



ALAMEDA COUNTY  
Registrar of Voters

# VOTE CENTER CAPTAIN TRAINING

NOVEMBER 4, 2025  
STATEWIDE SPECIAL ELECTION



**PLEASE SILENCE YOUR CELL PHONES**



# NOVEMBER 4, 2025

## STATEWIDE SPECIAL ELECTION



ELECTION DAY

4

TUESDAY

WORKING HOURS:

First Day	7:30 a.m. – 6 p.m.
Other Days	8 a.m. – 6 p.m.
Election Day	6 a.m. – 9 p.m.

VOTING HOURS:

9 a.m. – 5 p.m.
9 a.m. – 5 p.m.
7 a.m. – 8 p.m.

NOVEMBER 2025

Su	Mo	Tu	We	Th	Fr	Sa
18	19	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

# TOPICS

**INTRODUCTION**



**OPENING  
PROCEDURES**



**ELECTION DAY  
PROCEDURES**



**CLOSING  
PROCEDURES**



# INTRODUCTION

## WHAT IS NEW?

### 1. New Ballot On Demand (BOD)

- *Printer and Cart (two carts per Vote Center)*

### 2. Cyber Security

### 3. American Sign Language

- *Available at all Vote Centers*

## WHAT IS NEW?

### VOTE CENTERS

- All Vote Centers will be open for the three (3) days for Early Voting and on Election Day. Twenty (20) select locations will be open for ten (10) days for Early Voting and on Election Day
- Available to all Voters that want to vote or drop off their Vote by Mail Ballot, as well as Voters that need assistance, or if damaged or lost Vote by Mail Ballots
- No need to surrender Vote by Mail materials to vote

### VOTE BY MAIL

- Every registered voter will receive a Vote by Mail Ballot for this Election
- Vote by Mail Replacement envelope available at Vote Center.





## WHAT IS NEW?

### NEW VOTING EQUIPMENT

**1. Ballot Marking Touchscreens**

- *Marks and prints Official Ballot*
- *Does not cast/record votes*



**2. Voter Information Guide On Demand Printing available**

**3. Electronic Poll Pad replaces Roster Index**

**4. Ballot On Demand (BOD) Printing**

- *(2) Carts per Vote Center*



## WHAT IS NEW?

### CONDITIONAL PROVISIONAL REGISTRATION FORM (CPR)

- Register and vote the same day
- Conditional Voter Registration and Provisional use one combined envelope called Conditional/Provisional Ballot/Voter Registration Form

The image displays four versions of the Conditional/Provisional Ballot/Voter Registration Form (CPR) arranged in a 2x2 grid. Each form is designed for use by poll workers and includes instructions for completion. The forms are color-coded: English (light blue), Spanish (light green), and Chinese (light orange). Each form has a header section with the title in the respective language, followed by a section for the voter's name and address. Below this is a section for the voter's signature and date. The forms also include a section for the poll worker to fill out, including a section for the voter's registration status and a section for the voter's ballot. The forms are designed to be used by poll workers to register voters and provide them with a ballot on the same day.

## ELECTION OBSERVERS

As in all Elections, Observers must be accommodated. Space should be made for observation.

Observers are members of the public engaged in observing activities at the Vote Center.

Department of Justice Observers will identify themselves; they are allowed to touch Voting Equipment and Documents.

Observers will need to be able to view the Vote Center process and may periodically ask to look at the voting equipment.

If an Observer refuses to respect the rules, the Captain must notify the Election Worker Hotline, (510) 835-7205, immediately.

Observers are limited to:

- Two (2) Observers per Campaign inside the Vote Center at a time.
- Total number of Observers is subject to available space at the Vote Center.





## VOTE CENTER STAFF



### **CAPTAIN**

- Captain leads Vote Center.



### **ASSISTANT CAPTAIN**

- Assistant Captain helps lead Vote Center.

### **JUDGES**

- Judges assist the Captain and Assistant Captain at the Vote Center.



**EARLY VOTING:** 8 AM (7:30 AM, first day of Early Voting) until after Rover Pickup and Vote Center closing  
**ELECTION DAY:** 6 AM until after Rover Pickup and Vote Center closing



# HANDS ON TRAINING

To schedule an appointment, contact: (510) 272-6971



**ROV ARENA CENTER**

7001 Oakport St, Oakland, CA 94621



## CELL PHONE OPERATING INSTRUCTIONS

Phones are assigned as a primary source to contact Registrar of Voters for Election Worker Hotline, Language Assistance, and Ballot Box Scanning.

## POWER ON

***Make sure the screen is facing you with Samsung logo at the top.***

1. Before Early Voting and Election Day, **PRESS & HOLD** the power button located on the right side for a few seconds until the Samsung logo appears and the phone Vibrates.
2. **RELEASE** the power button and wait for the device to fully boot.



**INSTRUCTIONS** for all phone operations can be found in the Election Worker Guide

**BALLOT BOX SCAN**

**VIDEO CALLING**

**LANGUAGE HOTLINES**

**NOTE:** Each Voter Center will receive two (2) cell phones labeled "VOTE CENTER CAPTAIN 'A' PHONE" and "VOTE CENTER JUDGE 'B' PHONE". Power on both cell phones upon receipt and make sure it is fully charged and working. Make sure that you have enough battery life to boot up your phone. If you are not able to turn it on, charge it for 5 MINUTES before attempting again.

**CLOSING – ELECTION DAY**

## CLOSING

1. **POWER OFF** cell phones after Closing Procedures have been completed, including Rover Pick Up.
2. **PLACE CELL PHONE POUCHES**, along with the Poll Worker Card, inside the Captain Supply Box

## PRE-ELECTION DAY RESPONSIBILITIES

## TASK 1: CONFIRM ACCESS TO YOUR VOTE CENTER

1. **CONTACT** the person in charge of the Vote Center location a week prior to confirm that it is available for set-up starting the Friday before Early Voting at 2:00 PM.

