Registrar of Voters

Poll Worker's Manual

Presidential Primary Election
March 3, 2020

Processing Voters – Quick Reference Chart

Voter Type	Check in with eRoster	Gets Voter Ticket	Gets Provisional Ticket	Precinct Ballot	Provisional Ballot & Envelope (Pink)	Provisional Ballot & CVR Envelope (Purple)
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 location	●		●		●	
In eRoster, lives at different address	●		●			●
In eRoster but has a different surname	●	●		●		
Not in eRoster, wants to register on eRoster (CVR)	●		●			●
Not in eRoster, does not register on eRoster						●

Important Information

★ **Election Day is Tuesday, March 3, 2020.**
★ 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** by **9:00 p.m.**

Important Phone Numbers

Election Day Poll Worker Help Desk_____ 707-784-3045

Election Day Ballot Scanner and Touch Writer Help Desk_____ 707-784-3375

Election Day eRoster Help Desk_____ 707-784-3361

Voter Information _____ 707-784-6675

Media Inquiries_____ 707-784-3366

Emergency Phone Numbers

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

Benicia_____ 707-745-3411

Dixon _____ 707-421-7090

Fairfield _____ 707-428-7373

Rio Vista_____ 707-421-7090

Suisun _____ 707-421-6622

Vacaville_____ 707-449-5200

Vallejo _____ 707-552-3285

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 of these changes are from feedback that was received from poll workers. Thank you for all your input!

New or Updated Information

- ★ Procedures for New Voting Equipment
- ★ Master Opening Checklist
- ★ Master Closing Checklist
- ★ Updated Provisional EZ Guide
- ★ Updated eRoster Procedures
- ★ Updated Provisional Clerk Duties (Touch Writer)

New Procedures

- ★ Processing Vote-by-Mail Voters Without a Ballot to Surrender
- ★ All completed forms & Ballot Scanner Report go in ROV Documents
- ★ Printing the Certified Voted List from the eRoster is no longer required
- ★ Updated Binder – Now includes Payroll Form
- ★ The correct ballot for a Provisional voter at the wrong location can be printed using the Touch Writer
- ★ Processing Party Based Ballots on the Eroster and Touchwriter
- ★ Processing Same-Day Registration (a.k.a. Conditional Voter Registration) at all locations.

January 1, 2020

On Behalf of the Registrar of Voters Office, Tim and I would like to thank all of our dedicated and hardworking adopt-a-poll locations, poll workers, inspectors, rovers and students for your service as a pollworker in the 2020 Presidential Primary Election. The work we perform at polling places 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. If there's anything we haven't addressed I welcome feedback, e-mails and phone calls to help us improve the process.

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.   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,

John H. Gardner
Assistant Registrar of Voters
675 Texas St, Suite 2600
Fairfield, CA 945433
jhgardner@solanocounty.com
(707) 784-3366 (o)
(707) 731-9653 (c)

Table of Contents

General Information

Training Information

All poll workers will receive a combination of online and in-person training customized to their specific duties. The online classes are available through the new Poll Worker Portal.

To access the Poll Worker Portal, go to the following website:
https://solanoca.precinctcentral.com/TED/SecuritySetupMgmt/Security/Login.aspx

At the login screen, enter your username and password

	• If you do not have a username or password, call 707-784-6675 and ask for the Poll Worker Team • If you forgot your password, click the "I forgot my password" link and a temporary password will be emailed to you.

Online Training
Online training is **mandatory**. You must complete all the required courses listed for your position.

In-Person Classroom Training
All workers assigned for the March 3, 2020 election **must** complete at least one 2-hour hands-on in-person training session that will be held at the Solano County Government building at 675 Texas Street.

There are several options available to you to register, view or change your in-person class:
- Use the new Poll Worker Portal
    - https://solanoca.precinctcentral.com/TED/SecuritySetupMgmt/Security/Login.aspx
- Call 707-784-6675 and ask for the Poll Worker Team
- Email PollWorker@solanocounty.com

The Election Day Experience – An Overview

Election schedule
All team members are expected to arrive at 6:00 a.m. on Tuesday March 3, 2020.

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 will stay until the Collection Team arrives to return ballots and supplies (all items with a green RETURN tag) to the Fairfield office. If unable to do so, the Inspector must notify the Registrar of Voters Office at 707-784-6675 and their Roving Inspector.

Overview of Polling Place Team Members

A polling place team includes:

- Roving Inspector – 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.
- 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 - Sets up and operates the Touch Writer. Issues provisional ballots to voters because of special circumstances. May use the Touch Writer to print ballots. Assists voters using the Touch Writer. Secures the voted provisional ballots to send to the Registrar of Voters for review.
- Greeters - Directs the voters to the correct polling place, answers generic questions for voters, helps with managing lines of voters, and provides relief for other clerks for breaks and lunches.
- Equipment Clerks - Sets up and operates the Ballot Scanner, 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. A minimum of 3 poll workers is required for a polling place to function.

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.

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 and does not wish to register to vote, 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 printed provisional ballot.

All voters receive a ballot 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 the marked ballot

A polling place may have different ballot types (BT) and different colored ballots. The Ballot Clerk matches the BT# and color on the signed ticket to the BT# and color of the ballot that they give the voter.

- A voter casts the precinct ballot by depositing it in the Ballot Scanner and is then given an "I-Voted" sticker.
- A provisional voter places the provisional ballot into an envelope and casts the ballot and envelope into the Pink Provisional Ballot bag.

Primary Election

During a primary election ballots are issued to voters according to the party they are registered with. For example, voters registered in the Peace and Freedom party are entitled to receive a Peace and Freedom ballot.

No Party Preference (NPP) Voters

Voters who are not registered with a party are known as No Party Preference (NPP) voters and receive a Nonpartisan ballot that contains no presidential candidates. For these voters to receive a ballot that contains presidential candidates, a party must grant permission to the voter to "cross-over." For this election, only three parties are granting permission to No Party Preference voters to cross-over:

- American Independent
- Democratic
- Libertarian

If the voter is shown on the eRoster as...	The voter will select between...	The ballot issued matches:
No Party Preference (NPP)	American Independent Ballot Democratic Ballot Libertarian Ballot Nonpartisan Ballot	The voter's choice

A flyer is placed next to each eRoster Clerk to help NPP voters understand their options. Once the voter indicates their choice, it is recorded in the eRoster tablet by the eRoster Clerk and prints on the ticket.

The Ballot Clerk and Provisional Clerk will issue the ballot that is indicated on the ticket.

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 it is the same ballot type you are issuing**.
- Write **SPOILED** across the face of the ballot to void the ballot.
- Place the spoiled ballot into the **Red Bag**.
- If the ballot was issued by the Ballot Clerk, a new ballot will be issued by the Ballot Clerk. Tear off a new pre-printed ballot and give the voter the replacement ballot.
- If the ballot was issued by the Provisional Clerk, a new ballot will be issued by the Provisional Clerk. Tear off a new pre-printed provisional ballot and give the voter a new replacement provisional ballot.
- Provisional ballots should only be printed and re-issued from the Touch Writer as a back-up. This includes low inventory of pre-printed provisional ballots or if the voter is at the wrong voting location.

The maximum number of <u>replacement</u> 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 if 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 binder.

Translated Sample Ballots (Facsimile Ballots)

All polling places will have translated ballots available in Tagalog and Spanish. The Ballot Clerk and Provisional Clerk will ask the voter if they need a translated/facsimile ballot in one of the languages available and instruct them to return it to the ballot clerk before leaving. These ballots are NOT to be marked but only to be used for language assistance when marking their actual ballot.

Election Day Meal Break

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.

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	May Not	Can Not
Observe proceedings including opening and closing.	Speak with poll workers or voters to interfere or delay voting process.	Touch voting materials or equipment or sit at the official election table
Look at and obtain information from Street Index.	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.	Monopolize and/or remove the posted Street Indexes.
	Use cellphones inside polling place and/or within 100 feet of entrance to polling place.	Interfere with the timely closing of a polling place.
	Occupy the area behind or between official election tables, voting booths or Ballot Scanner.	

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 707-784-3045.

Electioneering

What is Electioneering?

- Any act of campaigning for or against a party, candidate, or measure that appears on the ballot
- Speaking to voters about 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 707-784-3045.

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 707-784-3366.

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. Voters are also allowed to bring their sample ballot book into the voting booth with them to be used as a guide.

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 "ID Required" 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 100.
- Voters MAY show an ID to help the eRoster clerk look up their name or determine the spelling, however, it 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 707-784-3045 and your Roving Inspector.

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

- Notify the Registrar of Voters at 707-784-3045.
- Your Ballot Scanner and Touch Writer have a battery backup to allow the equipment to continue to operate for a limited time.
- The printer will use the Uninterruptible Power Supply (UPS) in the event of a power outage.
- 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, begin using the backup paper roster.

What to do if a voter wants to take pictures inside the polling place:
Inform the person that video-taping and photography are not permitted in the polling place, however "ballot selfies" are allowed. State law now allows a voter to take a photograph of their ballot (a "ballot selfie") and share it on social media. Discretion will still need to be exercised as to whether "ballot selfies" are causing a disruption requiring a response.

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 may have multiple Red Bags due to the voter count of their location. In these instances, the Red bags are coded with an **A, B, C,** etc.
- The Primary Bag is coded with an **A.**

<u>Inside the Red Bag</u>

- Official Precinct and Provisional Ballots
- Binder:
  1. 1 Copy of the Street Index
  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:
  Touch Writer, Ballot Scanner and Ballot Box keys – Purple Lanyard
  ID Holders, badges, language ribbons, lanyards
  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 label
  White ROV Document Envelope

<u>Outside Pockets of Red Bag</u>

- County-Issued Cell Phone (logo side of bag)
- Emergency Supply Kit:

Provisional Voter Log	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 moving 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, Provisional Clerk and Touch Writer Supply Bag

Contents:	Contents:	Contents:	Contents
"Start Here" table sign(s)	"Ballot Clerk" Table Sign(s)	"Provisional Clerk "table sign(s)	Bar Code Scanner
Marking Pens	Table Precinct Sign(s)	Table Precinct sign(s)	6' USB Connector for bar code scanner
3-Prong Adapter	Marking Pens	Marking Pens	5 sets headphone ear protectors
Power Strip(s)	Sheet Magnifier or magnifying glass	Clipboard(s)	Cleaning wipes
Extension Cords	Translated Ballots (Spanish, Tagalog)	Translated Ballots (Spanish, Tagalog)	100' Electioneering string
Scotch Tape		Scotch Tape	5' clearance string
Blue Close of Polls Posting Forms		Provisional Voter Log	2 rolls of Ballot Scanner and Touch Writer printer paper
3 Clip/Hook sets		Provisional Secrecy Sleeves	
8 Rolls of eRoster 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 and Touch Writer
    Extension Cords for Touch Writer/Ballot Scanner
    Plastic Stationary Kit:

2- Prong Connector	Post-its
Dry Erase Marker	Wire Cutters (to cut seals)
Scotch Tape	"I Voted" Stickers for Equipment Clerk
Pencil Sharpener	Pencils
Door Stopper	Paper Clips

Outside Pockets of Black Bag

- 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
- Signage Bag:
  - FYI Fold-Out Poster
  - Polling Place Arrow Sign
  - Polling Place Precinct Sign
  - Voter Bill of Rights Poster
  - Paper Flags
  - Polling Place Precinct Map
  - Red Polling signs

Signs Delivered by the Moving Company

"Vote Here" Metal A- Frame Sign (packed in cardboard box)
Large No Electioneering sign
Feather "Vote Here" Flags (designated locations)

Equipment Delivered by the Moving Company
One Caddy with following items

- Ballot Scanner
- Touch Writer
- Touch Writer Voting Booth Table (privacy panels for Ballot Box and Touch Writer Booth inside bag)
- Printer and printer table
- Ballot Box
- Sealed box with Blank Ballot paper (for printer)
- Yellow VBM Bag (inside Ballot Box)
- Blue eRoster Tickets Bag for Ballot Clerks to share (inside Ballot Box)
- Pink Provisional Ballots Bag for Provisional Clerks to share (inside Ballot Box)
- Clear acrylic organizer for Provisional Table – may be located inside of the Yellow VBM bag
- Provisional Envelopes (inside Pink Provisional Ballot Bag)
- Provisional Receipts (inside Pink Provisional Ballot Bag)
- Spare Rolls of paper for eRoster (inside Blue eRoster Ticket Bag)
- Spare Rolls of paper for the Ballot Scanner and Touch Writer printers
- Spare toner cartridge for printer
- Quad lights for Quad voting booths – If you have more than one Quad voting booth at your polling place, the second set of lights will be located inside of the Yellow VBM bag.
- Extra power strips

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Locations with multiple precincts will have a Primary and Backup Ballot Scanner delivered.

- Voting Booths
- Greeter Table (Black TV Tray)
- ADA supplies (cones, parking signs, ramps, threshold mats) if needed

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	Attend REQUIRED in-person class.	Page 3
	A	Choose how you are going to vote in the election	Page 30
	I	Pick up Election Supplies before Election Day @ 675 Texas Street, Fairfield	Page 30
	I	Locate and charge County Issued Cell Phone – located in the red bag	Page
	I	If appropriate, contact co-Inspector regarding early set-up if location allows it	Page
	I	Call other clerks at your polling location	Page 30
	R	Pick-up Election Supplies before Election Day @ 675 Texas Street Fairfield	Page 31
	I, R	Turn on Cell Phone and test cell phone	Page 31
	R	Call Inspectors - remind them to show up at 6am!	Page 31
	R	Remind Inspectors to call ROV office for replacements	Page 31
	R	Prioritize your visits based on Inspector experience	Page 31
	R	Map out locations of assignments	Page 31
	I, R	If you cannot reach a poll worker call 707-784-3045	Page 31
	R	Roving Inspector Election Day	Page 32

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 6:00 am	Page 34
	I	Locate voting equipment and supplies in caddy (Ballot Scanner, Touch Writer, printer, table), booths and supplies	Page 35
	I	Break seal, open Red and Black supply bags, remove all supplies	Page 35
	I	Get Bags and supplies from inside Ballot Box	Page 35
	A	Arrange Election Tables and Voting Equipment per guidelines	Page 36
	I	Distribute all supplies to Clerks to set up tables/positions	Page 37
	I	Direct Equipment Clerk to set up Ballot Scanner	Page 38
	PC	Direct Provisional Clerk to set up Touch Writer booth, and Touch Writer with printer	Page 38
	EC	Set up Ballot Scanner – remove ballot box from caddy	Page 54
	EC	Set up Ballot Scanner – Place ballot scanner on top of ballot box; reach inside ballot box and pull cord away from you to lock the lid and Ballot Scanner into place	Page 54
	EC	Set up ballot scanner - Unlock and Open ballot scanner (orange key)	Page 56
	EC	Set up ballot scanner – Confirm Seal on handle of ballot scanner matches seal log	Page 56
	EC	Set up ballot scanner - Remove power brick and cord from storage compartment then close lid of scanner	Page 57
	EC	Set up ballot scanner - Plug power cord into power brick, then plug power connector into back of the Ballot Scanner, flat side up. (do not plug into wall yet)	Page 58
	EC	Set up ballot scanner - Open Ballot Scanner case and lock lid brace into place	Page 58
	EC	Set up ballot scanner - Unlock, unlatch and remove tablet. (blue key)	Page 59
	EC	Set up ballot scanner - Seat the tablet firmly in the cradle, tilt back, and lock it in place.	Page 59
	EC	Set up ballot scanner – Confirm seal on vDrive compartment door matches seal log.	Page 60
	EC	Set up ballot scanner - Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.	Page 60
	EC	Set up ballot scanner - Press the red power button on the back of the Ballot Scanner to power it on	Page 61

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 (continued)

Completed?	Who	What	Reference
	EC	Set up ballot scanner - Review the Power On self-test report for any issues. Leave report on printer until all reports are printed	Page 62
	EC	Set up ballot scanner - Print the Zero Report and leave on printer until all reports are printed	Page 63
	EC	Set up ballot scanner – Install privacy shields	Page 64
	EC	Set up ballot scanner – Verify Auxiliary Bin is empty. Leave open for first voter	Page 64
	EC	Set up ballot scanner – Verify Ballot Box is empty. Leave open for first voter	Page 65
	EC	Set up ballot scanner - Verify clock is correct in bottom left hand corner of the screen. Call 707-784-3375 if it is wrong.	Page 65
	EC	Set up ballot scanner - Press Open the Polls and enter code **032020**	Page 66
	EC	Set up ballot scanner - The Open Polls Report prints.	Page 66
	A, EC	Set up ballot scanner - Tear off, sign, and place ALL reports in Official Returns Pouch.	Page 66
	A, EC	Set up ballot scanner - Advance the paper in the printer by pressing the gray feed button twice.	Page 67
	PC	Setup Touch Writer - Select Location with 5'-0" radius around the front of device	Page 125
	PC	Setup Touch Writer – remove bag with Touch Writer Booth/Table from caddy and setup.	Page 122 122 - 124
	PC	Setup Touch Writer Booth – place Touch Writer on top of Touch Writer booth.	Page 125
	PC	Set Up Touch Writer - Reach under booth and push latch away from you to secure Touch writer to booth.	Page 125
	PC	Set Up Touch Writer – orient Touch writer so it is easily accessible	Page 126
	PC	Set Up Touch Writer – Unlock and open Touch Writer case (orange key)	Page 126
	PC	Set Up Touch Writer - Remove power brick and cord from storage compartment (close lid of Touch Writer)	Page 127
	PC	Set Up Touch Writer - Plug power cord into power brick, then plug power connector into back of the Touch Writer, flat side up. (do not plug into wall yet)	Page 128

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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 (continued)

Completed?	Who	What	Reference
	PC	Set Up Touch Writer - Open the Touch Writer case and lock lid brace into place	Page 128
	PC	Set Up Touch Writer - Unlock, unlatch and remove tablet. (blue key)	Page 129
	PC	Set Up Touch Writer - Seat the tablet firmly in the cradle, tilt back, and lock it in place.	Page 129
	PC	Set Up Touch Writer - Confirm the seal number matches what is printed on the security log.	Page 130
	PC	Set Up Touch Writer - Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.	Page 130
	PC	Set Up Touch Writer - Attach privacy shields onto Touch Writer booth	Page 131
	PC	Set Up Touch Writer – Plug UPS (if on caddy) into AC Power	Page 131
	PC	Set Up Touch Writer – connect printer power cable to outlet on back of UPS	Page 132
	PC	Set Up Touch Writer – Connect blue printer cable to back of Touch Writer	Page 132
	PC	Set Up Touch Writer – Confirm seal number on cardboard box with blank ballot stock inside for Ballot Printer. Break seal and load paper into printer.	Page 133
	PC	Set Up Touch Writer – turn on printer and wait until it states Ready to Print on device screen	Page 133
	PC	Set Up Touch Writer - Press the red power button on the back of the Touch Writer to power it on	Page 133
	PC	Set Up Touch Writer - Loosen Accessible Device from cradle and insert the headset plug into the Accessible Device	Page 134
	PC	Set Up Touch Writer - Insert the bar code scanner cord into the USB connection on the vDrive door	Page 134
	PC	Set Up Touch Writer - Review the Power On self-test report for any issues. Leave in place until Open Polls report prints. Then tear off all reports and place in Official Returns Pouch.	Page 135

Legend:

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

Setting up / Pre-Opening Checklist - 6:00am to 7:00am (continued)

Completed?	Who	What	Reference
	PC	Set Up Touch Writer – verify clock is correct time	Page 136
	PC	Set Up Touch Writer – Print Zero Report	Page 136
	PC	Set Up Touch Writer – Choose Open the Polls – **032020**	Page 137
	PC	Set Up Touch Writer - Tear off, sign, and place ALL reports in Official Returns Pouch.	Page 137
	PC	Set Up Touch Writer – keys for Touch writer to Inspector until needed to close the polls	Page 138
	ER	Open eRoster supply bag and setup table.	Page 88
	ER	Cut blue seal on case confirm with inspector to verify number on security log	Page 84
	ER	Open case to remove - tablet, stylus, printer, power plugs, and mobile hot spot (if included; only one per location).	Page 84
	ER	Plug in power cord for tablet and printer into surge protector provided.	Page 84
	ER	Remove mobile hot spot device. Plug in, turn on, and leave on table.	Page 85
	ER	Place green eRoster case under the table	Page 85
	ER	Turn on printer and eRoster tablet.	Page 86
	ER	The Search screen appears - Verify the polling place is listed below search precinct	Page 87
	ER	Verify the Wi-Fi Connection is made - tablet should have a green cloud icon. If not, call 707-784-3361. You can still process voters if not connected to the mobile hot spot.	Page 85
	ER	Verify the Check-in Count shows as zero on the main screen.	Page 87
	ER	Test Print - Test Printer, verify a short "TEST TICKET" is printed	Page 87 - 88
	ER	Tap on Voter Search	Page 88
	ER	Confirm your start here signs are attached to election tables.	Page 88
	ER	Place your supplies on tables	Page 88
	BC	Open the Ballot Clerk supply bag and setup election table	Page 117
	BC	Place your supplies on tables	Page 117
	BC	Get Blue eRoster ticket bag from inspector and verify it's empty.	Page 117
	PC	Open the Provisional Clerk supply bag and setup election table	Page 121
	PC	Place your supplies on tables	Page 121
	PC	Get Pink provisional bag from inspector and verify it's empty.	Page 121
	A	Set-up voting booths	Page 39 – 39
	I	Complete polling place ADA modifications, if required	Page 40
	A	All workers sign Zero Reports	Page 41

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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 (continued)

Completed?	Who	What	Reference
	I	Administer Oath to all clerks	Page 41
	A	Sign and witness Oath	Page 41
	G	Locate Greeter Table and place near entrance with binder	Page 53
	G	Hang the polling place map near the table	Page 53
	G	Post FYI Poster near entrance	Page 53
	G	Assist rest of poll workers with setting up	Page 53
	I	Confirm seal numbers and sign Security Log- ELECTION MORNING	Page 40
	I	Locate Signage Bag in black bag and distribute signs	Page 40
	A	Post signs, maps, notices, flags - inside and outside of polling place.	Page 39
	I	Set-up curbside voting sign – write Inspector's county issued cell phone number on sign	Page 40
	I	Assign meal break	Page 41
	I	Ask clerks if they have questions about duties	Page 41
	A	Sign Payroll Form	Page 41
	I	Inspector Sign bottom half of payroll form	Page 41
	ANY	Any one clerk signs bottom half of payroll form	Page 41
	ANY	Any one clerk signs as witness	Page 42
	I	Call ROV on 707-784-3375 to report you are ready to open	Page 41

