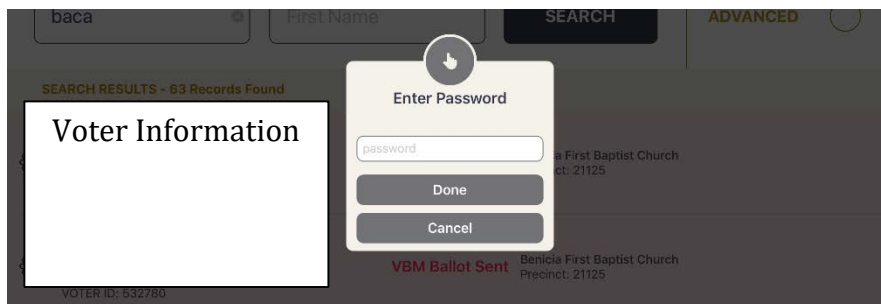


**What to do if you check in wrong voter:**

- Call the eRoster support line at 784-3361 and a technician will assist you in removing the voter history. If you have a line of voters, write down the voter's ID and name and call the eRoster support line when you have down time.

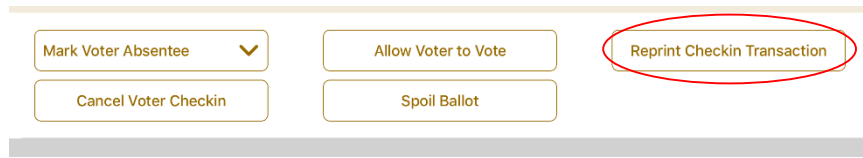
**What to do if the ticket did not print:**

- Search for the voter that needs their ticket reprinted. Then touch the gear icon to the left of the voter's name. A popup will appear asking you for a password. Enter 1234 and then touch the DONE button.





- Touch the REPRINT CHECKIN TRANSACTION button to reprint the voter ticket.



- Use the appropriate emergency ticket. There is an emergency ticket to replace the “Voter Ticket” and an emergency ticket to replace the “Provisional” ticket.
- Fill out all of the voter’s information on the emergency ticket and have them sign it.
- Direct the voter the appropriate clerk to receive a ballot.
- If you have a line of voters, continue to check in voters. When there is no line of voters, contact the eRoster support line at 784-3361.

**What to do if the voter is marked as already voted**

- Call the eRoster support line at 784-3361 and a technician will assist you in resolving the problem.

**What to do if Voter does not want to vote a provisional ballot**

- Inform your Inspector of the situation. He or she will contact the Registrar of Voters at 784-3045 for guidance.

**What to do if voter insist they did not request a VBM Ballot**

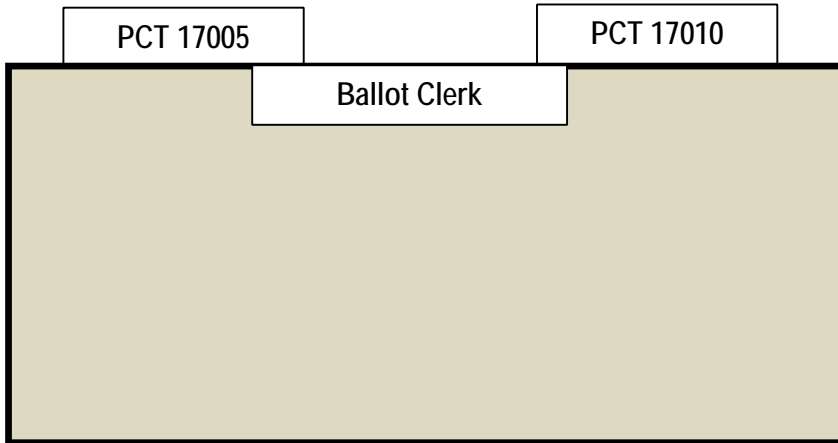
- Inform your Inspector of the situation. He or she will contact the Registrar of Voters at 784-6675 for guidance.

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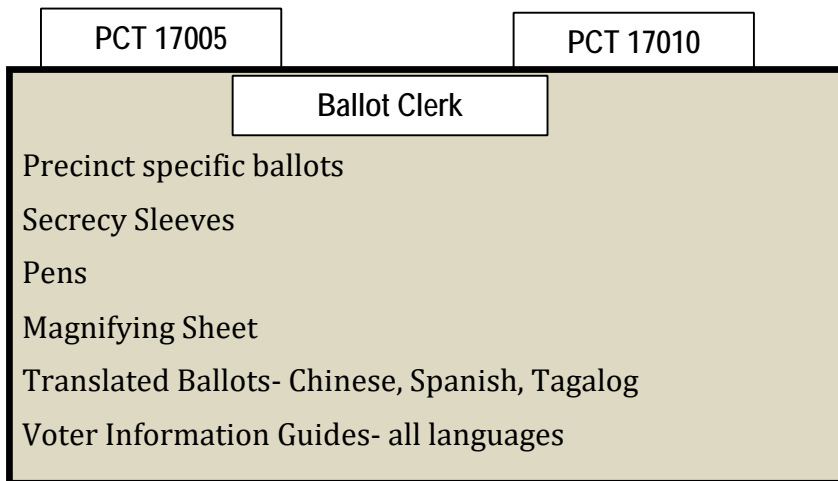
## Ballot Clerk

### Setup

- Open the Ballot Clerk supply bag and set up Election Table.
- Hang the Table Precinct signs in front of the designated Ballot Clerk(s).
- Place the Ballot Clerk table tent sign between the clerks.



