

MISSION OF THE POLL WORKER

To assist every voter to cast a ballot,

To ensure each ballot is safely secured until it can be counted, and

To provide a witness to the accuracy and integrity of the election process.

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IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

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EMERGENCY PHONE NUMBERS/PROCEDURES

PHYSICAL THREAT OR DISTURBANCE

- If anyone is unruly, abusive, or threatening to any person or the conduct of the election, call the applicable emergency number below, or dial 911 if it is an actual emergency.
- Immediately report the incident to the Elections Office by calling 530-886-5650.

PLACER COUNTY SHERIFF (unincorporated areas)	530-886-5375
AUBURN POLICE/FIRE	530-823-4222
LINCOLN POLICE/FIRE	916-645-4040
ROCKLIN POLICE/FIRE	916-625-5400
ROSEVILLE POLICE/FIRE	916-786-6444

ACCIDENT OR MEDICAL EMERGENCY

- If you need emergency assistance, dial 911, or contact the appropriate agency directly by calling one of the emergency numbers listed above.
- Immediately after taking care of the accident or emergency, report the incident to the Elections Office by calling 530-886-5650, then complete the following:

Note: All forms referenced below are located in the red pocket envelope in the supply bag.

- If the incident involves a poll worker:
 - Complete an *Injury & Illness Investigation Report* form. If possible, have the injured worker sign the *Acknowledgement of Receipt of DWC-1* form.
 - Give the injured person a *Workers' Compensation Claim (DWC-1)* form, *Medical Referral* form, and the *Approved Workers' Compensation Doctors* list.
- If the incident involves a voter/member of the public:
 - Complete an *Incident Report* form.
 - Remove the attached half-sheet labeled '*Should You Have Any Questions*' and give it to the injured person. Do not give the *Incident Report* form to the injured person.
- Return all completed forms in the large return bag.

SAFETY

- Always maintain a clear path for foot traffic from the precinct entrance to the Precinct Board table, voting booths, and voting machines.
- Do not leave supplies lying on the floor. Keep extras on the table behind the Precinct Board.
- Keep electrical cords out of the way of foot traffic and/or properly covered.

EMERGENCY EVACUATION PLAN

Your first priority is SAFETY for yourself, the poll workers, and the voters.

In case of an emergency such as a bomb threat, fire, or flood:

- Immediately call the appropriate emergency phone number listed on page 5.
- Leave the building as instructed by emergency personnel.

If the emergency is not immediately threatening and you can do so without jeopardizing anyone's safety, take the voting equipment and supplies with you as you evacuate in the following order of priority (each poll worker should be assigned which item(s) to take):

- Ballot Scanner unit
- Touchscreen unit
- Roster
- Unused ballots
- Voted ballot drop-off bag
- Lanyard with gold key, security token, and Touchscreen access card

IF EMERGENCY PERSONNEL ARE PRESENT: Ask for their authorization before removing the equipment during evacuation. Do not argue with their instructions, even if you disagree.

If you are unable to remove any of the above items from the building and voters show up while you are re-locating, write down their name, address, and phone number where they can be reached on Election Day so the Elections Office can contact them about their voting options.

- Once the emergency call is made and everyone is safe, immediately report the incident to the Elections Office by calling 530-886-5650.
- The Elections Office will work with emergency personnel to set up your precinct at another location.

ELECTION DAY PHONE HELP LINES

POLLS HELP DESK (Election Day ONLY, 6 AM - 9 PM) 530-886-5651

All other polling place problems EXCEPT technical support

530-886-5651

IT HELP DESK (Election Day ONLY, 6 AM - 9 PM) **530-886-5629**

Ballot Scanner/Touchscreen problems; technical support ONLY

530-886-5629

VOTER INFORMATION (Elections Main Line) **530-886-5650**

Toll-free within California **800-824-8683**

Information regarding voter registration, voter polling places, mail ballots

POLL WORKERS

Elections Technician - Precincts **530-886-5606**

Replacement of poll workers; procedural questions

POLLING PLACES (FACILITIES)

Elections Technician - Polling Places **530-886-5672 OR 530-886-5664**

Polling place access problems; facility questions

WAREHOUSE

Warehouse Coordinator **530-886-2152**

Missing equipment; replacement supplies

DRAYAGE

Elections Coordinator **530-886-5664**

Information or problems regarding drayage delivery or pick-up

NEW INFORMATION FOR 2020

- New voting equipment – We have retired the AccuVote OS and TSX units, and are now introducing two units from Dominion Voting Systems:
 - Imagecast® Evolution **Ballot Scanner**
 - Imagecast® X –BMD **Touchscreen**See pages 49-50 for more information about the new voting machines.
- We will now offer **conditional registration** and voting at each polling place. This provision is for voters who are not in the roster (main or supplemental), or who state that they wish to register and vote same-day. See pages 20 and 32-33 for details.
- Vote-by-Mail voters will now be designated in the roster by the words “**Vote-by Mail - Surrender Ballot**” on their signature line. This verbiage will remind you to ask the voter to surrender their VBM ballot in order to receive a poll ballot (or otherwise vote provisionally).
- The **Voter Action Request Form** (see below) will now replace the Roster Correction Form. The new form provides the voter with several options besides correcting only their name or address, and gives you the opportunity to obtain a signed copy of their request on the spot.

<p>RYAN RONCO COUNTY CLERK-RECORDED-REGISTRAR OF VOTERS</p> <p>LISA CRAMER ASSISTANT COUNTY CLERK</p> <p>STEPHEN AYE ASSISTANT COUNTY RECORDER-REGISTRAR</p>		<p>2956 RICHARDSON DRIVE AUBURN, CA 95603</p> <p>MAILING ADDRESS: P.O. Box 5278 AUBURN, CA 95604</p>
PLACER COUNTY ELECTIONS OFFICE 530-886-5650 • Toll Free 800-824-8883 • Fax 530-886-5688 www.placerlections.com • election@placer.ca.gov		
VOTER ACTION REQUEST FORM		
<p>Instructions to the Voter:</p> <p>1. You must be a registered voter in Placer County to use this form. Please print clearly. 2. If requesting a name or party change, you must re-register. To re-register, go to register2vote.ca.gov. 3. A name change, other than to correct a misspelling, requires a new registration to be completed. 4. If requesting an action for a deceased voter provide their information in the VOTER INFORMATION box.</p>		
VOTER INFORMATION – All information must be provided to complete your request.		
Name:		Birth Date: ___/___/___
Registered Address:		
Signature:	Date:	
County Voter Information Guide Delivery Preference Request Form:		
<input type="checkbox"/> I want to receive my County Voter Information Guide electronically. I no longer want to receive it by mail.		
<input type="checkbox"/> Email: _____		
<input type="checkbox"/> I want my County Voter Information Guide by mail. Cancel my previous request to opt out of receiving it by mail.		
Correct or update voter registration:		
<input type="checkbox"/> My name is <u>misspelled</u> . The correct spelling is in the VOTER INFORMATION box above. The incorrect spelling is: _____		
<input type="checkbox"/> I moved to a <u>new residence</u> address within Placer County (street address and/or city): _____		
<input type="checkbox"/> My <u>residence is the same, but my mail goes to a different address</u> . My MAILING address is: _____		
<input type="checkbox"/> Remove the following mailing address: _____		
<input type="checkbox"/> Remove any phone number on file <input type="checkbox"/> Remove any email address on file		
Permanent Vote by Mail:		
<input type="checkbox"/> I want to be a Permanent Vote by Mail Voter.		
<input type="checkbox"/> I do not want to be a Permanent Vote by Mail Voter.		
Cancel voter registration:		
<input type="checkbox"/> Please cancel <u>my</u> registration. Reason: _____		
<input type="checkbox"/> Voter named above is deceased. (Information may be provided by family or caretaker.) Name of person reporting death: _____ Phone: _____		
Signature of person reporting death: _____ Relationship to Voter: _____		

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

BASIC CONCEPTS

Three of the most fundamental voting procedure concepts are outlined below. These concepts provide a solid foundation for determining how each voting situation should be handled.

- **ONE VOTER, ONE SIGNATURE, ONE BALLOT**

Each voter needs to sign the roster in one place only, and only one ballot per voter is to be accepted for counting.

- Example: A voter's name is printed on the white pages of the main roster, but they must vote provisionally; therefore, they will ONLY sign the pink provisional pages.
ONE VOTER, ONE SIGNATURE!
- Example: A vote-by-mail voter wants to vote at the polls, but did not bring their VBM ballot to surrender. If you allow them to cast a regular poll ballot, their mail ballot may still be in their possession and used to vote twice. Having them vote provisionally allows the Elections Office to verify that they did not already mail in their VBM ballot before we count their provisional ballot. **ONE VOTER, ONE BALLOT!**

- **PROVISIONAL VOTING vs. CONDITIONAL VOTING**

Provisional voting is used when a vote-by-mail voter does not have their VBM ballot to surrender in exchange for a poll ballot. (For other less common provisional voting situations and more details, see page 26.)

- Provisional ballots are reviewed individually after Election Day to determine whether they are valid. **Every provisional ballot that is proven eligible is counted!**
- NEVER tell a voter that provisional ballots do not or may not count. If they ask, tell them that each provisional envelope will be reviewed and, if the voter is eligible, the ballot inside will be counted.

Conditional voting is used when a voter is not listed in the roster, or asks to register and vote same-day at the polling place. (For more information on conditional voting, see pages 20 and 32-33.)

- **SURRENDERED BALLOT vs. SPOILED BALLOT**

A **surrendered** ballot is a VBM ballot that is traded in for a poll ballot, and needs to be enclosed in an envelope indicating the voter's name. Write '**surrendered**' on the **envelope**.

A **spoiled** ballot is any ballot that is no longer to be used, and does not need an envelope or voter name. Write '**spoiled**' on the **ballot**.

IMPORTANT INFORMATION AND REMINDERS

Poll Worker Guidelines

ABSENT POLL WORKER	If a poll worker does not show up or is unable to fulfill their duties, notify the Elections Office at 530-886-5650. If necessary, your Rover may pull someone from another board to take their place, or you may recruit another person to serve. The new poll worker must sign their name and write their address on the Declaration of Election Officers and Payroll in the front of the roster. A poll worker who fails to appear or leaves early (without a valid reason and permission) will not be allowed to work again.
ARRIVAL TIME	Poll workers must report to their assigned polling place by 6:00 AM.
BALLOT SUPPLY	Check your ballot stock regularly. If you start running low, immediately call the Elections Office at 530-886-5650. Do not wait until you are out of ballots.
CHILDREN IN THE POLLING PLACE	If a child below the age of 18 is with a voter, the voter may take the child with them to the voting booth. Children are not permitted inside a polling place unless they are accompanied by an adult.
DECLARATION OF ELECTION OFFICERS AND PAYROLL	The Declaration of Election Officers and Payroll sheet is in the front of the roster. <u>DO NOT REMOVE IT</u> . Each worker must verify their mailing address, note any changes, and sign. Write 'No Show' or 'Excused' on the payroll sheet next to the name of any worker who does not work the entire day, and if applicable, note the time that they were dismissed from the polling place.
ELECTIONEERING	Electioneering is prohibited within 100 feet of any room where voters are present. Printed materials, buttons, clothing, bumper stickers, etc. for or against a candidate or measure on the ballot are not permitted at/inside the polling place.
FOOD/BEVERAGES	No food or beverage is allowed on the precinct board table. Some facilities do not allow anyone (including poll workers) to have food/beverages inside the polling place. You must provide your own meals/snacks. Alcoholic beverages and beverages labeled 'non-alcoholic' are not allowed in <u>any</u> polling place. Caffeinated beverages are not allowed at any Latter Day Saints (LDS) Church.
MATERIALS NOT REQUIRED FOR THE ELECTION	Poll workers may not display, distribute, or make available at the polling place any materials other than those required for election purposes. This includes, but is not limited to, advertisement of products or services (Avon, jewelry, books, etc.).
MEDIA DEVICES/MATERIALS	No internet-capable devices, laptops, radios, TV, newspapers, campaign literature, or other media items are to be used in the voting area by anyone (including poll workers).
PAYCHECK	Stipend checks will be mailed 6-8 weeks after Election Day. If after 8 weeks you have not received your check, call 530-886-5650.

PETS	Except for service animals, poll workers may not bring pets to the polling place. You may go home on break to care for your pet(s). Do not question a voter who brings a pet into the facility. If the safety of anyone is threatened by an animal, call the Elections Office at 530-886-5650 for instructions.
POLL WORKER MISCONDUCT	A voter may contest an election based on misconduct by a poll worker, so it is very important that each worker properly performs their duties. Misconduct includes discriminating against voters based on race, ethnicity, party affiliation, literacy, English language proficiency, or specific needs; denying the right to cast a ballot; intentionally misinforming voters of their status; and coercing or intimidating voters.
PRECINCT BOARD TABLE	No persons other than assigned poll workers (including Rovers) are permitted to sit at the precinct board table.
PROCEDURE MANUAL	Read this manual and all documents provided by the Elections Office in their entirety. Bring your manual with you on Election Day, and consider saving it for future elections.
RELIGION	Religious promotion is not permitted at any polling place (including churches) on Election Day. This includes poll workers, church members, and voters.
SCHOOL GROUNDS	When the polling place is on school grounds, children are permitted in the polling place but not in the voting area (unless they accompany a voter or school staff). Be kind, patient, and respectful with the children. Do not engage in conversation with students unless they are brought to the precinct by a teacher. Do not shout at or correct them; find a teacher or other staff to intervene if necessary.
VOTER COMPLAINTS	Voters have the right to report any suspected illegal or fraudulent activity at or near the polls to a poll worker or to the Secretary of State's Office. A poll worker should further inform the voter that he or she may also file a written complaint based on a suspected violation of either federal or state laws.

