

# County Registrar of Voters Poll Worker Manual



**June 07, 2022**

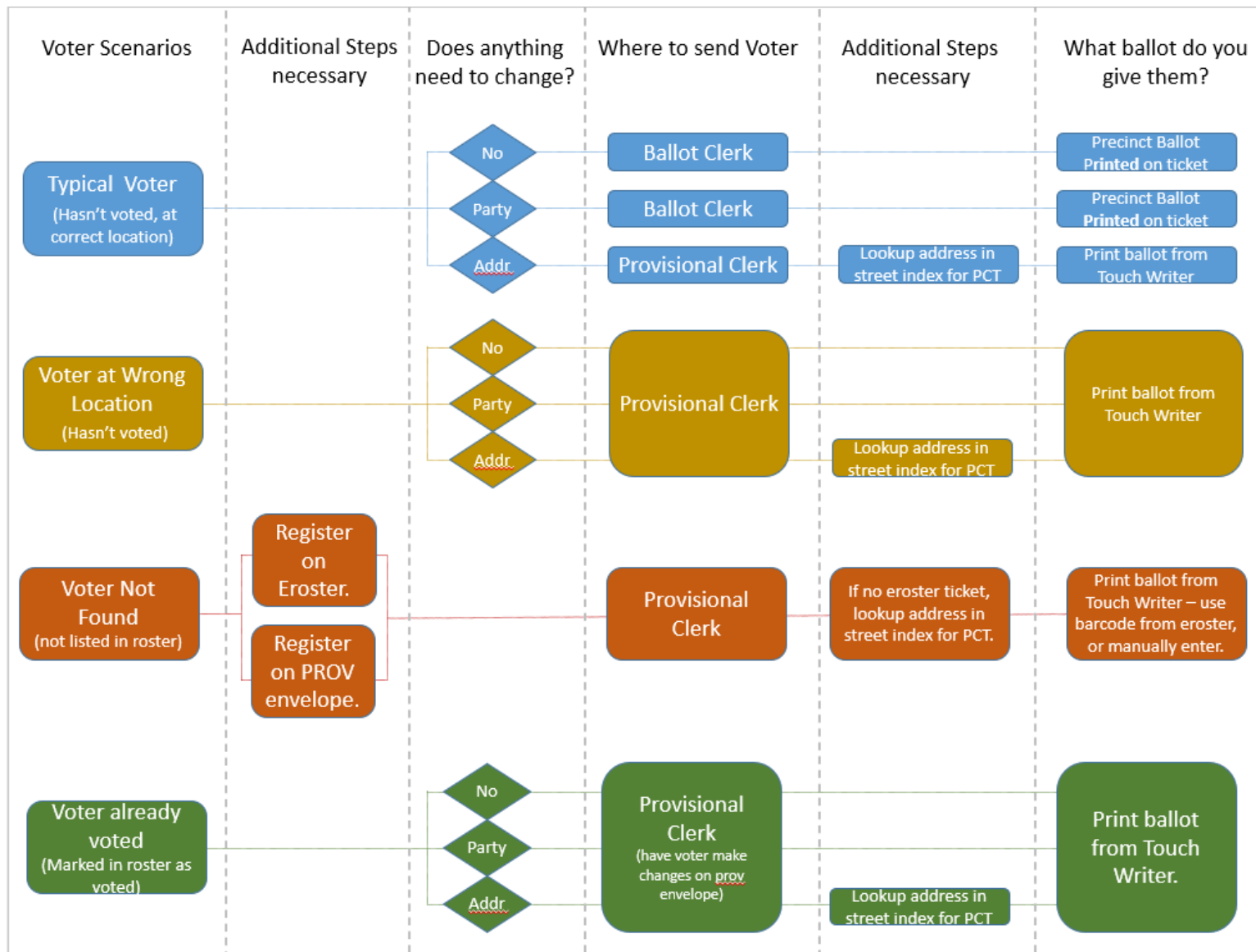
**Statewide Direct Primary Election**



## Quick Reference Chart - Processing Voters

<b>Voter Type</b>	<b>Check in with eRoster</b>	<b>Gets Voter Ticket</b>	<b>Gets Provisional Ticket</b>	<b>Precinct Ballot</b>	<b>Provisional Ballot &amp; Envelope</b>	<b>Completes Provisional Envelope</b>	<b>Use Ticket for Provisional Envelope</b>
Regular	<b>X</b>	<b>X</b>		<b>X</b>			
Show ID required and provided	<b>X</b>	<b>X</b>		<b>X</b>			
Show ID required and not provided	<b>X</b>		<b>X</b>		<b>X</b>		<b>X</b>
VBM with ballot to surrender	<b>X</b>	<b>X</b>		<b>X</b>			
VBM without ballot to surrender	<b>X</b>	<b>X</b>		<b>X</b>			
In eRoster but is at the wrong polling location	<b>X</b>		<b>X</b>		<b>X</b>		<b>X</b>
In eRoster, lives at different address (update on Voter Ticket)	<b>X</b>	<b>X</b>		<b>X</b>			
In eRoster but has a different surname	<b>X</b>	<b>X</b>		<b>X</b>			
Not in eRoster, registered voter	<b>X</b>		<b>X</b>		<b>X</b>		<b>X</b>
Not in eRoster, did not Register	<b>X</b>		<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>

## Quick Reference Chart - Voter Processing Workflow



### Quick Reference Chart - Changes to Provisional vs. Regular Ballot Procedures

Issue	Before	Now	Reason
Voter cannot surrender Vote by Mail Ballot	Vote Provisionally	Vote a <i>Regular Ballot</i>	Check in using an eRoster at a polling place will cancel the Vote by Mail ballot.
Voter at Wrong Location	Vote Provisionally	Vote a <i>Provisional Ballot</i> printed on the Touch Writer	Provisional Clerk prints the correct provisional precinct ballot using the Touch Writer.
Voter Not in eRoster	Vote Provisionally	Vote Provisionally	Register voter using eRoster or CVR/Provisional Envelope
Voter's address is different in eRoster	Vote Provisionally	Vote a <i>Regular Ballot</i> printed on the Touch Writer based on the new hand-written address	Can update voter's address on their Voter Roster Ticket
Not able to provide ID when ID is required	Vote Provisionally	Vote Provisionally	No Change

## Important Information

- ★ Election Day is Tuesday, June 7<sup>th</sup>, 2022
- ★ 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 _____	784-3045
Election Day Ballot Scanner and Touch Writer Help Desk _____	784-3375
Election Day eRoster Help Desk _____	784-3361
Voter Information _____	784-6675
Media Inquiries _____	784-3366

## Emergency Phone Numbers

If there is an emergency need for police, fire or ambulance, dial the direct number for each city listed below.	
Benicia _____	745-3411
Dixon _____	421-7090
Fairfield _____	428-7373
Rio Vista _____	421-7090
Suisun _____	421-6622
Vacaville _____	449-5200
Vallejo _____	552-3285



**BRING THIS MANUAL TO YOUR POLLING PLACE ON ELECTION DAY!**  
It is an invaluable guide for conducting tasks requiring multiple steps, troubleshooting and resolving polling place issues, contains copies of important documents and much more.

## 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)
- ★ Information on COVID-19 specific modifications, including single-use items
- ★ Information on Curbside Voting and additional Greeter duties
- ★ Changes to the equipment caddy
- ★ Information on a 2-card ballot

### New Procedures

- ★ Ballot Wrappers—Each wrapper has the precinct number printed on it which corresponds to the precinct number on the ballots. The color of the wrapper corresponds to the ballot color so clear is white paper, orange is goldenrod paper, cyan is blue paper, etc. The wrapper is to highlight that there are different precincts in the stack of ballots. The goal is to make sure the correct ballot is issued to the voter.



- ★ All completed forms & the Ballot Scanner Report go into the white **ROV Document Return Envelope**
- ★ Updated Binder – including Payroll Form
- ★ The correct ballot for a Provisional voter at the wrong location can be printed using the Touch Writer
- ★ Processing Same-Day Registration (a.k.a. Conditional Voter Registration) at all locations.
- ★ Voters can use their Voter Roster Ticket to update their address and be provided the correct precinct ballot from the Provisional Clerk, which will go into a white Change of Address Envelope and be placed into the Auxiliary Bin of the Ballot Box.
- ★ Each ballot box will have a Red Ballot Bin which will be pulled out and sealed with the ballots inside at the end of night.
- ★ No more black Supply Bag – individual supplies for clerks are packed into bins located on the equipment caddy.



April 18, 2022

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 poll worker in 2022 Statewide Direct Primary. The work we perform at polling places is critical to our success in Solano County.

We have a great responsibility to work together 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. Additionally, I call on each of you to set aside your personal political preferences, creating a balanced, open and transparent process for all voters.

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 poll worker. 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 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.

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,



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Fairfield, CA 945433  
[jhgardner@solanocounty.com](mailto:jhgardner@solanocounty.com)  
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(707) 731-9653 l

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## Training Information

### In-Person Classroom Training

All Inspectors assigned for the Election **are encouraged** to complete at least one hands-on in-person training session that will be held at the Solano County Government building at 675 Texas Street.

Other clerks may have in-person training at the Government Center but, due to the COVID pandemic, some courses will be held as a virtually hosted trainer-led session.

You may register for your in-person class by choosing your courses in the Tenex Poll Worker Management system or by emailing [pollworker@solanocounty.com](mailto:pollworker@solanocounty.com).

Please be sure to register early! Class size and availability are limited, please register for your assigned position early to ensure you are in the correct class.

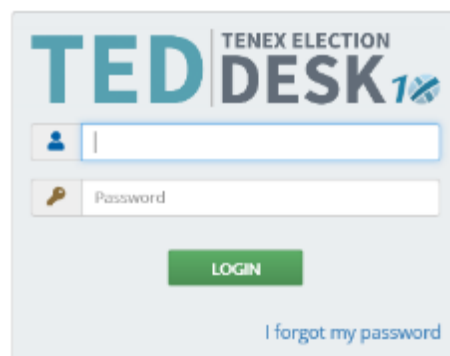
To cancel or change a training class, contact 784-6675 or e-mail [pollworker@solanocounty.com](mailto:pollworker@solanocounty.com). Please notify us of cancellations as soon as possible to allow other students to register for that class.

### Online Training

All poll workers will receive online training customized to their specific duties. The online classes are available through the Poll Worker Portal. All poll workers are encouraged to cross-train on positions other than their assignment by taking online courses specific to other positions.

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 (your email address) and password:





If you do not have a username or password, call (707) 784-6675 and ask for the Poll Worker Team or email the team for your login information at [pollworker@solanocounty.com](mailto:pollworker@solanocounty.com)

If you forgot your password, click the “I forgot my password” link and a temporary password will be emailed to you.

Online training is **mandatory**. You must complete all the required courses listed for your position. Due to COVID-19, in-person classes will be limited in size, so please be sure to attend the session you signed up for. You can register for in-person classes online at <https://solanoca.precinctcentral.com/TED/ElectionForcePortal/Launchpad.aspx> through the “My Classes” tab.

## Changes for the 2022 Primary Election

With the passage of Assembly Bill 37 and Senate Bill 29, California is a permanent Vote by Mail state, with all active California voters being mailed a Vote by Mail ballot for every election. Voters will still have the option to vote in-person, which in Solano County can take place at our 70 polling places on Election Day itself (June 7<sup>th</sup>, 2022) or at our office beginning May 9<sup>th</sup>, 2022 (29 days before Election Day) through Election Day, June 7<sup>th</sup>, 2022.

With the Covid-19 Pandemic still ongoing, low-contact voting may be the safest way to vote, but Solano County is taking several steps to minimize the spread of COVID-19 for our poll workers and voters at our polling places and office. Our office will continue to provide an increased number of drop-off and curbside locations in addition to our traditional polling places and facilitate low contact voting options. Changes first put in place in the March and November 2020 elections will still be in place in order respond to the challenge of health and safety concerns during the pandemic.

**Hybrid and online training will continue to be a critical part of poll worker training. If you have been unable to access the online training, please contact us at [PollWorker@SolanoCounty.com](mailto:PollWorker@SolanoCounty.com) or call us at (707) 784-6675 and ask to speak to the Poll Worker Team.**

Safety measures at the polling places themselves, many of which were first implemented in the November 2020 General Election, will continue:

- ★ For all locations, a layout will be provided indicating where to place tables, voting booths, and equipment, as well as guidelines for maintaining physical distancing for voters in the polling place. This layout must be posted at the entrance to all polling places.
- ★ During voting, all workers will be provided with sneeze guards, face shields, hand sanitizer, masks, gloves and disinfecting wipes. These items will be delivered to each polling place in a second “COVID Supply Caddy.”
- ★ Along with requiring social distancing at polling locations and setting a maximum number of people allowed in at any time, all voters will be given hand sanitizer, plus the option of gloves or a mask upon entering and exiting the polling place.
- ★ Voters and poll workers are not required to wear a mask unless updated state or local mandates require them to do so.
- ★ Poll workers refusing to follow the COVID guidelines, including any stricter local guidelines than in place state or county-wide, will be sent home.

- Observers also must follow the COVID guidelines or can have the requested information brought outside provided it does not interfere with others' ability to vote.
- ★ Secrecy sleeves and pens will be "single use" to eliminate voters reusing items used by other voters. A dedicated trash bin will be provided for voters to dispose of these items (they can, of course, choose to keep the pen rather than dispose of it).
- ★ Greeters will provide voters with a Voter Processing Form, on which voters will write their name and address so that they can easily be looked up by the eRoster Clerks and avoid miscommunication and delays due to PPE, plexiglass-barriers, and social distancing.
  - Please let voters know that these cards will not be used to update their information, only to locate them in the roster.
  - If a voter refuses to fill out a card, remind them that this card is also used as a record of who voted at the polling place to stress the importance.
- ★ Voters can also choose to utilize the curbside voting option, and their ballot can be brought to them in their car by two (2) poll workers, where they can vote before returning it to the poll workers to have it deposited through the Ballot Scanner.



**Please note: More up-to-date COVID-19 guidelines may be provided to better adhere to state guidelines for polling place safety as the election draws nearer.**

## The Election Day Experience – An Overview

### Election Schedule

All team members must arrive at 6:00 A.M. on Election Day.

From 6:00 A.M. to 7:00 A.M.

- ★ Organize and set up the polling place
- ★ Set up the election tables 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 whenever the last voter leaves) to 9:00 P.M.  
all workers help to:

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

The Inspector and one (1) clerk must stay until the Collection Team arrives to return ballots and supplies (all items marked with a green RETURN label) to the Registrar of Voters office. If unable to do so, the Inspector must notify the Elections Office at (707) 784-6675 as well as 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.
- ★ Inspector: Manages the polling place and team of poll workers.
- ★ eRoster Clerk(s): Checks in voters at the polling place and determines the type of ballot the voter receives.
- ★ Ballot Clerk(s): Issues the **correct paper precinct ballots by matching the ballot color on the Voter Roster Ticket to the ballot color on the ballot** to voters who can insert their voted ballots into the Ballot Scanner and have their ballots counted immediately. Issues replacement ballots if a voter makes a mistake.
- ★ Provisional Clerk(s): Issues the provisional paper precinct ballots to voters due to special circumstances. Uses the Touch Writer to issue correct precinct ballots for voters who are at the wrong polling location. Assists voters with using the Touch Writer. Secures the voted ballots and sends them to the Registrar of Voters for review to determine if the ballot counts.
- ★ Greeter(s): Provides voters with the Voter Processing Form to speed up check-in. Assists voters utilizing curbside voting to drop off their ballot. Directs voters to the correct polling place, answers generic questions for voters, helps with managing lines of voters and performs the duties of other positions such as Ballot Clerk or eRoster Clerk while co-workers are on breaks.
- ★ Equipment Clerk(s): Sets up and operates the Ballot Scanner with the help of one (1) 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 4 poll workers are required for a polling place to function.**

## Overview of the Voting Process

Greeters will provide voters with the Voter Processing Form and a disposable pen to fill it out. If a voter has their Vote By Mail (VBM) ballot with them and wishes to drop it off rather than surrendering it to vote on a poll place ballot, the Greeter will direct them to the Yellow VBM Ballot Bag. **Voters who wish to cast their VBM ballot through the Ballot Scanner to be counted immediately MUST check in with the eRoster Clerk and sign the Voter Roster Ticket.** The ticket MUST be returned to the Ballot Clerk and placed in the blue Ticket Bag just as any other checked in voter would do.

All voters check in with the eRoster Clerk who uses the filled-out Voter Processing Form or asks the voter for their identifying information if one was not provided. After determining the voter's eligibility according to the eRoster, a ticket is printed for the voter to sign.

If a voter is listed in the eRoster and is eligible to vote at your polling place, the voter is given a Voter Roster Ticket, asked to sign the ticket and then directed to the Ballot Clerk to receive a ballot. The voter exchanges the signed ticket for a paper ballot.

If they wish to cast the VBM ballot they received through the mail through the scanner, they need to sign their ticket and return it to the Ballot Clerk who will direct them to the Ballot Scanner without spoiling and replacing their VBM ballot.

If a voter is not listed in the eRoster and does not wish to register to vote, the voter is given a Provisional Ticket and is sent to the Provisional Clerk to receive a printed provisional ballot and a pink provisional envelope. Voters who are not in the eRoster but who do wish to register on the day will receive a lilac Conditional Voter Registration (CVR) Envelope.



Voters who are in the eRoster but would like to update their address can write their new address on their Voter Roster Ticket and be provided a white change of address envelope. They will put that envelope that has their voted ballot and Voter Roster Ticket that reflects their change of address into the Auxiliary Bin of the Official Ballot Box.

Both CVR voters (whose voted ballots go into the lilac envelopes) and Provisional voters (whose voted ballots go into the pink envelopes) will return with their ballots in the correct envelope to the Provisional Clerk. The Provisional Clerk will direct them to place the envelopes in the pink Provisional Ballot Bag so that they can be counted at the Registrar of Voters office.

Any white change of address envelopes that were put into the Auxiliary Bin compartment of the Ballot Box are to be added to the Red Ballot Bin, located inside the Ballot Box, at the end of the night to be brought to the Registrar of Voters office.

All voters receive their ballot in a secrecy sleeve. All voters are:

- ★ Given clear instructions on how to mark the ballot
- ★ Given clear instructions on what to do if a mistake is made while marking
- ★ Told what to do with the marked ballot
- ★ Asked if they need a translated facsimile ballot

A polling place may have different precinct ballot types (BT) and different precinct ballots. The Ballot Clerk matches the BT number and precinct on the signed ticket to the BT number and precinct of the ballot that they give the voter, ensuring each voter receives the correct precinct ballot.

The voter casts the ballot by depositing it in the scanner and is then given an “I Voted” sticker by the Equipment Clerk, who is always near the Ballot Scanner.

### Vote by Mail Ballots

Voters are not required to have their Vote by Mail (VBM) ballot present with them at the polling place to surrender in order to receive a poll place ballot. However, if a voter does surrender their ballot, it cannot be given back to the voter. If a voter has their VBM ballot and wishes to cast it through the Ballot Scanner, the voter must still check in with the eRoster Clerk to sign their Voter Roster Ticket but will not receive a replacement ballot. Instead, once they have checked in and signed the Voter Roster Ticket, they will be directed to the Ballot Scanner to deposit their ballot.

Voters can also choose to return their VBM ballot in the VBM envelope at the polling place by depositing it in the **yellow Vote By Mail Ballot Bag**.

**REMEMBER: Voters can only have one ballot. If they wish to use their VBM ballot, they will NOT be issued a poll place ballot.**

### Issuing Replacement Ballots

When a voter makes a mistake on the ballot, they return to the Ballot Clerk or Provisional Clerk who issued the voter the ballot.



The Clerk will:

- ★ Take the ballot and **verify that it is the same ballot being issued.**
- ★ Write **SPOILED** across the face of the ballot to void the ballot.
- ★ Place the spoiled ballot into the sealed **Red Bag.**
- ★ Tear off a new ballot and give the voter the replacement ballot.

The maximum number of replacement ballots a voter can receive is two (2). Offer to help the voter prior to them reaching the maximum number and having to cast their final ballot as-is.

### Assisting Voters with Marking Ballots

Voters have a legal right to receive assistance at the polling place. Voters can bring 1-2 people to provide assistance as long as the person(s) is not their employer, union representative, or an agent or officer of the employer or union (although it is difficult to know). Voters may also ask a poll worker for assistance. The assistance provided may include reading the ballot aloud or marking the ballot as directed by the voter. Poll workers can also offer to set up the Touch Writer system for voters needing assistance, which can be used to provide the ballot in an audio format as well as other accessible modifications. Any voter can use the device to mark their ballot, which can then be printed and ran through the Ballot Scanner.

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 on the back of the Ballot Statement in the Inspector Binder.

### Translated Sample Ballots (Facsimile Ballots)

All polling places will have facsimile or sample ballots available in English, Tagalog, and Spanish. The Ballot Clerk or Provisional Clerk will ask every voter if they need a facsimile ballot in one of the languages available. If they do, they will be given a facsimile ballot AND a regular precinct (or provisional) ballot. The translated facsimile ballots are NOT to be marked, but only to be used for language assistance when marking their actual ballot. Instruct voters to dispose of the facsimile ballot with the secrecy sleeve in the provided container before leaving.

A facsimile ballot poster should also be posted in an area easily visible to voters, near the FYI board, and poll workers should be sure to wear the appropriate language tags in any languages they can offer assistance to voters in.

### 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 one (1) hour 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 they are working for advocacy groups or a political party and/or candidate. Observers are welcome to observe but must adhere to the posted COVID Guidelines and the posted Observer guidelines, which are also summarized below:

### Observers May

- ★ Observe procedures including opening and closing
- ★ Look at and obtain information from the Street Index and/or Certified Voting List, which can be found online, printed from the eRoster or by letting the Observer flip through the Voter Processing Forms
- ★ Ask to see the translated/facsimile ballots



### Observers May Not

- ★ Speak with poll workers or voters to interfere with or delay the voting process
- ★ Speak to voters within 100-feet of the entrance to polling places about how they may have voted, challenge them for electioneering or question their qualifications to vote
- ★ Use cellphones inside the polling place and/or within 100-feet of the entrance to the polling place
- ★ Occupy the area behind or between official election tables, voting booths, or the Ballot Scanner



### Observers Cannot

- ★ Touch voting materials or equipment or sit at the official election table(s)
- ★ Monopolize and/or remove the posted Street Indexes and/or Certified Voted List
- ★ Interfere with the timely closing of a polling place



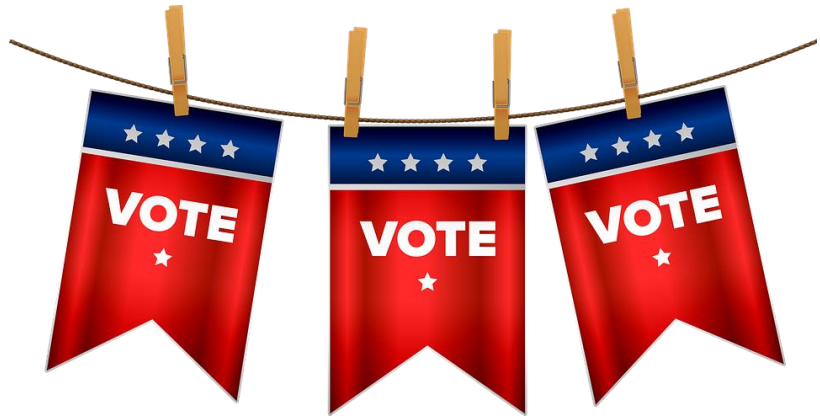
### What to do if an observer violates the guidelines

First, politely approach the individual(s) and advise them of the guidelines. If the situation continues, ask the observer(s) to leave the polling place. If you feel unsafe or in danger, call 911.

## 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 their ballot.
- ★ Voters quietly discussing their choices in a voting booth within earshot of other voters.
- ★ Displaying any sign, sticker, button, or clothing that supports or opposes a party, candidate, or measure.



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 interviews. 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 electioneering laws.
- ★ If the situation continues, immediately call the Roving Inspector.
- ★ Notify the Registrar of Voters at (707) 784-6675.

## Media

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

## Showing ID at the Polling Place

**Do not ask voters to show ID unless prompted to do so by the eRoster.**

The requirement to show identification at the polling place is limited to a small group of voters and is only required in federal elections. The eRoster tablet will show “ID Required” for the voters who are required to do so.

- ★ **ID is only required for Elections in which a candidate for federal office is on the ballot and a first-time voter had not provided ID at the time of registration. Only ask for ID when prompted by the eRoster.**
- ★ Voters MAY show an ID to help the eRoster Clerk look up their name to 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 cell phone. The direct emergency number for the police and fire are on the page titled **Important Information, page v.**

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

- ★ Instruct all voters and poll workers to immediately leave the polling place.
- ★ Direct the poll workers to gather nearby at a safe location or to follow the instruction of a polling location staff member or emergency personnel.
- ★ Once everyone is safely out of the building, immediately notify the Registrar of Voters at (707) 784-3045. Be sure to also notify 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 back-up to allow the equipment to continue to operate for a limited time.
- ★ 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 during a minor power outage. If the power outage lasts longer than the battery on the tablet, switch to using the back-up paper roster.

### What to do if you cannot get into your polling place before 7:00 A.M.

1. Contact your Roving Inspector.
2. Call the Registrar of Voters at (707) 784-3045.
3. Set up outside the polling place entrance.
4. Break the seal on the Red Bag and remove the contents.
5. Re-seal the Red Bag and use it as the temporary ballot box.
6. Give the back up paper roster to one eRoster Clerk.
7. Give a pad of precinct ballots to the Ballot Clerk.
8. Give a stock of provisional ballots and envelopes to the Provisional Clerk.
9. If voters do not have their VBM ballot to surrender, they must be given a provisional ballot until you are able to get inside and set up the eRosters.
10. If voters do have their VBM ballot to surrender and can be located in the back up paper roster, have them sign the book and provide a regular ballot, which they will deposit into the Red Bag once they have cast their vote.



**Once you are able to get into the polling place, the ballots cast into the Red Bag can be ran through the Ballot Scanner at the end of the night, or placed in the Uncounted Ballots Bag**

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

Inform the person that videotaping and photography are not permitted in the polling place, however state law allows a voter to take a photograph of their own 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.

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## 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.
- ★ Inspectors may have multiple Red Bags due to the voter count of their location. In these instances, the Red Bags are coded with a letter (A, B, C, etc.)
- ★ The Primary Bag is coded with the number **A**.

### On Top of the Red Bag

- ★ Wire cutters (attached to top of Red Bag A)
- ★ Inspector Binder:
  - Two (2) copies of Street Indexes
  - Ballot Statement/Certificate of Performance
  - Oath of Office
  - Notice of Appointment
  - Emergency Voter Tickets (regular and provisional, spares)
  - One (1) copy of Back Up Emergency Roster
  - **Payroll Form**
  - Copy of COVID-19 specific poll place layout
  - Interpreter Service/Tally Sheet
  - County-issued iPhone and charger
  - Wire cutters

### Inside the Red Bag

- ★ Official Precinct and Provisional Ballots
- ★ Stationary Kit (**with wire cutters for seals**)
- ★ Two (2) Binders – 1 for Greeter and 1 for Provisional Clerk (Primary Red Bag)
- ★ Emergency Supply Kit (in side pocket without a logo):
  - Provisional Voter Sign-in Sheet
  - Provisional Envelopes
  - Provisional Receipts
  - Pens
  - Replacement Yellow Vote by Mail Envelopes
  - Notice of Deceased Voter Forms

### eRoster Tablets

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

## COVID Supply Caddy

COVID supplies will be delivered to each polling place in a second caddy.

