

ELECTION WORKER GUIDE

**NOVEMBER 4, 2025
STATEWIDE SPECIAL ELECTION**



REVISION: VC20250911-01

1225 FALLON STREET, RM. G-1
OAKLAND, CA 94612
(510) 272-6973

ALAMEDA COUNTY
Registrar of Voters



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FOR URGENT ELECTION WORKER QUESTIONS:

- **Election Worker Hotline:** (510) 835-7205 (Phone line opens the Friday before Early Voting begins)

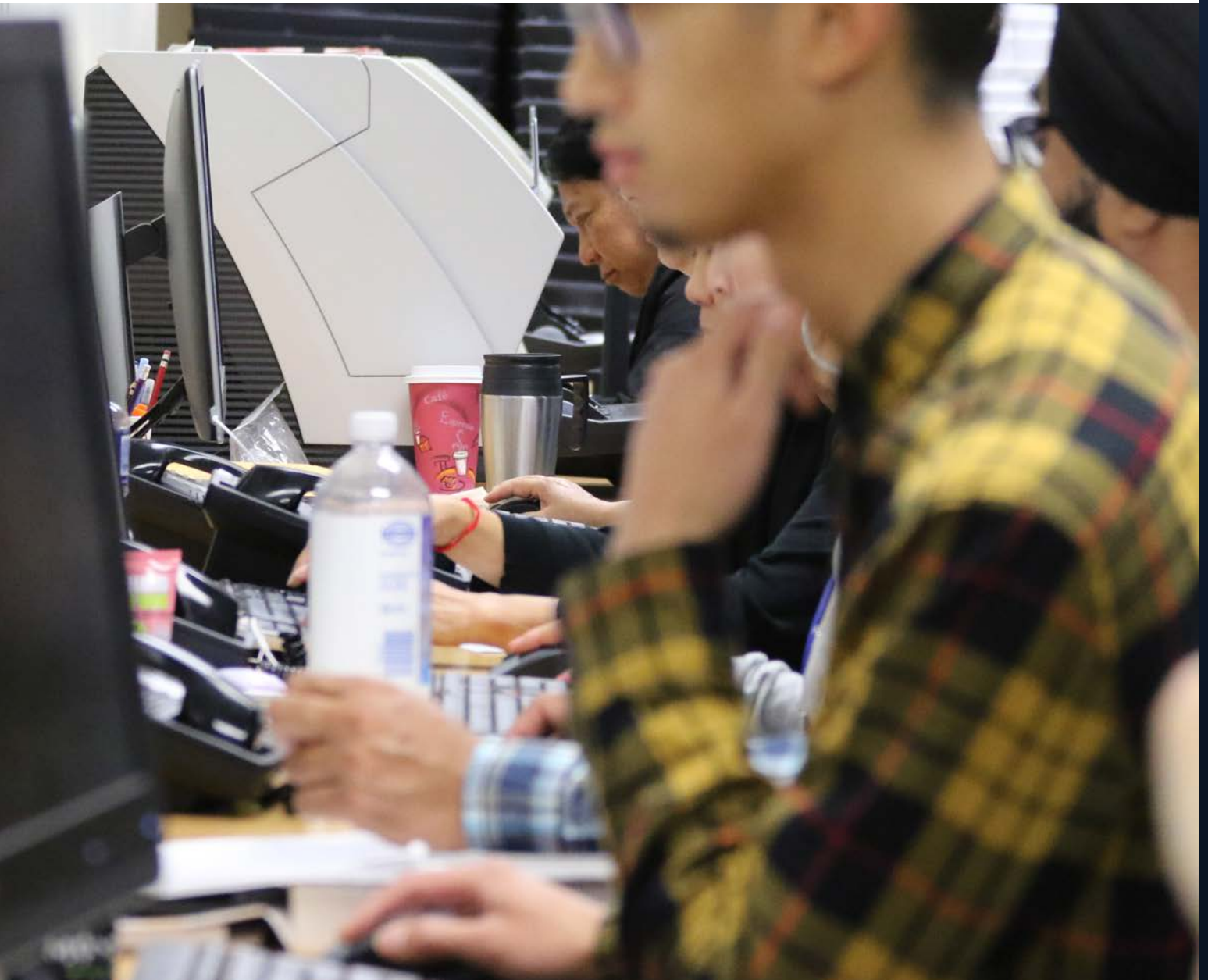
HOTLINE HOURS:

- **Friday before Early Voting:** 8:30 AM – 5 PM
- **Saturday – Monday, during Early Voting:** 8 AM – 6 PM
- **Tuesday, Election Day:** 6 AM – After all Vote Centers close

Video Calling is available. Solve issues quickly and ask to start a video call when you call the Election Worker Hotline.

FOR VOTER QUESTIONS:

- **Alameda County Registrar of Voters:** (510) 272-6973
- **If you suspect fraud, call the California Secretary of State:** (916) 657-2166



ATTENTION ALL ELECTION WORKERS!

The following guidelines are intended to help you on Election Day and help us maintain a good working relationship with all of our Vote Center organizers.

PLEASE REMEMBER: The manner in which you communicate with the Vote Center organizers directly affects whether or not we are able to continue using a facility. Please show consideration for the person(s) allowing us to use their facility. Please keep the following suggestions in mind on Election Day when you are working at the Vote Center.

- Election Workers are not allowed to bring children to the Vote Center.
- We are guests in the Vote Center facility. The Captain should familiarize themselves with the rules. Use tape carefully on the walls or woodwork so that you do not permanently damage the facility. If in doubt, ask first.
- Be polite to the other occupants sharing the space. If major problems occur, call the Registrar of Voters' Office.
- Bilingual Election Workers are present in order to assist the language communities. The Bilingual Election Workers are placed in each Vote Center based on the number of language Voters in that area. Any missing Bilingual Election Worker must be replaced.
- Do not move large furniture without permission.
- The Vote Center organizers are not required to give Election Workers access to bathroom facilities, telephones, and kitchens. If they are offered, please keep them neat. If they are not available, please make other arrangements.
- All Election Workers are an extension of the Registrar of Voters' Office. The manner in which you perform your duties is a direct reflection of our office.
- Election Workers must be dressed in appropriate business casual attire.
- Use of cell phones while serving is STRICTLY PROHIBITED. Please use while on break only.
- Discussion about the election or any political topic is STRICTLY PROHIBITED. If this becomes an issue, call the Registrar of Voters' Office.
- Eating at the Voting area and the Official table is STRICTLY PROHIBITED.

THANK YOU FOR SERVING AS AN ELECTION WORKER!

The Help America Vote Act (HAVA) requires a Voter Bill of Rights to be posted both inside and outside the Vote Center. The Alameda County Registrar of Voters is required to post English, Chinese, Spanish, Tagalog, and Vietnamese versions of this Bill. All Vote Centers will be required to post additional versions in Punjabi, Khmer, Korean, Hindi, Mongolian, Laotian, Burmese, Mien and Telugu. It is your duty to ensure these rights are extended to all Voters.

1. You have the right to cast a Ballot if you are a valid Registered Voter. You are eligible to vote if you are:
 - a U.S. citizen living in California
 - at least 18 years old
 - registered where you currently living
 - not currently serving a state or federal prison term for the conviction of a felony, and
 - not currently found mentally incompetent to vote by a court
2. You have the right to cast a Conditional/Provisional Ballot if your name is not listed on the voting rolls.
3. You have the right to cast a Ballot if you are present and in line at the Vote Center prior to the close of the polls.
4. You have the right to cast a secret Ballot, free from intimidation.
5. You have the right to receive a new Ballot if, prior to casting your Ballot, you believe you made a mistake.
6. You have the right to receive assistance in casting your Ballot, if you are unable to vote without assistance.
7. You have the right to return a completed Vote by Mail Ballot to any 24-hour Ballot Drop Box or Vote Center in the county.
8. You have the right to Election Materials in another language, if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about Election procedures and observe the Election process.
10. You have the right to report any illegal or fraudulent activity to a local Elections Official or to the Secretary of State's Office.