IMPORTANT INFORMATION AND REMINDERS

Equipment and Supplies

EQUIPMENT REMOVAL	Only take what you brought to the polling place. If it was delivered by drayage, leave it for them to pick up.
NAME BADGES	Poll workers must wear name badges at all times. The poll worker's first name and precinct number must appear on the name badge.
OFFICIAL BALLOT BAG	The official ballot bag is used as a voted ballot drop-off bag after the poll ballots are unpacked. Once a voter verifies that the bag is empty, re-lock the bag with a red plastic seal from the stationery kit. This bag <u>must remain locked until the polls close and the last voter is finished voting.</u>
PENS NOT WORKING	If you find pens that no longer work, rubber-band them together and label them with a Post-It note alerting us to replace them.
PLACARD FOR VEHICLES	One placard will be issued for the vehicle going to the Receiving Center. You are required to take ONE car with TWO poll workers (Inspector and one other worker) in the SAME vehicle to the Receiving Center.
POLL EVENT LOG	You must fill out a Poll Event Log (in the red Security Log binder) any time you encounter an issue with equipment, voters, etc. This includes errors you are able to correct without calling the Help Desk.
SIGNAGE	Do not write on the signs (unless instructed) and do not use excessive amounts of tape to post them. Please try not to tear them as signs are re-used for future elections when possible.
STRING	Do not cut the string in your stationery kit; it must be used to measure the 100' distance to be designated as the "No Electioneering" zone.
VOTER REGISTRATION CARDS	If a non-provisional voter asks to re-register, give them a Voter Registration Card to either fill out at the precinct or take with them. Place completed cards in the red bag.
VOTING BOOTHS	You do not have to set up all the booths if space is an issue. Multiple precincts may share voting booths. When closing, do not remove signs already posted on the booth privacy screens.
VOTING MACHINE PLACEMENT	The Ballot Scanner and Touchscreen units must be at least four feet from, but in clear view of, the precinct board table and voting booths.
VOTING ROOM CHANGE	If on Election Day the facility staff assign you to a room or area other than the one designated on your appointment letter, notify the Elections Office immediately at 530-886-5650.

PRE-ELECTION DUTIES (Inspectors only)

Your precinct's Combined Roster Index (roster) includes the following:

- Ballot Statement/Touchscreen Voter Tally/Certificate "A"
- Challenge List
- Roster of Exceptions
- Voter Tally
- Declaration of Election Officers and Payroll
- Active Voter Roster List (main list, white signature pages)
- Provisional Voters (pink signature pages)
- Conditional Voters (yellow signature pages)
- Assisted Voter's List

Your precinct's supplemental envelope may contain some or all of the following:

- Supplemental Active Voter Roster List – Voters who changed their registration between the time the roster was printed and the last day a voter can make changes
- Inspector's Vote-By-Mail List – Voters who requested a vote-by-mail ballot after the roster was printed
- Certified List of Qualified Write-In Candidates – Candidates who are qualified to receive votes for this election but whose names are not on the ballot
- Other information – Any precinct-specific information (i.e., alternative language materials)

On the Active Voter Roster List:

- 1) If desired, you may use index tabs from the stationery kit to label the white signature pages alphabetically. Place them on the right side of the pages (NOT on the left or bottom) so the pages may be scanned later.

On the Supplemental Active Voter Roster List (if applicable):

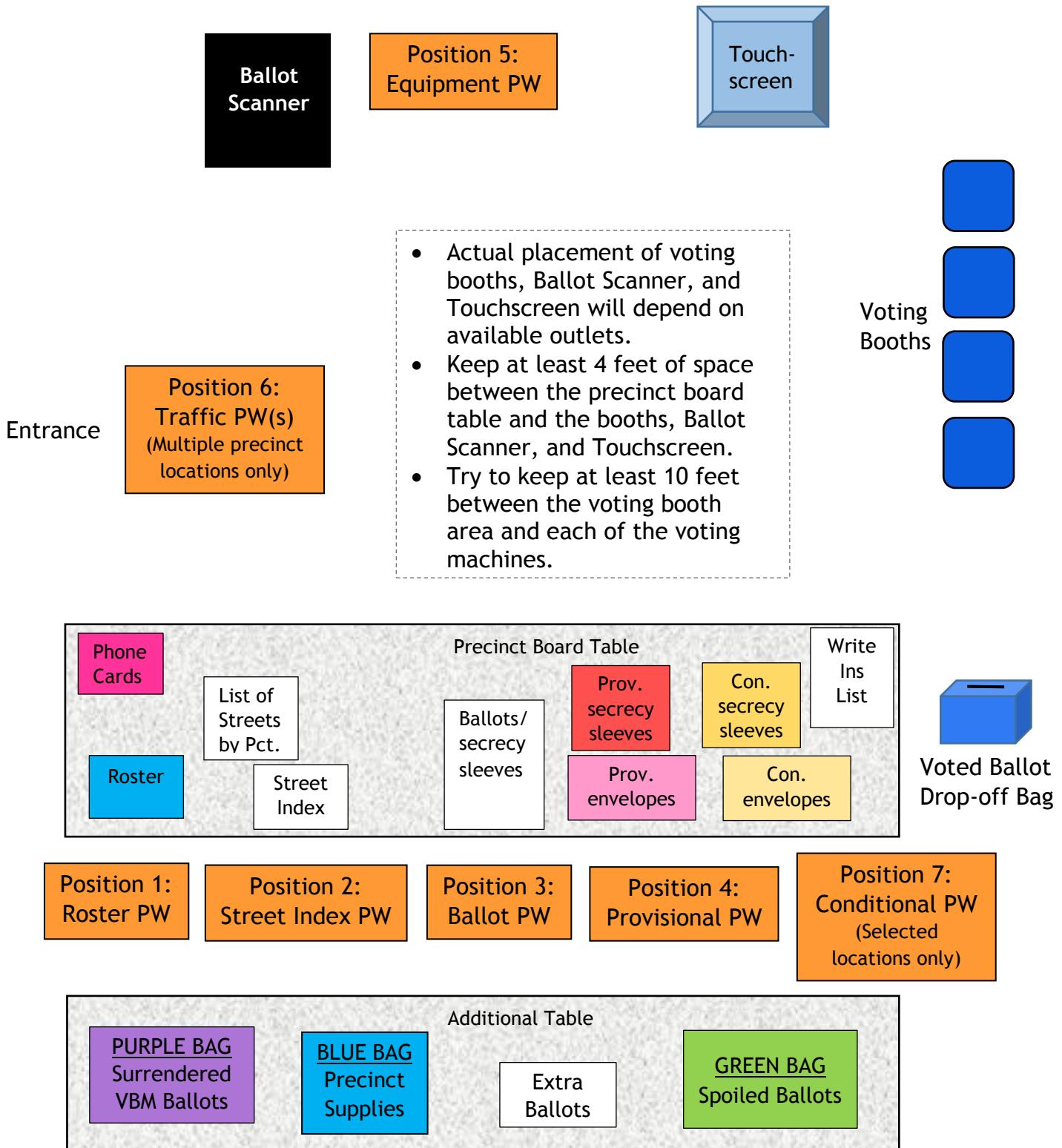
- 1) Compare the voter names on the supplemental list to the main list. If a voter's name is found on the main list, stamp the page **on the voter's signature line** using the blue 'See Supp. Roster' stamp from the stationery kit. The stamp will alert the Roster Poll Worker to have the voter sign on the supplemental list, and not on the main list.
- 2) Secure the supplemental list behind the last page of the main list using a small amount of tape, paper clips, or staples.

On the Inspector's Vote-by-Mail List (if applicable):

- 1) Locate the voter's name on the main list.
- 2) Stamp the page **at the beginning of the voter's signature line** using the red 'Vote-By-Mail Voter' stamp from the stationery kit. Stamp to the far left of the signature line to leave room for the voter's signature. The stamp will alert the Roster Poll Worker that the voter must surrender their vote-by-mail ballot in order to receive and vote a poll ballot.

SUGGESTED SET-UP DIAGRAM

ACTUAL SET-UP WILL DEPEND ON LOCATION, NUMBER OF WORKERS, AND PRACTICALITY/PREFERENCES WHERE FLEXIBILITY IS ALLOWED.



IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

HOW TO PACK ELECTION MATERIALS AFTER CLOSING

Take to Receiving Center		Leave at Polling Place	
Large Red Bag	Official Ballot Bag	Blue Supply Bag	Red Cage Cart
<ul style="list-style-type: none"> Roster (with Supp. Roster and Voter Tally Cards) Results Tape envelope (sealed with tapes inside) Red Security Log binder (with yellow ballot receipt and Poll Event Logs) Grey canvas bag (Voted VBM and mail ballots) Orange canvas bag (Provisional and conditional ballots) Green canvas bag (Spoiled poll ballots) Purple canvas bag (Surrendered VBM ballots) Yellow canvas bag (Ballots the scanner would not read) Completed poll worker report forms Write-In Candidate Certification form (if applicable) Completed Voter Registration forms Any other used forms 	<ul style="list-style-type: none"> Sealed voted ballot box(es) containing voted ballots from Ballot Scanner Empty ballot box(es) <p>Additional Items</p> <ul style="list-style-type: none"> Small red security pouch with BOTH Ballot Scanner memory cards and Inspector's key lanyard sealed inside County cell phone Ziploc bag with cell phone charger and accessories Vehicle placard (place on dashboard of your vehicle) Large precinct number sign (place on dashboard of your vehicle) Receiving Center map 	<ul style="list-style-type: none"> Both Roster Street Index copies Red pocket envelope Stationery kit American flag All signs/sign stand HAVA equipment (except cones and any items delivered by drayage) Unused ballots and used ballot stubs (sealed in plastic bag) Unused provisional and conditional envelopes Empty supplemental envelope Closing items envelope Extension cord/power strip Any remaining items that were delivered in the supply bag 	<ul style="list-style-type: none"> Blue supply bag Touchscreen with accessories Touchscreen printer Touchscreen booth Backup battery <p>Additional Items</p> <ul style="list-style-type: none"> Voting booths Sandwich boards Traffic cones HAVA equipment (any delivered by drayage) Tables/chairs, if any Outdoor light set(s), if any Extra supply tubs, if any Items not brought by you or delivered by drayage

REMEMBER: Leave the polling place as you found it. Take with you only what you brought.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

THE POLL WORKER'S ROLE

A large part of the poll worker's role is to provide a positive experience for each voter and to ensure every voter's rights are protected. Poll workers are expected to treat all voters with a friendly and customer service-oriented attitude. To be successful in this, poll workers must:

- Be familiar with the rights of voters (see Appendix A, 'Voter Bill of Rights')
- Ensure the rights of all voters are protected, respected, and valued
- Be culturally sensitive
- Know how and when to assist voters with specific needs
- Know the responsibilities and limitations of a poll worker

This section is designed to familiarize you with rules and specific duties for poll workers, as well as special voter situations and other scenarios you might encounter at the polling place.

POLL WORKER RULES AND REMINDERS

- Conversation should be limited while voters are in the voting area. Keep voices down and frivolity to a minimum. Voters are entitled to privacy and a quiet environment while voting.
- No political discussion shall take place at any time.
- No campaign buttons, signs, articles of clothing, etc. may be worn or displayed.
- Remember that you represent Placer County, and dress accordingly. No tank or halter tops, shorts, torn clothing, or open-toe shoes. Clothing should be presentable yet comfortable. Consider dressing in layers in case of adverse weather, as well as heat/AC issues indoors.
- Personal cell phones should be in silent mode. Cell phone usage (with the exception of elections-related activity) is not permitted in the polling place. This includes (but is not limited to) talking, texting, and gaming. If you need to make an emergency phone call, please step outside the polling place room.
- No laptops, internet-capable devices, radios, televisions, newspapers, campaign literature, or other media devices are to be used inside the polling place. These can be considered a form of electioneering and are not permitted.
- No food or drink may be placed on the precinct board table.
- No individuals other than official poll workers and voters signing the roster or completing a provisional envelope are permitted to sit at the precinct board table.
- Breaks may be taken during the day, but not during busy times. A majority of the precinct board must be present at all times, and one of them must be the Inspector or Judge. After 5:00 PM, all poll workers must be present until all closing duties are done and the Inspector dismisses the board.
- Smoking is not allowed in any polling place, on school grounds, or anywhere that a 'No Smoking' sign has been posted.

