

# **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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# 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 or 530-886-5653.

PLACER COUNTY SHERIFF (unincorporated areas)	530-886-5375
AUBURN POLICE/FIRE	530-823-4237
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 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 or 530-886-5653, 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:

- 1) Immediately call the appropriate emergency telephone number listed on page 4.
- 2) 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 already be assigned which item(s) to take):

- ACCUVOTE OS™ AND BLACK BALLOT BOX
- ACCUVOTE TSX™
- COMBINED ROSTER INDEX
- UNUSED BALLOTS
- VOTED BALLOT DROP-OFF BAG
- TSX SUPERVISOR CARD/KEY LANYARD
- DIEBOLD™ VOTER CARD ENCODER AND VOTER ACCESS CARDS

**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, **report the incident** to the Elections Office by calling 530-886-5671 or 530-886-5663.
- The Elections Office will work with emergency personnel to set up your precinct at another location.

# ELECTION DAY TELEPHONE HELP LINES

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

All polling place problems EXCEPT technical support

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

AccuVote OS™ and TSX™ problems; technical support ONLY

**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 / PROCEDURES**

Elections Technician - Precincts **530-886-5671 OR 530-886-5663**

Replacement of poll workers; procedural questions

## **POLLING PLACES (FACILITIES)**

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

Polling place access problems; facility questions

## **WAREHOUSE**

Warehouse Coordinator **530-886-5658**

Missing equipment; replacement supplies

## **DRAYAGE**

Elections Supervisor **530-886-5653**

Information or problems regarding drayage delivery or pick-up

# NEW INFORMATION FOR 2018

<b>BALLOT INFORMATION TO DISPLAY AT POLLING PLACE</b>	In precincts deemed appropriate by the Secretary of State, the precinct board must display copies of sample ballots, ballot measures, and ballot instructions in language(s) other than English. Inspectors will be informed if their assigned precinct is an alternate-language polling place (Spanish, Tagalog, or Korean).
<b>MAIL BALLOTS FROM OTHER COUNTIES IN CALIFORNIA</b>	Mail ballots and vote-by-mail ballots for any county in California may be dropped off at any polling place within the state. If a voter drops off a ballot from another county, return it to the office to be forwarded to the correct county.
<b>POSTERS TO DISPLAY AT POLLING PLACE</b>	Any posters with information regarding voters' rights, candidate options, etc. will be provided to be conspicuously displayed and visible to voters at all times.
<b>CONDITIONAL VOTER REGISTRATION</b>	Voters may now register and vote on the same day. They must go to the Elections Office at 2956 Richardson Drive in Auburn to complete this process. (AB 1436 EC 2170-2173)
<b>VOTER ASSISTANTS</b>	A voter who is unable to mark a ballot may bring up to two (2) individuals to the polls to assist them. Do not prevent the assistant(s) from accompanying the voter to the voting booth if it is apparent that the voter wishes for them to do so. (AB 1516)

# IMPORTANT INFORMATION AND REMINDERS

<b>POLL WORKER GUIDELINES</b>	
<b>ABSENT POLL WORKER</b>	If a poll worker fails to appear or is unable to perform their duties, call the Elections Office at 530-886-5671 or 530-886-5663. If you are unable to contact the Elections Office and can recruit another person to serve, do so. The new poll worker must sign their name and include their address on the Declaration of Election Officers & Payroll and the Declaration of Election Officers Regarding Stipend (Elec. Codes §§12313,12314). Both pages can be found in the Combined Roster Index. <b>Any poll worker who fails to appear or leaves early (without a valid reason and permission) will not be allowed to work again.</b>
<b>ARRIVAL TIME</b>	Poll workers <u>must</u> be at their assigned polling place by <b>6:00 AM</b> .
<b>BALLOT SUPPLY</b>	Check your ballot stock regularly. If you are running low, <b>immediately call the Elections Office</b> at 530-886-5671 or 530-886-5663. Do not wait until you are completely out of ballots.
<b>BEHAVIOR TOWARD VOTERS, OTHER WORKERS, ETC.</b>	Be patient, respectful, and professional toward everyone. This includes all voters, other poll workers, and those providing the polling place. Any poll worker who is insensitive or otherwise unsuitable for the polling place, or takes any action that threatens the voting process or infringes on the rights of voters, will be reported to the Elections Office. They will be immediately relieved of their precinct duties and will NOT be rehired for future elections.
<b>BREAKS</b>	Breaks may be taken throughout the day, except during busy times. A majority of the precinct board must be present at all times (Elec. Code §14220), and one of them must be the Inspector or Judge. After 5:00 PM, <u>all</u> poll workers must be present until all closing duties are completed.
<b>CHILDREN IN THE POLLING PLACE</b>	If a child below the age of 18 is under an adult's care, the voting adult has a right to take the child into the voting booth (Elec. Code §14222). Children are not permitted inside a polling place unless they are accompanying a voting adult.
<b>DECLARATION OF ELECTION OFFICERS AND PAYROLL</b>	The Declaration of Election Officers and Payroll sheet is located in the Combined Roster Index. <b><u>DO NOT REMOVE IT.</u></b> Have each poll worker verify their mailing address, note any changes, and sign. Write 'No Show' or 'Excused' on the payroll sheet next to the name of any poll worker who does not work on Election Day.
<b>DRESS</b>	Remember that you are representing Placer County and dress appropriately. Political slogans, buttons, etc. are not allowed anywhere on you or your clothing. Consider dressing in layers to be prepared for any weather or facility situation.

<b>ELECTIONEERING</b>	Electioneering is not allowed within 100 feet of any room where voters are present. Printed materials, buttons, clothing, bumper stickers, etc. for OR against a candidate or measure are not permitted at/inside the polling place.
<b>FOOD / BEVERAGES</b>	<b>No food or beverage is allowed on the Precinct Board table.</b> 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.
<b>MATERIALS NOT REQUIRED FOR THE ELECTION</b>	Poll workers shall not display, distribute, or make available at the polling place any materials other than those required pursuant to this division without the express approval of the county elections official (Elec. Code §14105.5). This includes, but is not limited to, advertisement of products or services (Avon, purses, books, etc.).
<b>MEDIA DEVICES / ITEMS</b>	No internet-capable devices, laptops, radios, televisions, newspapers, campaign literature, or other media items are to be used inside the polling place by anyone (including poll workers).
<b>MISCONDUCT BY A POLL WORKER(S)</b>	A voter may contest an election based on misconduct by a poll worker. It is very important that each poll worker properly performs their duties. Misconduct includes discriminating against voters based on race, ethnicity, party affiliation, literacy, English language proficiency, or specific needs; denying eligible voters the right to cast a ballot; intentionally misinforming voters of their status; and coercing or intimidating voters.
<b>NOISE LEVEL</b>	Voters are entitled to quiet surroundings while voting. Poll workers should keep their voices down when voters are present.
<b>PAYROLL</b>	Stipend checks will be mailed 6-8 weeks after Election Day. If you have not received your check within 8 weeks, please call the Elections Office at 530-886-5671 or 530-886-5663.
<b>PERSONAL CELL PHONES</b>	Personal cell phones should be placed in silent mode while inside the precinct. Cell phone usage (unless conducting election business) is not permitted within the precinct by anyone (including poll workers). This includes, but is not limited to, talking, texting, and gaming. If you need to make an emergency phone call, please step outside the precinct. <b>Note:</b> Voters are allowed to take "ballot selfies" (pictures of themselves with their ballot) in the polling place, including in the voting booth, as long as they do not violate any other law (i.e., intimidate other voters, expose how another person voted).
<b>PETS</b>	Except for service animals, poll workers may not bring pets to the polling place. You may go home during a break if you need to care for your pet(s). Do not question a voter who brings a pet into the facility. If the safety of yourself or others is threatened by the animal, call the Election Office for direction.

<b>PRECINCT BOARD TABLE</b>	No persons other than assigned poll workers (including Roving Inspectors) are permitted to sit at the Precinct Board table.
<b>PROCEDURE MANUAL</b>	Read this manual and any other documents from the Elections Office in their entirety. Bring your manual to the precinct on Election Day, and consider saving it for future elections.
<b>RELIGION</b>	Religious promotion is not permitted at the polling place (including church grounds) on Election Day. This includes poll workers, church members, and voters.
<b>SCHOOL GROUNDS</b>	When the polling place is on school grounds, children are permitted in the polling place but not within the voting area (unless they accompany a voting adult or school staff). Be kind, patient, and respectful to the children. Do not engage in conversation with students unless they are brought into your precinct by a teacher. Do not shout at or correct them; find a teacher or staff member to intervene if necessary.
<b>SMOKING</b>	Smoking is not permitted in the polling place, on school grounds, or anywhere that 'No Smoking' signs have been posted.
<b>VOTER COMPLAINTS</b>	Voters have the right to report any suspected illegal or fraudulent activity at or near the polls to a local elections official (poll worker) or to the Secretary of State's Office (Elec. Code §2300(a) (10)). 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.

## SET-UP, EQUIPMENT, AND SUPPLIES

<b>BALLOT PADS</b>	<b>DO NOT</b> pre-tear ballots from the ballot pad. They are to be removed only when the ballot is issued to a voter. Ballot pads not being used are to be kept with the extra supplies on the table behind the Precinct Board.
<b>EQUIPMENT REMOVAL</b>	Only take what you brought to the polling place. If it was delivered by drayage, leave it for them to pick up.
<b>EXTRA SUPPLIES</b>	If you need extra supplies such as cones, extension cords, signs, etc. you must request them from your Rover. <b>DO NOT</b> remove supplies from your Rover's extra supply tub without their permission.
<b>HAVA EQUIPMENT</b>	Rovers/Supervising Rovers must verify that all HAVA equipment has been correctly placed per the HAVA Equipment Instructional Packet (if applicable) for each of their assigned precincts.
<b>INDEX TABS</b>	Index tabs should be placed <u>only</u> on the right-hand side of the Combined Roster Index so the Elections Office can scan the roster pages after the election.
<b>'I VOTED' STICKERS</b>	Tear off each sticker as needed; <b>DO NOT</b> pre-cut them. Do not put stickers on the voters or other items or use them to post signs.

<b>NAME BADGES</b>	Poll workers must wear name badges at all times. The poll worker's first name and precinct number must appear on the name badge (Elections Code § 14105(i)).
<b>OFFICIAL BALLOT BAG</b>	The Official Ballot bag is used as a voted ballot drop-off bag after the poll ballots are unpacked on Election Day. Once poll ballots are unpacked and a voter verifies that the bag is empty, re-lock the bag using a new red ballot bag lock (in the stationery kit in the supply bag). The voted ballot drop-off bag <u>must remain locked until the polls close at 8:00 PM and the last voter has finished voting.</u>
<b>PENS</b>	All pens are tested by the Elections Office prior to being distributed. Rubber-band together any bad pens with a Post-It note alerting us to replace them.
<b>PLACARD FOR VEHICLES</b>	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 poll worker) to the Receiving Center (Elec. Code §14434).
<b>POLL EVENT LOG</b>	You <u>must</u> fill out a Poll Event Log (in the back of the red Security Log binder) <u>any time</u> you encounter an issue at the polling place (with equipment, voters, etc.). This includes errors you are able to correct without calling the Help Desk.
<b>RELOCATION OF THE PRE-ASSIGNED VOTING ROOM OR AREA</b>	The Elections Office conducts surveys for accessibility and other standards before selecting each polling place, and a specific room or area at each facility is designated as the voting area prior to Election Day. If the facility assigns a new room or area on Election Day, the Elections Office must be notified <b>immediately</b> at 530-886-5672.
<b>SIGNAGE</b>	Do not write on the signs (unless instructed) and do not use excessive amounts of tape to post them. Signs are re-used for future elections whenever possible.
<b>STRING</b>	Do not cut the string provided in your stationery kit. The string is used to measure the 100' distance that you must designate as a "no electioneering" zone.
<b>SUPPLY BAG</b>	Do not lock the supply bag with unused ballots and supplies when returning it to the Receiving Center.
<b>VOTING BOOTHS</b>	Precincts are permitted to set up fewer voting booths than provided if space is an issue. Multiple Precinct locations may share voting booths. When closing, do not remove signs already posted on the privacy screens in the voting booths. Unless the Inspector is otherwise notified, voting booths will be set up and taken down by drayage.
<b>VOTING MACHINE PLACEMENT</b>	The AccuVote OS™ and TSX™ voting machines must be at least four feet from, but in clear view of, the Precinct Board table and voting booths. Do not place the two machines side by side.

# VOTING PROCEDURES

<p><b>COMBINED ROSTER INDEX</b></p>	<p>If a voter's name is <u>not</u> found in the Combined Roster Index, offer them a hot pink phone card from the stationery kit so they can contact the Elections Office to verify their registration. <b>DO NOT</b> tell a voter they are at the wrong precinct or are not registered to vote. <b>Never turn a voter away.</b> When in doubt, have the voter cast a provisional ballot. Conditional voter registration may be completed at the Elections Office (2956 Richardson Drive, Auburn).</p>
<p><b>LANGUAGE ASSISTANCE</b></p>	<p>If a voter comes to your precinct who does not speak English and you do not have a poll worker who speaks their language, call the Polls Help Desk at 530-886-5651 for assistance.</p>
<p><b>MAIL BALLOT VOTERS</b></p>	<p>A mail ballot voter (one without an assigned polling place) may be sent to your precinct by the Elections Office to obtain a replacement ballot because your precinct has the same ballot type. If this occurs, their name will <u>not</u> be on your Combined Roster Index. <b>They must complete and sign the blue Provisional Voters page and cast a provisional ballot.</b></p>
<p><b>REMOVING VOTE-BY-MAIL STATUS</b></p>	<p>If a voter wants their 'Vote-By-Mail' status removed, have the voter either re-register or complete and <u>sign</u> a Roster Correction Form. Both are located in the red pocket envelope.</p>
<p><b>ROSTER SIGNATURES</b></p>	<p>There <u>must</u> be only <b>one signature per voter</b> in the Combined Roster Index. If a voter becomes a provisional voter after signing the Active (white) or Supplemental pages in the roster, put one line through that signature and write 'PROVISIONAL' next to it. Have the voter complete and sign the blue Provisional Voters pages. <b>All voters must sign the Combined Roster Index in order to be issued any ballot. No exceptions!</b></p>
<p><b>SURRENDERED VOTE-BY-MAIL or MAIL BALLOTS</b></p>	<p>Check <u>each</u> surrendered ballot to verify it is for the current election. See the <i>Surrendering a Ballot</i> section on page 19 for detailed instructions.</p>
<p><b>VOTED VOTE-BY-MAIL BALLOT (without return envelope)</b></p>	<p>Provide the voter with a lavender envelope (in the red pocket envelope). Have the voter complete the front and seal their ballot inside. Write your precinct number and name in the right-hand section of the envelope before having the voter deposit the sealed envelope in the locked voted ballot drop-off bag.</p>
<p><b>VOTER ASSISTANCE</b></p>	<p>Voters who require assistance of any kind, such as language or specific needs, <u>must not</u> be asked to step aside while other voters are serviced first. All voters must be processed in the order in which they arrive.</p>
<p><b>VOTER REGISTRATION CARDS</b></p>	<p>If any 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.</p>

# COMBINED ROSTER INDEX PRE-ELECTION DUTIES

The bound Combined Roster Index includes the following:

- Ballot Statement/AccuVote TSX™ Voter Tally/Certificate “A”
- Challenge List
- Roster of Exceptions
- Voter Tally
- Declaration of Election Officers Regarding Stipend
- Declaration of Election Officers and Payroll
- Active Voter Roster List (white bound signature pages)
- Provisional Voters (blue bound signature pages)
- Assisted Voter’s List
- Supplemental Active Voter Roster List (if applicable)

The Precinct Supplemental Envelope may contain some or all of the following:

- Supplemental Active Voter Roster List – Voters who changed their registration between the time the Combined Roster Index 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 Combined Roster Index 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)

## ACTIVE VOTER ROSTER LIST (white bound pages)

You may use index tabs from the stationery kit to label the Active Voter Roster List if desired. Place them on the right side of the pages (NOT on the left or bottom) so the pages may be scanned later.