## TASK 2: CONTACT ELECTION WORKERS

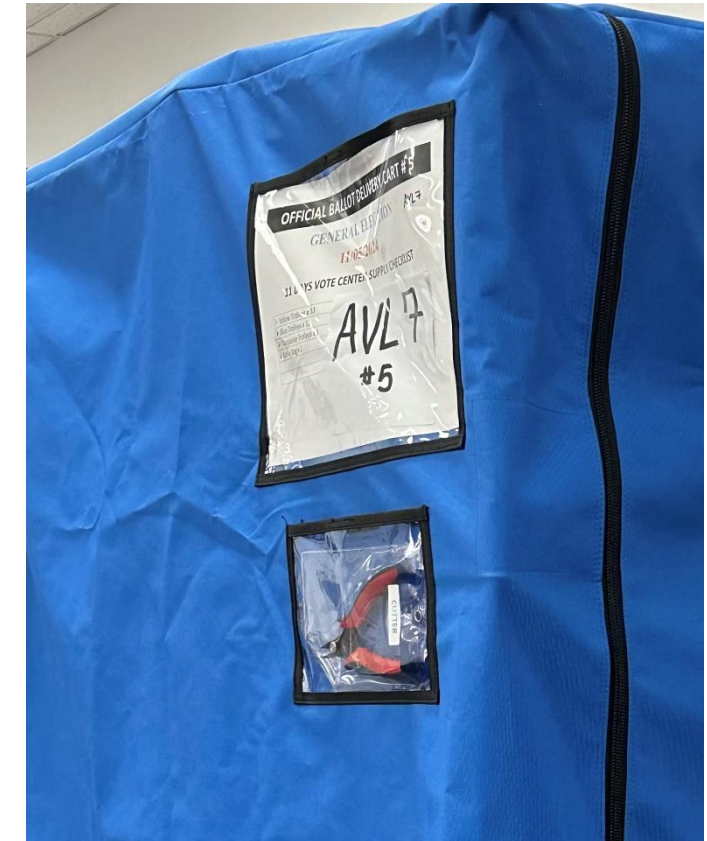
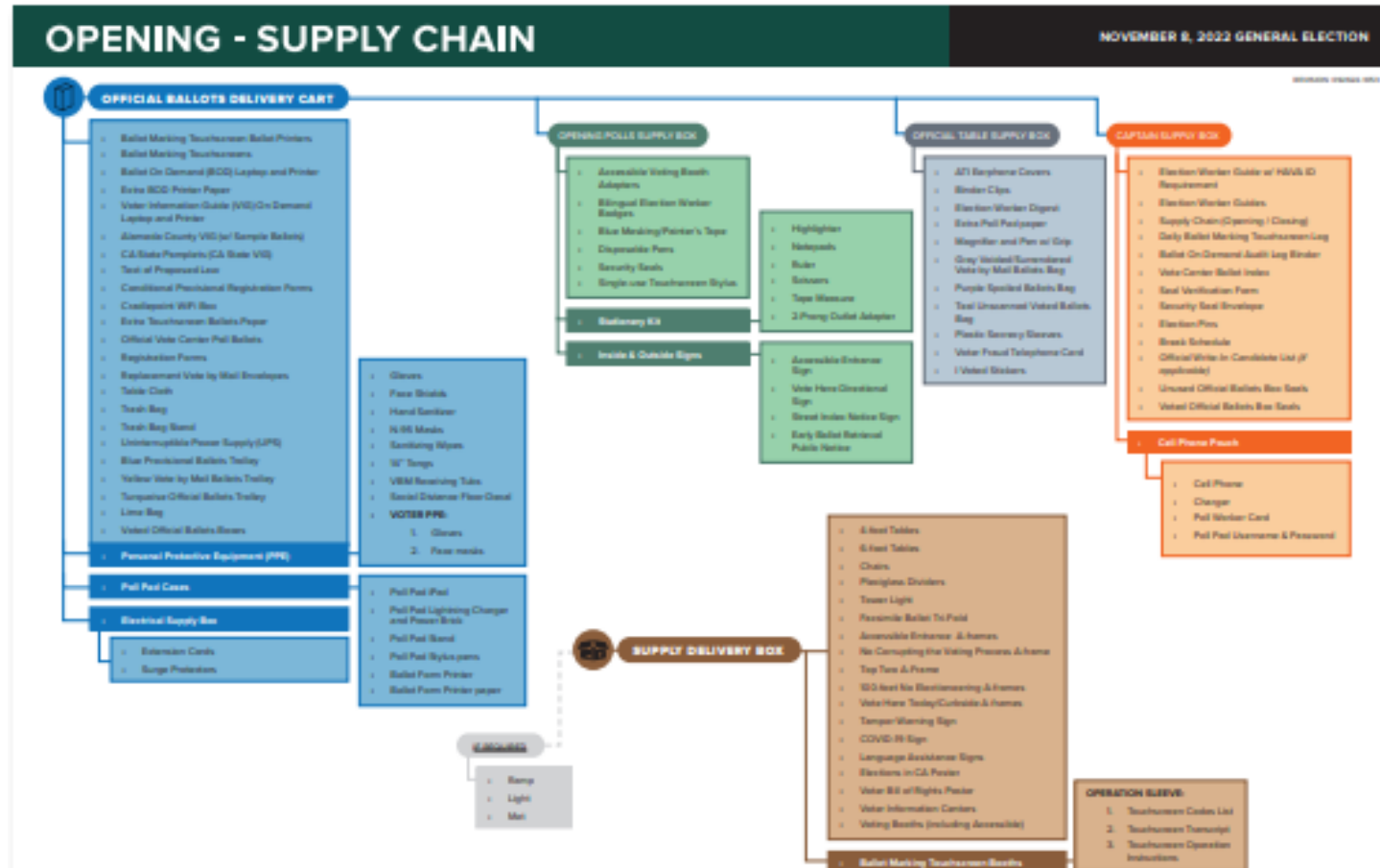
1. **CONFIRM** all listed Election Workers' attendance for Early Voting.
2. **REMIND** all listed Election Workers the time and location to report for duty.
3. **COORDINATE** with the Assistant Captain and up to two (2) Election Workers to assist with setup of the Vote Center at the arranged time on the Friday before Early Voting with the Vote Center contact person.

**NOTE:** If Election Workers cannot be reached or decline to serve on any of the 4 or 11 Voting Days, call Registrar of Voters Election Worker Recruiting **(510) 272-6971**.

# **PRE-ELECTION FRIDAY SETUP**



## THE SUPPLY CHAIN IS LOCATED INSIDE THE CAPTAIN SUPPLY BOX.



The Supply Chain is located in the Captain Supply Box.

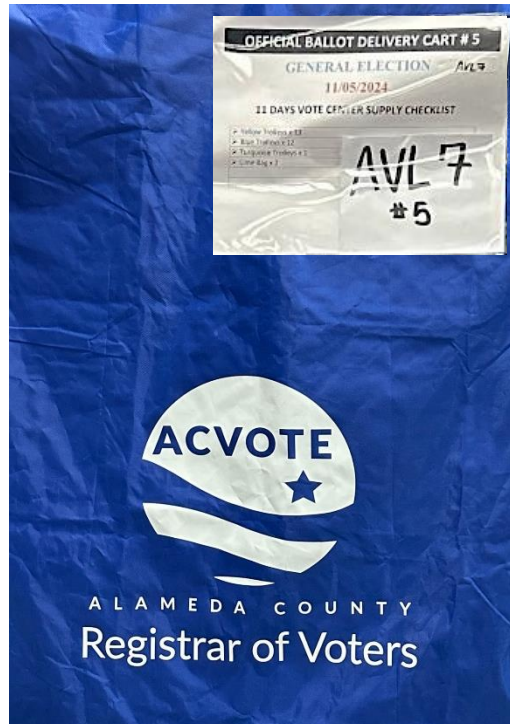
1. **USE** the Supply Chain diagram to assist in finding where supplies are located.

If any supplies are missing, **CONTACT** the Election Worker Hotline at (510) 835-7205.


**NOTE:** This page is a representation of the Supply Chain document, which is located in the Captain Supply Box

# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES



- **EACH OFFICIAL BALLOTS DELIVERY CART** has a list indicating the items within.



**CAPTAIN BOX  
11-DAYS OR 4-DAYS  
VOTE CENTER SUPPLY  
CHECK LIST**

- Election Worker Guide w/ HAVA ID Requirement
- Election Worker Guides
- Supply Chain (Opening / Closing)
- Daily Ballot Marking Touchscreen Log
- Ballot On Demand Audit Log Binder
- Vote Center Ballot Index
- Seal Verification Form
- Security Seal Envelope
- Election Pins
- Break Schedule
- Official Write-In Candidate List (if applicable)
- Unused Official Ballots Box Seals
- Voted Official Ballots Box Seals
- Cell Phone Pouch

- **IMPORTANT ITEMS ARE INCLUDED** in the Captain's Supply Box



# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

### CRADLEPOINT ROUTER SET UP

*SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART*



**SCREW** the two (2) Cradlepoint antennas into the ports. **BEND** them (at the joints) so they are spread out for the best connectivity. **DO NOT SCREW** any into the center port.

**Full connectivity may take up to 15 minutes after Cradlepoint is powered on.** The blue lights on the front determine the signal strength. Blue, orange, and green must be on for full connectivity.

# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

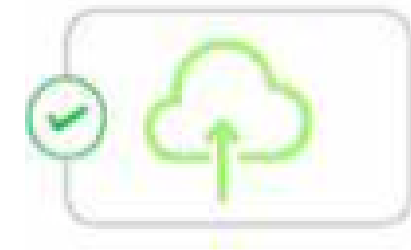
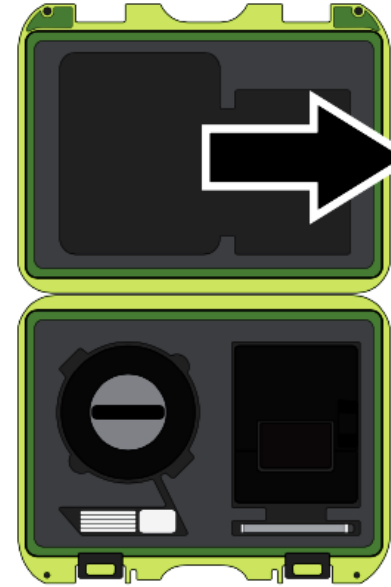
### SYNCHRONIZING POLL PADS

*SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART*

**NOTE:** Poll Pad username and password will be located in the Cell Phone Pouch.

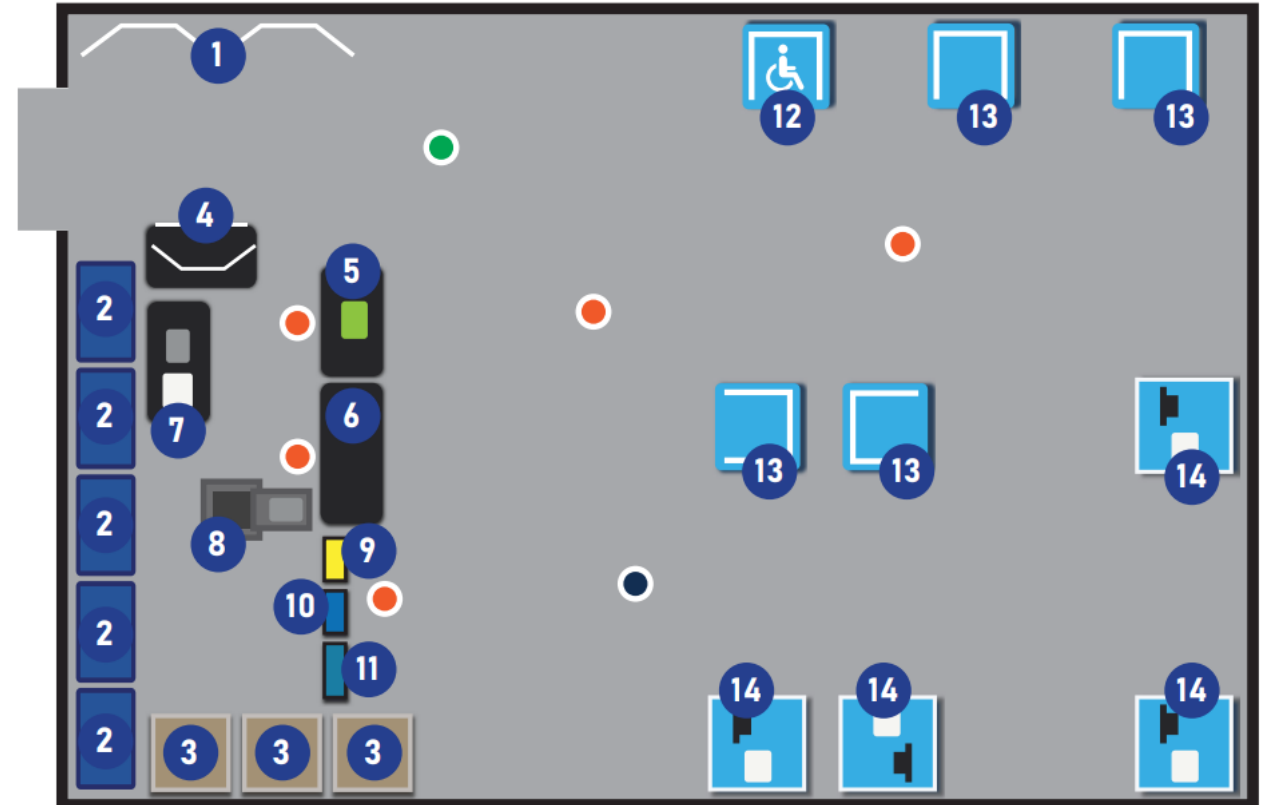
- Poll Pad
  - Turn all Poll Pads on. They will automatically download the most up-to-date required files.
  - Press the cloud icon to confirm that the synchronization is finished.

Turn off and pack away Cradlepoint and Poll Pads back into the Official Ballots Delivery Cart when finished. Seal cart with White Security Seals.



**CREATE A CLEAR PATH** for Voters who may use a wheelchair to maneuver inside the Vote Center.

***The diagram is an example, spaces vary in sizes.***





# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

### SET UP OFFICIAL TABLE

1. **RETRIEVE** the tables from the Supply Delivery Box.
  - Tables are used for the Poll Pad Operator table, BOD (Ballot on Demand) Operator table, and for displaying State and County Voter Information Guides with the Facsimile Ballots Notice Trifold & Language Assistance Sign.

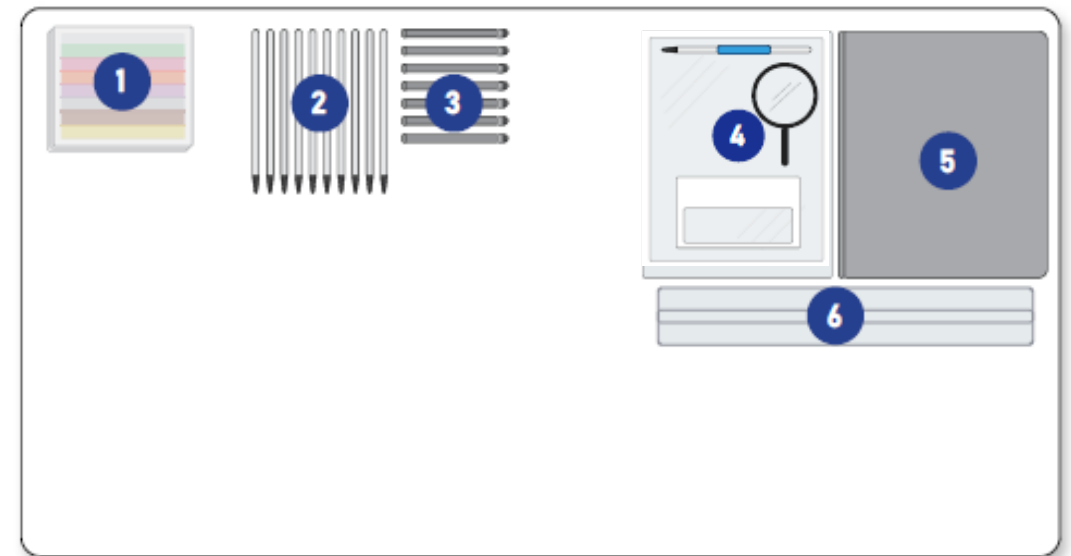
# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

### OFFICIAL TABLE DIAGRAM

#### POLL PAD OPERATOR TABLE

1. Voter Fraud Telephone Cards
2. Pens
3. Touchscreen Stylus
4. Accessible Supplies (Magnifier, Pen with Grip, Signature Guides).
5. Help America Vote Act (HAVA) Binder.
6. Language Hotline Sign with stand