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 42
	I, EC	Have 1st voter inspect the Ballot Scanner - zero ballots scanned, empty Ballot Box and Auxiliary Bin.	Page 42
	I, BC	Have 1st voter inspect Ballot Clerk - Empty Red bag, Empty eRoster Ticket Bag.	Page 42
	I, PC	Have 1st voter inspect Provisional Clerk - Empty Pink Provisional Ballots Bag	Page 42
	I	Give Ballot Clerk new seal for Red bag	Page 42
	BC	Seal red bag	Page 42
	BC	Seal blue bag	Page 42
	PC	Seal Pink bag	Page 42
	I, EC	Send voter to eRoster to begin Voting Process	Page 42
	I	Document seals on security log	Page 42
	EC	Close, lock and seal all compartments.	Page 67
	EC, PC	Give keys to Inspector until needed to close polls	Page 68

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 52 for processing Voters.	Page 52
	EC	Refer to Page 69 for processing Voters.	Page 69
	ER	Refer to Page 89 for processing Voters.	Page 89 - 111
	BC	Refer to Page 118 for processing Voters.	Page 118 - 119
	PC	Refer to Page 138 for processing Voters.	Page 138
	I	Mid-Day VBM Ballot Pickup (Yellow Bag)	Page 14

Closing Checklist – 8:00 PM to 9:00 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 9:00 PM

Completed?	Who	What	Reference
	I	Publicly announce the polls are closed 8 pm sharp	Page 43
	I	Ensure all voters in line are processed and notified they will get to vote	Page 43
	A	**DO NOT CONTINUE UNTIL ALL VOTERS ARE PROCESSED AND EXIT**	Page 43
	I	Oversee the counting of unused ballots - precinct.	Page 43
	BC, I	Count unused precinct ballots and write total on Bag #5 Label	Page 44
	BC, I	Place unused ballots inside the box that the ballots came in	
	PC, I	Place unused ballots inside bag #5.	Page 44
	I, BC	Break seal on red bag	Page 44
	BC, PC	Remove and sort contents	Page 44
	BC, I	Record the number of spoiled precinct ballots on bag label #2	Page 44
	BC, I	Place spoiled ballots inside bag #2	Page 44
	PC, I	Record the number of spoiled provisional ballots on bag label #2	Page 44
	PC, I	Place spoiled Provisional ballots inside bag #2	Page 44
	BC, I	Place surrendered ballots in side bag #2	Page 44
	BC, PC	Place ballot stubs inside bag #2	Page 44
	I, PC	Ensure provisional ballots and signatures are recorded on provisional log	Page 44
	PC	Place Provisional Log in pink bag – **DO NOT UNSEAL PINK BAG**	Page 44
	I	Pack all ADA polling place modifications	Page 44
	G	Take Map down from wall - place back in Signage Bag	Page 52
	G	Return greeter binder to Inspector	Page 52
	G	Return greeter table to where supplies were in the morning	Page 52
	G	Assist all other workers with taking down signs, posters, voting booths, etc.	Page 52
	EC	Ballot Scanner - Verify Auxiliary bin has no uncounted ballots	Page 70
	EC	Ballot Scanner - process ballots found in Auxiliary Bin before continuing.	Page 70
	EC	Ballot Scanner – Press blue poll worker button on back of Ballot Scanner	Page 70
	EC	Ballot Scanner – choose Close Polls from menu options	Page 70
	EC	Ballot Scanner – Choose Yes, Close the Polls. **Note: Once polls are closed they cannot be reopened**	Page 71
	EC	Ballot Scanner – Enter the close polls code **032020** and select Accept. The Close Polls report will print automatically	Page 71

Legend:		
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Closing Checklist - 8:00 PM to 9:00 PM (Continued)

Completed?	Who	What	Reference
	A	All poll workers sign the Close Polls report.	Page 71
	I	Place Close Polls Report in Official Returns Pouch.	Page 71
	EC	Ballot Scanner - Press the Closing report button for a second copy.	Page 71
	A	All poll workers sign the printout.	Page 71
	EC	Ballot Scanner - tape the second copy near the entrance of the polling place.	Page 71
	EC	Ballot Box – remove the privacy shields from the ballot box and place inside the Touch Writer Booth/Table bag	Page 71
	EC	Ballot Scanner – press the Red power button on the back of the Ballot Scanner	Page 71
	EC	Ballot Scanner – When screen is dark, using blue key, unlock tablet from cradle and place back in storage compartment. Lower latch to hold tablet then with the blue key, lock tablet into place.	Page 72
	EC	Ballot Scanner – Unplug Ballot Scanner. Remove plug from power brick, and from back of scanner. **Note that there is a locking sleeve that must be pulled back from plug on back of scanner!**	Page 73
	EC	Ballot Scanner – Remove blue cover from power cord storage compartment	Page 74
	EC	Ballot Scanner – Neatly place cords back inside storage compartment and replace blue cover.	Page 74
	EC	Ballot Scanner – use wire cutters to cut the seal over the vDrive door. Place broken seal in the Official Returns Pouch	Page 74
	EC	Ballot Scanner - using the violet key, open the vDrive door and remove the vDrive. Place the vDrive in the Official Returns Pouch. Replace cover on vDrive door.	Page 75
	EC	Ballot Scanner – Using violet key, unlock ballot box and remove ballots from ballot box. Place voted ballots in voted ballot bag.	Page 76
	EC	Ballot Scanner – Loosen lid brace on scan cover, close and lock case.	Page 76
	EC	Ballot Scanner – reaching under the scanner, inside the ballot box, grasp the cord and pull toward you to unlock the scanner from the ballot box	Page 77
	EC	Ballot Scanner – Remove the scanner from the ballot box.	Page 77
	EC	Ballot Box – place the ballot box inside the caddy	Page 77 - 78
	PC	Touch Writer – press the Blue poll worker button on the back of the Touch Writer	Page 142
	PC	Touch Writer – Select menu at the top of the screen	Page 142
	PC	Touch Writer – Select Close Polls	Page 143
	PC	Touch Writer – Select Yes, close the polls	Page 143

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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 9:00 PM (Continued)

Completed?	Who	What	Reference
	PC	Touch Writer – Enter the close polls code **032020** and press Accept. The Close Polls report will print automatically.	Page 144
	PC	Touch Writer – print Ballot Count and Summary Reports	Page 144
	PC	Touch Writer – place the closing polls reports in the Official Returns Pouch	Page 144
	PC	Touch Writer – remove the privacy panels from either side of the Touch Writer and place in the Touch Writer Accessible booth bag	Page 145
	PC	Touch Writer- Press the red power button on the back of the Touch Writer	Page 145
	PC	Touch Writer - Using blue key, unlock tablet from cradle and place back in storage compartment. Lower latch to hold tablet then, with the blue key, lock tablet into place.	Page 146
	PC	Touch Writer – When screen is dark, unplug Touch Writer. Remove plug from power brick, and from back of scanner. **Note that there is a locking sleeve that must be pulled back from plug on back of Touch Writer!**	Page 147
	PC	Touch Writer - Remove blue cover from power cord storage compartment	Page 148
	PC	Touch Writer - Neatly place cords back inside storage compartment and replace blue cover.	Page 148
	PC	Touch Writer – unplug the headphones and place into the clear Touch Writer supply bag	Page 148
	PC	Touch Writer – unplug the bar code scanner and place into the clear Touch Writer supply bag	Page 149
	PC	Touch Writer – unplug the laser printer from the back of the Touch Writer	Page 149
	PC	Touch Writer – make sure the Accessible Controller is seated in its cradle	Page 149
	PC	Touch Writer – Unlock hinge on scan cover, close and lock case.	Page 150
	PC	Touch Writer - reaching under the Touch Writer table, pull the metal latch toward you to unlock the Touch Writer from the booth.	Page 150
	PC	Touch Writer – Remove the Touch Writer from the table and place back inside the caddy	Page 151
	PC	Touch Writer - Disassemble the Touch Writer table and place back into the Touch Writer bag. Place bag into caddy.	Page 151
	PC	Touch Writer – turn off the laser printer	Page 151
	PC	Touch Writer – unplug the printer from power	Page 152
	PC	Touch Writer – if printer is on small table, place printer with cables still attached back into caddy	Page 152
	PC	Touch Writer – if printer stayed on caddy, nearly place cords behind printer for transportation	Page 152

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

Closing Checklist - 8:00 PM to 9:00 PM (Continued)

	ER	Put eRoster in sleep mode by lightly pressing on/off button	Page 112
	ER	Re-Pack eRoster tablet, accessories, and power cords back into case.	Page 112
	ER	Seal all eRoster cases with blue seal	Page 112
	ER	Give all eRoster cases to Inspector	Page 112
	ER	Re-pack all other supplies into eRoster supply bag and return it to Inspector.	Page 112
	BC	Re-Pack all other supplies into Ballot Clerk supply bag and return it to Inspector.	Page 119
	BC	Give sealed Blue bag to Inspector.	Page 119
	PC	Enter the total of signatures on the pink Provisional Log at the top	Page 141
	PC	Place the pink provisional log in pink provisional bag.	Page 141
	PC	Re-Pack provisional clerk supply bag and return to Inspector	Page 141

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
Complete Ballot Statement:			
	I, ER	Line 1 - Enter voters from eRoster Check-in from screen (no report is needed)	Page 45
	I, ER	Line 2 - Enter total voters on back-up paper roster if used.	Page 45
	I	Line 3 - Add Lines 1 and 2 together.	Page 45
	I	Line 4 - All Ballot Scanner reports	Page 45
	I	Line 5 - Total number of uncounted ballots, if any	Page 45
	I	Line 6 - Add lines 4 & 5 Together	Page 45
Complete Certificate of Performance:			
	I	Check the appropriate box on the certificate of performance	Page 46
	A	All poll workers must sign the certificate of performance	Page 46
Miscellaneous Forms:			
	A	Payroll Form - signed by all workers	Page 46
	A	Oath - signed by all workers	Page 46
	A	Results Reports (all copies) - signed by all workers	Page 46
	I	Security Log - Signed by Inspector	Page 46
	I	Bag Labels - signed by Inspector	Page 46

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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 47
	I	Place Document Envelope in outside pocket of Red bag	Page 50
	I	Locate all items with bright green RETURN label	Page 47
	I	Pack Red bag(s)	Page 49
	I	Blue eRoster Tickets Bag remains sealed with tickets inside	Page 47
	I	Pink Provisional Bag remains sealed with ballots and Provisional Log inside	Page 47
	I	eRoster Cases sealed with components inside	Page 48
	I	Yellow Vote-by-Mail bag remains sealed with dropped off VBM ballots inside	Page 48

	I, EC	Ensure Official Returns Pouch has the following items:
		    * Keys for Ballot Scanner, Touch Writer and Ballot Box
		    * All broken and unused seals
		    * vDrive(s) from Ballot Scanner – **do not remove the vDrive from the Touch Writer!**
			Page 47

	I	Seal the Official Returns Pouch - record yellow seal on the security log.	Page 50
	A	Repack black supply bag with all remaining items	Page 50
	I	Be sure Cell phone is on and bring with you.	Page 50
	I, ANY	Inspector and any 1 clerk gather all green RETURN items and wait until ROV Collection Team comes to pick up these supplies.	Page 51
	I	Leave polling place after collection team has arrived and picked up all items with e GREEN label. If the collection team has not arrived by 9PM, call your Roving Inspector or the Registrar of Voters Office at 707-784-6675.	Page 51

Before Election Day Tasks

For All Poll Workers

☐   **Read Manual**, and attend in-person training

☐   If you are not a vote by mail voter, choose one of four 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 February 3, 2020.
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. (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 5:00 p.m. Tuesday, February 25th. Requests for ballots to be mailed will not be accepted after February 25th. Between February 25th and March 3rd, come to the Registrar of Voter's counter 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.
4) If you were unable to vote prior to Election Day and are assigned to work at a polling place that is not your assigned voting location, follow the steps to vote provisionally.

> 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 February 29, 2020** between **10:00am and 3:00pm**

☐   Locate your County issued cell phone in the <u>logo side</u> pocket of the 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 6:00 a.m. Election Day.

☐   If you have not made contact with a clerk prior to Election Day, call 707-784-3045 or email pollworker@solanocounty.com as soon as possible.

For Roving Inspectors Only

☐   Pick up your election supplies on Monday March 2 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 if any worker has not arrived by 6:15 a.m. on Election Day

☐   Prioritize your first visits based on the support needed. Visit your newer Inspectors first.

☐   Map out the locations of your assigned precincts.

☐   If you have not made contact with an Inspector prior to Election Day, call 707-784-3045 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 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
- Make sure required forms are signed and completed

Roving Inspector Checklist

Each Roving Inspector is provided with a polling place checklist to use as 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 voters to locate the polling place or voting area easily.
3. The Ballot Scanner, Touch Writer and eRoster are operating on AC power.
4. Equipment issues 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 707-784-3375.

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 the Collection Team;

- Remind everyone to only return the items with a bright green RETURN label;

- Remind everyone to pack all items back into the caddies for return to our office;

- Emphasize that the Black Bag stays at the polling place;

Remind Inspectors to remove the vDrive from all ballot scanners (even if not used) and place it in the Official Returns Pouch.
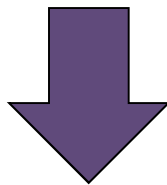
Inspector

Setup

☐ Arrive at 6:00 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 707-784-3045.
- Call your Roving Inspector
- At 6:45am, 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 7:00am, the Inspector declares "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), Touch Writer, Ballot Box, Red Bags, eRoster, Black Supply Bag, and other delivered supplies. Some supplies are located inside the Ballot Box inside the caddy.

☐ Break seals on Red and Black supply bags to remove the contents

☐ Place broken seals in clear Official Returns Pouch
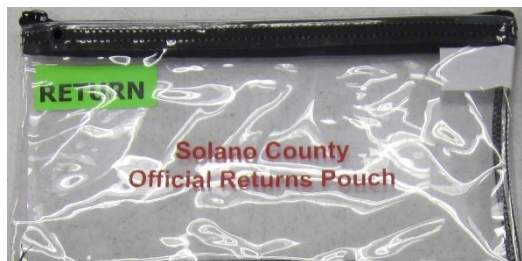
☐ Arrange tables and voting equipment using suggested guidelines shown below.

- 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 Touch Writer and ADA booth.
- Place the Yellow Vote-by-Mail Ballot bag near entrance for easy access.
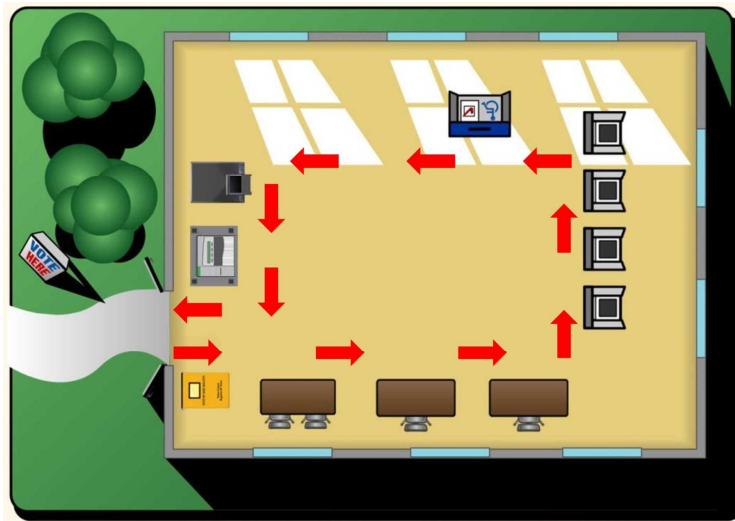
If your polling place serves a **single precinct**:
- eRoster Clerks sit together
- Ballot Clerks sits at a table with the one (1) Blue eRoster Tickets Bag
- Red bag is between Ballot Clerk and Provisional Clerk
- Provisional Clerks sit at a table with the one (1) Pink Provisional Ballots bag.

If your polling place serves **multiple precincts**:
- All eRoster Clerks sit together
- Distribute "precinct specific" ballots to Ballot Clerks
- Hang the matching precinct table sign in front of Ballot 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.

Sample layout for election tables - (Multiple precincts)
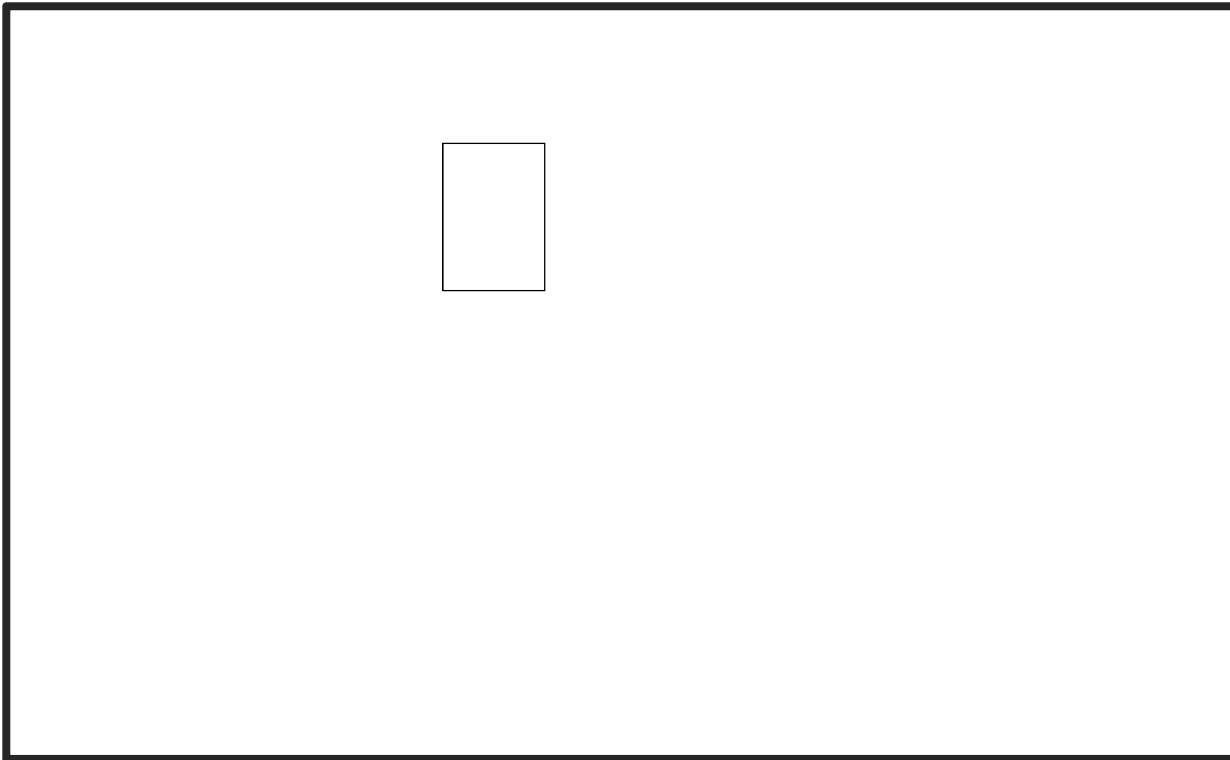
This sample location serves multiple precincts.
- eRoster Clerks can check in voters from either precinct.
- Ballot Clerk 1 issues ballots to voters in precinct 17005.
- Ballot Clerk 2 issues ballots to voters in precinct 17010.
- Hang the precinct table sign in front of each Ballot Clerk and Provisional 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 (give to Equipment Clerk when done)
  - eRoster Tablets
  - 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 Envelopes
  - Provisional Receipts
  - Voter Registration Forms
  - Table Privacy Shields
  - Clear acrylic desk organizer for each provisional table
  - Pink Provisional Ballots Bag to share
  - Touch Writer (orange and blue) keys on purple lanyard
  - Wire cutter to remove seal on the handles of the Touch Writer

☐ Give the Equipment Clerk the following supplies:
  - Ballot Scanner and Ballot Box Keys (orange, blue and violet keys) on purple lanyard (give to Provisional Clerk when done)
  - "I Voted" stickers
  - Wire cutter to remove seal on the handles of the ballot scanner (give to Provisional Clerk when done)

☐ Direct Equipment Clerk to set up and start-up Ballot Scanner. If there is no Equipment Clerk, the Inspector is responsible.

☐ Direct Provisional Clerk to set up and start-up Touch Writer. If there is no Provisional Clerk, the Inspector is responsible.

> It requires two (2) workers to set-up the Touch Writer and table.

☐ Confirm the Touch Writer 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 metal 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.
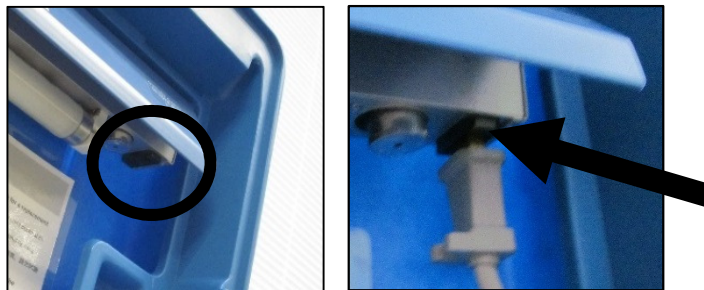
- Plug the power cord into wall outlet or extension cord.

☐   Locate the **Signage Bag** in the black bag

- The Signage Bag contains all paper signs, maps and notices to post Election Day. The TouchWriter Bag contains 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.

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.
- Voter Bill of Rights Posters – 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 may be 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 Touch Writer, Ballot Scanner(s), eRoster cases, eRoster tablets and Red bag(s) match the numbers pre-printed in ELECTION MORNING section of the Security Log.

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.

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 (Bags 1-3 and a label for Bag 5) for returning ballots and documents to the Registrar of Voters Office on Election Night

☐   Inspector and all clerks:
- Print and sign name on the Payroll form
- Verify Mailing Address on Assignment Letter in Backup Paper Roster Binder
- Sign the Zeroes Report printed on the Ballot Scanner

☐   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 right 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 Backup Paper Roster Binder)

☐   Are you ready to open?

Yes - Call 707-784-3375. 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 Touch Writer problem.** Call 707-784-3375. Option 1.

No - There is an **eRoster problem.** Call 707-784-3361.

No - There are **staffing or procedural problems.** Call 707-784-3045.

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:
- The scanner screen displays show zero
- The ballot box and auxiliary bin are empty

☐   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 bags.