- Place the following supplies are on each table



- Help set up voting booths.
- Help post signs, maps, and notices inside and outside polling place.
- Sign forms and bag labels the Inspector asks you to sign.
- Have blue eRoster Tickets Bag and red bag empty and ready for first voter.

## Opening the Polls

- At 7 am, the Inspector announces, "The polls are now open."
- When the first voter arrives, show him/her the empty blue and red bag.
- After the voter looks inside, take the seal placed inside the clear window of the blue bag and seal the bag. Get new seal from Inspector for red bag.
- Give the Inspector the seal numbers on the bags.

## Processing Voters

- Always check that ticket is labeled **Voter Roster Ticket** and is **signed**. If the ticket says Provisional, send the voter to the Provisional Clerk table.
- Verify the ticket matches the precinct and color you are assigned. If not, please send them to the correct Ballot Clerk.
- Drop all signed "Voter Tickets" in blue bag.
- Tear off the ballot and remove stub.
- Place the stub and ballot in a secrecy sleeve with a pen to create the ballot packet
- Before handing the packet to the voter, please ask:  
  
"We also have a translated copy of the ballot in these languages (point to language assistance sign)". Would you be interested in receiving a copy of your ballot in any of these languages?"
- If the voter asks for a translated ballot, insert that ballot into the packet. Otherwise, continue with the next step.
- Hand the secrecy sleeve to voter and say:
  - "Here's your ballot packet. We've provided a secrecy sleeve to keep your ballot private."
  - "To mark your ballot, darken the oval next to your choice."
  - "If you make a mistake please bring the ballot back to me."
  - "When you are finished, please insert your ballot in the Ballot Scanner." (point to it)
- Thank the voter and direct him/her to the voting booths.

**VOTER ROSTER TICKET**

### 2018 SOLANO TEST 04

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. (CA Election Code Sec. 18560).

### Voters Name

Address: **Voters  
Address**

Status: **ACTIVE**  
Precinct: **BENICIA 21125**  
Voter ID: **136452**

Poll Place: **BENICIA FIRST  
BAPTIST CHURCH  
1055 SOUTHAMPTON ROAD**

*Voters Signature*

**Voter Signature**

Voter Signature if different surname  
(CA EC14218)

**Provisional Reason:**

## Issuing Replacement Ballots

When a voter makes a mistake on their ballot, they return to the Ballot Clerk who gave them the ballot.

- Take the ballot and verify that this is the same ballot you are issuing. If not, direct voter to correct Ballot Clerk.
- Write SPOILED across the face of the ballot to void the ballot.
- Place spoiled ballot into the Red Bag.
- Tear off a new ballot, remove the stub, and give the voter the replacement ballot and the new stub.

The maximum number of replacement ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

## Closing the Polls

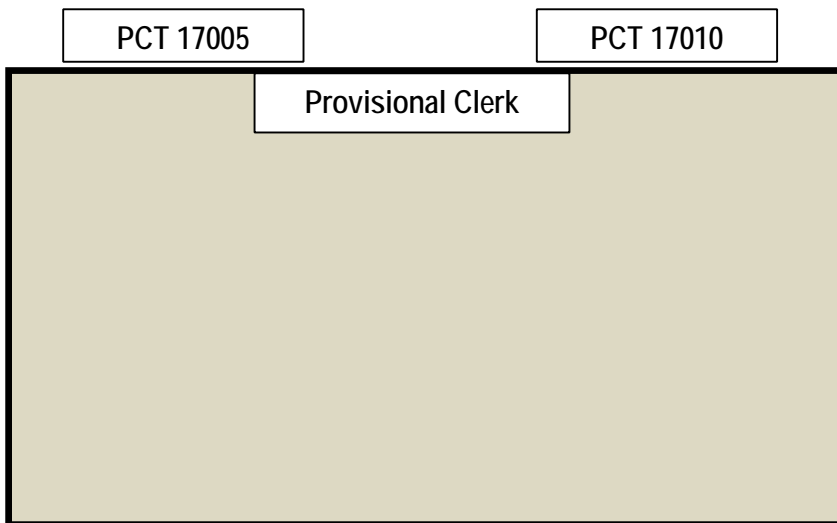
- At 8 pm the Inspector announces, "The polls are now closed."
- Wait for last voter to exit.
- Count your unused precinct ballots and write the total on the bag label for Return of Unused Ballots – Bag 5.
- Write beginning and ending serial numbers of the unused precinct ballots on bag 5 label.
- Place the unused precinct ballots inside bag 5.
- One Ballot Clerk breaks seal on Red Bag to remove and sort items inside.
- Give broken seal to Inspector.
- Count the number of spoiled precinct ballots and enter total on the bag label for Return of Ballot Stubs, Spoiled & Surrendered Ballots – Bag 2.
- Place spoiled ballots in bag 2.
- Place the surrendered ballots and ballot stubs in bag 2.
- Do not break the seal on blue eRoster ticket bag.**
- Sign all forms the Inspector asks you to sign.
- Help remove all signs (inside and outside) and take down voting booths.
- Re-pack Ballot Clerk supply bag neatly and give to Inspector.
- Give Blue bag to Inspector.
- Clean-up polling place before leaving.