VOTER ASSISTANCE: ACCESSIBILITY ASSISTANCE

The **Americans with Disabilities Act (ADA)** and **Help America Vote Act (HAVA)** require that assistance, equipment, and voting machines be provided to make the voting process available to Voters with a range of needs. For more information on working with Voters requiring assistance, refer to the ***Voters with Disabilities: Sensitivity at the Polls*** (pg. 127-128) of the Election Worker Guide.

INTRODUCTION

INTRODUCTION

VOTE BY MAIL:

- Every Registered Voter will receive a Vote by Mail Ballot for this Election
- Vote by Mail Replacement Envelope will be available



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
- Voting hours are 9 am to 5 pm during days for Early Voting and 7 am to 8 pm on Election Day



NEW VOTING EQUIPMENT:

- Ballot Marking Touchscreens
 - Marks and prints Official Ballot. Does not cast/record votes
- No Scanner
- Voter Information Guide On Demand Printing available
- Electronic Poll Pad replaces Roster Index
- Ballot On Demand (BOD) Printing Cart



CONDITIONAL PROVISIONAL REGISTRATION FORM:

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



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.

GUIDELINES FOR OBSERVERS

Observers are allowed to:

- Observe activity at the Vote Center throughout the day, including Opening and Closing procedures.
- Ask questions, and/or allowed to be directed to the Registrar of Voters, (510) 272-6933, for Election process related questions.
- Visually inspect the integrity of external Security Seals used to secure Voting Equipment with an Election Worker escorting them.
 - Such inspection can only be done when it does not interfere with the privacy of any Voter.

Observers are NOT allowed to:

- Talk to Voters within one hundred (100) feet of the room where voting is taking place.
- Interfere with a Voter's right to privacy.
- Talk with voters who are voting.
- Stop a voter from voting.
- Sit at any table.
- Create distractions or disturbances.
- Campaign or electioneer.
- Talk to Election Workers while they are assisting a voter.
- Modify an election procedure.
- Use cell phones, pagers, cameras, and other audio or video equipment or electronic devices.

TRUSTED ELECTION INFORMATION

The Alameda County Registrar of Voters' Office is committed to ensuring that elections are free, fair, safe, secure, accurate, and accessible. Misinformation, intentional or otherwise, continues to confuse voters and sow distrust in the electoral process.

If voters receive a call or text message with inaccurate information about their voter registration, they can verify their registration status at acvote.alamedacountyca.gov/mvp or contact our office at **1 (800) 834-6454**.

WHAT MAKES UP A VOTE CENTER BOARD?

Persons appointed to serve as Election Workers I* and Election Workers II** for the Vote Center (CEC § 12301).

*Election Workers I work at 4-day Vote Centers

**Election Workers II work at 11-day Vote Centers



CAPTAIN

- Captain is an Election Worker that leads Vote Center.



ASSISTANT CAPTAIN

- Assistant Captain is an Election Worker that helps lead Vote Center.



JUDGES

- Judges are Election Workers that assist Captain and Assistant Captain with the Vote Center.