☐   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.

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 **MUST** loudly announce to the polling place that "A collection team from the Registrar of Voters office is here to pick up voted Vote by Mail ballots and return them to the Registrar of Voters office".

☐   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.

SOLANO COUNTY REGISTRAR OF VOTERS
CHAIN OF CUSTODY LOG – VBM BALLOT BOX

FOR ROV USE ONLY
Box#: _____

Seal #s: _____
Date Sealed: _____
Signatures (2):

FOR TRANSPORT USE ONLY
City: _____
Date/Time Arrived: _____
Seal #s: _____
Departure Time:_____ Arrival Time (ROV):_____
Signatures (2):

FOR ROV USE ONLY
Date/Time of Receipt: _____
Box Condition (Circle One):   Secured   Tampered
Number of Ballots: _____
Signatures (2):

FOR ROV USE ONLY
Date/Time of Receipt: 5/18/18 10:00_____
Box Condition (Circle One):   (Secured)   Tampered
Number of Ballots: __100_____
Signatures (2): CCooper   SGilbertson

☐ 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 p.m. 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 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. See page 70 for instructions

☐ If all uncounted ballots are processed thru the scanner, direct the Equipment Clerk to shut down the Ballot Scanner and to tear off all Close Polls Reports after printing

☐ If an uncounted ballot does not process, tell the Equipment Clerk to place it in **Return of Uncounted Ballots - Bag #3** and then shut down & tear off the Close Polls Report after printing.

☐ Ensure Ballot Clerks and Provisional Clerks write the total of the unused precinct ballots on the bag label for Return of Unused Ballots – Bag 5 label. (Include beginning and ending serial numbers)

- [ ] Place all **Unused Precinct Ballots** inside **Bag #5**.
- [ ] Close the bag and set aside for packing later.
- [ ] Assist Ballot Clerk in breaking the 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 surrendered 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 Log**.**

> Do not break the seal on the Pink Provisional Bag.

- [ ] Ensure the Provisional Log is 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 the moving company to pick up. These will be picked up at a later date.
- [ ] Ensure the Greeter table is folded-up for the moving company to pick up. This will be picked up at a later date.
- [ ] Ensure maps, signs, and notices (inside and outside) are back in the **Signage bag.**
- [ ] Ensure Provisional Clerk has shut down the Touch Writer.
- [ ] Ensure Provisional Clerk places the Touch Writer back in the caddy (requires two (2) people).
- [ ] Ensure Touch Writer table is taken down and placed in bag and placed back in the caddy (requires two (2) people).
- [ ] Ensure Equipment Clerk has:

  - Printed a second copy of the results report.
  - Removed voted ballots from inside all scanners used.
  - Removed the vDrive from the scanner and put in the Official Returns Pouch.

  DO NOT remove the vDrive from the Touch Writer.
- [ ] Put voted ballots in the **Return of Voted Ballots – Bag #1**.
- [ ] Write the combined total of voted ballots listed on the Close Polls Report on the label of bag #1.
- [ ] Close the bag and set aside for packing later.

☐ Count any "uncounted ballots" the Equipment Clerk placed in the **Return of Uncounted Ballots - Bag #3.** Write the total on the bag label.

☐ Close the bag and set aside for packing later.

☐ Inspector and all clerks:

- Sign the bag label on the **Return of Unused Ballots – Bag #5**

☐ Inspector and one (1) clerk:

- Sign the bag label for:
  - **Return of Voted Ballots – Bag #1**
  - **Return of Ballot Stubs, Spoiled & Surrendered Ballots – Bag #2**
  - **Return of Uncounted Ballots – Bag #3**

Completing the Ballot Statement Section

☐ Confirm the total on Line 1 matches the eRoster Check-Ins.

☐ 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 Close Polls Report, write the combined total of voted ballots on Line 4.

☐ Write the total of uncounted ballots on Line 5.

BALLOT STATEMENT

1. **Number of voters showing on the eroster summary report**
   Use the totals under regular "check-ins"   +

2. Number of signatures from the Back-up Paper Roster (Enter 0 if none)
   * These signatures are not on the eRoster Certified List.   =

3. Total Signatures

4. Number of voted ballots from the Ballot Scanner   +

5. Number of Uncounted ballots (Enter 0 if none)
   * These are marked ballots that could not be scanned by the Ballot Scanner   =

6. Total Voted Ballots

☐ 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)
- Closing Polls report printed from the Ballot Scanner (2 copies)
- Oath (Remove from inside the binder)
- Payroll
- Security Log

☐ Place the following items in the **white ROV Document Envelope**:
- Ballot Statement/Certificate of Performance
- Completed forms (includes forms that were removed from red bag)
    o Election Complaint Forms - completed by voters
    o Notice of Deceased Voter Forms-completed by voters
    o Permanent Vote by Mail Removal Forms - completed by voters
    o Poll Worker Feedback Forms - completed by workers
    o Voter Registration Forms-completed by voters
- Oath
- Payroll
- Closing Polls Reports Report from Ballot Scanner

☐ 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:**
- VDrive from Primary <u>and</u> Back-up Ballot Scanner(s)
- Ballot Scanner and Touch Writer keys
- All broken and unused seals

Seal the pouch for return. **<u>Do not pack in red bag</u>**.

☐ **Blue eRoster Tickets Bag**

Keep the bag sealed with the Voter Tickets inside.

☐ **Pink Provisional Bag**

Keep the bag sealed with the provisional ballots and Provisional Log inside.

☐ **Yellow Vote-by-Mail Bag**

Keep the bag sealed with dropped of vote by mail ballots inside.

☐ **eRoster Cases**

After the eRoster Clerks have completed their closing procedures, ensure that each case contains an:

- eRoster tablet
- Tablet power cord
- Printer
- Printer power cord
- Stylus
- Mobile Hot Spot (in eRoster Case #2)
- Inspector Cell phone (in eRoster Case #1)

Ensure each case is sealed.

☐   Red Bag – Single Bag Location

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

Packing Order of Items in Red Bag

TOP of RED BAG

Backup Paper Roster with Street Indexes inside	
Return of Voted Ballots	**Bag 1**
Return of Uncounted Ballots	**Bag 3**
Return of Ballot Stubs, Spoiled & Surrendered Ballots	**Bag 2**
Return of Unused Precincts and Provisional Ballots	**Bag 5**
Greeter Binder	

BOTTOM of RED BAG

☐   Seal the bag with a new seal.

☐   Red Bag – Multiple Bag Location

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

Packing Order of Items in Primary Red Bag

TOP of RED BAG

Backup Paper Roster with Street Indexes inside	
Return of Voted Ballots	**Bag 1**
Return of Uncounted Ballots	**Bag 3**
Return of Ballot Stubs, Spoiled & Surrendered Ballots	**Bag 2**

BOTTOM of RED BAG
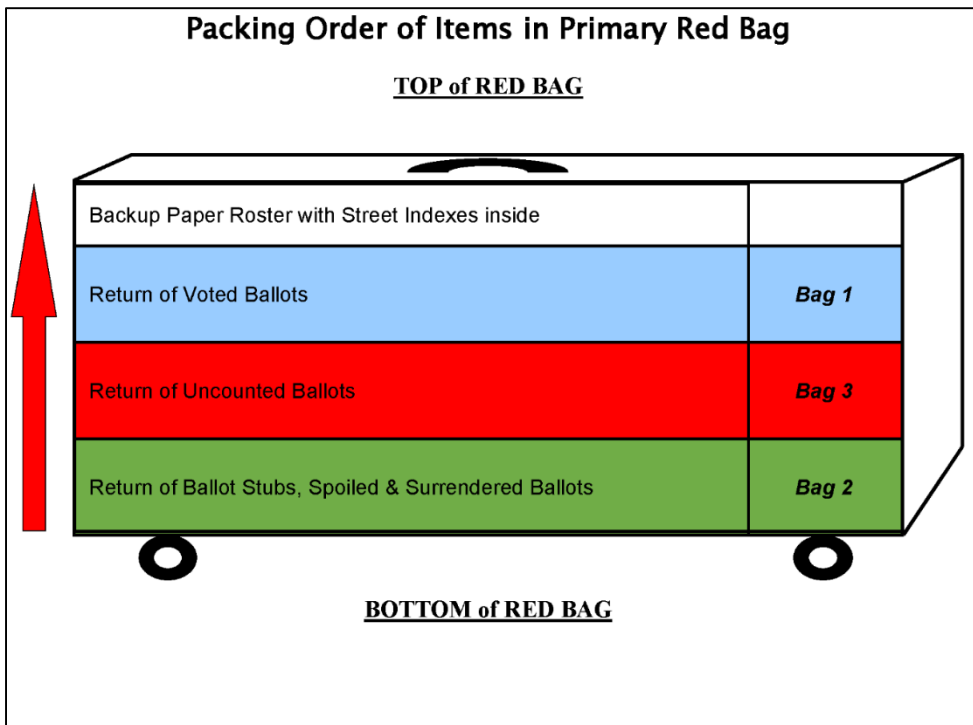
Pack the following items in the <u>additional</u> Red Bags:
- Greeter Binder
- Return of Unused Precinct Ballots - Bag 5

☐ Seal all Red Bags with a new seal.

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

- Put individually packed clear bags for eRoster, Ballot, Provisional Clerk and Touch Writer inside the black bag
- Put Tabletop Privacy Shields and Secrecy Sleeves in outside pocket of bag.
- Put all **<u>unused forms</u>** in the Forms bag and place in the outside pocket.
- Put **<u>unused Voter Registration forms</u>** 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
☐ Place cell phone in eroster case.
☐ Write the new seal numbers for all RETURN items in the ELECTION NIGHT section of the Security Log and sign.

☐ 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 close and seal the Equipment Caddy. Place caddy with all chairs, tables and other items to be picked up by the moving company.

Hold the Official Returns Pouch separately from the bags.

All equipment and supplies with a green RETURN label WILL be picked up by the Collection Team.

If the Inspector and one Clerk cannot wait for the Collection Team, please call your Roving Inspector immediately.

☐ Collection Team

- 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.

Greeter

Setup

☐ Get Greeter Binder, Greeter table, map, and FYI Poster fold-out from Inspector

☐ Set up the padded chair and Greeter table near the entrance to the polling place with the Greeter 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! Have you voted here before?"

☐ 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 the moving company to pick up

☐ Return chair to original location

☐ Assist team members with breaking down polling place

☐ Clean-up polling place before leaving

PRESIDENTIAL PRIMARY

Greeter Street Index Lookup - Countywide

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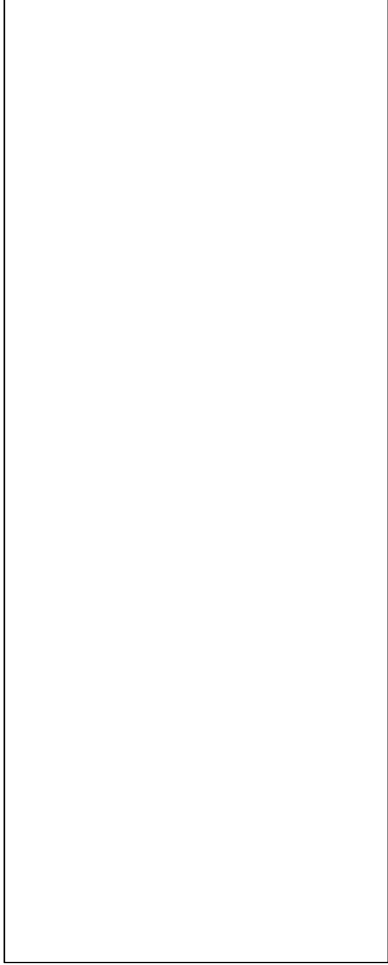
Equipment Clerk

Setting up the Ballot Scanner

☐ Get Ballot Scanner key (violet, orange, and blue keys on purple lanyard) and "I Voted" stickers from Inspector

☐ Remove ballot box from caddy. This is best done with two people! Open up front and back ballot box doors (violet key) and remove all supplies stored inside for transportation. Give the supplies to the Inspector for distribution amongst the team members.

☐ Leave doors open and unlocked for display to the first voter

☐ Remove ballot scanner from caddy and place on ballot box. Place feet on bottom of scanner into indentations on top of ballot box.

☐ Reach inside ballot box and pull cord away from you to lock the lid and ballot scanner into place. Pull up on scanner handle to confirm scanner is locked on the ballot box.
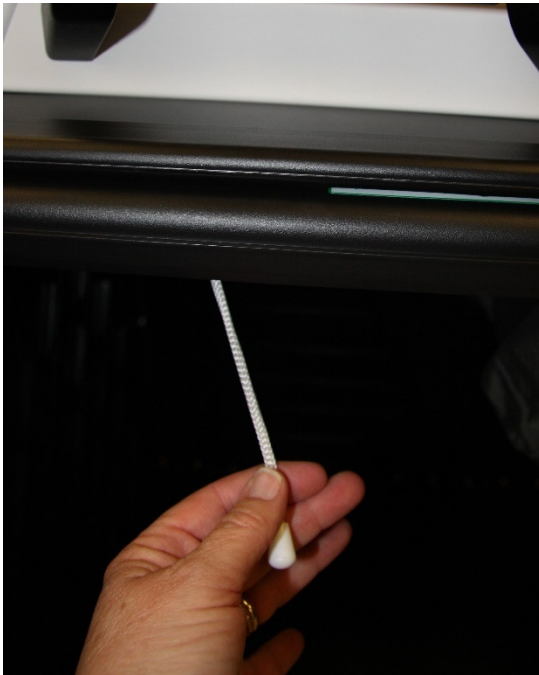
☐ Confirm seal number on handle matches seal log. Break seal on ballot scanner with wire cutters and place broken seal in the Official Returns Pouch.

☐ Unlock and open ballot scanner (orange key)

☐ Open storage compartment

☐ Remove power brick and cord from storage compartment from ballot scanner case, replace storage compartment cover, then close lid of scanner.

☐ Plug power cord into brick, then plug power connector into back of ballot scanner, flat side up. You will hear a soft click when inserting the plug into the back of the scanner. Do not plug into wall yet.

☐ Open ballot scanner case and lock lid brace into place.

☐   Unlock (blue key), unlatch and remove tablet

☐   Seat the tablet firmly in the cradle with two hands, tilt back, and using the blue key, lock it in place.

☐ Make sure vDrive compartment of ballot scanner is sealed with number on the Security Log

☐ Plug the ballot scanner power cord into a wall outlet. A green light will illuminate on the power brick when AC power is present

☐ Press the red power button on the back of the ballot scanner to power it on

☐ Allow election to load – this will take several minutes, and the screen will go dark momentarily. Please be patient.

☐ A Power On Self-Test report will display briefly on the screen and automatically print. Review for any issues. Leave report on printer of ballot scanner for the first voter to see.

☐ The Setting Up Election screen will display on the ballot scanner tablet.

62
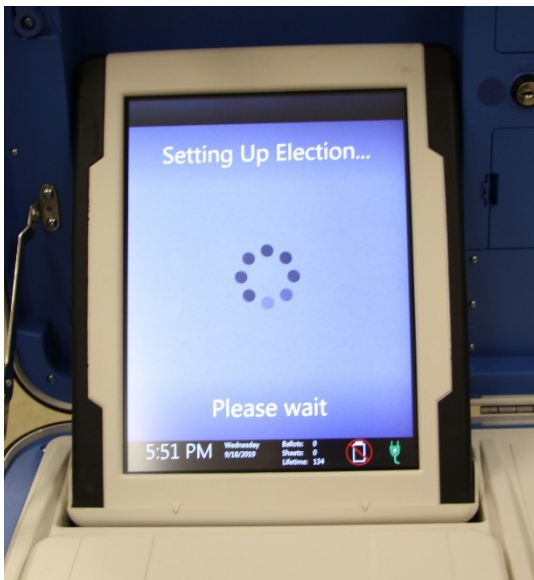
☐   Choose Print Zero Report from the menu.

☐   Verify ballot count total is zero on report from ballot scanner. Tear off report after Open Polls Report prints.
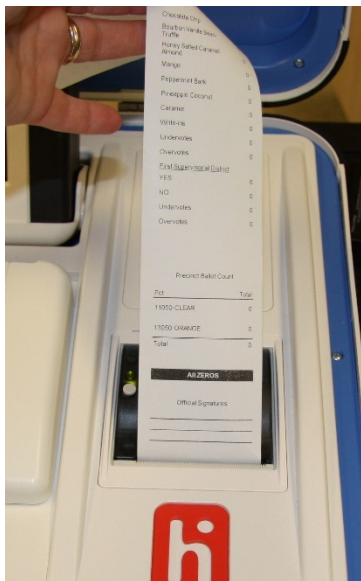
☐Install privacy panels on ballot box.
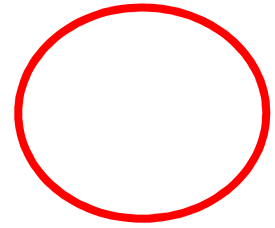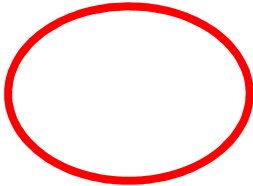
☐   Verify Auxiliary Bin is empty – leave open for the first voter to verify empty
compartments.

☐   Verify that the ballot box is empty – leave open for the first voter.

☐   Verify clock is correct in bottom left corner of the screen. Call the Registrar of Voters Office at 707-784-3375 if the date or time is incorrect.

☐   The screen display should read zero ballots scanned. The lifetime counter will have more than zero. The first voter will verify the screen display.
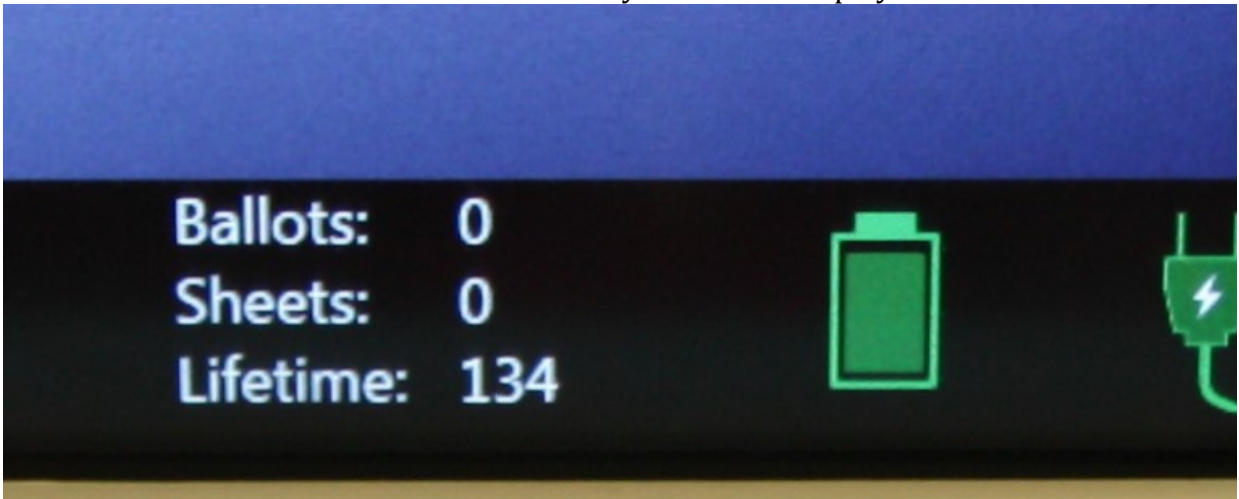
☐   Choose Open the Polls. Code is $\boxed{\textbf{032020}}$
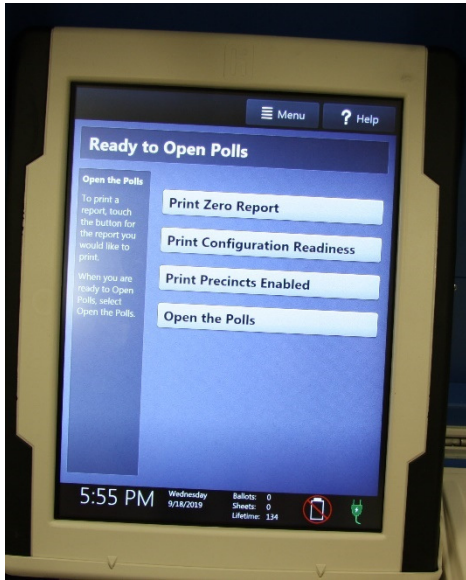
☐   The Open Polls report will print. Tear off all reports, have poll workers sign reports, and place in the Official Returns Pouch.

☐ Advance the paper by pressing the gray button twice on the printer.
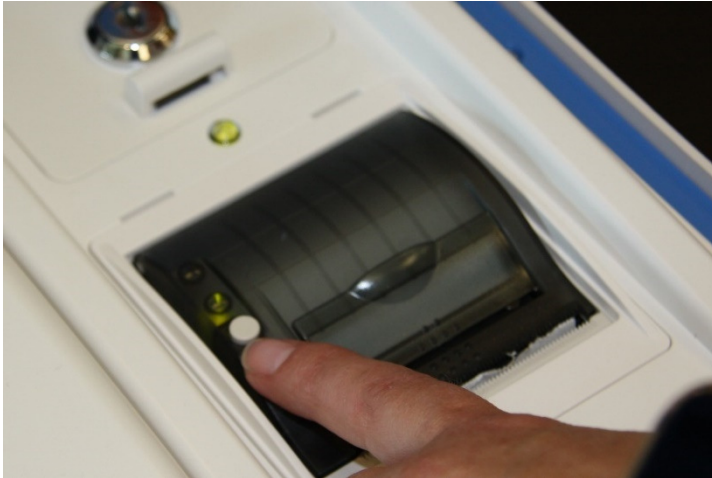
☐ First voter confirms that display on ballot scanner is zero, ballot box is empty, auxiliary bin is empty, and blue and pink bags are empty.

☐ Using the key with the violet cover, close and lock all ballot box compartments. Reseal front and back door of ballot box.

☐   The ballot scanner is now ready for voters to use.
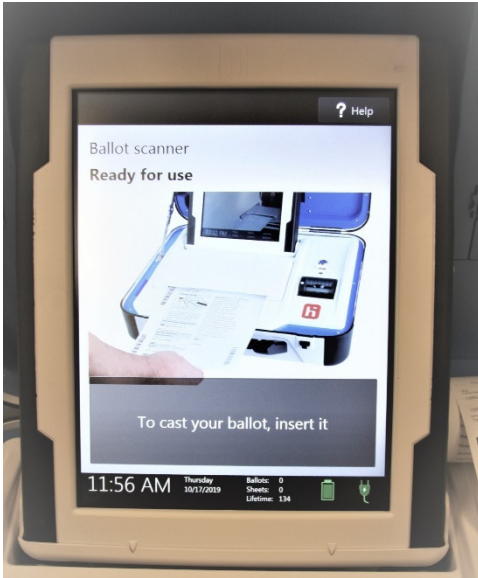
☐   Give keys to the Inspector.