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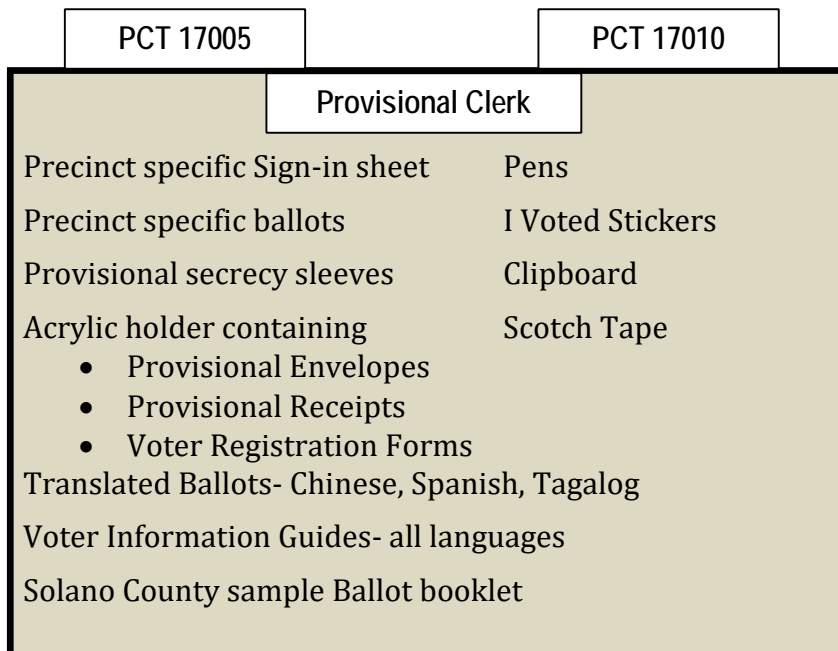
## Provisional Clerk

### Setup

- Open the Provisional Clerk supply bag and set up Election Table.
- Tape the Table Precinct signs in front of the designated Provisional Clerk.
- Place the Provisional Clerk table tent sign between the clerks.



- Place the following supplies on the table:



- Help set up voting booths.
- Help post signs, maps, and notices inside and outside polling place.

- Sign forms and bag labels the Inspector asks you to sign.
- Have pink Provisional Ballots bag empty and ready for first voter.

### **Opening the Polls**

- At 7 am the Inspector announces, "The polls are now open."
- When the first voter arrives, show him/her the empty pink bag.
- After the voter looks inside, take the seal placed inside the clear window of the pink bag and seal the bag.
- Give the Inspector the seal number on the pink bag.



**VOTER ROSTER TICKET  
PROVISIONAL**

**2018 SOLANO TEST 04**

**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. (CA Election Code Sec. 18560).

**Voters Name**

Address: **Voters  
Address**

Status: **ACTIVE**  
Precinct: **BENICIA 21035**  
Voter ID: **484817**

Poll Place: **BENICIA FIRST  
BAPTIST CHURCH  
1055 SOUTHAMPTON ROAD**

*Voters Signature*

**Voter Signature**

Voter Signature if different surname  
(CA EC14218)

Provisional Reason:

**WRONG POLL LOCATION**

Other Poll Worker Notes:

**Processing Voters**

- Always check that the ticket is labeled **Provisional** and is **signed**. If it says Voter Ticket, send voter to the Ballot Clerk table.
- All provisional voters must print and sign name on the Provisional Sign- in sheet.
- Check that your ballots match the precinct on the provisional voter ticket. If not, send voter to correct Provisional Clerk.
- Check that all tickets have a reason listed.
- Tape the ticket to the top of the Provisional Envelope over the Poll Worker section.
- When a provisional voter brings a provisional envelope instead of a ticket, check that "Name not on roster" is checked.
- Remove a ballot from the provisional package of ballots and remove stub.
- Place the stub, and "I Voted" sticker and ballot in a pink secrecy sleeve with a pen to create the ballot packet.
- Before handing the packet to the voter, please ask:

"We also have a translated copy of the ballot in these languages (point to language assistance sign)." Would you be interested in receiving a copy of your ballot in any of these languages?"

- If the voter asks for a translated ballot, insert that ballot into the packet. Otherwise, continue with the next step.
- Hand the secrecy sleeve to voter and say:
  - "Here's your ballot packet. We've provided a secrecy sleeve to keep your ballot private."
  - "To mark your ballot, darken the oval next to your choice."
  - "If you make a mistake please bring the ballot back to me."

- “When you are finished, please insert your ballot into the envelope provided and seal the envelope. Return the sealed envelope, secrecy sleeve and pen to me.”

- Thank the voter and give him/her an “I Voted” sticker. Direct the voter to the voting booths.
- When voter returns with the sealed envelope, place a (✓) next to their name on the sign-in sheet.

Election Code 14310-14311

## Provisional Voters Sign-In Sheet

Precinct \_\_\_\_\_

By placing my name and signature on this roster of provisional voters, I declare that I am a registered voter in Solano County and I am eligible to vote in this election. I have not previously voted in this election either by vote by mail ballot or at any other polling place.

