



POLL WORKER MANUAL

General Election
November 5, 2024

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2024 San Bernardino County Election Model

Registered Voters Have Four Ways to Cast a Ballot:

1. Vote by Mail:
 - Mark their mail ballot safely at home, place it in the mail ballot return envelope that is provided. Sign and seal the envelope.
 - Postage is already paid; you do not need to add stamps.
 - Mail the voted ballot via U.S. Postal Service. The return envelope must be postmarked on or before November 5th and received by the Registrar of Voters no later than November 12th, your ballot will be eligible to be counted.
2. At a Mail Ballot Drop-off Location:
 - Visit <https://elections.sbcounty.gov> to find a location nearest to you, using the mail ballot drop-off map.
 - Mark your ballot safely at home, then place it in the mail ballot return envelope provided. Sign and seal the envelope.
 - Drop off your voted mail ballot at any ballot drop-off location.
3. Vote at an Early Vote Site:
 - Vote as early as October 7th, 2024, at the Registrar of Voters office.
 - Vote at additional early vote sites from Tuesday October 29th to Monday November 4th.
 - At any Early Vote Site, you may register to vote, request a replacement ballot or envelope, and receive accessibility and language assistance.
 - Mark your ballot safely at home and then place it in the mail ballot return envelope we provide. Sign and seal the envelope.
 - Drop off your voted ballot at any Early Vote Site.
4. Vote at a Polling Place:
 - Vote at your assigned polling place on November 5th from 7 a.m. to 8 p.m.
 - At your polling place you may register to vote, receive a ballot, and receive accessibility and language assistance.
 - Mark your ballot safely at home and then place it in the mail ballot return envelope we provide. Sign and seal the envelope.
 - Drop off your voted mail ballot at any polling place.

Voting Methods and Election Results:

1. How will people vote in a polling place?
 - On paper ballots
 - Using the Ballot Marking Device which will be available at each polling place
2. How will votes be counted?
 - Ballots will be delivered from polling places to the Registrar of Voters office where they will be counted on high-speed ballot scanners
3. Election Results:
 - Initial results will be released on Election Night after the polls have closed.
 - Subsequent results released on the hour every two hours until ballot counting is complete.
 - Results will be posted to <https://elections.sbcounty.gov>



Checklist for Supervisor Duties: Prior to Election Day

SUPERVISOR: Each task **MUST BE** checked off after it has been completed.

Pre-Election

- ☐ 1. **Supervisor** – Prior to Supply Depot Weekend, Supervisors will be contacted by e-mail and receive the details of their assignment and a request to schedule their Supply Depot pick-up.
- ☐ 2. **Supervisor** – After receiving the assignment notification email, the Supervisor will reply with their preferred pick-up day and time to schedule pick-up of supplies from their assigned Supply Depot location.
- ☐ 3. **Supervisor** – The weekend before Election Day at the scheduled time, the Supervisor will go to their assigned Supply Depot location to pick up the items listed below:
 - ☐ Supervisor Supply Bag
 - ☐ Cell Phone
 - ☐ Ballot Supply Cartons
 - ☐ Any additional items that are necessary for Election Day
- ☐ 4. **Supervisor** – While at the Supply Depot the Supervisor will:
 - ☐ Verify the “Polling Place Information Sheet” located in the “Pre-Election” section of the *Supervisor Notebook* matches the information on the front of your notebook.
 - ☐ Retrieve the “Polling Place Supply List” located in the “Pre-Election” section of the *Supervisor Notebook* and complete the “Supervisor Supplies Received” section.
It is the responsibility of the Supervisor to keep these items in a secure location until taking them to the polling place on Election Day.
- ☐ 5. **Supervisor** – After picking up the supplies the Supervisor will call the polling place Building Contact listed on the “Polling Place Information Sheet.”
 - ☐ Ask how to enter the polling place on Election Morning, which room the voting will be held in, and the location of the power outlets.
 - ☐ If possible, coordinate the completion a Pre-Election Day Inspection to the polling place to confirm the site has received the necessary supplies and equipment.
- ☐ 6. **Supervisor** – While at the polling place during your Pre-Election Day Inspection the Supervisor will:
 - ☐ Retrieve the *Polling Place Information Sheet* and verify the correct number of voting booths have been delivered to the polling place.
 - ☐ After all supplies and equipment have been accounted for, leave those previously delivered at the polling place.
- ☐ 7. **Supervisor** – While completing the Pre-Election Day Inspection, the Supervisor will check in with the staff of the polling place facility and ask about emergency exits and shelter areas. If there are no staff members present, check the building for exits and shelters.
- ☐ 8. **Supervisor** – Charge the County issued cell phone prior to Election Day.
- ☐ 9. **Supervisor** – Locate the *Declaration of Duties Form* located in the “Opening the Polls” section of the *Supervisor Notebook* and call the assigned poll workers to remind them of the time and location they must report to on Election Day.
- ☐ 10. **Supervisor** – Review the “Supervisor Alert” located in the front pocket of the *Supervisor Notebook*.
- ☐ 11. **Supervisor** – Bring the charged County issued cell phone, Supervisor Supply Bag, and Ballot Supply Cartons to the Polling Place with you on Election Day.



Checklist for Opening the Polls: Election Day

SUPERVISOR: Each task **MUST BE** checked off after it has been completed

Poll Worker Check – In

- ☐ 1. **Supervisor** – The Supervisor will retrieve the cell phone and charger from the *Supervisor Supply Bag*. Power on the cell phone and charge if needed.
- ☐ 2. **Supervisor** – The Supervisor will retrieve a Green Poll Pad from the Supply Cage and go to Poll Workers Icon to check in and verify all Poll Workers have arrived at the polling place.
- ☐ 3. **Supervisor** – If a poll worker has not reported by 6:15 a.m., the Supervisor will call the poll worker to find out if they plan to report for duty.
 - ☐ If they inform you that they will not be reporting, or if they haven't reported by 6:30 am submit an iTrack ticket under “missing staff/need more workers” category.

INCLUDE ALL MISSING WORKERS IN ONE TICKET
 - ☐ If a poll worker reports to the polling location who is not listed on the Poll Pad, do not send them home. **Call the Supervisor Hotline immediately.**
 - ☐ If a poll worker is not listed on the *Poll Pad* and has been cleared to work, select “Add Poll Worker” and complete corresponding fields to add.
- ☐ 4. **All Poll Workers** – Must sign in on the *Poll Pad* and sign the *Declaration of Duties* prior to the beginning of work.
- ☐ 5. **Supervisor** – Distribute name tags to each poll worker.
- ☐ 6. **Supervisor** – Discuss Rules Governing Behavior and lunch/dinner breaks with the poll workers.
- ☐ 7. **Supervisor** – Use the *Assignment of Poll Worker Roles* form from the “Opening the Polls” section of the *Supervisor Notebook* to assign the appropriate number of clerks for each role and distribute *Poll Worker Duties Packets*.