- Facial shields
- Face masks
- Disposable gloves
- Hand sanitizer bottles
- Anti-Bacterial wipes
- Handy wipes bucket (white)
- Alcohol wipes bucket (green)
- 50-gallon cardboard trash bins
- 50-gallon trash bags
- Sneeze guards
- Clipboards for Curbside Voting
- Bucket to store sanitized clipboards ready to be used
- Bucket to collect used clipboards that need to be sanitized
- Pens
- Electronic Wipes



Other supplies on the COVID Supply caddy:

- Provisional and Conditional Envelopes
- Voter Processing Forms
- Secrecy Sleeves
- Ballot Marking Pens
- Change of Address Envelopes



**There may be more supplies than are pictured at your specific site. Sneeze guards for the tables will be on the lower shelf while wipes, masks, gloves, signs, and other items will be on the upper shelf.**

**The COVID supplies will be delivered in a caddy (separate from the one containing voting equipment) and are to be used by the poll workers and voters.**

### Clear Supply Bins / Touch Writer Bag / Electrical Supply Bag

Individually packed bins and bags placed on the equipment caddy for the eRoster, Ballot, Provisional Clerk, Inspector, and Touch Writer contain the following items:

<b>eRoster Clerk</b>	<b>Ballot Clerk</b>	<b>Provisional Clerk</b>	<b>Touch Writer Supplies</b>
"Start Here" table sign	"Ballot Clerk" table sign(s)	"Provisional Clerk" table sign(s)	Bar Code Scanner with 6' USB Connector
Marking pens	Table precinct sign(s)	Table precinct sign(s)	Disposable headphone ear covers
Scotch tape	Marking pens	Marking pens	Electronics-safe cleaning wipes
Blue close of polls posting forms	Sheet magnifier	Clipboard	100' electioneering string
3 clips/hook sets	Translated Ballots (Spanish, Tagalog)	Translated Ballots (Spanish, Tagalog)	5' clearance string
eRoster printer paper	Clipboard	Scotch tape	Ballot Scanner & Touch Writer printer paper
Replacement Yellow VBM envelopes	Certified List of Write-in Candidates	Provisional Voter Log / Sign-in Sheets	UPS Guide
Deceased Voter Forms	"I Voted" stickers	"I Voted" stickers	Headphones
Regular & Provisional Voter Emergency Tickets		Certified List of Write-in Candidates	
Provisional Receipts		Provisional Receipts	
<b>Inspector/Forms/Supplies</b>	<b>Inspector/Forms/Supplies (Cont'd)</b>		<b>Electrical Supply Kit</b>
Blue Painter's tape, 1"	Clear Official Returns Pouch		2 Prong Connectors
2 Door Stops	Touch Writer, Ballot Scanner, and Ballot Box keys		15' Extension Cords
Election Complaint Form	All Security Seals		Power Strips
Poll worker feedback forms	White ROV Document Return Envelope		
Telephone cards	ID Holders		
Translated Ballots			
FYI Poster			
Observer Poster			
Poll Place Arrow Sign			
Poll Place Precinct Sign			
Clear Bags – Ballots			



For this election, due to COVID-19, pens, secrecy sleeves, and sample ballots are single-use for voters. The secrecy sleeves are disposable and are located in the **COVID Supply Caddy**. The same secrecy sleeves will be used for both regular and provisional voters. An emergency supply will also be in the Red Bag. Pens will also be packed on their own rather than having a supply in each Clerks' bag.

#### Signage & Supplies (inside Ballot Box)

- ★ Official Solano County Voter Guide
- ★ Official California Voter Information Guide
- ★ Table privacy shields
- ★ Voter Registration Cards and holder
- ★ Signage:
  - Paper flags
  - Polling place arrow sign
  - Polling place precinct sign
  - Red polling signs

#### Signs Delivered by the Drayage Company

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

#### Equipment Delivered by the Drayage Company

- ★ Voting booths
- ★ Greeter table(s) (black TV tray)
- ★ ADA supplies (cones, parking signs, ramps, threshold mats) if modifications are needed

#### Equipment Caddy Containing

- ★ Verity Ballot Scanner
- ★ Verity Touch Writer
- ★ Touch Writer Voting Booth Table (privacy panels for Scanner and Touch Writer inside bag)
- ★ Printer
- ★ Ballot box (for Verity Ballot Scanner)
- ★ 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 (inside Ballot Box)
- ★ Spare rolls of paper for eRoster (inside eRoster clerk clear bin)
- ★ Spare rolls of paper for Verity Scanner and Touch Writer printers (inside Equipment Clerk clear bag)
- ★ Clip-on lights for voting booths
- ★ Clerk supply bins



**Locations designated as a PSPS (rolling power outage) emergency site may have a primary and back-up Ballot Scanner and Touch Writer delivered.**

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# Master Checklist

## Pre-Election Day

Legend:

A = All Poll Workers

ANY = Any one Clerk

I = Inspector

R = Roving Inspector

G = Greeter

BC = Ballot Clerk

EC = Equipment Clerk

ER = eRoster Clerk

PC = Provisional Clerk

## Pre-Election Day Tasks

Completed?	Who	What	Reference Pg.
	A	<b>READ THE POLL WORKER MANUAL</b>	41
	A	Attend in-person class	41
	A	Create a voting plan	41
	I	Pick up election supplies at training class before Election Day @ 675 Texas Street, Fairfield	41
	I	Locate and charge County-issued iPhone – located in the Inspector Binder	41
	I	Call other clerks at your polling location	41
	R	Pick-up election supplies at training class before Election Day @ 675 Texas Street Fairfield	41
	R	Locate and charge County-issued iPhone	41
	R	Call Inspectors – remind them to show up at 6 A.M.!	41
	R	Remind Inspectors to call ROV office for replacement clerks if needed	41
	R	Prioritize your visits based on Inspector experience	42
	R	Map out locations of assignments	42
	I,R	If you cannot reach a poll worker call (707) 784-3045	45

## Setting Up / Pre-Opening Checklist

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 – 6:00 A.M. to 7:00 A.M.

Completed?	Who	What	Reference Pg.
	A	Arrive at 6:00 A.M. with your poll worker manual.	45
	I	Locate voting equipment and supplies in caddy (Ballot Scanner, Touch Writer, printer, table), booths and supplies.	46
	I	Break seal, open Red Bag and Supply Boxes, remove all supplies.	46
	I	Get bags and supplies from inside Ballot Box.	46
	A	Arrange election tables and voting equipment per guidelines.	47
	I	Distribute all supplies to clerks to set up tables/positions.	48
	I	Direct Equipment Clerk to set up Ballot Scanner.	49
	PC	Direct Provisional Clerk to set up Touch Writer booth, and Touch Writer with printer.	49
	EC	Set up Ballot Scanner – remove Ballot Box from caddy.	70
	EC	Set up Ballot Scanner – confirm seal on handle of Ballot Scanner matches seal log.	70
	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 Verity Scan into place.	70
	EC	Set up Ballot Scanner – Unlock and open Ballot Scanner (orange key).	71
	EC	Set up Ballot Scanner – Remove power brick and cord from storage compartment then close lid of scanner.	71
	EC	Set up Ballot Scanner – Plug power cord into power brick, then plug power connector into back of the Verity Scanner, flat side up (do not plug into wall yet).	72
	EC	Set up Ballot Scanner – Open Verity Scanner case and lock lid brace into place.	72
	EC	Set up Ballot Scanner – Unlock, unlatch and remove tablet (blue key).	73



Completed?	Who	What	Reference Pg.
	EC	Set up Ballot Scanner – Seat the tablet firmly in the cradle, tilt back, and lock it in place.	73
	EC	Set up Ballot Scanner – Confirm seal on vDdrive compartment door matches seal log. Do not break, leave sealed.	73
	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.	74
	EC	Set up Ballot Scanner – Press the red power button on the back of the Verity Scan to power it on.	74
	EC	Set up Ballot Scanner – Review the Power On self-test report for any issues. Leave report on printer until all reports are printed.	75
	EC	Set up Ballot Scanner – Print the Zero Report and leave on printer until all reports are printed.	76
	EC	Set up Ballot Scanner – Install privacy shields.	77
	EC	Set up Ballot Scanner – Verify Auxiliary Bin is empty. Leave open for first voter.	78
	EC	Set up Ballot Scanner – Verify Red Bin in Ballot Box is empty. Leave open for first voter.	78
	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.	79
	EC	Set up Ballot Scanner – Press Open the Polls and enter code <b>060722</b> .	79
	EC	Set up Ballot Scanner – The Open Polls Report prints.	79
	A, EC	Set up Ballot Scanner – Tear off, sign, and place ALL reports in white Document Return Envelope.	79
	A, EC	Set up Ballot Scanner – Advance the paper in the printer by pressing the gray feed button twice.	80
	PC	Set up Touch Writer – Select a location with 5’0” radius around the front and two sides of device.	126
	PC	Set up Touch Writer – Remove bag with Touch Writer Booth/Table from caddy and setup.	124
	PC	Set up Touch Writer Booth – Place Touch Writer on top of Touch Writer booth.	126
	PC	Set Up Touch Writer – Reach under booth and push latch away from you to secure Touch writer to booth.	126

Completed?	Who	What	Reference Pg.
	PC	Set Up Touch Writer – Orient Touch Writer so it is easily accessible.	126
	PC	Set Up Touch Writer – Unlock and open Verity Touch Writer case (orange key).	127
	PC	Set Up Touch Writer – Remove power brick and cord from storage compartment (close lid of Touch Writer).	127
	PC	Set Up Touch Writer – Plug power cord into power brick, then plug power connector into back of the Verity Touch Writer, flat side up (do not plug into wall yet).	128
	PC	Set Up Touch Writer – Open Verity Touch Writer case and lock lid brace into place.	128
	PC	Set Up Touch Writer – Unlock, unlatch and remove tablet (blue key).	128
	PC	Set Up Touch Writer – Seat the tablet firmly in the cradle, tilt back, and lock it in place.	129
	PC	Set Up Touch Writer – Confirm the seal number matches what is printed on the security log.	129
	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.	129
	PC	Set Up Touch Writer – Attach privacy shields onto Touch Writer booth.	130
	PC	Set Up Touch Writer – Plug UPS directly into AC Power (NOTE: for safety reasons, do <b>NOT</b> remove UPS from caddy or plug it into an extension cord).	130
	PC	Set Up Touch Writer – Connect printer power cable to outlet on back of UPS.	130
	PC	Set Up Touch Writer – Turn on UPS using the rocker switch on the front left until you hear a click – three lights should be illuminated.	130
	PC	Set Up Touch Writer – Connect blue printer cable to back of Touch Writer.	131
	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.	131
	PC	Set Up Touch Writer – Turn on printer and wait until it states Ready to Print on device screen.	131

Completed?	Who	What	Reference Pg.
	PC	Set Up Touch Writer – Press the red power button on the back of the Verity Touch Writer to power it on.	132
	PC	Set Up Touch Writer – Loosen Accessible Device from cradle and insert the headset plug into the Accessible Device.	132
	PC	Set Up Touch Writer – Insert the bar code scanner cord into the USB connection on the vDrive door.	132
	PC	Set Up Touch Writer – Review the Power On self-test report for any issues. Leave in place until Open Polls report prints.	133
	PC	Set Up Touch Writer – Verify clock is correct time.	133
	PC	Set Up Touch Writer – Print Zero Report.	133
	PC	Set Up Touch Writer – Choose Open the Polls – <b>060722</b>	134
	PC	Set Up Touch Writer – Tear off, sign, and place ALL reports in white Document Return Envelope.	134
	PC	Set Up Touch Writer – Give keys for Touch Writer to Inspector until needed to close the polls.	134
	ER	Open eRoster supply bin and set up table.	94
	ER	Cut blue seal on case and confirm with Inspector to verify number on security log.	93
	ER	Open case to remove – tablet, stylus, printer, power plugs, and mobile hot spot (only one per location, located in the first eRoster).	93
	ER	Plug in power cord for tablet and printer into surge protector provided.	93
	ER	Remove mobile hot spot device and/or cradlepoint. Plug in, turn on, and leave on table. Always have mobile hot spot plugged in.	94
	ER	Place green eRoster case under the table.	94
	ER	Turn on printer and eRoster tablet.	95
	ER	The search screen appears – Verify the polling place is listed below search precinct.	95
	ER	Verify the Wi-Fi Connection is made – tablet should have a green cloud icon. If not, call 707-784-3375. You can still process voters if not connected to the mobile hot spot.	94
	ER	Verify the Check-in count shows as zero on the main screen.	95

Completed?	Who	What	Reference Pg.
	ER	Test Print – Test Printer, verify a short “TEST TICKET” is printed.	96
	ER	Tap on Voter Search.	100
	ER	Confirm your Start Here signs are attached to election tables.	99
	ER	Place your supplies on tables.	99
	BC	Open the Ballot Clerk supply bin and set up election table.	119
	BC	Place your supplies on tables.	119
	BC	Get Blue eRoster Ticket Bag from inspector and verify it is empty. Leave open for first voter to inspect.	119
	PC	Open the Provisional Clerk supply bin and set up election table.	123
	PC	Place your supplies on tables.	123
	PC	Get Pink Provisional Bag from Inspector and verify it is empty. Leave open for first voter to inspect.	123
	A	Set-up voting booths	49
	I	Complete polling place ADA modifications, if required.	51
	A	All workers sign Zero Reports.	52
	I	Administer Oath to all clerks.	52
	A	Sign and witness Oath	164
	G	Locate Greeter Table and place near entrance with binder.	65
	G	Hang the polling place map near the table.	65
	G	Hang the Observer Guidelines poster on the way near the entrance	65
	G	Post FYI Poster near entrance & mark any languages available for voters.	65
	G	Assist rest of poll workers with setting up.	65
	I	Confirm seal numbers and sign Security Log – Election Morning.	52
	I	Sign forms and bag labels.	52
	ANY	Any one Clerk signs Bag labels.	56
	A	ALL Clerks sign <b>Return of Unused Ballot</b> Bag label.	56
	A	Sign Payroll Form.	165
	I	Inspector signs bottom half of Payroll Form.	165
	ANY	Any one clerk signs bottom half of Payroll Form.	165
	ANY	Any one clerk signs as a witness.	52
	I	Locate Signage Bag in cardboard box and distribute signs.	49

Completed?	Who	What	Reference Pg.
	A	Post signs, FYI Board, maps, notices, flags – inside and outside of polling place.	49
	I	Set-up curbside voting sign and cone – write Inspector’s county issued cell phone number on sign.	51
	I	Assign meal breaks.	10
	I	Ask clerks if they have questions about duties.	52
	A	Put on name badges and any appropriate language flags.	52
	I	<b>Use the Tenex App to report that you are ready to open. If the app is not working, call the ROV at 707-784-3375 to report opening.</b>	52

## Opening Polls Checklist

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

### Opening Checklist – 7:00 A.M. and FIRST VOTERS

Completed?	Who	What	Reference Pg.
	I	Publicly announce the polls are open at 7:00 A.M. sharp.	52
	I, EC	Have 1 <sup>st</sup> voter inspect the Ballot Scanner – zero ballots scanned, empty Ballot Box and Auxiliary Bin.	52, 80
	I, BC	Have 1 <sup>st</sup> voter inspect Ballot Clerk – Empty Red Bag, Empty eRoster Ticket Bag.	52, 123
	I, PC	Have 1 <sup>st</sup> voter inspect Provisional Clerk – Empty Pink Provisional Ballots Bag.	52, 140
	I	Give Ballot Clerk new seal for Red Bag.	52
	BC	Seal Red Bag.	123
	BC	Seal Blue Bag.	123
	PC	Seal Pink Bag.	140
	I, EC	Send voter to eRoster to begin voting process.	52
	I	Document seals on security log.	52
	EC	Close, lock and seal all compartments of the Ballot Box.	80
	EC, PC	Give keys to Inspector until needed to close polls.	80, 140

## Processing Voters Checklist

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

## Processing Voters Throughout the Day

Completed?	Who	What	Reference Pg.
	G	Processing Voters.	64-66
	EC	Processing Voters.	82
	ER	Processing Voters.	103-116
	BC	Processing Voters.	124
	PC	Processing Voters.	142-159
	I	Mid-Day VBM Ballot Pickup (Yellow Bag) Around 1 P.M. and 5 P.M.	53

## Closing Checklist – 8:00 P.M. to End of Night

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 P.M. to End of Night

Completed?	Who	What	Reference Pg.
	I	Publicly announce the polls are closed at 8 P.M. sharp.	54
	I	Ensure all voters in line are processed and notified they will get to vote. Have a Poll Worker stand at the end of the line to inform any incoming voters that the polls are closed.	54
	<b>A</b>	<b>DO NOT CONTINUE UNTIL ALL VOTERS ARE PROCESSED AND EXIT.</b>	54
	BC, PC, I	Place unused ballots inside the Red Bags that the ballots came in.	55
	PC, I	Place unused ballots inside clear Unused Ballot Bag.	55
	I, BC	Break seal on Red Bag.	125
	BC, PC	Remove and sort contents.	125
	BC, I	Record the number of spoiled precinct ballots on bag labeled for this purpose.	125
	BC, I	Place spoiled ballots inside Spoiled/Surrendered bag.	125
	PC, I	Record the number of spoiled provisional ballots on Spoiled/Surrendered Bag.	160
	PC, I	Place spoiled provisional ballots inside Spoiled/Surrendered Bag.	161
	BC, I	Place surrendered ballots inside Spoiled/Surrendered Bag.	161
	BC, PC	Place ballot stubs inside Spoiled/Surrendered Bag.	161
	I, PC	Ensure provisional ballots and signatures are recorded on Provisional Log.	160
	PC	Place Provisional Log in pink bag – <b>DO NOT UNSEAL PINK BAG.</b>	160
	I	Pack all ADA polling place modifications.	55
	G	Take signs down from wall – place back in Signage Box and place on Caddy	66
	G	Return Provisional/Greeter Binder to Inspector.	66



Completed?	Who	What	Reference Pg.
	G	Return Greeter table to where supplies were in the morning.	66
	G	Assist all other workers with taking down signs, posters, voting booths, etc.	66
	EC	Ballot Scanner – Verify Auxiliary Bin has no uncounted ballots.	83-84
	EC	Ballot Scanner – Process any ballots found in Auxiliary Bin that are NOT in an envelope before continuing.	83-84
	EC	Ballot Scanner – Press blue poll worker button on back of Ballot Scanner.	83-84
	EC	Ballot Scanner – choose Close Polls from menu options.	83-84
	EC	Ballot Scanner – Choose Yes, Close the Polls.	83-84
		<b>Note: Once polls are closed, they cannot be reopened.</b>	83-84
	EC	Ballot Scanner – Enter the close polls code <b>060722</b> and select Accept. The Close Polls report will print automatically.	83-84
	A	All poll workers sign the Close Polls report.	83-84
	I	Place Close Polls report in Official Document Return Envelope.	83-84
	EC	Ballot Scanner – Press the Closing report button for a second copy.	83-84
	A	All poll workers sign the printout.	83-84
	EC	Ballot Scanner – Tape the second copy near the entrance of the polling place.	83-84
	EC	Ballot Box – Remove the privacy shields from the Ballot Box and place inside the Touch Writer table bag.	83-84
	EC	Ballot Scanner – Press the red power button on the back of the Ballot Scanner.	85
	EC	Ballot Scanner – When screen is dark, using blue key, unlock tablet from cradle and place back in storage compartment. Make sure that the tablet is still flat (may need to move the lock-shaped seal) before latching and locking into place. Lower latch to hold tablet then with the blue key, lock tablet into place.	85-86
	EC	Ballot Scanner – Unplug Ballot Scanner. Remove plug from power brick and from back of scanner. <b>Note that there is a locking sleeve that must be pulled back from plug on back of scanner!</b>	86-87

Completed?	Who	What	Reference Pg.
	EC	Ballot Scanner – Remove blue cover from power cord storage compartment.	87
	EC	Ballot Scanner – Neatly place cords back inside storage compartment and replace blue cover.	87
	EC	Ballot Scanner – Use wire cutters to cut the seal over the vDrive door. Place broken seal in the white Document Return Envelope.	88
	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.	88-89
	EC	Ballot Box – Using violet key, unlock Ballot Box and remove Red Ballot Bin with the ballots still inside.	89
	EC	Remove any White Change of Address Ballot Envelopes from the Auxiliary Bin and place them in the Red Ballot Bin.	89
	EC	Check the Ballot Box main compartment for loose ballots, if found – put them in the Red Ballot Bin.	89
	I	Once all voted regular and Change of Address ballots are in the Red Ballot Bin(s), <b>seal the bin(s)</b> and record the seal number(s) on the security log.	55
	EC	Ballot Scanner – Loosen lid brace on scan cover, close and lock case.	90
	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.	90
	EC	Ballot Scanner – Remove the scanner from the Ballot Box.	91
	EC	Ballot Box – Place the Ballot Box inside the caddy.	91
	PC	Touch Writer – Press the Blue poll worker button on the back of the Touch Writer.	160-163
	PC	Touch Writer – Select menu at the top of the screen.	160-163
	PC	Touch Writer – Select Suspend Polls.	160-163
	PC	Touch Writer – Select Yes, Suspend the Polls.	160-163
	PC	Touch Writer – Enter the Suspend Polls code <b>060722</b> and press Accept. The Suspend Polls report will print automatically.	160-163
	PC	Touch Writer – Print Ballot Count and Summary Reports.	160-163

Completed?	Who	What	Reference Pg.
	PC	Touch Writer – Place the Suspend Polls report in the Document Return Envelope.	163-165
	PC	Touch Writer – Remove the privacy panels from either side of the Touch Writer and place in the Touch Writer Accessible booth bag.	163-165
	PC	Touch Writer- Press the red power button on the back of the Touch Writer.	163-165
	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.	163-165
	PC	Touch Writer – When screen is dark, unplug Touch Writer. Remove plug from power brick, and from back of Touch Writer.  <b>Note that there is a locking sleeve that must be pulled back from plug on back of Touch Writer!</b>	163-165
	PC	Touch Writer – Remove blue cover from power cord storage compartment.	166-168
	PC	Touch Writer – Neatly place cords back inside storage compartment and replace blue cover.	166-168
	PC	Touch Writer – Unplug the headphones and place into the clear Touch Writer supply bag.	166-168
	PC	Touch Writer – Unplug the bar code scanner and place into the clear Touch Writer supply bag.	166-168
	PC	Touch Writer – Unplug the laser printer from the back of the Touch Writer.	166-168
	PC	Touch Writer – Make sure the Accessible Controller is seated in its cradle.	166-168
	PC	Touch Writer – Unlock hinge on scan cover, close and lock case.	166-168
	PC	Touch Writer – Reaching under the Touch Writer table, pull the metal latch toward you to unlock the Touch Writer from the booth.	166-168
	PC	Touch Writer – Remove the Touch Writer from the table and place back inside the caddy.	166-168
	PC	Touch Writer – Disassemble the Touch Writer table and place back into the Touch Writer bag. Place bag into caddy.	166-168

Completed?	Who	What	Reference Pg.
	PC	Touch Writer – Turn off the laser printer by holding down the button in the front.	169
	PC	Touch Writer – Unplug the printer from back of UPS.	
	PC	Touch Writer – If printer is on small table, place printer with cables still attached back into caddy.	
	PC	Touch Writer – If printer stayed on caddy, neatly place cords behind printer for transportation.	169
	ER	Put eRoster in sleep mode by lightly pressing on/off button.	119
	ER	Repack eRoster tablet, mi-fi, accessories, and power cords back into case.	119
	ER	Seal all eRoster cases with blue seal.	119
	ER	Document blue seal number on seal log sheet.	119
	ER	Give all eRoster cases to Inspector.	119
	ER	Repack all other supplies into eRoster supply bin and return it to Inspector.	119
	BC	Repack all other supplies into Ballot Clerk supply bin and return it to Inspector.	119
	BC	Give sealed Blue Bag to Inspector.	126
	PC	Enter the total of signatures on the pink Provisional Log at the top.	160
	PC	Place the pink Provisional Log in pink Provisional Bag.	160
	PC	Repack Provisional Clerk supply bin and return to Inspector.	160

## Closing Checklist – Forms to Complete

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

### Forms to Complete

#### Ballot Statement

Completed?	Who	What	Reference Pg.
	I, ER	Line 1 – Enter number of voters from the eRoster. (no report is needed).	56
	I, ER	Line 2 – Enter total voters on back-up paper roster if used.	56
	I	Line 3 – Add Lines 1 and 2 together.	56
	I	Line 4 – Ballot Count number from Ballot Scanner.	56
	I	Line 5 – Total number of uncounted ballots, if any.	56
	I	Line 6 – Number of white change of address envelopes	56
	I	Line 7 – Add lines 4, 5, & 6 Together	57

#### Certificate of Performance

Completed?	Who	What	Reference Pg.
	I	Check the appropriate box on the Certificate of Performance	57
	A	All poll workers must sign the Certificate of Performance	57

#### Miscellaneous Forms

Completed?	Who	What	Reference Pg.
	A	Payroll Form – signed by all workers	57-58
	A	Oath – signed by all workers	57-58
	A	Closing Polls Reports from Ballot Scanner (all copies) – signed by all workers	57-58
	I	Security Log – signed by Inspector	57-58
	I	Bag Labels – signed by Inspector	54-55, 57

## End of Night Return Checklist

### 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

### End of Night Returns List – Complete by 9:00 P.M.

Completed?	Who	What	Reference Page
	I	Gather all forms and place in White ROV Document envelope.	57
	I	Locate all items with bright green RETURN label.	57
	I, EC	Seal Red Ballot Bin with all voted and Change of Address Envelopes inside.	59
	I, BC	Blue eRoster Tickets Bag remains sealed with tickets inside.	58
	I, PC	Pink Provisional Bag remains sealed with ballots and Provisional Log inside.	59
	I, ER	eRoster cases sealed with components inside.	59
	I	Yellow Vote-by-Mail Bag remains sealed with dropped off VBM ballots inside.	59
	I	Pack Red Bag(s).	60-61
	I, EC	Ensure Official Returns Pouch has the following items:  * Keys for Ballot Scanner, Touch Writer and Ballot Box  * vDrive(s) from Ballot Scanner  <b>Do not remove the vDrive from the Touch Writer!</b>	62
	I	Seal the Official Returns Pouch and record seal number on the Security Log.	62
	I	Make sure all seal numbers are recorded on the Security Log and place it in the White Document Return Envelope.	61
	I	Place the White Document Return Envelope into the side pocket of the Red Bag.	61
	I	Be sure iPhone is on and left out until Collection Team arrives.	62

Completed?	Who	What	Reference Page
	A	Repack supply bins with all remaining items and put inside equipment caddy.	60
	I, ANY	Inspector and any one (1) clerk gather all green RETURN items and wait until ROV Collection Team comes to pick up these supplies.	62
	I	If the Collection Team has not arrived by 9 P.M., call your Roving Inspector and the Registrar of Voters Office at 707-784-3435 or 707-784-3125.	62
	I	When the Collection Team arrives, place the county-issued cell phone inside the Clear Official Returns Pouch	62
	I	Direct the Collection Team to the items with the green RETURN label.	62
	I	<p><b>Hand Clear Returns Pouch directly to the Collection Team. Do not pack it into any other bag.</b></p> <p>Inside should be:</p> <ul style="list-style-type: none"> <li>* Keys for Ballot Scanner, Touch Writer and Ballot Box</li> <li>* vDrive(s) from Ballot Scanner</li> <li>*County-issued cell phone</li> </ul>	62
	I	Leave polling place after Collection Team has arrived and picked up all items with the GREEN return label.	62

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## Before Election Day Tasks

### For all Poll Workers

- ★ **Read Manual and complete required training.**
- ★ Complete your mandatory in-person training – if you have not scheduled this, please email us at [PollWorker@SolanoCounty.com](mailto:PollWorker@SolanoCounty.com) or call the Registrar of Voters office at 707-784-6675 and ask to speak to the Poll Worker team to do so.
- ★ Every active voter will receive their Vote by Mail ballot in the mail. If you do not receive your ballot in the mail, choose one of the following 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 a.m. and 5 p.m., Monday through Friday.
  - 2) Call the Registrar of Voters office to request a replacement ballot be mailed to you.
  - 3) If you are working at your voting polling place, please vote on your break when it is not busy.
- ★ 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, you will have to vote provisionally.