## SUPPLEMENTAL ACTIVE VOTER ROSTER LIST

Inspectors will receive a Supplemental Active Voter Roster List if any voters changed their registration information between when the Active Voter Roster List was printed and the last day to make changes.

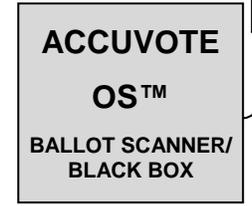
- 1) Compare the voter names on the Supplemental Active Voter Roster List to the Active Voter Roster List. If a voter’s name is found on the Active Voter Roster List, use the blue ‘See Supp. Roster’ stamp (in the stationery kit) **on the signature line** for that voter. The stamp will alert you to have the voter sign on the Supplemental Active Voter Roster List.
- 2) Secure the Supplemental Active Voter Roster List behind the last Active Voter Roster List page in the Combined Roster Index using a small amount of tape, paper clips, or staples.

## INSPECTOR’S VOTE-BY-MAIL LIST

Inspectors may also receive a Vote-By-Mail List or a call from the Elections Office if a voter requested a vote-by-mail ballot **after** the Combined Roster Index was printed.

- 1) Locate the voter’s name on the Active Voter Roster List (white bound pages).
- 2) Stamp the page at the **beginning** of the voter’s signature line using the red ‘Vote-By-Mail Voter’ stamp (in the stationery kit). Stamp to the far left of the signature line to leave room for the voter’s signature. The stamp will also alert the Roster Poll Worker that a vote-by-mail ballot should be surrendered if the voter has come to the precinct to vote.

**SUGGESTED SET-UP DIAGRAM**



Keep at least 10' space between units. Keep each unit at least 4' from Precinct Board Table (EC §19362).



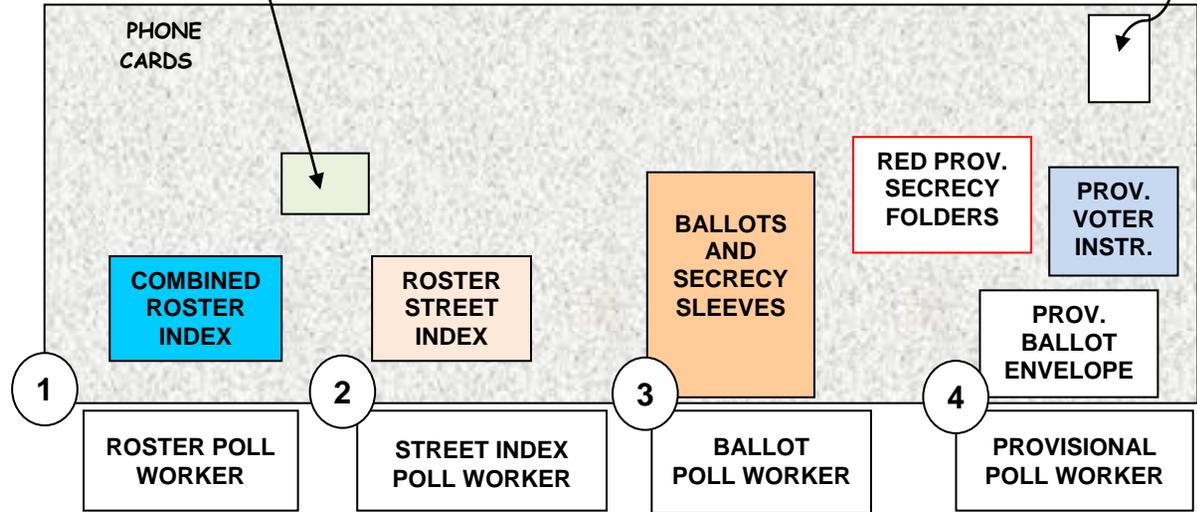
**5** EQUIPMENT POLL WORKER

**ENTRANCE**

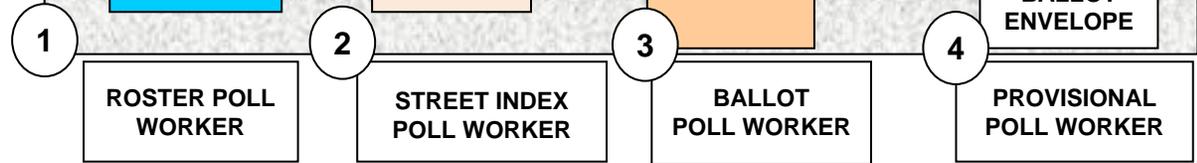
**6** TRAFFIC POLL WORKER(S)  
(MULTIPLE PRECINCTS ONLY)

LIST OF STREETS BY VOTING PRECINCT

Certified List of Write-In Candidates



**VOTED BALLOT DROP-OFF**  
Used for provisional ballots, mail ballots, and vote-by-mail ballots



# POLL WORKER DUTIES

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 and assist 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
- Be culturally sensitive
- Know how and when to assist voters with specific needs
- Know the responsibilities and limitations of a poll worker
- Ensure the rights of all voters are protected, respected, and valued

This section is designed to familiarize you with the following topics:

- Poll worker rules
- Poll worker positions
- Mail vs. vote-by-mail ballots
- Cultural sensitivity
- Voters with specific needs
- Assisting a voter
- Curbside voting
- Challenging a voter
- Casting a write-in vote
- News media
- Exit polling
- Electioneering
- Poll watchers
- Peace officers/security personnel
- Tampering/ballot secrecy
- New citizen voter registration

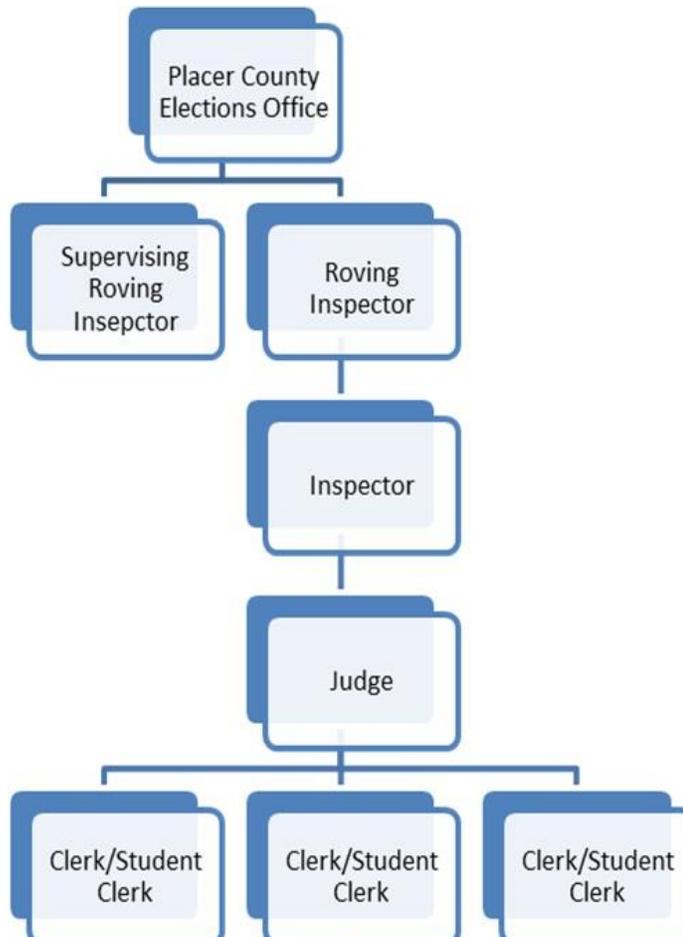
For more information regarding voters' rights, identification, etc., see the Appendices tab.

## 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.
- Personal cell phones should be in silent mode. Cell phone usage (with the exception of election business) is not permitted inside the precinct by anyone. This includes (but is not limited to) talking, texting, and gaming. If you need to make an emergency phone call, please step outside.
- **NO** internet-capable devices, laptops, radios, televisions, newspapers, campaign literature, or other media devices are to be used inside the polling place by anyone (including poll workers). These are considered to be a form of electioneering and are not permitted.
- **NO** political discussion shall take place at any time.
- **NO** campaign buttons, signs, articles of clothing, etc. may be worn or displayed.
- **NO** food or drink may be placed on the Precinct Board table.
- The Combined Roster Index is to remain on the Precinct Board table at all times.
- Breaks may be taken during the day, but may not be taken during busy times. A majority of the precinct board must be present at all times (Elec. Code §14220), 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.

# POLL WORKER POSITIONS

- Each Precinct Board is composed of five to six poll workers: one Inspector, one Judge, and three to four 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.
- It is recommended that the Inspector and Judge assume the first and fourth positions at the Precinct Board table and Clerks assume the second, third, and fifth/sixth positions.
- With Inspector approval, Clerks may rotate within the second, third, and fifth/sixth positions throughout the day. Poll workers should be positioned at the table as shown on the Suggested Set-Up Diagram (see page 14).
- Some precincts will have a high school student assigned to their board. The Student Clerk will have the same work schedule and duties as the other Clerks, but **may not touch voted ballots unless they are at least 18 and registered to vote.**
- No individuals other than official poll workers and voters signing the Combined Roster Index are permitted to sit at the Precinct Board table (Elec. Code §14223(a)).
- All poll workers must take direction from their Roving Inspector, as these individuals take direction from the Placer County Elections Office (see flow chart below).



# 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 Combined Roster Index, and track how many voters vote at their precinct.

- 1) **Remove the blue Voter Tally card** from the roster for your use.
- 2) **Greet the voter** 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 (Elec. Code §14216) or write it down. A poll worker shall **not** require a voter to show ID unless the voter's signature line in the roster shows 'ID REQUIRED' (see Appendix B for more information).
- 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 their name on the line next to their printed name. Do not allow the voter to sign upside down. An "X" or signature stamp with a mark or symbol is permitted if that is how the voter signed when they registered to vote (Elec. Code §354.5).
  - **If the voter's name is on the Supplemental Roster** (even if it is also on the main roster), they must sign on the supplemental page and **not** the main roster (white bound pages), as the supplemental page 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 pages or Supplemental Roster), refer to 'Voter is not Listed in the Combined Roster Index' on page 20 for further instructions.
  - **If 'Vote-By-Mail Voter'** is shown on the voter's signature line in the roster, the voter has been issued a vote-by-mail ballot and must surrender it **before** they receive a poll ballot. Refer to 'Surrendering a Ballot' on page 19 for further 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 blue 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. On the same line, they will also sign their new name with parenthesis around the second signature to indicate the two names are the same person (Elec. Code §14218).
- 4) **Announce the line number** to the left of the voter 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 (1st voter = Box 1, etc.). The numbers are listed vertically on the Voter Tally card, not horizontally. For TSX touch screen voters, also place a hash mark (#) on the AccuVote TSX™ Voter Tally on the front cover of the roster.

## **If a voter wants to cast a provisional ballot:**

- 1) **Locate** the blue Provisional Voters pages near the back of the Combined Roster Index.
  - 2) **Obtain Voter Signature:** Have the voter print their name and address and sign on the blue Provisional Voters page. The voter **MUST** complete and sign this before a provisional ballot can be issued.
    - If the voter's name is on the Active or Supplemental (white) pages, write 'PROVISIONAL' on their signature line. **DO NOT HAVE THE VOTER SIGN HERE.**
    - If the voter becomes a provisional voter after they have signed the Active or Supplemental page, put a line through their signature and write 'PROVISIONAL' next to it. Have the voter complete and sign the blue Provisional Voter page. **Every provisional voter must sign a blue 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
- 

## **If the voter is assisted in marking their ballot:**

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

---

## **DO NOT make additional marks in the Combined Roster Index.**

Other than the voter's signature, the only other marks in the Combined Roster Index should be:

- Red 'Vote-By-Mail Voter' stamp
  - Blue 'See Supp. Roster' stamp
  - The word 'PROVISIONAL' written next to a voter's signature when they become provisional after signing the roster
  - The word 'SURRENDERED' written above the words 'Vote-By-Mail' when the voter surrenders their ballot
- 

## **DO NOT:**

- Highlight the voter's name.
- Make any marks to instruct the voter where to sign.
- Make corrections to a voter's record; e.g., address change. Use a Roster Correction Form (in the red pocket envelope) for roster corrections.

# SURRENDERING A BALLOT

A Placer County mail ballot or vote-by-mail (VBM) voter may choose to vote at a polling place. They must surrender their mail or VBM ballot in exchange for a poll ballot. (See page 32 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).
- If a VBM voter does not have their ballot to surrender, **they may only vote by casting a provisional ballot.**

- 1) Collect the ballot to be surrendered.
- 2) Verify the ballot being surrendered is for the **current election**. If not, offer a provisional ballot.
- 3) If the ballot is not from your precinct, offer a provisional ballot.
- 4) Feel the envelope to verify there is a ballot inside.
- 5) Write the word 'SURRENDERED' across the front and back of the envelope. **DO NOT DEFACE THE BALLOT.**
  - If the voter does not have an envelope, issue and mark a lavender envelope. **Every surrendered ballot must be in an envelope** (original or lavender).
- 6) Locate the voter's name in the roster or on the Supplemental Active Voter Roster List. If the voter is not listed, offer a provisional ballot.
- 7) 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).
- 8) Have the voter sign on the signature line to the right of the word 'SURRENDERED'.
- 9) Place the 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	REG. NUMBER
811	Lohse, Thomas Max	----- Vote by Mail Voter -----		00 056586
203	Longway, Betty	----- Vote by Mail Voter -----		00 086886
872	Looza, Krista Jean	----- <b>SURRENDERED</b> -----	<i>Krista Looza</i>	70IH677212
425	Lopez, Diane	----- Vote by Mail Voter -----		70DB770135
767	Lopez, Frank A	----- Vote by Mail Voter -----		31ZB985306

# VOTER NOT LISTED IN COMBINED ROSTER INDEX

<u>CAUSE</u>	<u>SOLUTION</u>
<p>The voter may not be registered, or is not registered in Placer County.</p>	<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 Elections Office (conditional voter registration).</p> <p>If the voter does not wish to contact the Elections Office, <b>offer a provisional ballot.</b></p>
<p>The voter may not be in the correct precinct:</p> <ul style="list-style-type: none"> <li>• The voter’s precinct has changed due to redistricting.</li> <li>• There are multiple precincts in the polling place.</li> <li>• The voter has moved within Placer County but has not re-registered.</li> </ul>	<p>If the voter has their sample ballot, check the back to find the correct precinct and voting location.</p> <p><u>If they do not have their sample ballot and:</u></p> <p>You are in a <b>single</b> precinct location, offer the voter a pink phone card and advise them to call the Elections Office to verify their voting location.</p> <p style="text-align: center;"><b>OR</b></p> <p>You are in a <b>multiple</b> 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 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, <b>offer a provisional ballot.</b></p>
<p>The voter changed their registration information between the time the Combined Roster Index was printed and the last day to make changes.</p>	<p>Check the <b>Supplemental Active Roster List.</b></p> <p>If the voter is not listed on the Supplemental Active Roster List, offer them a hot pink phone card and advise them to call the Elections Office to verify their registration status and precinct location.</p> <p>If the voter does not wish to call the Elections Office, <b>offer a provisional ballot.</b></p>
<p>The voter lives in a mail ballot precinct; therefore, they do not have an assigned voting location.</p>	<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 same ballot type. 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, <b>they must cast a provisional ballot.</b></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 voting location, 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 (Elec. Code §14294). See the 'Poll Watchers' section on page 45 for more information.
- 2) Place the other copy on the Precinct Board table. This is the copy to be maintained by the Street Index Poll Worker as voters sign 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 Active Voter Roster List 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 provided 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
<b>2nd St, Roseville</b>						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
<b>3rd St, Roseville</b>						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 an Official Ballot, and to distribute the appropriate ballot. Every voter must sign the Combined Roster Index before coming to your position. **DO NOT PRE-TEAR BALLOTS FROM THE BALLOT PAD.**

- 1) Ask the voter, “Have you signed the roster?” If they have not signed, **DO NOT** issue a ballot. Redirect the voter to Position 1 to sign the Combined Roster Index.
- 2) Remove the ballot and ballot receipt from the pad: Distribute all 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 the 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 them to the voter.
- 3) Show the voter how to fill in the oval. An example is printed at the top of the ballot.
- 4) Instruct the voter to vote both sides of the ballot (if applicable).
- 5) Issue a ballot inside a white secrecy sleeve and provide a pen.
- 6) Advise the voter that when they are done voting, they are to:
  - Proceed to the OS ballot scanner to deposit their ballot (**except provisional voters**).
  - Return the white secrecy sleeve and pen to the Equipment Poll Worker.
  - **If provisional**, instruct the voter **not** to deposit their ballot in the OS ballot scanner. They must instead return their official ballot, red provisional secrecy folder, and pen to the Provisional Poll Worker.
- 7) Direct the voter to a voting booth.
- 8) **Spoiled Ballots:** If a voter spoils a ballot, they may exchange it for a new one. See page 23 for instructions on spoiling a ballot.
- 9) Periodically check your ballot stock. If you are running low, have the Inspector immediately call the Elections Office at 530-886-5671 or 530-886-5663.