VOTE CENTER HOURS

VOTING HOURS

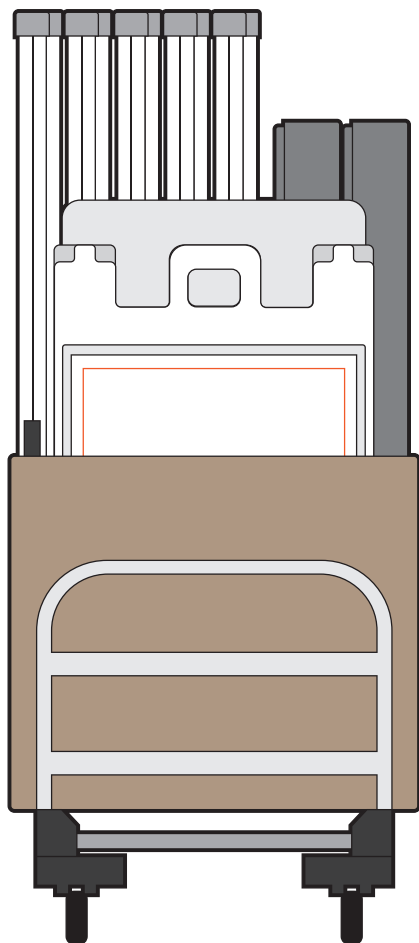
EARLY VOTING: 9 AM to 5 PM

ELECTION DAY: 7 AM to 8 PM

STAFF HOURS

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

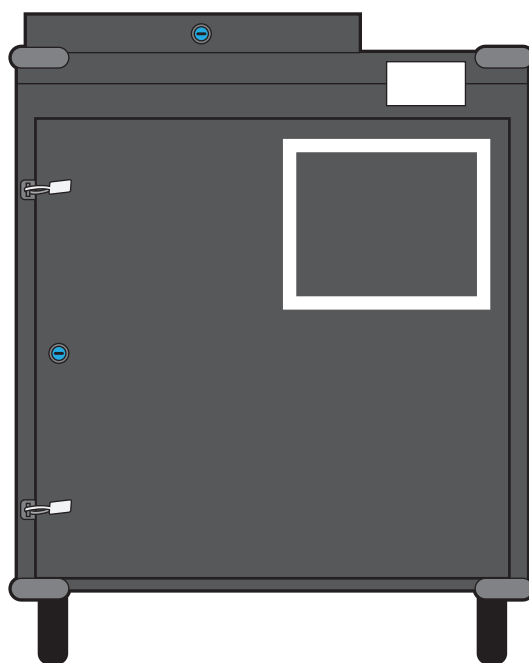
ELECTION DAY: 6 AM until after Rover Pickup and Vote Center closing



SUPPLY DELIVERY BOXES



OFFICIAL BALLOTS DELIVERY CARTS



BALLOT ON DEMAND PRINTING CARTS

NOTE: All delivered materials must have matching labels with the Vote Center (location) number.

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



ARENA CENTER
7001 Oakport Street
Oakland, CA 94621

PRE-ELECTION RESPONSIBILITIES CAPTAIN

PRE-ELECTION RESPONSIBILITIES CAPTAIN

POWER ON

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.

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 they are 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

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.

TASK 1 CONFIRM ACCESS TO THE 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.