Total Signatures from Provisional Voters Sign-In Sheet

---

Print Name	Sign Name	Returned Voted Ballot
1. _____	_____	_____
2. _____	_____	_____

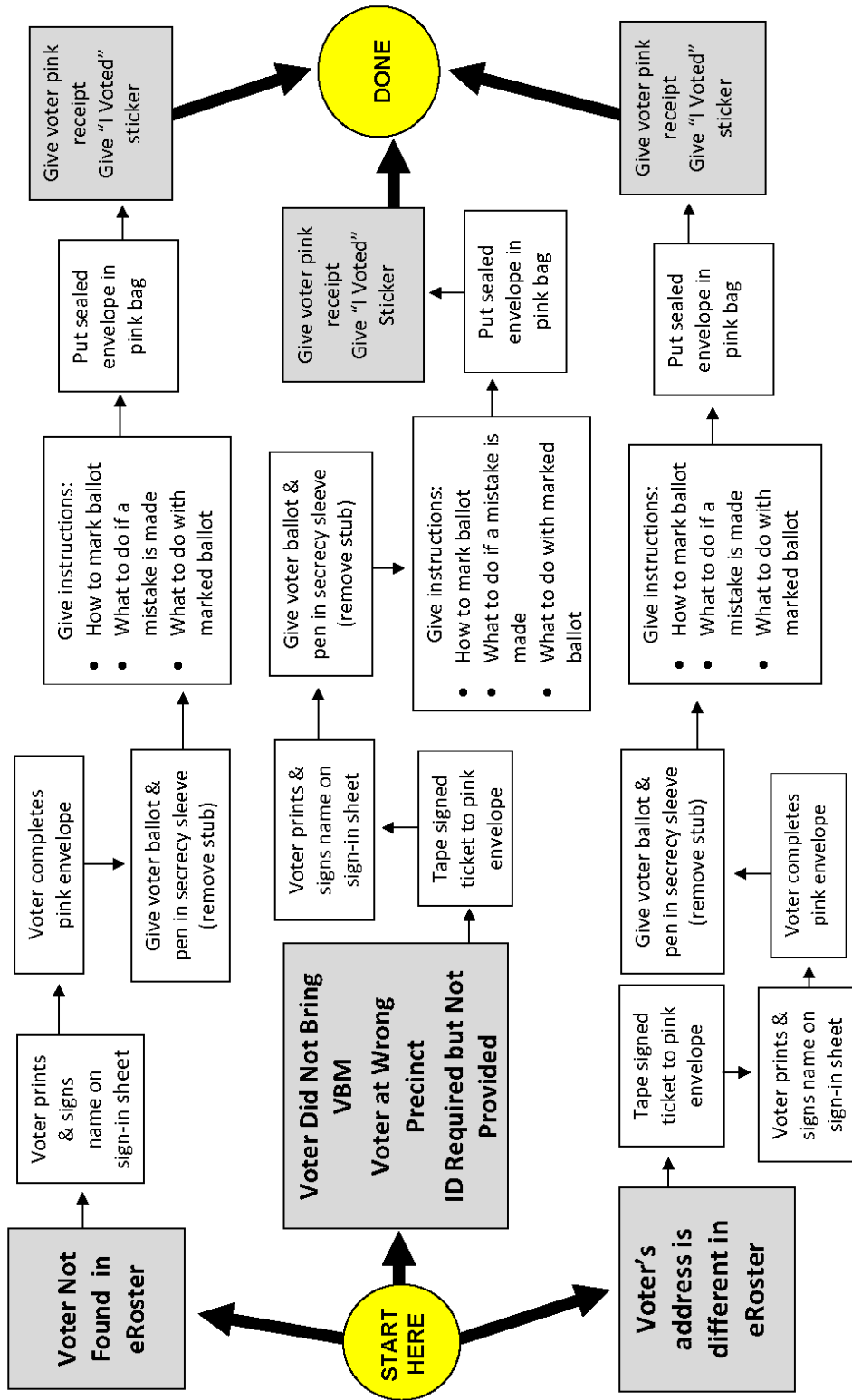
- Place the sealed ballot in the pink bag.

Follow EZ Guide found on the next page to process voter properly and complete the pink envelope when required



**If you run out of provisional ballots, inform the Inspector, who will borrow the last pad from the ballot clerks’ precinct ballots that match the precinct you are issuing. Write P in red in the top right corner when you use a borrowed ballot.**

# EZ Guide to Provisionals



## Issuing Replacement Ballots

When a voter makes a mistake on their ballot, they return to the Provisional Clerk who gave them the ballot.

- Take the ballot and verify that it matches the ballots you are issuing.
- Write SPOILED across the face of the ballot to void the ballot.
- Place spoiled ballot into the Red Bag.
- Tear off a new ballot, remove the stub, and give the voter the replacement ballot and the new stub.

The maximum number of replacement ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

## Closing the Polls

- At 8 pm the Inspector announces, "The polls are now closed."
- Wait for last voter to exit.
- Count the unused provisional ballots and write total on the bag label for Return of Unused Ballots – Bag 5.
- Write beginning and ending serial number of the unused provisional ballots on bag 5 label.
- Place ballots inside bag 5.
- Count number of spoiled provisional ballots from the Red Bag and enter on the bag label for Return of Ballot Stubs, Spoiled & Surrendered Ballots – Bag 2.
- Do not break the seal on Pink Provisional Ballots bag.**
- Total the signatures on your sign-in sheet and enter total on the top of form.
- Place provisional sign-in sheet in pink bag.
- Sign all forms the Inspector asks you to sign.
- Help remove all signs (inside and outside) and take down voting booths.
- Re-pack Provisional Clerk supply bag and give to Inspector.
- Give Pink Provisional bag to Inspector.
- Clean-up polling place before leaving.