# SPOILING A POLL BALLOT

(Election Code §§14288, 14290)

A poll ballot is considered “spoiled” when a voter makes a mistake. The voter may be unaware they made a mistake until the OS ballot scanner rejects the ballot. If a voter spoils or defaces a ballot, they may turn it in to a poll worker and receive a new one.

A voter shall not receive more than a total of **three (3)** ballots (including the original ballot issued, even if it was a vote-by-mail ballot). **DO NOT** have the voter sign the Combined Roster Index 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 ballot or vote-by-mail ballot and wishes to exchange it for a poll ballot, follow the procedure for Surrendering a Ballot on page 19. **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 through the OS. If it will not read the ballot, deposit the ballot into the auxiliary compartment on the side of the black box to be scanned after the polls close. **Note:** If the voter insists on receiving another ballot, the new ballot will count as one of the voter’s three ballots.
- Collect the spoiled ballot. If the ballot has been voted, **DO NOT** review the choices of the voter or expose the ballot to others.
- Write ‘SPOILED’ on the front and back of the spoiled/defaced ballot.
- Place the spoiled ballot in the green canvas bag labeled ‘Spoiled Ballots’.
- 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.
- Fourth ballot: 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.** Mark ‘Other’ on the provisional ballot envelope and write ‘4<sup>th</sup> 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. 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 is not listed in the Combined Roster Index or on the Supplemental Active Voter List.
- The voter lives in a mail ballot precinct and wants to vote at a polling place.
- 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.
- The voter spoils three ballots and insists on a fourth ballot.
  - 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 '4<sup>th</sup> Ballot Issued'.
- A voter or poll worker has been told by the Elections Office to allow them to vote in your precinct.

## ISSUING A PROVISIONAL BALLOT

- 1) Ask the voter, "Have you signed the blue 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 Combined Roster Index. **Important: All provisional voters must sign the blue Provisional Voters page.**
  - If the voter has already signed the main roster (white page), line through their signature and direct them to re-sign on the blue Provisional Voters page.
- 2) Provide the voter with a pink provisional ballot envelope and instruct them to complete the entire voter's section, then **sign and date** the envelope. This must be done **BEFORE you issue a ballot.**
- 3) Review the envelope: Accepting an incomplete provisional ballot envelope disenfranchises the voter because their ballot cannot be counted. Verify the following information is complete:
  - Printed name
  - Current residential address and mailing address (if different)
  - Date of birth and place of birth
  - Phone number
  - Driver's License Number OR last four digits of Social Security Number
  - Political party
  - Prior residential address (if applicable)
  - **Voter signature and date**

- 4) Complete the Precinct Poll Worker section:
  - **Precinct number:** Write your assigned precinct number at the top right.
  - **Poll worker section:** Print your name and enter the provisional voter's line number.
  - **Reason:** Select the appropriate box to indicate the reason for issuing the 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 the 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.
  - **DO NOT** allow a provisional voter to use the TSX; they must use a paper ballot.
- 8) Provide the following items:
  - Copy of 'Instructions to the Provisional Voter' (blue sheet)
  - Red provisional secrecy folder
  - Pen
- 9) When the voter returns:
  - Have the voter insert the voted ballot into the provisional envelope and seal it.
  - **DO NOT allow a provisional voter to deposit their ballot into the OS ballot scanner.**
- 10) Have the voter deposit the sealed provisional envelope into the voted ballot drop-off bag.

## **IF A VOTER DEPOSITS THEIR PROVISIONAL BALLOT INTO THE ACCUVOTE OS™ or \*DOES NOT VOTE:**

- 1) **DO NOT REMOVE the provisional ballot from the OS;** it has already been counted.
- 2) Write the word 'EMPTY' in large letters on the TOP FRONT and TOP BACK of the voter's provisional ballot envelope.
- 3) Complete a Poll Event Log (in 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.
- 5) **\*If the voter did not vote,** have the Roster Poll Worker fill out the Roster of Exceptions page located on the inside cover of the Combined Roster Index.

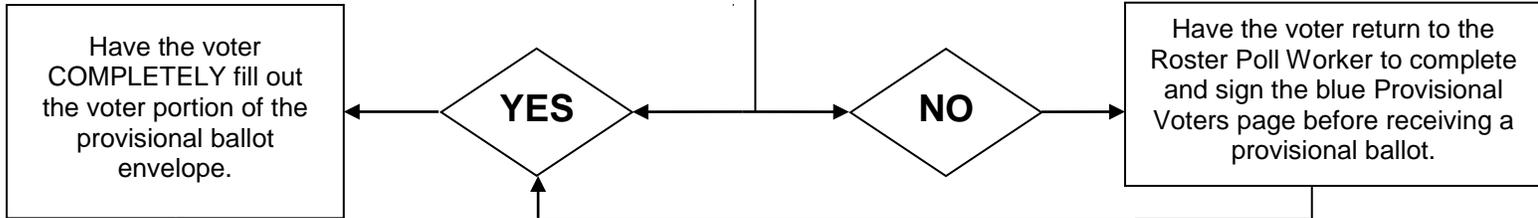
**For quick reference, see the PROVISIONAL VOTER FLOWCHART on the next page.**

# PROVISIONAL VOTER FLOWCHART

**STOP!**

All provisional voters must complete and sign the blue Provisional Voters page in the Combined Roster Index before receiving a ballot.

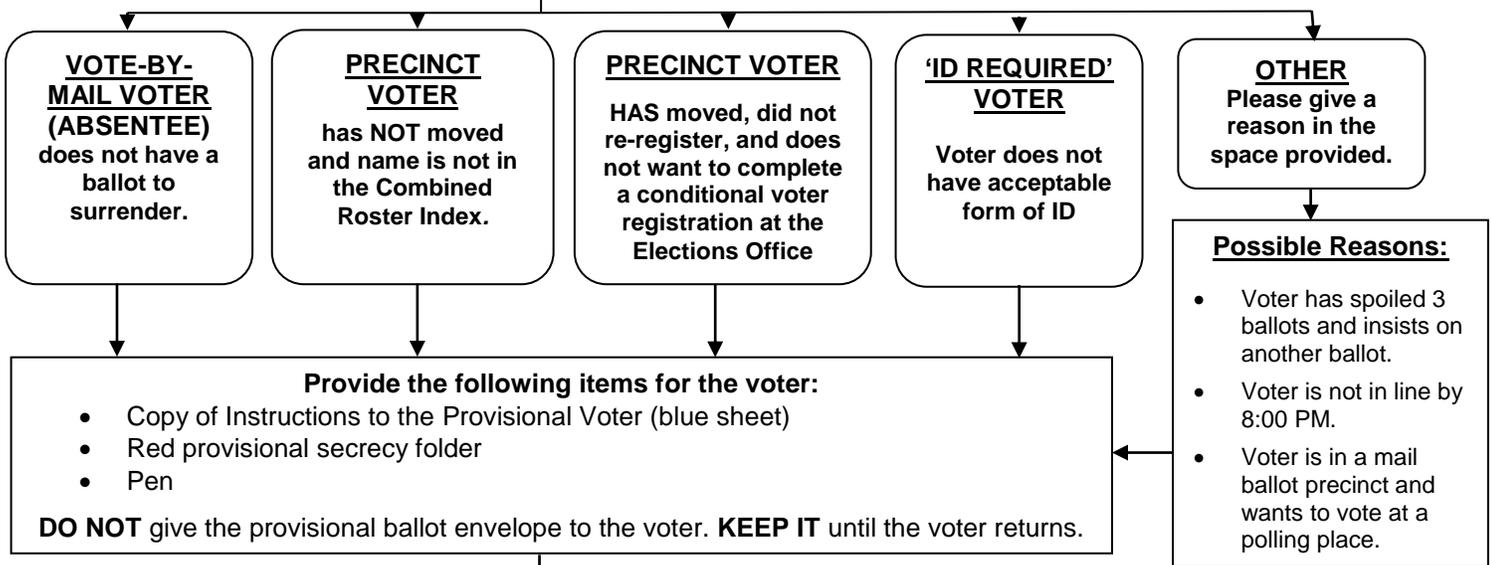
HAS THE VOTER SIGNED YET?



Once the voter completes the voter portion of the envelope, **completely fill out** the poll worker section as follows:

- **Precinct Number:** Write your assigned precinct number (upper right corner).
- PRINT your name in the space provided.
- Enter the provisional line number.
- **Reason:** Select the appropriate box that indicates the reason for issuing a provisional ballot.

**VERIFY THE VOTER PORTION IS FILLED OUT COMPLETELY AND SIGNED.**



**Provide the following items for the voter:**

- Copy of Instructions to the Provisional Voter (blue sheet)
- Red provisional secrecy folder
- Pen

**DO NOT** give the provisional ballot envelope to the voter. **KEEP IT** until the voter returns.

**Instruct the voter to vote the ballot and return to you.**

When the voter returns, have the voter insert the voted ballot into the provisional ballot envelope and seal it. **DO NOT** let the voter deposit the ballot into the AccuVote OS.

**Have the voter deposit the sealed provisional ballot envelope into the voted ballot drop-off bag.**

# 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 voted mail ballot.

### EVERY HOUR:

- 1) Verify that all visible seals on the voting equipment (OS and TSX) are intact and have not been tampered with. If you find evidence of tampering:
  - Take the equipment out of use.
  - **Immediately call the IT Help Desk at 530-886-5629.**
  - Complete a Poll Event Log (in the red Security Log binder).
- 2) Verify that the OS, TSX, and all voting booths each have the orange 'Tampering with Equipment' sign still posted.
- 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 (in the red Security Log binder).

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

- 1) Watch for voters who appear to be at the precinct only to drop off their voted 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 voted ballot, ensure that the lower left of the envelope is completed.
    - Direct the voter to the locked voted ballot drop-off bag.
  - **If surrendering**, direct the voter to stay in line to proceed with voting.
- 4) 'I Voted' sticker: If the voter drops off a ballot, give them an 'I Voted' sticker.

## **WATCH FOR VOTERS WITH A PROVISIONAL ENVELOPE or RED SECRECY FOLDER**

Provisional voters CANNOT use the OS or TSX machines. **They must return to the Provisional Poll Worker to seal their ballot inside their provisional ballot envelope.**

## **ASSIST VOTERS WITH THE AccuVote OS™ BALLOT SCANNER**

- 1) Instruct the voter to feed the ballot into the OS 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 OS. **They must return to the Provisional Poll Worker to seal their ballot inside their provisional ballot envelope.**
- 3) Troubleshoot: Try to correct any problems encountered with the OS. See the AccuVote OS™ section of this manual for error message instructions and troubleshooting tips.
  - Have 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 their ballot for the correct precinct. The OS will not accept a ballot from another precinct.
  - If the OS malfunctions, **immediately call the IT Help Desk at 530-886-5629** and complete a Poll Event Log.

## **ASSIST VOTERS WITH THE AccuVote TSX™ VOTING MACHINE**

- 1) Help maintain the voter's privacy at all times.
- 2) Stop any voter who has a red provisional secrecy folder. They are a provisional voter and are not eligible to vote on the TSX.
- 3) Troubleshoot: Try to correct any problems encountered with the TSX. See the AccuVote TSX™ section of this manual for error message instructions and troubleshooting tips.
  - If the TSX malfunctions, **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) Give all voters an 'I Voted' sticker.
- 2) Rotate to other Precinct Board positions to relieve poll workers for breaks.
- 3) Remove any campaign literature or trash 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 when there are multiple precincts at one polling place. The Traffic Poll Workers from all the precincts at your location will be seated at one table separate from the Precinct Board table. Yours will be the first table voters approach. Only Traffic Poll Workers are allowed to sit at this table.

- 1) **Never** leave the table unattended. At least one Clerk must be available at all times.
- 2) Each Traffic Poll Worker will have a List of Streets by Voting Precinct. This is an alphabetical list of the streets and house numbers in each precinct at your polling location. The list for your assigned precinct will be placed on top.
- 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 sample ballot booklet:
  - Ask the voter for their residence address.
  - Use the List of Streets by Voting Precinct to locate the street name and house number range. Pay close attention to the Side Code (O, E, or B), which indicates the applicable house numbers within that range (Odd, Even, or Both). **Note: A street may be split into multiple precincts. See example on the next page.**
  - Direct the voter to their assigned precinct and table.
- 4) Watch for voters who appear to be at the precinct only for the purpose of dropping off their voted mail or vote-by-mail ballot. These voters WILL NOT sign the Combined Roster Index 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.
- 6) Direct the voters:
  - If dropping off, direct the voter to the locked voted ballot drop-off bag.
  - If surrendering, direct the voter to their assigned precinct and table.
- 7) Watch the polling area for any campaign literature, audible electioneering, or campaigning within 100 feet of the polling place. This includes political license plates and bumper stickers on vehicles that park at the polling place. If any of these activities or materials are present, notify an Inspector.

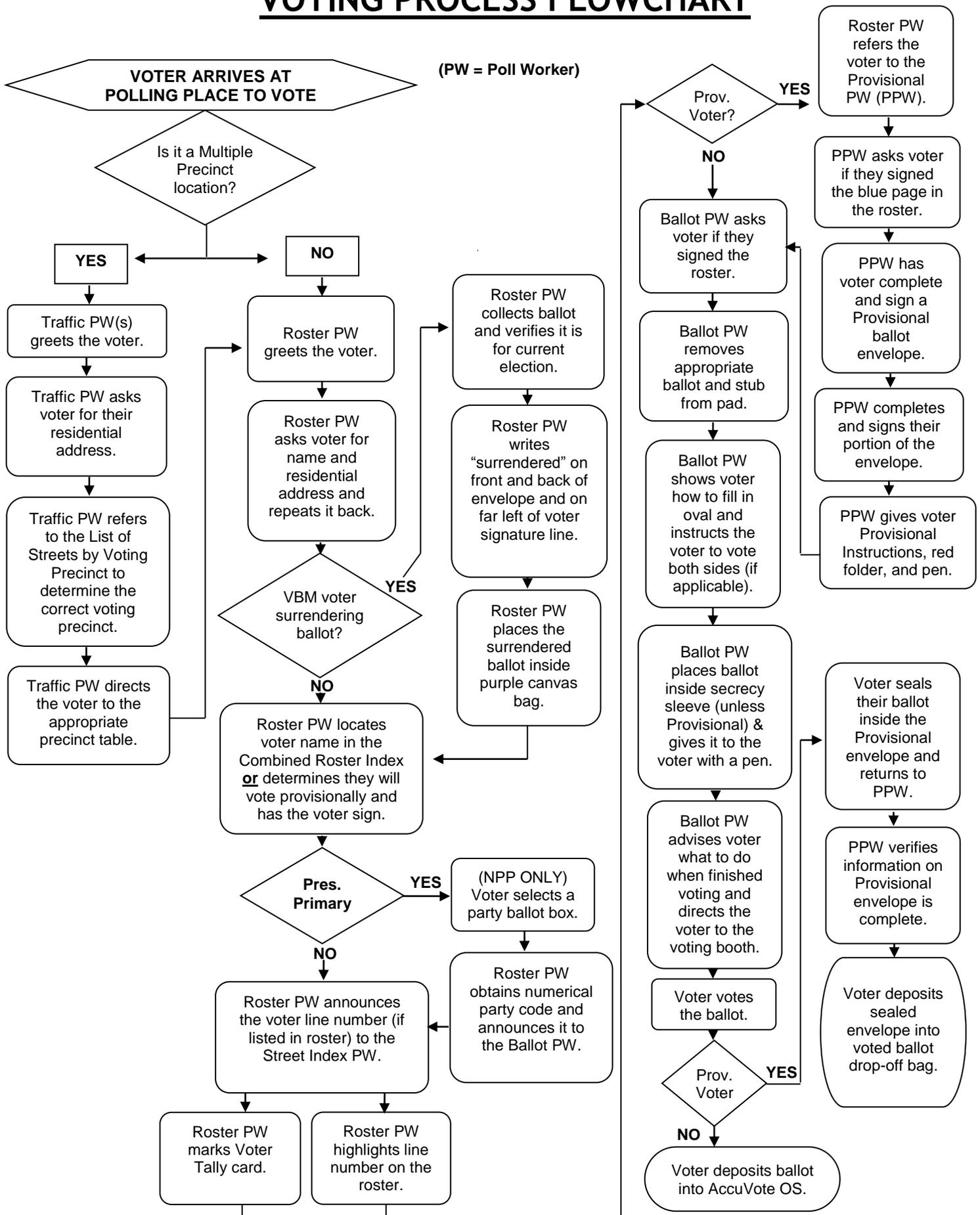
### OTHER DUTIES

- 1) Rotate to other Precinct Board positions to relieve poll workers for breaks.
- 2) Remove any campaign literature or trash left inside the polling place.
- 3) In cases of extreme weather, a Traffic Poll Worker may be asked to stand outside near the door to watch for voters (HAVA requirement) so the precinct may keep the door closed.
- 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.