Polling Place Set-Up

- ☐ 1. **Clerks** – Locate and set up tables and chairs for the Check In, Ballot, Ballot Box, and Supervisor tables.
- ☐ 2. **Clerks** – Locate and set up voting booths.
- ☐ 3. **Supervisor & Technical Clerk(s)**
 - ☐ Set up BMD voting booths.
 - ☐ Remove the *Ballot Marking Device Checklist* from the “Tech Forms” section of the *Supervisor Notebook* and provide to the Technical Clerk(s).
 - ☐ Retrieve the BMD's and printers from Supply Cage and using a *Ballot Marking Device Checklist*, verify that you have the proper Ballot Marking Devices, supplies, and printers then complete all steps to set-up the BMD's and printers.
 - ☐ Retrieve the *BMD Voting Instructions* signage from the *Polling Place Supply Tote* and post inside the BMD voting booths.
 - ☐ Retrieve some *Privacy Sleeves* from the *Polling Place Supply Cage* and place on the BMD voting booth.
 - ☐ Retrieve the small *American flags* from the *Polling Place Supply Tote* and place them on the BMD voting booths.
- ☐ 4. **Supervisor & Check In Clerk(s) – Set-Up Check In Table**
 - ☐ Remove all *Poll Pads* from the cage and follow the *Poll Pad Guide* to set up.
 - ☐ Synchronize **ALL** green Poll Pads.
 - ☐ Remove the *Green Check In Table Bag* from the *Supervisor Supply Bag*.
 - ☐ Using the *Polling Place Information Sheet* located in the *Supervisor Notebook*, verify that you have the correct *Green Check In Table Bag*.

Polling Place Set-Up (continued)

- ☐ Remove the following items from the *Green Check In Table Bag* and place on the Check In Table:
 - Poll Worker Applications
 - Voter Registration Cards
 - Electronic Roster No Tampering Sign
- ☐ Remove the *Change of Address/Party Forms* from the Supply Cage and place it on the Check In Table.
- ☐ Remove the following items from the *Supervisor Supply Bag* and place on the Check In Table:
 - State Voter Information Guides
 - County Voter Information Guide
- ☐ Remove the *Stationary Kit* and the small *American flags* from the *Polling Place Supply Tote* and place them on the Check In Table.

☐ 5. Supervisor & Ballot Clerk(s) – Set-Up Ballot Table

- ☐ Retrieve a *Spoiled and Surrendered Return Box* from the Supply Cage, assemble, and place on the Ballot Table.
- ☐ Place the *Ballot Supply Cartons* on the Ballot Table and open **ALL** of the cartons. **Do not remove the ballots from the Ballot Supply Cartons.** The ballots are already organized by ballot type.
- ☐ Arrange the *Ballot Supply Cartons* so that the ballot types from box-to-box are in numerical order.
- ☐ Using the *Ballot Inventory Checklist* and *Ballot Inventory Form* located in the “Operating the Polls” section of the *Supervisor Notebook*, verify that you have received the correct quantity of ballots for each ballot type.
- ☐ Retrieve the following from the *Polling Place Supply Tote* in the *Supply Cage* and place on the Ballot Table:
 - Black Permanent Markers
 - Pens
 - American Flags
- ☐ Retrieve some of the privacy sleeves from the *Supply Cage* and place on the Ballot Table.
- ☐ Remove a *Ticket Collection Bag* from the *Red Supervisor Table Bag* and place it on the Ballot Table.

☐ 6. Supervisor & Support Clerk – Set-Up Ballot Box Table

- ☐ Retrieve one (1) green poll, one (1) green BMD, (1) red provisional and one (1) yellow mail ballot box from the supply cage and assemble each box.
One of each Ballot Box MUST be assembled and sealed.
- ☐ Remove ballot box seals from the *Opening Ballot Box Seals* sleeve located in the “Opening the Polls” section of the *Supervisor Notebook* and fill it out completely.
- ☐ Place one seal signed by two (2) poll workers, on each box.
- ☐ Place the green and yellow ballot boxes on the Ballot Box Table near the entrance/exit of the polling place.
- ☐ Place the red Provisional Ballot Box on the Supervisor/Assistant Supervisor’s table.
- ☐ Retrieve a small *American flag* from the *Stationary Kit* and place on the Ballot Box Table.
- ☐ Remove ‘*I Voted*’ Stickers from the *Polling Place Supply Tote* and place on Ballot Box Table.

☐ 7. Supervisor(s) – Set-up the Supervisor/Assistant Supervisor Table

- ☐ Remove the *Poll Pads* from the Supply Cage and follow the *Poll Pad Guide* to set up.

Polling Place Set-Up (continued)

- ☐ Remove the following from the red *Supervisor Table Bag* and place on the Supervisor/Assistant Supervisor's Table:
 - ROV Office Contact Cards
 - After Hours Voting Tickets
 - Ticket Collection Bag
 - Election Digest
 - ☐ Remove the *Voter Registration Cards* from the *Check In Table* then place half on the Supervisor/Assistant Supervisor's **Table**.
 - ☐ Remove the following from the *Supervisor Supply Bag* and place on the Assistant/Supervisor Table:
 - Translated Sample Ballot Notebook
 - Voter List Notebook
 - Voter Guidance Cards
 - ☐ Retrieve the *Provisional Envelopes* from the Supply Cage and place them on the Assistant/Supervisor Table.
- ☐ 8. **All Poll Workers** – Remove the following signs and materials from the *Inside Signage Bag* in the *Polling Place Supply Tote* and hang inside the polling place:
- ☐ Polling Place arrow directional signs
 - ☐ Voting Instructions/Tampering Penalties signs (small signs that are posted in voting booths)
 - ☐ Voter Bill of Rights (8 language)
- ☐ 9. **All Poll Workers** – Remove the following signs from the *Ballot Selfie Poster Box* in the *Supply Cage* and hang inside the polling place:
- ☐ Ballot Selfie Poster
 - ☐ Notice to Voters Poster (inside and outside)
- ☐ 10. **All Poll Workers** – Remove the following signs and materials from the *Outside Signage Bag* in the *Polling Place Supply Tote* and hang outside the polling place:
- ☐ Directional Polling Place signs.
 - ☐ Accessible Entrance signs.
 - ☐ Polling Place Electioneering sign.
 - ☐ Polling Place Corruption sign.
 - ☐ Polling Place A-frame sign
 - ☐ Accessible parking signs (if there is no designated accessible parking, designate the most convenient space by taping the accessible parking sign where it would be most visible).
 - ☐ Voter Bill of Rights (8 languages).
- ☐ 11. **Supervisor** – Leave any supplies not already placed in position in the *Polling Place Supply Tote*, *Supervisor Supply Bag* and *Supply Cage* until needed.
- ☐ 12. **Supervisor** – Enter an iTrack ticket at 6:45 a.m. if you believe that the polling place will not open promptly at 7:00 a.m., or if you have any problems or missing supplies that may prevent the polling place from opening on time.
- ☐ 13. **Supervisor** – Assign all poll workers to their stations and review their duties with them.
- ☐ 14. **Supervisor** – Open the doors to the polling place at exactly 7:00 a.m. and announce, “**The polls are now open.**”

Election Day Duties & Procedures

Field Support Personnel Duties

➤ Field Representative Duties

- The Field Representative is responsible for:
 1. Inspecting polling places to ensure all procedures are being followed.
 2. Assisting poll workers regarding Election Day voting procedures.
 3. Assisting with voting procedure questions.
 4. Providing technical support for the *Ballot Marking Device*
 5. Delivering extra supplies as needed on Election Day.