# Appendix A: Poll Worker Forms

## Ballot Statement and Certificate of Performance



**SOLANO COUNTY**

**November 8, 2016, General Election**

<b>BALLOT STATEMENT</b>		
1. Number voters from the eRoster Certified List	+	<input style="width: 95%;" type="text"/>
2. Number of signatures from the Back-up Paper Roster (Enter 0 if none) <i>* These signatures are not on the eRoster Certified List.</i>	=	<input style="width: 95%;" type="text"/>
3. Total Signatures		<input style="width: 95%;" type="text"/>
4. Number of voted ballots from the Ballot Scanner		<input style="width: 95%;" type="text"/>
5. Number of Uncounted ballots (Enter 0 if none) <i>* These are marked ballots that could not be scanned by the Ballot Scanner</i>	+	<input style="width: 95%;" type="text"/>
6. Total Voted Ballots	=	<input style="width: 95%;" type="text"/>

**This Certificate of Performance is for precinct(s):  
for the November 8, 2016, General Election**

We hereby certify **ONE** of the following: (please check only the one that applies.)

**(A) RESULTS OF VOTES CAST FROM ALL VOTING MACHINES ARE POSTED.**  
 (1) The results of the votes cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure.  
 (2) The results of votes cast form provided to the county elections official shows the same numbers.

**(B) RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN 10 BALLOTS. RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES ARE POSTED.**  
 (1) The results of the voted cast form posted outside the polling place includes the total number of votes cast on each voting machine for each candidate for each office, and the total number of votes cast on each voting machine for and against each ballot measure, except as provided in # 2 below.  
 (2) For each voting machine recording fewer than 10 ballots, only the number of ballots cast on that machine is posted.  
 (3) The results of votes cast form provided to the county elections officials shows the same numbers.

**(C) RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN 10 BALLOTS WERE CAST IN THE PRECINCT.**  
 In this case, only the number of ballots cast on each voting machine is posted and included on the results of votes cast form provided to the county election official.

<hr/> Inspector	<hr/> Clerk	<hr/> Clerk
<hr/> Clerk	<hr/> Clerk	<hr/> Clerk
<hr/> Clerk	<hr/> Clerk	<hr/> Clerk
<hr/> Clerk	<hr/> Clerk	<hr/> Clerk

**Purpose: Certifies the number of voted ballots and signatures on Election Day. Completed by: eRoster Clerk and Inspector**

# Oath / Certificate of Roster / Assisted Voter List / Challenged Voter List

State of California ) County of Solano ) ss	<b>Oath of Election Officer</b> To be signed <b>before</b> polls are <b>open</b> .	Elections Code 12321
I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member for the precinct board for the election to be held on .		
Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Witnessed by 1 Clerk		Witnessed by Inspector

	<b>Certification of Roster</b> To be signed <b>after</b> polls are <b>closed</b> .	Elections Code 14107
We, the undersigned precinct board members, hereby certify that:		
<ul style="list-style-type: none"> <li>the Ballot Statement accounting is true and correct.</li> <li>all voters whose signatures appear on the eRoster Certified List and in the backup paper roster voted this day except any voters listed below, who after signing failed to vote or were challenged and denied the right to vote.</li> <li>the number of voters who voted in this precinct during this election is as shown on line 3 of the Ballot Statement.</li> <li>the complete list of voters assisted or challenged is shown below on the Assisted Voters List and the Challenged Voters List.</li> </ul>		
Inspector	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk
Clerk	Clerk	Clerk

Assisted Voters List

Challenged Voters List

**Purpose: Records proof of oath, certification of ballot & signature totals and identifies any voter who was assisted or challenged on Election Day .**

**Completed by: Inspector and signed by all workers**

# Payroll form

## POLL WORKER PAYROLL FORM FOR JUNE 5, 2018

POLL ID: \_\_\_\_\_

**POLLING PLACE:** \_\_\_\_\_

**ADOPTED-POLL PLACE:**  YES  NO **ADOPTED BY:** \_\_\_\_\_

(COMPLETE BOTTOM PORTION IF YES)

WE, THE PRECINCT BOARD for the precinct above CERTIFY that we are entitled to compensation for personal services rendered at this election.

FEE	TITLE	Full Shift or # of hours	EACH OFFICER MUST SIGN	PRINT NAME	ADDRESS VERIFIED ON NOTICE	Languages spoken:
\$130	Inspector				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$130	Inspector				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	Ballot Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	Ballot Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	eFoster Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	Equipment Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	Greeter				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	Provisional Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG
\$100	Provisional Clerk				<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> SPA <input type="checkbox"/> TAG

Additional poll worker names may be added on back of form

**FOR ADOPT A POLL LOCATIONS ONLY:**

Inspector initials here: \_\_\_\_\_

Please select one of the options to the right to designate how the ROV should pay the adopt-a-poll team:

- Each individual person listed above for the specific amount due to them.
- A Single Check to this person: \_\_\_\_\_
- A Single Check to this organization: \_\_\_\_\_

# HAVA Election Complaint Form



SECRETARY OF STATE  
STATE OF CALIFORNIA

## ELECTION COMPLAINT FORM

For Help America Vote Act (HAVA) complaints or other election-related complaints.