## 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
<b>Voting Precinct: 0260303 0260303 CP</b>					
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)	
<b>Voting Precinct: 0260305 0260305 CP</b>					
Arrowhead Ct, Lincoln	100 to 123	B		(all)	Paseo Tranquilo, Lincoln 3440 to 3515 B
Bella Cir, Lincoln	1300 to 1741	B		(all)	Paseo Tranquilo, Lincoln 3535 to 3588 B
Black Hawk Ln, Lincoln	2520 to 3113	B		(all)	Prado Vista, Lincoln 2000 to 2133 B
Blackbird Ln, Lincoln	1764 to 2052	B		(all)	Rua Esperanza, Lincoln 200 to 220 B
Camino Cielo, Lincoln	3500 to 3620	E		(all)	Rubicon Ln, Lincoln 2264 to 2552 B
Camino Cielo, Lincoln	3501 to 3629	O		(all)	Senda Roble, Lincoln 300 to 303 B
Camino Verdera, Lincoln	1550 to 1995	B		(all)	Sierra College Blvd, Lincoln 1250 to 1258 E
Catta Verdera, Lincoln	1110 to 1111	B		(all)	Swainson Ln, Lincoln 2281 to 2545 B
					Twelve Bridges Dr, Lincoln 3000 to 3099 B
<b>Voting Precinct: 0260306 0260306 CP</b>					
Barrington Ln, Lincoln	1100 to 1229	B		(all)	Southwick Ln, Lincoln 1100 to 1338 E
Barrington Ln, Lincoln	1238 to 1318	B		(all)	Southwick Ln, Lincoln 1101 to 1325 O
Camross Ct, Lincoln	200 to 217	B		(all)	S State Highway 65, Lincoln 250 to 1498 E
Canon Ct, Lincoln	200 to 219	B		(all)	S State Highway 65, Lincoln 601 to 743 O
Colonnade Dr, Lincoln	2100 to 2150	B		(all)	S State Highway 65, Lincoln 745 O
Corsley Ln, Lincoln	670 to 718	B		(all)	S State Highway 65, Lincoln 747 to 1549 O
Dresden Dr, Lincoln	1900 to 1901	B		(all)	Sterling Pkwy, Lincoln 700 to 900 B
					Twelve Bridges Dr, Lincoln 600 to 946 E

# VOTING PROCESS FLOWCHART



# 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 this service
Will not be listed in a Combined Roster Index at any polling place	Will be listed as 'Vote-By-Mail Voter' in the Combined Roster Index at their assigned polling place
May vote at a polling place <b>only by casting a provisional ballot</b> regardless of whether they bring a mail ballot to surrender	May surrender their VBM ballot at their assigned polling place in exchange for a poll ballot, or cast a provisional ballot if they don't have a ballot to surrender.

**Note:** Mail AND vote-by-mail voters may drop off their 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 PRECINCT

In order to receive the correct ballot type, mail voters must go to the Elections Office at 2956 Richardson Drive in Auburn. If they insist on voting at your precinct, **they must cast a provisional ballot.** Refer to pages 24-25 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 19.

## IF A VOTE-BY-MAIL VOTER WANTS TO VOTE AT YOUR PRECINCT

A vote-by-mail (VBM) voter may choose to vote at a polling place. If so, they must surrender their VBM ballot and sign the Combined Roster Index in order to vote at the polling place. See *Surrendering a Ballot* on page 19.

- **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.**

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

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

Refer to the *Issuing a Provisional Ballot* section on pages 24-25 for instructions.

## **IF A MAIL OR VBM VOTER WANTS TO DROP OFF A VOTED BALLOT AT YOUR PRECINCT**

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 Combined Roster Index. 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 (Elec. Code §3017(a)(3)). 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 PERMANENT VOTE-BY-MAIL VOTER**

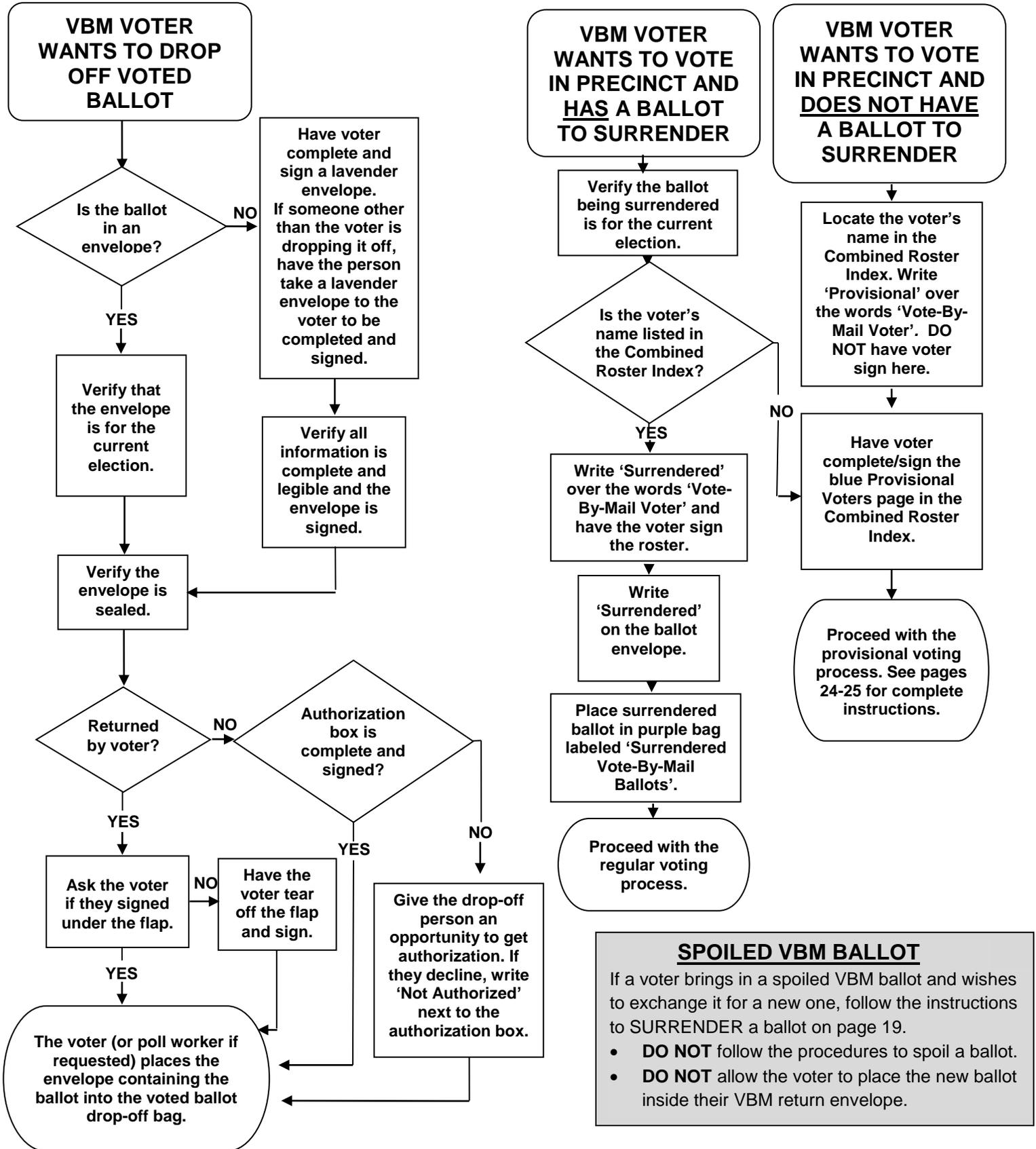
A voter may request permanent VBM status using any one of the following methods:

- Complete the VBM application on the back of their Sample Ballot Booklet or online at [www.placerelections.com](http://www.placerelections.com).
- Complete a new Voter Registration Card and select the 'PVBM' option.
- Send a note to the Elections Office with the voter's name, residential address, mailing address (where the voter would like the ballot sent), date of birth, and **dated signature**.
- Apply in person at the Placer County Elections Office (2956 Richardson Drive, Auburn) or call the office at 530-886-5650 or toll-free 1-800-824-8683.

**Note:** If a voter brings any of the items listed above to the polling place, put them in the red bag to be delivered to the Receiving Center.

**PLEASE SEE VOTE-BY-MAIL BALLOT FLOWCHART ON THE FOLLOWING PAGE**

# VOTE-BY-MAIL BALLOT FLOWCHART



**SPOILED VBM BALLOT**

If a voter brings in a spoiled VBM ballot and wishes to exchange it for a new one, follow the instructions to SURRENDER a ballot on page 19.

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

# CULTURAL SENSITIVITY

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

- Speak a language other than English
- Have a different ethnic background
- Have specific needs
- Have literacy difficulties
- Are new or elderly voters
- Hold to a different party platform

Never treat a voter as part of a specific group (such as 'physically disabled' or 'second language'). Every voter must be treated with the same respect and level of service. Be considerate and patient. Anticipate voters' needs and offer assistance when possible.

## VOTERS WITH SPECIFIC NEEDS

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

- 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 by a voter. See the Curbside Voting section on page 41 for more information.
- 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, including a vote-by-mail ballot. A signature stamp affixed to the Vote-By-Mail envelope is treated in the same manner as a signature made in writing (Elec. Code §354.5).
- No voter, including a voter with specific needs, is required to show identification (unless indicated in the Combined Roster Index) 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 shall accompany the voter to a voting booth (Elec. Code §14282(a)).
- 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 should be consulted (Code of Federal Regulations, Title 28, §35.136).

## **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 polling place is indicated on the address label of the Sample Ballot Booklet. If a polling place does not meet the 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. Depending on the level of their need, an individual may not be able to ask for personal assistance or follow directions. 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:** Communicate with the voter directly, regardless of whether they brought an assistant, companion, or interpreter. Eye contact is a sign of respect. All communication with the voter should be directed to the voter.
- **Ask:** Don't be afraid to offer assistance. If the person looks as if they need assistance, ask if there is something you can do. Do not automatically provide assistance unless the person clearly needs or asks for it.
- **Anticipate** the needs of voters and offer assistance when possible.
- **Listen** before speaking in order to understand exactly what the voter feels, sees, needs, or is trying to communicate. Put automatic assumptions aside and do not stereotype. This will better enable you to listen to and understand each individual voter.
- **Be Patient:** Some people require more time than others to communicate or to accomplish various tasks. Some medications cause side effects such as slowing of the thought process. Be patient with each voter and allow time for them to respond at their own pace.
- **Be Respectful:** People with specific needs want to be treated the same as everyone else. Remember, a person is a person first; the specific need comes second. Show the person the same respect that you want to receive from others.
- **Don't put unnecessary pressure on yourself:** Don't be overly concerned about saying or doing something wrong. Be patient in learning the specific needs of each person. People with specific needs are usually aware of and sensitive to your discomfort as well as your good intentions in the situation.
- **Respect the person's privacy:** Do not ask questions that would otherwise be inappropriate to ask of another person (e.g., private life, medical condition).
- **Be sensitive to their needs:** People with specific needs are often much more independent than people give them credit for. Many times, negotiating the physical environment is less frustrating than trying to communicate with people who are not sensitive to their needs.
- **Be aware** that federal law allows voters with specific needs to be accompanied by and receive assistance from up to two other people in the voting booth.

## VISUAL IMPAIRMENT OR BLINDNESS

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

### **THINGS TO DO:**

- Face the person when talking. If your eyes are directed toward them, your voice will be as well.
- Introduce yourself by giving the voter your name and letting 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/or where you are going as you go.
  - Describe things from their perspective, not yours. “Step over here” has little meaning to someone who can’t see where you are pointing. “Three steps to your left, then two steps forward” 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 person if it is helpful to them.
  - Inform the person of any snow and/or ice when walking on a sidewalk or outdoor ramp, especially near doorways.

### **THINGS TO AVOID:**

- Do not use visually-oriented references such as, “Go ahead to a voting booth. The one in the corner is available.”
- Do not interact with a guide dog while it is working and/or without the owner’s permission.

## HEARING IMPAIRMENT OR DEAFNESS

### **THINGS TO DO:**

- Before speaking, make sure you have the voter’s attention by tapping their shoulder or motioning with your hand.
- Find out how the person best communicates; it may be in writing.
- If the person reads lips, speak normally 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. If they did not understand, rephrase your statement.

### **THINGS TO AVOID:**

- Do not become impatient or frustrated if it takes longer to communicate.
- If the person is using hearing aids, avoid conversations in large, open, and noisy areas.
- If a person asks “What did you say?” do not answer with “Never mind” or “Nothing”. These responses give the impression that the person 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.

### **THINGS TO DO:**

- If you cannot understand what the person 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 in communication.
- If no solution can be worked out, consider writing as an alternative means of communication.

### **THINGS TO AVOID:**

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

## **WHEELCHAIR USE**

### **THINGS TO DO:**

- Do not assume that a person who uses a wheelchair needs assistance; ask them first.
- When speaking to a person in a wheelchair, try to position yourself at their level.
- Use great care when handling a person's wheelchair. They can break, they are difficult to have repaired on short notice or weekends, and it is extremely difficult for the person when the wheelchair is out of commission.
- When helping a person in a wheelchair down a step, ask them how they prefer to have it done so they will feel secure.

### **THINGS TO AVOID:**

- Do not start pushing someone in a wheelchair without asking.
- When communicating, do not stand too close to the person in the wheelchair.
- Do not push open a door using a person's feet or the wheelchair foot pedals.

## **MENTAL ILLNESS**

The term 'mental illness' refers to disorders that cause severe 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.

### **THINGS 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 SPECIFIC NEEDS**

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

### **THINGS TO DO:**

- Use short sentences and avoid 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 person before moving on to the next.
- Give the voter extra time to complete a task.
- If you have difficulty communicating, ask the person or their attendant for better ways to communicate effectively.

### **THINGS TO AVOID:**

- Do not get impatient if the individual does not understand your directions.
- Do not get defensive. Bluntness may be part of the person'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 in a precinct that includes alternate-language voters, you will be provided with the appropriate materials and every effort has been made to have a translator. The alternate-language information will be in a large blue envelope in the supply bag, including a copy of a ballot in the appropriate language. There will also be a translated "Need Assistance?" button to be worn by the translator.