PRE-ELECTION RESPONSIBILITIES FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES FRIDAY SETUP

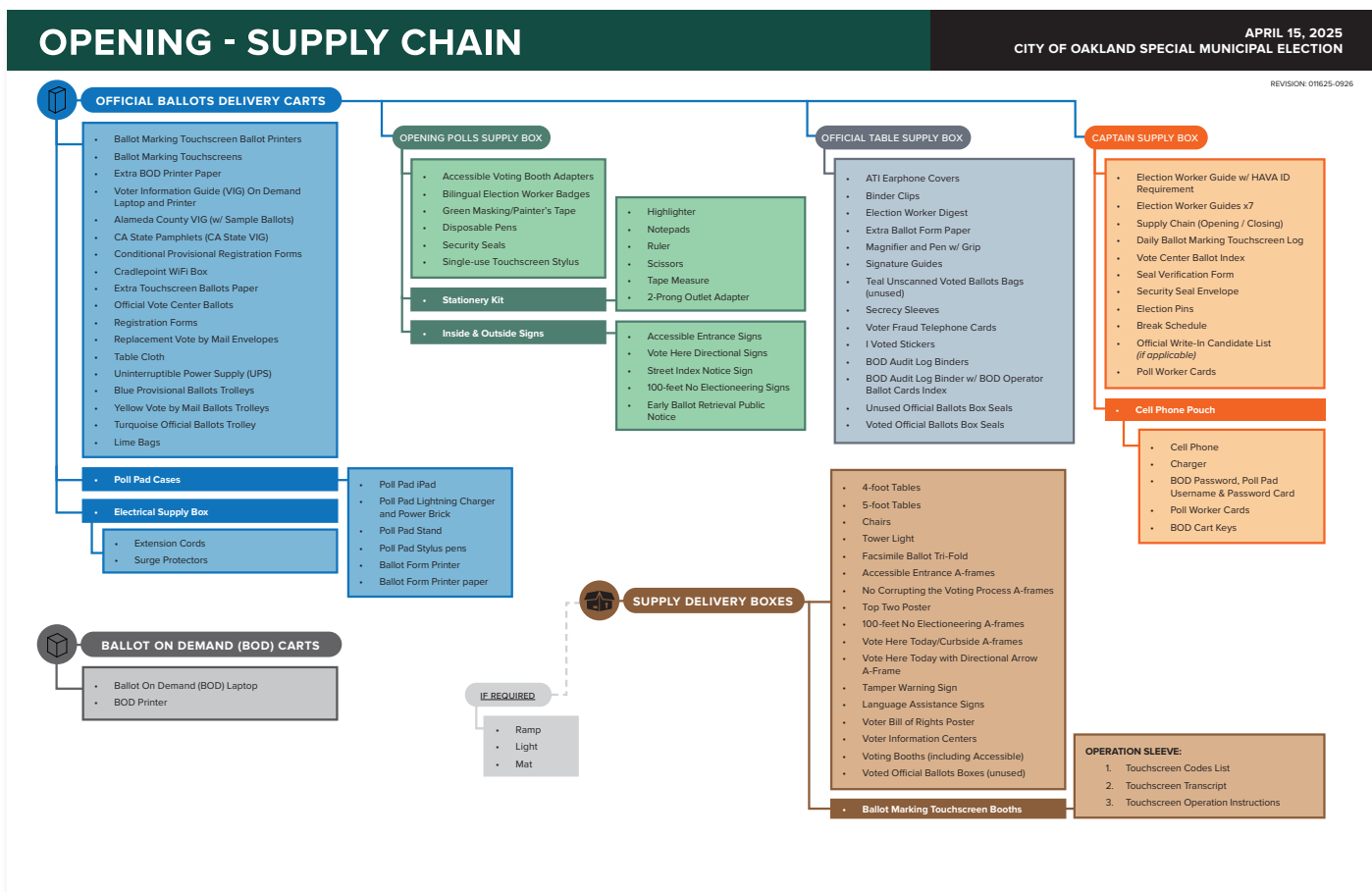
TASK 1 VOTE CENTER NUMBER

1. **CHECK** that the Vote Center Number on all delivered materials matches your assigned Vote Center before setting up:

- Supply Delivery Boxes
- Official Ballots Delivery Carts
- Ballot On Demand Printing Carts

NOTE: If the Vote Center Number is incorrect on any of the items, **CONTACT** the Election Worker Hotline at (510) 835-7205.

TASK 2 LOCATE SUPPLIES



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.

TASK 3 CRADLEPOINT ROUTER SET UP

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



1. The Cradlepoint Internet Router is located within a small cardboard box. **REMOVE** the contents from the Cradlepoint box and its protective foam packaging. **PLACE** it where it would have the best signal, also within a few feet of the Poll Pad. **PLACE** the foam and box aside.

NOTE: Cradlepoint box contains the router, two (2) flat antennas, and one (1) power cable.