Important: Please *Type* or *Print* the information on this form.

### COMPLAINANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Evening: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

### PERSON(S) OR ORGANIZATION(S) AGAINST WHOM COMPLAINT IS BROUGHT

Name(s): \_\_\_\_\_  
Organization(s): \_\_\_\_\_  
Position(s) of person(s) (if applicable): \_\_\_\_\_

### STATEMENT OF FACTS

Date(s) and time(s) alleged event(s) occurred: \_\_\_\_\_  
Location(s) of alleged event(s): \_\_\_\_\_  
Names and phone numbers of witnesses or other victims (if applicable): \_\_\_\_\_

### DESCRIBE YOUR COMPLAINT (If necessary, attach additional sheets.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** I acknowledge that all of the above information is true and accurately reflects the matter in question, to the best of my knowledge.

SIGNATURE:  \_\_\_\_\_ DATE: \_\_\_\_\_

**If your complaint alleges a violation of Title III of HAVA, a notary public must complete the following certificate of acknowledgement.**

**Purpose: Given to voter who wishes to file a complaint on Election Day.**

**Completed by: Voter**



## Notice of Deceased Voter

**⊕ Please update the voter registration file for the following voter:**

Voter's Name: \_\_\_\_\_

Voter's Date of Birth: \_\_\_\_\_

Your Relationship to the deceased: \_\_\_\_\_  
(Must be "Immediate" Family Member)

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Do you have a Death Certificate for the deceased?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To submit the request:

- Complete, sign and date the form
- Give form to poll worker
- Forward photocopy of death certificate (if available) to:  
Solano County Registrar of Voters  
675 Texas Street, Suite 2600  
Fairfield, CA 94533

**Poll Worker: Please place completed form inside white ROV Document envelope**

**Purpose: Remove deceased voter from registration file. Completed by: Voter**

# Pollworker Feedback Form

## Solano County Poll Worker Feedback Form

Polling Place \_\_\_\_\_

Name \_\_\_\_\_ (Optional)

Please check one:

- Ballot Clerk       eRoster Clerk       Equipment Clerk       Greeter  
 Provisional Clerk       Inspector       Roving Inspector

It isn't always easy to accept criticism but we need your feedback. We want to make your job easier and your honesty can help us to improve our training and support. Will you help us by taking a moment to respond?

Did you encounter any situation that was not addressed in training?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you able to receive the help/support needed?  Yes  No

If no, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments or concerns you wish to share with us \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for volunteering and thank you for your feedback!**

**Please place completed form inside white ROV Document Envelope**

# Provisional Voter Sign-In Sheet

Election Code 14310-14311

## Provisional Voters Sign-In Sheet

Precinct \_\_\_\_\_

By placing my name and signature on this roster of provisional voters, I declare that I am a registered voter in Solano County and I am eligible to vote in this election. I have not previously voted in this election either by vote by mail ballot or at any other polling place.

Total Signatures from Provisional Voters Sign-In Sheet

	Print Name	Sign Name	Returned Voted Ballot
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

**Purpose: List the names of voters who voted a provisional ballot.**

**Completed by: Voter and Provisional Clerk**

## Security Log



### GENERAL ELECTION - NOVEMBER 8, 2016 - SECURITY LOG

**ELECTION MORNING:** Inspector to confirm that these seals were on the equipment/bags listed below.

Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag		
Red Bag		
Red Bag		
Red Bag		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
Ballot Scanner		
Ballot Scanner		

**ELECTION DAY:** Inspector to record seals used on the bags listed below.

Equipment/Bag	Seal Number	Inspector signature to confirm all
Blue Bag		
Pink Bag		
Red Bag		
Red Bag		
Red Bag		
Red Bag		

**ELECTION NIGHT:** Inspector to record seals used on the equipment/bags listed below.

Equipment/Bag	Seal Number	Inspector signature to confirm all
Red Bag		
Red Bag		
Red Bag		
Red Bag		
Pink Bag		
Clear Official Returns Pouch		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
eRoster		
Ballot Scanner		
Ballot Scanner		

**Purpose:** Tracks chain of custody for election equipment & supplies.

**Completed by:** Inspector

## VBM Removal Form

### Permanent Vote by Mail Removal Form

**I do not want to vote by mail. Please remove my Permanent Vote By Mail status.**

I am currently registered as:

Name: \_\_\_\_\_

PLEASE PRINT

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Poll Worker: Please place completed form inside white ROV Document envelope**

S:\ELECTIONS\2016 November General Election\Poll Worker Supplies\Poll Worker Forms\PVBM Removal Forms.docx Rev 8/18/16

### Permanent Vote by Mail Removal Form

**I do not want to vote by mail. Please remove my Permanent Vote By Mail status.**

I am currently registered as:

Name: \_\_\_\_\_

PLEASE PRINT

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Poll Worker: Please place completed form inside white ROV Document envelope**

S:\ELECTIONS\2016 November General Election\Poll Worker Supplies\Poll Worker Forms\PVBM Removal Form.docx Rev 8/18/16