**Note:** The diagram above is an example.

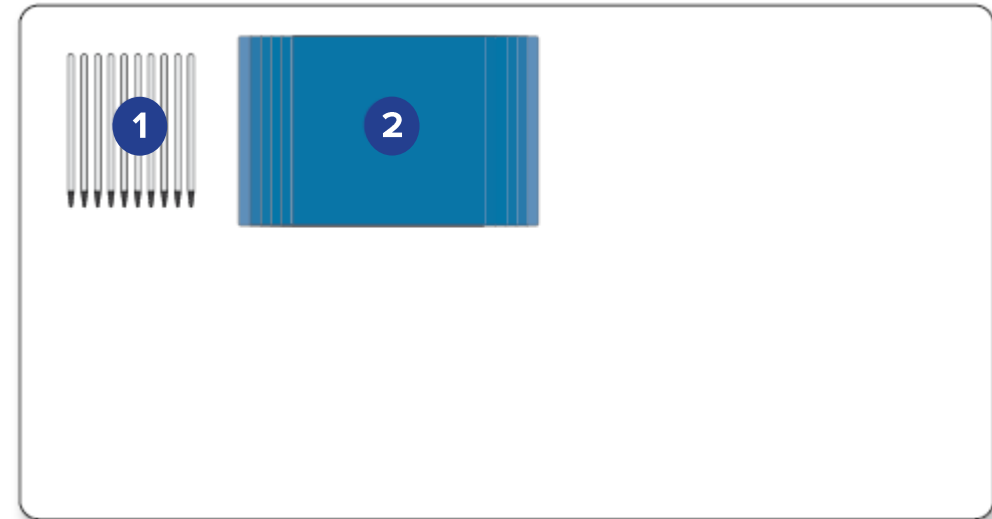
# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

### OFFICIAL TABLE DIAGRAM

#### BALLOT ON DEMAND OPERATOR TABLE

1. Pens
2. Secrecy Sleeves



**Note:** The diagram above is an example.

# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

### LABEL COLORED BAGS

1. While at the Vote Center, **WRITE** the Vote Center Location number on one (1) of each of the labels of the colored bags.
  - Gray Voided/Surrendered Vote by Mail Ballots Bag
  - Purple Spoiled Ballots Bag
  - Teal Unscanned Voted Ballots Bag
  - Lime Bag

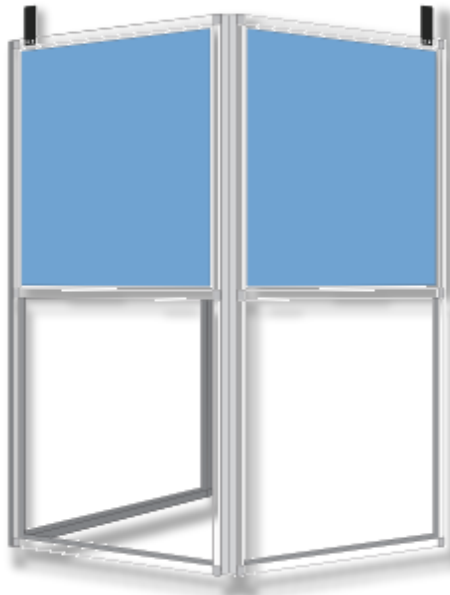


2. **SEAL** the Lime Bag's zipper with a White Security Seal.
3. **RETURN** to the Official Ballots Delivery Cart after labeling.

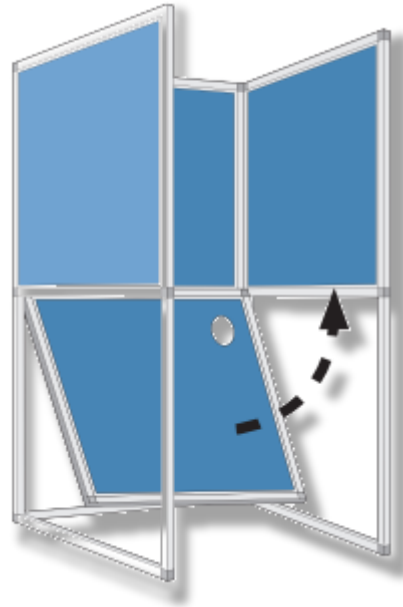
# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

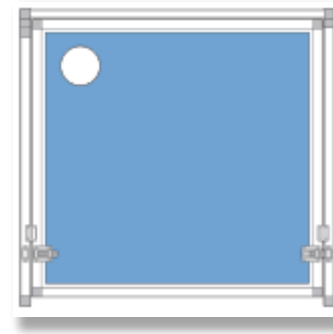
### SET UP TOUCHSCREEN VOTING BOOTH



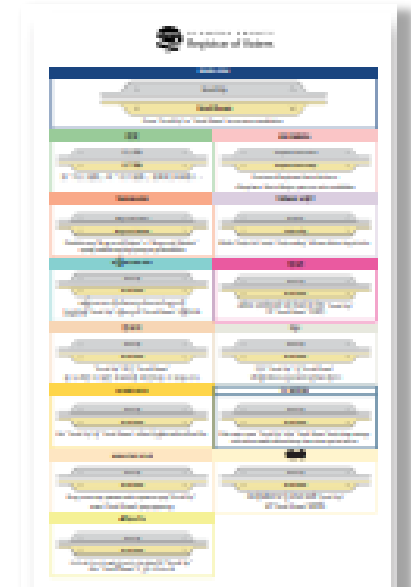
1. **REMOVE** Velcro holding the booth together and **UNFOLD**



2. **LIFT** table from back



3. **LINE UP** latch from underneath the table and **SLIDE** latch to lock and secure.



4. **ATTACH** “Scroll Up/Down” Instructions sign to the front left vertical support using the attached velcro strip. The sign can be found in the Opening Polls Supply Box.

**Note:** The diagram above is an example.



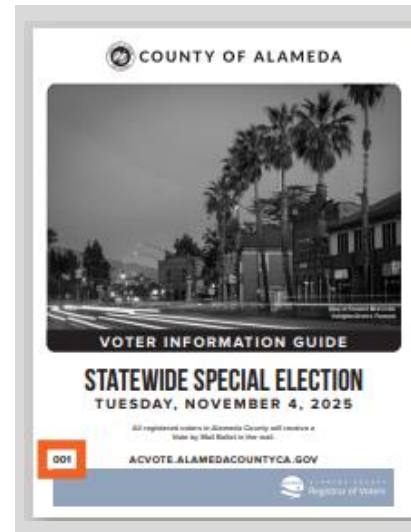
# FRIDAY SETUP

## PRE-ELECTION RESPONSIBILITIES

### INDOOR SETUP

#### FACSIMILE BALLOTS NOTICE TRIFOLD & LANGUAGE ASSISTANCE SIGN

- **PLACE** Tri-fold on a table, beside the Poll Pad Operator Table.
- **TAPE** the Language Assistance Sign on the edge of the table, facing out.
- **DISPLAY** State and County Voter Information Guides on top of the table.



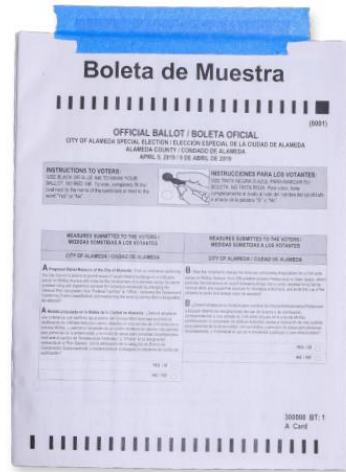
**NOTE:** Make sure there are 5 VIGs in each Ballot Type and language displayed on the table at all times. Replenish the VIGs as necessary. The Ballot Type is located on the lower left side of the VIG (e.g. 001, 002, etc.)