You are now ready to process voters.

Processing Voters

Ballot Scanner

☐   When voters approach the scanner, say, *"Please insert your ballot one at a time."*

☐   Collect the secrecy sleeve and pen.

☐   Check the secrecy sleeve to ensure it is empty.

☐   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.

Closing the polls (at 8PM or after last voter in line has voted)

Shutting Down the Ballot Scanner

☐ Open the ballot box and check 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 **Accept** button.

☐ Press the Blue Poll Worker Button on the back of the ballot scanner.
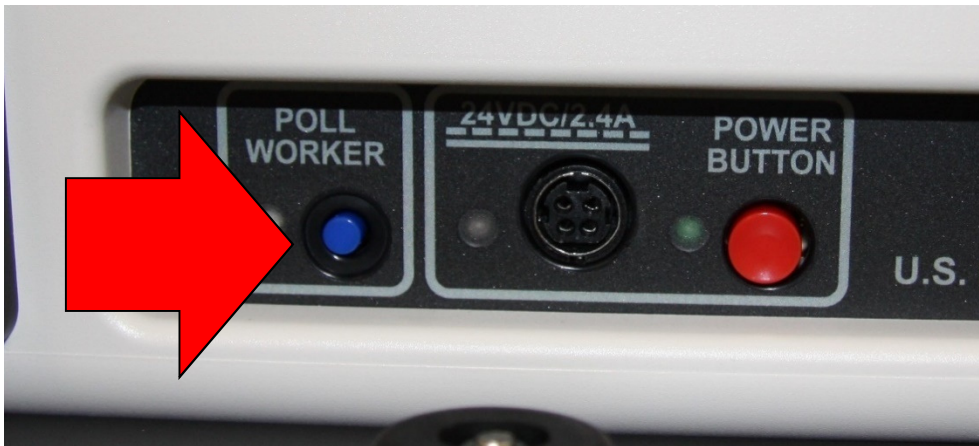
☐ Select Close Polls
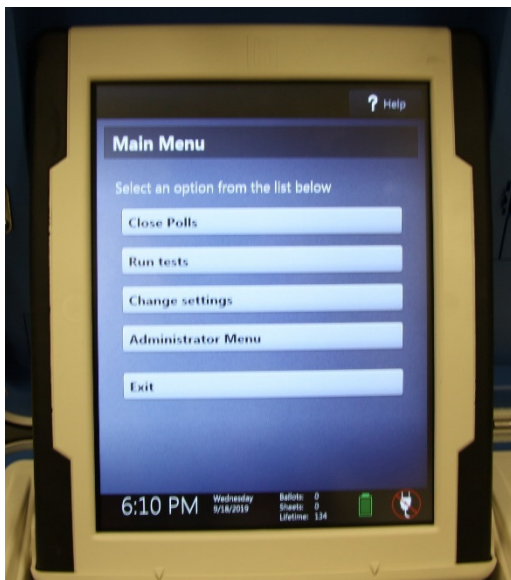
☐ Enter the Close Polls code **032020** and press Accept. **Note that once the polls are closed they cannot be reopened.**

☐ The Close Polls report will print.

☐ Tear off the printout. Have all poll workers sign the printout. Place the reports in the clear Official Returns Pouch.

☐ Print a second copy of the Close Polls report to post. All poll workers sign and post near entrance to polling place.

☐ Remove privacy panels from either side of ballot scanner and place in Touch Writer Bag inside caddy.

☐ Press the red power button on the back of the scanner to power it off.

☐ When the Ballot Scanner is completely powered down and is displaying a black screen, unlock the tablet using the blue key.

☐ Using two hands remove the tablet from the cradle.

☐ Stow the tablet in the storage area in the case cover, move the latch to hold the tablet, then lock the tablet in place with the blue key.

☐ Unplug the Ballot Scanner from AC power. Separate the power cord from the power brick.

☐ Unplug the power cord from the back of the ballot scanner. The power cord has a locking connector. To disconnect the power cord, grasp the cord at the base of the black connector molding and slide back the sleeve. This will unlock the connection so that the cord can be removed.

☐ Remove the blue storage compartment door from inside the scanner.
Neatly put the cords away and replace the blue storage compartment door.

Removing the vDrive

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

☐ Break the seal placed over the vDrive door. Place the broken seal in the clear
Official Returns Pouch.

☐ Using the key with the violet cover, unlock the vDrive door.

☐ Remove the vDrive by pulling it straight up and out. Replace vDrive door.

☐ Place the vDrive(s) in the clear Official Returns Pouch.

☐ Using the key with the violet cover, open front door of ballot box and remove ballots. Give the voted ballots to the Inspector.

☐ Loosen the lid brace and close lid of ballot scanner. Using keys with the orange cover, lock both locks on the lid.

☐ To remove ballot scanner from ballot box, reach inside ballot box and pull cord toward you. This will unlock the ballot scanner from the ballot box.

☐ Grasping the handles, lift the ballot scanner up off the ballot box and place ballot scanner in the caddy.

☐   Close and lock front and back doors of ballot box after ensuring all ballots have been removed.

☐   Place empty ballot box back into Caddy.

Troubleshooting Guide

Error Message	Probable Cause	Solution
Battery not present	Battery is missing from tablet	Contact ROV Office at 707-784-3375 and Roving Inspector.
Battery power is running low	Scanner is running on battery power.	Connect Scanner to AC Power. Contact ROV Office at 707-784-3375 and Roving Inspector if power is out at your polling location.
Missing vDrive	vDrive is not present in device	Contact ROV Office at 707-784-3375
No AC Power	Equipment is not plugged in.	Plug equipment into AC Power.
Report printer is printing a long string of numbers	Printer has entered diagnostic mode	Restart the Ballot Scanner.
Your ballot did not scan; the machine could not read one of the barcodes	Paper jam in scanner	Open scanner cover, remove, flatten and re-feed the ballot
Your ballot did not scan, the machine has a paper jam	Paper jam in scanner	Open scanner cover, remove, flatten and re-feed the ballot
Your ballot has jammed; your ballot was counted	Paper jam in scanner	Open scanner cover and check for obstructions to the scanner feed path
Device won't power on	Battery may be missing or discharged. AC Power is not connected properly	Check AC Power connections Check/replace battery

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 707-784-3375.

Using the Auxiliary Bin

☐   Remove the seal from the Auxiliary Bin ballot slot. Place broken seal in the Official Returns Pouch.

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

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

☐   Reseal the Auxiliary Bin ballot slot. Leave the ballots inside until the polls are closed.
☐   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.

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 **Accept** button.

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

What to do if the Ballot Scanner or Touch Writer printer is out of paper:

☐   Locate the spare rolls. Two rolls are in the Touch Writer supply bag.

☐   Pull up the small piece of plastic over the printer.

☐   Remove the empty roll.

☐   Place the new roll inside and close the door.

☐   Press the gray button twice to advance the paper.
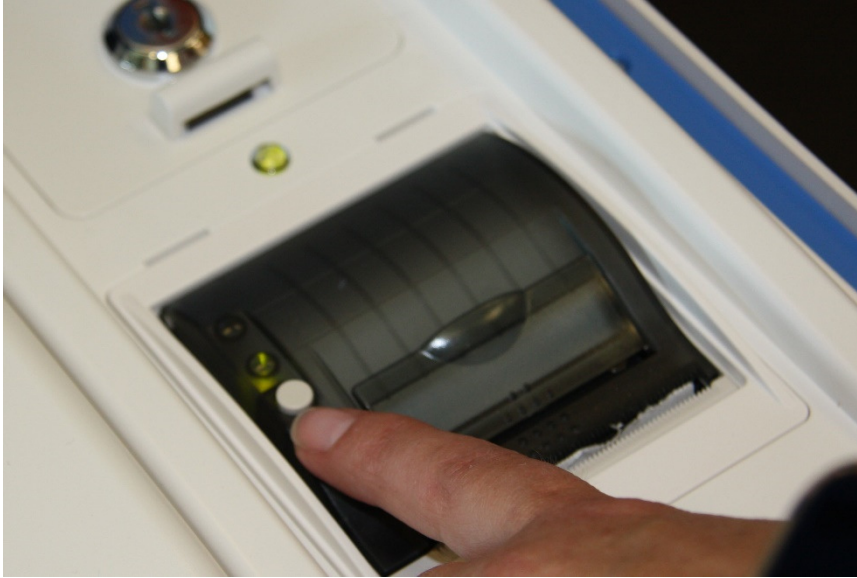
☐   The printer is now ready to be used.

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eRoster Clerk

Setup

☐ Cut blue seal on case with the wire cutters, located in the Stationary Kit in the Black Bag.

☐ 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 <u>bottom </u>of tablet then into surge protector provided.

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☐   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.   It will automatically connect to the tablet wirelessly – in the upper right corner, there will be a green cloud icon.

☐   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.
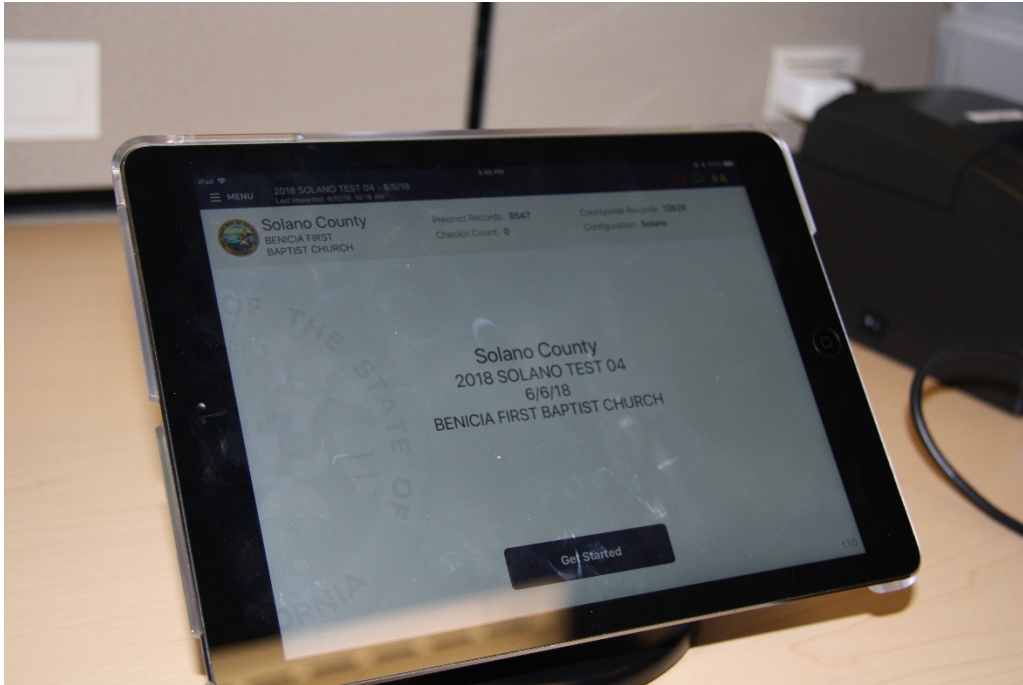
☐ To confirm no voters are checked in, look at the check-in count on the main screen.
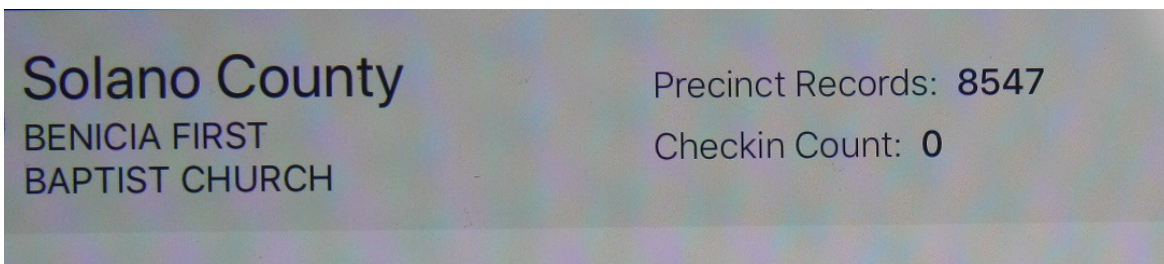
Verify that the **Checkin Count** is zero. If not, call 707-784-3375. Tap **OK.**

☐ Tap **the printer image** at the upper right-hand corner and press print test receipt to print a test ticket.
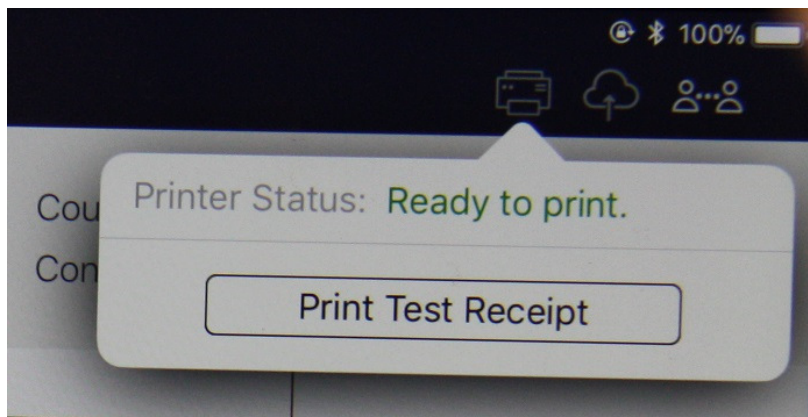
☐ A short TEST TICKET prints. You can discard the test ticket once printer functionality is verified. If ticket does not print, call 707-784-3375.

☐ 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:

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 name

☐   Click on Search button.

New information for the 2020 Primary Election:

Processing No Party Preference Voters

Voters who registered as no party preference, unaffiliated, or with a non-qualified minor party have 4 choices for voting at a polling place as shown below.

Note: If a voter does not want to utilize any of these options, the voter will have to re-register to get their party information corrected and vote a provisional ballot.

☐ When voter is shown as NPP, direct his or her attention to the flyer on the table next to the tablet while stating:

"As a No Party Preference voter you have four (4) ballots to choose from. Please indicate your choice by pointing to the colored seal that matches the ballot you wish to receive today?

☐ Select the Voter's party choice on the "Party Selection" Screen

≡ MENU   Solano 2020 Presidential Primary – REV04 – 03/03/2020
          Last Imported: 01/04/2020, 12:53:02

Solano County Testing
CALVARY COMMUNITY CHURCH | **PARTY SELECTION**   [GO BACK]   [ACCEPT]

| American Independent Party – Crossover | | Democratic Party - Crossover |

| Libertarian Party - Crossover | | No Party Preference Ballot |
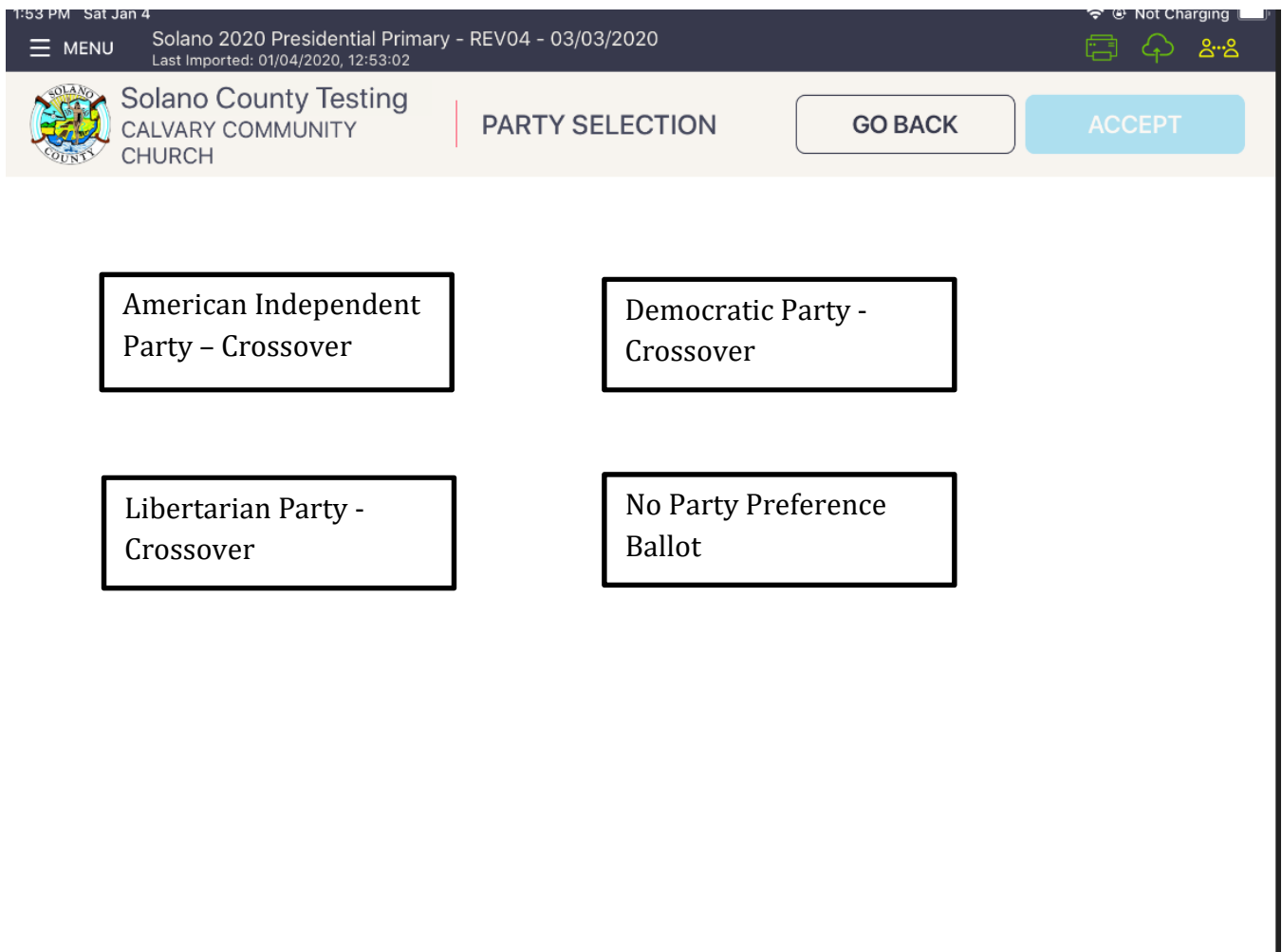
If any voter asks for a ballot he/she is not entitled to receive, tell your Inspector.

Processing a Regular Voter

☐   Look up Voter by searching using their last name and first name and tapping the SEARCH button.
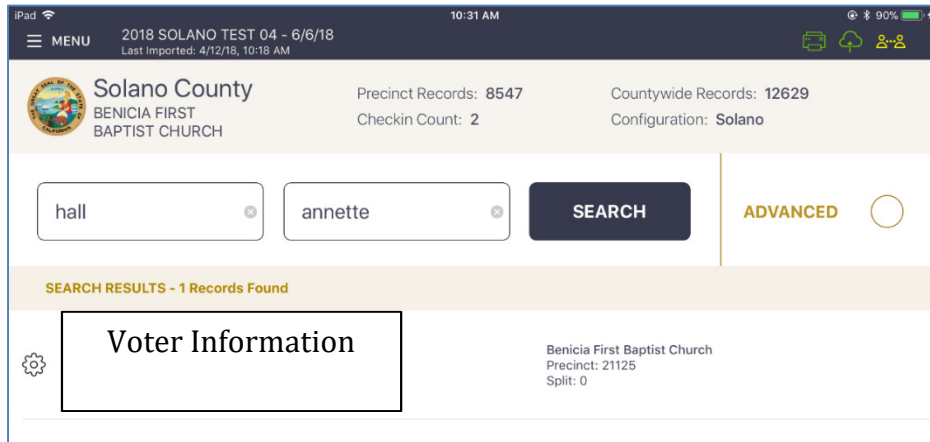
☐   Tap the Voter name.
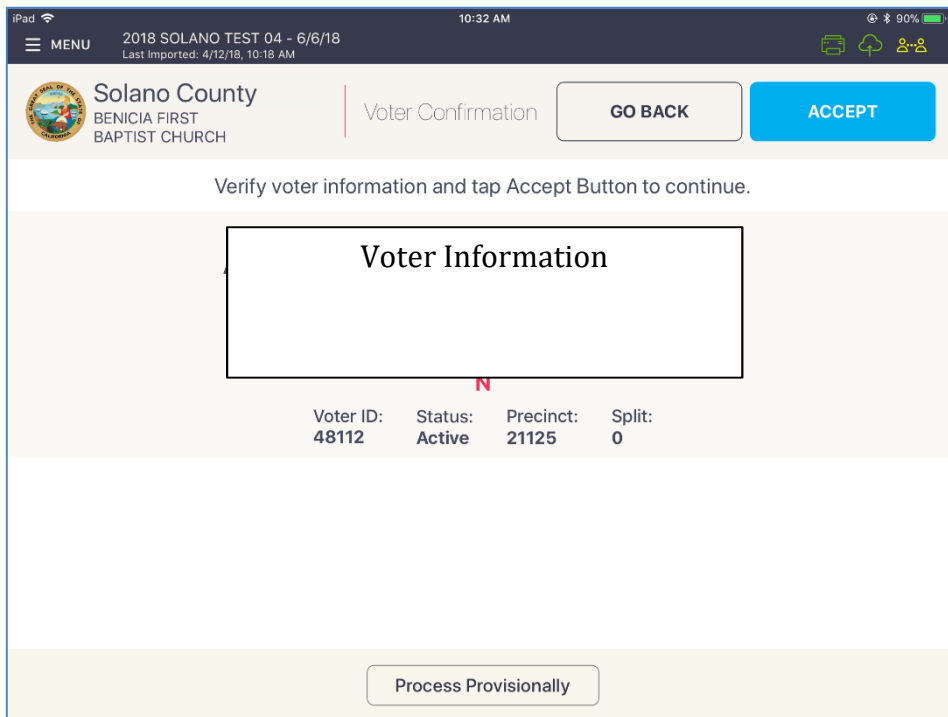
☐ Confirm the Name and Address are correct with the voter. Touch the ACCEPT button in the upper right corner of the screen to move to the Poll Worker Confirmation screen.