### For Inspectors Only

- ★ Pick up your election supplies at your training class.
- ★ Locate your County-issued cell phone in the Inspector Binder and charge it before Election Day.
- ★ Call and introduce yourself to your clerks and remind them to arrive at 6:00 a.m. on Election Day (and to bring their poll worker manuals).
- ★ If you have not made contact with a clerk prior to Election Day, call 707-784-6675 or email [pollworker@solanocounty.com](mailto:pollworker@solanocounty.com) as soon as possible.



**If you are able to access and set up the polling place prior to Election morning, DO NOT leave eRoster tablets, back up paper roster, street indices or ballots at the polling place overnight.**

### For Roving Inspectors Only

- ★ Pick up your election supplies at your training class.
- ★ Locate your County-issued cell phone in the your Binder, turn it on and charge it before Election Day.
- ★ Call and introduce yourself to your Inspectors. Remind them to arrive at 6:00 a.m. 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 contacted 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 poll workers.
- ★ Explain that you are part of their team and you will 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.
- ★ Most importantly, state that you are available to help wherever needed.
- ★ Make sure required forms are signed and completed.
- ★ Make sure polling place is setup for social distancing and COVID guidelines that are posted.
- ★ Check to make sure the eRoster Wi-Fi is working throughout the day.

### Roving Inspector Checklist

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

Generally, you will confirm that:

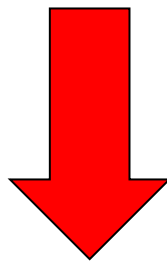
1. The polling place set up:
  - ★ follows the COVID specific layout
  - ★ enables voters to be processed efficiently
  - ★ prohibits lines from backing up
  - ★ complies with ADA requirements
  - ★ complies with specific alternative language requirements
  - ★ required signage/posters are displayed, visible, and accessible
2. Social distancing and other safety measures are being implemented and followed.
3. The signage enables voters to locate the polling place or voting area easily.
4. The Curbside Voting cone is visible and contains the correct phone number on it.
5. The Ballot Scanner, Touch Writer and eRoster are operating on AC power.
6. The eRoster wi-fi is turned on and functioning correctly (check for a green cloud on eRosters).
7. Equipment issues are identified and addressed quickly.
8. Confirm that a supply of each precinct ballot/color/ballot type are out on the Ballot Clerk and Provisional Clerk table, and that the correct ballot is being issued to the voter.

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

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

- ★ Review the closing procedures with the Inspector;
- ★ 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;
- ★ Remind Inspectors to remove the vDrive from all ballot scanners (even if not used) and place it in the Official Returns Pouch.

Remind Inspectors that this pouch will be handed directly to the Collection Team when they arrive with the vDrive(s) from the Ballot Scanner(s) and keys.



## Inspector

### Set Up of Poll Place

- ★ All poll workers must arrive at 6:00 A.M..
- ★ If any of your clerks do not show up by 6:15 A.M., call the Registrar of Voters office at (707) 784-3045.

### What to Do if You Cannot Access the Polling Place

- ★ Call your polling place election morning contact (contact information can be found in your Inspector Binder).
- ★ Call the Registrar of Voters at 707-784-3045, and your Roving Inspector.
- ★ At 6:45 A.M., begin to set up outside the entrance to the polling place.
- ★ Break the seal on the Primary Red bag and remove the contents. Re-seal the Red Bag and use it as the temporary ballot box.
- ★ Give the back-up paper roster to one eRoster Clerk.
- ★ Hand out pads of all of the color-coded precinct ballots to the Ballot Clerks).
- ★ Give a stack of provisional ballots to the Provisional Clerks (precinct specific).
- ★ Additional supplies you may need are in the Emergency Kit.
- ★ At 7:00 A.M. declare “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 *and* has their Vote by Mail 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 they do not have their Vote by Mail 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 secrecy sleeve.
    - 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.

## Set Up of Equipment

- Locate Ballot Scanner(s), Touch Writer, Ballot Box, Red Bags, eRoster, and other delivered supplies. Some supplies are located inside the Ballot Box inside the caddy.

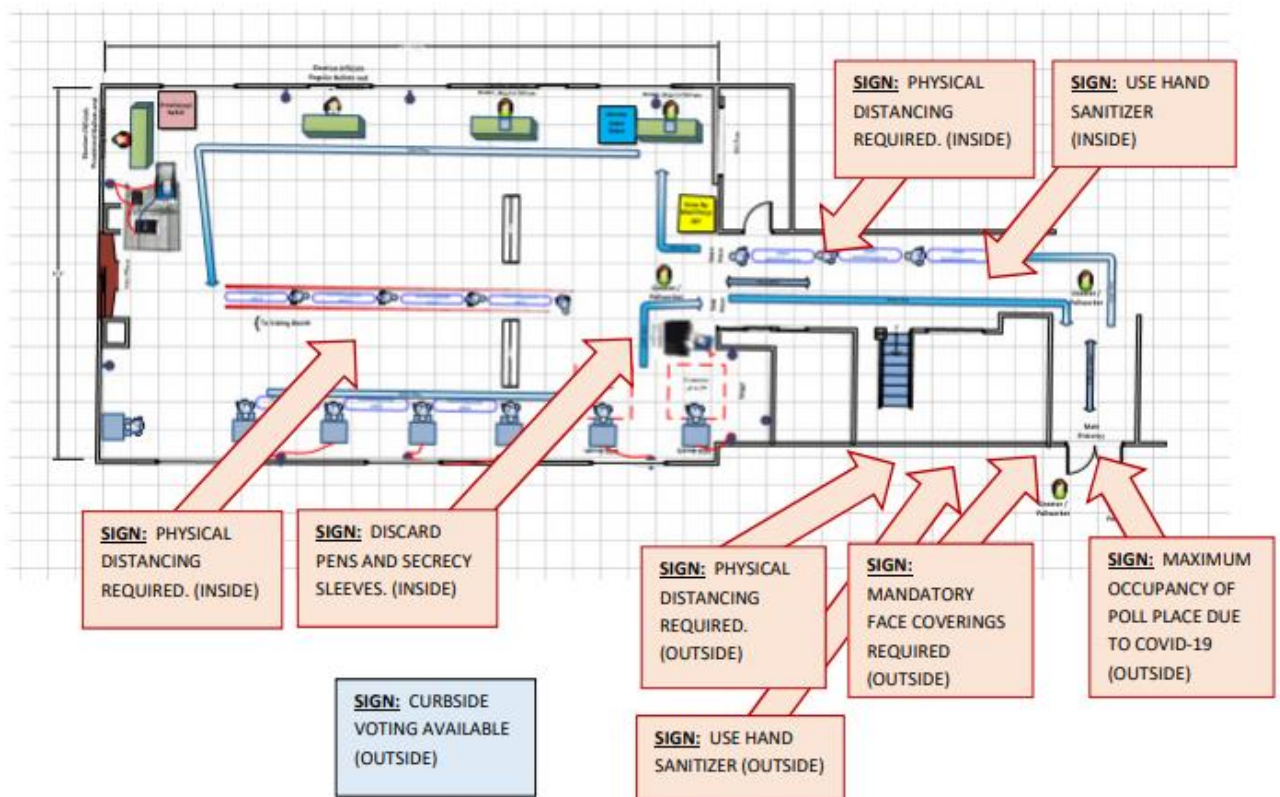


- Break seals on Red Bags to remove the contents.



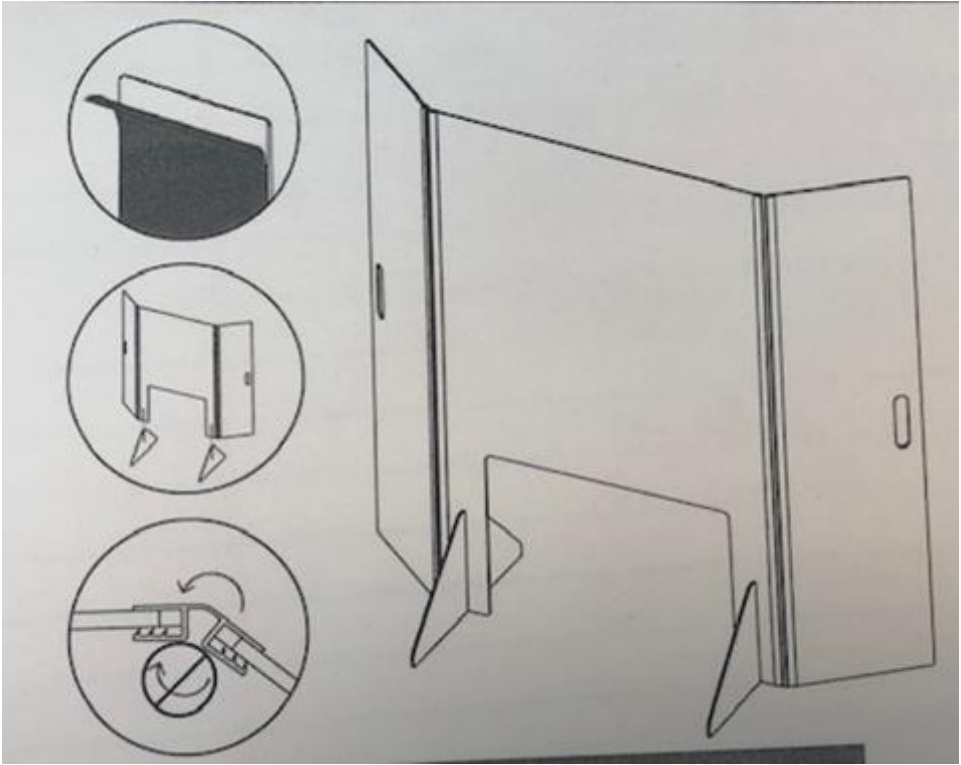
- Place broken seals in the white Document Return Envelope.

- Arrange tables and voting equipment using posted guidelines and according to the COVID specific layout.
  - Keep the flow of traffic streamlined to allow voters easy movement and eliminate the need for voters to cross in front of each other. It also allows for social distancing guidelines to be maintained.
  - 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.
  - Make sure signs are posted as closely to the layout as possible.



- eRoster Clerks check in voters and direct them to either the Ballot or Provisional Clerk.
- Ballot Clerks have ballots for all precincts assigned to that polling location and will verify on the Voter Ticket which ballot to issue to each voter.
- Provisional Clerks are set up next to the Touch Writer, which can produce precinct-specific ballots (including provisional ballots) and be used as a Accessible Voting Device
- Each Clerk is at their own table, which are set up according to the provided layout and should be space 6-feet apart.

**Sneeze guards should be placed at the front of each table. How to Set Up Sneeze Guard**



1. Unbox sneeze guard.
2. Unfold shield assembly.
3. Peel protective film from shield assembly and feet.
4. Slide on the two (2) shield feet.
5. Set sneeze guard on table near where voter would approach.
6. Repeat for all eRoster, Ballot, and Provisional Clerk tables.



- Give clerks their individually packed supply bins to set up the election tables-manage the setup process
  - Give the eRoster Clerks the following additional supplies:
    - Wire cutters to remove the seal on the tablet case (give to Equipment Clerk when done) *wire cutters located in Stationary Kit in Red Bag A, inside Inspector Binder and attached to top of Red Bag A.*
    - eRoster Tablets
    - Voter Registration Forms
    - Provisional Envelopes (pink)
    - CVR Envelopes (lilac)
    - Change of Address Envelopes (white)
- Give the Ballot Clerks the following additional supplies:
  - Precinct Ballots for their assigned precincts (located in the Red Bags)
  - Secrecy Sleeves
  - Blue Voter Tickets Bag to share
  - New seal for Red Bag for spoiled and surrendered ballots and envelopes
- Give the Provisional Clerk the following additional supplies:
  - Provisional Envelopes (pink)
  - CVR Envelopes (lilac)
  - Change of Address Envelopes (white and that say “Live Ballot” on them)
  - Pink 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 (only one set, must be shared with Equipment Clerk)
  - Wire cutters to remove seal on the handles of the Touch Writer
  - Provisional/Greeter Binder
- Give the Equipment Clerk the following supplies:
  - Ballot Scanner and Ballot Box Keys (orange, blue and violet keys) on purple lanyard (only one set, must be shared with Provisional Clerk)
  - “I Voted” stickers
  - Wire cutters to remove seal on the handles of the Ballot Scanner (give to Provisional Clerk when done)
- Give the Greeter the following supplies:
  - Binder
  - TV Tray

- Buckets (1 blue, 1 white)
- Wipes
- Clipboards
- Pens
- “I Voted” Stickers
- Voter Processing Forms
- Direct Equipment Clerk to set up Ballot Scanner. If there is no Equipment Clerk, the Inspector is responsible.
- Direct Provisional Clerk to set up Touch Writer. If there is no Provisional Clerk, the Inspector is responsible.



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

- Confirm the Touch Writer headset has a clean set of protective covers.
- Oversee the setting up of voting booths:
  - Setting Up Suitcase Style (Blue) Voting Booths
    - Remove legs from booth.
    - Add the black extenders to the ADA booth.
    - Insert legs in booth, twist to lock.
    - Lock privacy sleeves in place.
    - Attach the clip-on lights to each booth.
- Locate the **Inspector/Forms/Signage Bin** on the caddy
  - The Signage Box contains some of the paper signs, maps and notices to post on Election Day.
  - Some signs and notices may be inside the Black Ballot Box.
  - The Touch Writer supply bag contains the 100-foot string to measure the no electioneering boundary.
- Oversee placement of signs, maps, & notices for inside and outside the polling place:
  - Items posted inside 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.
    - Observer guidelines poster – post on wall near entrance.
    - Sample and Translated Ballot Posters – post on wall near Voting Booths.
    - Polling Place Map – post on wall near Greeter’s table at entrance.
    - COVID Specific Signs including:



- **Maximum Capacity**
- **Physical Distancing**
- **Use Hand Sanitizer**
- **Discard Pens and Secrecy Sleeves**

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 Sign (write poll name on it).
- Polling Place Sign with arrow.
- Voter Bill of Rights Posters – post on wall
- Maximum Capacity Sign
- Hand Sanitizer Sign
- Poll Place Layout Sign

Write your county issued cell phone number on curbside voting sign and place the sign on the curb closest to the polling place entrance.

- Please make sure the parking spaces for this are easily accessible for poll workers but also do not infringe on ADA parking spaces.
  - Set up pop-up tent, chairs, and clipboards/sanitary buckets for curbside voting
- 
- 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.



*Solano County Registrar of Voters - 2020 November 3 General Election*

- Sign the Security Log to confirm the seal numbers on the Touch Writer, Ballot Scanner(s), eRoster cases, and Red Bag(s) match the numbers pre-printed in the 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 white Document Return Envelope.
- The Ballot/Document Return Bags are located in the Inspector/Forms/Supplies clear bin on the Equipment Caddy.
- Locate the Inspector Binder
- Inspector and all clerks:
  - Print and sign name on the Payroll form
  - Verify Mailing Address on Assignment Letter in Inspector Binder/Backup Paper Roster
  - Sign the Zero 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** – Use the TEDesk app to set your polling place status to open. Select option 2 then enter your polling place ID found on your assignment letter you received in the mail. If unable to use the app, call 707-784-3375.
  - 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 A.M. announce, “The polls are now open”
- Take the first voter to the Ballot Scanner and ask the voter to confirm that:
  - The scanner screen display shows zero
  - The Ballot Box and Auxiliary Bin are empty
- Take the first voter to the Ballot Clerk and Provisional Clerk tables to confirm that:
  - The Red Bag, Blue eRoster Tickets Bag, and Pink Provisional Bag are empty
- Give a seal to the 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 Bags in the ELECTION DAY section of the Security Log and sign.

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

## Mid-Day VBM Pickup

- ❑ During the day, deputized transport drivers will pick up your Yellow Bag containing dropped off Vote by Mail ballots.
- ❑ When the transport driver arrives at your polling place, he or she will:
  - Take the Yellow Bag containing all dropped off ballots
  - Leave an empty sealed Yellow Bag to replace it
- ❑ The Inspector 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” log located inside the clear window on the outside of the Yellow Bag.
- ❑ Both the Inspector and the transport driver must complete and sign **the middle section** (“For Transport Use Only”) of the Chain of Custody log 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): \_\_\_\_\_

- ❑ 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.
- Ensure all voters in line are processed and notify them they will get to vote.
- Wait for last voter to exit.
- Give the Equipment Clerk the Official Returns Pouch for use during the shutdown procedure.
- Direct the Equipment Clerk to check for any Change of Address envelopes in the Auxiliary Bin and to put them in the Red Ballot Bin when it is pulled out of the Ballot Box.
- Direct the Equipment Clerk to check for previously unscanned voted ballots in the Auxiliary Bin and to insert the ballots through the Ballot Scanner before closing the polls.
- Once all uncounted ballots are processed through 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 the **Return of Uncounted Ballots Bag** and then shut down & tear off the Close Polls Report after printing.
- 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 Spoiled & Surrendered Ballots Bag**.
- Place all ballot stubs, spoiled and surrendered precinct ballots, and surrendered provisional ballots inside **Spoiled & Surrendered Ballots Bag**.
- Close the bag and set aside for packing later.
- Place cell phone into Official Returns Pouch when Collection Team arrives.
- Set aside all voter completed forms for packing later.



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



- Confirm the correct polling place name and poll ID are on the top of each sheet of the Provisional Log.
- Confirm Provisional Clerks write the total of provisional signatures in the box at the top of each poll place specific Provisional Log.
- Ensure the Provisional Log is placed inside Pink Provisional Bag (do not break the seal).
- 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 at a later date.
- Return Provisional/Greeter Binder to Inspector.
- Ensure the Greeter table is folded-up for the moving company to pick 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 Close Polls report.
  - Left the Voted Ballots inside the Red Ballot Bin.
  - Removed the vDrive from the scanner(s) and put in the Official Returns Pouch.**
  - DO NOT remove the vDrive from the Touch Writer.
- Pull the **Red Ballot Bin** out of the Ballot Box and make sure all voted ballots are in it.
- Check the Auxiliary Bin of the Ballot Box(es) and place any white Change of Address envelopes in with the voted ballots in the **Red Ballot Bin**.
- Once all of the voted and white Change of Address envelopes are in the **Red Ballot Bin**, seal the bin and log the seal number.
- Count any “uncounted ballots” the Equipment Clerk placed in the **Return of Uncounted Ballots Bag**. 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**.
- Inspector and one (1) clerk sign the bag label for:
  - Return of Ballot Stubs, Spoiled & Surrendered Ballots Bag**
  - Return of Uncounted Ballots Bag**
- Any unused forms (such as the Deceased Voter Forms) should be packed in the clear supply bags, placed into the White Supply Boxes, and placed on the equipment caddy.

**Completing the Ballot Statement Section**

- Confirm the total on Line 1 matches the eRoster Check-Ins from the Summary Report.
- Confirm Line 2 is the total signatures inside the back-up paper roster.
- Add lines 1 & 2 and write it on Line 3.

<b>BALLOT STATEMENT</b>	
1. Number voters from the eRoster Certified List	[ ]
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	= [ ]
<hr/>	
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. Number of white Change of Address Envelopes (Enter 0 if none)* * These are marked ballots that could not be scanned by the Ballot Scanner	+ [ ]
7. Total Voted Ballots	= [ ]

- Using the Close Polls Report from the Scanner, write the combined total of voted ballots on Line 4.
- Write the total of uncounted ballots on Line 5.
- On line 6, record the number of white Change of Address Envelopes pulled from the Auxiliary Bin Compartment.
- Add lines 4, 5, & 6 and write it on Line 7.

Completing the Certificate of Performance Section

- Check (✓) the appropriate box that applies to your polling place results.

**This Certificate of Performance is for precinct(s):  
for the June 7, 2022 Statewide Direct Primary 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

- Have all workers sign the Certificate of Performance
- Make one final check that all required forms, logs, and bag labels are completed and signed:
  - All clear plastic return ballot bag labels
  - 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 Return Envelope**:
  - Ballot Statement/Certificate of Performance
  - Completed forms (includes forms that were removed from Red Bag)
    - Election Complaint Forms – completed by voters
    - Notice of Deceased Voter Forms-completed by voters
    - Poll Worker Feedback Forms – completed by workers
    - Voter Registration Forms-completed by voters
  - Oath
  - Payroll
  - Closing Polls Reports Report from Ballot Scanner
  - Open Polls and Zeroes Reports from Ballot Scanner and Touch Writer
- Ensure the Equipment Clerk has posted the second signed copy of the Closing Polls 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 (place in Red Bag)
  - White ROV Document envelope (place in Red Bag)
  - All Red Bags
  - Red Ballot Bin
- Turn over the green RETURN label and pack items listed on label.
- Official Returns Pouch should contain:
  - vDrive from Primary and Back-up Ballot Scanner(s)
  - Ballot Scanner and Touch Writer keys
  - County-issued cell phone
- Seal the pouch with these items in it and keep it outside of any other bags. When the Collection Team arrives, hand the pouch directly to the Collection Team.



**DO NOT PACK THE CLEAR RETURNS POUCH INTO THE RED BAG**

- Blue eRoster Tickets Bag:

- Keep the bag sealed with the Voter Tickets inside, seal top flap.
- Pink Provisional Bag
  - Keep the bag sealed with the provisional ballots and Provisional Log inside, seal top flap.
- Yellow Vote-by-Mail Bag
  - Keep the bag sealed with dropped of Vote by Mail ballots inside, seal top flap.

#### eRoster Cases

- After the eRoster Clerks have completed their closing procedures, ensure that each case contains an:
  - eRoster tablet
  - eRoster Stand
  - Tablet power cord and brick
  - Printer
  - Printer power cord
  - Stylus (2)
  - Cleaning Cloth
  - Mobile Hot Spot (in eRoster Case #1)
- Ensure each case is sealed.

#### Red Ballot Bin



**Before closing the polls on the Scanner, ensure you have checked the Auxiliary Bin for any loose, uncounted ballots to run through the scanner!**

- After closing the polls and pulling out the Red Ballot Bin(s) ensure that:
  - You have removed any white Change of Address Envelopes from the Auxiliary Bin and put them still sealed in the Red Ballot Bin(s).
    - You have double checked the Auxiliary compartment to make sure there are no overlooked loose ballots
    - If the polls have already been closed, put them in the Uncounted Ballots Bag
  - You have double checked the Auxiliary Bin to make sure there are no overlooked white Change of Address envelopes
    - If you find any, put them in the Red Ballot Bin
  - Double check the Ballot Box to be sure there are no loose ballots that did not make it into the Red Ballot Bin.
  - Seal the Red Ballot Bin with the voted ballots and the white Change of Address envelopes inside

- Put the Red Ballot Bin(s) with the other items to be collected by the Collection Team

#### Red Bag – Single Bag Location

- Be sure the Red Bag is packed with items (listed from bottom to top):
  - Inspector Binder
  - Provisional/Greeter Binders
  - Voter Processing Forms
  - Unused Precinct and Provisional Ballots
  - Ballot Stubs/Surrendered/Spoiled Ballots
  - Backup Paper Roster with Street Indexes inside



**DO NOT PACK THE CLEAR RETURNS POUCH INTO THE RED BAG**

- Seal the bag with a new seal.

#### Red Bag – Multiple Bag Location

- Be sure the primary Red Bag is packed with items (listed from bottom to top):
  - Unused Precinct and Provisional Ballots
  - Ballot Stubs/Surrendered/Spoiled Ballots
  - Uncounted Ballots
  - Backup Paper Roster with Street Index inside
- Pack the following items in the additional Red Bags:
  - Ballot Stubs/Surrendered/Spoiled Ballots
  - Uncounted Ballots
  - Provisional/Greeter Binders
  - Voter Processing Forms on their ring(s)
- Seal all Red Bags with a new seal.
- Re-pack Supply Boxes neatly with the following items:
  - Put individually packed boxes for eRoster, Ballot, and Provisional Clerk and place inside the equipment caddy.
  - Put all **unused forms** in the Forms box.
  - Put **unused Voter Registration Forms** and holder inside the Signage Box.



**If you have any item that is not addressed anywhere in the manual, pack it in the Equipment Caddy.**

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

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

- Place completed and signed Security Log in white ROV Document Envelope.
- Pack white ROV Document Envelope in outside pocket of Primary Red Bag.
- Clean-up any personal items or trash from poll workers at the polling place before leaving.
- Inspector and one (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.**

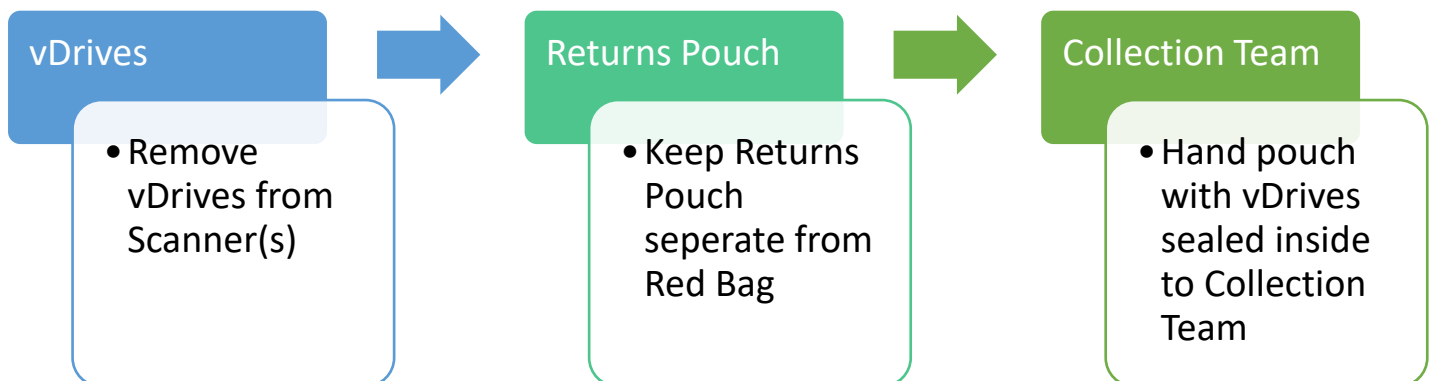
**If the Inspector and one (1) Clerk cannot wait for the Collection Team, please call your Roving Inspector immediately.**

## 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.
- Once the Collection Team arrives, place the county-issued cell phone into the Clear Official Returns Pouch
- If the Collection Team has not arrived or updated you by 9:00 P.M., call the ROV immediately at 707-784-3435 or 707-784-3125 or call your team directly at the number they provided when they introduced themselves
- Direct the Collection Team to the items with the green RETURN label
- Once the Collection Team has collected everything, the Inspector and the one (1) remaining Clerk can leave



**Once the Collection Team arrives, hand the pouch directly to the Collection Team with the vDrive(s) from the Scanner(s) and the keys on the purple lanyard sealed inside.**





## Greeter

### Setup of Greeter Station


- Get Provisional/Greeter Binder, Greeter table, map, Observer poster, and FYI Poster fold-out from Inspector
- Set up the padded chair and Greeter table near the entrance to the polling place with the Provisional/Greeter Binder
- Post the polling place map near the entrance
- Post the FYI Poster fold-out near the entrance
- Be sure pens and Voter Processing Forms are easily accessible to hand to voters
- Be sure hand sanitizer and masks are accessible to voters.
- Set up the curbside voting supplies, including the sanitized and non-sanitized buckets for clipboards, the Voter Processing Forms and pens, and sanitary wipes to clean the clipboards.
- Assist team members with setting up polling place once your section is complete.