# FRIDAY SETUP

## POST INSIDE SIGNS

- All Signs Must Be Visible And Easily Accessible To Voters And Observers

### SPANISH SAMPLE BALLOT



- **POST** near the Poll Pad table, visible to Voters, after opening to Voter Information Guide Spanish Sample Ballot Page (CEC 14201)

### TAMPER WARNING



- **PLACE** near Touchscreen

### EARLY BALLOT PICK UP



- **PLACE** near the inside of the Vote Center

### VOTER INFORMATION CENTER (VIC)



- **PLACE** anywhere inside the inside of the Vote Center
- **PLACE** the Voter Information Guides of each language on VIC, below their respective columns

### SCROLL UP/DOWN INSTRUCTIONS



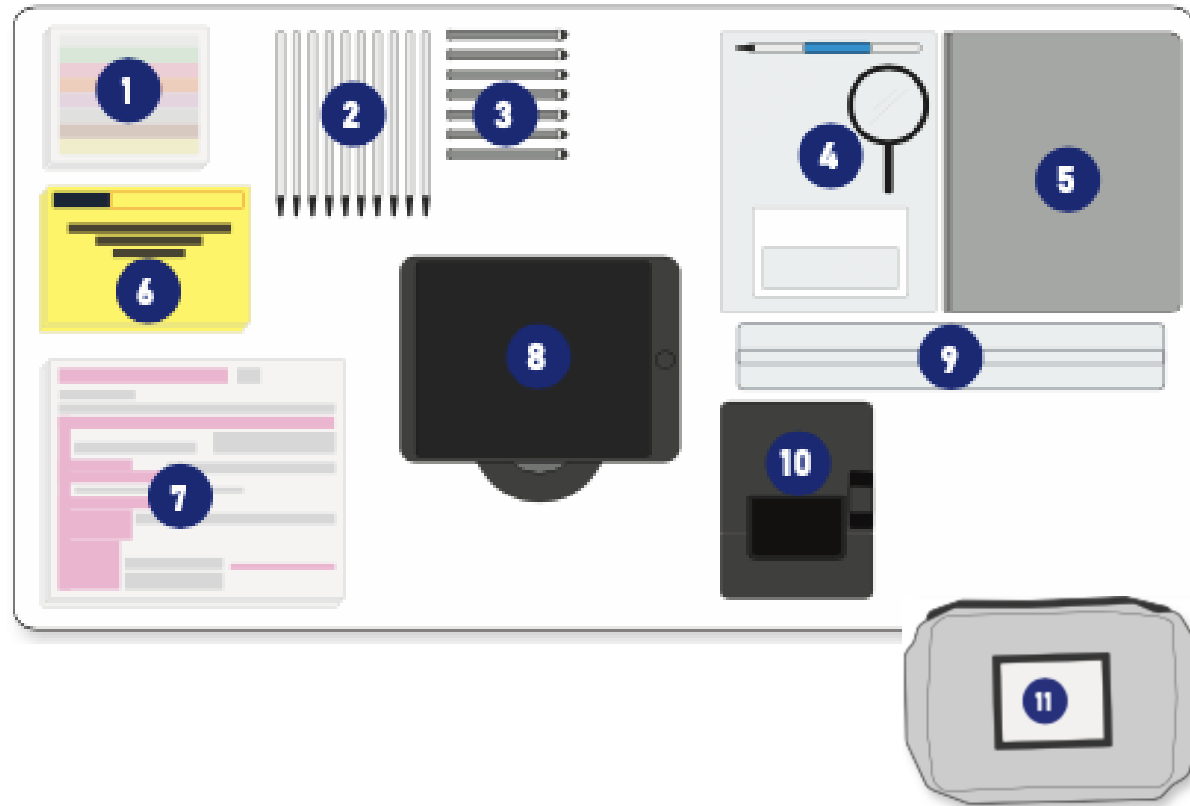
- **ATTACH** sign to the front left vertical support using the attached Velcro strip.

**OPENING**

# OPENING

## OFFICIAL TABLE DIAGRAM

### POLL PAD OPERATOR TABLE



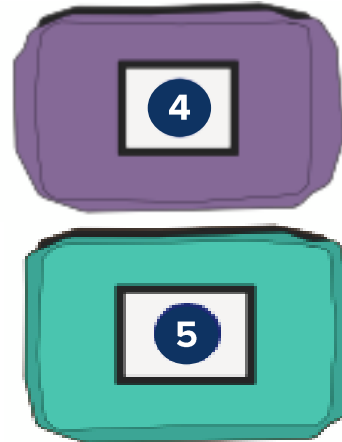
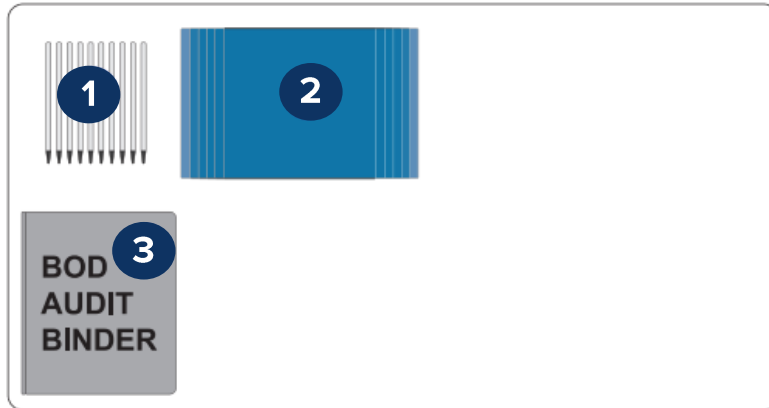
1. Voter Fraud Telephone Cards
2. Pens
3. Touchscreen Stylus
4. Accessible Supplies (Magnifier Sheet, Pen with Grip, Signature Guides, Magnifying Glass)
5. Help America Vote Act (HAVA) Binder
6. Replacement Vote by Mail Envelopes
7. Conditional Provisional Registration Forms
8. Electronic Poll Pad
9. Language Hotline Sign with stand
10. Poll Pad Ballot Form Printer
11. Gray Voided/Surrendered Vote by Mail Ballots Bag

**NOTE:** Registration Forms and Replacement Vote by Mail Envelopes must be within close proximity of the Poll Pad Operator Table

# OPENING

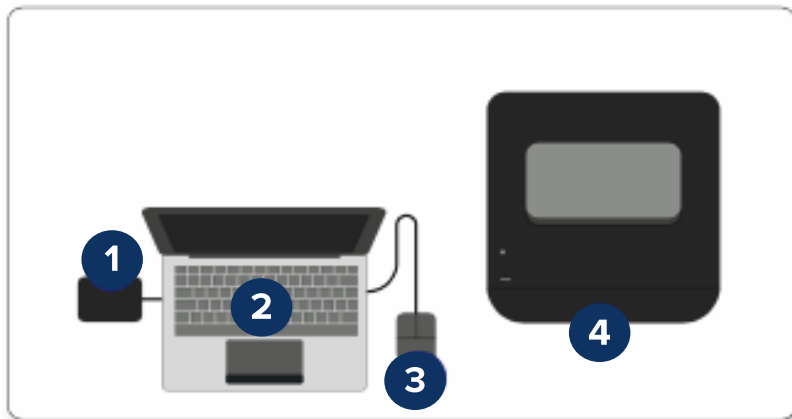
## OFFICIAL TABLE DIAGRAM

### BALLOT ON DEMAND OPERATOR TABLE



1. Pens
  2. Secrecy Sleeves
  3. BOD Audit Binder
  4. Purple Spoiled Ballots Bag\*
  5. Teal Unscanned Voted Ballots Bag (for Voted Vote Center Ballots)\*
- \* Place underneath table

### VOTER INFORMATION GUIDE ON DEMAND TABLE



1. VIG On Demand Solid State Drive
2. VIG On Demand Laptop
3. Mouse
4. VIG On Demand Printer

**NOTE:** All electronic equipment (Poll Pad, BOD Printer and Laptop, VIG On Demand Printer and Laptop) must be set up every morning before opening, starting the Early Voting Saturday. The Diagram above is an example, spaces and set up may vary.



# OPENING

## POST OUTSIDE SIGNS

### VOTE HERE TODAY A-FRAME



- **PLACE** outside Vote Center, pointing in the direction of the Vote Center.