- Be prepared to offer and provide alternate-language information when appropriate.
- DO NOT make insensitive comments to or about voters who ask for non-English materials.

## **VOTER REQUIRING ADDITIONAL TIME**

The law states that the Precinct Board should be advised 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

Election Code §§14282, 14283

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. The assisting person(s) cannot be the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union. **Note:** No person assisting a voter shall divulge any information regarding the marking of the ballot.

Voters requiring assistance should not be asked to fill out their ballots at the board table where poll workers are checking in voters. We must afford every voter his or her privacy. Please accompany them to a voting booth.

## COMPLETE THE ASSISTED VOTERS LIST

The Assisted Voters List is located on the inside back cover of the Combined Roster Index. It is only used when a voter cannot vote the ballot or depress the screen for their choices on the TSX without assistance.

- 1) **Administer the Oath:** The oath is located at the top of the Assisted Voters List. Read the oath to the voter who is 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 under 'Name of the Assisted Voter'.
- 3) **Have the assisting person(s) print their name(s)** under 'Name of Person Assisting'.

**Note:** No signatures are necessary. All parties need only print their names.

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

Election Code §14282(c)

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 ask how you can assist them.
- 2) Retrieve the Combined Roster Index from the Precinct Board table.
- 3) Voter signature: Have the voter sign the roster. **Note:** Voters in line must wait until you return the roster; immediately return it to the Precinct Board table once the curbside voter has signed.
- 4) Obtain supplies:
  - **If the voter is casting a regular ballot**, provide:
    - Official ballot and ballot receipt
    - White secrecy sleeve and pen
  - **If the voter is casting a provisional ballot**, provide:
    - Official ballot and ballot receipt
    - Provisional ballot envelope
    - Copy of ‘Instructions to Provisional Voter’
    - Red provisional secrecy folder and pen
- 5) Assist the voter:
  - Demonstrate to the voter how to fill in the ovals, and advise them to vote both sides and/or all pages of the ballot (if applicable).
  - Stay with the voter to provide assistance as needed, but give the voter privacy to vote. **Note:** Unless the voter is assisted in marking the ballot, the poll worker does not need to complete the Assisted Voters List.
- 6) **If provisional voter** (refer to pages 24-25 for complete instructions):
  - Have the voter complete and **sign** the provisional ballot envelope.
  - Complete the poll worker portion of the envelope.
  - Have the voter seal the ballot inside the provisional ballot envelope. If the voter cannot seal the envelope, assist them in doing so.
- 7) Give the ballot receipt to the voter.
- 8) Advise the voter that you are taking the ballot into the polling place to deposit it in the OS or, if provisional, in the voted ballot drop-off bag. **Note: If the voter (except provisional) insists on sealing their ballot inside an envelope**, give them a lavender envelope with the word ‘Curbside’ written on it. Do not enter any voter information on the envelope since this action might breach the security of the ballot by identifying a particular voter with a particular ballot.
- 9) Deposit the ballot. If a lavender envelope is used, deposit it in the auxiliary compartment of the OS black box to be processed after the polls close. **Provisional** ballot envelopes are to be deposited into the voted ballot drop-off bag.

# CHALLENGING A VOTER

Election Code §§14240 to 14253

The Challenge List is located on the inside front cover of the Combined Roster Index.

A person requesting to vote may be orally challenged within the precinct only by a poll worker upon any or all of the following grounds:

- The voter is not the person whose name appears in the Combined Roster Index.
- 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 at the time of this election.

Complete the necessary information on the Challenge List for each voter challenged. **DO NOT ARGUE WITH THE VOTER.** More details on challenge procedures may be found in the Election Officers Digest (in the red pocket envelope).

## 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:	

## CERTIFICATE OF ROSTER EXCEPTIONS

We hereby certify that all voters whose signatures appear hereinafter in this roster voted this day excepting the following who, after signing the roster, failed to vote or were challenged and denied the right to vote. (E.C. 14107)

Line Number	Name	Line Number	Name

# CASTING A WRITE-IN VOTE

You may NOT remind voters about write-in candidates or give unsolicited write-in information as this is considered electioneering (see page 44). **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 (President, Governor, etc.).
- 2) **Fill in** the oval next to the write-in line.
- 3) **Legibly print** the certified candidate name.
- 4) **Only write** in the 'write-in' portion of the ballot.
- 5) **DO NOT** vote for more candidates than are to be elected for that race. **For example:** The ballot will state 'vote for one', 'vote for two', etc. If a ballot states 'vote for one' and there is at least one candidate listed on the ballot, the voter may NOT vote for the printed candidate in addition to their chosen write-in candidate name.
- 6) **DO NOT** write in names that are already printed on the Official Ballot.

# TAMPERING / BALLOT SECRECY

- Pursuant to Election Codes §§18564, 18565, 18566, 18567, 18568, and 18569, tampering with voting equipment or altering vote results constitutes a felony, punishable by imprisonment.
- A member of the public is guilty of a misdemeanor if, while observing any of the following, they willfully engage in any conduct set forth in (Elec. Code §18562.5(b)):
  - Attempting to ascertain the identity and ballot choices of a voter, or having observed or learned the identity of a voter, attempting to ascertain the ballot choices of that voter.
  - Opening a provisional, mail, or vote-by-mail ballot envelope containing a voted ballot in order to ascertain the voter's ballot choices.
  - Making or placing a mark or device on a ballot or secrecy envelope in an attempt to ascertain the voter's ballot choices.

# 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 polls, 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 focus in on a ballot being voted, as this jeopardizes the voter's right to secrecy.
- They may not record (photograph or videotape) any voter(s) entering or exiting the polling place (Elec. Code §18541).

# 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 in the 'News Media' section on page 43 also apply to exit polling.

# ELECTIONEERING

Election Codes §§18370, 319.5

With the exception of Exit Polling (see above), no person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, vote-by-mail drop box, elections official's office, or satellite location under Section 3018:

- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking their ballot.
- Place a sign relating to or speak to a voter on the subject of the voter's qualifications.
- Do any electioneering as defined below.

Electioneering is 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, elections official's office, or satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- Display of a candidate's name, likeness, or logo
- Display of a ballot measure's number, title, subject, or logo
- Buttons, hats, shirts, signs, pencils, or stickers (including bumper stickers) containing electioneering information
- Dissemination of audible electioneering information

As used in this section, "100 feet of a polling place, an elections official's office, or a satellite location under Section 3018" means a distance 100 feet from the room(s) in which voters are signing the Combined Roster Index and casting ballots.

**Any person (including poll workers) who violates any of the provisions of this section is guilty of a misdemeanor.**

## TO ENFORCE 100 FOOT DISTANCE

- 1) Explain the 100-foot limit to anyone who is electioneering. Ask the person to remove or cover any item(s) they have on display. If they do not comply, immediately call the Elections Office at 530-886-5671 or 530-886-5663.
- 2) **If at any time you feel threatened** or that voting may be disrupted, and your judgment dictates law enforcement assistance, immediately call the Elections Office at 530-886-5650. We will ask the Sheriff's Office to respond to your location.

# **POLL WATCHERS**

The election process is a public event and anyone who wishes may observe this process in a polling place. However, the vote of the individual citizen is private, and no one may interfere with a voter's right to cast a secret ballot (Elec. Code §2300 (a)(b)).

Members of the Precinct Board are sworn election officials of Placer County and have complete responsibility for conducting all phases of the election in their precincts. Certain standards are expected of any observers and are to be enforced.

Poll watchers and news media should be familiar with rules and procedures regarding appropriate conduct at polling places. The Elections Office requests compliance with these regulations at all times:

- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of polls. Any person who interferes with the election or with a voter is punishable by imprisonment for sixteen months, or two to three years (Elec. Code §18502).
- Poll watchers may not talk loudly, cause confusion, or congregate inside the polls.
- Poll watchers may not use the telephone or other facilities. The Elections Office must have means of direct contact to all of our polling places at all times.
- The area between the Precinct Board table and the voting booths is for voters only and may not be used as an observer post (Elec. Code §14221).
- Poll watchers may not sit at the Precinct Board table or handle any of the official voting equipment, supplies, or ballots (voted or blank) (Elec. Code §14223).
- 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. Electioneering may not be conducted within 100 feet of the room(s) in which voters are signing the Combined Roster Index and casting ballots. The blue and white 'Polling Place 100 feet' signs which are posted outside of each polling place indicate the 100-foot boundary for electioneering (Elec. Code §18370).
- A Roster Street Index, marked to indicate persons who have voted, is posted inside the polling place door for reference by the public or any observers. It may be inspected provided there is no interference with poll operations or delay or inconvenience to the voter. This Roster Street Index is not to be removed from the premises (Elec. Code §14223).

# **PEACE OFFICERS / SECURITY PERSONNEL**

Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel, or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both fine and imprisonment (Elec. Code §18544). This section shall not apply to any of the following:

- An unarmed, uniformed guard, or security personnel, who is at the polling place to cast their vote.
- A peace officer who is conducting official business in the course of their public employment or who is at the polling place to cast their vote.
- A private guard or security personnel hired or arranged by a city or county election official.
- A private guard or security personnel hired or arranged by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held.

# ACCUVOTE OS™ (Optical Scan) Ballot Scanner

## **RECEIPT OF ACCUVOTE OS™ - Inspector Only**

When you are issued an OS ballot scanner for your precinct, you will be given a chain of custody form and Equipment Pick-up Form. Sign these forms to show receipt of the equipment.

## **SECURE STORAGE OF ACCUVOTE OS™**

The OS unit must be housed **indoors** in a secure and dry location, and must not be opened prior to opening the polls on Election Day. **Important:** Do not store the OS in a garage or car between picking it up and Election Day.

## **BROKEN OR TAMPERED-WITH SECURITY SEAL**

Serialized tamper-evident seals are placed on the outside of the equipment storage bags for transportation and to ensure security of the equipment. Poll workers may not break the seals prior to opening the polls. On Election Day, if a poll worker discovers a seal has been broken or appears to have been tampered with, they must immediately contact the Elections Office at 530-886-5629 and complete a Poll Event Log.

## **ELECTION DAY IT HELP DESK: 530-886-5629**

If you have any problems with the OS or black ballot box on Election Day, **immediately** call the IT Help Desk at 530-886-5629. **DO NOT** call your Rover regarding OS problems. Call the IT Help Desk first and, if needed, they will call your Rover for you.

## **POLL EVENT LOG**

Poll workers are **required** to record **all** issues with voting equipment as reported by voters or observed by poll workers. A Poll Event Log (in the red Security Log binder) **must** be completed by a poll worker for **each** event. If an error message is displayed, include the message as well as a brief description of what you were doing at the time the message appeared.

**Important: IT IS CRUCIAL THAT YOU REPORT EVERY ISSUE.** Placer County is required to report all equipment issues and corrective actions taken to the Secretary of State, as well as make this information available to the public for inspection and review.

## **PLACEMENT OF ACCUVOTE OS™**

Place the OS at least four (4) feet from the Precinct Board Table (EC §19362) and in an easily accessible location while also maintaining voting secrecy. It should be in full view of the Precinct Board and at least ten (10) feet away from the TSX. **DO NOT** place the OS and TSX side-by-side. (See Suggested Set-Up Diagram on page 14.)

## **PUBLIC OBSERVATION AND INSPECTION**

Members of the public must be permitted to observe and inspect, without physically contacting, the integrity of all externally visible security seals used to secure voting equipment in a time and manner that does not interfere with the conduct of the election or the privacy of any voter. If a situation should arise where interference occurs or the privacy of a voter is compromised, immediately contact your local law enforcement (see page 4) and the Elections Office, and complete a Poll Event Log.

# ACCUVOTE OS™ OPENING PROCEDURES

**IMPORTANT:** The AccuVote OS™ ballot scanner **MUST** be set up and ready for voting **BY 7:00 AM!**

Use the AccuVote OS™ Quick Reference Guide (in the red Security Log binder) or the instructions on the following pages to set up the OS. One person will read the instructions aloud while another person completes the steps.

**Prior to opening the OS black carrying bag,** a minimum of two poll workers **MUST** verify the bag seal number against the AccuVote OS™ Security Seal Log (in the red Security Log binder) and initial in the OPEN column accordingly.

**Note:** At some point during the day, all poll workers must verify each security seal number and sign the bottom of the AccuVote OS™ Security Seal Log.

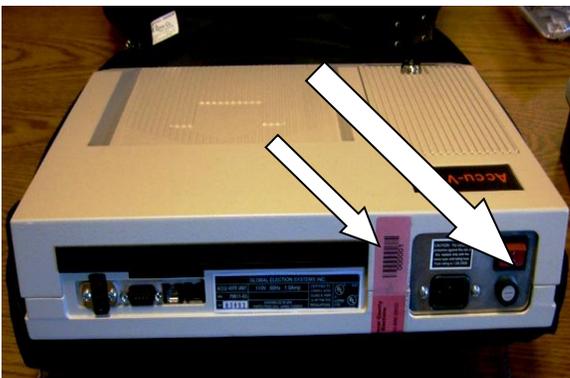
If you have any problems with the OS, **immediately** call the IT Help Desk at 530-886-5629.

## **ELECTION MORNING (Before 7:00 AM)**

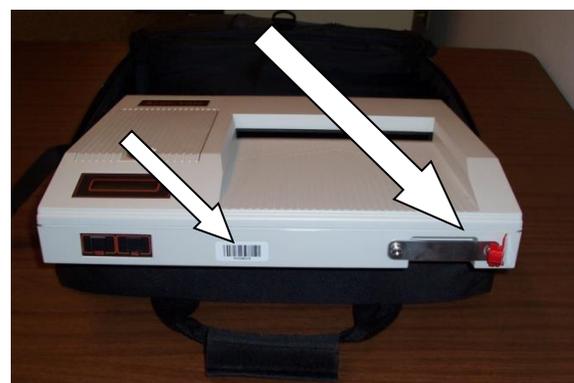


- 1) Locate the red Security Log binder in the supply bag.
- 2) Have **two** poll workers verify the OS bag seal number as stated above.
  - a. If there is evidence of tampering or a discrepancy in the serial number, **immediately call the IT Help Desk** and complete a Poll Event Log (in the red Security Log binder).
  - b. If no tampering is evident, remove the seal.

- 3) Remove the OS unit from the bag. Verify the remaining security seals pictured below. Initial the appropriate lines in the OPEN column on the AccuVote OS™ Security Seal Log. If there is any evidence of tampering or discrepancy in the serial numbers, immediately call the IT Help Desk at 530-886-5629 and complete a Poll Event Log.



**Back of unit**  
**Case Seal (small arrow)**  
**Power Button (large arrow)**



**Front of unit**  
**Memory Card Seal (large arrow)**  
**AccuVote OS™ Voting Machine Serial # (small arrow)**



**4)** Use the black key to unlock the black box lid (bottom lock on front).

**5)** Verify all 3 compartments in the black ballot box are empty:

- a. Voted ballots with write-ins
- b. Voted ballots without write-ins
- c. Side Auxiliary Bin

**6)** Verify the ballot path is clear.

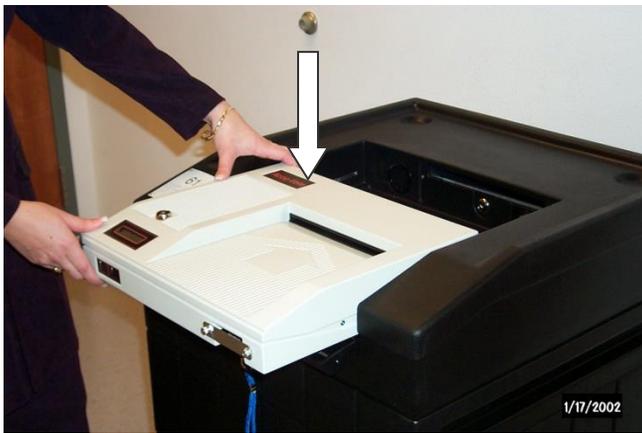
**7)** Use the black key to unlock the front door (top lock on front).