➤ Ballot Security Team Duties

- The Ballot Security Teams are responsible for:
 1. Picking up and transferring voted mail ballots from various mail ballot drop box locations across San Bernardino County to the Registrar of Voters office.
 2. Collecting ballots from polling place supervisors at depot locations on Election Night and securely delivering the voted ballots to the Registrar of Voters office

➤ Supply Depot Team Duties

- The Supply Depot Team is responsible for:
 1. Distributing supplies to polling place supervisors during Supply Depot Weekend
 2. Delivering extra supplies as needed on Election Day.
 3. Collecting supplies and unused ballots after the polls close on Election Day.

Supervisor's Duties

The Supervisor is assigned to oversee the polling place and ensure that all procedures are performed correctly.

Complete the Following Time-Specific Election Day Duties:

- ☐ 1. 6:00 a.m. – On Election Day, direct all poll workers to complete the *Checklist for Opening the Polls* found in the *Supervisor Notebook*.
- ☐ 2. Before 7:00 a.m. – Using the *Assignment of Poll Worker Roles* form, assign the appropriate number of clerks for each table, and distribute the *Poll Worker Duties Packets*.
- ☐ 3. Before 7:00 a.m. – Using each *Duties Checklist*, review the responsibilities of each poll worker to them to ensure that they understand their duties.
- ☐ 4. Before 7:00 a.m. – Instruct the poll workers to sign in on the *Poll Pad* and sign the *Declaration of Duties*.
- ☐ 5. 7:00 a.m. – Open the doors and announce, “**The polls are now open.**”
- ☐ 6. Between 11:00 a.m. and 3:00 p.m. – Coordinate the poll workers’ lunch times.
- ☐ 7. Synchronize **ALL** green Poll Pads before 7:00 am, at 12:00 pm, and at 8:00 pm, or after the last Voter has finished voting.
- ☐ 8. 7:30 p.m. – Announce, “**The polls will close in thirty minutes.**”
- ☐ 9. 7:55 p.m. – Be prepared to pass out and collect *After Hours Voting Tickets* to those voters who are in line at 8:00 p.m. when the polls close.
- ☐ 10. 8:00 p.m. – Close the polls by announcing, “**The polls are now closed,**” pass out *After Hours Voting Tickets* as needed. (starting at the last voter).
- ☐ 11. 8:00 p.m. – Once the last voter has voted, enter an *iTrack Ticket* for “Polls are now closed!”.
- ☐ 12. 8:00 p.m. – Direct the activities to complete the *Checklist for Closing the Polls* (or start this task after all voters with *After Hours Voting Tickets* have voted).
- ☐ 13. Between 8:05 p.m. and 8:10 p.m., sign the *Roster Certification Form*.
- ☐ 14. Between 8:05 p.m. and 8:10 p.m., direct the Assistant Supervisor to collect the sealed green polls, green BMD, yellow mail, red provisional and deliver all to the Supply Depot.

One of each colored, sealed ballot box MUST be returned to the Depot on election night.

Complete the Following Non-Time-Specific Election Day Duties:

- ☐ 1. Review job responsibilities of each poll worker role to ensure they understand their duties as listed in the *Clerk Duties Packets*.
- ☐ 2. Assist voters with CVR and provisional voting.
- ☐ 3. Check the connectivity and synchronization of the Poll Pads throughout the day to ensure Poll Pads remain operational.
- ☐ 4. Use the *Incident Log* located in the “Operating the Polls” section of the *Supervisor Notebook* to record incidents that occur with voters, poll workers or other miscellaneous activities.
- ☐ 5. Complete the *Supervisor’s Process Evaluation Form* located in the “Supervisor Evaluation” section of the *Supervisor Notebook* during a slow voting period.
- ☐ 6. Complete the *Supervisor’s Site Survey* located in the “Supervisor Evaluation” section of the *Supervisor Notebook* during a slow voting period.
- ☐ 7. Complete the *Supervisor’s Evaluations* for Assistant Supervisors, Check In Clerks, Ballot Clerks and Support Clerks found in the “Supervisor Evaluation” section of the *Supervisor Notebook*.

Supervisor's Duties (continued)

- ☐ 8. Remove the envelopes, *Poll Worker's Evaluation of Supervisor* and *Poll Worker's Evaluation of Assistant Supervisor* from the 'Poll Worker Evaluation' section of the *Supervisor Notebook* and distribute to all poll workers. When completed, return the sealed envelopes containing the surveys to the 'Poll Worker's Evaluation and Envelope Return Bag' in the *Supervisor Notebook*.
- ☐ 9. Remove the Election Pins from the inside back pocket of the *Supervisor Notebook* and distribute to poll workers, if you do not have enough submit a ticket via iTrack.
- ☐ 10. Synchronize **ALL** green Poll Pads after the polls have closed.
- ☐ 11. After closing the polling place, record the remaining ballot quantities in the "Closing the Polls Inventory" portion of the *Ballot Inventory Form*.
- ☐ 12. After closing the polling place, complete steps 1 thru 6 of the *Supervisor Supply Delivery Log* and report to the assigned Supply Depot location.

Monitor the Following Activities Routinely:

- ☐ 1. Inspect the polling place grounds and ensure that no electioneering is taking place within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the polling place entrance, curbside voting, or drop box.
- ☐ 2. Ensure that no observer is interfering with the voting process.
- ☐ 3. Periodically confirm that all poll workers are correctly completing their assignments.
- ☐ 4. Periodically check the voting booths. Remove any electioneering materials that may have been left behind by a voter.

Review the Following Documents:

- ☐ 1. Review the Election Day Safety Procedures.
 - If you were unable to complete a Pre-Election Day visit of the polling place, check in with the staff of the polling place facility and ask about emergency exits and shelter areas. If there are no staff members present, check the building for exits and shelters.
 - Communicate the information about emergency exits and shelter areas to your poll workers (see the Election Day Safety Procedures section of this manual).
- ☐ 2. Review the *Ballot Marking Device Guide* in the *Supervisor Notebook*. Be prepared to assist the Technical Clerks in serving voters with the use of the BMD's. (If applicable)

Assistant Supervisor's Duties

Assistant Supervisors are responsible for assisting all Clerks in setting up and opening the polling place.

Complete the Following Time-Specific Election Day Duties:

- ☐ 1. By 6:45 a.m., use the Election Worker's Guide to the Poll Pad and set up the *Poll Pads*.
- ☐ 2. Before 7:00 a.m., sign in on the *Poll Pad* and sign the *Declaration of Duties*.
- ☐ 3. At 8:00 p.m., or when the last voter has voted and departed, retrieve the *Assistant Supervisor Ballot Box Delivery Log* and complete steps 1 through 4.