**Purpose: Remove voter's status as a permanent vote by mail voter  
Completed by: Voter**

## Appendix B: County Contact Information

John Gardner  
Assistant Registrar of Voters  
784-3366 Office  
731-9653 Cell  
[jhgardner@solanocounty.com](mailto:jhgardner@solanocounty.com)

Dan Brummer  
Election Coordinator  
784-3360 Office  
707-628-5265 Cell  
[dcbrummer@solanocounty.com](mailto:dcbrummer@solanocounty.com)

Theresa Ives  
Accounting Technician (Poll Worker  
Paychecks)  
784-3359  
[taives@solanocounty.com](mailto:taives@solanocounty.com)

Greg Fontela  
Election Technician  
784-3374  
[gcfontela@solanocounty.com](mailto:gcfontela@solanocounty.com)

### Important Phone Numbers

Election Day Poll Worker Help Desk _____	784-3045
Election Day Ballot Scanner and AutoMARK Help Desk _____	784-3375
Election Day eRoster Help Desk _____	784-3361
Voter Information _____	784-6675
Media Inquiries _____	784-3366

### Emergency Phone Numbers

If there is an emergency need for police, fire or ambulance, dial the direct number for each city listed below.

Benicia _____	745-3411
Dixon _____	421-7090
Fairfield _____	428-7373
Rio Vista _____	421-7090
Suisun _____	421-6622
Vacaville _____	449-5200
Vallejo _____	552-3285

## Appendix C: Glossary

**Active Voters** – The registered voters listed in the eRoster that are eligible to vote.

**ADA Booth** – Voting booth that is equipped for a voter in a wheelchair.

**AutoMark** – Voting equipment designed to assist a disabled voter in marking a ballot.

**Auxiliary Bin** – The temporary location to store ballots when the Ballot Scanner becomes inoperable.

**Ballot Scanner** – The voting equipment that will read and tabulate a voter's ballot.

**Ballot Statement** – The front cover of the roster that reflects the total ballots and signature for a precinct on Election Day.

**Ballot Type** – The identification of the eligible races for a voter in a designated jurisdiction.

**Counter Access Panel** – The front flap of the Ballot Scanner that conceals the memory card and is used to lock the security lid in place.

**Daisy chain** – Method of connecting multiple adjacent voting booths

**Electioneering** – Any act of campaigning for or against a party, candidate, or measure which appears on the ballot.

**eRoster** – a tablet used to check in voters at a precinct. It stores a copy of the eligible voters assigned to a precinct as well as countywide; Tracks the number of voters who cast a ballot at the polling place.

**First Voter** – The first voter arriving at the polling place who must verify that no ballots have been cast.

**HAVA** – Help America Vote Act

**HAVA Complaint Form** – The form a voter completes to report an alleged HAVA violation.

**ID Required** – The voters listed on the paper roster (and in the eRoster) whose identity could not be confirmed prior to the election and therefore will be asked to show an acceptable form of identification before voting.

**Initial State Report** – Ballot Scanner printout generated during the opening of the polls indicating the current election date, precinct number and polling place.

**Key Access Panel** – Panel covering key access area to open and close the polls.

**Mail-Ballot Precinct** – A precinct in which there are fewer than 250 registered voters. These voters do not have a polling place designated for them and automatically receive a ballot (with green envelope) in the mail prior to Election Day.

**Memory Card** – A PC Card stored in the Ballot Scanner that contains the voting totals for all contests.

**Official Ballot Bag** – The red cloth bag that holds various items submitted by voters on Election Day.

**Official Returns Pouch** – Clear, plastic pouch containing the Memory Card, keys and Used and Unused Security seals.

**Over-vote** – When a voter has marked more than the maximum number of selections allowed in a contest. The Ballot Scanner will notify the voter and offer the voter two ways to proceed.

**Back-up Paper Roster** – Alphabetical listing of all eligible registered voters assigned to a specific precinct.

**Pink Provisional Roster** – Listing of the voters who cast a provisional ballot at the polling place.

**Precinct** – A group of voters who reside in an area with the same jurisdictions (e.g., school board, city, congressional district, etc.)

**Precinct Board** – The poll workers at a designated precinct.

**Printer Access Panel** – Panel covering the roll of printer tape.

**Provisional Ballot** – The type of ballot given to a voter who must do provisional voting. The ballot is placed in a pink envelope and returned to the Registrar of Voters Office for special processing.

**Provisional Voting** – A process, by law, which allows any voter to cast a ballot when their eligibility to vote cannot be determined by the poll worker.

**Red Seal** – Tamper proof seal used to secure the black slip cover to the official ballot box during an election.

**Results Tape** – The printout generated during the closing of the polls that reflects the voting totals in all contests for the election and must be signed by all workers.

**Roving Inspector** – An experienced precinct worker, who provides on-site support, delivers supplies, etc. to assigned polling places.

**Secrecy Sleeve** – A cardboard covering that is designed to conceal a voter's marked ballot



**Security Lid** – The metal lid held in place by the counter access panel that protects the Scanner when not in use.

**Spoiled Ballot** – A precinct ballot that contains a mistake made by a voter while completing the ballot. The ballot must be labeled as “spoiled” (voided) by the poll worker and a replacement ballot issued to the voter. The spoiled ballot is placed in bag # 2.

**Street Index** – Alphabetical listing, by street names, of all eligible voters assigned to a designated polling place. 1 copy is provided for precincts to post outside.