**8)** Guide the OS unit into position, leaving enough space to reach the power switch on the back of the unit.

**9)** Thread the black power cord through the chute in the black box, then connect the cord to the OS unit.

**10)** Plug the power cord into an outlet.

**11)** Use the gold key to unlock and remove the printer cover on the OS.





12) Turn the OS on using the red power switch on the back of the unit. If '**POWER FAILURE**' is flashing in the message window, it means the unit is not getting electrical power. Check all connections.

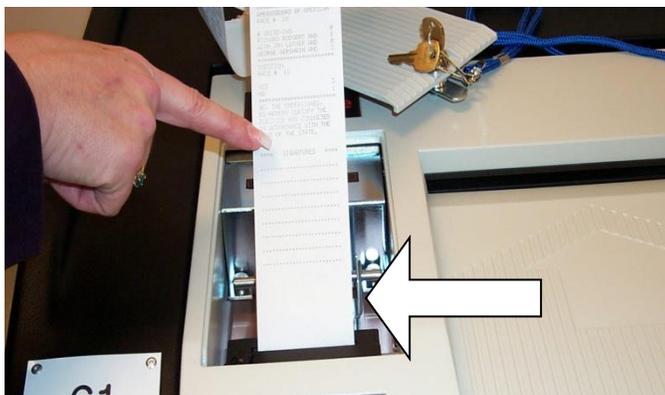
13) The 'Election Zero Report' will automatically print when the unit is turned on. **DO NOT TEAR THE TAPE.** Slide the OS unit to the rear and firmly into place.



14) Verify the precinct number is correct and that each candidate, office, and measure shows a total of **zero** votes.

15) The message window will then display '**NEED ANOTHER COPY?**' Press the '**NO**' button on the front of the unit.

16) Verify the message window shows that the public counter ('TOT COUNT') is zero.



17) **ALL BOARD MEMBERS** must sign the printed 'Election Zero Report'.



**Tip:** Use the back of the printer cover for a writing surface (as shown).



**18)** Fold or roll the tape and leave it in the printer compartment. **DO NOT TEAR THE TAPE OFF.**

**19)** Replace and lock the printer cover and remove the gold key.

**20)** Using the black key, lock the front (top lock) on the black box to secure the OS unit. Remove the key.

The AccuVote OS™ is now ready for use.

## THE BALLOT BOX AUXILIARY COMPARTMENT

This compartment is used when the OS is temporarily inoperable or when the unit will not accept a ballot. Verify that the precinct number at the top of the ballot is correct prior to accepting it for deposit into this compartment.



- 1) Using the black key, unlock the upper door on the left side of the black box.
- 2) Explain to the voter that since the OS is temporarily inoperable, the ballots will be deposited in the auxiliary compartment and will be tabulated later in the day.
- 3) Voting will continue in this manner until the OS is returned to service.

**4)** When the OS is returned to service, the ballots that were deposited into the auxiliary compartment are processed as follows:

- a) Using the black key, close and lock the auxiliary compartment upper door.
- b) Using the same key, unlock the auxiliary compartment lower door and remove the voted ballots.
- c) Close and lock the auxiliary compartment lower door.
- d) Verify the OS is returned to service and the proper precinct number and ballot count appear in the LCD message window on the front of the unit.
- e) Process each voted ballot through the OS.

**Note:** If you are still unable to process some or all of the ballots through the OS, redeposit the ballots into the auxiliary compartment. The closing instructions will explain how to return these ballots to the Elections Office.

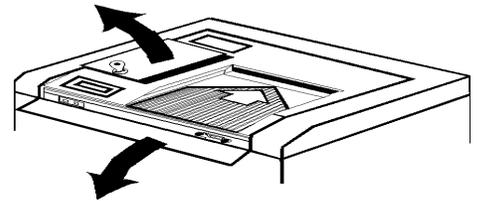
# ACCUVOTE OS™ CLOSING PROCEDURES

The AccuVote OS™ must be closed immediately following the announcement of the polls closing, and is to be done by **two poll workers** (Inspector or Judge AND one Clerk).

1. Using the black key, unlock the auxiliary compartment lower door on the left side of the unit and remove the ballots inside. **Check this compartment even if you believe no ballots were deposited there.** Relock the door. Run the uncounted ballots through the OS.
2. Place any ballots that the OS still will not accept into the yellow canvas bag labeled 'Voted Ballots AccuVote Would Not Read'. Write the total number of ballots on the pocket card and place this bag into the red bag.

3. Use the gold key to unlock and remove the printer cover.

4. Use the black key to open the top front door on the ballot box.

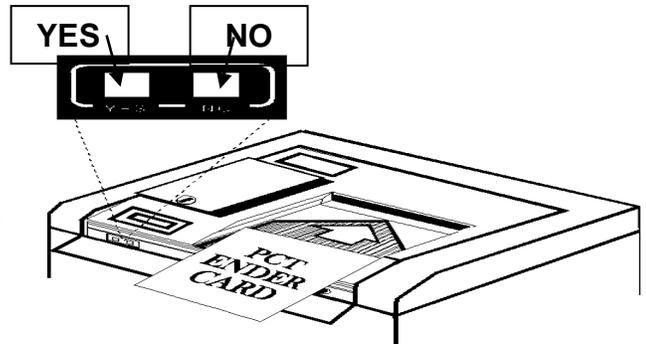


5. Use the red Security Log binder to re-verify each security seal number. Both poll workers must initial the CLOSE column on the AccuVote OS™ Security Seal Log. **DO NOT remove any seals or the memory card from the OS unit.** If there is any discrepancy or evidence of tampering, immediately call the IT Help Desk at 530-886-5629 and complete a Poll Event Log; DO NOT proceed to the next step until instructed by Help Desk personnel.

6. Locate the ender card in the black carrying case. Locate the **YES** and **NO** buttons on the front of the OS unit and press and hold them at the same time.

IMPORTANT: Press and hold the YES and NO buttons at the same time.

7. While holding the **two** buttons, insert the ender card. The OS will automatically begin to print. The printed tape will include both the **ZERO REPORT** and the **ELECTION RESULTS REPORT** in one continuous piece. DO NOT separate the tape. If the tape does not print, immediately call the IT Help Desk at 530-886-5629 and complete a Poll Event Log.



8. The message window will now display '**NEED ANOTHER COPY?**' Press the **YES** button.

9. The second **ELECTION RESULTS REPORT** will immediately print. After it has finished printing, press the **NO** button.

10. The LCD screen will now display '**Turn Unit Off?**' Press the **YES** button and turn off the OS unit using the button on the back.

11. **Wait 5 seconds, then turn the unit back on.**

12. The LCD screen will display a series of questions. Answer as follows:

1. 'Send Results by Telephone?' Press **NO**
2. 'Send Results by Direct Mode?' Press **NO**
3. 'Print Elections Totals Report?' Press **NO**
4. 'Print Audit Report?' Press **YES**

13. Once the Audit Report has finished printing, turn the unit **OFF**.

14. Tear off the tape.

15. Have **each** poll worker sign the bottom of **both copies** of the **ELECTION RESULTS REPORT**.

16. Write the total number of **BALLOTS CAST** (from the Election Results Report) on the Combined Roster Index Ballot Statement (Line 1).

17. Place the **ZERO REPORT, AUDIT REPORT**, and one copy of the **ELECTION RESULTS TAPE** (signed by all poll workers) inside the white envelope with red writing labeled 'ACCUVOTE OS TAPE – ZERO REPORT – RESULTS TAPE – AUDIT LOG' (in closing items envelope). Then place the envelope containing the three tapes into the red bag.

18. Place the **second copy** of the **ELECTION RESULTS TAPE** inside the clear 'Precinct Results' display pocket (in closing items envelope). Use blue painter's tape to post it outside the door of your precinct for public viewing.

19. Replace and lock the OS printer cover using the gold key.

20. Using the black key, open the rear door of the black box, remove the ender card, and return it to the inside pocket of the black OS carrying case.

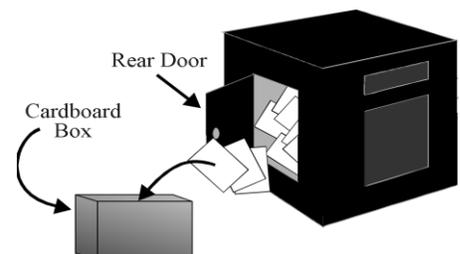
21. Remove the voted ballots that do not include write-in candidates. These ballots will have been diverted into one side of the ballot box (the side containing more ballots). Place these ballots into one of the empty cardboard ballot boxes. This becomes the voted ballot box (you may use a second box if needed).

22. Remove the voted ballots that include write-in candidates and set them aside. These ballots will have been diverted into the other side of the ballot box (most likely the side containing fewer ballots). They will be used to complete the Write-In Candidate Certification Form as part of the Poll Closing Procedures.

23. Double-check all slots in the black ballot box to see if any ballots are stuck.

24. Re-lock the rear door.

25. Unplug the power cord. Place the OS unit, power cord, and keys inside the black carrying case.



Refer to your Closing the Polls Checklist for further instructions.

# ACCUVOTE OS™ ERROR MESSAGES

A **Poll Event Log must be completed each time** you have a power failure, repeated jam, or 'sleep mode' or error message, including issues you were able to correct without calling the IT Help Desk. Keep completed Poll Event Logs in the Security Log Binder to be returned to the Elections Office.

There are eight different error messages that might show on the AccuVote OS™ LCD message window:

## RETURNED BALLOT JAMMED IN READER

- 1) Try to pull the ballot out from the input side of the OS unit and reinsert the ballot.
- 2) If the ballot gets jammed again, it may be torn. If the unit still displays this error message, ask the voter if they would like to mark another ballot:
  - If the voter wants to mark another ballot, send the voter back to the Ballot Poll Worker to spoil the ballot and receive a new one.
  - If the voter does not want to mark another ballot, write 'Returned Ballot Jammed' on the upper right-hand corner of the ballot and place it in the auxiliary compartment. This note will alert you to avoid trying to run the ballot through the OS again during closing.

## COUNTED BALLOT JAMMED IN READER

- 1) **DO NOT** try to re-feed the ballot into the OS; it has already been counted.
- 2) Retrieve the ballot by pulling it from the front or back of the OS.
  - If the ballot can be retrieved from the **FRONT**:
    1. Gently pull the ballot out.
    2. Unlock the top front lock of the black ballot box.
    3. Slide the OS unit toward you.
  - If the ballot can only be retrieved from the **BACK**:
    1. Unlock the top front lock of the black ballot box.
    2. Slide the OS unit toward you.
    3. Gently pull the ballot out.
  - Manually deposit the ballot into the box through the slot.
  - If the only way a **counted** jammed ballot can be retrieved is by opening the black ballot box, the Inspector or Judge AND one additional poll worker may open the top lid of the box:
    1. Leave the OS unit in the lid and connected to the power source.
    2. Have **two people** lift the lid of the ballot box to help with the weight **and** to ensure the security of the voted ballots inside.
    3. Retrieve any ballots that may be hanging on the curved, black plastic chute.
    4. Ask the voter if there are any votes for a write-in candidate.
      - a. If **yes**, drop the ballot into the left bin.
      - b. If **no**, drop the ballot into the right bin.
    5. Close and lock the ballot box lid.

## BALLOT NOT READ PLEASE RE-INSERT

The ballot was not read when inserted. It may have been held too long while feeding, causing a misread.

- 1) Re-insert the ballot. If it still won't read, try a different direction (top first, bottom first, other side up).
- 2) If you've tried to re-insert the ballot several times in several directions, send the voter back to the Ballot Poll Worker to spoil the ballot and receive a new one.

### **OVER-VOTED - RACE # NNN**

This means the voter marked too many ovals for a race or measure on the ballot. Ask the voter if they want to mark another ballot:

- 1) If **yes**, send the voter back to the Ballot Poll Worker to spoil the ballot and receive a new one.
- 2) If **no**, **override the message** by holding down the **YES** button on the front of the OS unit while inserting the ballot. This will cause the OS to count all the other races on the ballot except the over-voted race.

### **INVALID BALLOT ID**

The ballot may be from another precinct or the voter may have made a mark on the lower area that defines the precinct or ballot type.

- 1) **Verify the ballot belongs to your precinct.** The precinct number is printed in the upper right-hand corner of the ballot.
  - a. If the ballot does **not** belong to your precinct, direct the voter to the proper precinct.
  - b. If the ballot does belong to your precinct, re-insert the ballot.
    - i. If the ballot still won't read, change the ballot direction.
    - ii. If it still won't read, ask the voter if they would like to mark another ballot. If so, send them back to the Ballot Poll Worker to spoil the ballot and receive a new one.
  - c. If the voter does not want to mark another ballot, **place the ballot in the auxiliary compartment.**

### **INVALID MARK - RACE #NNN**

Sometimes a voter may not completely fill in an oval or may make an unintentional mark.

- 1) Have the voter review their ballot for any under-filled ovals and correct as necessary.
- 2) Re-insert the ballot. If the correction causes an over-vote, follow the procedure for 'Over-voted Race' (see above).
- 3) If the ballot still won't read, ask the voter if they would like to mark another ballot.
  - i. If the voter wants to mark another ballot, send the voter back to the Ballot Poll Worker to spoil the ballot and receive a new one.
  - ii. If the voter does not want to mark another ballot, **place the ballot in the auxiliary compartment.**

### **BLANK VOTED CARD - SEE OFFICIAL RACE #NNN**

The OS sees the entire ballot as blank. The voter may have circled names, used X's instead of filling in the ovals, or made marks outside the ovals. Some voters may intentionally vote a blank ballot.

- 1) Ask the voter if they voted any races on the ballot. If so, politely remind the voter of the correct method to fill in the oval. The voter can use the same ballot and simply fix their marks.
- 2) If the voter wants to vote a blank ballot, override the message by holding down the **YES** button on the front of the OS unit while inserting the ballot. This will enable the OS to count the ballot as voted, but no races or measures will be counted.

### **POWER FAILURE or REBOOT/RECYCLING POWER**

In the event of a power failure, the OS unit has an internal battery back-up that allows 1½ to 2 hours of operation. A blinking message 'POWER FAIL' will display on the message window. If the window is blank or will not accept a ballot and no error message appears, turn the unit OFF and back ON to reboot the OS. In either event, **immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log.

# ACCUVOTE TSX™

## Touchscreen Voting Machine

### RECEIPT OF ACCUVOTE TSX™ - Inspector Only

When you are issued an AccuVote TSX™ voting machine for your precinct, you will be given a chain of custody form and Equipment Pick-up Form. Sign these forms to show receipt of the equipment.

### SECURE STORAGE OF ACCUVOTE TSX™

The TSX must be housed **indoors** in a secure and dry location, and must not be opened prior to opening the polls on Election Day. **Important:** Do not store the TSX in a garage or car between picking it up and Election Day.

### BROKEN OR TAMPERED-WITH SECURITY SEAL

Serialized tamper-evident seals are placed on the outside of the equipment storage bags for transportation and to ensure security of the equipment. Poll workers may not break the seals prior to opening the polls. On Election Day, if a poll worker discovers a seal has been broken or appears to have been tampered with, they must immediately contact the Elections Office at 530-886-5629 and complete a Poll Event Log.

### ACCUVOTE TSX™ SET UP

As required by law, a TSX machine will be set up at **each** precinct. If the Precinct Board is confident in doing so, two poll workers may set it up after all other poll opening procedures have been completed. If a problem occurs while setting up the TSX, **DO NOT** call the IT Help Desk. Wait for the Rover to arrive, and they will call the Help Desk if necessary. If the board is not familiar with setting up the TSX, the Rover and a poll worker will set it up during the Rover's second visit after they have completed their initial visits to their precincts.

### POLL EVENT LOG

Poll workers are **required** to record **all** issues with voting equipment as reported by voters or observed by poll workers. A Poll Event Log (in the red Security Log binder) **must** be completed by a poll worker for **each** event. If an error message is displayed, include the message as well as a brief description of what you were doing at the time the message appeared.