### VOTE HERE TODAY



- **POST** along the path of the travel to the Vote Center, pointing in the direction of the Vote Center.

### ACCESSIBLE ENTRANCE A-FRAME



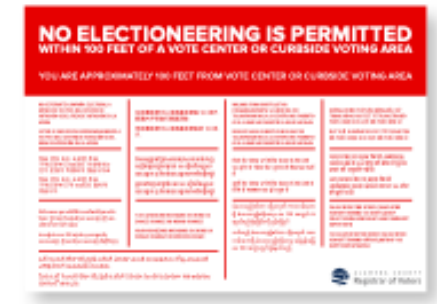
- **PLACE** outside the Vote Center pointing towards an accessible entrance, pointing in the direction of the Vote Center.

### ACCESSIBLE ENTRANCE



- **POST** along the accessible path of travel to the Vote Center, pointing in the direction of the Vote Center.

### VOTE CENTER 100-FEET



- **POST** 100 feet (or 40 steps) in each direction from the main entrance of the Vote Center and the area of Curbside Voting.

**NOTE:** All small directional signs must be visual, within eye-level for persons in wheelchairs, and easily accessible to Voters and Observers.

# OPENING

## POST OUTSIDE SIGNS

### VOTE HERE/CURBSIDE A-FRAME



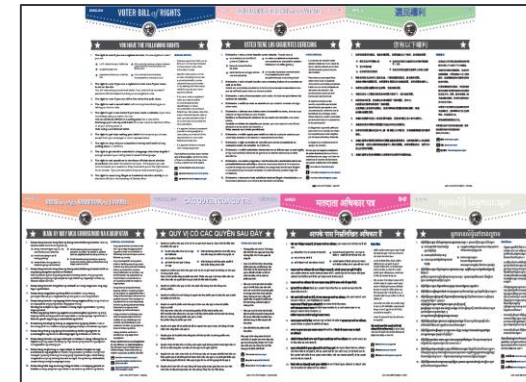
- **PLACE** outside Vote Center, near the curb, preferably by an accessible parking spot.

### ELECTIONEERING & CORRUPTION A-FRAMES



- **PLACE** a set beside the entrance of the Vote Center and another set at the area of Curbside Voting.

### VOTER BILL OF RIGHTS



- Two (2) posters

### VOTE CENTER STREET INDEX



- **POST** these following posters next to the entrance of the Vote Center.

# OPENING

## ANNOUNCE OPENING OF THE POLLS



At the scheduled open time, **STEP OUTSIDE & MAKE THE ANNOUNCEMENT:**

**“THE VOTE CENTER IS NOW OPEN!”**

**ELECTION DAY**

## 1ST VOTER PROCEDURE

D A I L Y

D A I L Y

D A I L Y

The first Voter (either Vote by Mail or in-person) to enter the Vote Center will be processed at the Official Table but will not be given a Ballot or activate a Ballot Marking Touchscreen Ballot until 1st (first) Voter Procedure is complete.

### The first Voter must not be an Election Worker.

- 1. VOTER VERIFIES** all *Ballot Marking Touchscreens* “Total ballots printed” read zero (0).
- 2. VOTER VERIFIES** all **Red Security** Seals on the *Ballot Marking Touchscreens* rear, lower back panel is sealed closed.
- 3. VOTER VERIFIES** all **Blue Security** Seals on the *Ballot Marking Touchscreens* rear, upper back panel is sealed closed.
- 4. VOTER CONFIRMS** the following are empty:
  - *Yellow Vote By Mail Ballots Trolley*
  - *Blue Provisional Ballots Trolley*
  - *Turquoise Official Ballots Trolley*
- 5. THE DEMONSTRATION OFFICER CLOSES & SECURES** each Trolley with a White Security seal.
- 6. PROCESS VOTER**, if in-person Voter.

# POLL PAD OPERATOR

## GREET VOTER



**“Good morning/afternoon!**

We would like to inform you that Facsimile Reference Ballots and language assistance are available, and if we can help you in any way, kindly let us know.”

### IF VOTER DECLINES

**PROCEED** to locate Voter on the Poll Pad.

### IF VOTER REQUESTS ASSISTANCE

1. **ASK VOTER:**  
“How can I be of assistance?”
2. On the Poll Pad, **MARK** the Voter as “Assistance Required” and **SELECT** the reason.

# POLL PAD OPERATOR

## GREET VOTER

### IF VOTER NEEDS LANGUAGE ASSISTANCE:

1. **ASK** Bilingual Election Worker who speaks the same language to help Voter.  
**In case of no Bilingual Election Workers present, USE** Captain Cell Phone to call Language Hotline for assistance (refer to Cell Phone contacts on back page of Election Worker Guide).  
**PROVIDE** the Language Hotline with the Voter's precinct and Ballot Type to further assist.

### IF VOTER WITH DISABILITY REQUESTS ASSISTANCE:

1. **DO NOT ASK** about or mention a Voter's disability.
2. Etiquette Guidelines regarding Disability Sensitivity at the Polls are available in the Election Worker Guide.
3. **FACILITATE** assistance from other Election Workers.

### IF VOTER NEEDS AMERICAN SIGN LANGUAGE (ASL) ASSISTANCE:

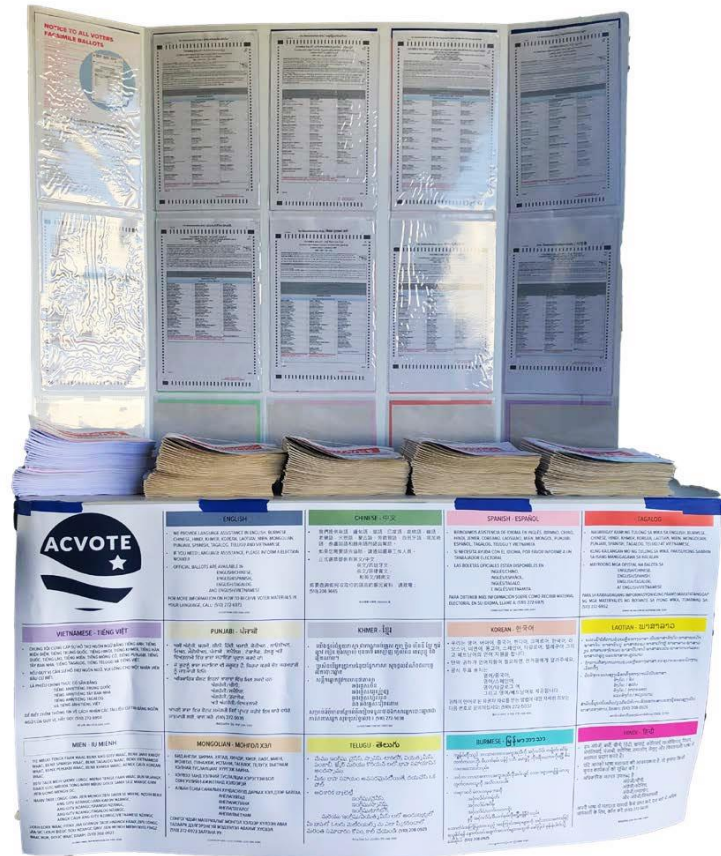
1. Captain should **CALL** Election Worker Hotline, (510) 835-7205



# OFFICIAL TABLE

## POLL PAD OPERATOR

### Facsimile Reference Ballot



#### IF VOTER REQUESTS A FACSIMILE REFERENCE BALLOT:

1. **PROCESS** the Voter. **NOTIFY** the BOD Operator to print a requested language Facsimile Reference Ballot, if available.
2. **INFORM VOTER** that they may use the Facsimile Reference Ballot as a reference to assist them with marking their Official Ballot.