Complete the Following Non-Time Specific Election Day Duties:

- ☐ 1. Assist Check In Clerk with voters who need an address/party change.
 - ☐ Have the Check In Clerk issue the voter a *Change of Address/Party Form*.
 - ☐ Using the *Change of Address/Party Form*, update the voter's information on the Poll Pad and follow the prompts to process the voter and issue voter a receipt to take to the Ballot Clerk to receive a paper ballot.
- ☐ 2. Assist Check In Clerk with CVR/provisional voters.
 - ☐ If the voter is not a registered voter:
 - Direct the voter to complete the *CVR Application* on the envelope and return to you.
 - Using the Poll Pad, tap the "CVR Provisional" button and follow the prompts to enter the voter's information from the *CVR application*.
 - Place receipts in the *CVR/Provisional Ballot Envelope* window.
 - Hand the voter the *CVR/Provisional Ballot Envelope* and direct them to the Technical Clerk to vote on the BMD.
 - Once the voter has printed their ballot from the BMD, instruct the voter to place their ballot in the *CVR/Provisional Ballot Envelope* and remove the envelope stub.
 - Direct voter to place *CVR/Provisional Ballot Envelope*, with ballot inside, in the red provisional ballot box.
 - ☐ If the voter is registered, but needs to vote provisionally:
 - Direct the voter to complete the application on the front of the *CVR Application* and return it to you.
 - Tap the "CVR/Provisional" button on the Poll Pad and continue to process voter.
 - Place receipts in the *CVR/Provisional Ballot Envelope* window.
 - Hand the voter the *CVR/Provisional Ballot Envelope* and direct them to the Technical Clerk to vote on the BMD.
 - Once the voter has printed their ballot from the BMD, instruct the voter to place their ballot in the *CVR/Provisional Ballot Envelope* and remove the envelope stub.
 - Direct voter to place *CVR/Provisional Ballot Envelope* with the ballot inside of the red provisional ballot box.
- ☐ 3. Assist Check In Clerk with processing voters if experiencing a high wait time.
- ☐ 4. During a slow period, complete the *Poll Worker's Evaluation of Supervisor* received from the Supervisor. Place the completed survey in the envelope provided, seal the envelope, and return it to the Supervisor.
- ☐ 5. **After** the polls close, sign the *Roster Certification Form*.
- ☐ 6. Assist the Supervisor in closing the poll.
- ☐ 7. Sign out of the Poll Pad.

Technical Clerk's Duties

Technical Clerks are responsible for setting up the Ballot Marking Devices (BMD), managing the seals, and assisting voters who use the devices. A copy of the *BMD Checklist* is located in the Tech Device Forms section of the *Supervisor Notebook*

Complete the Following Time-Specific Election Day Duties:

- ☐ 1. At 6:00 a.m., complete '*Part 1: Setting Up the Ballot Marking Device*' using the *BMD Checklist* to set up a minimum of one (1) BMD.
- ☐ 2. By 6:45 a.m., if time is running short to have the poll open on time; set up of the remaining BMD's, should be completed shortly after 7:00 am.
- ☐ 3. Before 7:00 a.m., sign in on the *Poll Pad* and sign the *Declaration of Duties*.
- ☐ 4. At 8:00 p.m., or when the last voter has voted and departed, complete '*Part 2: Breaking Down the BMD*' of the *BMD Checklist* to power off and pack BMD's

Complete the Following Non-Time Specific Election Day Duties:

- ☐ 1. Accept ROV receipt copy from voter to enter correct ballot type into BMD.
- ☐ 2. Activate voting sessions on BMD.
- ☐ 3. Assist voters in using the BMD, if needed.
- ☐ 4. Troubleshoot any issues with the BMD's.
- ☐ 5. Replace BMD headphone covers after every voter.
- ☐ 6. Assist the polling place staff as needed.
- ☐ 7. During a slow period, complete the *Poll Worker's Evaluation of Supervisor* received from the Supervisor. Place the completed survey in the envelope provided, seal the envelope, and return to the Supervisor.
- ☐ 8. After the poll close, sign the *Roster Certification Form*.
- ☐ 9. Assist the Supervisor in closing the poll.
- ☐ 10. Sign out of the *Poll Pad*.

Check In Clerk's Duties

The Check In Clerk is assigned to check in and process voters utilizing the *Poll Pad*.

Complete the Following Election Day Duties:

- ☐ 1. Before 7:00 a.m., sign in on the *Poll Pad* and sign the *Declaration of Duties*.
- ☐ 2. Before 7:00 am., synchronize **ALL** green poll pads.
- ☐ 3. By 12:00 pm., synchronize **ALL** green poll pads.
- ☐ 4. After the last voter has left, synchronize **ALL** green poll pads.
- ☐ 5. Assist the Supervisor with opening the polls.
- ☐ 6. Check-in voters as they arrive to the polling place following the prompts and instructions in the *Poll Pad*.
 - ☐ Tap "Get Started" on the Election Screen.
 - ☐ Tap "Manual Entry" on the Voter Lookup Screen.
 - ☐ Ask for the voter's name and enter the first four letters of last name and first four letters of first name.
 - ☐ Once voter is located on the Voter Search Screen, ask for voter's address if correct tap the name.
 - ☐ Tap "Correct Voter (Address Verified)" on the Selected Voter Confirmation Screen after confirming address.
 - ☐ Ask if the voter has their mail ballot to surrender. If the voter has their mail ballot to surrender, write "SURRENDERED" in all capital letters across the ballot and give ballot to the Ballot Clerk.
 - ☐ Tap "Issue Ballot – Cancel MB".
 - ☐ Rotate Poll Pad to face voter, ask voter if their information is correct on Voter Confirmation Screen.
 - ☐ Ask voter to tap "Accept" on the Voter Confirmation Screen.
 - ☐ Ask the voter to sign on the signature line on the Signature Confirmation screen and tap "Done Signing".
 - ☐ Rotate Poll Pad back to you and follow prompts to continue processing the voter.
 - ☐ State to voter "Today you will be voting on a paper ballot".
 - ☐ Verify voting method at bottom left of screen says "paper" and press submit.
 - ☐ The printer will print out two receipts, one for ballot clerk and one for voter. Direct voter to take both copies from the printer and direct them to the Ballot table.
- ☐ 7. During a slow period, complete the *Poll Worker's Evaluation of Supervisor* received from the Supervisor. Place the completed survey in the envelope provided, seal the envelope, and return it to the Supervisor.
- ☐ 8. After the polls close, sign the *Roster Certification Form*.
- ☐ 9. Assist the Supervisor in closing the poll.
- ☐ 10. Sign out of the Poll Pad

Ballot Clerk's Duties

The Ballot Clerk is assigned to distribute ballots to voters.

Complete the Following Election Day Duties:

- ☐ 1. Before 7:00 a.m., sign in on the Poll Pad.
- ☐ 2. Assist the Supervisor with opening the polls.
- ☐ 3. Place the *Ballot Supply Cartons* on the Ballot Table. Open **ALL** of the cartons and assist the Supervisor in verifying that you have received the correct quantity of ballots for each ballot type using the *Ballot Inventory Form*.
- ☐ 4. If a voter is using a paper ballot they will hand you an ROV Copy ticket:
 - ☐ Select the proper ballot type that is printed on the bottom of the ROV Copy ticket.
 - ☐ Tear off ballot card(s) from the correct ballot pad.
 - ☐ Place the ROV Copy ticket in the Ticket Collection Bag.
 - ☐ Place ballot in *Privacy Sleeve* and hand to voter with a permanent marker to mark the ballot.
 - ☐ Direct voter towards voting booth.
- ☐ 5. If a voter ruins a ballot, issue a replacement ballot as follows:
 - ☐ Write "SPOILED" across the ballot card(s) using a permanent marker.
 - ☐ Issue a replacement ballot of the correct ballot type. A voter may receive no more than one (1) original ballot and up to two (2) replacement ballots.
 - ☐ Maintain the privacy of the spoiled ballot and immediately place the ballot in the *Spoiled and Surrendered Return Box*.
- ☐ 6. During a slow period, complete the *Poll Worker's Evaluation of Supervisor* contained in the *Supervisor Notebook*. Place the completed survey in the envelope provided, seal the envelope, and return it to the Supervisor.
- ☐ 7. After the polls close, sign the *Roster Certification Form*.
- ☐ 8. Assist the Supervisor in completing the *Ballot Inventory Form*.
- ☐ 9. Retrieve an *Official Ballot Box Seal* from the *Closing Ballot Box Seals* sleeve located in the "Closing the Polls" section of the *Supervisor Notebook*. Sign the seal along with a second Poll worker and seal the opening of all *Ballot Supply Cartons*.
- ☐ 10. Retrieve an *Official Ballot Box Seal* from the *Closing Ballot Box Seals* sleeve located in the "Closing the Polls" section of the *Supervisor Notebook*. Sign the seal along with a second poll worker and seal the opening of the *Spoiled and Surrendered Return Box*.
- ☐ 11. Assist the Supervisor in closing the poll.
- ☐ 12. Sign out of the Poll Pad