**Important: IT IS CRUCIAL THAT YOU REPORT EVERY ISSUE.** Placer County is required to report all equipment issues and corrective actions taken to the Secretary of State, as well as make this information available to the public for inspection and review.

### PLACEMENT OF ACCUVOTE TSX™

Place the TSX at least four (4) feet from the Precinct Board Table (EC §19362) and in an easily accessible place, while still maintaining voter privacy. It should be in full view of the Precinct Board and at least ten (10) feet away from the AccuVote OS™. **DO NOT** place the TSX and OS side by side. (See Suggested Set-Up Diagram on page 14.)

### PUBLIC OBSERVATION AND INSPECTION

Members of the public must be permitted to observe and inspect, without physically contacting, the integrity of all externally visible security seals used to secure voting equipment in a time and manner that does not interfere with the conduct of the election or the privacy of any voter. If a situation should arise where interference occurs or the privacy of a voter is compromised, immediately contact your local law enforcement (see page 4) and the Elections Office, and complete a Poll Event Log.

# ABOUT ACCUVOTE TSX™

The AccuVote TSX™ is designed for voters with specific needs, but any voter listed in the Combined Roster Index may use it. **Note: A provisional voter may not use the TSX.**

**Touch Screen Voting:** The screen is equipped with large, easy-to-read letters and a large voting target area. It provides clear presentation of the voter's choices, easy navigation from screen to screen, a summary of the voter's choices at the end of the process, and a printed copy of the voter's selections prior to casting their ballot. The large screen size allows the voter to view multiple races on a single screen.

**Large Text and High Contrast Options:** Voters may choose 'Large Text' or 'High Contrast' settings to view a magnified and/or visually enhanced version of the ballot.

**Keypad Voting:** Voters with limited dexterity may use the tethered keypad, which can be placed in their lap to avoid the need to raise their arms. The adjustable screen angle enables them to position themselves close to the touchscreen.

**Audio Voting:** Visually impaired voters are able to cast a secret, unassisted ballot using a headset, keypad, and audio ballot. The voter has the option to vote using a completely blank screen to ensure their privacy, even with an assistant nearby. The #5 key, with its raised dot, is used to select and de-select candidates when their names are read. **Note: The audio ballot may take approximately 30 minutes to complete.**

**Mouth Stick Voting:** Those who are unable to vote using their hands may be able to vote with a mouth stick. The disposable mouth sticks are in packages of two and are located in the AccuVote TSX™ printer supply bag. **Please dispose after use.**

## ACCUVOTE TSX™ OPENING PROCEDURES

**DO NOT** set up the TSX until the OS ballot scanner is up and running. The OS must be available to voters by 7:00 AM when the polls open; the TSX is secondary.

**If you see any evidence of tampering** or discrepancies as you verify the seal numbers, **immediately notify the IT Help Desk at 530-886-5629** and complete a Poll Event Log. (An example of a seal that has been tampered with is pictured on page 59.) The equipment must be removed from service and immediately replaced if possible.

**Note:** If the Rover has been instructed by the Elections Office to replace the security seal, the new seal number must be written on the Security Seal Log.

At some point during the day, all poll workers must verify each security seal number and sign the bottom of the AccuVote TSX™ Security Seal Log.

# ACCUVOTE TSX™ EQUIPMENT



**TSX BAG**



**TSX PRINTER  
SUPPLY BAG**



**ACCUVOTE TSX™ MACHINE**



**VOTER ACCESS CARD (black print)**



**DIEBOLD™ VOTER CARD ENCODER**



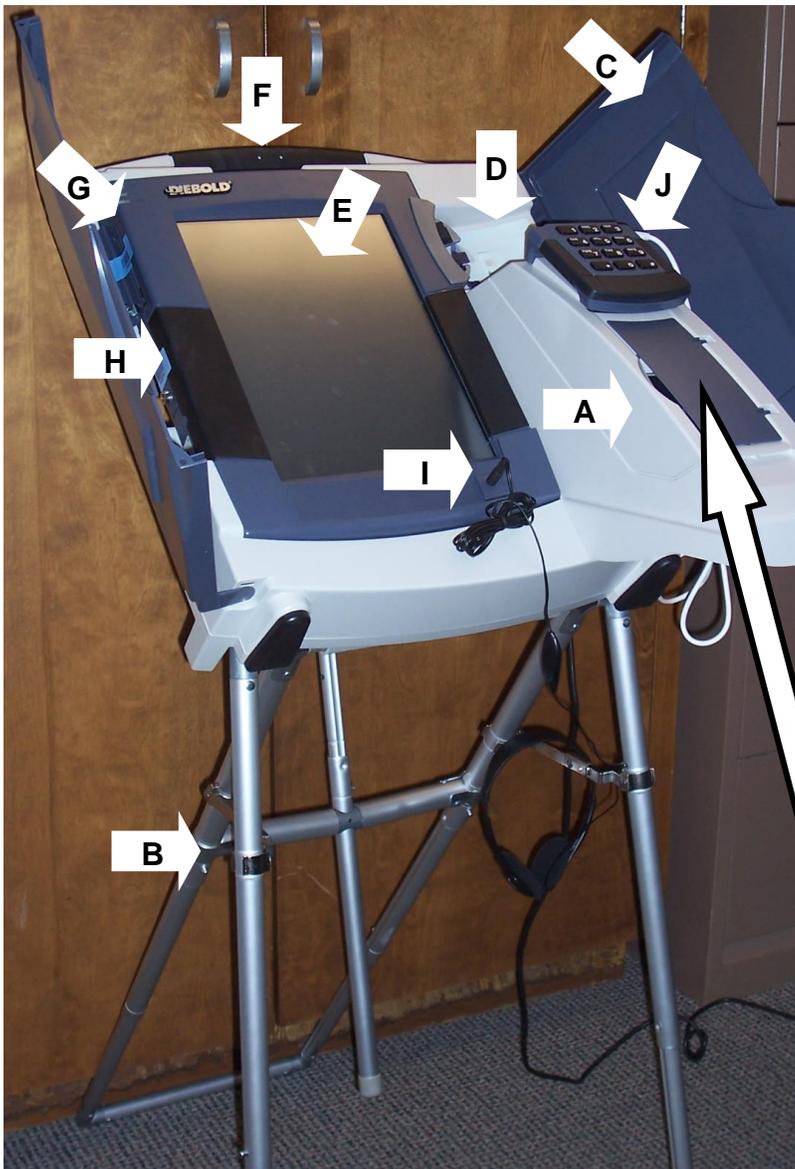
**SUPERVISOR CARD (red print)**

## TSX PRINTER SUPPLY BAG CONTENTS

- Printer Housing
- Printer Canister
- Printer Roll
- Mouth Sticks
- Audio Headphone, Instructions, Ear Covers
- Keypad
- Voter Encoder Card
- Voter Access Cards
- Supervisor Card on lanyard
- TSX Key on lanyard
- Canister Security Seal on lanyard
- Band-Aids
- TSX Voting Instructions (laminated)



**INSIDE VIEW OF TSX PRINTER SUPPLY BAG**



**PARTS of the ACCUVOTE TSX™ MACHINE**

## LEGEND

<b>A</b>	<b>PRINTER MODULE</b>
<b>B</b>	<b>LEGS</b>
<b>C</b>	<b>PRIVACY PANELS</b>
<b>D</b>	<b>VOTER ACCESS CARD READER</b>
<b>E</b>	<b>TABLET/TOUCH SCREEN</b>
<b>F</b>	<b>HANDLE</b>
<b>G</b>	<b>POWER SWITCH</b> (inside the upper side door on tablet)
<b>H</b>	<b>LOWER TABLET DOOR</b> (Do not open unless instructed to by the IT Help Desk.)
<b>I</b>	<b>AUDIO JACK</b>
<b>J</b>	<b>KEY PAD</b>

**IMPORTANT: KEEP THIS LID OPEN** unless a visually impaired voter is voting. This is where a summary of the voter's ballot is printed after the ballot has been cast.

# ACCUVOTE TSX™ SECURITY SEAL LOCATIONS

**DO NOT REMOVE ANY SEAL UNLESS DIRECTED BY AN ELECTIONS OFFICIAL.**

If there is any evidence of tampering or discrepancy in a security seal number, **immediately notify the IT Help Desk at 530-886-5629** and complete a Poll Event Log.

## TSX BAG AND PRINTER SUPPLY BAG

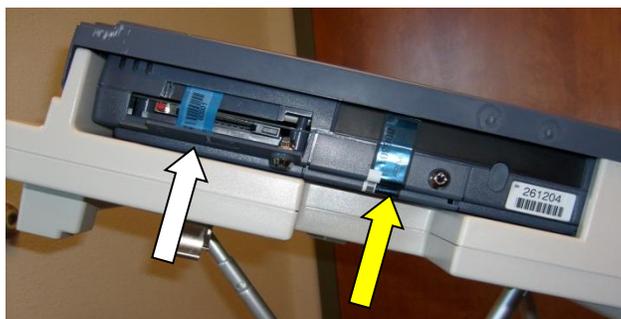


The TSX bag and printer supply bag each have a serialized, tamper-evident seal located on the zipper lock area.

**Prior to breaking each security seal, two poll workers must verify each security seal number against the AccuVote TSX™ Security Seal Log and initial the OPEN column accordingly. You will only verify the outside bag seals once on Election Day. Once the seals are broken, deposit them into the printer supply bag.**

## ACCUVOTE TSX™ MACHINE

Two poll workers must verify each security seal number against the AccuVote TSX™ Security Seal Log and initial the OPEN column accordingly. When the polls close, two poll workers must re-verify each seal and initial the CLOSE column accordingly. **Note: DO NOT OPEN THE LOWER DOOR.**



**UPPER DOOR SEAL**  
(left arrow)

**LOWER DOOR SEAL**  
(right arrow)

**TSX TABLET SEAL**  
(left arrow)

**TABLET SERIAL #**  
(right arrow)

This seal has been tampered with; the word “VOID” appears across the entire seal. →



You will place the serialized tamper-evident security seal on the printer canister as pictured to the left. The security seal is located in the Inspector’s Supervisor Lanyard which is located inside the AccuVote TSX™ printer supply bag.

Once the seal has been placed, two poll workers will verify the security seal number against the AccuVote TSX™ Security Seal Log and initial the OPEN column accordingly.

Refer to **step 32** of the *AccuVote TSX™ Quick Reference Guide* for detailed instructions. **Note: Follow the instructions carefully. You only get one chance to place the seal correctly.**

**DO NOT break the seal on the printer canister** once it has been placed. If a paper jam occurs, do not open the canister to fix it. **Contact the IT Desk at 530-886-5629** and complete a Poll Event Log. The Roving Inspector may be dispatched to replace the canister. Any replaced canister(s) should be returned to the office in the TSX printer supply bag.

# ACCUVOTE TSX™ SIGNAGE

Use blue painter's tape to attach signage to the TSX during opening procedures. Unless otherwise indicated, all signs are located in the Inspector's supply bag.

**RESERVED (WHEELCHAIR SIGN)** – Place this sign at the bottom of the TSX machine (below the tablet screen).

This sign advises other voters that the TSX is designated for voters with specific needs. Please do not encourage other voters to use the machine, but if a voter insists on it, do not argue with them. They may do so as long as their name is in the Combined Roster Index (either in the main pages or on the Supplemental Roster). **Provisional voters must vote using a paper ballot; do not permit them to use the TSX.**

**NO TAMPERING WITH EQUIPMENT** – Attach to the TSX machine.

This sign advises voters that it is a felony to tamper with voting equipment. This information will also be posted on each voting booth. If a poll worker witnesses someone tampering with equipment, they are to point the sign out to the person and ask them to stop immediately. They must then immediately inform local law enforcement and the Elections Office, and complete a Poll Event Log. Include as much information as possible about the person who was tampering with the equipment, as this may be useful to law enforcement. **DO NOT allow another voter to use the TSX if tampering has occurred.** Post the sign indicating the unit is temporarily unavailable.

**VOTER INSTRUCTION GUIDE for AccuVote TSX™ Voting System** – Attach laminated sign to the inside of the left privacy shield on the TSX.

This sign must be posted; these are instructions on how to use the TSX. Instructions are also displayed electronically on the tablet screen during the voting process.

**TEMPORARILY UNAVAILABLE** – Attach to the TSX ONLY while troubleshooting an equipment problem or when the unit is not operational. Keep the sign on the unit until it is ready for voting again.

# ACCUVOTE TSX™ VOTING PROCESS

- 1) Voter asks for assistance.
- 2) Voter signs the Combined Roster Index. **Remember:** The voter's name must be listed in the roster. **Provisional voters may not use the TSX.**
- 3) The Roster Poll Worker marks the Voter Tally Card and makes a hash-mark in the AccuVote TSX™ Voter Tally box on the front cover of the roster.
- 4) Inspector or Judge activates a Voter Access Card using the Diebold™ Voter Card Encoder
- 5) Inspector or Judge demonstrates how to use the TSX and assists the voter if requested.
- 6) Voter inserts the activated Voter Access Card into the TSX.
- 7) Voter reads the instructions from the screen.
- 8) Voter makes ballot choices.
- 9) Voter reviews their ballot on the summary page.
- 10) Voter prints ballot for verification of ballot choices.
- 11) Voter casts or rejects ballot.
- 12) When finished, voter removes the Voter Access Card and returns it to a poll worker.

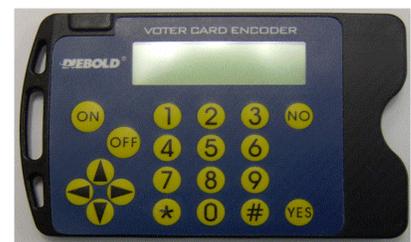
## ISSUING A VOTER ACCESS CARD

Below are instructions for encoding a Standard Voter Access Card (electronic ballot). For complete instructions and pictures illustrating how to encode a Voter Access Card for various types of ballots (including Standard, Magnified, and Audio), use the laminated Quick Reference Guide called 'AccuVote TSX™ Voter Card Encoder' located in the red Security Log binder.

Before issuing a Voter Access Card:

- Verify that the voter has signed the Combined Roster Index.
- Verify that they are NOT a provisional voter.

- 1) Locate the Diebold™ Voter Access Card Encoder in the TSX printer supply bag.
- 2) Press the 'On' button.
- 3) Insert a Voter Access Card. **DO NOT** insert the Supervisor Card.
- 4) The message 'Create?' will appear on the screen. Press the 'Yes' button.
- 5) 'Clear?' will appear on the screen. **DO NOT** press YES unless you want to start over.
- 6) Remove the Voter Access Card and hand it to the voter.
- 7) Direct the voter to the TSX and assist them as needed.



**VOTER ACCESS CARD ENCODER**

**NOTE:** If the encoder shows the message 'Clear?' when you begin, this means a ballot has already been loaded onto the Voter Access Card. If this occurs:

- 1) Press 'Yes' to clear the ballot.
- 2) Remove the Voter Access Card.
- 3) Power the Diebold™ Voter Card Encoder 'OFF' and then 'ON' again.
- 4) Encode the Voter Access Card using the procedure above.

## ACCUVOTE TSX™ Voting Instructions – Standard Ballot

1	Have the voter insert the Voter Access Card into the slot at the upper right side of the screen.
2	Have the voter read the instruction screen and follow the directions.
3	Instruct the voter to touch the box on the screen next to the candidate or measure of their choice. Explain that an 'X' will appear, designating their selection.
4	To change or cancel their selection, have the voter touch the box again.
5	If the voter wishes to enter a write-in candidate, instruct the voter to touch the empty box at the end of the contest and use the keyboard that appears on the screen to type in the candidate's name. Tell the voter to use the 'BACK' key to correct any errors and to touch 'RECORD WRITE-IN' when they are finished typing their selection.
6	Tell the voter to use the 'NEXT' button to view each ballot page and make their choices.
7	Have the voter review their choices on the summary page. Items in red are races or measures that were left blank or incomplete.
8	To vote for a race or measure that was left blank or to change their existing vote, have the voter touch the desired item on the screen.
9	When finished voting, have the voter touch 'Print Ballot'. A copy of their ballot choices will print to the right of the machine.
10	Have the voter review their ballot printout. Because not all selections may fit onto the printed copy, the voter may need to press several times to scroll through the entire ballot.
11	After reviewing their choices, the voter may cast or reject the ballot. To cast the ballot, have the voter touch 'CAST BALLOT'. To reject the ballot, have the voter touch 'REJECT BALLOT'.
12	Once the ballot has been cast, the printer will scroll to hide the voter's ballot selections.
13	Have the voter return the Voter Access Card to a poll worker.