Available in all Vote Centers, as required per Election Code, Section 14201, Facsimile Reference Ballots are provided in languages that Official Ballots are not available in.

*Facsimile Reference Ballots are a translated version of the Official Ballot used to aid the Voter in marking the Official Ballot.*

Facsimile Reference Ballots are printed and provided by the BOD Operator.

#### IF THE LANGUAGE REQUESTED IS NOT AVAILABLE:

**USE** Captain Cell Phone to call Language Hotline for assistance (refer to Cell Phone contacts on back page of Election Worker Guide. **PROVIDE** the language Hotline with the Voter's precinct and Ballot Type to further assist.

# OFFICIAL TABLE

## CONDITIONAL PROVISIONAL REGISTRATION FORM (CPR)

- Conditional Voter Registration and Provisional use one combined envelope called the **Conditional/Provisional Ballot /Voter Registration Form**

CHINESE	SPANISH	TAGALOG	VIETNAMESE
<p><b>CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM</b> 有條件/臨時選票/選民登記表</p> <p>TO BE COMPLETED BY POLL WORKER - 由選票工作人員填寫</p> <p>Instructions for the Poll Worker: 1. Please fill out this form for all voters who are not registered in the state. 2. Please fill out this form for all voters who are not registered in the state. 3. Please fill out this form for all voters who are not registered in the state. 4. Please fill out this form for all voters who are not registered in the state. 5. Please fill out this form for all voters who are not registered in the state. 6. Please fill out this form for all voters who are not registered in the state. 7. Please fill out this form for all voters who are not registered in the state. 8. Please fill out this form for all voters who are not registered in the state. 9. Please fill out this form for all voters who are not registered in the state. 10. Please fill out this form for all voters who are not registered in the state.</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Counting Board or Election Office</p> <p>TO BE COMPLETED BY VOTER - IMPORTANT! READ INFORMATION ON OTHER SIDE - 由選民填寫 - 重要! 請閱讀背面</p> <p>Instructions for Voter: 1. Please fill out this form for all voters who are not registered in the state. 2. Please fill out this form for all voters who are not registered in the state. 3. Please fill out this form for all voters who are not registered in the state. 4. Please fill out this form for all voters who are not registered in the state. 5. Please fill out this form for all voters who are not registered in the state. 6. Please fill out this form for all voters who are not registered in the state. 7. Please fill out this form for all voters who are not registered in the state. 8. Please fill out this form for all voters who are not registered in the state. 9. Please fill out this form for all voters who are not registered in the state. 10. Please fill out this form for all voters who are not registered in the state.</p>	<p><b>CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM</b> FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/PROVINCIAL</p> <p>TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR</p> <p>Instructions for the Poll Worker: 1. Please fill out this form for all voters who are not registered in the state. 2. Please fill out this form for all voters who are not registered in the state. 3. Please fill out this form for all voters who are not registered in the state. 4. Please fill out this form for all voters who are not registered in the state. 5. Please fill out this form for all voters who are not registered in the state. 6. Please fill out this form for all voters who are not registered in the state. 7. Please fill out this form for all voters who are not registered in the state. 8. 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GREEN	PINK	SALMON	LAVENDER

# OFFICIAL TABLE

## POLL PAD SCENARIOS

If the Voter wants to change their name, the Voter is not found on the Poll Pad, the Voter provides a residence address within the state, or the Voter wants to register and vote the same day

### CONDITIONAL VOTER

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM 有條件/臨時選票/選民登記表		CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIO		CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM KONDISYONAL NA-PANSAMANTALANG BALOT/FORM NG PANGAPANGHISTONG NG NG		CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM LÀ PHẪU CỎ ĐIỀU KIỆN/LÀ PHẪU TẠM THỜI/PHẪU ĐƠN GHI DANH CỬ TRI	
<p>TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫</p> <p>Industries by the Voter: 1. Name of Voter: [ ] 2. Name of Polling Place: [ ] 3. Name of Precinct: [ ] 4. Name of County: [ ] 5. Name of State: [ ] 6. Name of City: [ ] 7. Name of Precinct: [ ] 8. Name of County: [ ] 9. Name of State: [ ] 10. Name of City: [ ]</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Counting Board or Election Officer</p>		<p>TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫</p> <p>Industries by the Voter: 1. Name of Voter: [ ] 2. Name of Polling Place: [ ] 3. Name of Precinct: [ ] 4. Name of County: [ ] 5. Name of State: [ ] 6. Name of City: [ ] 7. Name of Precinct: [ ] 8. Name of County: [ ] 9. Name of State: [ ] 10. Name of City: [ ]</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Counting Board or Election Officer</p>		<p>TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫</p> <p>Industries by the Voter: 1. Name of Voter: [ ] 2. Name of Polling Place: [ ] 3. Name of Precinct: [ ] 4. Name of County: [ ] 5. Name of State: [ ] 6. Name of City: [ ] 7. Name of Precinct: [ ] 8. Name of County: [ ] 9. Name of State: [ ] 10. Name of City: [ ]</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Counting Board or Election Officer</p>		<p>TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫</p> <p>Industries by the Voter: 1. Name of Voter: [ ] 2. Name of Polling Place: [ ] 3. Name of Precinct: [ ] 4. Name of County: [ ] 5. Name of State: [ ] 6. Name of City: [ ] 7. Name of Precinct: [ ] 8. Name of County: [ ] 9. Name of State: [ ] 10. Name of City: [ ]</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Counting Board or Election Officer</p>	
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If the Voter's status on the Poll Pad indicates that the Voter has already voted, inactive Voter status, cannot provide ID when their status says, "ID REQUIRED", or the Voter provides an out of state residence address

### PROVISIONAL VOTER





# OFFICIAL TABLE

## DEMONSTRATION OFFICER

### DEPOSITING BALLOTS

#### TURQUOISE OFFICIAL BALLOTS TROLLEY



**NOTE:** The piece of paper (similar to the image) printed by the Ballot Marking Touchscreen is an **OFFICIAL BALLOT** and **must be placed in the Turquoise Official Ballots Trolley** in order for the ballot to be counted.

#### FOR VOTED PAPER AND TOUCHSCREEN BALLOTS

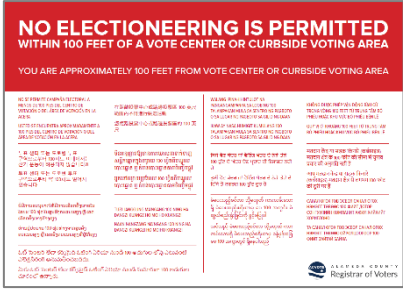


1. From the Secrecy Sleeve, **VOTER DEPOSITS** all Ballots into Turquoise Trolley



# ELECTION SCENARIOS

## ELECTIONEERING



**Electioneering** within 100 feet of the Vote Center, curbside voting, or drop box is prohibited. Violations can lead to fines and/or imprisonment.

If you encounter electioneering, call the Election Worker Hotline at (510) 835-7205.

## MEDIA AT THE VOTE CENTER

Voting is, by necessity and design, a public process. As the purveyors of information to the public, members of the various media may arrive at the Vote Center to cover one or more aspects of the process for their viewers, readers, or listening audience. The media **MAY NOT INTERFERE** with the voting process in any way.

## CAMERAS AT THE VOTE CENTER

California Elections Code section 14291 allows a voter to “voluntarily disclose how he or she voted if that voluntary act does not violate any other law.”

A Voter may now take a photograph of their Ballot (a “Ballot Selfie”) and share it on social media. While “**Ballot Selfies**” are allowed under California law, Election Workers will still need to exercise their discretion as to whether “Ballot Selfies” cause disruptions requiring a response.

## DE-ESCALATION

**De-Escalation** is a method to prevent potential violence. Individuals are encouraged to use purposeful actions, verbal communications, and body language to calm a potentially dangerous situation. Your safety and the safety of others is the highest priority. Maintain a safe distance and avoid being alone with an individual who is combative or potentially violent. If there is a risk of imminent violence, remove yourself from the situation and seek safety.