☐ Confirm the correct Party Ballot Choice for the voter, then click "Accept".

≡ MENU   Solano 2020 Presidential Primary - REV04 - 03/03/2020
              Last Imported: 01/04/2020, 12:53:02

Solano County Testing
CALVARY COMMUNITY
CHURCH

PARTY SELECTION   GO BACK   ACCEPT

American Independent Party – Crossover	Democratic Party - Crossover

Libertarian Party - Crossover	No Party Preference Ballot
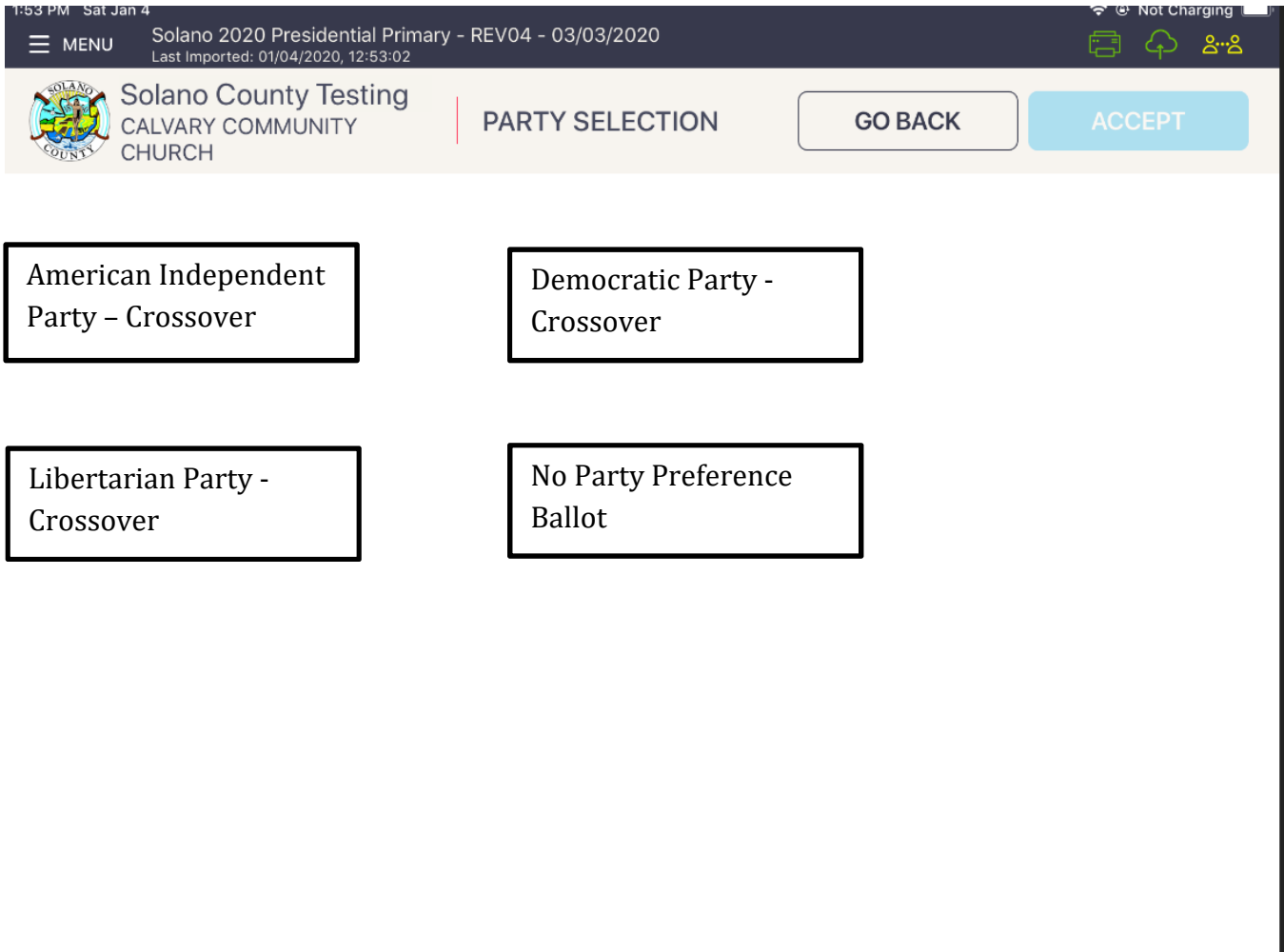
☐ Touch the blue SUBMIT button to mark the voter as voted and print the ticket.
☐ Ensure all voters sign ticket.

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)

Various Voting Scenarios:

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.

☐ Follow screens for party ballot as appropriate, then click on Accept.

☐ Tap the blue ACCEPT button to process the voter and print the ticket.
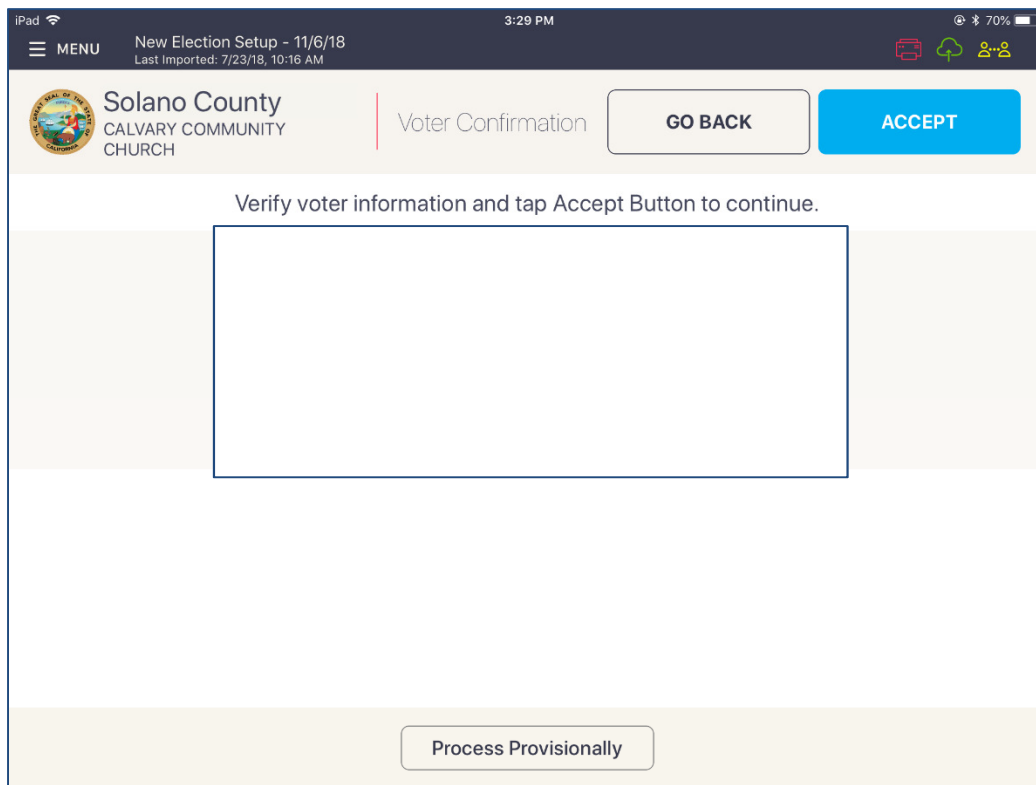
☐ Have voter sign ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

Processing Regular Voters - ID Required

☐   Look up Voter by using a portion of the voter's Last Name and First Name and touching the SEARCH button.

☐   Tap voter name

If the voter **shows the correct ID**, is in the **correct polling place** and is **not a vote-by-mail voter**:

☐   Tap SHOWED CORRECT ID

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

☐   Tap ACCEPT
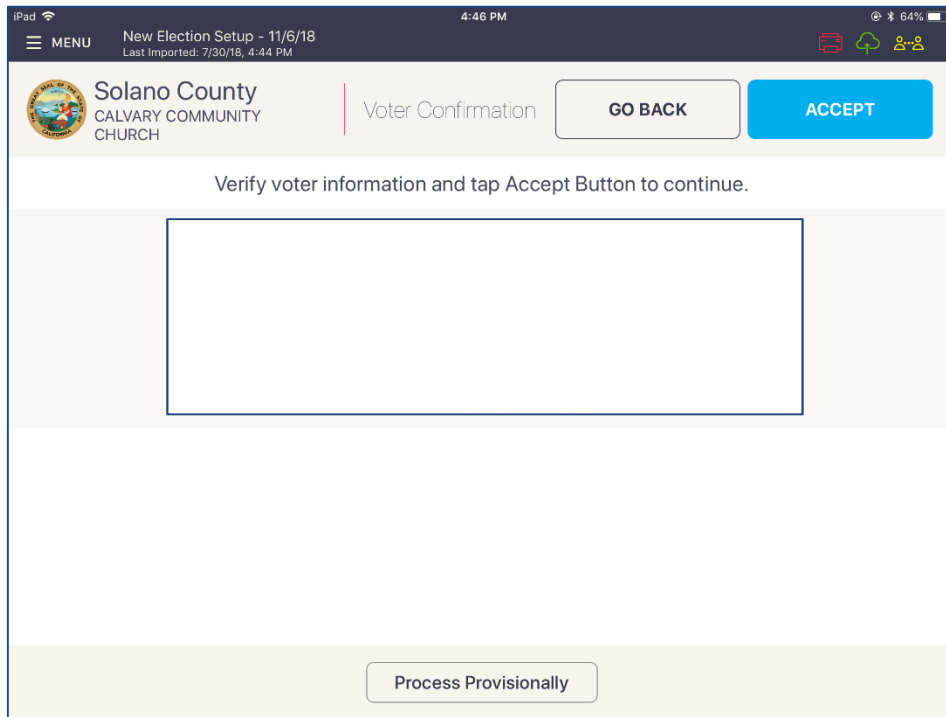
☐   Follow screens for party ballot as appropriate, then click on Accept.

☐ Tap SUBMIT to process the voter.
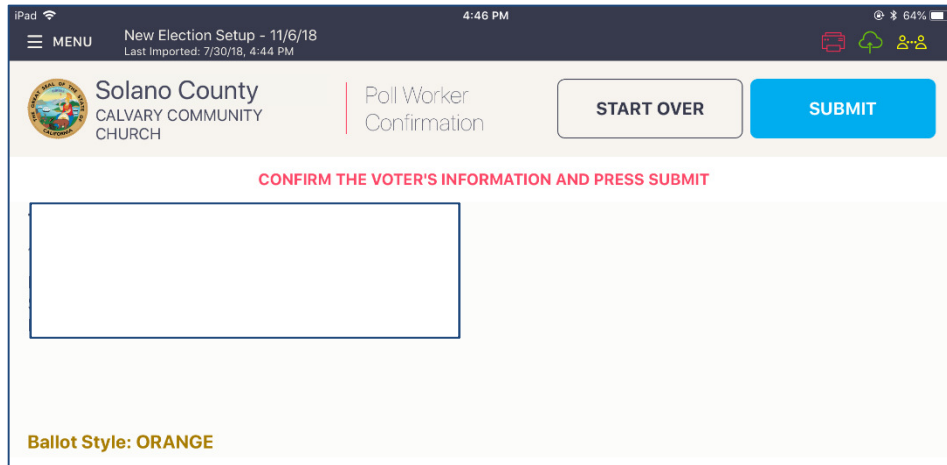
☐ Record the type of ID that the voter showed in the Poll Worker Notes area (See below for list of approved IDs)

- 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 2018)

- 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 Was Issued a VBM Ballot

– use this process whether the voter surrenders a ballot or not-

☐ Look up Voter by using a portion of the voters Last Name and First Name and touching the SEARCH button.
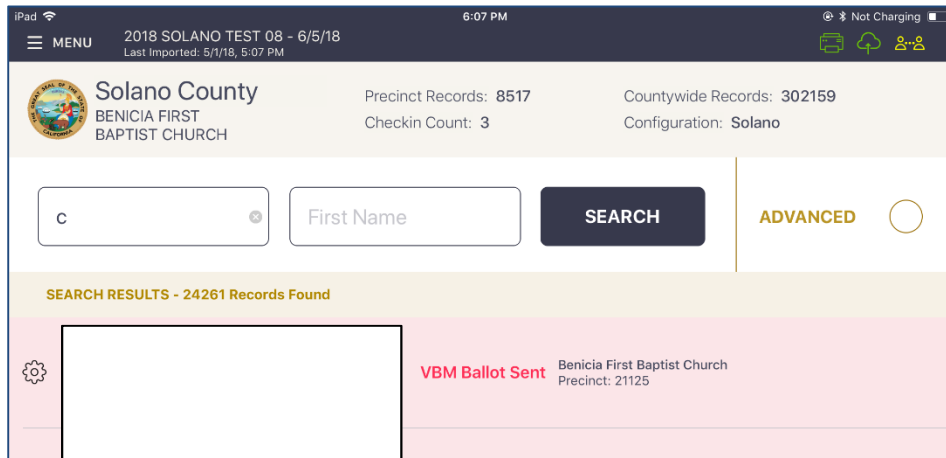
☐ Tap voter name to open their record.

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.

> If the voter does not have the ballot to surrender, just follow the onscreen prompts to allow the voter to vote. Due to recent law and technology changes a voter does not have to surrender a ballot to vote at a polling place!

☐ Touch the BALLOT SURRENDERED button to indicate that the voter has surrendered their VBM ballot.
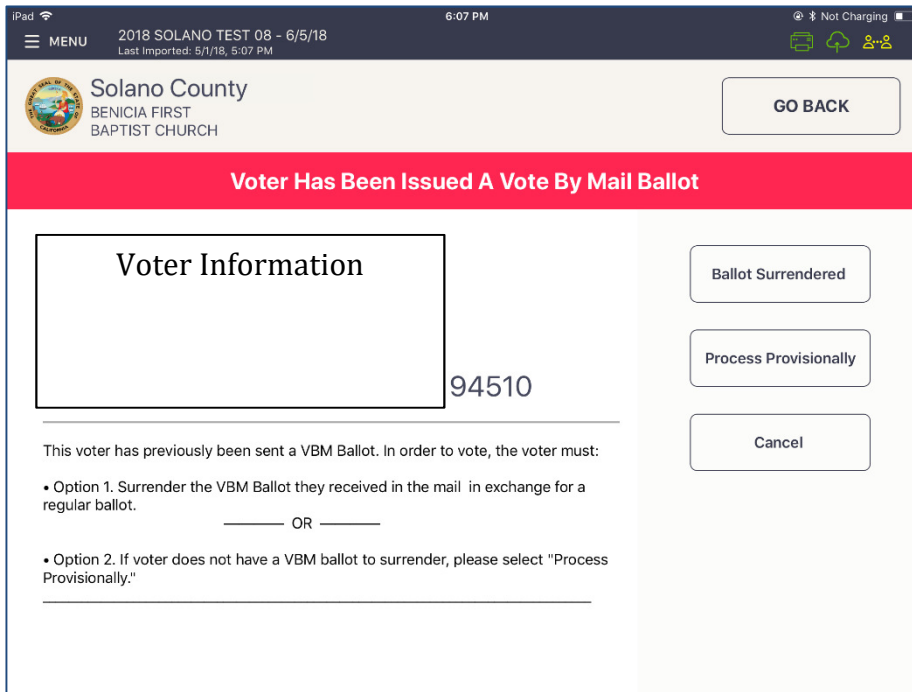
☐ Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen.
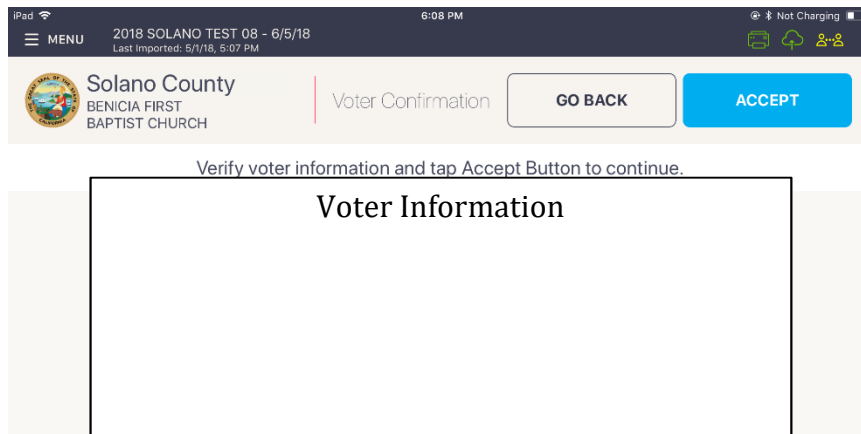
☐   Follow screens for party ballot as appropriate, then click on Accept.

☐   Touch the blue SUBMIT button to process the voter and print the voter ticket.
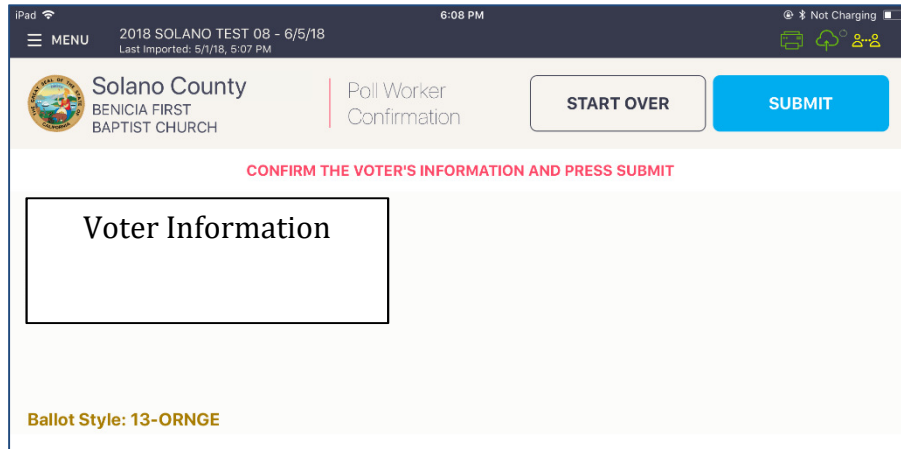
☐   Have the voter sign the ticket and direct the voter to the Ballot Clerk matching the precinct and color shown on the voter's ticket.

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.

Voter is at the wrong location

☐   The eRoster shows the voter's correct poll location
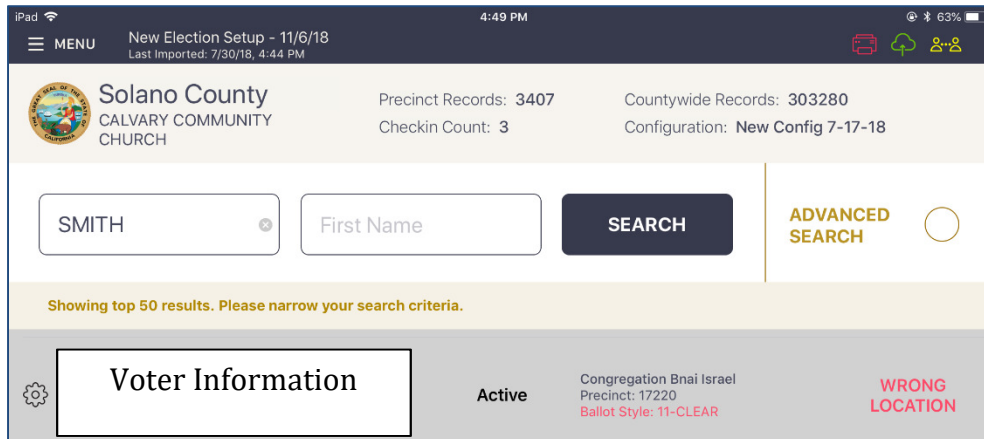
☐   Inform the voter of their option to go to the correct poll location or vote a regular ballot issued by the Provisional Clerk / Touch Writer

If the voter wants to vote at your location:

☐   Tap on the voter's name to open their record. Press "Allow Voter to Vote" Button,

enter password **0320** and
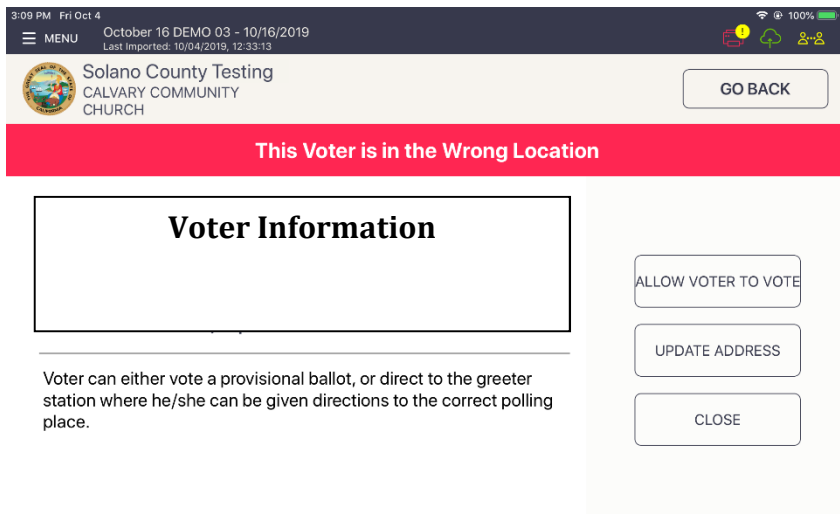
☐   Verify the voter's information and the tap on the blue ACCEPT button.

☐   Follow screens for party ballot as appropriate, then click on Accept.

☐   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 to have a ballot printed from the Touch Writer.

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Processing Provisional Voters - ID Required

☐ Look up Voter by using a portion of the voter's Last Name and First Name and touching the SEARCH button.

If the voter is **DOES NOT have an ID to show or shows an incorrect ID**, is in the **correct polling place** and is **not a vote-by-mail voter**:

☐ Confirm the Voter's information and touch either the NO ID button or the WRONG ID button.