**Surrendered Ballot** – A vote by mail ballot given to a poll worker by a vote by mail voter in order to receive and vote a ballot in the polling place. The ballot must be labeled as “surrendered” by the poll worker and placed in an envelope which identifies the voter by name. The ballot is placed in Bag # 2 and must be kept separated from the dropped off voted VBM ballots.

**Uncounted Ballot** – Marked ballots that were rejected by the Ballot Scanner. These ballots are placed in Bag # 3 and must be counted at the Registrar of Voters Office.

**Under-vote** – When a voter has marked less than the maximum number of selections allowed in a contest. The Ballot Scanner will accept the ballot and will not give the voter any options.

**Unused Ballot** – Unmarked ballots that were not used.

**Vote by Mail Voter** – A voter who receives his ballot in the mail prior to Election Day.

**Working Roster** – a listing of all eligible voters alphabetically by street name.

**Yellow Seal** – Tamper-proof seal placed over memory card compartment designed to prevent access prior to closing of the polls.

**Zeroes Report** – A report generated by the Ballot Scanner during the setup process reflecting that zero ballots have been inserted.

## Appendix D: Index

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### **B**

#### Ballot Clerks

- Closing the Polls · 83
- Description · 3
- Issuing Replacement Ballots · 83
- Opening the Polls · 82
- Pre-Election · 25
- Processing Voters · 82
- Setup · 81

---

### **E**

#### Election Day

- Electioneering · 6
- Emergency Procedures · 7
- Meal Break · 4
- Media · 6
- Observers · 5
- Showing ID · 7
- Time in Voting Booths · 6

#### Election schedule · 2

#### **Equipment**

- AutoMARK · 53
- Ballot Scanner · 47
- Quad Voting Booths · 32
- Suitcase Style (Blue) Booths · 33

#### Equipment Clerks

- Closing the Polls · 57
- Description · 3
- Pre-Election · 25
- Processing Voters · 57
- Setting up · 47

#### eRoster Clerks

- Change Printer Paper · 79
- Check in Wrong Voter · 80
- Closing the Polls · 78
- Description · 3
- Hourly report doesn't print · 80
- Hourly Reporting · 72
- Looking Up Voters · 72
- Pre-Election · 25
- Processing voters
  - ID required · 73
  - Provisional · 76
  - Regular · 73

- VBM no surrender · 75
- VBM surrender · 74
- Setup · 67
- Ticket doesn't print · 80
- Voter already marked voted · 80
- Voter did not request VBM · 80
- Voter refuses provisional ballot · 80

---

### **F**

#### Forms

- AutoMARK Usage Log · 91
- Ballot Statement · 38, 92
- Certificate of Performance · 92
- Certificate of Roster · 93
- Challenged Voters · 93
- Deceased Voter · 96
- HAVA Complaint · 95
- Oath · 93
- Payroll · 94
- Pollworker Feedback · 97
- Provisional Voter Sign-in · 98
- Security Log · 99
- VBM Removal · 100

---

### **G**

#### General Information

- Contact Information · 101

#### Greeters

- Closing the Polls · 45
- Description · 3
- Pre-Election · 25
- Processing Voters · 45
- Setup · 45

---

### **I**

#### Inspectors

- Closing the Polls · 37
- Description · 3
- Election Night Returns · 40
- Forms · 38
- Opening the Polls · 35
- Pre-Election · 25
- Pre-Election Day · 25

Setup · 29  
VBM Pickup · 36

---

## **M**

Master Checklist  
Closing · 20  
End of Night Return · 24  
Forms to Complete · 23  
Opening Polls · 18  
Pre-Election Day · 13  
Processing Voters · 19  
Setting Up · 14

---

## **P**

Polling Place  
Setup · 30  
Signs · 33  
Polling Place Team Members · 3  
Pre-Election · 25  
Provisional Clerks  
Closing the Polls · 90  
Description · 3  
EZ Guide to Provisionals · 89  
Opening the Polls · 86  
Pre-Election · 25  
Processing Voters · 87  
Replacement Ballots · 90  
Setup · 85

---

## **R**

Roving Inspectors  
Description · 3  
Election Day · 27  
Pre-Election · 25  
Pre-election day · 26

---

## **S**

### **Supplies**

Black Supply Bag · 9  
Equipment · 10  
eRoster Tablets · 8  
Red Supply Bag · 8  
Signs · 10

---

## **T**

Training Information · 1

---

## **V**

Voting Process  
Assisting Voters · 4  
Overview · 3  
Replacement Ballots · 4

---

## **W**

### **What to do if**

Ballot Scanner is out of paper · 65  
Ballot Scanner will not accept ballots · 63  
Cannot Access the Polling Place · 29  
Check in wrong voter · 80  
eRoster Printer out of paper · 79  
Hourly report doesn't print · 80  
Power Outage · 7  
Someone takes pictures · 7  
Ticket doesn't print · 80  
VBM Voters uses ballot as guide · 7  
Voter already marked voted · 80  
Voter did not request VBM · 80  
Voter refuses provisional ballot · 80  
You Must Evacuate · 7



**For your service and  
commitment to  
excellence**



**Registrar of Voters  
675 Texas Street, Suite 2600  
Fairfield, CA 94533  
(707) 784-6675  
[Solanocounty.com/elections](http://Solanocounty.com/elections)**