### Processing Voters

- Greet voters as they enter by saying:
  - “Good morning/afternoon/evening! Have you voted here before?”*
- Provide hand sanitizer to each voter and offer a mask.
- There is no current mask mandate, but voters can utilize other options such as curbside voting for the comfort and safety of them and other voters.
- If voters do not want to utilize curbside voting, remind them they will still need to follow social distancing guidelines
- Further steps to ensure voter safety:
  - Have a clerk hold their place in line and bring the voter in once their turn has come
  - Process the voter as quickly as possible
- If applicable, direct voters to the 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 page 67):
  - City
  - Street Name
  - Street Number

- Locate the information in the binder or on the map and provide them the location information
- Provide voters with a Voter Processing Form and pen:



**SOLANO COUNTY**  
**REGISTRAR OF VOTERS**

**VOTER PROCESSING FORM**  
Please PRINT your name & complete address below:  
IMPRIMA su nombre y dirección completa a continuación:  
Mangyaring PAKITA ang iyong pangalan at kumpletong address sa ibaba:

First name Primeró nombre Pangalan	Middle Initial Inicial del segundo nombre Gitnang paunang	Last name El apellido Huling pangalan	Suffix Suñjo Hulapi
Address in California where you live Dirección en California donde vives / Address sa California kung saan ka nakatira		City Ciudad/ Lungsod	



This form is for check-in purposes only and does not update/change your voter registration information.  
Este formulario es solo para fines de registro y no actualiza / cambia su información de registro de votante.  
Ang form na ito ay para lamang sa mga layunin ng pag-check-in at hindi na-update / baguhin ang impormasyon sa pagpaparehistro ng botante.

- Let them know this is to assist them in checking in quickly and avoiding miscommunication due to PPE and social distancing and does not update or change their information.
- Let them know the pen is theirs to use throughout the voting process and then they can keep it or dispose of it in the provided receptacles.
- Direct them to an eRoster Clerk.
- Provide relief to other clerks for breaks and lunches.
- Monitor the space to ensure social distancing requirements and number of people inside poll place are adhered to.

**Curbside Voting**

All voters will be allowed to vote “curbside” at any voting location and the ROV has advertised this as a “limited contact” method vs. casting a ballot inside a polling place. Poll workers should take the following precautions on-site to minimize risk:

- Wear gloves provided by ROV before assembling materials to be brought outside.
- Bring hand-sanitizer for the voter to use before and after voting.

- Maintain physical distancing to the extent possible by approaching only for necessary handoff of materials.
- Remember to hand voter an “I Voted” sticker.



**Two (2) poll workers must take and return a ballot in the secrecy sleeve if the voter wishes to vote in their car.**

- When a voter pulls up to the curbside voting sign, a Greeter will bring them a Voter Processing Form and a pen on a sanitized clipboard.
- The Greeter will take this card to the eRoster Clerk, who will print the ticket and then attach the Voter Processing Form on the ring to keep it secure.
- The Ballot Clerk will put the ballot into a secrecy sleeve.
- Greeter and one other clerk will bring both the Voter Roster Ticket and ballot to the voter.
- Hand the voter their Voter Roster Ticket and a pen (they will still be using the same clipboard).
- After the voter signs the ticket and returns it, hand them the ballot in its secrecy sleeve and inform the voter to call when they have finished filling in their ballot.
- Return inside and place the Voter Roster Ticket in the Blue Ticket Bag.
- When the voter calls, two clerks will go outside to retrieve the ballot and clipboard.
- They will give the voter an “I Voted” sticker and collect the ballot in its secrecy sleeve.
- Place the used clipboard in the appropriate bucket (to be sanitized).
- Bring the ballot inside the secrecy sleeve back into the polling place.
- Inside, the ballot will be placed, one card at a time, through the Ballot Scanner.
- Dispose of the secrecy sleeve in the provided bin.
- If the voter requests, clerks can call and confirm it has been cast.
- After voter has voted, be sure to sanitize each clipboard and move it to the sanitized bucket.

### At Close of Polls

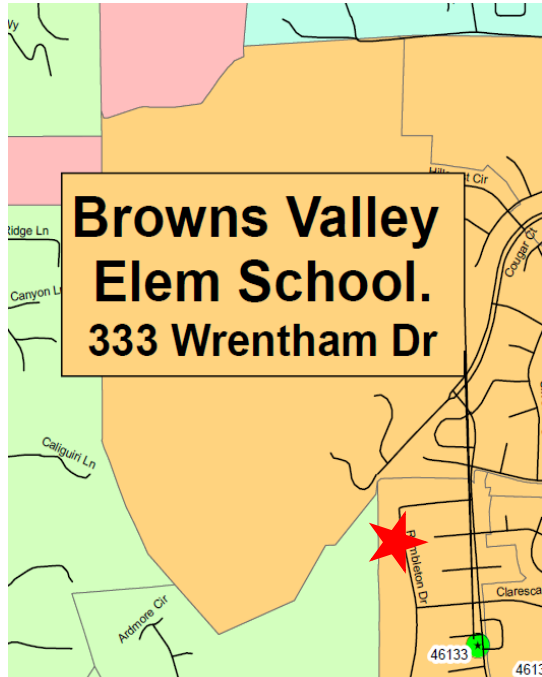
- Take down polling place map, FYI Poster fold-out, and observer poster and place back in Signage Bag.
- Return Provisional/Greeter Binder to Inspector.
- Fold up Greeter table and place with supplies for the moving company to pick up.
- Return chair to original location, if using a chair provided by the location. If using an ROV provided chair place it with the supplies to be picked up by moving company.
- Assist team members with breaking down polling place.
- Clean-up polling place of any personal items before leaving.

*Greeter Street Index Lookup - Countywide*

PRESIDENTIAL PRIMARY

JUNE 7, 2016

	From	To	Side	Pre	Post	Consolidation	Ballot Type	Polling Place
<b>VACAVILLE</b>	100	296	Both			56105	14	THE REFUGE (FRMLY CALV CHAPEL) 2801 NUT TREE RD. SUITE C
<b>RALPH</b>	100	191	Both			56190	14	VACA PENA MIDDLE SCHOOL 200 KEITH WAY
<b>RAMBLETON</b>	500	797	Both			46130	16	BROWNS VALLEY ELEMENTARY SCH. 333 WRENTHAM DRIVE
	6663	6735	Both			46127	16	MOOSE LODGE 6585 GIBSON CANYON ROAD
<b>RAMONA</b>								



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

## Equipment Clerk

### Setting up the Ballot Scanner

- Get Ballot Scanner key (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.

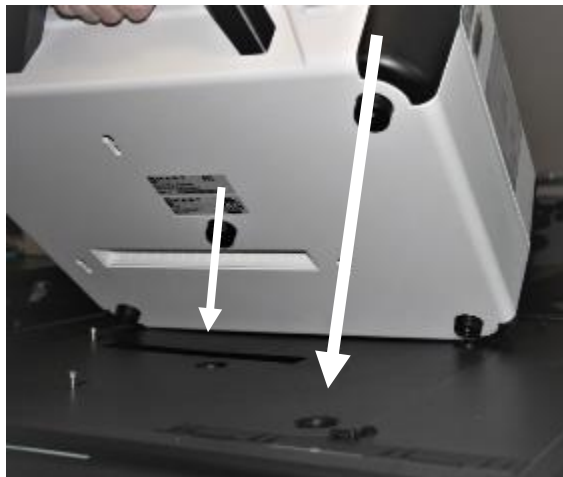


- Leave doors open and unlocked for display to the first voter.

- If removed, make sure Red Ballot Bin is put back into the Ballot Box and situated where ballots will easily fall into it.



- 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 white Document Return Envelope.



- Unlock and open Ballot Scanner (orange key).



- Open storage compartment (this does not require a key).



- Remove power brick and cord from storage compartment and from the 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 push down until lock lid brace is 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.



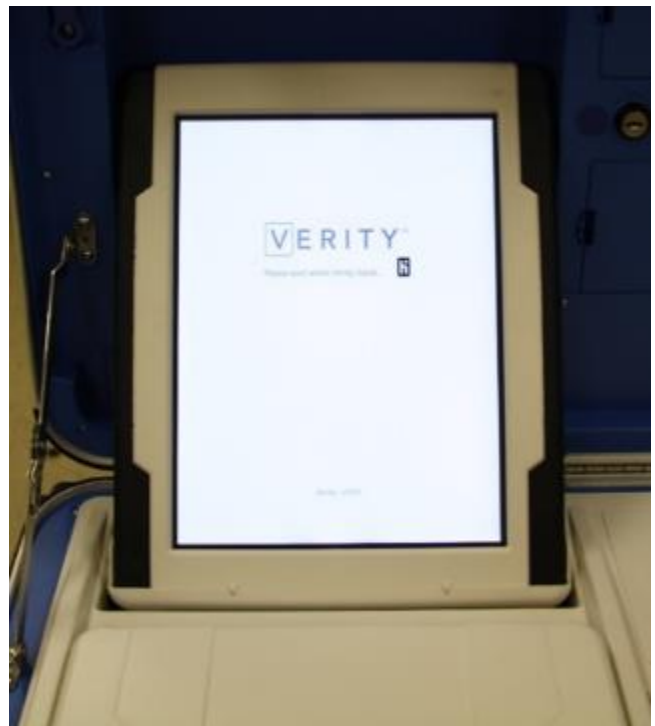
- Plug the Ballot Scanner power cord into a wall outlet. A green light will illuminate on the power brick when AC power is present.



- Press the red power button on the back of the Ballot Scanner to power it on.

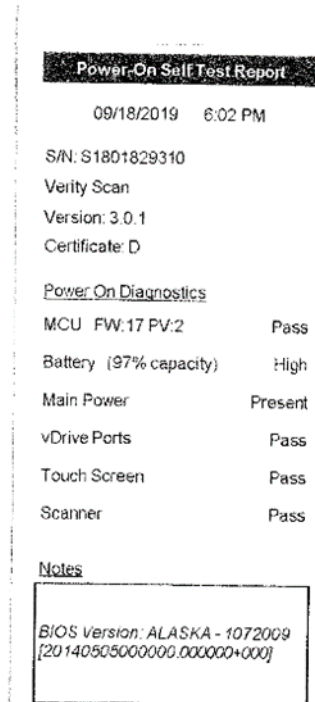
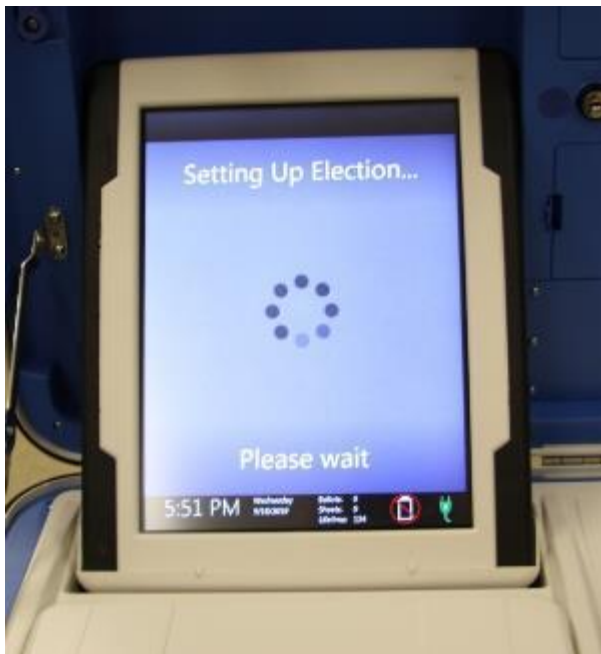


- Allow election to load – this will take several minutes and the screen will go dark momentarily. Please be patient.



- 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.



- Choose Print Zero Report from the menu. Helpful hint: the touch screen works best when you use a knuckle rather than a finger.



- 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.



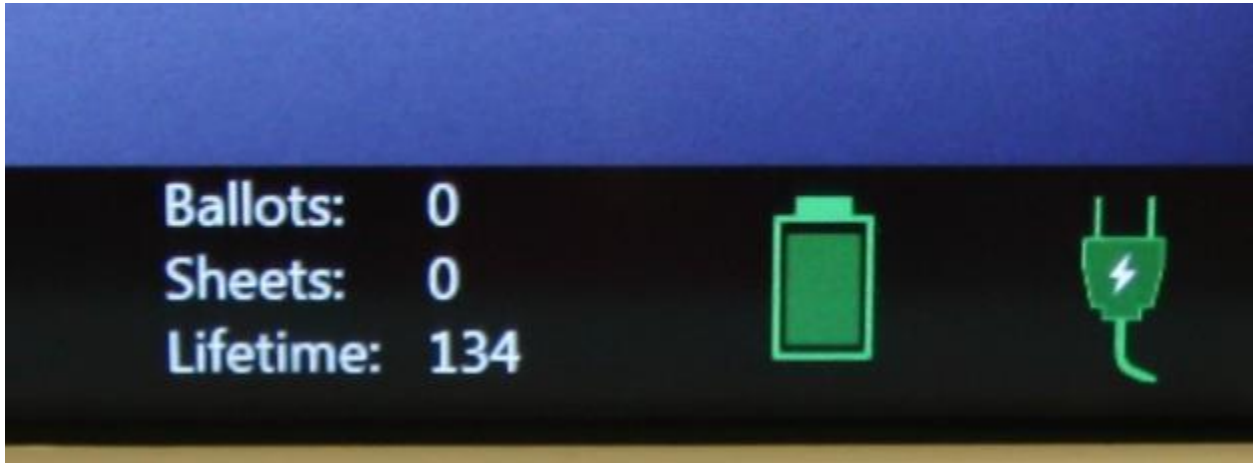
- Verify Auxiliary Bin is empty – leave open for the first voter to verify empty compartments.



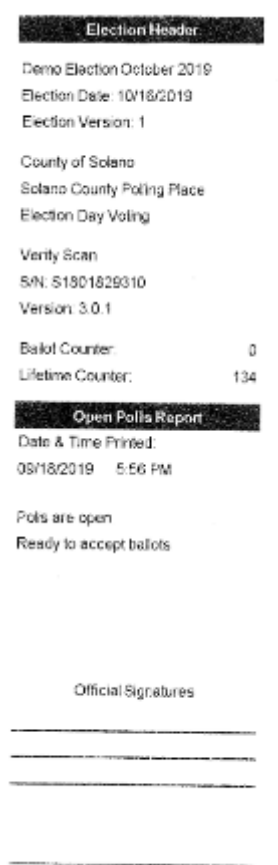
- Verify that the Ballot Box is empty – leave open for the first voter.



- 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 **060722**



- The Open Polls report will print. Tear off all reports, have poll workers sign reports, and place in the white Document Return Envelope.



- 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 page at a time.”
  - Remind voters that the ballot stub should not be inserted in the scanner, which can cause jamming.
- Direct voters to discard the secrecy sleeve in the bin provided. They can keep the pen if they want.
- Thank the voter for voting and give the voter an “I Voted” sticker.

### Change of Address Voters

- When a voter uses their Voter Roster Ticket to change their address, they will be given a white Change of Address Envelope. They will deposit their envelope into the Auxiliary Bin of the Ballot Box.
- When a voter returns this envelope to you, either show the voter where to lift up the flap and deposit their envelope or lift up the flap and deposit it for them.



## Closing the Polls (at 8:00 P.M. or after the last voter in line has voted)

### Shutting Down the Ballot Scanner

- Open the Ballot Box and check the Auxiliary Bin for any uncounted ballots. If so, remove them, and insert the ballots through the Ballot Scanner.
- Change of Address Envelopes should be placed into the Red Ballot Bin.

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

- Press the blue Poll Worker Button on the back of the Ballot Scanner:



- Select Close Polls



- Enter the Close Polls Code **060722** 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 white Document Return Envelope.
- 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 white Document Return Envelope.



- 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 the Red Ballot Bin with ballots inside.



- Check the Ballot Box main compartment for any loose ballots that did not fall into the Red Ballot Bin. If found, place them in the Red Ballot Bin.
- Check the Auxiliary Bin and remove any white Change of Address envelopes. Place them in the Red Ballot Bin.



- 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.



## Ballot Scanner 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 Back-up Ballot Scanner, if available
- ★ Call the Support Team at 707-784-3375.

### Using the Auxiliary Bin

- The Auxiliary Bin can be used in two (2) circumstances:
  1. Change of Address Voters will put their ballot, in its white Change of Address Envelope, into the Auxiliary Bin compartment.
  2. If, for some reason, the scanner is not working or not accepting a ballot, direct voters to place their ballots through the Auxiliary Bin slot.

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

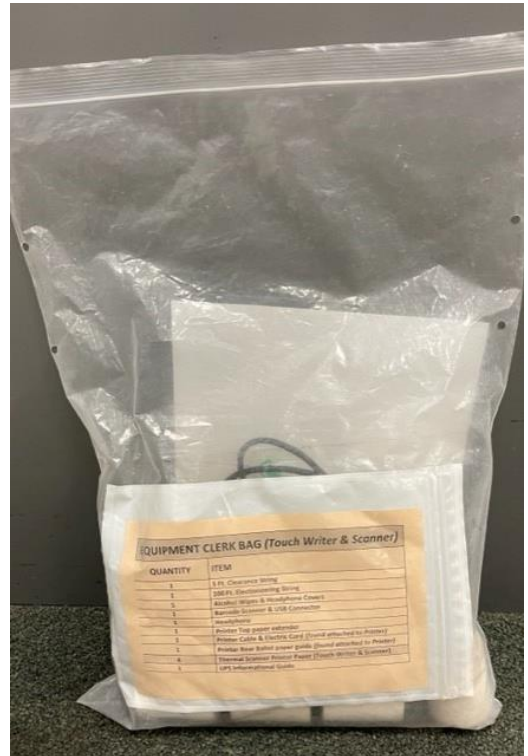
- Leave the ballots inside until the polls are closed.
- Direct voters to begin re-using the Ballot Scanner. Leave your back-up scanner in operation as well.
- When the polls have closed, and all voters have left, remove the ballots from the Auxiliary Bin and insert them through the Ballot Scanner.

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

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

**Replacing Paper Roll - Ballot Scanner or Touch Writer**

- Locate the spare rolls. Extra rolls are in the Equipment Clerk 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. The paper is thermal coated on one side, so place the roll so that the paper comes from below.



- Press the gray button twice to advance the paper.



- The printer is now ready to be used.

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## eRoster Clerk

### Setting up the eRoster

- Cut blue seal on case with the wire cutters (located in the Stationary Kit in the Red Bag A, inside the Inspector Binder, and attached to the top of Red Bag A).



- 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 (located only in eRoster case 1). Refer to the laminated setup sheet inside the eRoster case to confirm included pieces.
- Connect the power plug to bottom of tablet then into surge protector provided.



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



- Turn on the mobile hot spot device. Connect the charger to the bottom of the hot spot and plug the end into the provided surge protector. The mobile hot spot should be placed near a window. It will automatically connect to the tablet wirelessly. There will be a green cloud icon in the upper right corner of your poll pad screen.



- Place eRoster case under the election table.

- Place tablet on stand.

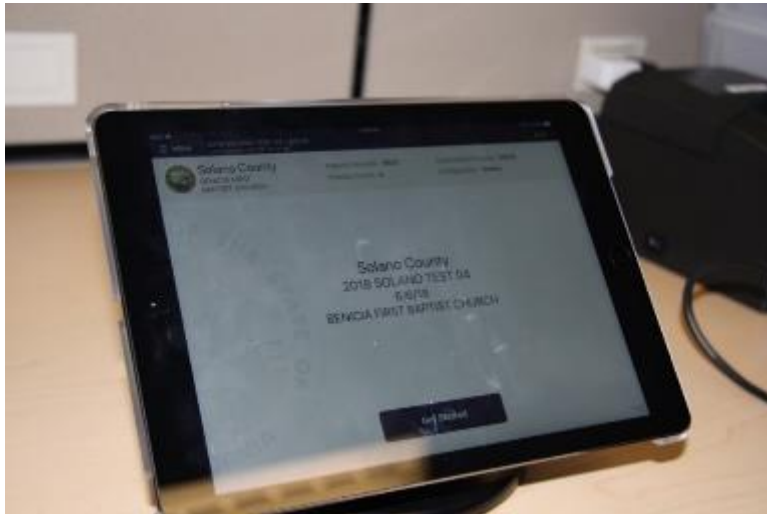


- If the printer is not already on flip the switch on the left side of the printer. The power button light will turn green.

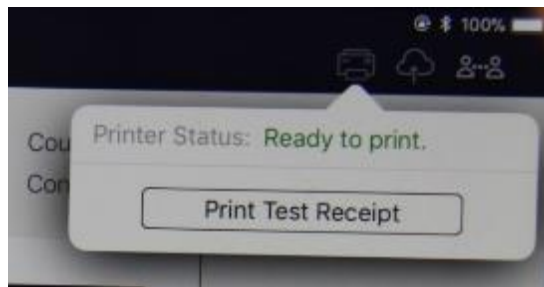


- Once the tablet opens to the search screen, verify the correct polling place is listed.
- If the incorrect polling place is listed, contact your Roving Inspector and the help desk and utilize the paper eRoster or other correct eRosters until a replacement can be provided.

- Verify that the Voter **Check-in Count** is zero. If not, call 707-784-3361. Tap **OK**.



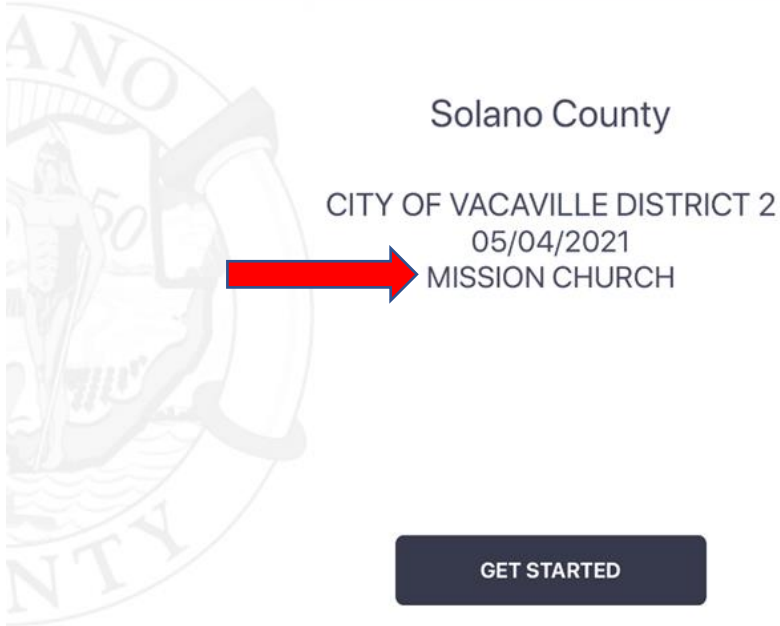
- Tap **the printer image** at the upper right-hand corner and press Print Test Receipt to print a test ticket.



- A short TEST TICKET prints. You can discard the test ticket once printer functionality is verified. If ticket does not print, call 707-784-3361.
- Tap the green cloud icon in the top right corner of the screen to ensure your device is syncing properly.
- Tap the screen to return to main menu. The eRoster is ready to process voters.

## Confirming Poll Pad is Set Up and Connected to Wi-Fi:

1. Check that the poll pad is displaying the correct location on the home screen:



2. Check that the date of the election is correct:

10:34 AM Fri Jun 4  
MENU CITY OF VACAVILLE DISTRICT 2 - 05/04/2021  
Last Imported: 05/03/2021, 11:19:57

Solano County MISSION CHURCH  
Precinct Records: 13782  
Checks: 18  
Countywide Records: 13782  
Config. Profile: 2.5.2-VACA-D2

Solano County  
CITY OF VACAVILLE DISTRICT 2  
05/04/2021  
MISSION CHURCH

GET STARTED

2.5.2

3. Check that the name of the election is correct:

10:34 AM Fri Jun 4  
MENU CITY OF VACAVILLE DISTRICT 2 - 05/04/2021  
Last Imported: 05/03/2021, 11:19:57

Solano County MISSION CHURCH  
Precinct Records: 13782  
Checks: 18  
Countywide Records: 13782  
Config. Profile: 2.5.2-VACA-D2

Solano County  
CITY OF VACAVILLE DISTRICT 2  
05/04/2021  
MISSION CHURCH

GET STARTED

2.5.2

4. Check that the Cloud Icon in the top right corner is **Green**:



5. Check that the Printer Icon is **Green**

If the Printer Icon is **Red**, check that the printer is plugged in to power and turned on. If that does not resolve the issue, you can:

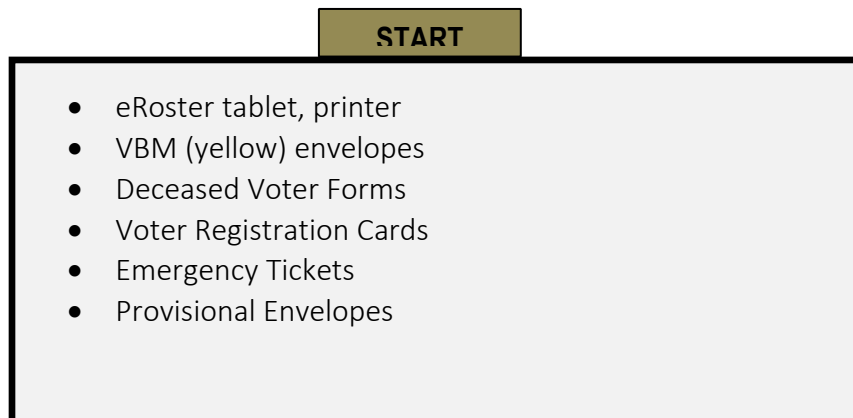
- Call your Roving Inspector for help
- Call the eRoster support desk for help
  - Note that a Wi-Fi Tech may be dispatched to your location by the eRoster support desk



Note that the eRoster will function without wi-fi on. You can process voters like normal until the eRoster is able to connect to wi-fi again.

### eRoster Clerk Supply Bin and Setting Up the Election Table

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



- When processing voters, it may be necessary to give voters a form to update the voter registration database (voter registration cards, deceased voter, etc.).
- If a voter returns a completed form to you, place it in the sealed Primary 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 A.M. 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.
- Voters inspect:
  1. Empty Ballot Box(es) and empty Auxiliary Bin compartment
  2. Empty Red Bag
  3. Empty Blue Ticket Bag
  4. Empty Pink Provisional Bag

### Processing Voters

#### Looking Up Voters on the eRoster Tablet

- Voters will be given a Voter Processing Form by the Greeter on which to write their name and address.
- Voters will hand you the Voter Processing Form to help you search their record. Keep all Voter Processing Forms secure together with the other returned forms.
- If a voter does not want to use the Voter Processing Form, please ask their name and search as in previous elections.
- Search for voters by the first 3 letters of first and last name provided on their Voter Processing Form (if no form, ask them to provide their name and verify the spelling with them)
  - If a voter provides their Solano County Voter Guide to look them up in the database, you can scan it to pull up their information
- Enter part of the voter’s last and/or first name.



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



- ☐ Click on Search button.

The screenshot shows a mobile application interface for Solano County Testing. At the top, the status bar displays the time (1:48 PM), date (Sat Jan 4), and battery level (Not Charging). Below the status bar, the app header includes a menu icon, the title "Solano 2020 Presidential Primary - REV04 - 03/03/2020", and the last import date "Last imported: 01/04/2020 12:53:02". The main header area features the Solano County logo, the text "Solano County Testing CALVARY COMMUNITY CHURCH", and statistics: "Precinct Records: 175" and "Checkins: 0". A "REGISTER" button is located in the top right corner.

The search interface includes a search bar with the text "JO" and a "First Name" label. A "SEARCH" button is positioned to the right of the search bar. An "ADVANCED SEARCH" link with a magnifying glass icon is located in the top right corner of the search area.