POLL WORKER POSITIONS

Each precinct board is composed of five to six poll workers:

- One Inspector
- One Judge
- Three to five Clerks (may include one Student Clerk)

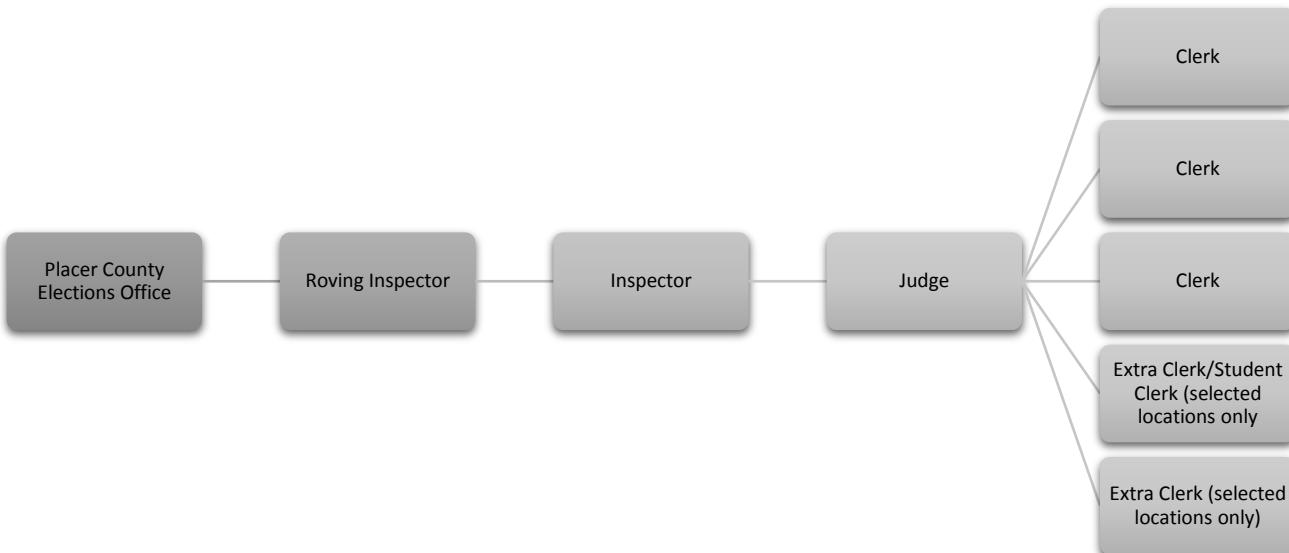
The Inspector is the head of the board and is responsible for assigning duties, designating breaks, and obtaining poll workers' signatures on numerous items throughout the day. The Inspector will be issued a lanyard holding the Poll Worker Card for Touchscreen access, as well as the gold key and Security Token for the Ballot Scanner. If the Inspector leaves the polling place for any reason, he/she must leave the lanyard with the Judge.

It is recommended that the Inspector and Judge assume the first and fourth positions at the precinct board table, and that Clerks assume the second, third, fifth, and/or sixth and seventh positions. With Inspector approval, Clerks may rotate within these positions throughout the day. Poll workers should be positioned at the table as shown on the Suggested Set-Up Diagram (see page 14).

STUDENT CLERKS

Some precincts will have a high school student assigned to their board. The Student Clerk has the same schedule, duties, and privileges as the other Clerks; the only difference is that they may not touch voted/scanned ballots unless they are at least 18 and registered to vote. **Please do not treat them as lesser than the other Clerks or assign them to one menial task for the duration of the day.** Student Clerks often go on to become committed and valuable poll workers if they are given an exciting, interesting, and encouraging experience!

POLL WORKER FLOW CHART



ROSTER POLL WORKER

Position 1 at the precinct board table (Inspector or Judge)

The purpose of the Roster Poll Worker is to check in voters as they arrive, ensure they sign in the appropriate place in the roster, and track how many voters vote at their polling place.

- 1) Remove the blue Voter Tally card from the roster for your use.
- 2) Greet the voter with a smile and ask them to state their name and residence address. **Repeat the voter's name and address to verify.** If necessary, politely ask the voter to spell their name or write it down. A poll worker may not require a voter to show ID unless the voter's signature line in the roster says 'ID REQUIRED' (see Appendix B, 'Voter Identification').
- 3) Obtain voter signature. **All voters must sign the roster before receiving a ballot.**
 - Locate the voter's name in the roster.
 - Have the voter sign on the line next to their printed name. An 'X' or signature stamp with a mark or symbol is allowed if that is how the voter signed when they registered to vote.
 - If a voter's name is in the supplemental roster (even if it is also in the main roster), they must sign on the supplemental and not the main roster, as the supplemental has the most current information. There should be a blue 'See Supp. Roster' stamp on their signature line.
 - If the voter's name is not found (on main or supplemental roster), refer to page 22 for further instructions.
 - If 'Vote-By-Mail - Surrender Ballot' is printed on the voter's signature line, the voter has already been mailed a ballot and must surrender it before they receive a poll ballot (see page 21 for instructions). If the voter does not have a ballot to surrender, offer a provisional ballot.
 - If the voter wants to cast a provisional ballot, have the voter complete and sign the pink Provisional Voters page. If the voter's name is listed in the roster but the voter needs to vote provisionally (e.g., no vote-by-mail ballot to surrender), write 'PROVISIONAL' on the voter's signature line. DO NOT allow a provisional voter to sign on the white pages.
 - If the voter's last name has changed, have the voter sign their name as it was before the change, followed on the same line by their new name/signature in parenthesis.
- 4) Announce the line number to the left of the voter's name to the Street Index Poll Worker.
- 5) Mark the blue Voter Tally card. For every voter who signs the roster, place an 'X' in the empty box for the next available number. The numbers are listed vertically, NOT horizontally, on the tally card. For Touchscreen voters, also place a tally mark in the Touchscreen Voter Tally on the roster's front cover.

IF A VOTER WANTS TO VOTE CONDITIONALLY (REGISTER AND VOTE)

If a voter's name is not in the roster, and/or they say they are not registered to vote and would like to register and vote same-day, they may vote conditionally.

- 1) Locate the yellow Conditional Voters pages near the back of the roster.
- 2) Obtain voter signature. Have the voter print their name and address and sign on the next available row in the yellow pages. **The voter MUST complete and sign a line on these pages before a conditional ballot can be issued.**
- 3) Refer the voter to the Provisional Poll Worker (Position 4), who will also be processing conditional voting. Clearly communicate the following information to the Provisional Poll Worker:
 - You are sending them a conditional voter, not provisional.
 - Reason the voter is casting a conditional ballot
 - Line number next to the voter's name on the yellow page
- 4) Mark the blue Voter Tally card. For every voter who signs the Conditional Voter pages, place an 'X' in the empty box for the next available number.

IF A VOTER WANTS TO VOTE PROVISIONALLY

- 1) Locate the pink Provisional Voters pages near the back of the roster.
- 2) Obtain voter signature. Have the voter print their name and address and sign on the next available row in the pink pages. The voter MUST complete and sign this before a provisional ballot can be issued.
 - If the voter's name is on the main or supplemental roster (white pages), write 'PROVISIONAL' on their signature line. DO NOT HAVE THE VOTER SIGN HERE.
 - If the voter becomes a provisional voter after they sign the main or supplemental roster, cross out their signature and write 'PROVISIONAL' next to it. Have the voter complete and sign the pink Provisional Voter page. **Every provisional voter must sign a pink Provisional Voter page.**
- 3) Refer the voter to the Provisional Poll Worker (Position 4). Clearly communicate the following information to the Provisional Poll Worker:
 - Reason the voter is casting a provisional ballot
 - Line number next to the voter's name on the pink page
- 4) Mark the blue Voter Tally card: For every voter who signs the Provisional Voter pages, place an 'X' in the empty box for the next available number.

IF A VOTER IS ASSISTED IN MARKING THEIR BALLOT

Any assisted voter and the person providing assistance (including a poll worker) must complete a line on the Assisted Voter page (inside back cover of the roster).

IF A VOTER SIGNS THE ROSTER BUT DOES NOT VOTE

If a voter (regular or provisional) signs the roster but does not complete the voting process, fill out a line on the Roster of Exceptions page on the inside front cover of the roster.

ADDITIONAL MARKS IN THE ROSTER

Other than voter signatures, the only marks in the roster should be:

- Red 'Vote-By-Mail Voter' and/or blue 'See Supp. Roster' stamps
- The word 'PROVISIONAL' written next to a voter's signature when they become provisional after signing the main roster
- The word 'SURRENDERED' above the words 'Vote-By-Mail' when a voter surrenders their VBM ballot
- A small dot to show the voter where to sign is acceptable, but do not highlight or circle their name.

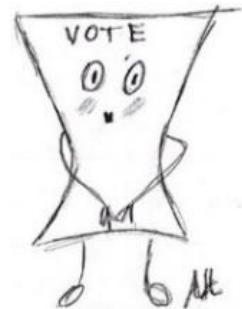
DO NOT make corrections to a voter's record (e.g., misspelled name). Use a Voter Action Request Form from the red pocket envelope for roster corrections. The voter must complete and **sign** the form.

SURRENDERING A BALLOT

A Placer County mail ballot voter or vote-by-mail (VBM) voter may choose to vote at a polling place. See page 35 for an explanation of the difference between mail ballot and VBM voters.

- **A mail ballot voter** who wants to vote at a polling place **may only vote by casting a provisional ballot**, regardless of whether they have a ballot to surrender. They do not have an assigned polling place so their name will not be in the roster.
 - **A VBM voter** who wants to vote at a polling place **must surrender or "trade in" their VBM ballot** in order to receive a poll ballot. If they did not bring their VBM ballot to surrender, they must vote provisionally.
- 1) Collect the ballot to be surrendered and, if the voter has it, their return envelope.

IMPORTANT! If the voter did not bring their ballot return envelope, complete and issue a lavender replacement envelope. Each surrendered ballot must be in an envelope. NO NAKED BALLOTS!



- 2) Verify the surrendered ballot is for the current election. If not, offer a provisional ballot.
- 3) Verify the surrendered ballot is from your precinct. If not, offer a provisional ballot.
- 4) Write the word 'SURRENDERED' across the front and back of the ballot and the envelope. (If the return envelope is already sealed, feel it to verify there is a ballot inside and write 'SURRENDERED' on the envelope only.)
- 5) Locate the voter's name in the main roster or supplemental list. If the voter is not listed, offer a provisional ballot.
- 6) Write the word 'SURRENDERED' on the signature line over 'Vote by Mail Voter', leaving space to the right for the voter's signature (see example below).
- 7) Have the voter sign on the signature line to the right of the word 'SURRENDERED'.
- 8) Place the surrendered ballot/envelope in the purple bag labeled 'Surrendered Vote-By-Mail Ballots'.

Active Voter Roster List 2012 Presidential Primary			
Election Date: 06/05/2012			Registration Close: 5/21/2012
WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)			Total Signatures
LINE NUM	VOTER NAME AND ADDRESS	VOTE BY MAIL / HAVA ID REQ'D	SIGNATURE
811	Lohse, Thomas Max	----- Vote by Mail Voter -----	REG. NUMBER 00 056586
203	Longway, Betty	----- Vote by Mail Voter -----	00 086886
872	Looza, Krista Jean	SURRENDERED ----- Vote by Mail Voter -----	70IH677212
425	Lopez, Diane	----- Vote by Mail Voter -----	70DB770135
767	Lopez, Frank A	----- Vote by Mail Voter -----	31ZB985306

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

VOTER NOT LISTED IN ROSTER

CAUSE	SOLUTION
The voter may not be registered, or is not registered in Placer County.	<p>Offer the voter a hot pink phone card and advise them to call the Elections Office to verify their registration status. If necessary, they may register and vote on the same day at the office (conditional voter registration).</p> <p>If the voter does not wish to contact the Elections Office, offer a conditional ballot.</p>
The voter may not be in the correct precinct: <ul style="list-style-type: none"> • The voter's precinct has changed due to redistricting. • There are multiple precincts in your polling place. • The voter has moved within Placer County but has not re-registered. 	<p>If the voter has their Voter Information Guide, check the back to find their correct precinct and voting location.</p> <p><u>If they do not have their sample ballot and:</u></p> <p>You are in a single-precinct location, offer a hot pink phone card and advise them to call the Elections Office to verify their voting location.</p> <p style="text-align: center;">OR</p> <p>You are in a multiple-precinct location, use the List of Streets by Precinct to determine the voter's assigned precinct. Pay close attention to whether the voter's street is listed. Offer them a hot pink phone card and advise them to call the Elections Office to verify their precinct number.</p> <p>If the voter does not wish to call the Elections Office or does not wish to report to the correct precinct, offer a provisional ballot.</p>
The voter changed their registration information between the time the roster was printed and the last day to make changes.	<p>Check the supplemental roster list.</p> <p>If the voter is not on the supplemental roster, offer them a hot pink phone card and advise them to call the Elections Office to verify their registration and precinct location.</p> <p>If the voter does not wish to call the Elections Office, offer a provisional ballot.</p>
The voter lives in a mail ballot precinct; therefore, they do not have an assigned voting location.	<p>Mail ballot voters do not have an assigned voting location; they are mail ballot only. If a mail ballot voter wishes to vote at a polling place, have them call the Elections Office to determine which precinct has the correct ballot type for their precinct. They may also vote at the Elections Office in Auburn. If a mail ballot voter wants to vote at a polling place or the Elections Office, they must cast a provisional ballot.</p>

STREET INDEX POLL WORKER

Position 2 at the precinct board table (Clerk)

The purpose of the Street Index Poll Worker is to maintain two copies of the Roster Street Index. One is maintained as voters sign in and the other is updated every hour. **Do not have voters sign either copy of the Roster Street Index.**

- 1) Post the copy with a yellow cover and red letters stating 'WARNING' **inside** the polling place, within sight of the poll workers. This copy is used by poll watchers and must be updated every hour on the hour up to and including 6:00 PM. See the 'Poll Watchers' section on page 47 for more information.
- 2) Place the other copy on the precinct board table to be updated every time a voter signs in.
- 3) **Listen for line numbers.** The Roster Poll Worker will announce a line number to you when they locate a voter's name in the roster. (Voters on the supplemental roster will not have a line number; **do not add these voters to the Roster Street Index.**)
- 4) Locate the line number in the Roster Street Index.
- 5) Use the green highlighter (and ruler, if desired) to highlight the entire line for that voter. **Note:** There are two columns of line numbers on each page. The voter's information will be on only one side or the other. Do not highlight all the way across the page (see example below).
- 6) On an hourly basis (up to and including 6:00 PM), use the green highlighter to update the copy of the Roster Street Index posted inside the precinct so it matches your copy.