☐   You will be directed to the Voter Confirmation screen. You should see the PROVISIONAL banner across the top. Push the blue ACCEPT button at the top of the screen.
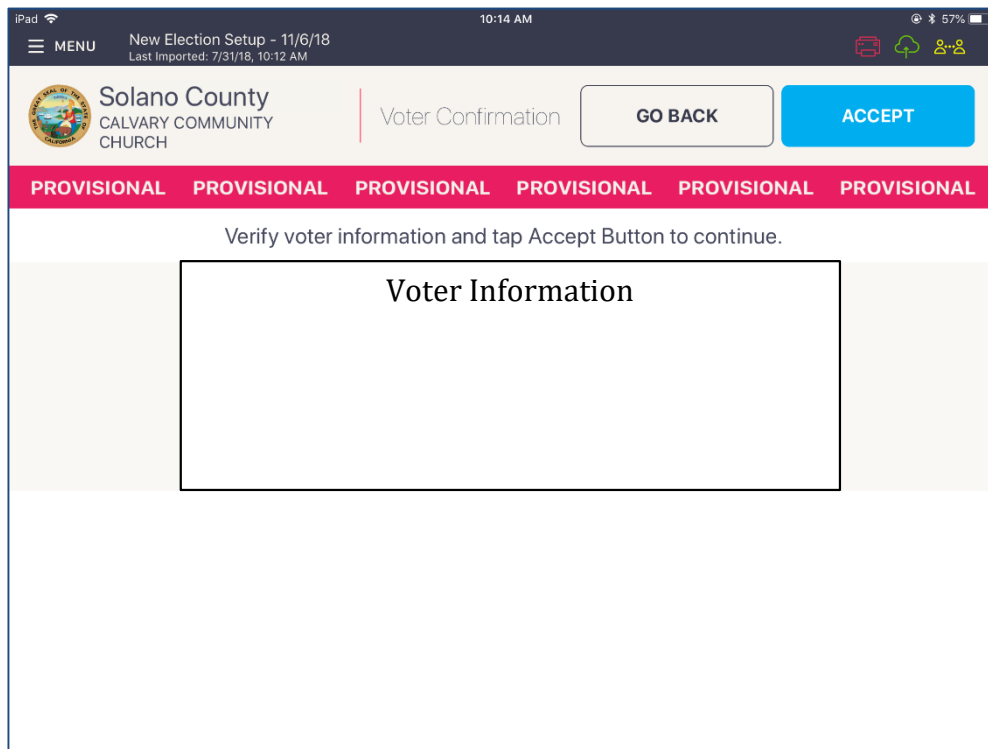
☐   Confirm the Voter's information is correct and push the blue ACCEPT button.
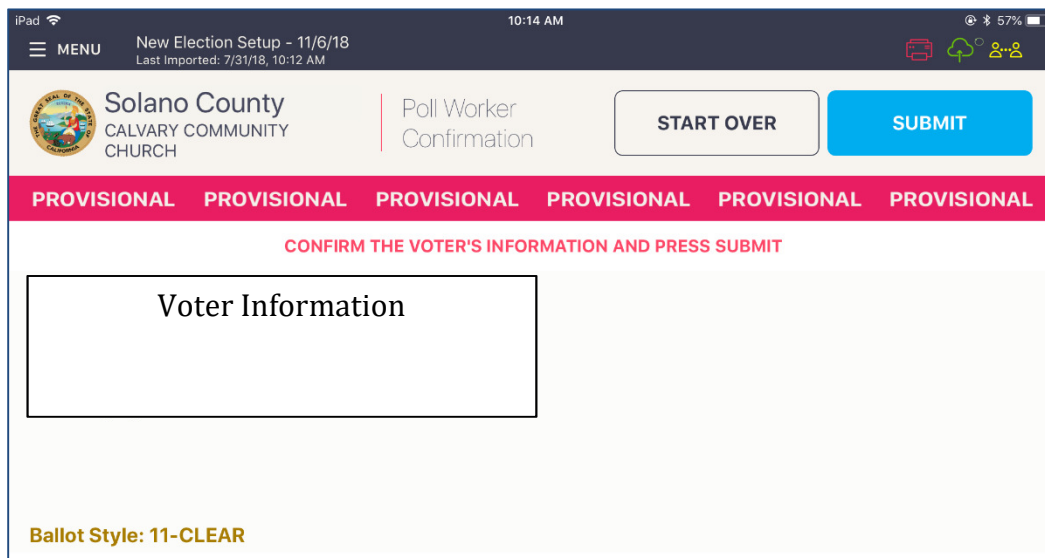
☐   The ticket will print. Have the voter sign the ticket in front of you and then direct them to the Provisional clerk.

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Voter Not Found in eRoster

> You can either add a voter to a roster electronically (NEW), or you can manually have the voter complete the provisional envelope. Please use your judgement during the day if one process is faster than anther to avoid long lines – both methods are shown below.

Voter Not Found in eRoster – ELECTRONIC FORM

☐   If you are unable to locate the voter in the database, click on Register on the screen. Complete the information with the voter, insert the printout into the sleeve on the envelope.

☐   After searching for the voter unsuccessfully, click on the register button at the top of the screen.

☐ Complete the onscreen prompts with the voter – there are a total of 4 screens to complete:

1) Voter Eligibility:

2:21 PM   Sat Jan 4   📶 ⊛ Not Charging ▭

❮ Previous Step   **Eligibility Verification**   ✕

  ━━━ ⬭ ⬭ ⬭   **Next**
   1   2   3   4

Ask the Voter
Are you a U.S. Citizen and resident of California?

[Yes]   [No]

Ask the Voter
Will you be 18 or older by election day?

[Yes]   [No]

2) Voter Information

2:22 PM   Sat Jan 4   📶 ⊛ Not Charging ▭

❮ Previous Step   **Election Day Registration**   ✕

SCAN BARCODE   ━━━ ━━━ ⬭ ⬭   **Next**
                      1   2   3   4

Enter Voter Information

JOE   VOTER

First Name *   Middle Name   **Last Name ***   Suffix

01/04/1977   ⌄ Democratic   ⌄

Dob *   Gender   Party

Email   Phone Number

                                          * Indicates a required field

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3) Voter Address:

❮ Previous Step   Voter Address   **✕**

ADDRESS TYPE ∨   ▬▬ ▬▬ ▬▬ ◯   **Next**
                              1   2   3   4

Enter the voter's residential address

100   1ST ST

House #   Suffix   Pre Direction   Street Name   Street Type   Post Direction

          ∨   BENICIA   CA   94510

Unit Type   Unit Number   City   State   Zip

   CLEAR FORM   **Is the voter's mail delivered to the address above? ***   **YES**   **NO**

                                                              * Indicates a required field

4) Additional Information:

❮ Previous Step   Additional Information   **✕**

                           ▬▬ ▬▬ ▬▬ ▬▬ ▬▬   **Submit**
                            1   2   3   4   5

                                                                               ∨

Ethnicity

                                                                               ∨

Language Preference

                                                                               ∨

Would you like to receive election information via e-mail or text?

I want my voting materials in an accessible format.   **YES**   **NO**

I want to get my ballot by mail before the election.   **YES**   NO

Are you interested in working as an Election Judge?   **YES**   NO

Is your Daytime Phone a Cell Phone?   **YES**   NO

                                                              * Indicates a required field

☐   Once completed you will see the voter has been added, and then the normal provisional
process will appear:
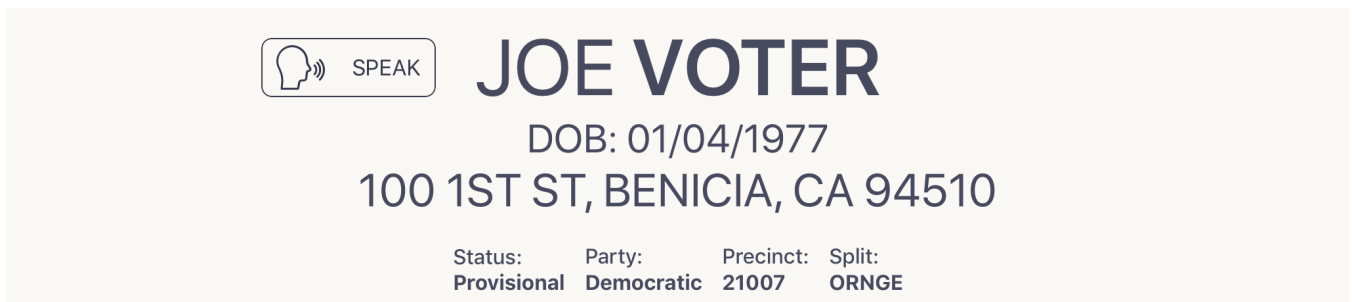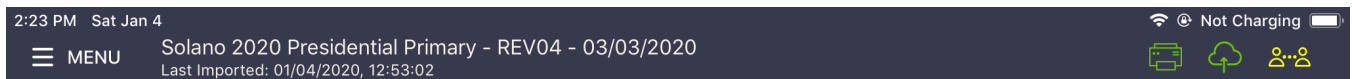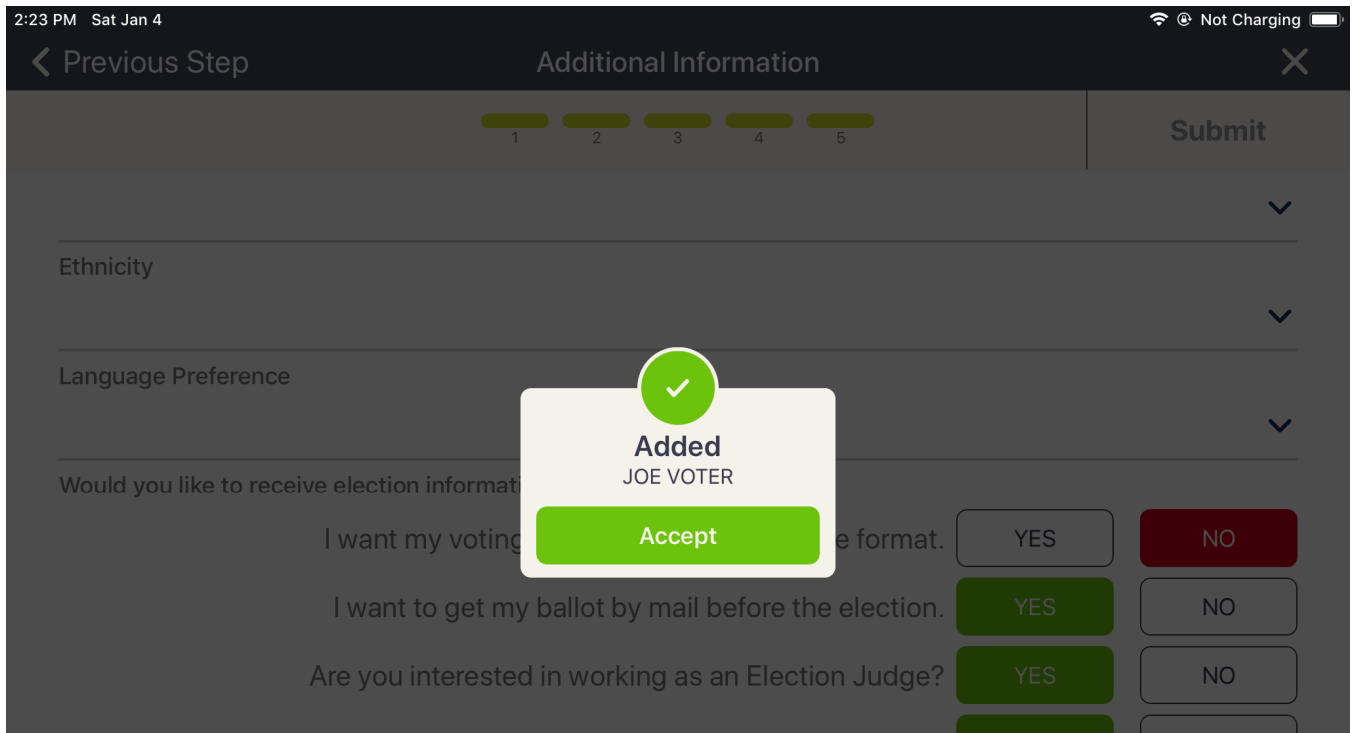
☐   Place the Ticket inside the sleeve on the provisional envelope and direct the voter to the
Provisional Clerk.

Voter Not Found in eRoster – PAPER FORM

☐   Alternatively, you can hand the voter a provisional envelope and direct the voter to the Provisional Clerk to print out a Provisional Ballot using the Touch Writer.

Closing the polls

☐   At 8PM the Inspector announces, "The polls are now closed".

☐   Wait for last voter to exit.

☐   Only one eRoster Clerk should provide the number of Check-ins:

- Tap Menu Button
- Tap Summary Report
- **Enter** the password: know
- Tap the "Check-ins" option

☐   Enter the number of Check-Ins on the eRoster on Line 1 of Ballot Statement.

☐   Enter the number of signatures from Back-up Paper Roster, if any, on Line 2 of Ballot Statement.

☐   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.

ERoster Troubleshooting Guide

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
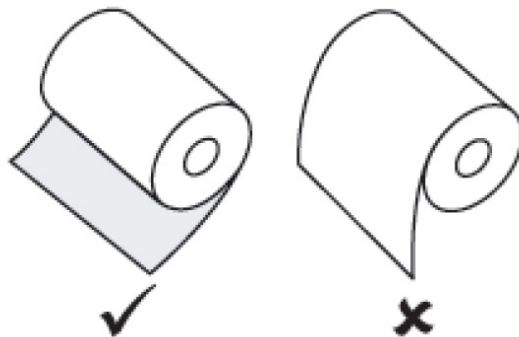
☐ Pull a short length of paper out of the printer and then press the center of the paper cover to close the cover.
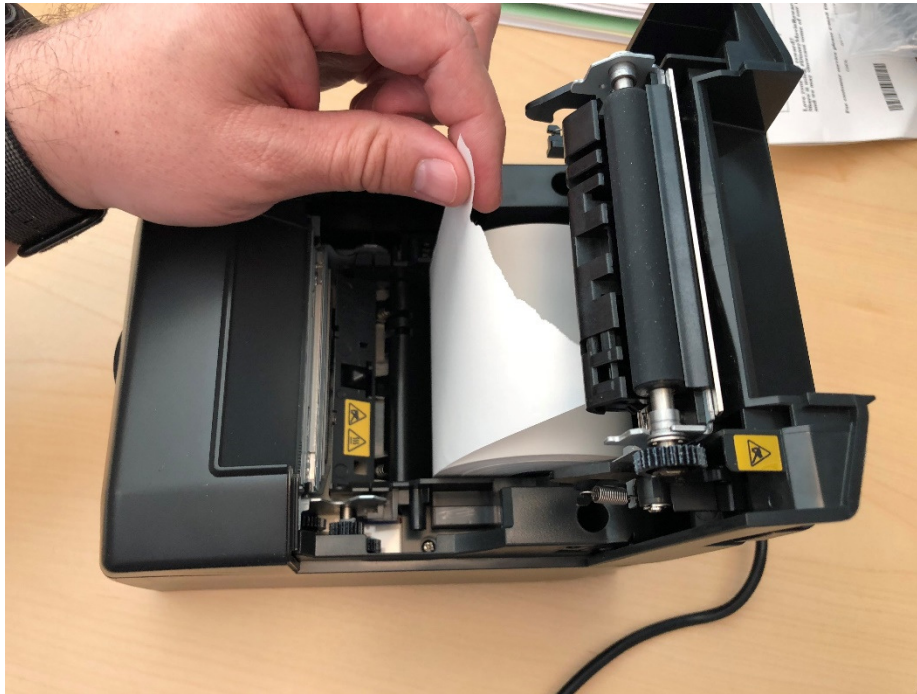
What to do if you check in wrong voter:

☐ Call the eRoster support line at 707-784-3361 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 0320 and then touch the DONE button.
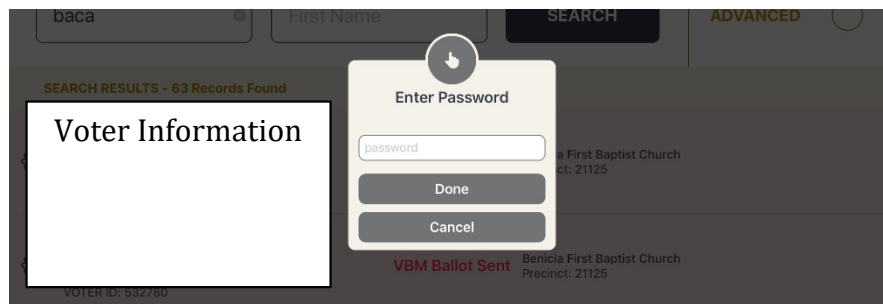
☐ Touch the REPRINT CHECKIN TRANSACTION button to reprint the voter ticket.

| Mark Voter Absentee ⌄ | Allow Voter to Vote | Reprint Checkin Transaction |
| Cancel Voter Checkin | Spoil Ballot | |
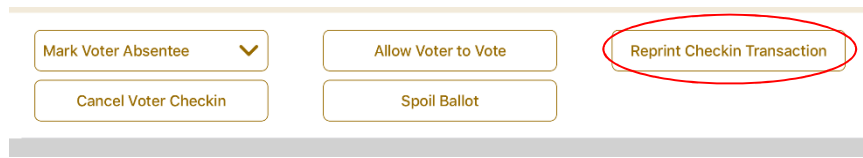
☐ Use the appropriate emergency ticket. There is an emergency ticket to replace the "Voter Ticket" and an emergency ticket to replace the "Provisional" ticket.

☐ Fill out all the voter's information on the emergency ticket and have them sign it.

☐ Direct the voter to 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 707-784-3361.

What to do if the voter is marked as already voted

☐ Call the eRoster support line at 707-784-3361 and a technician will assist you in resolving the problem.

What to do if the 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 707-784-3045 for guidance.

What to do if the voter insists they did not request a VBM Ballot

☐ Inform your Inspector of the situation. He or she will contact the Registrar of Voters at 707-784-6675 for guidance.

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Ballot Clerk

Setup

☐   Open the Ballot Clerk supply bag located in the Black 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.
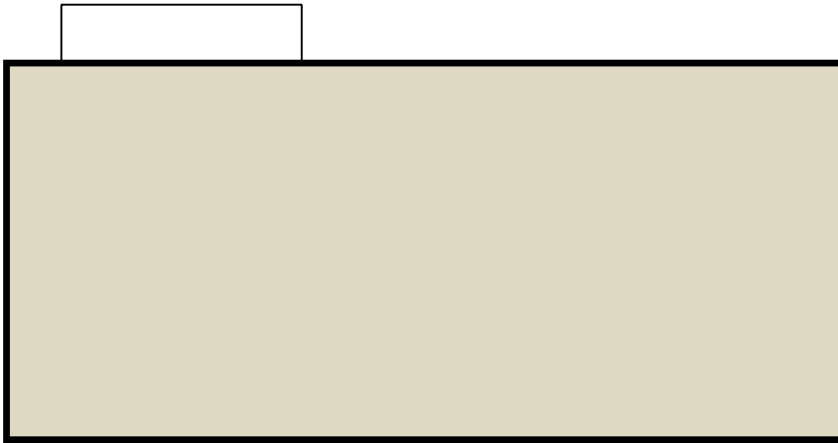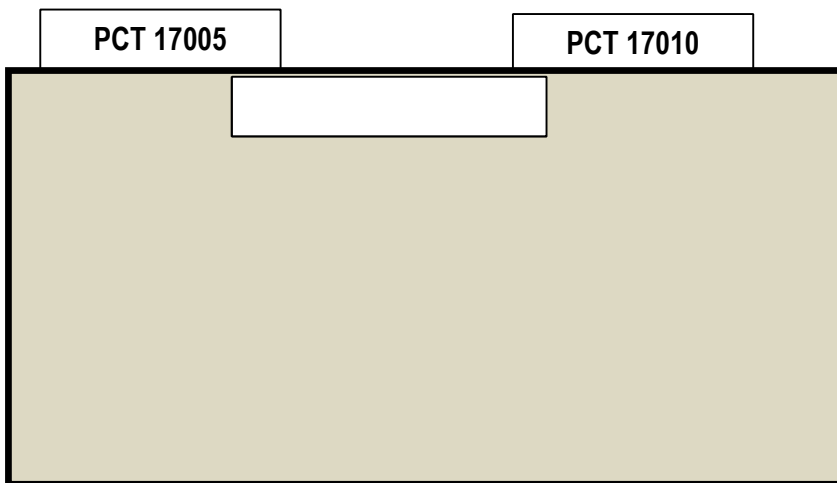
☐   Place the following supplies on each table

PCT 17005   **PCT 17010**

☐   Help set up voting booths.

☐   Help post signs, maps, and notices inside and outside polling place.

☐   Sign forms the Inspector asks you to sign.

☐   Have the Blue eRoster Tickets Bag and Red Bag open and empty for the first voter.

Opening the Polls

☐ At 7:00 A.M., the Inspector announces, "The polls are now open."

☐ When the first voter arrives, show him/her the empty Blue eRoster Ticket Bag and the Red Bag.

☐ After the voter looks inside, remove the seal placed inside the clear window of the Blue eRoster Ticket Bag and seal the bag. Get a new seal from the Inspector for the Red Bag.

☐ Give the Inspector the seal numbers on the bags.

Processing Voters

☐ Verify each ticket is labeled **Voter Roster Ticket** and is **signed.** If the ticket says Provisional, send the voter to the Provisional Clerk table.

☐ Look on the bottom of the voter ticket for the Ballot Type (BT) and color. This should match the BT # and color on the ballot that you give to the voter.

☐ Drop all signed "Voter Roster Tickets" in the Blue eRoster Ticket Bag.

☐ Tear off the ballot

☐ Place the ballot in a secrecy sleeve with a pen to create the ballot packet

☐ 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 box 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).

Address:

Status: ACTIVE
Precinct: BENICIA 21125
Voter ID: 136452

Poll Place: BENICIA FIRST
BAPTIST CHURCH
             1055 SOUTHAMPTON ROAD

_____

Voter Signature

_____

Voter Signature if different surname
(CA EC14218)

Provisional Reason:

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Issuing Replacement Ballots

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

☐ Take the ballot and verify that it is the same ballot type you are issuing. If not, direct voter to correct Ballot Clerk.

☐ Write SPOILED across the face of the ballot to void the ballot.

☐ Place the 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 <u>replacement</u> ballots a voter can receive is 2 (two). Offer to help the voter prior to them reaching the maximum number.

Closing the Polls

☐ At 8PM 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 Label #5**.

☐ Place the unused precinct ballots inside **Bag #5**.

☐ One Ballot Clerk breaks the seal on the Red Bag to remove and sort items inside.

☐ Give the broken seal to Inspector.