Below the search bar, a yellow banner indicates "SEARCH RESULTS: 122". The results are displayed in a list format with four entries:

Icon	Name	Date	Precinct	Split
⚙️	JO	05/17 17:38 VOT	CALVARY COMMUNITY CHURCH Precinct: 17045	Split ORNGE
⚙️	JO	04/10 10:00 VOT	CALVARY COMMUNITY CHURCH Precinct: 17045	Split ORNGE
⚙️	JO	05/20 14:11 VOT	CALVARY COMMUNITY CHURCH Precinct: 17005	Split CLEAR
⚙️	JO	05/17 7:58 VOT	CALVARY COMMUNITY CHURCH Precinct: 17045	Split ORNGE

## Processing a Regular Voter

- ❑ Look up voter by using a portion of the voter's Last Name and First Name and touching the SEARCH button.
- ❑ Tap voter name to open their record.

2018 SOLANO TEST 08 - 6/5/18  
Last updated: 5/7/18, 3:07 PM

Solano County  
BENICIA FIRST  
BAPTIST CHURCH

Precinct Records: 8517  
Countywide Records: 302159  
Checkin Count: 3  
Configuration: Solano

SEARCH

SEARCH RESULTS - 24261 Records Found

Voter Information

VBM Ballot Sent Benicia First Baptist Church  
Precinct: 21125



**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!**

If the voter does have their VBM ballot to surrender,

- Write SURR on surrendered ballot
- Write SURR on their original envelope
- Place all surrendered ballots in the VBM envelope, if they have it, and put it in the sealed Red Bag.

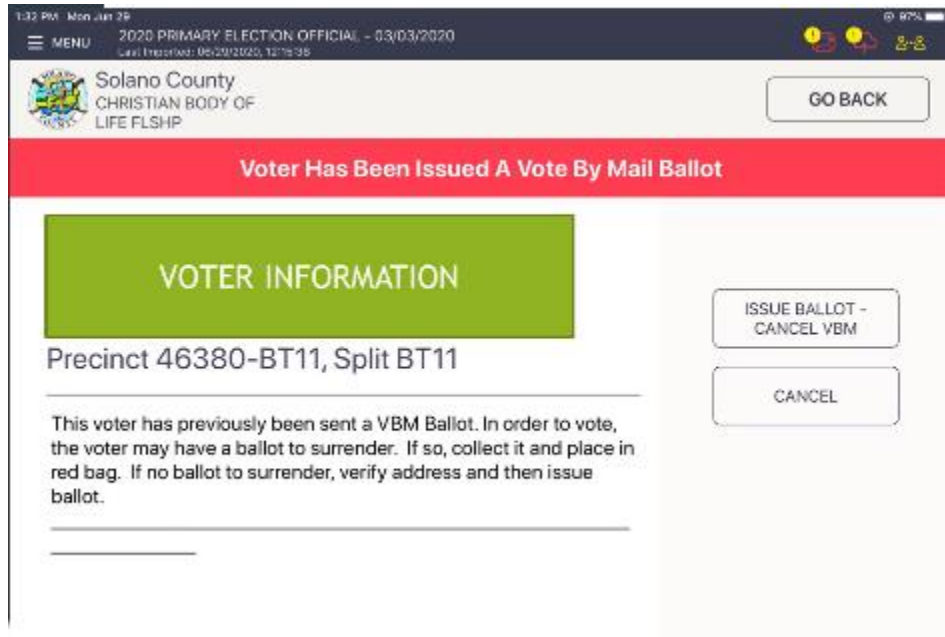
All active California Voters will be issued a VBM ballot.

Voters DO NOT need to surrender their VBM ballot to receive a regular ballot.

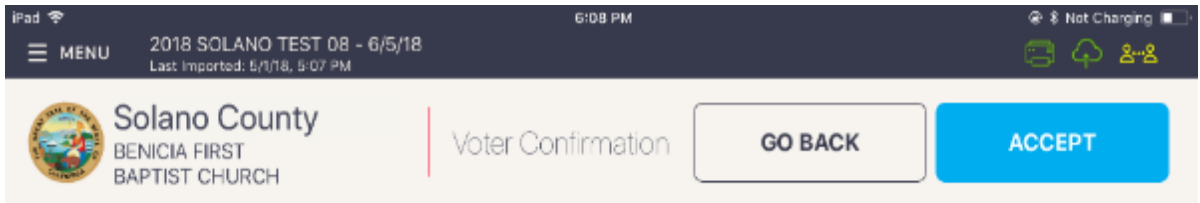
The eRoster will prompt you to cancel their VBM ballot and issue a regular ballot. If they have already returned their VBM ballot, it will automatically prompt you to process them provisionally.

If a voter wishes to cast their VBM ballot through the scanner, follow the steps below but do not send the voter to the Ballot Clerk, instead direct them to the Equipment Clerk.

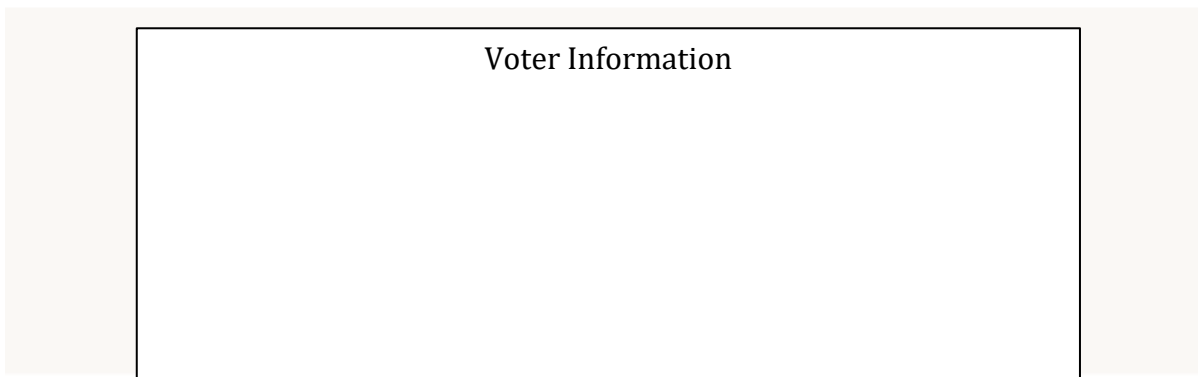
- Select "ISSUE BALLOT – CANCEL VBM" to process the Voter.



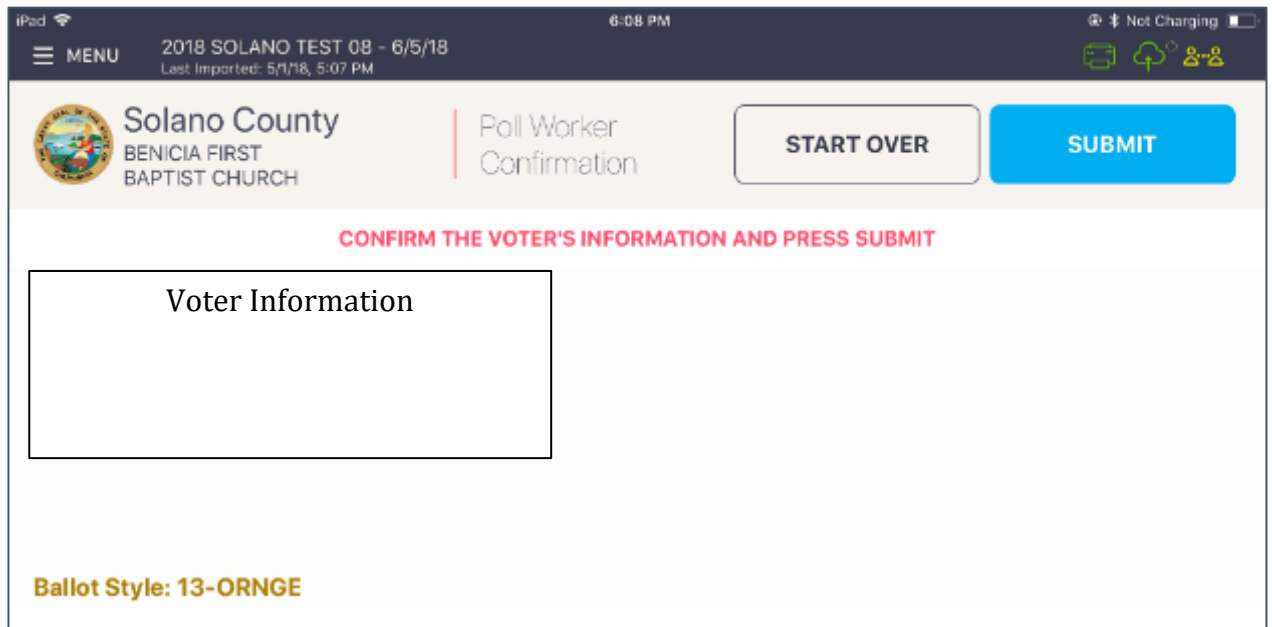
- Touch the blue ACCEPT button to move to the Poll Worker Confirmation screen.



Verify voter information and tap Accept Button to continue.



- 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 shown on the voter's ticket.

**What to do if a vote by mail voter wishes to cast their Vote by Mail ballot instead of a poll ballot:**

Voters have the option of dropping their ballot in its yellow VBM envelope in the Yellow VBM Bag that will be collected throughout the day. If needed, a replacement VBM envelope can be provided, on which voters will need to write their name and address legibly as well as signing beneath the flap.

If a voter has their VBM ballot and wishes to cast it through the Ballot Scanner, **the voter must still check in with the eRoster Clerk to sign their Voter Roster Ticket** but will not receive a replacement ballot. Instead, once they have checked in and signed the Voter Roster Ticket, they will be directed to the Ballot Scanner to deposit their ballot.

***To check in the voter, select the "Process Voter – Cancel VBM" option and print them a ticket. The voter will sign the ticket and hand it to the Equipment Clerk before scanning their VBM ballot. Voters wishing to cast their VBM Ballot will not receive a replacement ballot from the Ballot Clerk but must check in with the eRoster Clerk.***

If the voter is at the **correct precinct**, their **address matches**, AND they are marked as **VBM Ballot Sent** in the eRoster:

- Tap SUBMIT
- Ticket automatically prints
- Have voter sign ticket and direct the voter to the Ballot Clerk.
- If the voter wishes to cast their VBM ballot through the scanner, they will not go to the Ballot Clerk but instead directly to the Equipment Clerk, who will direct them to run their ballot through the scanner.



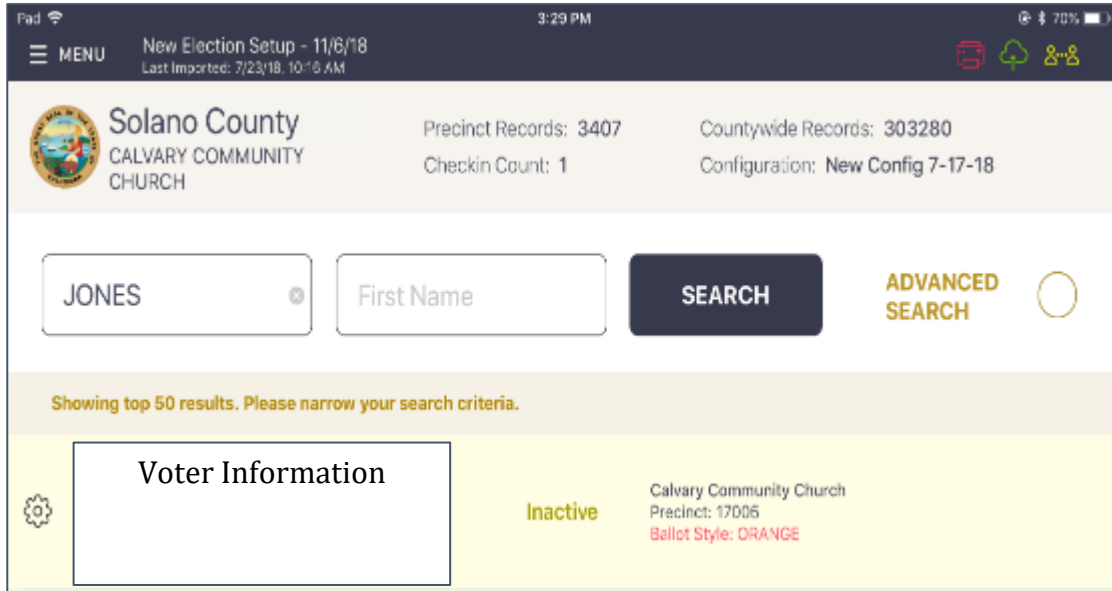
**Every active voter in California will receive their VBM ballot in the mail. They do NOT need to surrender it to vote a regular ballot.**

**However, if they have returned their ballot and their status says VBM Ballot Received, they must vote provisionally.**

## Various Voting Scenarios

### Inactive Voter at the correct polling place

- Tap the Voter Name.



- If the address listed is correct, tap the PROCESS VOTER: UPDATE VOTER STATUS (A) button on the right.

11:10 AM Thu Apr 7  
Assembly District 11 Special Primary Election Final - 04/05/2022  
Last Imported: 04/02/2022, 12:34:50

Solano County  
ROV OFFICE

GO BACK

**This Voter is Inactive**

**VOTERAA, MOCK AA**  
01/01/1980  
929 YOUNGSDALE DR, VACAVILLE,  
CA 95687  
Precinct 56135, Split 0

PROCESS VOTER: UPDATE VOTER STATUS (A)

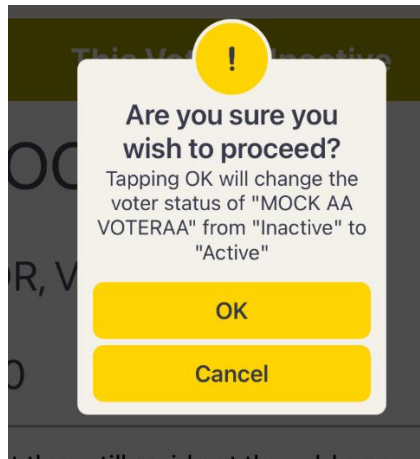
RETURN TO VOTER SCREEN

Please have the voter verify that they still reside at the address shown on the screen then follow below:

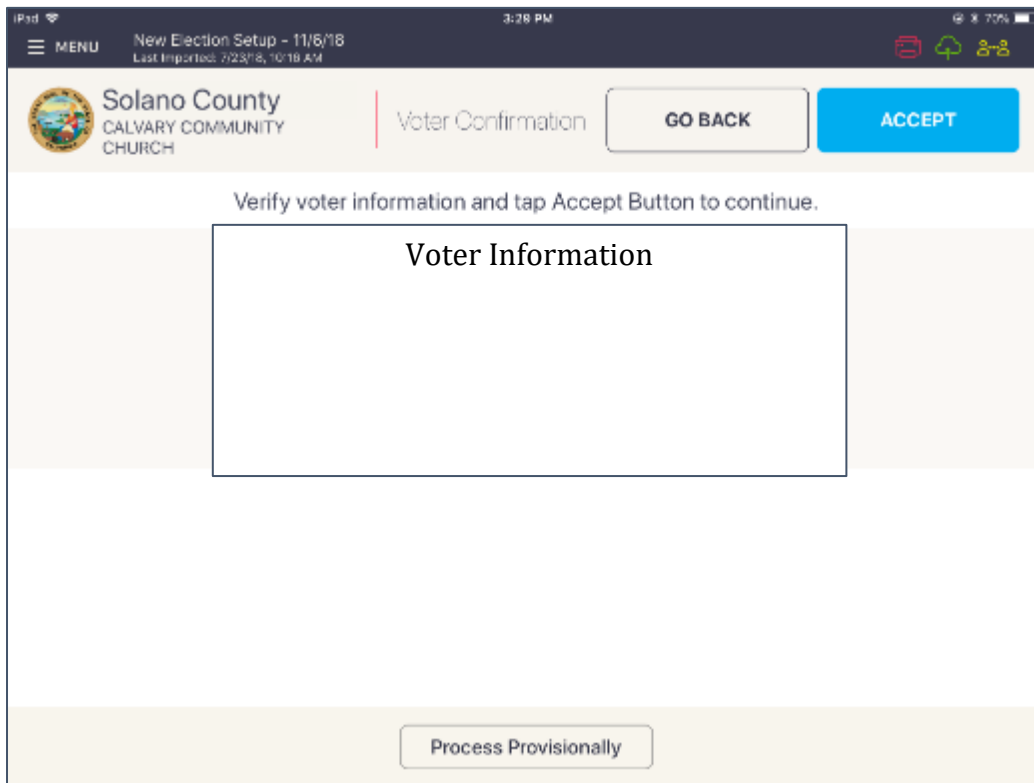
**CORRECT ADDRESS** - Tap "Process Voter" once the voter has confirmed their address is correct to activate and process the voter.

**INCORRECT ADDRESS** - Tap "Process Voter", and on the next screen, click accept and instruct the voter to request different address on the ticket to submit the change and direct to provisional

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



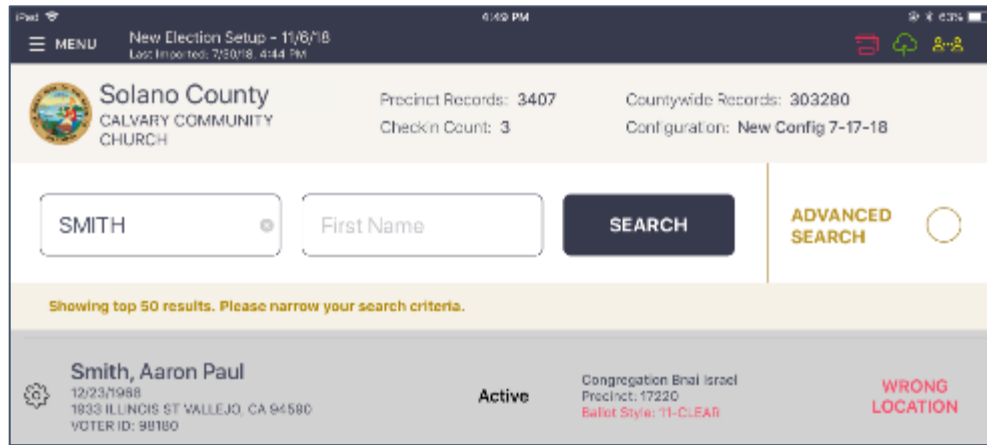
- Tap the blue ACCEPT button to process the voter and print the ticket.



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

## Voter is at the wrong location

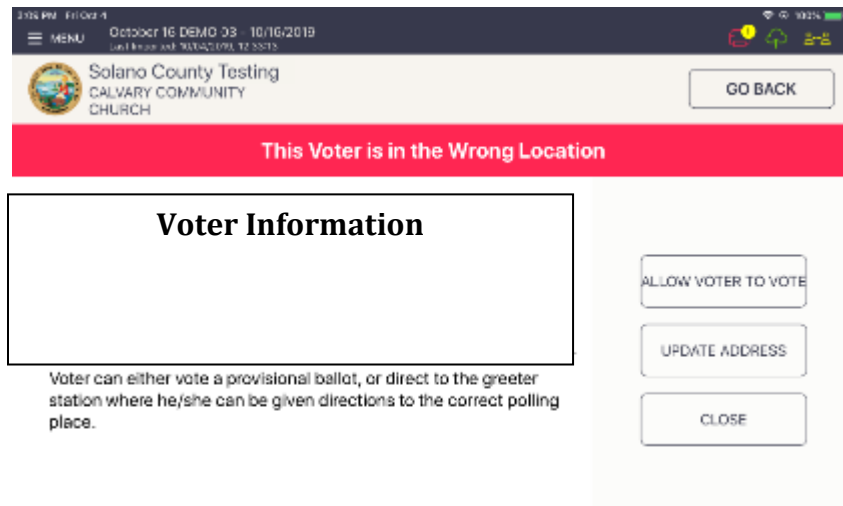
- The eRoster shows the voter's correct poll location.



- Inform the voter of their option to go to the correct poll location or they can vote a provisional 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
- Verify the voter's information and the tap on the blue ACCEPT button.



- 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.



## 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 lilac CVR envelope.**  
**Please use your judgement during the day if one process is faster than another to avoid long lines – both methods are shown below.**

## Voter Not Found in eRoster – ELECTRONIC FORM

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

The screenshot shows the mobile application interface for Solano County Testing. At the top, it displays 'Solano County Testing CALVARY COMMUNITY CHURCH' and 'Precinct Record Checkins: 0'. A 'REGISTER' button is prominently displayed with blue arrows pointing to it from both sides. Below the search bar, there are search results for 'CALVARY COMMUNITY CHURCH' with 'ID Required' and 'Split ORNGE'. The interface includes a search bar with 'AL' and 'First Name' fields, a 'SEARCH' button, and an 'ADVANCED SEARCH' option. The search results show two entries for 'Voter information' with a gear icon next to each.

- ❑ 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 X

1 2 3 4

Next

**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 X

SCAN BARCODE 1 2 3 4 Next

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

3. Voter address:

2:22 PM Sat Jan 4 Not Charging

[← Previous Step](#) Voter Address [×](#)

ADDRESS TYPE ▾ 1 2 3 4 Next

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:

2:23 PM Sat Jan 4 Not Charging

[← Previous Step](#) Additional Information [×](#)

1 2 3 4 5 Submit

Ethnicity ▾

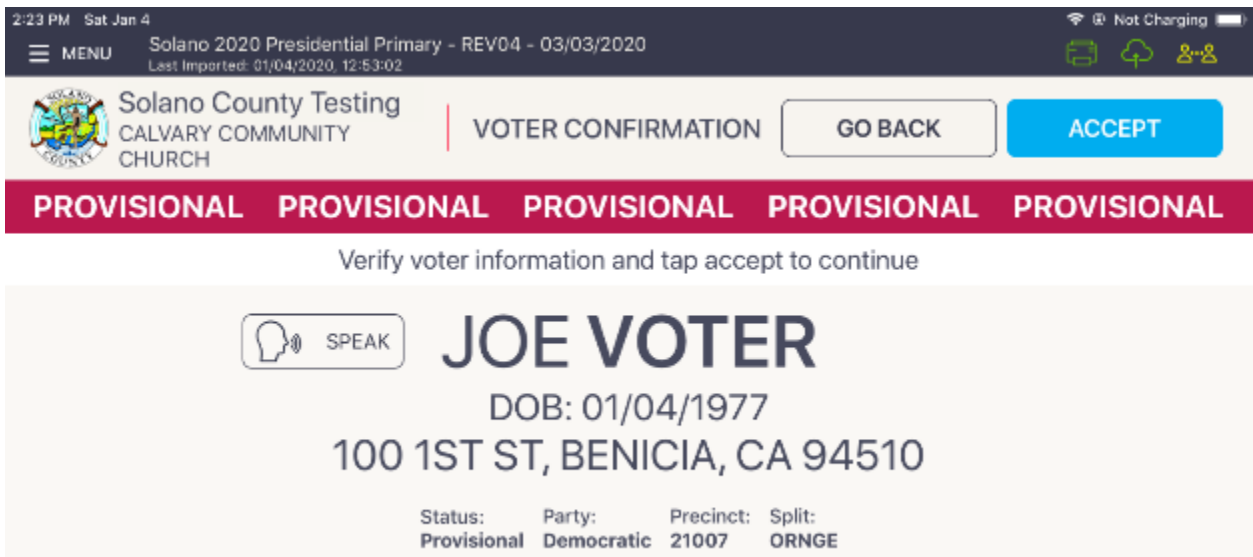
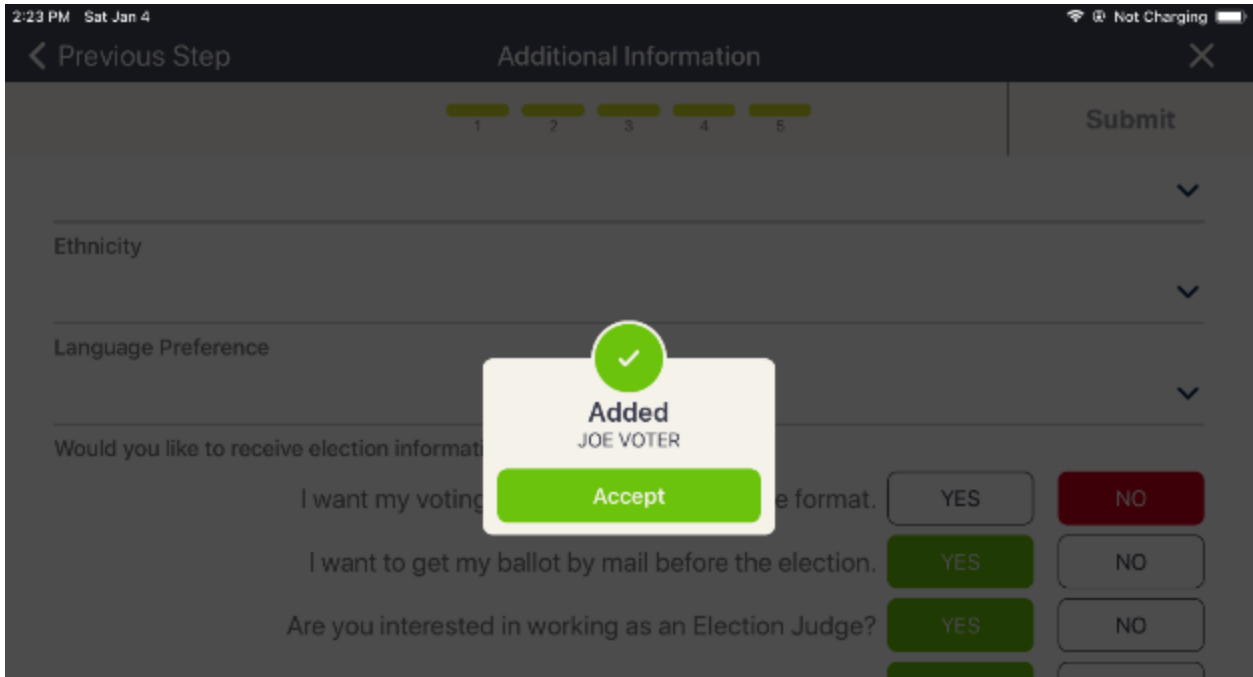
Language Preference ▾

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

I want my voting materials in an accessible format.	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px;">YES</span>	<span style="background-color: #f44336; color: white; padding: 5px 10px; border-radius: 5px;">NO</span>
I want to get my ballot by mail before the election.	<span style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">YES</span>	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px;">NO</span>
Are you interested in working as an Election Judge?	<span style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">YES</span>	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px;">NO</span>
Is your Daytime Phone a Cell Phone?	<span style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">YES</span>	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px;">NO</span>

\* Indicates a required field

- Once completed you will see the voter has been added, and then the normal provisional process will appear:



- Place the signed printed ticket inside the sleeve on the lilac CVR envelope and direct the voter to the Provisional Clerk.

Voter Not Found in eRoster – PAPER FORM

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

CONDITIONAL VOTER (CVR) ENVELOPE – To be used as an official Registration form.

**ROV USE ONLY.  
AFFIX SLEEVE TO THIS SPACE**

**VOTER - IF YOU DID NOT RECEIVE A TICKET FROM POLLWORKER, COMPLETE AND SIGN BELOW.**

Last Name			First Name			Middle Initial		
Current Residence Address (Not a P.O. Box)				City	State	Zip Code		
Mailing Address ( if different from above)				City	State	Zip Code		
Date of Birth	CA DL/ID or last 4 SSN			Political Party		Initial here to get ballot in the mail for future elections.		

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No	Affidavit Number	<b>VOTING TWICE IN THE SAME ELECTION IS A FELONY</b>
--	--	------------------	--

**Voter Declaration:**  
I declare under penalty of perjury under the laws of the State of California that all of the following are true: I am a U.S. citizen and a resident of California and at least 18 years old; I am not currently in a state or federal prison or on parole for the conviction of a felony; I am not currently found mentally incompetent to vote by a court; I understand that it is a crime to intentionally provide incorrect information on this form; all of the information on this form is true and correct.