Roster Street Index of Registration											
Registration Close Date: 5/21/2012				2012 Presidential Primary				Election Date: 06/05/2012			
XREF#	ADDRESS	VBM	NAME	PHONE	PARTY	XREF#	ADDRESS	VBM	NAME	PHONE	PARTY
	2nd St, Roseville					33	Battles, Forrest David		(916)773-6348	DEM	
1			Nelson, David C		REP	34	Battles, David R		(916)773-6348	REP	
2			Nelson, Chelsea Anne		N_P	35	Battles, Kathleen E			N_P	
3			Mota, Simon Flores	(916)543-7870	LIB	36	Taneyhill, Peter			DEM	
4			Reynolds, John Darren	(916)622-9760	REP	37	Rodriguez, Alicia Jovita		(916)410-3788	DEM	
	3rd St, Roseville					38	Silva, Faustino		(916)782-1914	DEM	
5		VBM	Fuentes, Hector Javier	(916)772-3624	PPF	39	Sawin, Bradley Paul		(916)532-4047	DEM	
6		VBM	Fox, Nancy L	(916)780-3569	DEM	40	Sawin, Brittany Joyce-Katherine		(916)897-1315	AIP	
7		VBM	Holzberger, Mark Stephen		DEM	41	Ernest, Adam Daniel		(916)871-8587	REP	

BALLOT POLL WORKER

Position 3 at the precinct board table (Clerk)

The purpose of the Ballot Poll Worker is to explain the voting process to the voter before issuing a ballot, and to distribute the appropriate ballot. **You must ask each individual voter if they signed the roster before issuing a ballot. DO NOT PRE-TEAR BALLOTS FROM THE BALLOT PAD.**

- 1) Ask each voter, “Did you sign the roster?”** If they have not signed, **DO NOT** issue a ballot. Direct the voter back to Position 1 to sign the roster.
- 2) Only AFTER the voter confirms that they signed the roster, remove a ballot** and attached ballot receipt from the pad.
 - Distribute ballots in numerical order beginning with the lowest number.
 - Fold the ballot at the perforation and carefully tear it from the pad. If the ballot consists of more than one card, make sure you give each voter a complete set and tell them to note the contests on both sides of the card(s).
 - Fold and tear off the ballot receipt(s) and give it/them to the voter.
- 3) Instruct the voter to fill in the ovals completely.** An example is shown at the top of the ballot.
- 4) Instruct the voter to vote both sides of the ballot (if applicable).**
- 5) Instruct the voter that, when they are done voting, they are to:**
 - Go to the Ballot Scanner to deposit their ballot (**except provisional or conditional voters**).
 - Return the white secrecy sleeve and pen to the Equipment Poll Worker.
 - **If provisional or conditional**, instruct the voter not to deposit their ballot in the Ballot Scanner. They must instead return their official ballot, red provisional or yellow conditional secrecy folder, and pen to the Provisional (Position 4) or Conditional (Position 7) Poll Worker, where they will also receive the completed pink provisional or yellow conditional envelope for casting their ballot.
- 6) Issue a ballot inside a white secrecy sleeve (or red for provisionals, yellow for conditionals) and provide a pen.**
- 7) Direct the voter to the voting booths.**

IF A VOTER SPOILS THEIR BALLOT

A voter may exchange a spoiled ballot for a new one, for up to three ballots total. See page 25 for instructions on spoiling a ballot.

BALLOT STOCK

Periodically check how many ballots you have left. If you are running low, have the Inspector immediately call the Elections Office at 530-886-5650.

SPOILED BALLOTS

A poll ballot is considered “spoiled” when a voter makes a mistake or no longer wishes to cast that ballot for any reason. The voter may be unaware they made a mistake until the Ballot Scanner flags the ballot for review. If a voter spoils or defaces a ballot, they may turn it in to a poll worker and receive a new one.

A voter may not be issued more than a total of three ballots (including the original ballot issued, even if it was a vote-by-mail ballot). DO NOT have the voter sign the roster more than once, even if you issue multiple ballots.

NOTE: A spoiled ballot can only be a poll ballot. If a voter brings in a mail or vote-by-mail ballot and wishes to exchange it for a poll ballot, follow the procedure for Surrendering a Ballot on page 21. Do not allow a voter to place a poll ballot in their vote-by-mail return envelope.

If a **poll worker** tears a ballot, spoil it and provide a new one; this ballot will not count as one of the voter’s three ballots. If a **voter** tears a ballot, it is not necessary to spoil it. Have the voter try to feed the ballot into the Ballot Scanner. If it will not accept the ballot, deposit the ballot into the Ballot Scanner’s auxiliary compartment to be scanned after the polls close. If the voter insists on receiving another ballot, the new ballot will count as one of the voter’s three ballots.

SPOILING A POLL BALLOT

- 1)** Collect the spoiled ballot. If the ballot has been marked, DO NOT review the voter’s choices or expose the ballot to others.
- 2)** Write ‘SPOILED’ on the front and back of the defaced ballot.
- 3)** Place the spoiled ballot in the green canvas bag labeled ‘Spoiled Ballots’.
- 4)** Issue a second or third official ballot. Remind the voter: by law, they cannot receive more than a total of three ballots, including the original ballot issued.

If the voter spoils a total of three ballots and insists on receiving a fourth, refer them to the Provisional Poll Worker to cast a provisional ballot. Advise the Provisional Poll Worker to mark ‘Other’ on the provisional envelope and write ‘4th Ballot Issued’ as the reason.

PROVISIONAL POLL WORKER

Position 4 at the precinct board table (Inspector or Judge)

The purpose of the Provisional Poll Worker is to assist voters in casting a provisional ballot. They may also handle the issuing of conditional ballots as needed.

A voter is eligible to cast a provisional ballot if one or more of the following are true:

- The voter is listed as a vote-by-mail (VBM) voter but does not have a VBM ballot to surrender.
- The voter lives in a mail ballot precinct and wants to vote at a polling place.
- The voter or a poll worker was told by the Elections Office to allow the voter to vote in your precinct.
- The voter spoils three ballots and insists on a fourth.
 - Allow the voter to cast a provisional ballot ONLY to defuse the situation.
 - On the provisional envelope, check 'Other' as the reason.
 - In the comment section, write '4th Ballot Issued'.
- The voter is not in line by 8:00 PM and insists on voting.
 - If the unused ballots are not already sealed, the voter may cast a provisional ballot.
 - On the provisional envelope, check 'Other' as the reason.
 - In the comment section, write the time the voter arrived.

ISSUING A PROVISIONAL BALLOT

1) Ask the voter, "Did you sign the pink Provisional Voters page in the roster?"

- If they have not signed, **DO NOT** issue a ballot. Direct the voter back to Position 1 to sign the roster.
All provisional voters must sign the pink Provisional Voters page.
- If the voter says they signed the main roster (white pages) instead, have the Roster Poll Worker line through their signature and have them re-sign on the pink provisional pages.

2) Give the voter a pink provisional envelope and instruct them to complete the entire voter section, then sign and date the envelope. This must be done before you issue a ballot.

3) Review the envelope. Accepting an incomplete provisional envelope disenfranchises the voter because their ballot may not be counted. Verify the following information is complete:

- Printed name
- Current residence address and, if different, mailing address
- Date and place of birth
- Phone number
- Driver's license number OR last four digits of Social Security number
- Political party preference
- Prior residence address (if applicable)
- **Voter signature and date**

4) Complete the poll worker sections of the envelope.

- Top of envelope:
 - Check the box for 'Polls'.
 - Write the precinct number.
 - Bottom of envelope:
 - Write your name.
 - Write the voter's line number from the pink Provisional Voters page.
 - Check the box to indicate the reason for issuing the provisional ballot.
- 5)** DO NOT give the provisional envelope back to the voter; keep it until the voter returns.
- 6)** Instruct the voter to return to your position when finished voting and to bring back their ballot, red provisional secrecy folder, and pen.
- 7)** Ask the Ballot Poll Worker to issue the correct ballot **and fold it** before giving it to the voter. Folding the ballot marks it as provisional and helps prevent the voter from depositing it into the Ballot Scanner.
- 8)** Provide a red secrecy folder and pen, and offer a copy of 'Instructions to the Provisional Voter'.
- 9)** When the voter returns, ask their name to verify you have the correct envelope, then have them place their voted ballot in the completed provisional envelope and seal it.
- 10)** Have the voter deposit the sealed provisional envelope into the voted ballot drop-off bag.

IF A VOTER DEPOSITS THEIR PROVISIONAL BALLOT IN THE BALLOT SCANNER

- 1)** DO NOT remove the provisional ballot from the Ballot Scanner; it has already been counted.
- 2)** Write the word 'EMPTY' in large letters at the top on the front AND back of the voter's envelope.
- 3)** Complete a Poll Event Log from the red Security Log binder and paperclip it to the envelope.
- 4)** Place the empty envelope in the orange bag. DO NOT count the empty envelope(s) when you complete the ballot statement at the end of Election Day.

EQUIPMENT POLL WORKER

Position 5 (Clerk)

The purpose of the Equipment Poll Worker is to ensure the security of all voting booths and equipment, and to assist voters as needed in casting their ballot or dropping off their mail ballot.

EVERY HOUR:

- 1) Verify that all seals on the Ballot Scanner and Touchscreen are intact and have not been tampered with. If you find evidence of tampering advise the Inspector:
 - Take the equipment out of use.
 - **Immediately call the IT Help Desk at 530-886-5629.**
 - Complete a Poll Event Log.
- 2) Verify that the Ballot Scanner, Touchscreen, and all voting booths each have the orange ‘Tampering with Equipment’ sign posted at all times.
- 3) Check all equipment for power and sleep modes. If a piece of equipment has lost power:
 - Verify the plug is securely fitted into the electrical outlet.
 - If necessary, try another electrical outlet.
 - If there is still no power, **immediately call the IT Help Desk at 530-886-5629.**
 - Complete a Poll Event Log.

WATCH FOR MAIL BALLOT AND VOTE-BY-MAIL (VBM) BALLOT DROP-OFF VOTERS:

- 1) Watch for voters who appear to be at the polling place only to drop off their mail or VBM ballot. These voters do not sign the roster and should not be required to stand in line to drop off their ballot.
- 2) Ask the voter if they are dropping off their voted ballot or if they are surrendering it. If they say they have spoiled their VBM ballot, refer them to the Roster Poll Worker.
- 3) Direct the voters:
 - **If dropping off:**
 - Verify that the ballot is for this election.
 - Ask the voter, “Did you sign under the flap?”
 - If someone other than the voter is dropping off a ballot, ensure that the lower left of the envelope is filled out.
 - Direct the voter to the voted ballot drop-off bag.
 - **If surrendering,** direct the voter to proceed through the line as usual.
- 4) Offer the voter an ‘I Voted’ sticker, even if they only dropped off a mail or VBM ballot.

WATCH FOR VOTERS WITH A PROVISIONAL ENVELOPE or RED SECRECY FOLDER

Provisional voters CANNOT use the Ballot Scanner. **They must return to the Provisional Poll Worker to seal their ballot inside their provisional envelope**, and deposit the sealed envelope in the voted ballot drop-off bag.

ASSIST VOTERS WITH THE BALLOT SCANNER

- 1) Instruct the voter to feed the ballot into the Ballot Scanner.
 - Let the voter deposit their own ballot; DO NOT take the ballot from the voter and attempt to deposit it unless the voter requests assistance.
- 2) Stop any voter who has a red provisional secrecy folder. They are a provisional voter and their ballot **MUST NOT** be deposited into the Ballot Scanner. **They must return to the Provisional Poll Worker to seal their ballot inside their provisional envelope.**
- 3) Try to correct any problems encountered with the equipment.
 - Keep an extra secrecy sleeve with you in case you need to cover the voter's ballot while providing assistance.
 - If you are in a multiple-precinct location, verify the voter is depositing a ballot in the correct Ballot Scanner for their precinct. The scanner will not accept a ballot from another precinct.
 - If the Ballot Scanner malfunctions, advise the Inspector, **immediately call the IT Help Desk at 530-886-5629**, and complete a Poll Event Log.