Support Clerk's Duties

The Support Clerk is assigned to guard the ballot boxes and to direct voters to the correct area to check-in to vote.

Complete the Following Election Day Duties:

- ☐ 1. Before 7:00 a.m., sign in on the Poll Pad and sign the *Declaration of Duties*.
- ☐ 2. Assist the Supervisor with opening the polls.
- ☐ 3. **Guard the ballot boxes at all times.**
- ☐ 4. Direct voters to the Check In Table.
- ☐ 5. Direct voters to deposit their voted ballots into the proper ballot box.
 - If a voter is depositing a **polls ballot**:
 - ☐ Direct voter to remove the stub from their voted ballot and deposit the voted ballot into the *Green Ballot Box*.
 - ☐ Issue the voter an "I voted" sticker.
 - If a voter is depositing a **BMD ballot**:
 - ☐ Direct voter to deposit the voted ballot into the *Green BMD Ballot Box*.
 - ☐ Issue the voter an "I voted" sticker.
 - If a voter is returning a **mail ballot that is in an envelope (includes RAVBM)**:
 - ☐ Remind the voter to sign, date, and seal the mail ballot envelope.
 - ☐ Direct the voter to deposit the mail ballot into the *Yellow Ballot Box*.
 - ☐ Issue the voter an "I voted" sticker.
 - If a voter is returning a **mail ballot without a mail ballot envelope**:
 - ☐ Direct the voter to the Check In Clerk.
- ☐ 6. Periodically gather the used *Privacy Sleeves* and raise the small *American flag* to alert the Supervisor to pick up and return them to the Ballot Clerk.
- ☐ 7. During a slow period, complete the *Poll Worker Evaluation of Supervisor* contained in the Supervisor Notebook. Place the completed survey in the envelope provided, seal the envelope, and return it to the Supervisor.
- ☐ 8. Assist the Assistant Supervisor with sealing ballot boxes
- ☐ 9. After the polls close, sign the *Roster Certification*.
- ☐ 10. Assist the Supervisor in closing the polls.
- ☐ 11. Sign out of the Poll Pad.

Providing Assistance to Voters

All voters must be treated with the utmost level of respect and be provided with the same level of service, including the use of appropriate language when speaking to a voter with a disability. Be considerate and patient, anticipate voters' needs, and offer assistance when possible.

- Communication Tools: Wait. Recognize. Listen.
 - Wait. Suppress the instinct to quickly respond or cut off a question. Wait first to process the question, then formulate a reasoned and respectful response.
 - Recognize. Focus on how to recognize other people's feelings, anticipate their needs, be sensitive, accommodating, and courteous in assisting them.
 - Listen. Listen before speaking to understand exactly what the voter is feeling, seeing, needing, and trying to communicate. It is most important to remember to put assumptions aside so poll workers are better able to hear and understand a voter's responses.
- Voters who, for any reason, need or want assistance to vote have the right to receive help to mark a ballot.
- A voter can bring up to two (2) people into the voting booth, or the voter may request assistance from a poll worker.
- A voter who is accompanied by children under the age of 18 may take the children into the voting booth.

Voters with Disabilities

Voters with disabilities have the right to vote privately and independently, the right to have a voting station reasonably modified, the right to have barriers removed from the voting process, and the right to receive additional aid and services. Voters with disabilities have the right to an accessible polling place.

- If a registered voter declares to a poll worker that they need assistance marking the ballot,
 - Ask the voter if they would like to use a *Ballot Marking Device*.
 - Ask the voter if they would like to vote with the personal assistance from up to two (2) people of the voter's choice, e.g. a friend, relative, or Poll Worker.
 - If assistance is provided, the Supervisor must note the voter's name in the *Voter Assistance Log*.

Curbside Voters

Curbside Voting is available at polling locations that are not readily accessible to people with disabilities. Below is the process for curbside voting:

- The voter parks in the allocated parking space for curbside assistance.
- The voter calls the phone number to the Registrar of Voters office on the signage displayed outdoors.
- The voter will be asked to provide the name of the polling place they are located, vehicle make, model, and color.
- The voter will be directed to turn on their vehicle hazard lights.
- The Registrar of Voters office will call the Supervisor on the County issued cell phone to inform them of a voter needs curbside assistance.
- The Assistant Supervisor will:
 - Put on a reflective vest and bring a Poll Pad to the voter to complete the check in process
 - Return to the poll and retrieve:
 - the correct ballot type from the Ballot Clerk
 - two (2) *Privacy Sleeves*
 - a permanent marker
 - “*I Voted*” sticker
 - Allow voter to remove the stub from the ballot
 - Take the voted ballot into polling place to cast inside the green Polls Ballot Box.
 - Provide an ‘*I Voted*’ sticker to the voter.
 - Retrieve privacy sleeves and permanent marker.
 - Record curbside voting assistance on the *Voter Assistance Log*.

Non-English Voters

If a registered voter declares to a poll worker that they need assistance voting because of difficulties with the English language and they are unable to complete their ballot without assistance:

- Determine if the voter speaks Spanish, if so, ask if they would like to use the *Ballot Marking Device*.
- If assistance is needed in a language not available at the polling place the supervisor will call the Supervisor Hotline for bilingual assistance.
- Ask the voter if they would like to vote with the personal assistance from up to two (2) people of the voter’s choice, e.g. a friend, relative, or poll worker.
- Offer the voter the *Translated Sample Ballot Notebook*.
- If assistance is provided, the Supervisor must note the voter’s name in the *Voter Assistance Log*.

Election Day Safety and Emergency Procedures

Safety Procedures

Keeping people safe and maintaining the integrity of the Election is essential to the Registrar of Voters office. Supervisors must take time in the morning to contact polling place building representatives and find emergency exits and shelter areas. Relay this information to each poll worker. Please stress that safety is everyone's responsibility.

If an emergency does arise, never do anything that will put your life, or the lives of others at risk. Call 911. However, if you have time to exit the building safely with specified election material listed below, please do so. You can set up a makeshift voting area outside of the building until you can re-enter the building, or until the Registrar of Voters office provides you alternate polling location information.

The Registrar of Voters office has set up a Supervisor Hotline that you should call if there is an emergency at your polling place. When you are safe from danger, please call that number and the Registrar of Voters office will give you instructions on what to do next.