X \_\_\_\_\_  
Voter's Signature

\_\_\_\_\_ Date

## Closing the Polls

- At 8 P.M. 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
  - Tap the "Check-ins" option
  - Print this report, it will be taped to the blue "Certified Check-In" sheet from the Inspector binder.
- 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 on/off button on side of PollPad.
- 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 bin 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 of any personal items or trash before leaving.

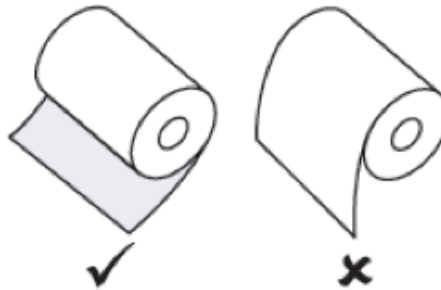
## eRoster Troubleshooting Guide

### 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.

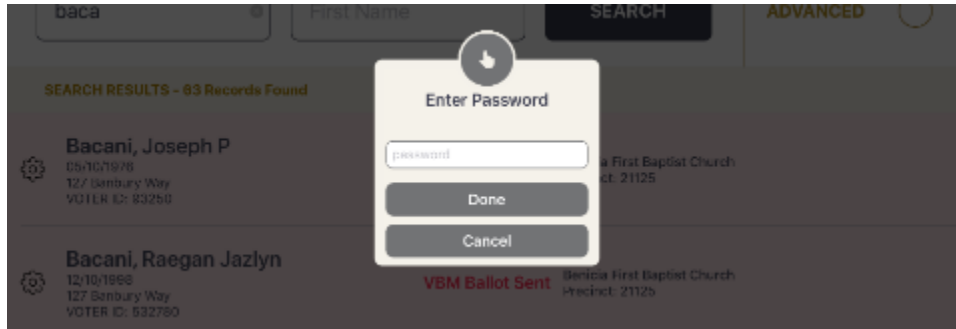


### What to do if you check in wrong voter

- 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 correct voter's ID and name along with the incorrect voter, 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 "know" and then touch the DONE button.



- Touch the REPRINT CHECK-IN TRANSACTION button to reprint the voter ticket.



- If the above reprint doesn't work, 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

- If the voter has not been incorrectly checked in, the Voter will vote a provisional ballot.
- If the voter has been incorrectly checked in, 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.

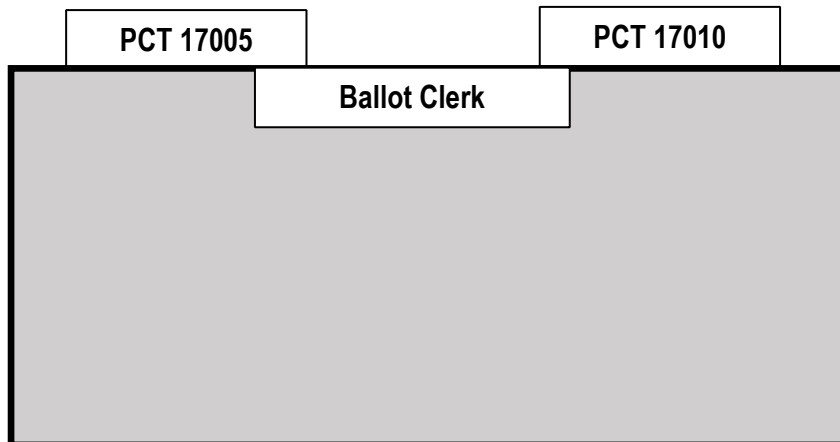


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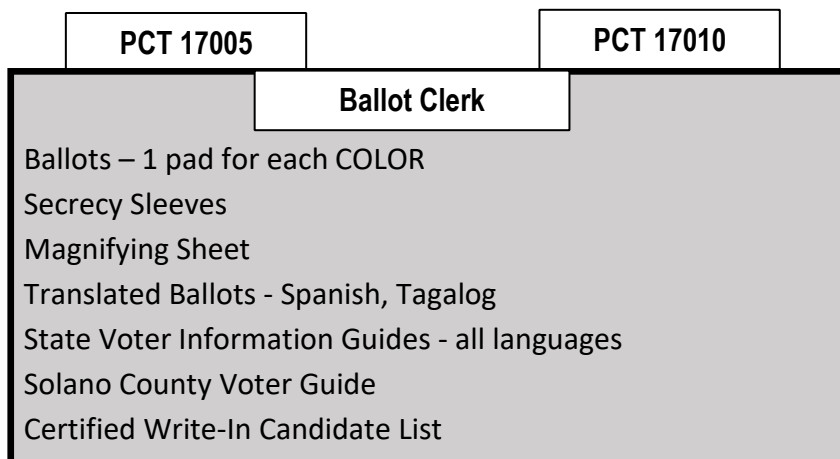
## Ballot Clerk

### Setting up Ballot Clerk Table

- Open the Ballot Clerk supply bin located in the Supply Box and set up election table.
- Place the Ballot Clerk table tent sign between the clerks.



- Place the following supplies on each table



- 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.

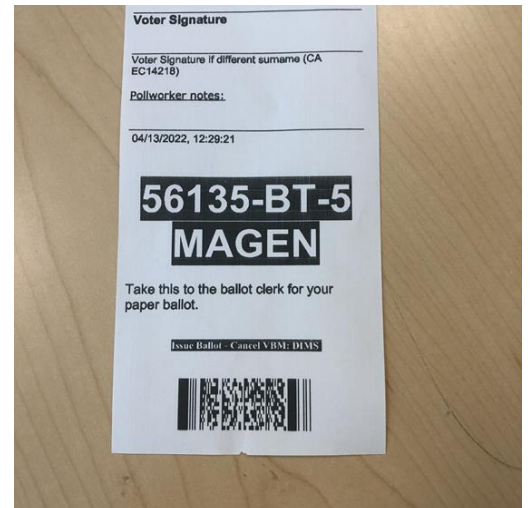
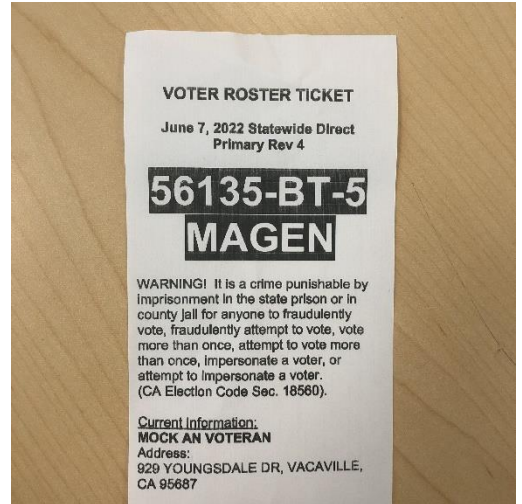
### Opening the Polls

- At 7:00 A.M., the Inspector announces, "The polls are now open."
- When the first voter arrives, show the voter the empty Blue eRoster Ticket Bag and the Red Bag.
- After the voter looks inside, seal the Blue eRoster Ticket Bag. Get a new seal from the Inspector for the Red Bag to be used for spoiled and surrendered ballots. Seal 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.
- On both the top and bottom of the voter ticket I listed the **precinct** and **Ballot Type (BT)** and **Ballot Color**. These should match the **precinct** and **BT #** and **Ballot Color** on the ballot that you give to the voter.
- A **Ballot Color**, corresponding with the precinct and ballot type, will also be on the bottom of the ticket and the top of the ballot. Please use this to make sure you provide the voter with the correct precinct ballot.
- Drop all signed “Voter Roster Tickets” in the Blue eRoster Ticket Bag.
- Tear off the ballot.
- Place the ballot in a secrecy sleeve 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 them to the voting booths.



**It is critically important to match the precinct and ballot type on the Voter Roster Ticket to the Precinct and Ballot on the top of the ballot.**

**The ballot color will help you to confirm you are giving the voter the correct ballot!**

**Be sure to confirm they match before giving the voter their ballot!**

## Issuing Replacement Ballots



**If you need to issue a replacement ballot, please make sure you are replacing the correct card along with making sure you are giving them the correct ballot type. Spoil the card you did not replace for the voter along with their spoiled card.**

- When a voter makes a mistake on their ballot, they return to the Ballot Clerk or Provisional Clerk who gave them the ballot.
- 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 sealed Red Bag.
- Tear off a new ballot and give the voter the replacement ballot. The **maximum number of replacement ballots a voter can receive is two (2). Offer to help the voter prior to them reaching the maximum number.**

## Closing the Polls

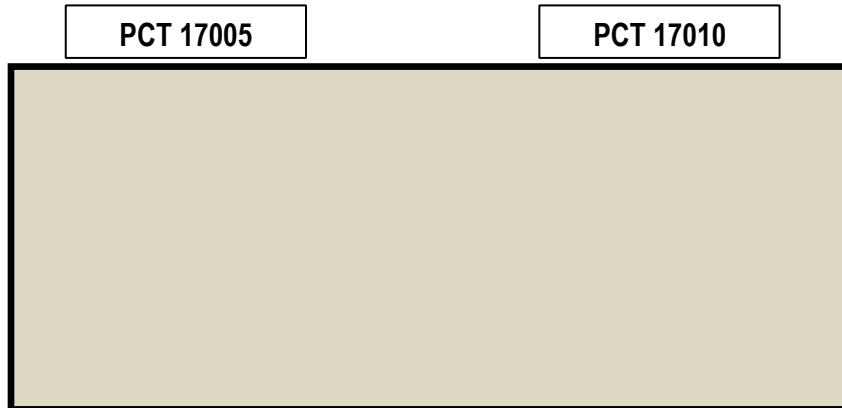
- At 8 P.M. the Inspector announces, "The polls are now closed."
- Wait for last voter to exit.
- One Ballot Clerk breaks the seal on the Red Bag to remove and sort items inside.
- Give the broken seal to Inspector.
- Count the number of spoiled precinct ballots (do not separate the cards) and enter the total on the bag label of the **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.
- Place spoiled ballots in **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.
- Place the surrendered ballots and ballot stubs in the **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.
- 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 bin neatly and give to Inspector.
- Give Blue eRoster Ticket Bag to Inspector.
- Clean-up polling place of any personal items or trash before leaving.

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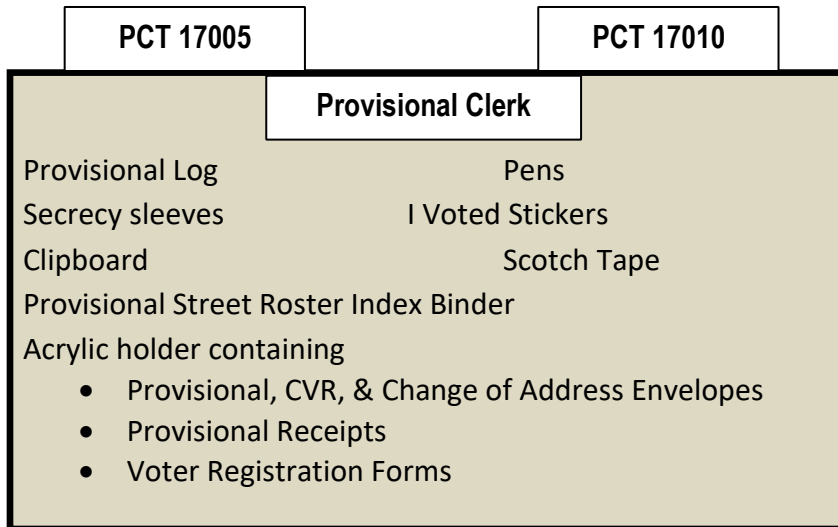
## Provisional Clerk

### Setting Up the Provisional Clerk Table

- Open the Provisional Clerk supply bag and set up election table.
- Place the Provisional Clerk table tent sign on the table.



- Place the following supplies on the table:



- 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 and Touch Writer Table

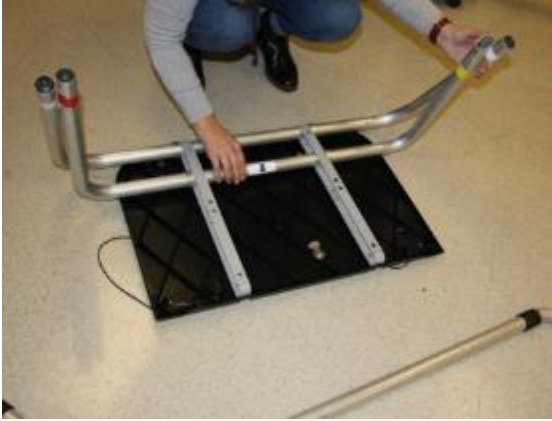
- Get voting equipment keys (on Purple Lanyard) from Inspector.
- Locate the Touch Writer table. Open bag and remove table, legs and privacy screens from bag. Setting up of the Touch Writer requires two people.



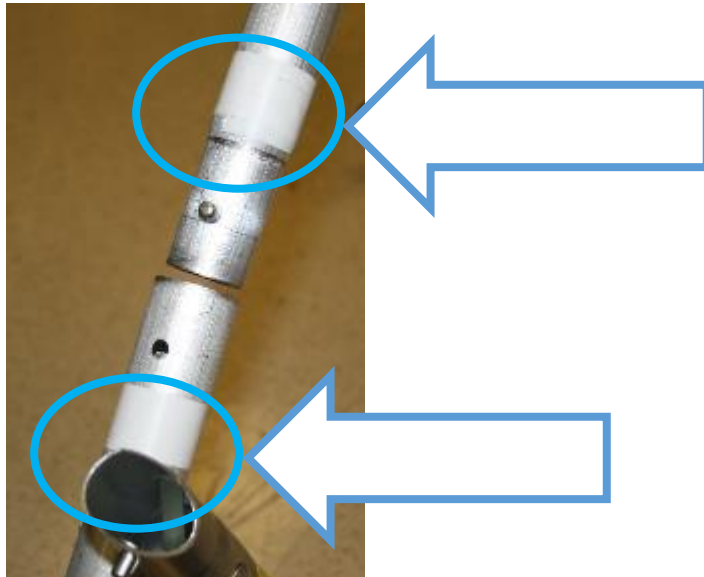
- Remove bungees holding legs to table



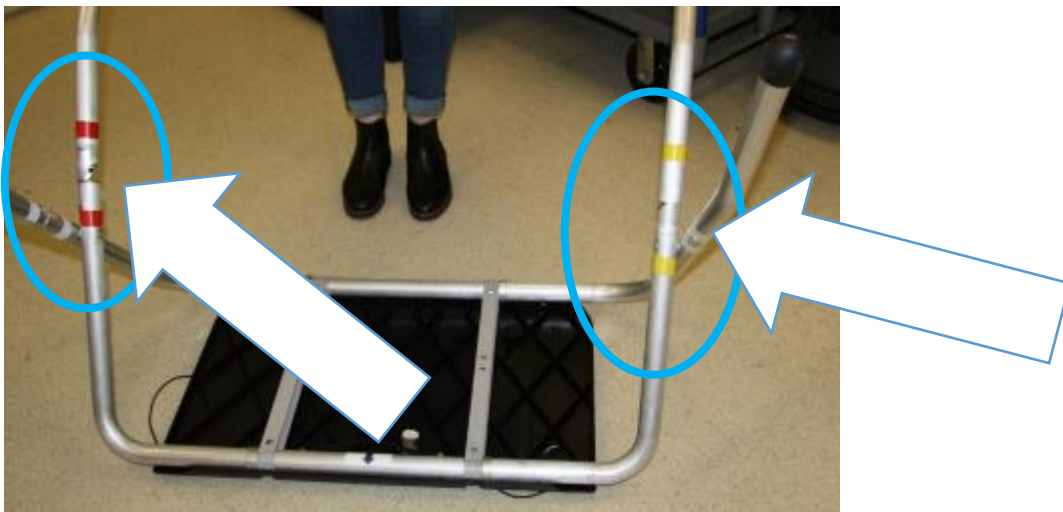
- Lay table flat on a flat surface, lift legs up and move legs with handle in direction of arrow to other end of table.



- 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.



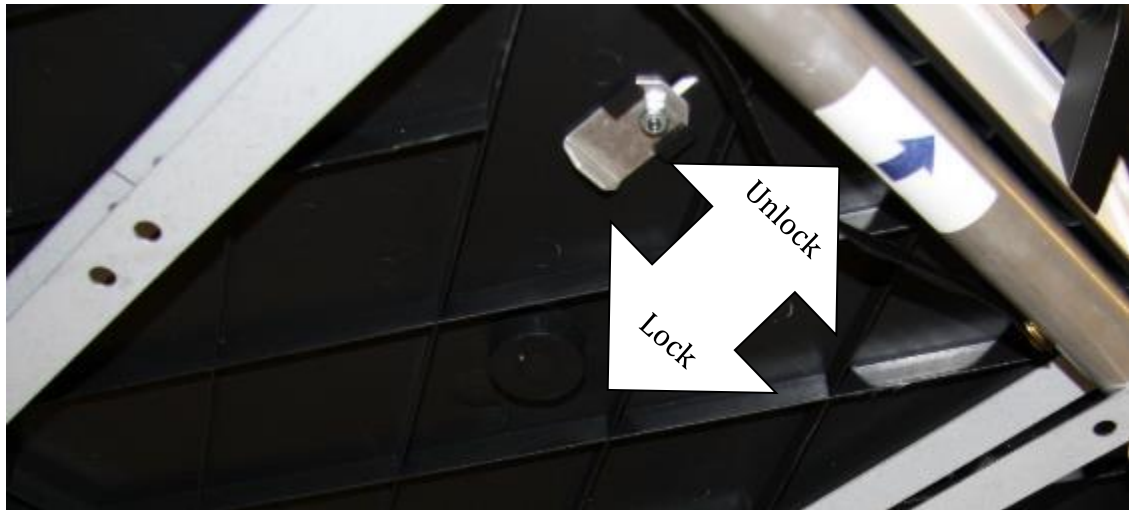


- Flip table over onto legs.



- 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-foot 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.



- Use the orange key to unlock and open Touch Writer.



- Open the storage compartment and remove power brick and cord (this does not require a key).



- Plug power cord into brick, then plug power connector into back of the Verity Touch Writer, flat side up (without plugging into the wall yet).



- Open Touch Writer case and lock lid brace into place.



- Use the blue key to unlock, unlatch and remove the tablet from its position.



- Proceed to seat the tablet firmly in the cradle, tilt back and lock into place.



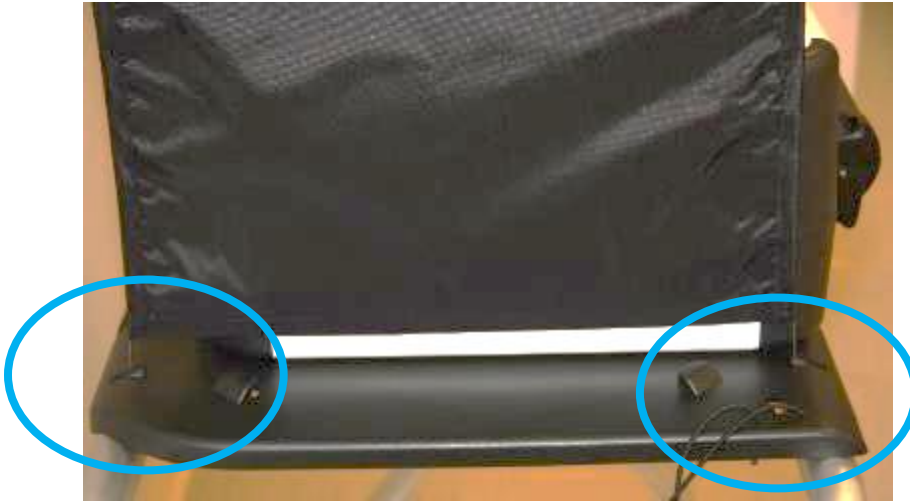
- Verify that the vDrive cover is sealed with number on security log. This seal will not be removed. If it does not match, notify the Inspector who will contact the Registrar of Voters Office at 707-784-3375.



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

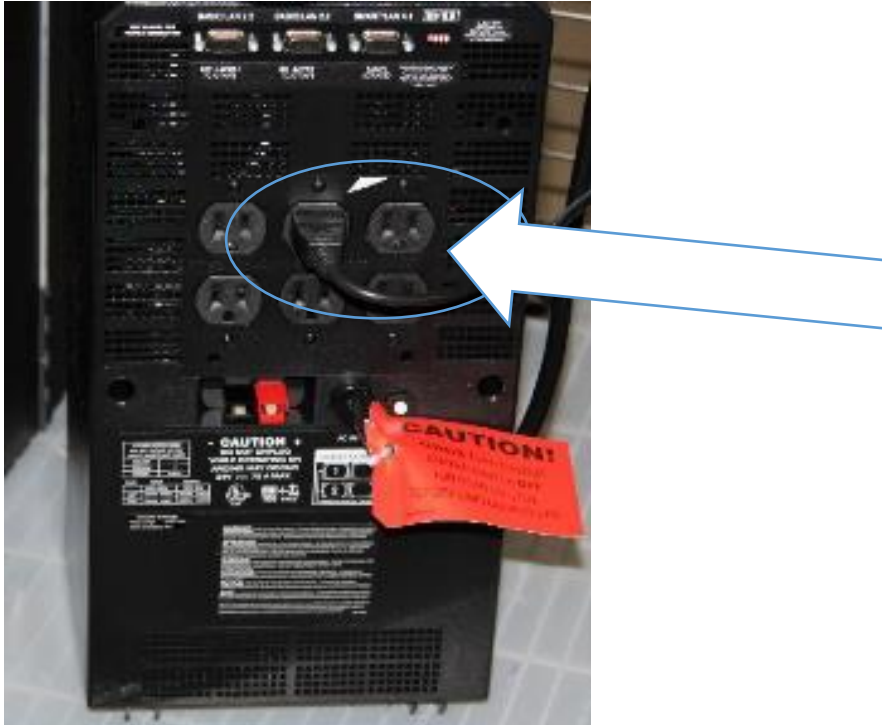


- Install the privacy screens on each side of the Touch Writer.



- 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 move the UPS off the caddy, leave it in place.
- **Do not plug the UPS into a power strip. It must be plugged directly into the wall.**
- Connect the printer power cable to the back of the UPS by feeding the power cord through the back of the caddy.
- **Turn on the UPS by pressing the rocker switch on the front left until it clicks. Even though lights are illuminated when it is plugged in, it must be turned on to operate correctly.**





**Back of UPS with printer power cord plugged in**

- Leave the ballot printer on the shelf above the UPS.
- Check that it is plugged into the UPS.
- Connect the blue printer cable notch side up to the back of the Touch Writer and turn on the printer.



- Confirm then 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.

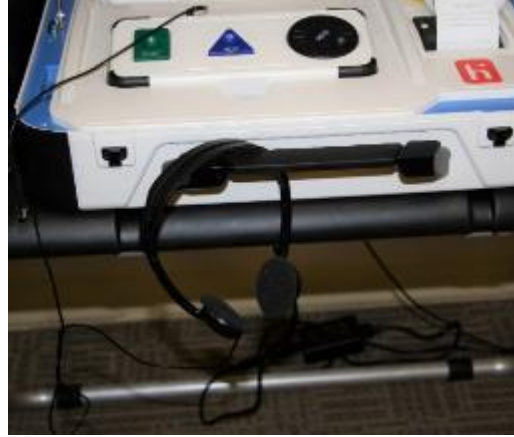


- Press the red power button on the back of the Touch Writer to power it on.





- 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 touch writer supply bag and plug into the Accessible Controller.

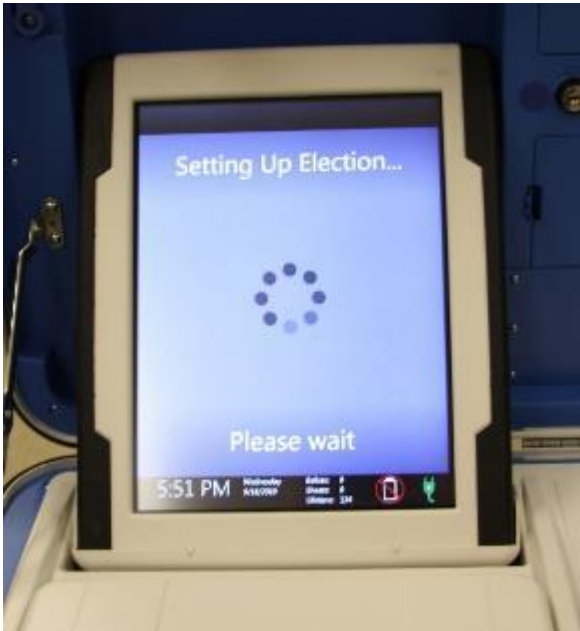


- Plug in the blue connector of the bar code scanner into the USB port on the vDrive door of the Touch Writer. Place next to Touch Writer on the Touch Writer table.



- 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 and date 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.
- Select Print Zero Report from the menu.
- All poll workers sign the printed zero report. Put in white Document Return Envelope



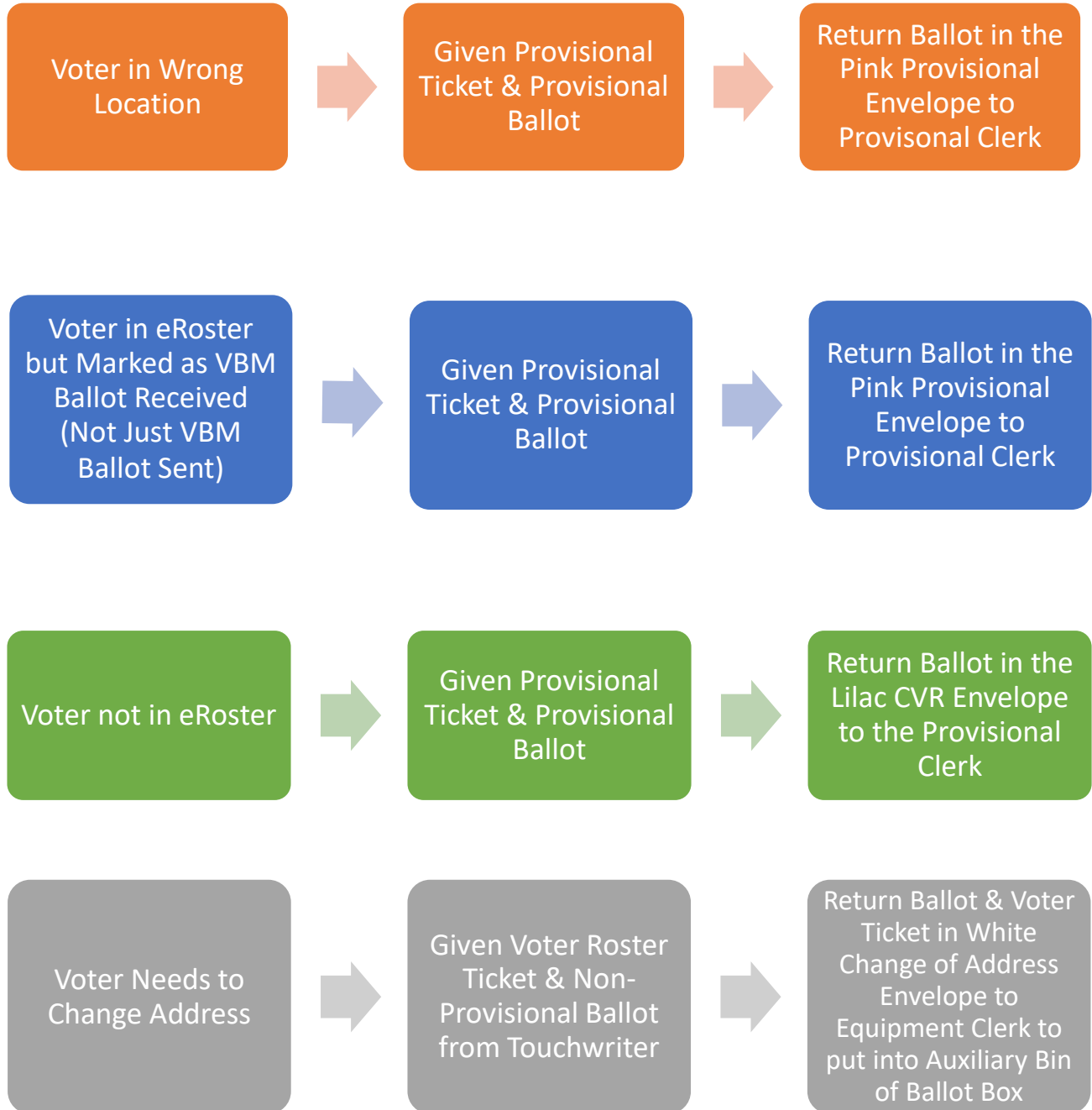
- Choose Open the Polls. Enter the Open Polls code **060722**. The Open Polls Report will automatically print.
- Remove the report from the printer, have two people sign it and place in the white Document Return Envelope. Advance the paper by pressing the gray button twice on the printer.
- The Touch Writer is now ready for use by voters.
- Give keys to Inspector until needed to close the polls.
- Help set up voting booths.
- Help post signs, maps, and notices inside and outside polling place.