ASSIST VOTERS WITH THE TOUCHSCREEN

- 1) Help maintain the voter's privacy at all times.
- 2) Try to correct any problems encountered with the equipment.
 - If the Touchscreen malfunctions notify inspector and **immediately call the IT Help Desk at 530-886-5629** and complete a Poll Event Log.

**IMPORTANT: All equipment issues require completion of a Poll Event Log,
even if troubleshooting resolves the issue.**

OTHER DUTIES

- 1) Offer an 'I Voted' sticker to each voter. Kids can have one too!
- 2) Rotate to other positions as needed to cover other poll workers' breaks.
- 3) Remove any campaign literature, trash, or other items left in the voting booths.
- 4) Serve as an ambassador of good will toward the voters, poll watchers, and all others who may visit your polling place on Election Day.

TRAFFIC POLL WORKER

Position 6 – Multiple-precinct locations only (Clerk)

The purpose of the Traffic Poll Worker is to direct voters to the correct precinct table when there are multiple precincts at one polling place.

Voters will approach your table first to be directed to their assigned precinct tables. The Traffic Poll Workers from all precincts at your location will be seated here, and should be the only workers at this table.

- 1) **Never** leave the table unattended. At least one Traffic Poll Worker must be available at all times.
- 2) Each Traffic Poll Worker will have a list of the streets and house numbers for each precinct at your polling location. The list for your assigned precinct will be at the top of your copy.
- 3) When a voter arrives with their sample ballot booklet, check the back of the booklet for their polling place and table number. If the voter does not have their booklet:
 - Ask the voter for their residence address.
 - Use your precinct's street list to locate the street name and house number range. Pay close attention to the Side Code, which indicates the applicable house numbers within that range (O for odd, E for even, B for both). **Note: One street may be split between different precincts (see example on page 31).**
 - Direct the voter to their assigned precinct table.
- 4) Watch for voters who appear to be at the polling place only to drop off their mail or VBM ballot. These voters do not sign the roster and should not be required to stand in line to drop off their ballot.
- 5) Ask the voter if they are dropping off their voted ballot or if they are surrendering it.
 - **If dropping off**, direct them to the voted ballot drop-off bag.
 - **If surrendering**, direct them to their assigned precinct table.
- 6) Watch the voting area for campaign literature, electioneering, or campaigning within 100 feet of the polling place. This includes political license plates and bumper stickers on vehicles parked at the polling place. If any of these activities or materials are present, notify an Inspector.

OTHER DUTIES

- 1) Rotate to other positions as needed to cover other poll workers' breaks.
- 2) Remove any campaign literature or trash left inside the polling place.
- 3) In cases of adverse weather, a Traffic Poll Worker may be asked to stand near the door and open it for each voter. This is required by HAVA when the door is deemed 'not accessible', yet cannot remain propped open due to weather or facility rules.
- 4) Serve as an ambassador of good will toward the voters, poll watchers, and all others who may visit your polling place on Election Day.

EXAMPLE OF PRECINCT STREET LIST

TO BE USED BY TRAFFIC POLL WORKERS

When directing voters to their correct precinct, look for the following information:

- 1) Street name (locate on list)
- 2) House number (locate correct range)
- 3) Side Code (check to see whether **Odd**, **Even**, or **Both** types of number are in that precinct)

Once the correct precinct has been identified, direct the voter to their assigned precinct table.

For example: A voter who lives at 489 Twelve Bridges Dr. would be assigned to Precinct 260303.

House number 489 is an **Odd** number within the range of 487 to 945.

A voter at 944 Twelve Bridges Dr. would be assigned to Precinct 260306, since **Even** house numbers within the range of 600 to 946 are assigned to this precinct.

List of Streets by Voting Precinct 2012 Presidential Primary - 06/05/2012					
Street/City	House Numbers Low - High	Side Code	Apt Numbers Low - High	Alpha Range Low - High	Street/City
Voting Precinct: 0260303 0260303 CP					
Southcreek Dr, Lincoln	2631 to 2721	O	(all)		
S State Highway 65, Lincoln	2001 to 2999	O	(all)		
Twelve Bridges Dr, Lincoln	333 to 483	O	(all)		
Twelve Bridges Dr, Lincoln	485	O	(all)		
Twelve Bridges Dr, Lincoln	487 to 945	O	(all)		
Voting Precinct: 0260305 0260305 CP					
Arrowhead Ct, Lincoln	100 to 123	B	(all)		Paseo Tranquilo, Lincoln
Bella Cir, Lincoln	1300 to 1741	B	(all)		Paseo Tranquilo, Lincoln
Black Hawk Ln, Lincoln	2520 to 3113	B	(all)		Prado Vista, Lincoln
Blackbird Ln, Lincoln	1764 to 2052	B	(all)		Rua Esperanza, Lincoln
Camino Cielo, Lincoln	3500 to 3620	E	(all)		Rubicon Ln, Lincoln
Camino Cieio, Lincoln	3501 to 3629	O	(all)		Senda Roble, Lincoln
Camino Verdera, Lincoln	1550 to 1995	B	(all)		Sierra College Blvd, Lincoln
Catta Verdera, Lincoln	1110 to 1111	B	(all)		Swainson Ln, Lincoln
					Twelve Bridges Dr, Lincoln
Voting Precinct: 0260306 0260306 CP					
Barrington Ln, Lincoln	1100 to 1229	B	(all)		Southwick Ln, Lincoln
Barrington Ln, Lincoln	1238 to 1318	B	(all)		Southwick Ln, Lincoln
Camross Ct, Lincoln	200 to 217	B	(all)		S State Highway 65, Lincoln
Canon Ct, Lincoln	200 to 219	B	(all)		S State Highway 65, Lincoln
Colonnade Dr, Lincoln	2100 to 2150	B	(all)		S State Highway 65, Lincoln
Corsley Ln, Lincoln	670 to 718	B	(all)		S State Highway 65, Lincoln
Dresden Dr, Lincoln	1900 to 1901	B	(all)		Sterling Pkwy, Lincoln
					Twelve Bridges Dr, Lincoln

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

CONDITIONAL POLL WORKER

Position 7 – Selected locations only (Clerk)

The purpose of the Conditional Poll Worker is to assist voters in same-day registration and voting.

A voter may register at the polling place and vote conditionally if one or more of the following are true:

- The voter is not listed on the main roster or supplemental roster.
- The voter or a poll worker was told by the Elections Office to allow the voter to vote in your precinct.

ISSUING A CONDITIONAL BALLOT

1) Ask the voter, “Did you sign the yellow Conditional Voters page in the roster?”

- If they have not signed, **DO NOT** issue a ballot. Direct the voter back to Position 1 to sign the roster.
All conditional voters must sign a yellow Conditional Voters page.
- If the voter says they signed the main roster (white pages) instead, have the Roster Poll Worker line through their signature and have them re-sign on the yellow conditional pages.

2) Give the voter a yellow conditional envelope and instruct them to complete the entire voter section, then sign and date the envelope. **This must be done before you issue a ballot.**

3) Review the envelope. Accepting an incomplete conditional envelope disenfranchises the voter because their ballot may not be counted. Verify the following information is complete:

- Printed name
- Current residence address and, if different, mailing address
- Date and place of birth
- Phone number
- Driver's license number OR last four digits of Social Security number
- Political party preference
- Prior residence address (if applicable)
- **Voter signature and date**

4) Complete the poll worker sections of the envelope.

- Top of envelope:
 - Check the box for 'Polls'.
 - Write the precinct number.
- Bottom of envelope:
 - Write your name.
 - Write the voter's line number from the pink Provisional Voters page.
 - Check the box to indicate the reason for issuing the provisional ballot.

5) DO NOT give the conditional envelope back to the voter; keep it until the voter returns.

- 6)** Instruct the voter to return to your position when finished voting and to bring back their ballot, yellow conditional secrecy folder, and pen.
- 7)** Ask the Ballot Poll Worker to issue the correct ballot **and fold it** before giving it to the voter. Folding the ballot marks it as conditional and helps prevent the voter from depositing it in the Ballot Scanner.
- 8)** Provide a yellow conditional secrecy folder and pen.
- 9)** When the voter returns, have them place their voted ballot into their completed conditional envelope and seal it.
- 10)** Have the voter deposit the sealed conditional envelope into the voted ballot drop-off bag.

IF A VOTER DEPOSITS THEIR CONDITIONAL BALLOT IN THE BALLOT SCANNER

- 1)** **DO NOT** remove the conditional ballot from the Ballot Scanner; it has already been counted.
- 2)** Write 'EMPTY' in large letters on the TOP FRONT and TOP BACK of the voter's conditional envelope.
- 3)** Complete a Poll Event Log from the red Security Log binder and paperclip it to the envelope.
- 4)** Place the empty envelope in the orange bag. **DO NOT** count the empty envelope(s) when you complete the ballot statement at the end of Election Day.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

MAIL vs. VOTE-BY-MAIL VOTERS

There are two types of mail-in ballot voters:

MAIL BALLOT VOTERS	VOTE-BY-MAIL BALLOT VOTERS
Do not have an assigned polling place because there are too few people in their precinct	Have an assigned polling place
Ballot is mailed to each voter regardless of whether they request vote-by-mail status	Ballot is mailed because the individual voter requested vote-by-mail status
Will not be listed in a roster at any polling place	Will be marked 'Vote-By-Mail - Surrender Ballot' in the roster at their assigned polling place
May vote at a polling place ONLY by casting a provisional ballot regardless of whether they bring their mail ballot to surrender	May surrender their VBM ballot in exchange for a poll ballot, or cast a provisional ballot if they don't have their vote-by-mail ballot to surrender

Note: Mail AND vote-by-mail voters may drop off their mailed ballot at a polling place or the Elections Office no later than 8:00 PM on Election Day. **Ballots received at these locations after 8:00 PM cannot be counted.**

IF A MAIL VOTER WANTS TO VOTE AT YOUR POLLING PLACE

In order to receive the correct ballot type, mail-only precinct voters must go to the Elections Office at 2956 Richardson Drive in Auburn. If they insist on voting at your polling place, they must cast a provisional ballot. Refer to pages 26-27 for more information on issuing a provisional ballot.

- If a mail voter is sent to your precinct by the Elections Office, it is because your precinct has the correct ballot type for that voter.
- If the voter has their mail ballot to surrender, verify it is for the current election. See 'Surrendering a Ballot' on page 21.

IF A VOTE-BY-MAIL VOTER WANTS TO VOTE AT YOUR POLLING PLACE

A vote-by-mail (VBM) voter may choose to vote at a polling place. To do so, they must surrender their VBM ballot and sign the white pages of the roster. See 'Surrendering a Ballot' on page 21.

- DO NOT follow the procedures to 'spoil' a ballot.
- DO NOT allow the voter to place the new ballot in their vote-by-mail return envelope.

The VBM voter must cast a provisional ballot if either of the following apply:

- Their name is not listed in the roster.
- They do not have their vote-by-mail ballot to surrender.

Refer to 'Issuing a Provisional Ballot' on pages 26-27 for instructions.

IF A MAIL OR VOTE-BY-MAIL VOTER WANTS TO DROP OFF A BALLOT

A voted mail ballot or VBM ballot from any county in California may be dropped off at your polling place until the polls close at 8:00 PM. A voter dropping off their VOTED ballot does not sign the roster. If a voter insists on dropping off their ballot **after 8:00 PM**, use a bold pen (e.g., Sharpie) to clearly mark the front of the envelope, indicating the time it was received.

- 1) Ask the voter if they signed the return envelope under the flap.
- 2) Verify that the envelope is for the current election. DO NOT accept one from a different election.
- 3) If the voter does not have a return envelope, they must use a lavender envelope. Have the voter complete and sign the envelope, place their ballot inside, and seal it. Write your precinct number and print your name on the right side.
- 4) If the voter is unable to personally drop off their voted ballot, they may authorize another person to return the ballot. The person delivering the mail or VBM ballot must print and sign the return envelope in the designated area. Note: If the ballot is not inside a return envelope, the person dropping off the ballot must take a lavender envelope to the voter to be completed and signed. Do not accept a ballot without an envelope.
- 5) Have the voter or person delivering the ballot drop the sealed ballot envelope into the voted ballot drop-off bag and give them an 'I Voted' sticker.