The items that should be evacuated if it is safe to do so are:

1. Ballot boxes containing voted ballots
2. Poll Pad(s)
3. Un-voted Ballots
4. Supervisor's Notebook

Go to a location away from the building and away from danger. Call the Supervisor Hotline and let the Registrar of Voters office know what is happening and you will receive further instructions. If you contact 911, let them know that you are calling from a polling place.

Emergency Procedures

➤ Fire

- Immediately notify a member of the facility's staff.
- Utilize the nearest fire extinguisher if you observe a small, contained fire.
- If a facility staff member is not nearby, make a determination whether the building must be evacuated and call 911.
- If evacuation is ordered, poll workers should:
 1. Exit the building and gather at the pre-determined gathering point selected by the Supervisor (evacuate voting supplies if it is safe to do so).
 2. Escort any members of the public out and away from the building.
 3. Account for everyone at the gathering point.
 4. Call the Supervisor Hotline.

➤ Power Outage

- Immediately notify a member of the facility's staff.
- If there is sufficient natural or emergency lighting, continue voting process.
- If there is insufficient light and there is another location at the site with sufficient lighting, move the voting area. Be sure to move the directional signs.
- If the power remains off for more than five (5) minutes, call the Supervisor Hotline for further instructions.

Emergency Procedures (continued)

- Earthquake
 - Get under a desk.
 - Make a determination whether the building should be evacuated.
 - If an evacuation is ordered, poll workers should:
 1. Exit the building and gather at the pre-determined gathering point selected by the Supervisor (evacuate voting supplies if it is safe to do so).
 2. Escort any members of the public out and away from the building.
 3. Account for everyone at the gathering point.
 4. Call the Supervisor Hotline.
- Medical Emergency
 - Call 911, and then call the Supervisor Hotline.
 - If a Poll Worker feels that they can assist the victim, they may do so.
 - Notify a member of the facility's staff.
- Crisis Awareness
 - If you see something that concerns you, say something to a supervisor. Do not investigate. Move to a secure area.
 - If you receive a bomb threat, notify your Supervisor. Dial 911, evacuate the building and contact the Supervisor Hotline.
 - If there is an active shooter, follow these three basic steps, (Run. Hide. Fight).
 - Run: Get to a safe place as quickly as possible.
 - Hide: Find a secure location, lock all doors, lay low, silence your cell phone and any electronic devices, and keep silent until help arrives.
 - Fight: If you are unable to run and hide, protect yourself.
- Flood
 - Immediately notify a member of the facility's staff.
 - Find safe shelter right away.
 - Do not walk, swim or drive through flood waters.
 - Remember, just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
 - Stay off bridges over fast-moving water.
 - Depending on the type of flooding:
 - Evacuate if told to do so.
 - Move to higher ground or a higher floor.
 - Elevate ballot boxes containing voted ballots and un-voted ballots to keep them dry.
 - Call the Supervisor Hotline.

Observer Overview

There are three types of observers. Each is described below with expected Election Day standards as outlined in Cal. Elec. Code §§ 2300 (a) (9) (A), (B), 14221, 14223(a), (b).

Poll Watchers

- **Definition**
 - An individual who observes voting processes and procedures in a polling place.
- **Allowed**
 - Watchers may view the Poll Pad
 - Watchers may witness and verify each step in the conduct of the election from prior to the opening of the polls through the completion of the count and announcement of the results.
- **Not Allowed**
 - Watchers may not touch the Poll Pad
 - Watchers may not hinder the voting process or disturb voters.
 - Watchers may not speak to anyone in the voting area except the Supervisor.
 - Watchers may not sit at the Check In Table.
 - Watchers may not go behind a *Ballot Marking Device*.
 - Watchers may not offer food or drinks or any other item at the polling place. Poll workers are not allowed to accept food or drinks or any other item from any special interest groups or candidates.

Media Observers

- **Definition**
 - An observer with valid and current media credentials from the media.
- **Allowed**
 - Members of the media may view the *Poll Pad*.
 - Members of the media may witness and verify each step in the conduct of the election from prior to the opening of the polls through the completion of the count and announcement of the results.
- **Not Allowed**
 - Members of the media may not touch the *Poll Pad*.
 - Members of the media may not interfere with the election process.
 - Members of the media may not hinder voting or disturb voters.
 - Members of the media may not conduct interviews within 25 feet of the entrance to the polling place.
 - Media should be encouraged by the Supervisor to respect the privacy of voters.
 - Members of the media are not permitted to photograph or reproduce images of a voter without the voter's permission.
 - Members of the media are not permitted to photograph or reproduce a voter's voted ballot.

Official Observers

➤ Definition

- An observer appointed by either the state or federal government.

➤ Allowed

- Official observers may view the Poll Pad(s).
- Official observers may witness and verify each step in the conduct of the election from prior to the opening of the polls through the completion of the count and announcement of the results.
- Official observers may touch and review the *Voter List Notebook* at the Supervisor's Table.

➤ Not Allowed

- Official observers may not touch Poll Pad(s).
- Official observers may not hinder the voting process or disturb voters.
- Official observers may not speak to anyone in the voting area except the Supervisor.
- Official observers may not remove the *Voter List Notebook* from the voting area.
- Official observers may not sit at the Check in Table.
- Official observers may not go behind a *Ballot Marking Device*



Checklist for Closing the Polls: Election Day

SUPERVISOR: Each task MUST BE checked off after it has been completed.

Finish Processing Voters

- ☐ 1. **Supervisor** – At 7:30 p.m., announce “**The polls will close in thirty (30) minutes.**”
- ☐ 2. **Supervisor** – At 8:00 p.m., announce, “**The polls are now closed.**”
- ☐ 3. **Supervisor** – At 8:00 p.m., do not allow anyone else to get in line to vote, but allow those already in line to complete the voting process. Pass out *After Hours Voting Tickets* (starting at the last voter) to those voters in line at 8:00 p.m. to ensure that only those voters in line when the polls closed are processed. **Note: Doors are to remain unlocked, as the public may observe closing procedures.**
- ☐ 4. **Check In Clerk** – Finish processing any voters who have *After Hours Voting Tickets*.
- ☐ 5. **Supervisor** – Once the last voter cast their ballot, submit a “Polls Are Now Closed” ticket in *iTrack*.
- ☐ 6. **Supervisor** – Synchronize **ALL** green poll pads before placing them back into the pre-delivered cage.