### Opening the Polls

- At 7:00 A.M. the Inspector announces, "The polls are now open."
- When the first voter arrives, show the voter 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.

<b>Election Header</b>	
Demo Election October 2019	
Election Date: 10/16/2019	
Election Version: 1	
County of Solano	
Solano County Polling Place	
Election Day Voting	
Verity Touch Writer	
SN: W11301904611	
Version: 3.0.1	
Ballot Counter:	0
Lifetime Counter:	2
<b>Open Polls Report</b>	
Date & Time Printed:	
09/23/2019 3:30 PM	
Polls are open	
Ready to issue ballots	
Official Signatures	
_____	
_____	
_____	

## Potential Voter Scenarios



## Processing Voters

### Processing Voters who wish to use the accessible features of 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.
- If the voter is at the right location using the touch writer for accessible reasons direct the voter to the Ballot Scanner and have them insert the ballots one page at a time.

### Processing Voters

- Always check that the eRoster ticket is labeled Provisional and is signed. If it says Voter Ticket, send voter to the Ballot Clerk table (unless they want to change their address).
- All provisional voters must print and sign name on the Provisional Log.
- Look at the middle ticket for the precinct (see arrow on image). This should match the precinct on the provisional ballot that you will print for the voter.
- You can use the bar code printed on the bottom of the ticket to scan on the Touch Writer and print the correct precinct ballot.
- Insert ticket into sleeve affixed to the Provisional Envelope over the Poll Worker section.
- 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 secrecy sleeve.
- 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 to me and then dispose of your secrecy sleeve and pen near the exit of the polling place.”
- 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.

Solano County Provisional Envelope  
Electronic Form  
08/14/2021

Please verify the information below

08/24/1984

Address:  
WAY, FAIRFIELD,  
CA 94533

Address where you will receive mail:

Political Party:  
CA DUID# or last 4 ssn:

Vote-by mail: (write here if you wish to receive your ballot by mail for this election):

State Voter Guide by mail: Y  
County Voter Guide by mail: Y  
Election Material Language Preference: English

Qualification Questions:

BALLOT INFO  
FOR PROVISIONAL BALLOT ONLY  
Precinct: 53035

Read and sign only if all parts apply to you:

- I will be at least 18 on Election Day;
- I am a citizen of the United States;
- I am not under the influence of federal prison or on parole for the conviction;
- I am not mentally incompetent to vote by a court;
- I understand that it is a crime to intentionally provide incorrect information on this form.

I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct, that I reside at the address listed above and have not previously voted in this election either by mail or at any other polling place.

X Voter Signature  
Voter Signature

VOTING TWICE IN THE SAME ELECTION IS A FELONY

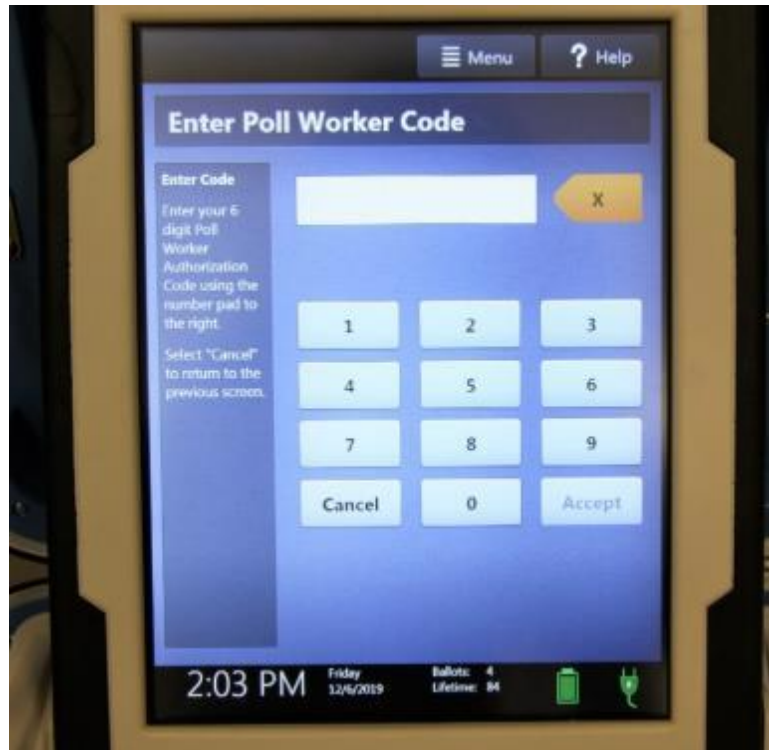
CA Affidavit #:

Pollworker, write # from Log:



## How to Print a Provisional Ballot on the Touch Writer

- This process is for voters who need a provisional ballot from a precinct that is not assigned to the polling place. If you have provisional stock for the precinct they are assigned to and can provide them the correct precinct ballot from that stock, you do not need to print that ballot.
- On the Touch Writer, type in poll worker code to access ballot



- Select “Activate ballot”

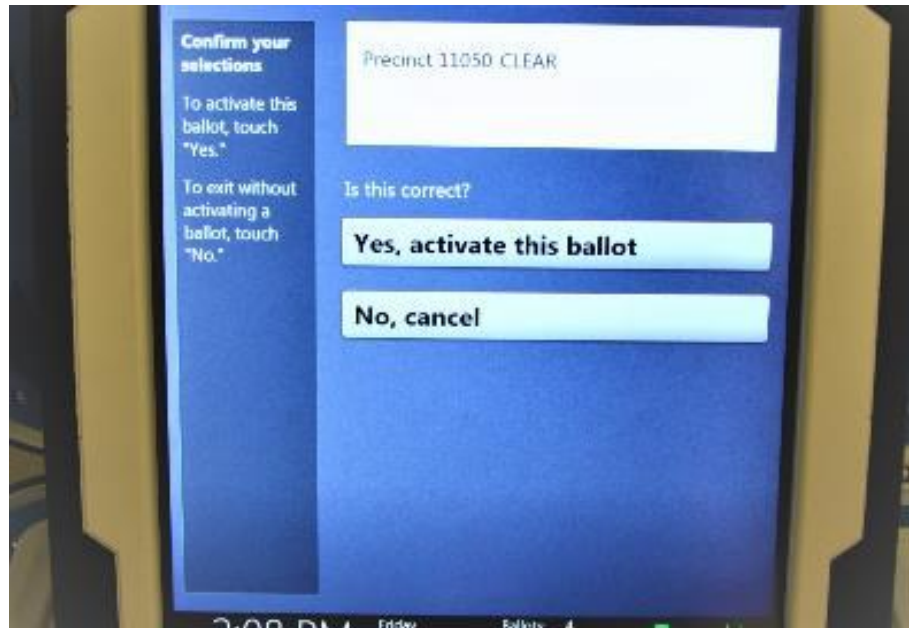


- Scan the bar code at the bottom of the Provisional Voter Ticket

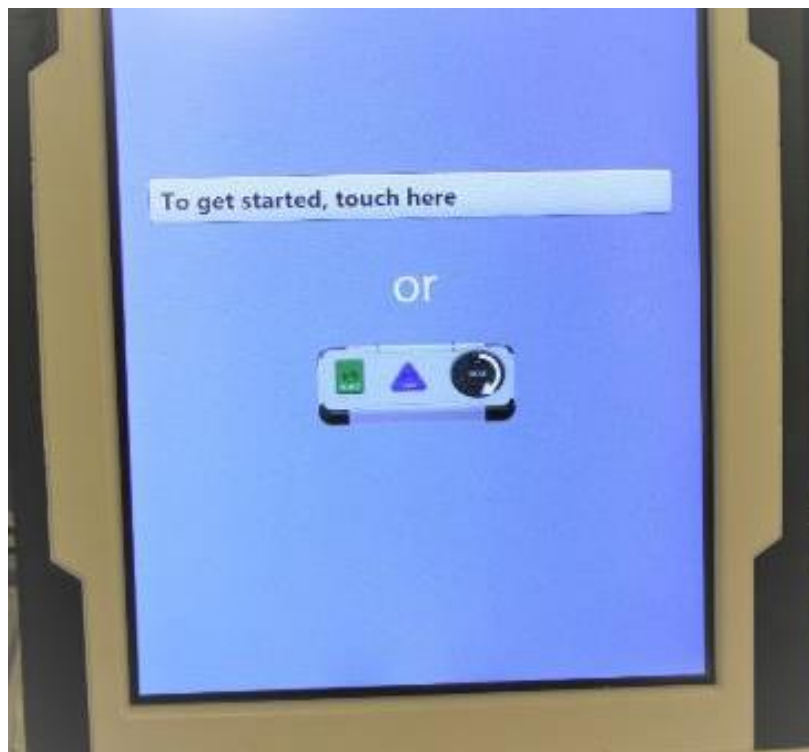




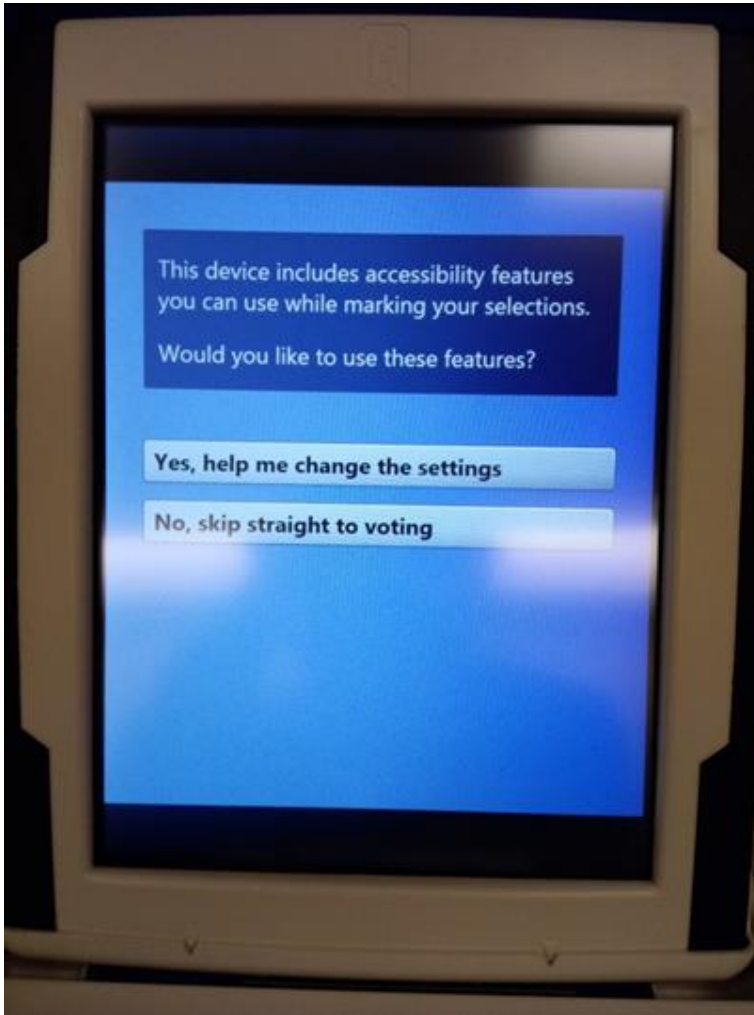
- Confirm it is the correct precinct and select “Yes, activate this ballot”



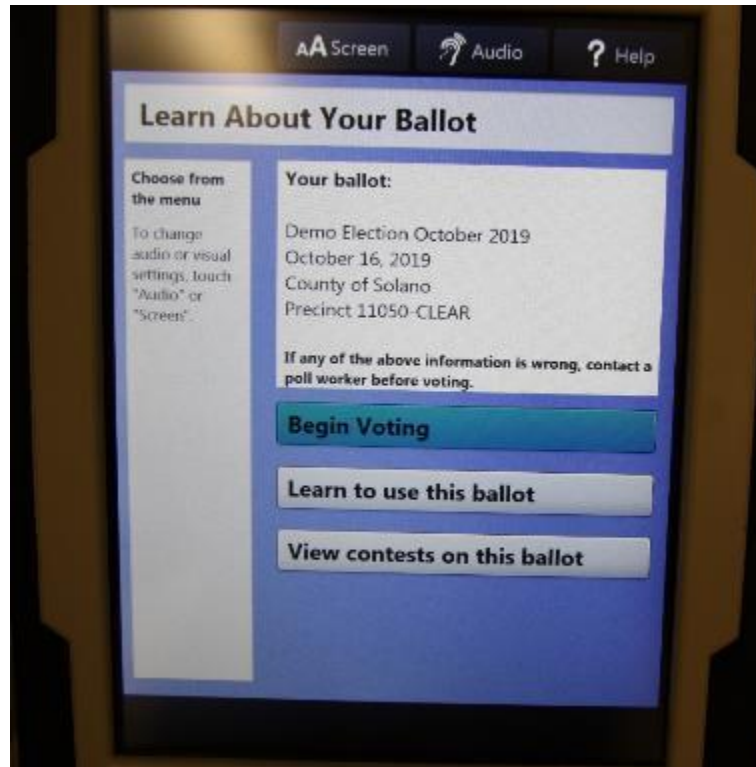
- Once the ballot is activated, go through the steps to print it.
- First, select “To get started, touch here”



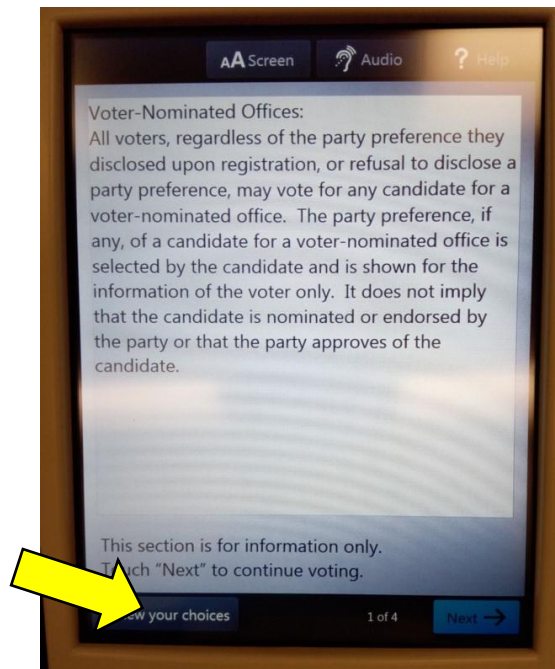
- Select "No, skip straight to voting"



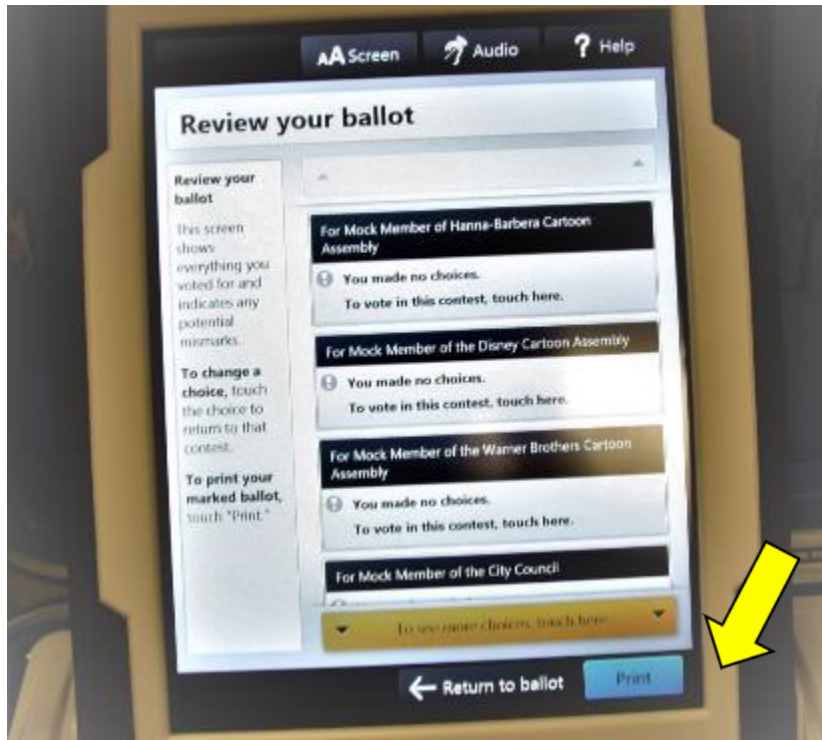
- Select “Begin Voting”



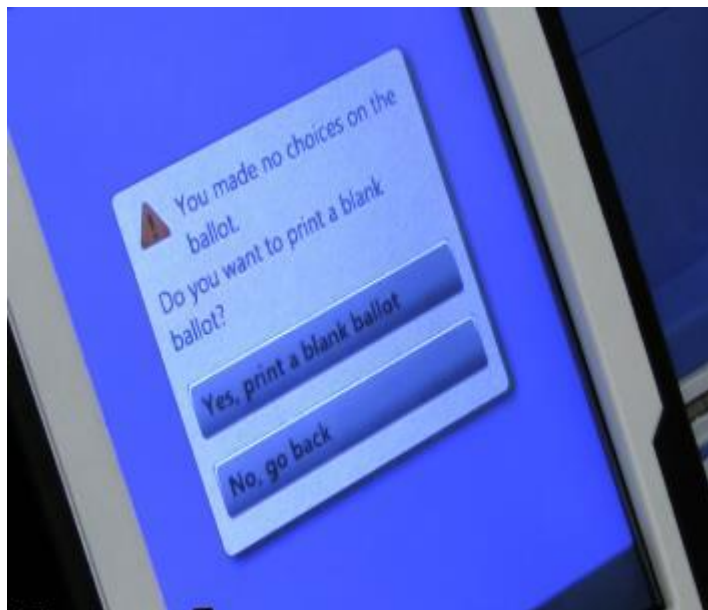
- Do not click next –in the bottom left hand corner select “Review your choices”



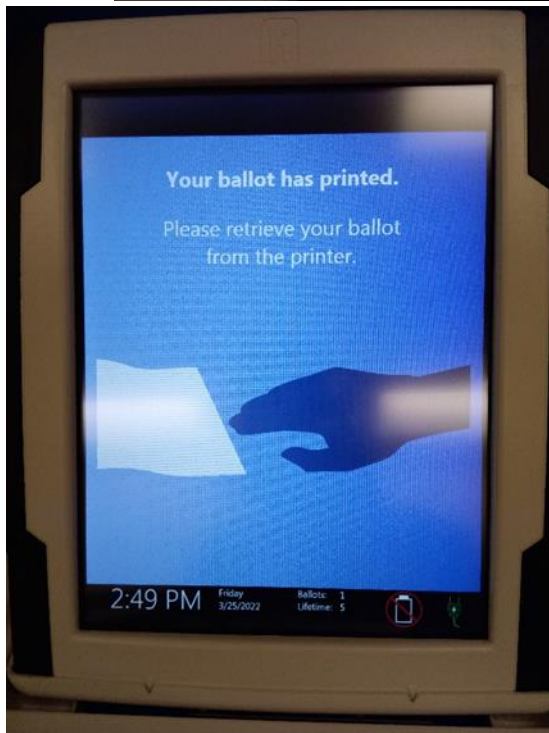
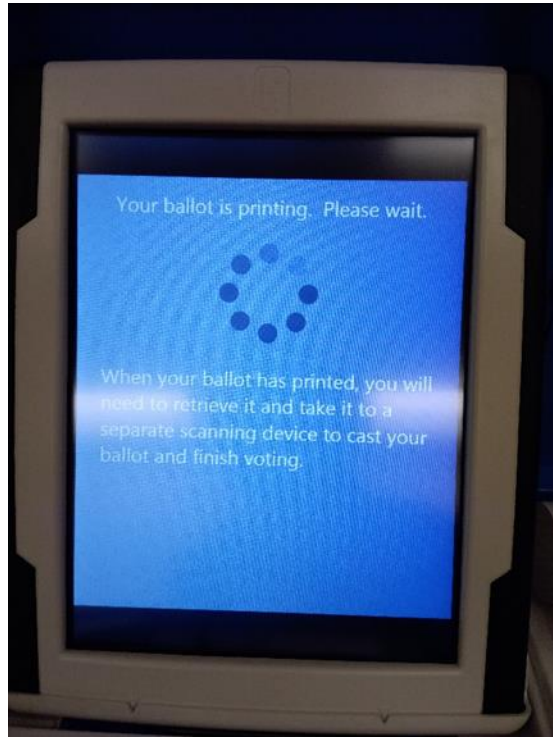
- Select “Print” from the bottom right-hand of the screen



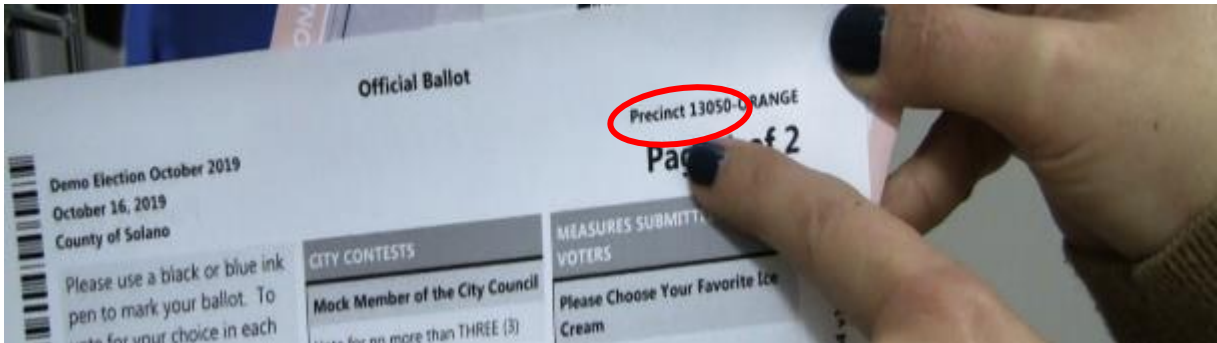
- The Touch Writer will warn you that you made no choice. Click “Yes, print a blank record.”



- A message will let you know it is printing—wait until it prints on both sides—and then when it is done.



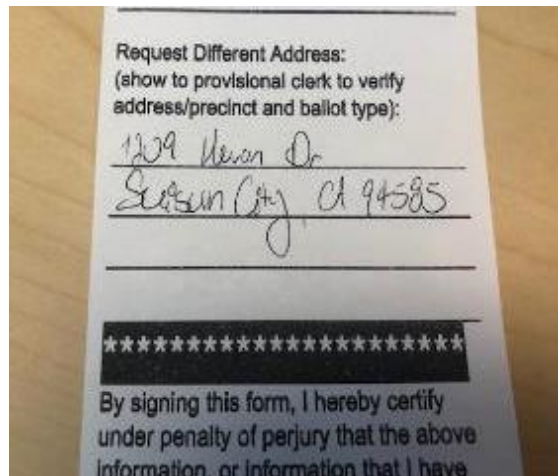
- Make sure the precinct number at the top of the ballot matches the precinct number on the provisional ticket



- Place the ballot in a secrecy sleeve and the pink Provisional envelope 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 return your ballot in its envelope to me.”
- Thank the voter and direct them to the voting booths.

#### Processing Change of Address Voters

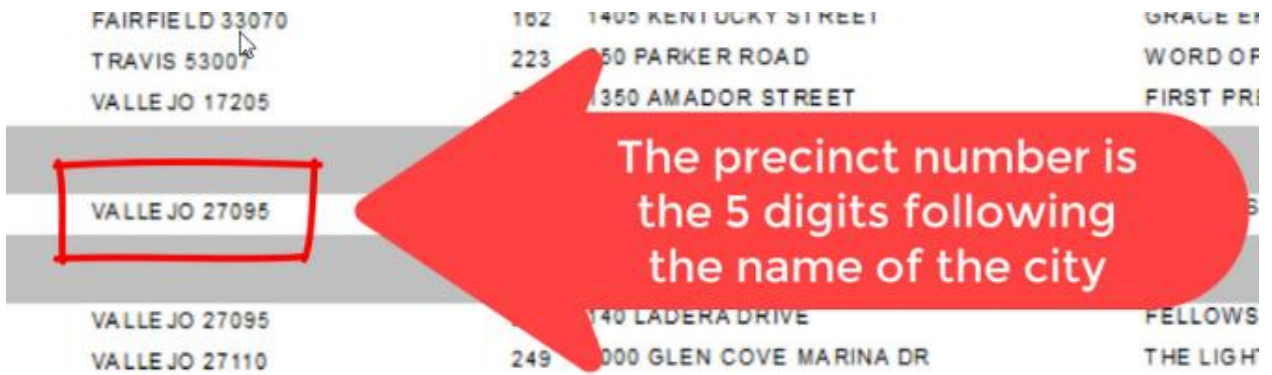
- This process is used for voters who are at the correct polling location but need to update their address.
- Verify each ticket is labeled Voter Roster Ticket and is signed. Verify the ticket has a change of address written on it in the section provided for that purpose:



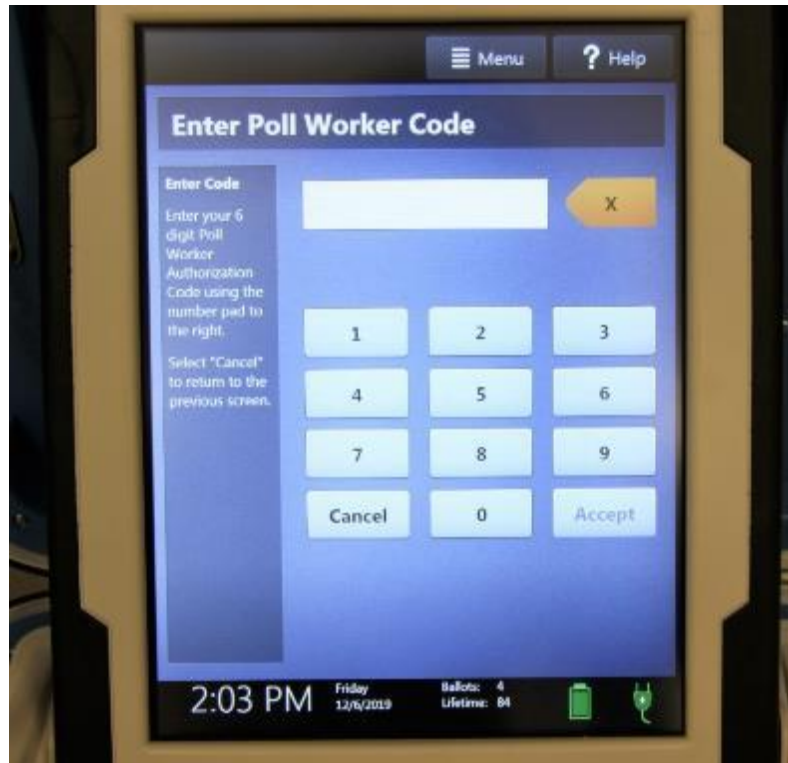
- Use the Street Roster Index to identify the correct precinct type for the voter:



- Note: the 5-digit number to the right of the street range is the precinct number:



- On the Touch Writer, type in poll worker code to access ballot.