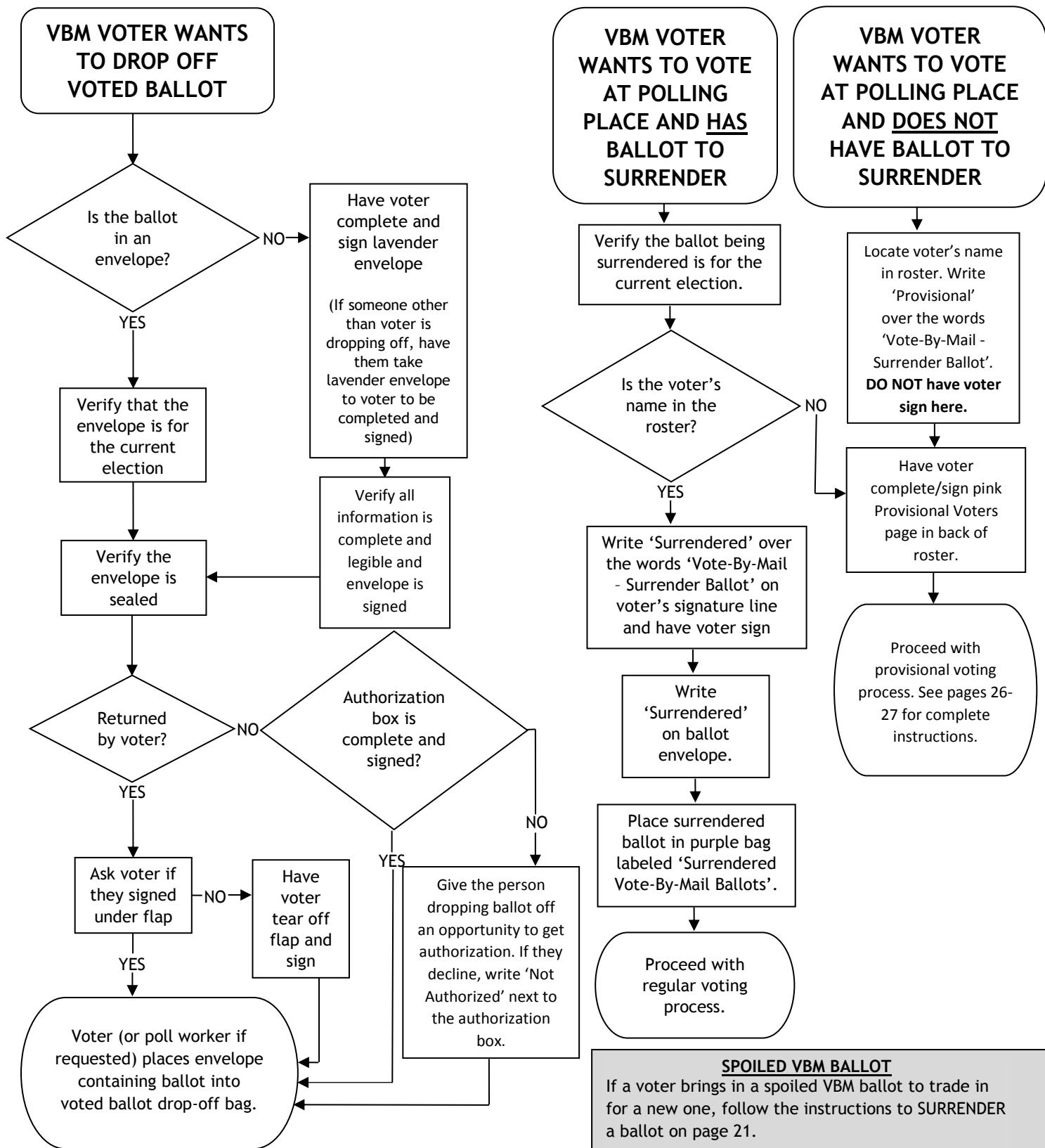
IF A PRECINCT VOTER WANTS TO BECOME A VOTE-BY-MAIL VOTER

A voter may request or remove permanent vote-by-mail (PVBM) status by:

- Completing a Voter Action Request Form at the polling place (**with signature and date**) or online at www.placerelections.com.
- Completing the VBM application on the back of their Voter Information Guide and selecting the 'PVBM' option.
- Completing a new Voter Registration Card and selecting the 'PVBM' option.
- Sending a note to the Elections Office with the voter's name, residence address, mailing address (where the voter would like the ballot sent), date of birth, and **signature and date**.
- Applying in person at the Placer County Elections Office (2956 Richardson Drive, Auburn).

If a voter brings any of these items to the polling place, place it in the red bag to be delivered to the Receiving Center.

VOTE-BY-MAIL BALLOT FLOWCHART



SPOILED VBM BALLOT

If a voter brings in a spoiled VBM ballot to trade in for a new one, follow the instructions to SURRENDER a ballot on page 21.

- **DO NOT** follow the procedure to spoil a ballot.
- **DO NOT** allow the voter to place the new ballot inside their VBM return envelope.

VOTERS WITH SPECIFIC NEEDS

Poll workers must keep in mind the great diversity of California's population and treat all voters with equal respect. This includes, but is not limited to, people who:

- Speak a language other than English
- Have different ethnic background(s)
- Have literacy difficulties
- Hold to a different party platform
- Are new or elderly voters
- Are gender or culturally diverse

Make an effort never to treat a voter as though they are part of a "separate group" from other voters (e.g., "physically disabled" or "alternate language"). Every voter must be treated with the same level of service. Anticipate voters' needs and offer assistance when possible.

All citizens have the right to vote privately and independently, unless they are judicially deemed incompetent or otherwise ineligible. It is not up to a poll worker to determine a person's qualification to register or to vote.

RIGHTS OF VOTERS WITH SPECIFIC NEEDS

Voters with specific needs have the right to an accessible polling place, and every effort must be made by poll workers to help those voters cast a ballot privately and independently.

- Voters with specific needs have the right to reasonable modifications or removal of barriers to the voting process and the provision of auxiliary aids and services. Poll workers may need to temporarily modify the polling place arrangement (tables, chairs, voting booths, etc.) to make it accessible and still maintain the secrecy of each voter's ballot.
- Poll workers must be prepared to facilitate curbside voting if needed. See 'Curbside Voting' on page 41 for more information.
- Never ask a voter with specific needs to step aside and wait while you assist other voters. You must assist voters in order of arrival.
- A person who is unable to write may use a signature stamp (or authorize another person to use the stamp) on any elections-related document that requires a signature. A signature stamp will be treated the same as a signature made in writing.
- No voter, including a voter with specific needs, is required to show identification (unless indicated in the roster) or prove their competence in order to receive or cast a ballot.
- Voters with specific needs should not be asked or permitted to complete their ballot at the table where voters are checking in because ballot secrecy may be compromised. If a voter requests assistance in filling out their ballot, a poll worker *should* accompany the voter to a voting booth.
- Under federal anti-discrimination laws, poll workers must permit a service animal to accompany a blind, deaf, or hearing-challenged person. Before interacting with any service animal, the owner must be consulted.

POLLING PLACE ACCESSIBILITY

The Placer County Elections Office makes every effort to secure polling places that are accessible to voters with specific needs. The accessibility of each location is indicated on the address label of each voter's sample ballot booklet. If a polling place does not meet established accessibility guidelines, it will be designated as 'Not Accessible', even though voters with specific needs may be able to access the polling place.

WHEN AND HOW TO ASSIST VOTERS WITH SPECIFIC NEEDS

Remember that you are not working with specific needs; you are working with individuals who have specific needs. Some voters may not be able to ask for assistance or follow directions, so look for behavior or body language that indicates individual needs. Unless someone with a specific need tells you differently, please use the following guidelines:

- **Speak directly to the voter**, even if they brought an assistant or interpreter. Eye contact is a sign of respect. As much as possible, communication should be directed to the voter and kept simple.
- **Be respectful of personal boundaries**. Not everyone is comfortable with handshakes or physical contact.
- **Don't hesitate to offer assistance**. It is good practice to offer assistance to all voters, not only those who appear to have a specific need. Do not automatically provide assistance unless a voter clearly needs or asks for it.
- **Listen before speaking** in order to understand what the voter feels, needs, or is trying to communicate. Do not stereotype or make assumptions so you will be better enabled to listen to and understand each individual voter.
- **Be patient**. Some people require more time than others to communicate or accomplish tasks. Allow each voter the time they need to respond and act at their own pace.
- **Be respectful**. People with specific needs want to be treated the same as everyone else. Show each voter the same respect that you want to receive from others.
- **Be sensitive**. People with specific needs are often much more independent than people realize. Many times, negotiating the physical environment is less frustrating than trying to communicate with people who are not sensitive to their needs.
- **Be careful in your choice of words**. For example, "person with a disability" is a gentler term than "mentally retarded", or some might prefer to be called "visually impaired" rather than "blind".
- **Respect the privacy of voters with specific needs**. Do not ask about or mention topics that would otherwise be inappropriate to ask of another person (e.g., private life, medical condition).
- **Don't place unnecessary pressure on yourself**. Be patient as you learn the specific needs of each voter. People with specific needs are usually aware of and sensitive to your possible discomfort as well as your good intentions with their situation.

VISUAL IMPAIRMENT OR BLINDNESS

Audio recordings of state and local measures are available for the visually impaired. Call the Elections Office at 530-886-5650 for more information.

WHAT TO DO:

- Face the voter directly when speaking. If your eyes are directed toward them, your voice will be as well.
- Introduce yourself by name and let them know you are a poll worker.
- Guide someone who is blind only after they have accepted your offer to do so. Touch their arm and then offer your arm to guide them. Allow them to hold your arm rather than you holding theirs. Let them control their own movements.
- Make sure the path to the voting booth is clear of obstacles.
- Be descriptive:
 - Describe what you are doing and where you are going.
 - Describe things from the voter's perspective, not yours. "Step over there" has little meaning to someone who can't see where you are pointing. "Three steps forward, then two steps to the left" is much more likely to be helpful.
 - Some people prefer people to use 'clock' references for locations of objects or obstacles. For example, "There is a chair at your 10 o'clock." Before using this method, ask the voter if it is helpful.
 - Inform the person of any obstacles along the way, including snow or ice when walking on a sidewalk or outdoor ramp, or through a doorway.

WHAT TO AVOID:

- Do not use visually-oriented references such as, "Go ahead to the voting booths over there by the wall."
- Do not interact with a guide dog while it is working and/or without the owner's permission.
- Do not leave the person without letting them know you are leaving.

HEARING IMPAIRMENT OR DEAFNESS

WHAT TO DO:

- Before speaking, make sure you have the voter's attention by motioning with your hand or gently and politely tapping their shoulder.
- Find out how the voter best communicates; it may be in writing.
- If the voter reads lips, speak at a moderate pace and don't exaggerate words. Short simple sentences are best. Avoid blocking their view of your face. If you are not sure they understood, ask politely. If they did not understand, rephrase your statement.

WHAT TO AVOID:

- Do not become impatient or frustrated if it takes longer than usual to communicate.
- If the voter has hearing aids, avoid conversations in large, open, and noisy areas.
- If a voter asks, "What did you say?" Do not answer with "Never mind" or "Nothing". These responses give the impression that the voter is not worth taking time to repeat what you said.

SPEECH DIFFICULTY

Many people with speech difficulty find themselves being treated as if they are drunk or mentally impaired. It is your responsibility to recognize their needs and treat them with understanding and patience. Good

communication from others is as important to someone with speech difficulty as a ramp or a grab bar is to someone in a wheelchair.

WHAT TO DO:

- Be prepared to communicate with a voter who may use assistive technology such as an alphabet board.
- If you cannot understand what the voter is saying, bring it to their attention immediately and politely ask how the two of you may better communicate.
- If you are in a public area with many distractions, consider moving to a quieter location.
- Another poll worker who is better able to understand the voter's speech may be able to assist.
- If no solution can be worked out, consider writing as an alternative means of communication.

WHAT TO AVOID:

- Do not pretend to understand.
- Do not interrupt or finish the voter's sentences.
- Do not become impatient or frustrated with the communication.

MOBILITY DEVICES

WHAT TO DO:

- Do not assume that a voter with a mobility device (wheelchair, cane, etc.) needs assistance; ask first.
- When speaking to a voter in a wheelchair or scooter, position yourself at their level if possible.
- Use great care if you are asked to handle a voter's mobility device. They are difficult to have repaired on short notice, and it is extremely difficult for the user when the device is not working properly.
- When helping a voter with a mobility device over a step or other obstacle, ask how they prefer to have it done so they will feel secure.
- Be familiar with the polling place's accessible pathways and consider distance, obstacles, and weather when providing directions to a voter with a mobility device.

WHAT TO AVOID:

- Do not start pushing someone in a wheelchair without asking.
- When communicating, do not stand too close to the person or their mobility device. Remember that the device is part of the voter's personal space.

MENTAL ILLNESS

The term 'mental illness' refers to disorders that cause significant disturbances in thinking, feeling, and relating. These illnesses, along with related medications, often create a diminished ability to reason, concentrate, and/or cope with the ordinary demands of life.

WHAT TO DO:

- Speak directly to the person in a normal voice at a normal volume.
- If a person with mental illness begins to show signs of agitation, speak calmly. Gently ask them to come with you away from the situation causing stress.

DEVELOPMENTAL NEEDS

A person with a developmental need may have problems in language, learning, mobility, and/or capacity for independent living.

WHAT TO DO:

- Use short sentences and avoid complicated or abstract instructions.
- Speak in a normal voice at a normal volume.
- Explain what you are doing as you do it.
- Demonstrate and complete each step with the voter before moving on to the next.
- Give the voter extra time to complete a task.
- If you have difficulty communicating, ask the voter or their attendant for better ways to communicate effectively.