☐ Count the number of spoiled precinct ballots and enter the 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 the 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 eRoster Ticket 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.
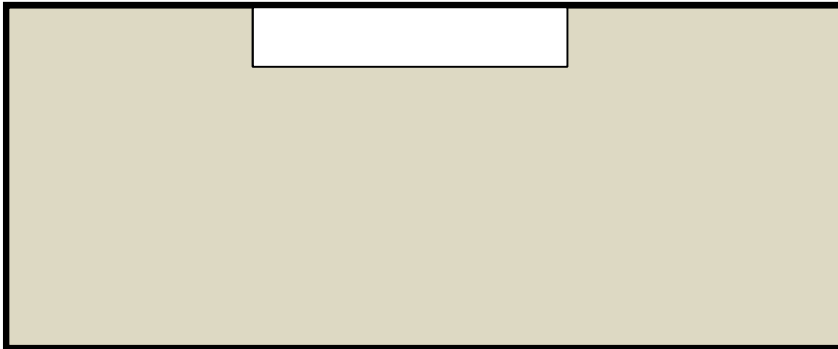
☐ Place the following supplies on the table:

☐ 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.

☐ Set up Touch Writer, touch writer table, and printer (see following pages for step by step instructions).

Setting -up Touch Writer table and Touch Writer

☐   Get Voting Equipment keys (on Purple Lanyard) from Inspector

☐   Locate the Touch Writer table. Open bag and remove table, legs and privacy screens from bag. Set up of the Touch Writer requires two people.

☐   Remove bungees holding legs to table
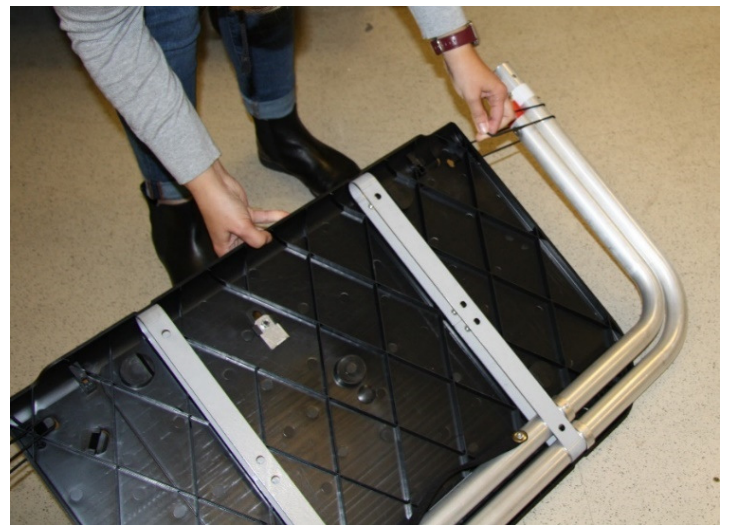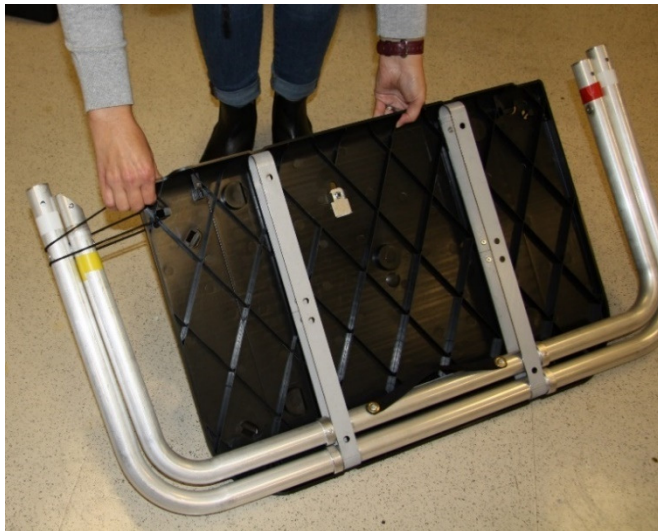
☐   Lay table flat on a flat surface, lift legs up and move legs with handle in direction of arrow to other end of table.
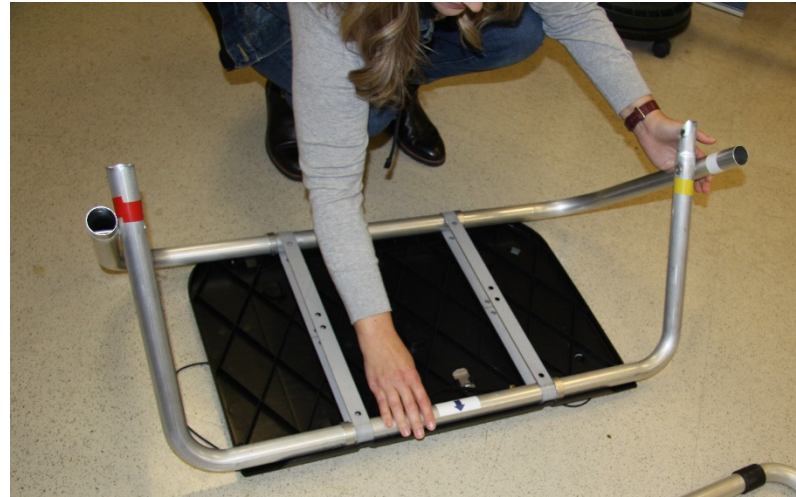
☐   Insert short table legs with white tape to white tape on table legs.
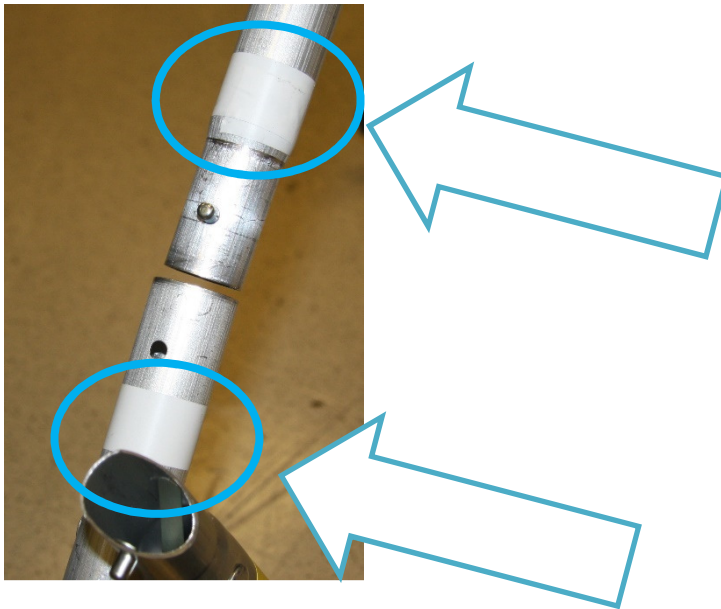
☐   Insert "U" shaped table leg, red tape to red tape and yellow tape to yellow tape.
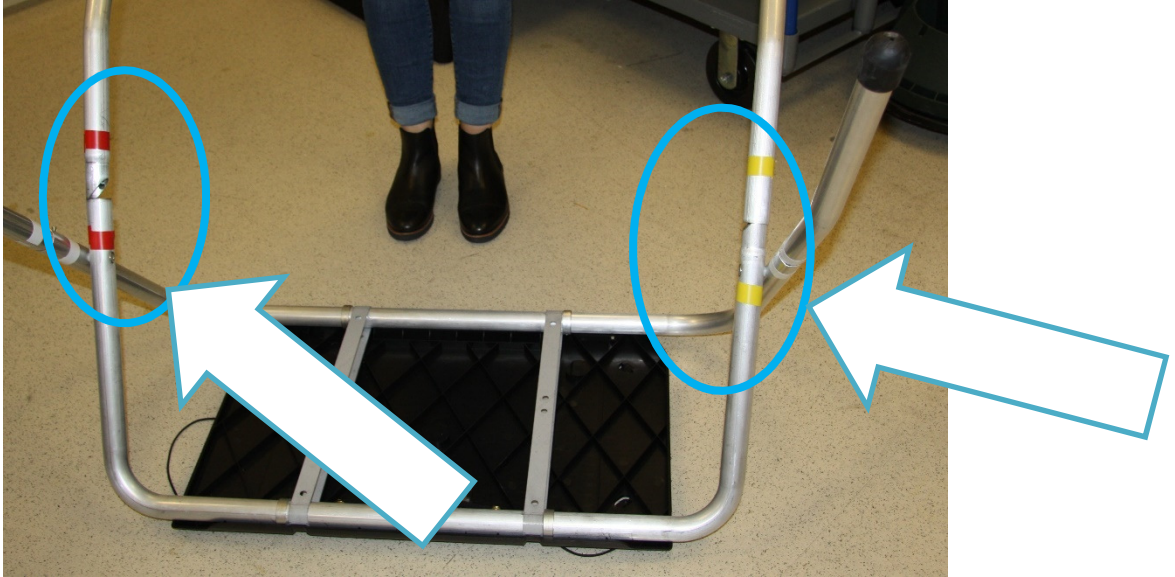
☐   Flip table over onto legs .

☐ Set up the Touch Writer table and Touch Writer near the caddy with the UPS inside. Place the Touch Writer on the table, lining up the feet with the indentations on the table, and lock into place with metal tab under table; push tab to back of table to lock Touch Writer in place. Pull up on Touch Writer to check that it is locked onto the table.

☐ Place the Touch Writer table where there is 5 feet clearance. Use the Blue 5-foot string to ensure proper placement of the Touch Writer. There must be 5-feet of clearance around the Touch Writer to allow a voter in a wheelchair to have access.

☐   Orient the Touch Writer so a voter can easily access the front of the Touch Writer
Note that the bar on the legs is in the back.

☐   Unlock and open Touch Writer (orange key)

☐   Open storage compartment
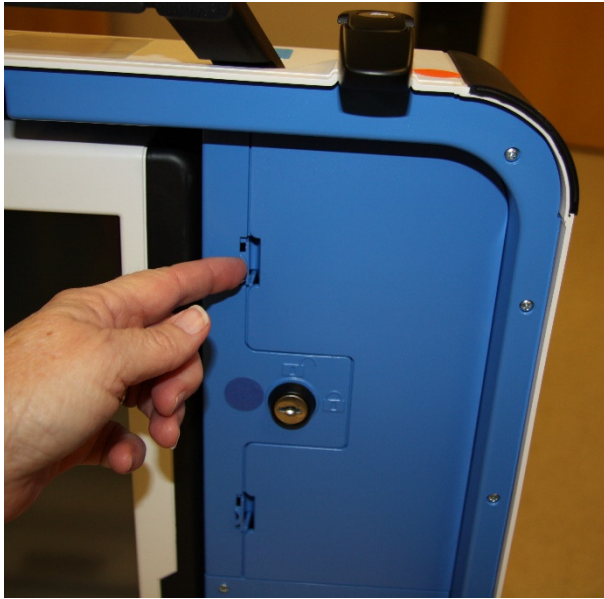
☐   Remove power brick and cord from storage compartment, replace storage compartment cover, then close lid of scanner.

☐   Plug power cord into brick, then plug power connector into back of Touch Writer, flat side up. You will hear and feel a soft click when inserting the plug into the back of the Touch Writer. Do not plug the Touch Writer into the wall yet.

☐   Open Touch Writer case and lock lid brace into place.
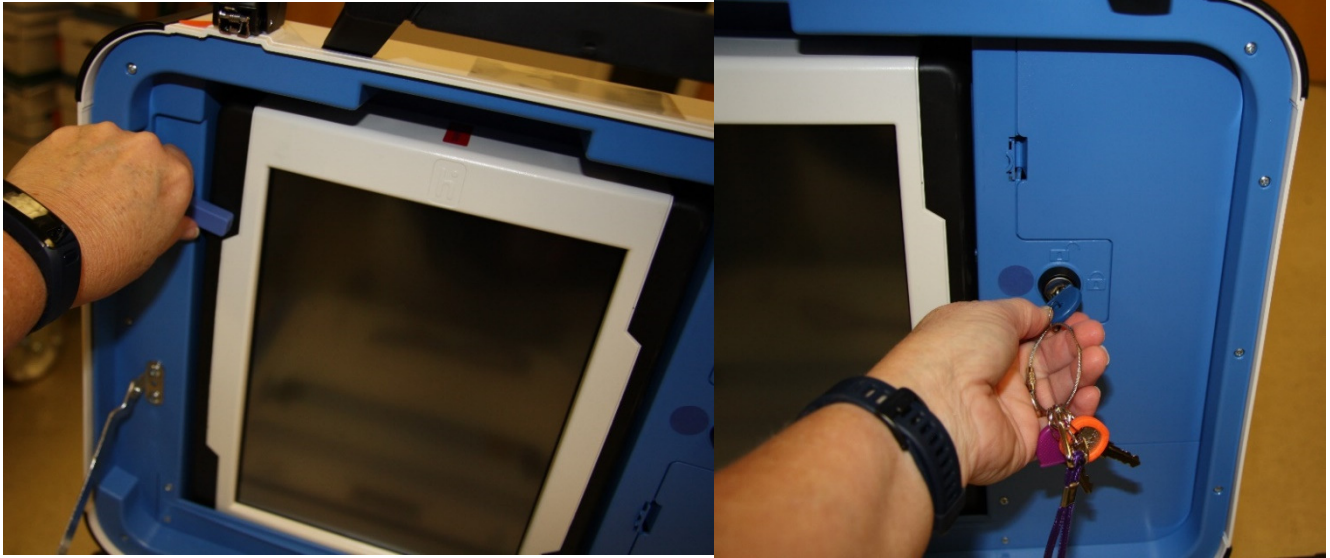
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☐ Unlock, unlatch and remove tablet

☐ Seat the tablet firmly in the cradle with two hands, tilt back, and using the blue key, lock it in place.
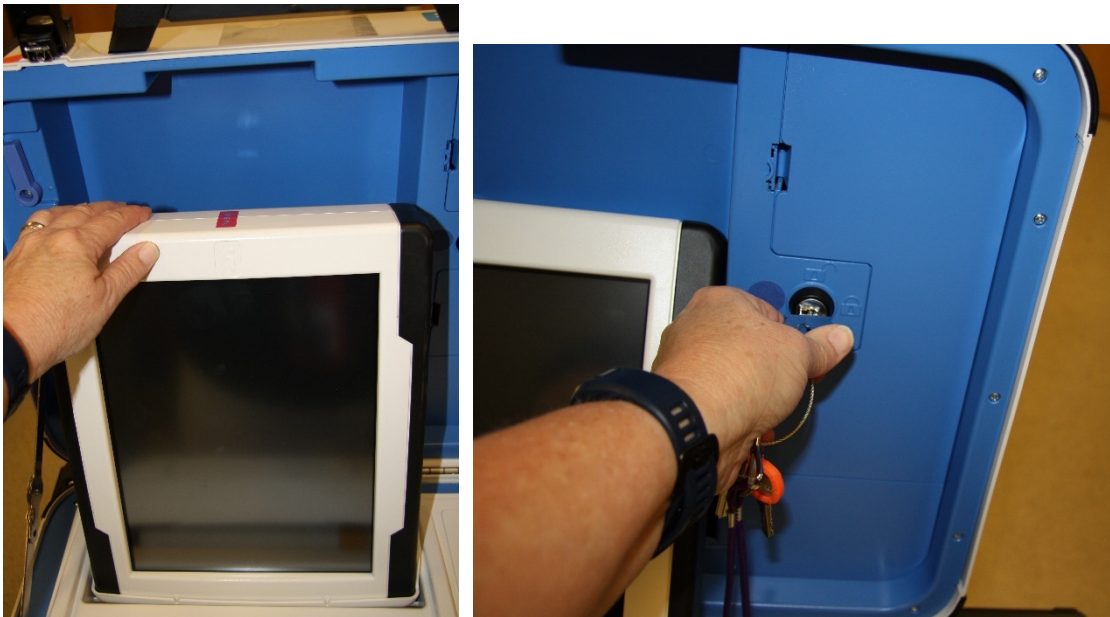
☐ Verify that the v drive cover is sealed with number on security log. This seal **will not** be removed. If it does not match, notify the Inspector who will contact the Registrar of Voters Office at 707-784-3375.

☐ Plug the Touch Writer power cord into a wall outlet. A green light will illuminate on the power brick when AC power is present

☐ Install the privacy screens on each side of the Touch Writer.
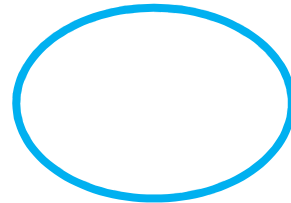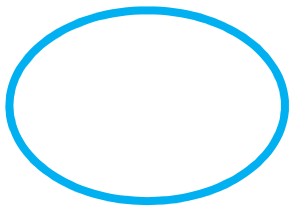
☐ Plug the UPS on the caddy into AC power. The UPS is located on the bottom shelf of the caddy and the plug will be accessible on the back of the caddy. Do not plug the UPS into a power strip. It must be plugged directly into the wall.

Front of UPS

☐ Connect the printer power cable to the back of the UPS by feeding the power cord through the back of the caddy.   **Back of UPS with printer power cord plugged in**

☐ Connect the blue printer cable notch side up to the back of the Touch Writer and turn on the printer.

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☐   Break the seal on the cardboard box with ballot stock inside. Load paper into the printer.

☐   Verify that the display on the printer says Ready to Print

READY TO PRINT
POWER SAVE

☐   Press the red power button on the back of the Touch Writer to power it on

☐ Allow election to load – this will take several minutes and the screen will go dark momentarily. Please be patient.

☐ While waiting, loosen Accessible Controller, remove the headphones from the case and plug into the Accessible Controller.
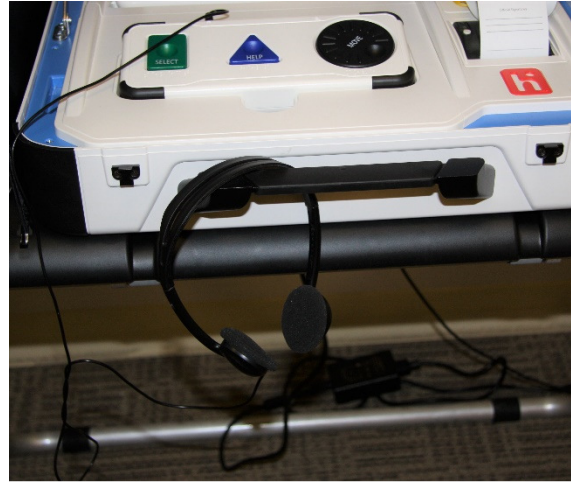
☐ Plug in the blue connector of the bar code scanner into the USB port on the vDrive door of the Touch Writer. Place next to Touch Writer on the Touch Writer table.

☐ A Power On Self-Test report will display briefly on the screen and automatically print. Review for any issues. Leave on printer for now.

☐ The Setting Up Election screen will display.
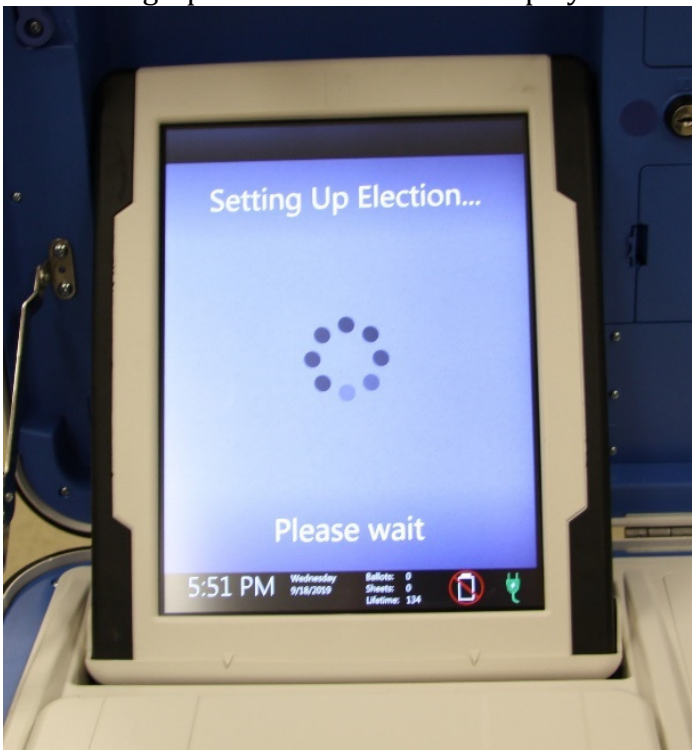
☐ Verify clock is correct in bottom left corner of the screen. Call the Registrar of Voters Office at 707-784-3375 if the date or time is incorrect.

☐ Choose the Zero Report from the menu.

☐   Choose Open the Polls. Enter the Open Polls code **032020**. The Open Polls
    Report will automatically print.

☐   Remove the report from the printer, have two people sign it sign and place in
    Official Returns Pouch. Advance the paper by pressing the gray button twice on
    the printer.
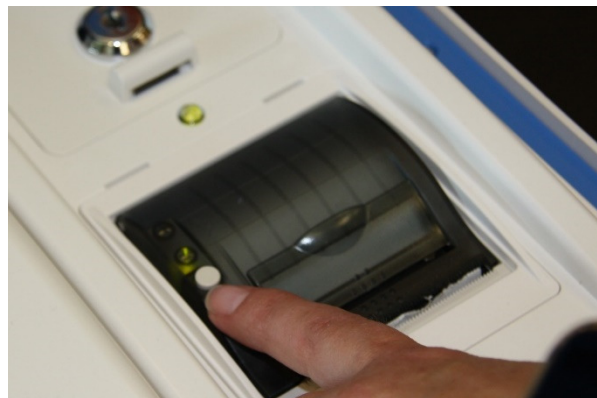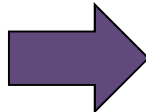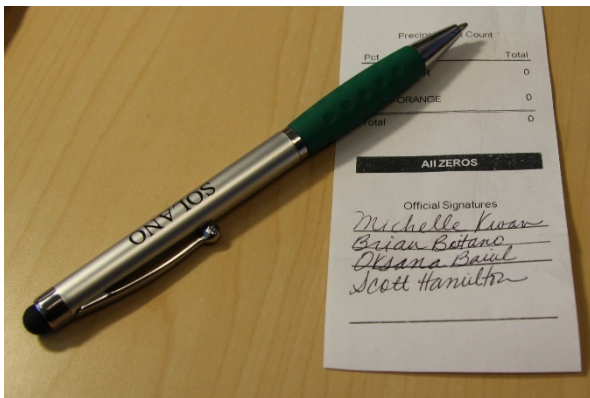
☐   The Touch Writer is now ready for use by voters.

☐   Give keys to Inspector until needed to close the polls.

Opening the Polls

☐   At 7:00 A.M. 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.