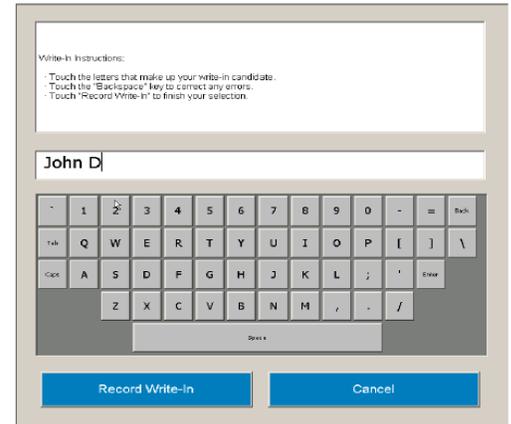
## ACCUVOTE TSX™ Voting Instructions – Audio Ballot

1	Create the <b>AUDIO</b> Voter Access Card using the Quick Reference Guide <i>TSX™ Voter Card Encoder-Poll Worker Guide for Creating TSX™ Voter Access Cards</i> .
2	Escort the voter to the TSX. If necessary, assist the voter in placing their hand on the #5 key on the keypad and advise the voter it is a telephone-style keypad.
3	Offer the voter the audio headset and advise them that the volume may be increased by pressing the #3 key or decreased by pressing the #1 key.
4	Advise the voter that the audio playback speed may be increased by pressing the # (pound) key or decreased by pressing the star (*) key.
5	Advise the voter they will hear an introduction and announcement identifying the election.
6	Assure the voter that the screen remains blank throughout the voting process (if blank screen is selected when encoding the Voter Access Card), allowing their privacy to be maintained.
7	Instruct the voter to raise their hand at any time if they need assistance.
8	When the voter is ready, have them put on the headset <b>prior to</b> inserting the Voter Access Card.
9	Insert the Voter Access Card into the slot at the upper right side of the screen. Make sure the lid to the printer housing is closed.
10	Keep an eye on the voter while they are voting in case they need assistance.
11	When the voter is finished, retrieve the Voter Access Card and ask the voter if they need further assistance.

## ACCUVOTE TSX™ WRITE-IN CANDIDATE PROCEDURES

**DO NOT** volunteer information or remind voters about write-in candidates as this is considered electioneering. Only if a voter asks to cast a write-in vote:

- 1) Show the voter the Certified List of Write-In Candidates.
- 2) Advise the voter to follow the instructions given for write-in candidates on the touch screen.
- 3) At the end of any contest where write-ins are allowed, there will be empty boxes equal to the number of candidates to be elected for that race. Have the voter touch the empty box to activate the write-in screen.
- 4) A keyboard will appear on the screen.
  - a. Have the voter touch the letters to spell the write-in candidate's name.
  - b. The voter may touch the 'BACK' key to correct errors or the 'CANCEL' key to cancel their selection.
  - c. Have the voter touch the 'RECORD WRITE-IN' key to finish their selection. The selection will appear on the ballot screen.
  - d. If corrections are needed after the write-in has been recorded, have the voter touch the selection to clear the write-in box.



## ACCUVOTE TSX™ 'TIME OUT' FEATURE

After two minutes of inactivity, a 'time out' message will appear on the screen and the unit will emit an audible beep. The voter will have thirty seconds to resume voting by pressing the 'RESUME' button. If the voter does not resume within thirty seconds, the Voter Access Card will automatically eject and the ballot will be cancelled. If this occurs, the Voter Access Card will need to be reactivated. Verify that the Voter Access Card has been cancelled by re-inserting it into the unit and looking for a message on the screen indicating so.

## CANCELLING A BALLOT

Once a voter presses the 'CAST BALLOT' key, it is too late to cancel the ballot because it has already been cast. As long as the voter has not already cast their ballot, the Inspector or Judge may cancel it as follows:

- 1) Ask the voter to exit the voting area in front of the TSX machine.
- 2) You must be on a screen that has the page number displayed at the bottom. Using your thumb, **press and hold** the page number button until the screen changes (approximately 30 seconds). Be careful not to touch the screen anywhere else.
- 3) The message '**Do you want to cancel the ballot?**' will display.
- 4) Press '**CANCEL**'.
- 5) The screen will then indicate that the ballot has been cancelled.
- 6) Remove the Voter Access Card.

If the voter wishes to continue voting on the TSX, use the Voter Access Card Encoder to re-load another ballot. Remind the voter that, by law, no more than two replacement ballots may be issued.

# **PREPARING THE ACCUVOTE TSX™ FOR TRANSPORTATION TO THE RECEIVING CENTER**

The TSX bag and printer supply bag must be returned along with all of your election supplies to your assigned Receiving Center. Use the following illustrations to assist you in packing these items. Please zip the bags closed but do not attempt to re-seal them.

## **ACCUVOTE TSX™ BAG**

The TSX machine must be securely packed inside its blue canvas bag:

- 1) Place the long black block inside the back of the bag and secure it using the Velcro strap.
- 2) Place the TSX inside the bag with the panel side facing down and legs facing up.
- 3) Wrap the black Velcro strap around it to secure it into place.



- 4) Zip the bag closed, but do not re-seal it.

## **ACCUVOTE TSX™ PRINTER SUPPLY BAG**

- 1) Place the printer housing face down inside the printer supply bag with the print canister placed inside as shown below.



- 2) Place the remaining supplies neatly inside the same bag wherever there is space.
- 3) Zip the bag closed, but do not re-seal it.

# ACCUVOTE TSX™ TROUBLESHOOTING

**CALL THE IT HELP DESK AT 530-886-5629 WITH ANY EQUIPMENT ISSUES.**

The following are some of the most common issues that occur with TSX equipment. **Always complete a Poll Event Log**, even if you are able to resolve the problem without calling the Help Desk. Keep completed Poll Event Logs in the red Security Log binder to be returned to the Elections Office.

## **ACCUVOTE TSX™ MACHINE**

### **Nothing Happens When the ‘ON’ Button Is Pressed**

Verify the power cord is firmly in place on both the machine and the electrical outlet. If you are using a power strip, verify that power to the strip is turned on. If you still do not have power, verify the electrical outlet is functional by plugging in a different electrical device. If you still do not have power, **immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log. Close the privacy panels and place the ‘Temporarily Unavailable’ sign on the unit until the problem is solved. Advise the voter that they may still vote using a paper ballot and offer your assistance in doing so.

### **Audio Does Not Work With the Keypad/Headset**

Verify the Voter Access Card was coded with an audio ballot. If so, try adjusting the volume on the headset and keypad. To adjust the volume, press the #3 or #1 key. Check the connections (the headset and keypad should both be connected to the tablet). If you are unable to resolve the issue, **immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log.

### **Instead of Touching ‘End Election’, I Touched ‘OK’**

Turn the TSX off, then back on. Repeat the closing procedures.

### **TSX Displays Message ‘Ready to Insert Media’**

**Immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log.

### **TSX Display Goes Black or Powers Off**

Power may be an issue if the TSX has been running on battery backup. Verify it is plugged in properly, then look for a solid green light on the top left-hand corner of the tablet. Turn the unit on again. If it is still not getting power, **immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log. Close the privacy panels on the TSX machine and place the ‘Temporarily Unavailable’ sign on the outside until the problem is resolved. Advise the voter that they may still vote using a paper ballot and offer your assistance in doing so.

### **Polling Place Power Failure**

The TSX has a 2-hour battery back-up and can be used for a period of time to allow voting to continue. **Immediately** contact the IT Help Desk at 530-886-5629 to advise them of the situation and complete a Poll Event Log. If the battery dies prior to power being restored, **call the Help Desk again** to update them on the situation. Advise the voter that they may still vote using a paper ballot. Deposit the paper ballots into the auxiliary compartment of the OS black box only if the power failure has rendered it unable to read the ballot.

# ACCUVOTE TSX™ PRINTER

## The Printer Is Not Responding OR Unable To Print a Zero Report

Verify the printer and paper roll are properly installed. **DO NOT break the seal on the printer canister.** Verify the clear gray cover in the printer housing is snapped down on both sides. Power the unit off and then back on. If it still does not print, **immediately** call the IT Help Desk and complete a Poll Event Log. Close the privacy panels on the TSX and place the “Temporarily Unavailable” sign on the outside until the problem is resolved. Advise the voter that they may still vote using a paper ballot and offer your assistance in doing so.

## The Printer Housing Cover Is Unstable

Unlock the printer housing cover and check to make sure all your latches are secured. If necessary, refer again to the TSX Opening Procedures Checklist.

## TSX Displays Message ‘The Paper Is Low’

**Immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log.

## Paper Jam

Open the printer housing cover. Push the gray button to the right of the clear gray cover. Straighten out the paper and manually reel any excess paper up into the canister. Close the clear gray cover by pressing with both of your thumbs on either side of the cover. Close and lock the printer housing cover and resume voting. **DO NOT break the seal on the printer canister.**

If you are unable to resolve the problem using the steps above, **immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log. Close the privacy panels on the TSX and place the ‘Temporarily Unavailable’ sign on the outside of the unit until the problem is resolved. Advise the voter that they may still vote using a paper ballot and offer your assistance in doing so. If necessary, a Rover will be dispatched to replace the printer canister.

# DIEBOLD™ VOTER CARD ENCODER

## **Displays Message ‘Clear?’ When a Voter Access Card Is Inserted**

This means that a ballot has already been loaded onto the Voter Access Card. Press ‘YES’ to clear the ballot. Remove the Voter Access Card. Turn the Diebold™ Voter Card Encoder OFF, then ON again. Follow the procedure for *Issuing a Voter Access Card* (page 61).

## **The Diebold™ Voter Card Encoder Screen Is Blank**

The encoder has a time-out feature to save battery power; press ‘ON’ to turn it back on. If it still does not work, **immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log. Advise the voter that they may still vote using a paper ballot and offer your assistance in doing so.

## **The Supervisor Card Was Inserted Into the Diebold™ Voter Card Encoder**

If this occurs, the encoder’s internal coding will automatically be deleted. **Immediately** call the IT Help Desk at 530-886-5629 and complete a Poll Event Log. Close the privacy panels on the AccuVote TSX™ and place the ‘Temporarily Unavailable’ sign on the outside until the problem is resolved. Advise the voter that they may still vote using a paper ballot and offer your assistance.

## **Displays Message ‘Do You Want To Upgrade Mgr. Card?’**

**DO NOT** press ‘YES’. **Immediately remove the Voter Access Card**. Insert a new Voter Access Card. If the same message appears, turn the unit OFF, **immediately** call the IT Help Desk at 530-886-5629, and complete a Poll Event Log. Advise the voter they may still vote using a paper ballot and offer your assistance.

## **TSX Displays Message ‘This is Not a Valid Voter Access Card - Please Remove From Reader’**

Verify the Voter Access Card was inserted properly. It should be inserted with the gold medallion end first and the blank side of the card facing the voter. If it was inserted properly, retrieve the Voter Access Card and try to activate it again. If it still won’t work, activate a different card. Put a note that says ‘Do Not Use’ on the bad card and place it in the TSX printer supply bag.

## **TSX Immediately Ejects the Voter Access Card**

Re-insert the Voter Access Card to see which error message displays. It will advise you if the ballot has already been voted or if it has been cancelled. If it has been cancelled, you may re-activate the card for the voter as long as they have not exceeded a total of three ballots (EC §14288). If the ballot has already been cast, advise the voter that they may not vote again.

## **Voter Access Card Will Not Eject**

Turn the TSX machine OFF and then back ON. The Voter Access Card should eject. If it doesn’t, immediately call the IT Help Desk at 530-886-5629 and complete a Poll Event Log. Close the privacy panels on the TSX and place the ‘Temporarily Unavailable’ sign on the outside until the problem is resolved. Advise the voter they may still vote using a paper ballot and offer your assistance.

## **Supervisor Card - Nothing Happens When I Enter the Password and Touch ‘OK’**

You may have entered an incorrect password or may not have touched ‘OK’ hard enough; try again.

# **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](mailto: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 35 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.

# 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 AccuVote TSX™ touch-screen voting machine for individuals with specific needs. It provides a non-visual voting process for the vision-impaired while ensuring their privacy. Each precinct is required to set up the AccuVote TSX™ during opening procedures on Election Day.

For more information on HAVA, contact the Elections Office at 530-886-5672 or visit the Secretary of State website at [www.sos.ca.gov/elections/help-america-vote-act](http://www.sos.ca.gov/elections/help-america-vote-act).

# APPENDIX D EXAMPLES



PRECINCT NO: 123456

## CERTIFICATE OF PERFORMANCE

This certificate of performance for precinct 123456, for the Statewide Direct Primary election, held on the 5<sup>th</sup> day of June (month), 2018 (year).

We hereby certify one of the following (check the appropriate box):

Fewer than 10 votes were cast on the TSX voting machine.  
Number of ballots cast: 6

10 or more votes were cast on the TSX voting machine.

The Totals Report Tape shall be posted outside the polling place. It includes the total number of votes cast on the TSX voting machine for each candidate for each office, and the total number of votes cast on each TSX voting machine for and against each ballot measure.

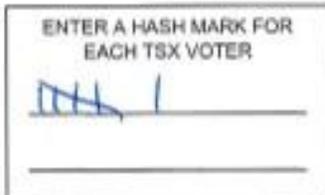
Inspector [Signature] Clerk [Signature]

Judge [Signature] Clerk [Signature]

Clerk [Signature] Clerk [Signature]

**(PLEASE RETURN THIS FORM IN THE RED BAG)**

# COMBINED ROSTER INDEX and PAYROLL

<p><b>PLACER COUNTY STATEWIDE DIRECT PRIMARY ELECTION JUNE 5, 2018</b></p> <p>Precinct No. 123456 Anytown Civic Center Main Hall – Table 1</p>	<p><b>ACCUVOTE TSX VOTER TALLY</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <small>ENTER A HASH MARK FOR EACH TSX VOTER</small>   </div> <div style="font-size: 2em; margin: 0 10px;">=</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <small>TOTAL NUMBER OF TSX VOTERS</small>  <span style="font-size: 2em;">6</span> </div> </div>
<p><b>BALLOT STATEMENT</b></p> <p>Number of ballots received <span style="float: right;"><u>500</u></span></p> <p>1. Ballots scanned in ballot box <span style="float: right;"><u>254</u></span></p> <p>2. Ballots not read by AccuVote <span style="float: right;"><u>2</u></span></p> <p>3. Provisional ballots <span style="float: right;"><u>9</u></span></p> <p>4. Spoiled ballots <span style="float: right;"><u>3</u></span></p> <p>5. Unused/returned ballots <span style="float: right;"><u>232</u></span></p> <p>Number of ballots accounted for (total of 1-5) <span style="float: right;"><u>500</u></span></p>	<p><b>CERTIFICATE "A"</b></p> <p>We certify that the total number of voters who voted in this precinct at this election is <u>271</u> and that the enclosed list of voters, less those who did not vote as enumerated, constitutes the roster of this precinct for this election. We further certify that the total number of official ballots received (voted, rejected, spoiled, and canceled) and the number accounted for is as indicated on the ballot statement. We further certify that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">               Inspector         </div> <div style="text-align: center;">               Judge         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">               Clerk         </div> <div style="text-align: center;">               Clerk         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">               Clerk         </div> <div style="text-align: center;">               Clerk         </div> </div>

<b>OFFICE USE ONLY</b>	PROV _____	SUPP _____	VNV _____	Date/Initial _____
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