WHAT TO AVOID:

- Do not get impatient if the voter does not understand your directions.
- Do not get defensive. Bluntness may be part of the voter's natural way of communication.
- Do not use terms that describe levels of specific needs such as 'low-' or 'high-functioning'.

LIMITED ENGLISH PROFICIENCY

Some precincts are required by law to provide election materials in languages other than English. If you are working at an alternate-language precinct, you will be provided with translated materials, including a copy of the ballot in the appropriate language. Every effort will also be made to assign a translator to your board.

- Be prepared to offer and provide alternate-language information when appropriate.
- NEVER make insensitive comments to or about voters who ask for alternate language materials.

VOTER REQUIRING ADDITIONAL TIME

The law states that the precinct board should be notified if a voter will require longer than ten minutes to mark their ballot. If a poll worker determines that a voter is attempting to interfere with the conduct of the election and does not require additional time, that poll worker is permitted to contact an elections official to order that the voter not be provided with additional time.

ASSISTED VOTING

Federal law states that voters who require assistance in the voting booth may choose up to two persons to assist in the reading and marking of their ballot.

The voter requesting assistance must vote in person, and should not be asked or allowed to complete their ballot at the precinct board table.

The person(s) providing assistance cannot be the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union, and may not share any information regarding the voter's choices on the ballot.

ASSISTED VOTERS LIST

The Assisted Voters List is located on the inside back cover of the roster. It is only used when a voter cannot complete their ballot or use the Touchscreen without assistance.

To process an assisted voter:

- 1) Administer the oath located at the top of the Assisted Voters List (see example below). Read the oath to the voter requesting assistance and ask the voter to respond with "I affirm." If the voter is hearing impaired, ask the voter to read the oath and respond with "I affirm."
- 2) Print the voter's name in the 'Name of Assisted Voter' column.
- 3) Have the assisting person(s) print their name(s) in the 'Name of Person Assisting' column.

Note: **No signatures are necessary** on the Assisted Voters List. The voter will have already signed the roster, so all parties need only print their names on this page.

ASSISTED VOTERS LIST

The oath to be administered to the assisted voter consists of having the voter declare "I am unable to mark a ballot and would like assistance".

A voter shall receive assistance in marking his or her ballot from not more than two persons selected by him or her. The assisting person(s) cannot be the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member (Elec. Code §14282).

The Precinct Election Officers shall keep a list of the voters who have been assisted in marking their ballots. The list shall be returned and preserved with other election materials and records (Elec. Code §14283).

NAME OF PERSON ASSISTING
(PRINT)

NAME OF ASSISTED VOTER
(PRINT)

CURBSIDE VOTING

Voters may request to vote “curbside” if they cannot enter the voting area at a polling place due to architectural barriers or physical limitations.

- 1) Greet the voter and confirm that they wish to vote curbside.
- 2) Retrieve the roster from the precinct board table and bring it out to the voter.
- 3) Have the voter sign the roster.
- 4) IMMEDIATELY return the roster to the precinct board table once the voter has signed, as other voters may be waiting.
- 5) Collect the necessary supplies and bring them out to the voter.
 - If the voter is casting a regular ballot:
 - Official ballot and receipt stub
 - White secrecy folder
 - Pen
 - If the voter is casting a provisional ballot:
 - Official ballot and receipt stub
 - Provisional envelope
 - Provisional voting instructions sheet
 - Red provisional secrecy folder
 - Pen
- 6) Assist the voter as needed.
 - Instruct the voter to fill in the ovals completely as shown at the top of the ballot, and if applicable, to vote both sides of the ballot.
 - Stay with the voter in case they need assistance, but give them privacy to vote. Unless they are assisted in marking the ballot, you do not need to add them to the Assisted Voters List.
 - **If they are a provisional voter** (see pages 24-25 for full instructions):
 - Have the voter complete and **sign** the provisional envelope.
 - Complete the poll worker section of the envelope.
 - Have the voter seal the ballot inside the provisional envelope; you may assist them if needed.
- 7) Make sure the curbside voter has their ballot receipt stub.
- 8) Advise the voter that you are taking the ballot into the polling place to deposit it in the Ballot Scanner or, if provisional, in the voted ballot drop-off bag. If a non-provisional curbside voter insists on sealing their ballot inside an envelope, give them a lavender envelope with the word ‘Curbside’ written on it. Do not write any voter information on the envelope in order to avoid violating voter privacy.
- 9) Deposit the ballot:
 - A regular ballot with no envelope goes in the Ballot Scanner.
 - A regular ballot in a lavender envelope goes in the Ballot Scanner’s auxiliary compartment to be processed after the polls close.
 - A provisional ballot/envelope goes in the voted ballot drop-off bag.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

CHALLENGING A VOTER

A person requesting to vote may be orally challenged by a poll worker upon valid suspicion of any or all of the following:

- The voter is not the person whose name appears in the roster.
- The voter is not a resident of the precinct.
- The voter is not a citizen of the United States.
- The voter has previously voted in this election, either by mail or at another polling place.
- The voter is presently on parole for conviction of a felony.
- The voter is not 18 years of age as of the day of this election.

CHALLENGE LIST

The Challenge List is located on the inside front cover of the roster.

For each voter challenged, complete an entry with all necessary information on the Challenge List (see example below).

DO NOT ARGUE WITH THE VOTER.

CHALLENGE LIST

CHALLENGE: A person offering to vote may be orally challenged within the polling place only by a member of the Precinct Board upon any or all of the grounds contained in the Election Officers Digest and Election Code sections 14240 to 14253.

CHALLENGE LIST: The record of those who have been challenged and the disposition of the challenge by the Precinct Board must be entered separately in the Challenge List below. When any voter who has signed the roster does not vote, the name must be entered by a member of the Precinct Board, in the Certificate of Roster Exceptions.

Name and Address of Persons Challenged	Grounds of each Challenge	Name, address and identification of the voter that is offering information or testifying concerning the person challenged.	Determinations (allowed or denied) of the board upon the challenge. List any written evidence pertaining to challenge.
Name:		Name:	
Address:		Address:	
		Identification as a Voter:	
Name:		Name:	
Address:		Address:	
		Identification as a Voter:	

More details on challenge procedures may be found in the Election Officers Digest in the red pocket envelope.

TAMPERING/BALLOT SECRECY

It is a **felony** punishable by imprisonment to tamper with voting equipment or alter vote results.

It is a **misdemeanor** for a member of the public to attempt to determine a voter's identity or ballot choices, open a ballot envelope containing a voted ballot in order to view the voter's choices, or place a mark or device on a ballot or envelope in an attempt to later determine that voter's choices.

WRITE-IN VOTES

You may NOT remind voters about write-in candidates or give unsolicited write-in information as this is electioneering (see below). It is up to the voter to ask. If a voter asks to cast a write-in vote, show them the Certified List of Write-In Candidates displayed on the precinct board table.

If a voter asks how to cast a write-in vote, instruct the voter to do the following:

- 1) Find the appropriate contest on their ballot (President, Governor, etc.).
- 2) Fill in the oval next to the write-in line.
- 3) Legibly print the name of the certified write-in candidate of their choice.

The voter should NOT:

- Write anywhere else on the ballot but the write-in line.
- Write in a name(s) that is already printed on the ballot.
- Vote for more candidates than are to be elected for that race.

(For example, if the ballot states ‘Vote for One’ for that race and there is at least one candidate listed on the ballot, the voter may not vote for the listed candidate in addition to their write-in candidate.)

ELECTIONEERING

Electioneering is defined by Election Code as ‘the visible display or audible dissemination of information that advocates for or against any candidate or measure on the current ballot’ within 100 feet of a polling place, vote-by-mail drop box, election official’s office, or anywhere else a voter may be casting a ballot on Election Day. Specifically, this means a distance of 100 feet from the entrance of the room(s) in which voters are signing the roster and casting ballots.

Electioneering is prohibited and includes the following:

- Circulating a petition for a nomination, recall, initiative, referendum, etc.
- Soliciting a vote or speaking to a voter about marking their ballot
- Placing a sign or speaking to a voter about the voter’s qualifications
- Displaying a candidate’s name, likeness, or logo
- Displaying a ballot measure’s number, title, subject, or logo
- Wearing or displaying buttons, hats, shirts, signs, pencils, stickers (including bumper stickers), etc. with electioneering information on them
- Disseminating audible electioneering information

Any person (including a poll worker) who violates any of the provisions of this section is guilty of a misdemeanor. If you see or hear electioneering inside or within 100 feet of your voting room(s) on Election Day:

- Politely explain the 100-foot limit to the person(s) involved.
- Ask them to stop and/or remove, cover, or turn inside out any item(s) they have on display.
- **If they do not comply or you feel threatened in any way,** immediately call the Elections Office at 530-886-5650.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

POLLING PLACE VISITORS ON ELECTION DAY

Besides voters, poll workers, and usual on-site staff, there may be other people present in the polling place on Election Day. The following guidelines tell you what to except and allow from these visitors.

POLL WATCHERS

Elections are a public event and anyone who wishes may observe the election process at a polling place. Each poll worker is a sworn election official of Placer County and is responsible to enforce the following poll watcher regulations at all times:

- Poll watchers may not interfere in any way with a voter's right to secrecy.
- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of polls (these activities are punishable by imprisonment).
- Poll watchers may not talk loudly, cause confusion, or congregate inside the polling place.
- Poll watchers may not use the polling place phone.
- The area between the precinct board table and voting booths is for voters only and may not be used as an observer post.
- Poll watchers may not sit at the precinct board table or handle any of the official voting equipment, supplies, or ballots (voted or blank).
- Poll watchers may not wear candidate badges, discuss candidates, or bring any campaign material into the polling place. These activities constitute electioneering and are illegal.
- Poll watchers may inspect the second copy of the Roster Street Index (posted near the entrance and updated hourly) as long as they do not interfere with poll worker procedures or delay or inconvenience a voter.
- The second copy of the Roster Street Index may not be removed from the premises.

NEWS MEDIA

If a member of the news media contacts you, you may give them any information that is available to the general public (rules for voting, voter turnout, etc.). If they would like to take pictures at the polling place, the following rules apply:

- They may not enter or take pictures in the voting booth area.
- Their activities may not interfere with the voting process.
- They must obtain permission from a voter before taking any pictures of that individual.
- They may not record (photograph or video-record) any voter(s) entering or exiting the polling place.
- They may not zoom in on a ballot being voted, as this jeopardizes the voter's right to secrecy.

EXIT POLLING

Exit polling is the act of interviewing voters after they exit the polling place to find out how they voted, usually conducted by members of the media. Exit polling is allowed, but participants must remain at least 25 feet from the room in which voting is taking place. The rules listed under 'News Media' above also apply to exit polling.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

BALLOT SCANNER

The Ballot Scanner is the voting machine that receives, scans, and securely stores ballots cast at each polling place on Election Day. Each Ballot Scanner is precinct-specific and will be delivered ahead of time by drayage.



As an elections precinct board, it is your responsibility to:

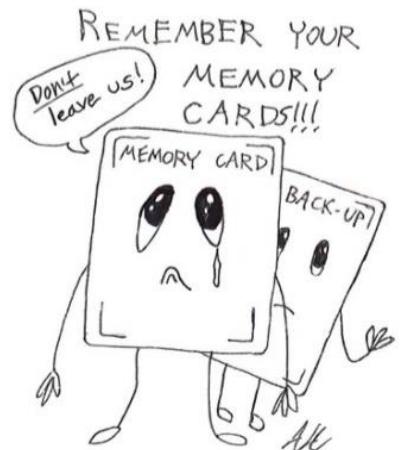
- Verify that all seal numbers on the Ballot Scanner match the Security Log and that none of the seals have been tampered with prior to opening the polls.
- Ensure that the Ballot Scanner is properly set up and ready for voting by 7 AM on Election Day.
- Monitor the scanner throughout the day to make sure it is working properly and voters know what to do as they deposit their ballots.
- Close down the machine after the polls close at 8 PM.
- Verify again that all seals match the Security Log and were not tampered with during the day.
- **Retrieve BOTH memory cards containing ballot counts and securely deliver them to your assigned Receiving Center.**

Detailed instructions and photos for opening and closing the Ballot Scanner will be provided in a separate handout. Please initial where indicated as you complete the steps on each page. When opening and closing procedures are complete, **every poll worker on your board** must sign the certificate on the last page of the handout, verifying that each procedure was properly followed.

IMPORTANT REMINDER!

The Inspector, as well as the remainder of the board, is REQUIRED to retrieve and securely deliver BOTH memory cards from the Ballot Scanner to the Receiving Center. **These cards contain ballot counts and we cannot proceed without them!**

INSPECTOR: If the memory cards from your precinct are missing at the end of the night, WE WILL CALL YOU AND YOU WILL BE REQUIRED TO RETURN TO THE POLLING PLACE TO RETRIEVE THEM.



IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

TOUCHSCREEN

The Touchscreen is the voting machine that enables voters with special needs to vote independently and privately. Each Touchscreen is precinct-specific and will be delivered ahead of time by drayage, along with a specific voting booth, ballot printer, and backup battery unit.