Ballot Delivery

- ☐ 1. **Assistant Supervisor and Support Clerk** – Retrieve the *Official Ballot Box Seals* from the ‘Closing Ballot Box Seals’ sleeve located in the ‘Closing the Polls’ section of the *Supervisor Notebook*.
- ☐ 2. **Assistant Supervisor and Support Clerk** – Sign the seals, and seal the opening of the green, yellow, and red ballot boxes.
- ☐ 3. **Supervisor and Assistant Supervisor** – Confirm the address of the Supply Depot using the *Polling Place Information Sheet* in the *Supervisor Notebook*.
- ☐ 4. **Supervisor** – Retrieve the *Assistant Supervisor Ballot Box Delivery Log* from the ‘Closing the Polls’ section of the *Supervisor Notebook*. Give the Assistant Supervisor the *Ballot Box Delivery Log* and the sealed *Ballot Boxes* to be immediately delivered to the Supply Depot.
- ☐ 5. **Assistant Supervisor and Clerk** – Retrieve the *Assistant Supervisor Ballot Box Delivery Log* and complete steps 1 through 4.
- ☐ 6. **Supervisor** - Complete step 5 of the *Assistant Supervisor Ballot Box Delivery Log*.
- ☐ 7. **Assistant Supervisor and Clerk** – Sign out on green *Poll Pad* and sign *Roster Certification*
- ☐ 8. **Assistant Supervisor and Clerk** – Complete steps 6 through 8 and record your mileage on the *Assistant Supervisor Ballot Box Delivery Log* and deliver the following to the Supply Depot drop-off location:
 - ☐ Sealed Green Ballot Boxes containing voted poll ballots.
 - ☐ Sealed Green BMD Ballot Boxes containing voted BMD ballots.
 - ☐ Sealed Yellow Ballot Boxes containing voted mail ballots.
 - ☐ Sealed Red Ballot Boxes containing voted provisional ballots

All Sealed Ballot Boxes, those containing ballots AND those that are empty, are to be returned to the depot by the Assistant Supervisor and a passenger.

Polling Place Breakdown

- ☐ 1. **Supervisor & Ballot Clerk(s) –**
 - ☐ Using the *Ballot Inventory Form* and *Ballot Inventory Checklist* from the ‘Operating the Polls’ section of the *Supervisor Notebook*, record the remaining quantity of each ballot type.
 - ☐ Count the number of spoiled ballots within the *Spoiled and Surrendered Return Box* and record it on the *Ballot Inventory Form*.
 - ☐ Retrieve an *Official Ballot Box Seal* from the *Closing Ballot Box Seals* sleeve located in the ‘Closing the Polls’ section of the *Supervisor Notebook*, along with a second poll worker sign the seal and seal the opening of the *Spoiled and Surrendered Return Box*.
 - ☐ Using the *Official Ballot Box Seal* from the *Closing Ballot Box Seals* sleeve located in the ‘Closing the Polls’ section of the *Supervisor Notebook*, along with a second poll worker seal the *Ballot Supply Cartons* that contain any unused ballots.
- ☐ 2. **Supervisor & Technical Clerk(s) – Breakdown the BMD’s**
 - ☐ Collect any unused *Privacy Sleeves* from the BMD Voting Booths and place in the *Polling Place Supply Cage*.
 - ☐ Complete “Part 2: Breaking down the BMD” of the *Ballot Marking Device Checklist* to disassemble the Ballot Marking Devices and printers.
 - ☐ Return the completed *Ballot Marking Device Checklist* to the Supervisor Notebook.
 - ☐ Collect the *Ticket Collection Bag* and place it in the *Check In Table Bag*.
- ☐ 3. **Supervisor & Check In Clerk(s) – Breakdown the Check In Table(s)**
 - ☐ Synchronize ALL green Poll Pads.
 - ☐ Unplug the Poll Pads and printers from the Check In Table and the Supervisor Table.
 - ☐ Remove Poll Pads from their stand arms and place them inside the correct green case by verifying matching tag numbers.
 - ☐ Return all *After Hours Voting Tickets* to the *Ticket Collection Bag* in the red *Supervisor Table Bag*.
 - ☐ Return the small *American flags* to the *Polling Place Supply Tote*.
 - ☐ Return all other items on the Check In Table to the green *Check In Table Bag*.
- ☐ 4. **Ballot Clerk(s) – Breakdown the Ballot Table(s)**
 - ☐ Close and seal the *Ticket Collection Bag* and place with green *Check In Table Bag*
 - ☐ Collect any unused *Privacy Sleeves* from the Ballot Table and place in the *Supply Cage*.
 - ☐ Return the small *American flags* to the *Polling Place Supply Tote*.
 - ☐ Return the pens and permanent black markers to the *Polling Place Supply Tote*.
- ☐ 5. **Support Clerk(s) – Breakdown the Ballot Box Table(s)**
 - ☐ Collect any *Privacy Sleeves* on the Ballot Box Table and place in the *Supply Cage*.
 - ☐ Return the small *American Flag* to the *Polling Place Supply Tote*.
 - ☐ Return the “*I Voted*” *Stickers* to the *Polling Place Supply Tote*.

Polling Place Breakdown (continued)

- ☐ 6. **Supervisor(s) – Breakdown the Assistant/Supervisor Table**
- ☐ Gather all items that came from the red *Supervisor Table Bag*, place any completed Voter Registration Cards, Change of Address/Party forms, Poll Worker Applications, Unsigned Mail Ballot Envelope Statement, and/or Signature Verification form in the red *Supervisor Table Bag* for return to the Supply Depot.
 - ☐ Obtain the *Supervisor Supply Delivery Log* from the Closing the Polls section of the *Supervisor Notebook*.
 - ☐ Place the green *Check In Table Bag*, the red *Supervisor Table Bag*, and the *Supervisor Notebook* in the *Supervisor Supply Bag*.
 - ☐ Place the cell phone, charger, and accessories in the cell phone bag and place on top of the *Supervisor Supply Bag*.
- ☐ 7. **All Poll Workers**
- ☐ Take down the standard and universal voting booths and place them in their cases. Leave the voting booths at the polling place for pick-up by ROV.
 - ☐ Take down all posters and signs and put them back into the *Polling Place Supply Tote* along with any remaining supplies.
 - ☐ Return the tables and chairs back to their original places and clean-up the voting area.
 - ☐ **Sign out on a green Poll Pad and sign the Roster Certification.**
- ☐ 8. **Supervisor – Lock the Supply Cage.**
- ☐ 9. **Supervisor – Thank your poll workers for their service.**
- ☐ 10. **Supervisor – Return items to Supply Depot**

Deliver Polling Place Supplies and Equipment

- ☐ 1. **Supervisor – Complete steps 1 through 3 on the *Supervisor Supply Delivery Log* and prepare to deliver the following to the Supply Depot (See *Polling Place Information Sheet* for your assigned Supply Depot location).**
- *Supervisor Supply Bag* containing the *Supervisor Notebook*, *Green Check In Table Bag* and *Red Supervisor Table Bag*.
 - Cell phone, chargers and any accessories.
 - Empty Ballot Supply Cartons containing ballot spines (if any).
 - Sealed Ballot Supply Cartons containing unused ballots.
 - Sealed Spoiled and Surrendered Return Box
- ☐ 2. **Supervisor – Once at the assigned Supply Depot location, complete steps 4 through 6 and record your mileage on the *Supervisor Supply Delivery Log*. Submit the above list of items to the Supply Depot Team. The Supply Depot Team will use the *Supervisor Supply Delivery Log* to be sure that all items are returned.**
- ☐ 3. **Supervisor – If you have any closing problems, or do not think you will arrive at the Supply Depot by 9:30 p.m., call the Supervisor Hotline as soon as possible.**

Rules Governing Behavior

All poll workers must abide by the following rules when working at the polls on Election Day.

On Election Day – DO:

- ✓ Be friendly, courteous, and professional.
- ✓ Wear comfortable shoes and attire that is appropriate for your role as a representative of the San Bernardino County Registrar of Voters.
- ✓ Wear an approved Registrar of Voters name tag.
- ✓ Always remain politically neutral.
- ✓ Ensure that voting machines and supplies are secure.
- ✓ Bring appropriate reading materials for slow periods.
- ✓ Bring snacks, meals and drinks (With the approval of the Supervisor, a designated poll worker may leave the polling place to pick-up meals for the rest of the poll workers at the polling place).
- ✓ Bring needed medications.