## DISTURBANCE AT THE VOTE CENTER

If any person is unruly, abusive, or threatens the safety of the Election Worker, Voter, or the orderly conduct of the election in any way, call 911 immediately followed up with a call to the Registrar of Voters' Office Election Worker Hotline (510) 835-7205.

The Registrar of Voters works closely with local law enforcement agencies who have been given location details of all the Vote Centers and 24-Hour Drop Boxes and will respond quickly to any issues.

## ARTIFICIAL INTELLIGENCE CAPABILITIES & CONSIDERATIONS

Artificial intelligence technology has created new challenges for poll workers to consider. Bad actors can fake audio, video, or writing to mimic the voice, likeness, or writing style of public elections officials. Election Workers should call the county elections office to verify instructions that are out of the ordinary.

# ROVER PROCEDURE

## CLOSING PICK-UP - Daily

DAILY

DAILY

DAILY

\***ROVERS** will be wearing a Blue Vest and Rover badge.

- Closing Rover Pick Up begins around **5:00 PM\*** during **Early Voting days** and **8:00 PM\*** on **Election Day**, after Polls close and the last Voter has voted.

\* Time may vary depending on Rover Pick Up route.

- CUT** the White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** it in the Security Seals Envelope.
- OPEN** the Turquoise Official Ballots Trolley, **RETRIEVE** Ballots and **PLACE** into the Voted Official Ballots Box(es).  
*If there are any voted Vote Center Ballots in the Teal Unscanned Voted Ballots Bag, PLACE the entire bag into a separate Voted Official Ballots Box.*
- Without covering the barcode and Vote Center number, **PLACE** Voted Official Ballots Box Seal. **Captain and three (3) other Election Workers** must sign the seal.
- Using the provided Captain Cell Phone, **CAPTAIN OPENS** "PollChief" app and **SCANS** the Voted Ballot Official Box(es).



### 2 PERSON RULE



Any two (2) Election Workers



- SLIDE UP** the tab to close the Yellow Vote by Mail and Blue Provisional Ballots Trolleys. **PLACE** a White Security Seal on each Deposit Slot, ensuring it goes through the tab and the opening of the bottom edge of the deposit slot.
- GIVE ROVER:**
  - Voted Ballot Official Box(es)  
***Do not give any Voted Official Ballots Box(es) if empty***
  - Yellow Vote by Mail Ballots Trolley
  - Blue Provisional Ballots Trolley

## AFTERNOON PICK UP - ELECTION DAY **ONLY**

### VOTED OFFICIAL BALLOTS BOX

*When removing Ballots from the Turquoise Official Ballots Trolley, ANNOUNCE TO THE VOTE CENTER: “I’m the Captain. Transferring ballots to the ‘Voted Official Ballots’ box for delivery to the Registrar of Voters’ Office.”*

### YELLOW VOTE BY MAIL BALLOTS TROLLEY

FIRST afternoon Rover Pick Up begins at 3:00 PM\* on Election Day ONLY.

\* Time may vary depending on Rover Pick Up route.

#### PREPARE the following for Pick Up:

1. **CLOSE AND SEAL** the deposit slot on Trolley with a White Security Seal. Then **SET ASIDE** for Rover.
2. **REPLACE** Yellow Vote by Mail Ballots Trolley with another Yellow Vote by Mail Ballots Trolley by 3:00 PM on Election Day.
3. **PERFORM 1ST VOTER PROCEDURE\*** for Yellow Vote by Mail Ballots Trolley.

*\* As required by the California Secretary of State, the first Voter in each Vote Center must verify the Trolley is empty.*

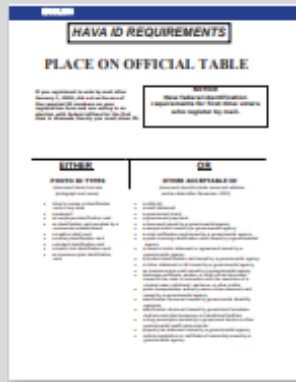


# CLOSING

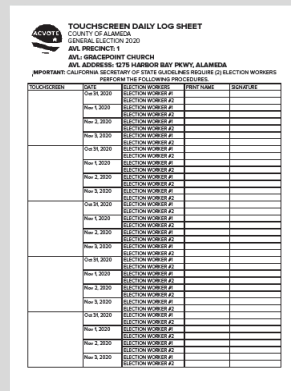
## PACK CAPTAIN SUPPLY BOX

### ELECTION NIGHT

#### HAVA ID REQUIREMENTS BINDER



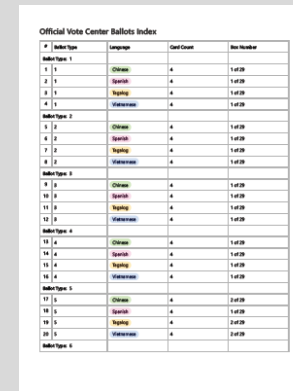
#### TOUCHSCREEN DAILY LOG SHEET



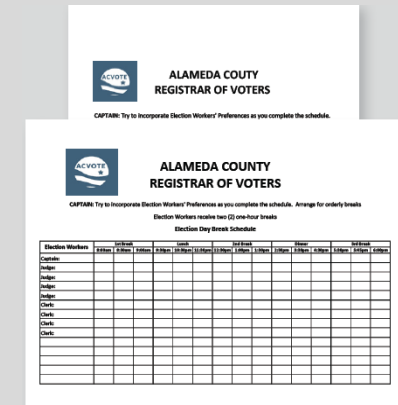
#### SECURITY SEALS ENVELOPE



#### VOTE CENTER BALLOT INDEX



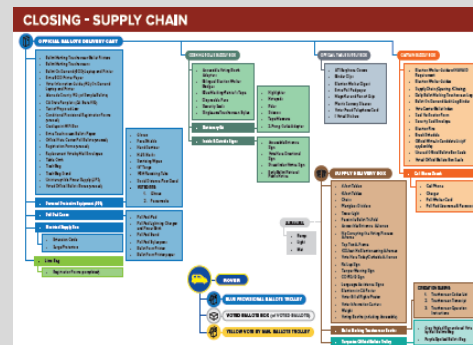
#### BREAK SCHEDULES



#### SEAL VERIFICATION FORMS



#### SUPPLY CHAIN



#### BALLOT ON DEMAND AUDIT BINDER



#### CELL PHONE WITH TOUCHSCREEN POLL WORKER CARDS



#### ADDITIONAL ITEMS:

- EXTRA ELECTION PINS.
- EXTRA ELECTION WORKER GUIDES.
- OFFICIAL WRITE-IN CANDIDATES LIST (if applicable).
- BOD PRINTING CART KEYS W/ LUGGAGE TAG
- EXTRA UNUSED OFFICIAL BALLOTS BOX SEALS.
- EXTRA VOTED OFFICIAL BALLOTS BOX SEALS.



# HANDS ON

## CELLPHONE

1. OPERATING / CLOSING 15
2. BALLOT BOX SCAN 151
3. LANGUAGE HOTLINE 100
4. VIDEO CALLING 101

## CRADLEPOINT & POLL PAD

1. OPENING 44 – 50
2. OPERATING 86-99 & 102 – 105
3. CLOSING 160 – 162

## BALLOT ON DEMAND

1. OPENING 51 – 54
2. OPERATING 109-111 & 114-117
3. CLOSING 163

## VIG ON DEMAND

1. OPENING 55 – 57
2. OPERATING 112 – 113
3. CLOSING 164 – 165

## TOUCHSCREEN

1. OPENING 60 –64 / 71-78
2. OPERATING 137 – 139
3. CLOSING 179 – 183