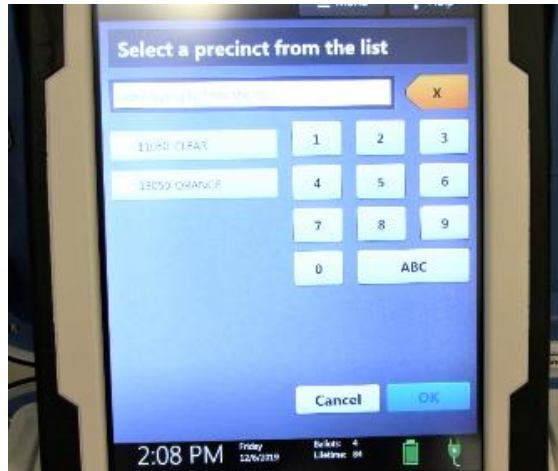


- Select “Activate ballot.”

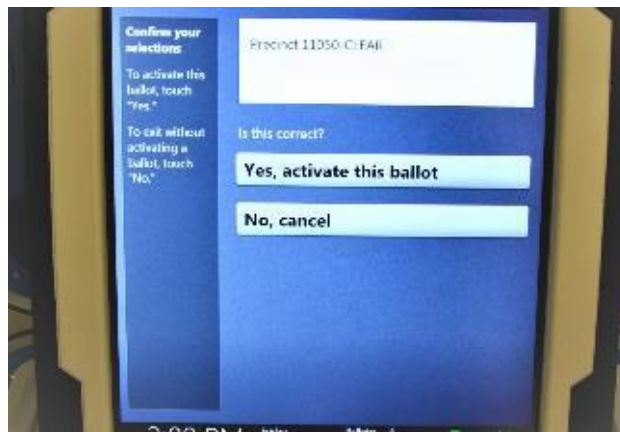




- Type in the correct precinct number to pull up the ballot.



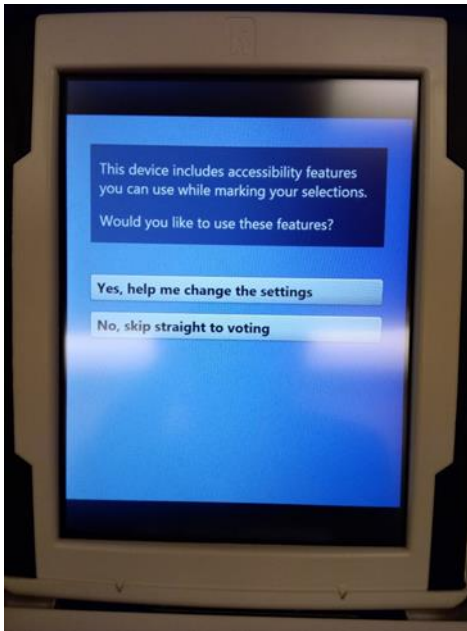
- Confirm it is the correct precinct and select "Yes, activate this ballot."



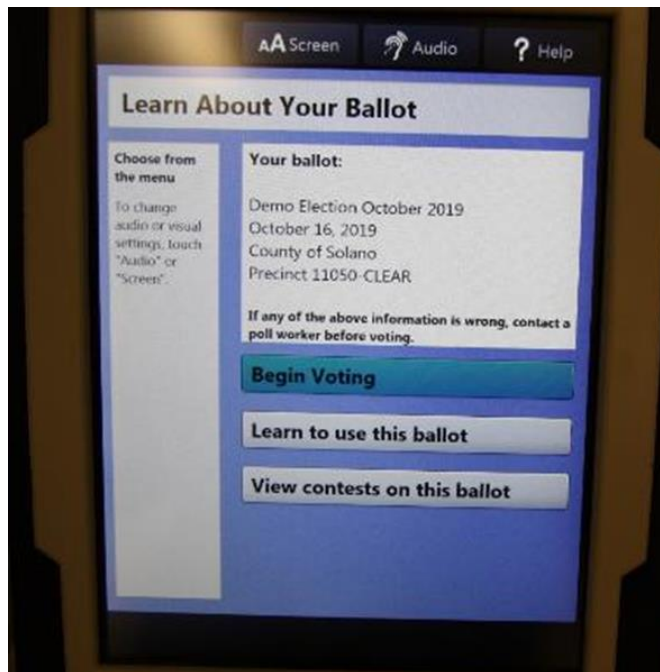
- Select "To get started, touch here."



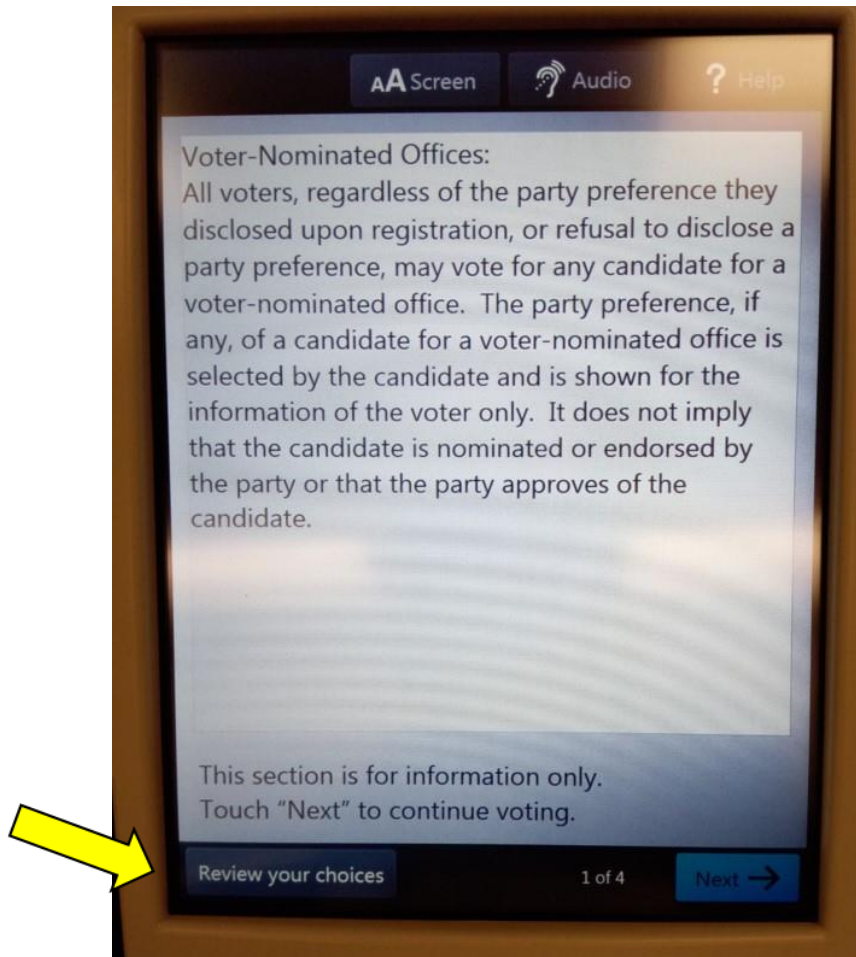
- Select “No, skip straight to voting.”



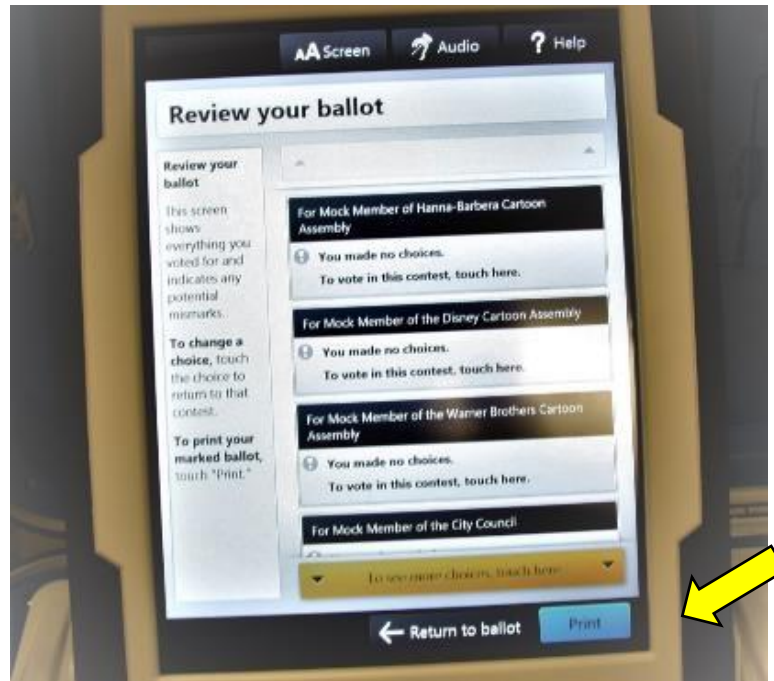
- Select “Begin Voting.”



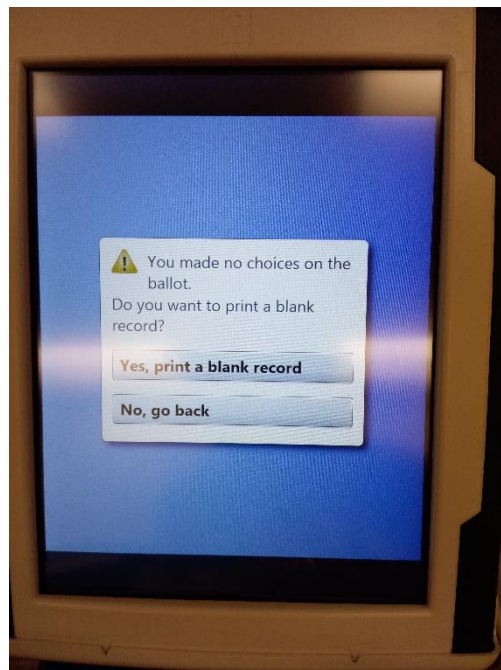
- Do not make any selections. Select “Review your choices.”



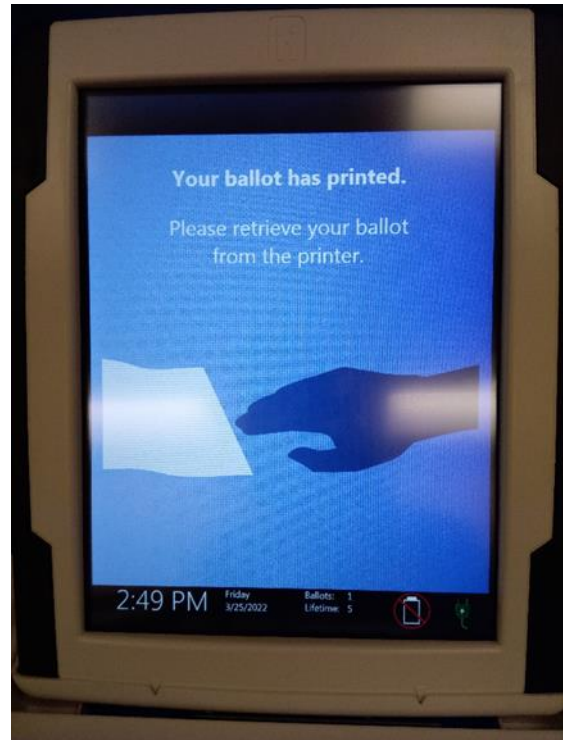
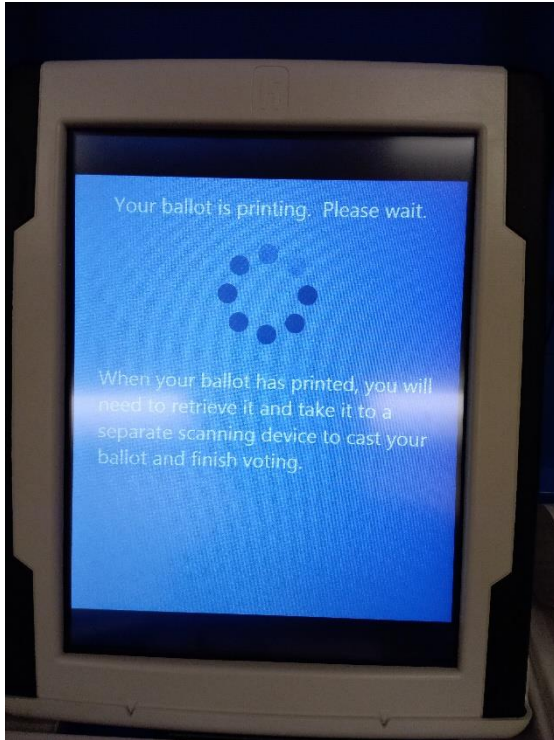
- Select “Print” from the bottom right-hand of the screen.



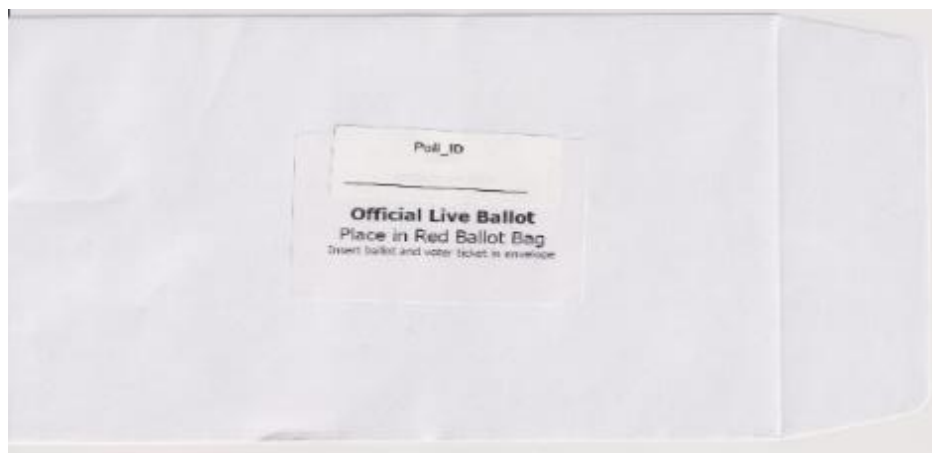
- The Touch Writer will warn you that “You made no choices” for each contest. Select “Yes, print a blank record.”



- A message will let you know it is printing—wait until it prints on both sides—and then when it is done.



- Make sure the precinct number at the top of the ballot matches the number you identified in the Street Roster Index.
- Place the ballot in a secrecy sleeve with a pen and a Change of Address Envelope 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 place your ballot and signed ticket in it’s envelope in the Auxiliary Bin of the Ballot Box.”
- Thank the voter and direct them to the voting booths.

## Issuing Replacement Ballots



**If you need to issue a replacement ballot, please make sure you are giving voters a ballot that is from the correct precinct and color.**

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 ballot needs to be reprinted, select the correct precinct ballot and ensure it is marked Provisional.
- Write SPOILED across the face of the ballot to void the ballot.
- Place the spoiled ballot into the sealed Red Bag.
- Tear off a new ballot, remove the stub, and give the voter the replacement ballot and the new stub.

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

## Closing the Polls

- At 8:00 P.M. the Inspector announces, “The polls are now closed.”
- Ensure all voters are processed and notify them they will get to vote.
- Wait for last voter to exit.
- Count number of spoiled provisional ballots from the Red Bag and enter on the bag label for **Ballot Stubs, Spoiled & Surrendered Ballots Bag**.
- 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.

Election Code 14310-14311

CHURCH OF CHRIST

### Provisional Voters Sign-In Sheet

Poll: 77120

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

- Place Provisional Log in pink bag.
- Sign all forms the Inspector asks you to sign.
- Re-pack Provisional Clerk supply bin 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).

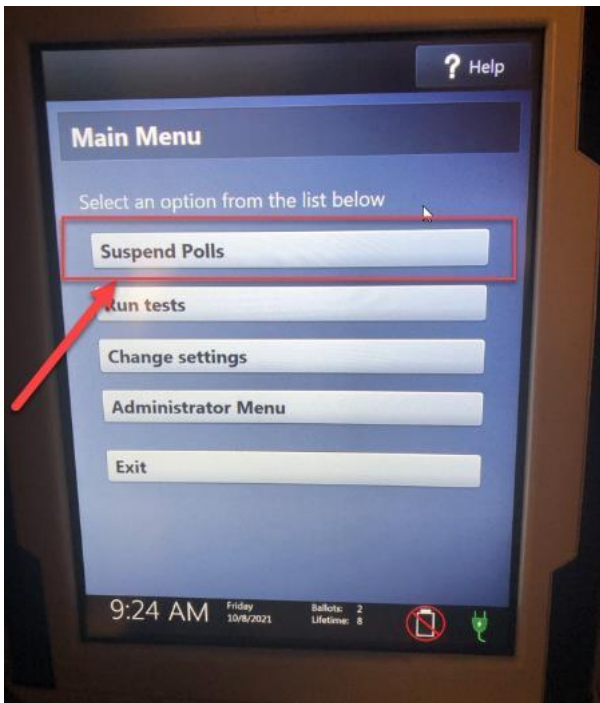
- Place any spoiled Provisional Ballots into the **Spoiled/Surrendered Ballot Bag**.
- Place any Provisional Ballot stubs into the **Spoiled/Surrendered Ballot Bag**.
- Help remove all signs (inside and outside) and take down voting booths.

### Shutting Down the Touch Writer

- Press the blue poll worker button on the back of the Touch Writer.

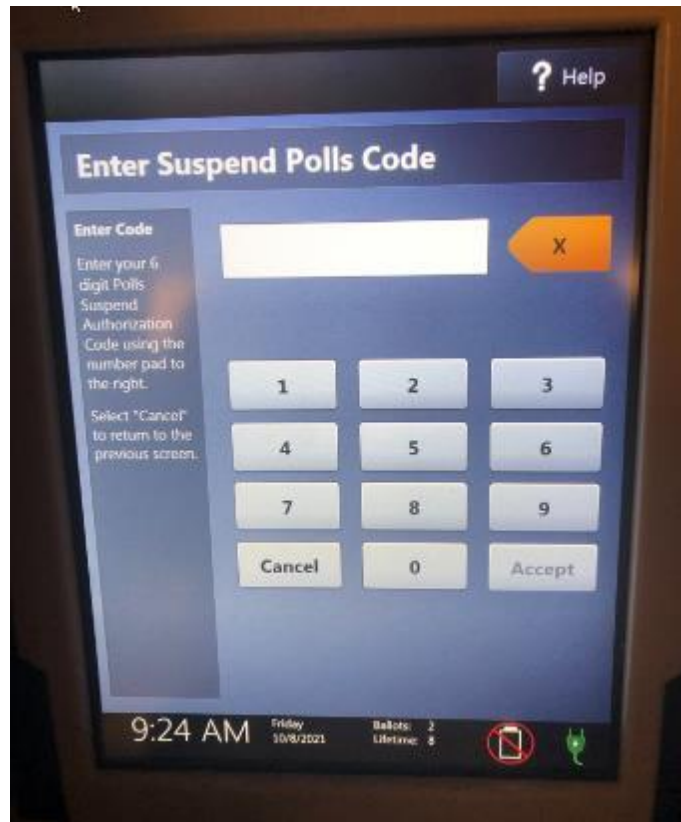


- Select menu at the top of the screen.
- Select Suspend Polls.



- Enter the Suspend Polls code **060722** and press Accept.
- The Suspend Polls report will print automatically.





- Suspending the polls will take a couple minutes, please be patient.
- Print the Ballot Count and Summary Reports
- Place the printed reports in the white Document Return Envelope.

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



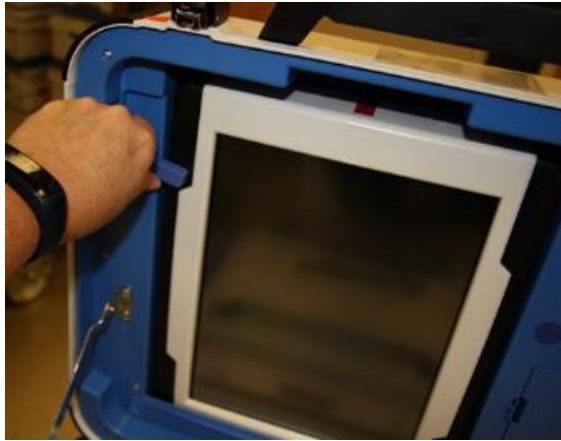
- Press the red power button on the back of the Touch Writer.



- 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 storage compartment cover, neatly replace power brick and cord into storage compartment.
- Replace cover.
- 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.



- Unplug headphones from Accessible Controller and return to clear Touch Writer supply bag.

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



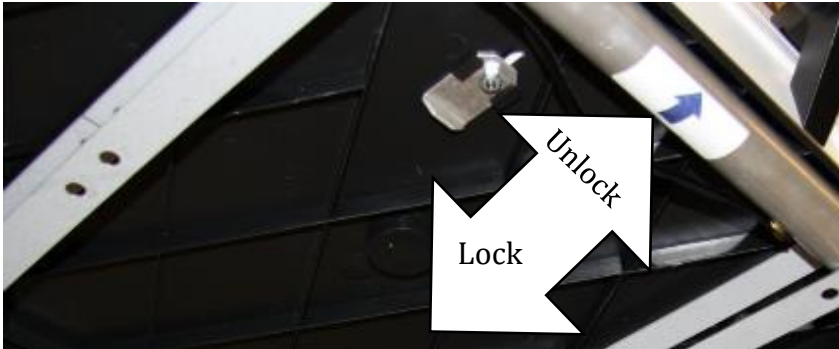
- Loosen lid brace on Touch Writer cover, and close case.



- Using the key with an orange cover, lock case and secure with seal.



- 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.
- 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 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 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 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 Verity device.
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	<ol style="list-style-type: none"> <li>1) Make sure printer is on, wait 15 seconds and try again. Press Resolve Print Error on screen.</li> <li>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.</li> </ol>



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# Appendix A: Poll Worker Forms

## Ballot Statement and Certificate of Performance



**SOLANO COUNTY**

**June 7, 2022 Statewide Direct Primary Election**

**BALLOT STATEMENT**

1. Number voters from the eRoster Certified List		<input type="text"/>
2. Number of signatures from the Back-up Paper Roster (Enter 0 if none) * These signatures are not on the eRoster Certified List.	+	<input type="text"/>
3. Total Signatures	=	<input type="text"/>
4. Number of voted ballots from the Ballot Scanner		<input type="text"/>
5. Number of Uncounted ballots (Enter 0 if none)* * These are marked ballots that could not be scanned by the Ballot Scanner	+	<input type="text"/>
6. Number of white Change of Address Envelopes (Enter 0 if none)* * These are marked ballots that could not be scanned by the Ballot Scanner	+	<input type="text"/>
7. Total Voted Ballots	=	<input type="text"/>

**This Certificate of Performance is for precinct(s):  
for the June 7, 2022 Statewide Direct Primary 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

**Purpose: Certifies the number of voted ballots and signatures on Election Day.**

**Completed by: eRoster Clerk and Inspector**

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

## Oath of Election Officer

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

State of California  
County of Solano

Elections Code 12321

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member for the precinct board for the election to be held on.

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Witnessed by 1 Clerk

\_\_\_\_\_  
Witnessed by Inspector

Elections Code 14107

## Certification of Roster

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

### Assisted Voters List


### Challenged Voters List


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

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



HAVA Election Complaint Form



SECRETARY OF STATE  
STATE OF CALIFORNIA

**ELECTION COMPLAINT FORM**

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

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

**COMPLAINANT INFORMATION**

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

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

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


**STATEMENT OF FACTS**

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

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

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

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

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

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

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

**Completed by: Voter**

*Notice of Deceased Voter*

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

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

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

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

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

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

Do you have a Death Certificate for the deceased?

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

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

To submit the request:

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

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

**Purpose: Remove deceased voter from registration file.**

**Completed by: Voter on behalf of family member**



Poll Worker Feedback Form

**Solano County  
Poll Worker Feedback Form**

**Polling Place** \_\_\_\_\_ **Name** \_\_\_\_\_ (Optional)

**Please check one:**

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

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

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

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

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

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

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

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

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

\\S:\ELECTIONS\2018 November Central Election\Poll Worker Supplies\Poll Worker Forms\Female Approval for Printing\Poll Worker Feedback Form.docx Revised 0/2016

**Purpose: Provide feedback on how the day went at the poll place**

**Completed by: All Poll Workers**

# Provisional Voter Log

Election Code 14310-14311

CHURCH OF CHRIST

## Provisional Voters Sign-In Sheet

### Poll: 77120

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

Total Signatures from Provisional Voters Sign-In Sheet

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

**Purpose: Records Provisional Ballots issued and returned at poll place**

**Completed by: Provisional Clerk and provisional voters**

Security Log



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

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

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

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

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

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

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

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

**Completed by: Inspector**



## Appendix B: County Contact Information

<p>John Gardner  Assistant Registrar of Voters  784-3366 Office  <a href="mailto:jhgardner@solanocounty.com">jhgardner@solanocounty.com</a></p>	<p>Laura King  Election Coordinator  784-3397 Office  <a href="mailto:LEKing@solanocounty.com">LEKing@solanocounty.com</a></p>
<p>Mike Lopez  Deputy Registrar of Voters  784-3343 Office  <a href="mailto:malopez@solanocounty.com">malopez@solanocounty.com</a></p>	<p>Jordan Bhanji  Election Coordinator  784-3582 Office  <a href="mailto:jmbhanji@solanocounty.com">jmbhanji@solanocounty.com</a></p>
<p>Greg Fontela  Election Coordinator  784-3374 Office  <a href="mailto:gcfontela@solanocounty.com">gcfontela@solanocounty.com</a></p>	<p>Austin Cliche  Office Coordinator  Poll Worker Paychecks  784-3359 Office  <a href="mailto:ajcliche@solanocounty.com">ajcliche@solanocounty.com</a></p>
<p>Theresa Ives  Election Coordinator  784-3360 Office  <a href="mailto:taives@solanocounty.com">taives@solanocounty.com</a></p>	<p>Alexa Spering  Lead Election Technician  784-3357 Office  <a href="mailto:aspering@solanocounty.com">aspering@solanocounty.com</a></p>

### Important Phone Numbers

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

### Emergency Phone Numbers

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

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

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

### Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

### Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

### Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

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### Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

### Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

### Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

## Appendix D: 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. Where Change of Address Ballots and eRoster tickets are placed throughout the day.

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

**Ballot Statement** – The form that reflects the total ballots and signatures for a precinct on Election Day.

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

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

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

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

**First Voter** – The first voter arriving at the polling place who must verify that no ballots have been cast. The first voter will check the red bag, blue bag, pink bag, ballot box, auxiliary bin in the ballot box, and the ballots cast on the Ballot Scanner.

**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.

**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 Box** – The black ballot box that holds various items submitted by voters on Election Day.

**Official Returns Pouch** – Clear, plastic pouch used to transport the vDrive(s) from the Ballot Scanner(s) and keys for the Ballot Scanner/Touch Writer back to the Registrar of Voters Office at the end of the night.

**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** – Hand-written listing of the voters who cast a provisional ballot at the polling place.

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

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

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

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

**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** – A security measure placed on equipment, bags, or boxes to certify that the item it is placed on is secure.

**Secrecy Sleeve** – A covering that is designed to conceal a voter’s marked ballot. Provisional and regular voters receive the same secrecy sleeve.

**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. One (1) copy is provided for precincts to post outside.

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

**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.

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

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

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

**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.

**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.

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