Processing Voters Using the Touch Writer

☐   When voters approach the Touch Writer, 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.

☐   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 from the printer and place them into the secrecy sleeve.

☐   Direct the voter to the Ballot Scanner and have them insert the ballots one at a time.

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).

ROBERT FREDERICK CHILDS
Address: 1280 MONTE VISTA
               BENICIA, CA 94510

Status: ACTIVE
Precinct: BENICIA 21035
Voter ID: 484817

Poll Place: BENICIA FIRST
BAPTIST CHURCH
               1055 SOUTHAMPTON ROAD

_____

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 Log.

☐   Look on the bottom of the ticket for the Ballot Type (BT), party and color. This should match the BT #, party and color on the provisional ballot that you will print for the voter.

☐   Check that all tickets have a reason listed.

☐   Insert ticket into sleeve affixed to 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 printed on ticket.

☐   Print a ballot using the Touch Writer.

Follow the on-screen instructions, or scan the barcode at the bottom of the provisional ticket.

☐   Place the ballot and envelope in a pink secrecy sleeve with a pen to create the ballot packet.

☐   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 rectangle 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 Provisional Log.

☐ Place the sealed ballot in the pink bag.

☐ Thank the voter and give the voter an I Voted sticker.

Closing the Polls

☐   At 8PM the Inspector announces, "The polls are now closed."

☐   Wait for last voter to exit.

☐   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 Provisional Log and enter total on the top of form.

☐   Place Provisional Log 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.

☐   Shut down the Touch Writer and printer (see step by step instructions starting on next page).

Shut Down the Touch Writer

☐ Press the Blue Poll Worker button on the back of the Touch Writer.

☐ Select menu at the top of the screen
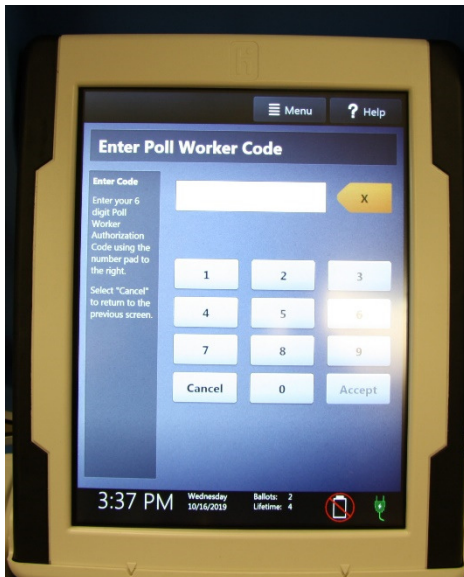
☐ Select Close Polls
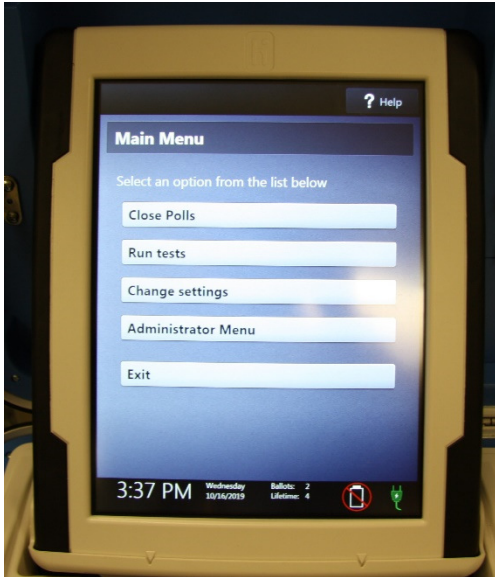
☐ Select Yes, Close the Polls
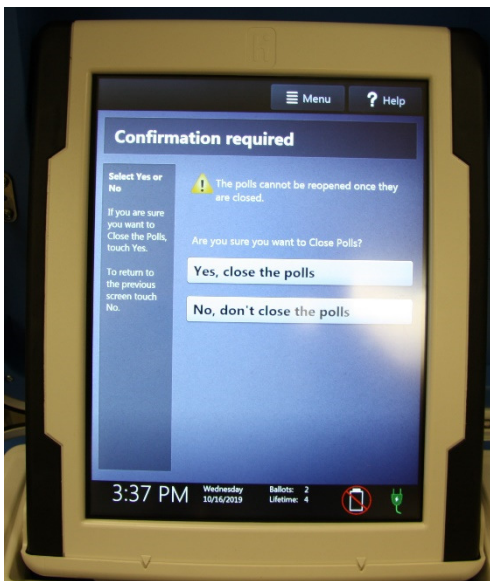
☐   Enter the close polls code **032020** and press Accept. The Close Polls report will print automatically.
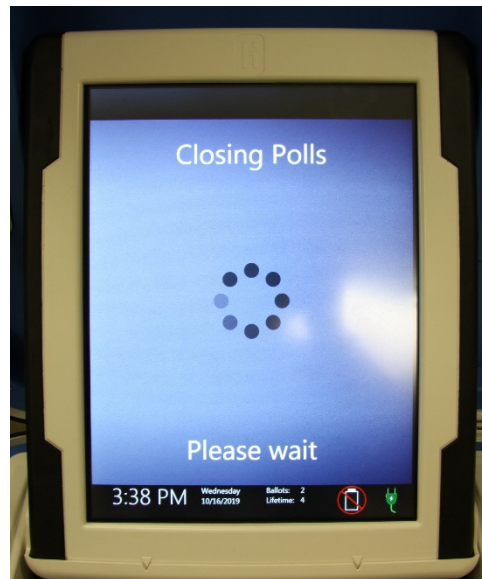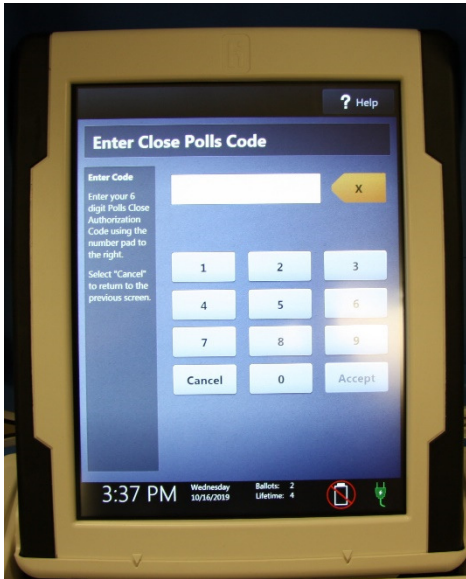
☐   Print the Ballot Count and Summary Reports.
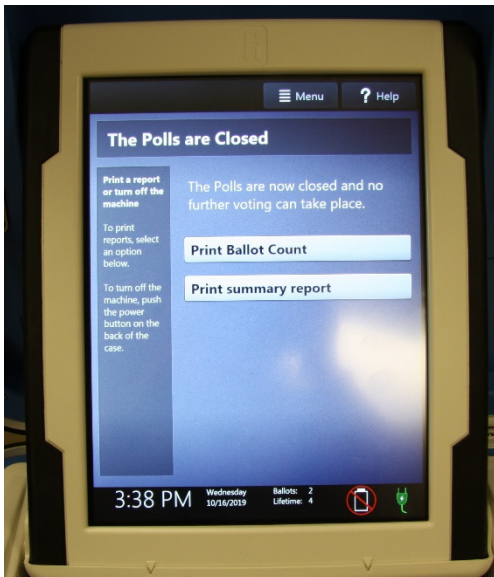
☐   Place the printed reports in the Official Returns Pouch.

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☐   Remove the privacy panels from either side of the Touch Writer and place in the Touch Writer Accessible booth bag.

☐   Press the red power button on the back of the Touch Writer.

☐   When the Touch Writer is completely powered down and displaying a black screen, unlock the tablet.

☐   Using two hands, gently remove the tablet from the cradle and stow in the storage area in the case cover. Move the latch to hold the tablet in place.

☐   Lock the tablet in place with the blue key.

☐ Unplug the Touch Writer from AC power. Separate the power cord from the power brick.

☐ Unplug the power cord from the back of the Touch Writer. **Note that there is a locking sleeve that must be pulled back from plug on back of Touch Writer!** To disconnect the power cord, grasp the cord at the base of the black connector molding and slide back the sleeve. This will unlock the connection so that the cord can be removed.

☐   Remove blue cover from power cord storage compartment, and neatly place cords back inside. Replace blue cover.

☐   Unplug the headphones, place in canvas bag then place into the clear Touch Writer supply bag.

☐ Unplug the bar code scanner and place into the clear Touch Writer supply bag.

☐ Unplug the laser printer from the back of the Touch Writer.

☐ Make sure the Accessible Controller is seated in its cradle.

☐   Loosen lid brace on Touch Writer Cover, and close case.

☐   Using key with orange cover, lock case.

☐   Reaching under the Touch Writer table, pull the metal latch toward you to unlock the Touch Writer from the booth.
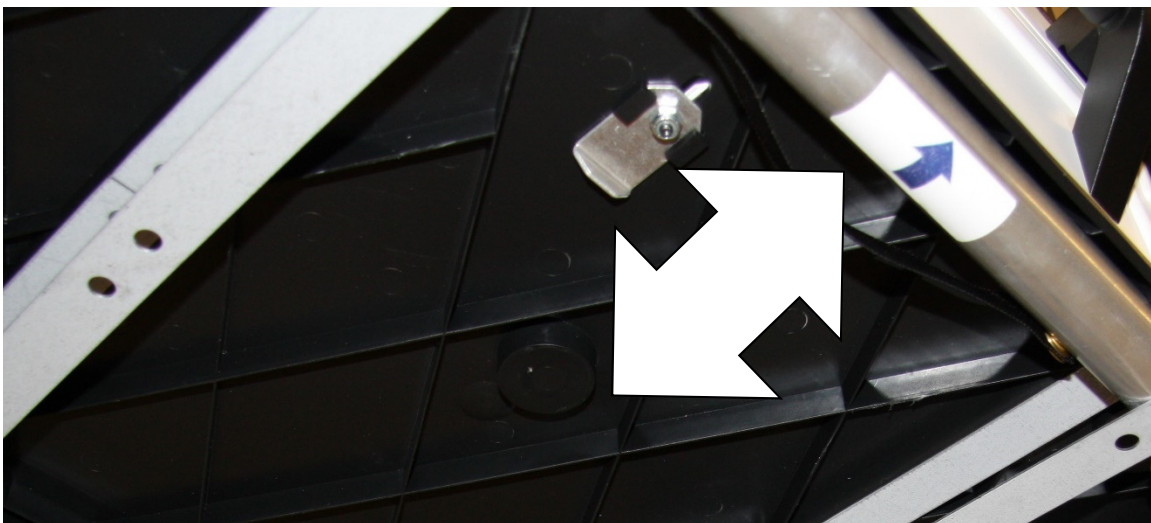
☐ Grasping the handles, lift the Touch Writer up and away from the Touch Writer Table.
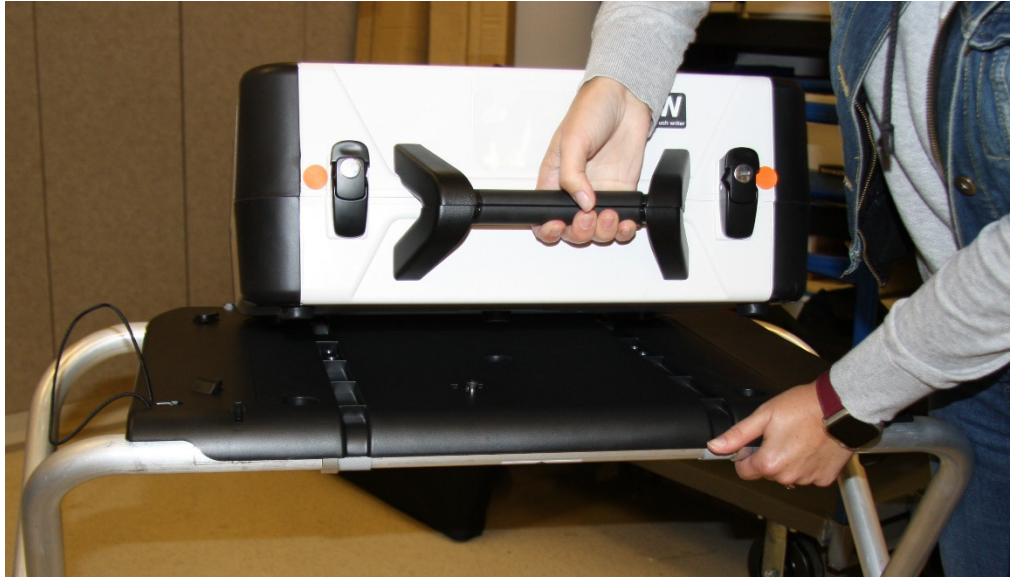
☐ Place the Touch Writer in the Caddy.

☐ Disassemble the Touch Writer table and place it back into the bag. Place bag into caddy.

☐ Turn off laser printer.

☐ Unplug the laser printer from AC power or from the UPS.

☐ If printer is on the small table, place printer with cables still attached back into caddy, neatly coiling cables behind printer. Fold legs on small table and place in caddy.

☐ If printer stayed on the caddy, leave the cables connected to the printer and neatly coil cables behind printer for transportation.

☐ Place keys in the Official Returns Pouch.

☐ Clean up polling place before leaving.

Troubleshooting Guide

Error Message	Probable Cause	Solution
Battery not present	Battery is missing from tablet	Contact ROV Office at 707-784-3375 and Roving Inspector.
Battery power is running low	Touch Writer is running on battery power.	Connect Touch Writer to AC Power. Contact ROV Office at 707-784-3375 and Roving Inspector if power is out at your polling location.
Missing vDrive	vDrive is not present in device	Contact ROV Office at 707-784-3375
No AC Power	Equipment is not plugged in.	Plug equipment into AC Power.
Report printer is printing a long string of numbers	Printer has entered diagnostic mode	Restart the Touch Writer.
Access Controller won't work		Check that the headphones are connected to the left port and other assistive devices to the right port. Restart device if issue persists.
Device won't power on	Battery may be missing or discharged. AC Power is not connected properly	Check AC Power connections Check/replace battery
Headphones do not work	Headphone jack may not be seated properly in device	Check headphones
Printer error (ballot printer)	Printer is off or was turned on after Touch Writer	1) Make sure printer is on, wait 15 seconds and try again. Press Resolve Print Error on screen. 2) Make sure printer is on, disconnect printer cable from back of Touch Writer, wait 15 seconds. Plug back into back of Touch Writer. Press Resolve Print error message on screen.

What to do if the Touch Writer printer is out of paper:

☐   Locate the spare roll. Two rolls are in the Touch Writer supply bag.

☐   Pull up the small piece of plastic over the printer.

☐   Remove the empty roll.

☐   Place the new roll inside and close the door.
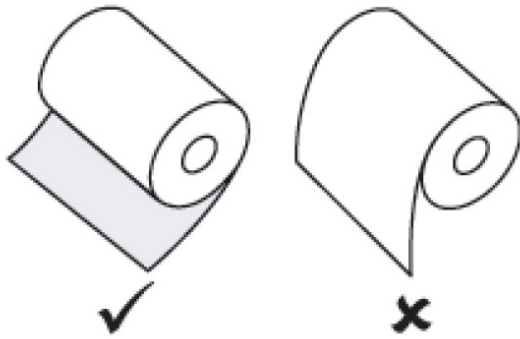
☐ Press the gray button twice to advance the paper.
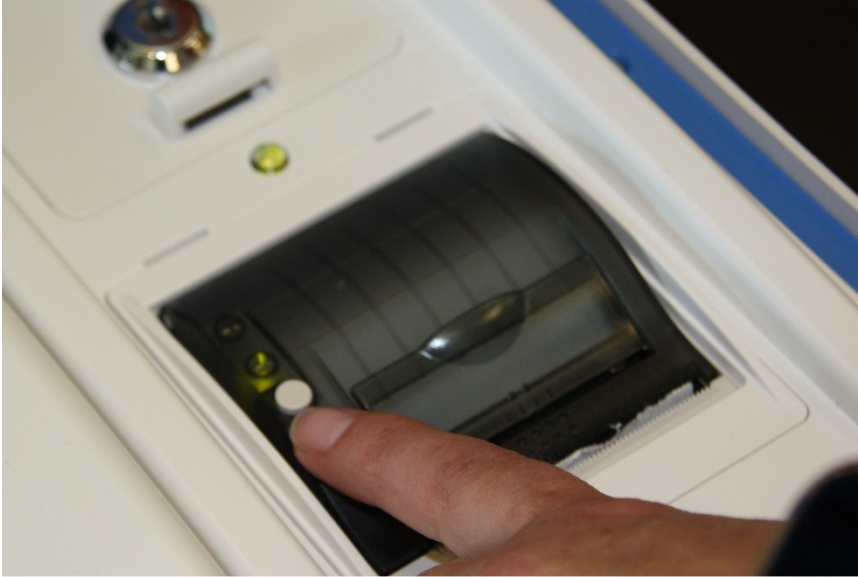
☐ The printer is now ready to be used.

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Appendix A: Poll Worker Forms
Ballot Statement and Certificate of Performance

SOLANO COUNTY | **November 8, 2016, General Election**

BALLOT STATEMENT

1. **Number of voters showing on the eroster summary report**
   - *Use the totals under regular "check-ins"*

2. Number of signatures from the Back-up Paper Roster (Enter 0 if none)
   * These signatures are not on the eRoster Certified List.

   =

3. Total Signatures

4. Number of voted ballots from the Ballot Scanner

   +

5. Number of Uncounted ballots (Enter 0 if none)
   * These are marked ballots that could not be scanned by the Ballot Scanner

   =

6. Total Voted Ballots

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

Oath of Election Officer

State of California)
County of Solano) ss

Elections Code 12321

To be signed **before** polls are **open**.

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

Certification of Roster

Elections Code 14107

To be signed **after** polls are **closed**.

We, the undersigned precinct board members, hereby certify that:
- the Ballot Statement accounting is true and correct.
- 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.
- the number of voters who voted in this precinct during this election is as shown on line 3 of the Ballot Statement.
- the complete list of voters assisted or challenged is shown below on the Assisted Voters List and the Challenged Voters List.

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

Assisted Voters List

Challenged Voters List

Payroll form

POLL WORKER PAYROLL FORM FOR OCTOBER 16, 2019

POLLING PLACE:

POLL ID:

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:
$60	Inspector				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Inspector				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Ballot Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Ballot Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	eRoster Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Equipment Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Greeter				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Provisional Clerk				☐ Y ☐ N	☐ SPA ☐ TAG
$60	Provisional Clerk				☐ Y ☐ N	☐ SPA ☐ 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: ___

Notice of Deceased Voter

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

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.		

GENERAL ELECTION - NOVEMBER 8, 2016 - SECURITY LOG

SOLANO COUNTY

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		
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		

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Appendix B: County Contact Information

John Gardner
  Assistant Registrar of Voters
  707-784-3366 Office
  jhgardner@solanocounty.com

Mike Lopez
  Deputy Registrar of Voters
  707-784-3343 Office
  malopez@solanocounty.com

Greg Fontela
  Election Coordinator
  707-784-3374
  gcfontela@solanocounty.com

Theresa Ives
  Election Coordinator
  707-784-3360 Office
  taives@solanocounty.com

Heather Parrish-Salinas/Laura King
  Poll Worker Paychecks
  707-784-3359 / 707-784-3397
  hyparrishsalinas@solanocounty.com
  leking@solanocounty.com

Important Phone Numbers
Election Day Poll Worker Help Desk _____ 707-784-3045
Election Day Ballot Scanner and Touch Writer Help Desk _____ 707-784-3375
Election Day eRoster Help Desk _____ 707-784-3361
Voter Information _____ 707-784-6675
Media Inquiries _____ 707-784-3366

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

Benicia _____ 707-745-3411
Dixon_____ 707-421-7090
Fairfield_____ 707-428-7373
Rio Vista _____ 707-421-7090
Suisun_____ 707-421-6622
Vacaville _____ 707-449-5200
Vallejo _____ 707-552-3285

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.

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

Ballot Box – the box the Ballot Scanner is placed on to receive ballots. Contains the Auxiliary Bin.

Ballot Clerk – 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 the voter makes a mistake.

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.

Caddy – rolling cage that holds the Ballot Scanner, Ballot Box, Touch Writer, printer, Touch Writer Voting Booth, Uninterruptible Power Supply

Daisy chain – Method of connecting multiple adjacent voting booths

Election – the formal process of selecting a person for public office or accepting or rejecting a political proposition by voting.

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

Equipment Clerks – Sets up and operates the Ballot Scanner, with help of one other clerk or the Inspector. Answers voter questions on equipment, and ensures voters cast ballots successfully. Hands out "I Voted" stickers.

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.

eRoster Clerk – Checks-in voters at the polling place and determines the type of ballot the voter receives.

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Facsimile Sample Ballot – A ballot translated into Spanish or Tagalog to be used for language assistance for voters when marking their ballot. Also called the Translated Sample Ballot.

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

Greeter – Directs the voters to the correct polling place, answers generic questions for voters, helps with managing lines of voters, and provides relief to other clerks for breaks and lunches.

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.

Inspector – Manages the polling place and team of poll workers.

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.

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

Official Returns Pouch – Clear, plastic pouch used to transport the vDrive, 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.

Polling location – a building where voting takes place during an election.

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.

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 Clerk – Issues provisional ballots to voters because of special circumstances. Uses the Touch Writer to issue ballots. Assists voters using the Touch Writer.

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.

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.

Seal –designed to prevent access or indicate tampering.

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

Security Log – A form used to record seals utilized on the equipment and bags.

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.

Supply Bags – clear bags in the Black Bag, individually labeled for each clerk (eRoster Clerk, Ballot Clerk, Provisional Clerk, Touch Writer Supplies).

Surrendered Ballot – A vote by mail ballot given to a poll worker by a vote by mail voter 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.

Touch Writer – Voting equipment designed to assist a disabled voter in marking a ballot. Also, can be used to print a blank ballot for a voter not in the correct polling place.

Translated Sample Ballot – A ballot translated into Spanish or Tagalog to be used for language assistance for voters when marking their ballot. Also called the Facsimile Ballot.
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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 <u>not</u> give the voter any options.

Unused Ballot – Unmarked ballots that were not used.

vDrive – A USB drive stored in the Ballot Scanner that contains the voting totals for all contests.

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

Voter – A person who has the legal right to vote in an election.

Voting Booth – A place where voters can cast their ballot in private to protect the secrecy of the ballot.

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

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

Appendix D: Index

For your service and commitment to excellence