As an elections precinct board, it is your responsibility to:

- Verify that all seal numbers on the Touchscreen match the Security Log and that none of the seals have been tampered with prior to opening the polls.
- Ensure that the Touchscreen and all accessories are properly set up and ready for voting by 7 AM on Election Day.
- Monitor the Touchscreen station throughout the day to make sure it is working properly and that any voters using the Touchscreen receive assistance as needed.
- Close down the machine after the polls close at 8 PM.
- Verify again that all seals match the Security Log and were not tampered with during the day.

Detailed instructions and photos for opening and closing Touchscreen and accessories will be provided in a separate handout. Please initial where indicated as you complete the steps on each page.

When opening and closing procedures are complete, **every poll worker on your board** must sign the certificate on the last page of the handout, verifying that each procedure was properly followed.

APPENDIX A

VOTER BILL OF RIGHTS

GENERAL RIGHTS

RIGHT TO CAST A BALLOT

Every valid registered voter has a right to cast a ballot. A valid registered voter means a United States citizen who is a resident of this state, who is at least 18 years of age and is not in prison or on parole for conviction of a felony, and who is registered to vote at his or her current residence address (Elec. Code §2300(a)(1)).

RIGHT TO A PROVISIONAL BALLOT

If a voter requests a provisional ballot, or may be registered to vote despite not being listed on the Combined Roster Index, the voter may cast a provisional ballot and must be told how to determine whether that vote was ultimately counted, and if not, the reason why (Elec. Code §2300(a)(2), §14310(d)).

Poll workers must give the voters the benefit of the doubt when voters claim they are properly registered and are at their correct polling place (Elec. Code §14312). Because a legally registered voter who is denied the right to vote may later contest the election outcome, poll workers must be reminded of their duty to offer a provisional ballot to voters whose names do not appear on the Combined Roster Index. It is ultimately the duty of the Elections Official to determine the eligibility of voters and appropriateness to count provisional ballots (Elec. Code §14310(c)).

Voters who are listed as Vote-By-Mail voters but do not bring their vote-by-mail ballots to the polls to surrender on Election Day, have a right to cast a provisional ballot (Elec. Code §3016)).

RIGHT TO CAST BALLOT IF PRESENT PRIOR TO THE CLOSE OF POLLS

Voters have the right to cast a ballot if they are present and in line at the polling place prior to the close of the polls and must be allowed to exercise that right (Elec. Code §2300(a)(3)).

RIGHT TO CAST BALLOT FREE FROM INTIMIDATION

Voters have the right to cast a secret ballot free from intimidation (Elec. Code §2300(a)(4)). Poll workers must watch for and address any intimidation (however subtle) or electioneering. They must also be sure to provide voters with specific needs, or any voter requiring assistance, the same opportunity for privacy when marking their ballots.

RIGHT TO REPLACE A SPOILED BALLOT

Voters may not be aware they have the right to receive a new ballot if, prior to casting their ballot, they make a mistake. Vote-By-Mail voters may also request and receive a new ballot if they return their spoiled vote-by-mail ballot to a poll worker prior to the close of the polls on Election Day (Elec. Code §2300(a)(5) and (B)). The law restricts voters to a maximum of two replacement ballots (Elec. Code §14288). Poll workers should alert voters who spoil their first ballot that they are only entitled to a total of three ballots and to exercise caution when casting a replacement ballot. Poll workers should tactfully offer training on how to properly cast a vote when a voter has spoiled their first ballot.

RIGHT TO RETURN VOTE-BY-MAIL BALLOT TO ANY COUNTY

Voters have the right to return a completed vote-by-mail ballot to any county in the state.

RIGHT TO ASK QUESTIONS ABOUT ELECTIONS PROCEDURES AND OBSERVE THE ELECTIONS PROCESS

Voters have the right to ask questions of the poll workers and Elections Officials regarding election procedures and observe the election process (Elec. Code §2300(9)(A)). However, if persistent questioning disrupts the execution of their duties, the Precinct Board or Election Officials may discontinue responding to questions (Elec. Code §2300(9)(B)).

RIGHT TO REPORT FRAUD OR ILLEGAL ACTIVITY

Voters have the right to report any alleged illegal or fraudulent activity at or near the polls to a local Elections Official or to the Secretary of State's Office (Elec. Code §2300(a)(10)). If a poll worker is asked to report such activity, they must complete Poll Event Log regarding the situation. The poll worker can also provide the voter with contact information for the Elections Office. A poll worker should further inform a voter that he/she may also file a written complaint based on an alleged violation of either federal or state election laws. **Note:** Complaints alleging violations of the Help America Vote Act of 2002 (HAVA) must be notarized; however, there is no such requirement for complaints based on alleged violations of state law. For questions related to HAVA complaints, the voter should be directed to the Secretary of State's office for assistance. The Secretary of State's Elections Division may be reached at 916-657-2166 or elections@sos.ca.gov (AB1536 Section 1 Sec. 17 (52USC Sec. 21112)).

RIGHTS OF VOTERS WHO ARE REQUIRED TO PROVIDE IDENTIFICATION

Under federal law, first-time voters who registered by mail may be required to show identification to vote. Poll workers may only ask a voter to provide identification if the Combined Roster Index explicitly states that ID is required. When asking for ID, the poll worker must know which forms of ID are acceptable. A photo ID is not required; it is simply one of several acceptable forms of identification. A photo ID need not contain the voter's address or be issued by a government agency to be adequate for purposes of establishing identity. A list of acceptable forms of identification is included on page 71 of this manual. Poll workers shall make this list available to voters upon request (Section 20107 of the California Code of Regulations).

If a voter designated as being required to provide identification either does not have any qualified identification documents with them or does not wish to provide identification for any reason, **the voter is still eligible to cast a provisional ballot** and should be politely offered one (Section 21017 of the California Code of Regulations).

RIGHTS OF VOTERS WHO ARE NOT REGISTERED WITH A QUALIFIED POLITICAL PARTY (Presidential Primary Only)

During a Presidential Primary election that includes a partisan public office, there should be a nonpartisan ballot and a separate ballot for each qualified political party (Elec. Code §13102(a)). A political party may adopt a party rule that allows a person who is registered as "No Party Preference (NPP)" to vote the ballot of that political party in the partisan (Presidential Primary election (Elec. Code §13102(c)). If a voter has declined to state a party affiliation, or is registered with a nonqualified party, the voter shall be given a nonpartisan ballot. However, a "No Party Preference (NPP)" voter is entitled to a ballot of a political party that has authorized NPP voters to vote the ballot of that political party (Elec. Code §13102(b)).

OTHER RIGHTS UNDER CERTAIN CIRCUMSTANCES

Some voters are entitled to additional rights depending on the situation. Poll workers should be accommodating and flexible to ensure these rights are protected.

RIGHTS OF ALL VOTERS TO RECEIVE ASSISTANCE AT THE POLLS

Voters who, for any reason, need or want assistance to vote have the right to receive assistance in casting their ballot. A voter can bring one or two people into the voting booth, or the voter may request assistance from a poll worker. Poll workers must know their responsibilities and limitations if they are asked to assist. It is a violation of state and federal law to disclose how another person votes (Elec. Codes §§2300 (a)(6), 14282).

RIGHTS OF VOTERS WITH SPECIFIC NEEDS

Voters with specific needs have the right to vote privately and independently, the right to receive reasonable modifications, the right to have barriers removed from the voting process, and the right to auxiliary aids and services. At least one accessible voting unit must be made available in each polling place where an election is being conducted (HAVA §301(A)(3)(b), Elec. Code §19227(b)). See the *Voters with Specific Needs* section on page 38 for more information.

RIGHTS OF VOTERS WITH LIMITED ENGLISH PROFICIENCY

Selected precincts in Placer County will be issued alternate language voting material including a copy of the ballot. There will be translated “need assistance” buttons worn by the designated translators in these precincts. A voter who is not proficient in English may request assistance from a bilingual poll worker and may also bring one or two people into the voting booth to assist in translation. Poll workers must know their responsibilities and limitations if they are asked to assist. It is a violation of state and federal law to disclose how another person votes (Elec. Codes §§2300 (a)(6), 12303)).

RIGHT TO ELECTION MATERIALS IN ANOTHER LANGUAGE

Voters have the right to election materials in another language, if there are sufficient residents in their precinct to warrant production (Elec. Code §2300(a)(8)).

RIGHTS OF VOTERS ACCOMPANIED BY CHILDREN

A voter who is accompanied by children below the age of 18 may take the children into the voting booth (Elec. Code §14222)).

RIGHTS OF VOTE-BY-MAIL VOTERS

Every voter has the right to vote by mail and to register as a permanent vote-by-mail voter (Elec. Codes §§3001, 3003)).

To be counted, a vote-by-mail ballot must be postmarked and mailed on or before Election Day or deposited at any polling place in the state by the close of polls on Election Day. The voter or a designated third party may deposit the ballot. Vote-by-mail ballots received after the polls close that are not postmarked by Election Day will not be counted (Elec. Codes §§3017(a), 3018, 3020).

A voter listed as a vote-by-mail voter who wishes to vote at the polling place shall surrender his/her vote-by-mail ballot in exchange for a regular ballot. A voter who does not bring his/her vote-by-mail ballot has a right to vote using a provisional ballot (Elec. Codes §§3015, 3016).

APPENDIX B

VOTER IDENTIFICATION

Voters who are voting for the first time in Placer County during a Federal election must show satisfactory proof of identity before they can vote. These voters will be listed in the Combined Roster Index with ID REQUIRED printed on the signature line. If the voter does not have acceptable identification as indicated below, the voter may cast a provisional ballot. NOTE: A voter can meet the proof of identity requirement by presenting either a current valid photo ID or other acceptable document, as set forth below. The proof of identity requirement only applies to federal elections. Therefore, all registrants shall be permitted to vote a regular ballot in all non-federal elections without showing ID.

EITHER

CURRENT AND VALID PHOTO ID (HAVA Section 303(b)(2)(A)(i)) Title 2, California Code of Regulations, Section 20107(d)(1) defines “photo identification” as a document prepared by a third party in the ordinary course of business that includes a photograph and name of the individual presenting it including:

- A. driver’s license or identification card of any state;
- B. passport;
- C. employee identification card;
- D. identification card provided by a commercial establishment;
- E. credit or debit card;
- F. military identification card;
- G. student identification card;
- H. health club identification card;
- I. insurance plan identification card.

OR

OTHER ACCEPTABLE DOCUMENTS (HAVA Section 303(b)(2)(A)(ii)) Title 2, California Code of Regulations, Section 20107(d)(2) lists “Other Documents” that satisfy the proof of identity requirement. These other documents will be sufficient if the document includes the name and address of the individual presenting it, and it is dated since the date of the last general election, unless the document is intended to be of a permanent nature such as a pardon or discharge.

Other documents include a:

- A. utility bill;
- B. bank statement;
- C. government check;
- D. government paycheck;
- E. document issued by a governmental agency;
- F. sample ballot issued by a governmental agency;
- G. voter notification card issued by a governmental agency;
- H. public housing identification card issued by a governmental agency;
- I. lease or rental statement or agreement issued by a governmental agency;
- J. student identification card issued by a governmental agency;
- K. tuition statement or bill issued by a governmental agency;
- L. insurance plan card issued by a governmental agency;
- M. discharge certificate, pardon or other official document issued to the voter in connection with the resolution of a criminal case, indictment, sentence, or other matter;
- N. public transportation authority senior citizen discount card issued by a governmental agency;
- O. identification document issued by governmental disability agencies;
- P. identification document issued by government homeless shelters and other temporary or transitional facilities;
- Q. drug prescription issued by a government doctor or other governmental health care provider;
- R. property tax statement issued by a governmental agency;
- S. vehicle registration or certificate of ownership issued by a governmental agency.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651

APPENDIX C

HELP AMERICA VOTE ACT

The Help America Vote Act (HAVA) was signed into law in 2002. HAVA mandates that all states upgrade their election procedures, voting machines, and registration processes to ensure equal voter accessibility.

Accessibility of Polling Places

Polling places are required to be accessible to all voters, including their parking areas, paths of travel, entrances, exits, and voting areas. Once barriers at a specific polling place are identified, the HAVA Equipment Instructional Packet is created to inform poll workers of the barriers and to instruct them on how to set up the HAVA equipment. Each packet will include a diagram showing exactly how to place each piece of equipment. It is very important that poll workers set up the equipment according to the diagram to ensure that each site is safe and accessible for every voter. Note: Some precincts will not have any HAVA barriers; therefore they will not receive HAVA Equipment Instructional Packets or additional equipment.

Voting Systems

Placer County offers the Dominion Voting Systems Touchscreen voting machine for individuals with specific needs. It provides a non-visual voting process for the visually impaired while ensuring their privacy. Each precinct is required to set up the Touchscreen unit during opening procedures on Election Day.

For more information on HAVA, contact the Elections Office at 530-886-5650 or visit the Secretary of State website at www.sos.ca.gov/elections/help-america-vote-act.

NOTES

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR ROVER OR THE POLLS HELP DESK AT 530-886-5651