On Election Day – DO NOT:

- ⊗ Do not use cell phones, laptops, notebooks, etc. in the presence of voters.
- ⊗ Do not discuss candidates, parties, or politics within 100 feet of the polling place entrance.
- ⊗ Do not smoke or use tobacco products at the polling place.
- ⊗ Do not bring pets, radios, TV's, alcoholic beverages, or political items.
- ⊗ Do not leave the polling place unless instructed to do so.
- ⊗ Do not wear campaign attire (hats, pins, shirts, etc.) within 100 feet of the polling place entrance.
- ⊗ Do not react to emotional voters.

Rules Regarding Payment of Poll Workers

Payment Distribution:


- All non-County Employee poll workers, regardless of position, will be paid approximately six (6) weeks after Election Day.
- A social security number is required to process your stipend check. *Social Security Number Request Forms* are issued and completed at Poll Worker Training. Failure to complete a *Social Security Number Request Form* may result in a delay in processing your payment.
- Payments will be sent by mail and cannot be picked up in person. If your address or personal information changes, it is your responsibility to immediately notify the Election Worker Department.
- Failure to promptly return Registrar of Voters office property and supplies on Election Day, or upon demand, may result in delay or denial of all payments.
- To be paid for any training, poll workers must report to their assigned polling place and work the entire Election Day. Refusal to accept your assignment for Election Day, failure to complete your Election Day assignment, or disqualification will result in forfeiture of all payments including training classes attended and compensation for working on Election Day.

Compensation Breakdown:

- All Clerks are paid \$285 for completing an Election Day assignment and attending one Poll Worker Training Class.
- All Technical Clerks are paid \$315 for completing an Election Day assignment and attending one Poll Worker Training Class and one Technical Clerk Training Class.
- Assistant Supervisors are paid \$350 plus mileage for completing an Election Day assignment and attending one Poll Worker Training Class and one Supervisor Training Class.
- Supervisors are paid \$390 plus mileage for completing an Election Day assignment and attending one Poll Worker Training Class and one Supervisor Training Class.
- Bilingual workers are paid an additional \$20 **ONLY IF APPOINTED** by the Election Worker Department after successfully completing an oral test as required.

Mileage Compensation:

- Poll workers assigned to use their personal vehicle to complete Election Day related duties shall receive reimbursement for mileage.
- Mileage is reimbursed to poll workers who are responsible for the following:
 - Driving to the Supply Depot to pick-up Polling Place supplies.
 - Driving to the Polling Place to conduct a pre-election inspection.
 - Driving to the Supply Depot on Election Night to drop-off voted ballots.
 - Driving to the Supply Depot on Election Night to drop-off supervisor supplies.

Mileage must be recorded on the *Declaration of Duties form*, *Assistant Supervisor Ballot Box Delivery Log*, and *Supervisor Supply Delivery Log*. Failure to report mileage will result in forfeiture of all payments for mileage due for using a personal vehicle to complete Election Day related duties. Calls reporting mileage to the Registrar of Voters office will not be  accepted.

County Employees:

- County employees will code their Election hours (training and Election Day) in EMACS to the TRC "Polls." Employees will receive their Election Day pay in their regular county paycheck.
- Be sure to follow the Mileage Compensation procedures above. Mileage payments will be paid approximately six (6) weeks after Election Day and should be reflected on their regular paycheck.

Acceptable Forms of Identification

Poll workers must not ask a voter to provide their identification unless the *Poll Pad* clearly states identification is required.

Valid Photo Identification

Any of the following forms of identification, provided that the identification is current and includes the name and photograph of the individual presenting it, are acceptable forms of identification. Examples of photo identification include, but are not limited to:

- Driver's license or identification card of any state
- Passport
- Employee identification card
- Identification card provided by a commercial establishment
- Credit or debit card
- Military identification card
- Student identification card
- Health club identification card
- Insurance plan identification card
- Public housing identification card

Valid Identification with Name and Address

Any of the following documents, provided that the document includes the name and address of the individual presenting it, and is dated after the date of the last General Election (November 8, 2022), unless the document is intended to be of a permanent nature, such as a pardon or discharge certificate:

- Utility bill or bank statement
- Government check or government paycheck
- Document issued by a governmental agency
- Sample ballot or other official elections document issued by a government agency, dated for the election in which the individual is providing it as proof of residency or identity
- Voter notification card issued by a government agency
- Public housing identification card issued by a governmental agency
- Lease or rental statement or agreement issued by a governmental agency
- Discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence or other matter
- Public transportation authority senior citizen and disabled account cards issued by a governmental agency
- Identification documents issued by governmental disability agencies
- Identification documents issued by governmental homeless shelters and other government temporary or transitional facilities
- Drug prescription issued by a government doctor or other governmental health care provider
- Property tax statement issued by a governmental agency
- Vehicle registration issued by a governmental agency
- Vehicle certificate of ownership issued by a governmental agency

Glossary

Ballot – List of candidates’ names, offices, ballot issues and ballot questions to be voted on in an election. A ballot may consist of multiple cards.

Ballot Box – The box in which voted ballots are deposited.

Ballot Marking Device – Electronic tablet that includes audio and large print capabilities for all voters including those who are blind, visually impaired, or Spanish speaking. A Ballot Marking Device allows voter to mark their ballots electronically on a tablet and enables them to print their results and place printed ballot in the ballot box. The device also allows voters who request assistance to vote independently.

Conditional Voter Registration (CVR) – State law for Californians who miss the deadline to register to vote or update their voter registration information for an election. Eligible citizens who need to register or re-register to vote within 14 days of an election can complete this process to register and vote at their county elections office, polling place, early voting site or vote center.

Electioneering – The display of candidate buttons or badges, handing out sample ballots or other campaign literature, or verbally urging support for, or opposition to, an issue or candidate on the ballot. Electioneering is only allowed beyond 100 feet from the entrance of the polling place. (EC §319.5)

Media Observer – An observer with a valid and current media credential from the media.

Official Observer – Either an observer appointed by the Secretary of State, or an observer appointed by the federal government. Official Observers may be present in all phases of the election process.

Poll Pad – The electronic roster containing the names and addresses of registered voters for a polling place. The voter will electronically sign the Poll Pad.

Poll Watcher – Individual who has been designated by a candidate, campaign, or community organization to inspect polling places during an election.

Poll Worker Manual – Contains reference information for Election Day.

Privacy Sleeve – The cardboard encasement used to return the voted ballots to the *Ballot Box*. The sleeve assures the voters complete privacy in voting.

Provisional Ballot – A regular ballot that is voted and placed in a Provisional envelope. The voter status is verified after Election Day, before the ballot can be counted.

Spoiled Ballot – A ballot on which a voter has made an error and has been marked as “SPOILED.”

Supply Depot – A location designated for the pick-up and return of ballots and election supplies.

Supply Depot Weekend – The weekend before Election Day when Supervisors pick up their ballots and election supplies at their designated Supply Depot.

Voter Registration Card – Form used by a person to register to vote, make changes to their voter registration, or apply for a mail ballot. Extra *Voter Registration Cards* are located in the *Polling Place Supply Bag*.