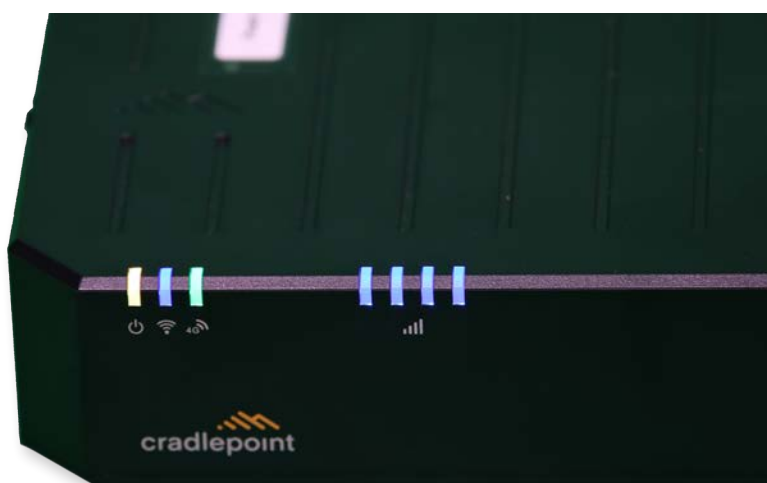
2. **SCREW** the two (2) Cradlepoint antennas into the ports. **BEND** them (at the joints) so they are spread out for the best connectivity. **DO NOT SCREW** any into the center port.



3. **CONNECT** the power cord to the back of the Cradlepoint, **CONNECT** the power cord to a power source, and then **FLIP** the power switch, located beside the connection, upward to turn it on.

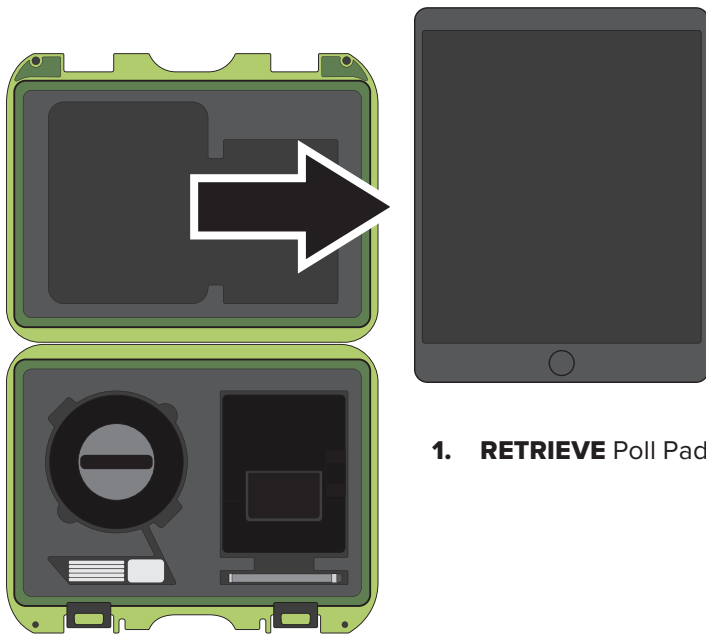
4. **Full connectivity may take up to 15 minutes after Cradlepoint is powered on.** The blue lights on the front determine the signal strength. Blue, orange, and green must be on for full connectivity.

If any of the lights are not on, UNPLUG AND PLUG back in to reconnect. **CALL** Election Worker Hotline to assess.

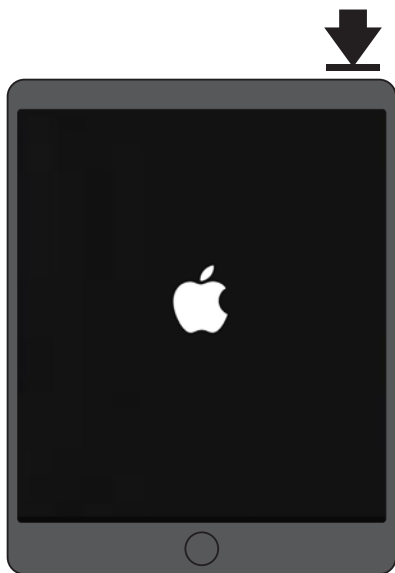


TASK 4 SYNCHRONIZING POLL PADS

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



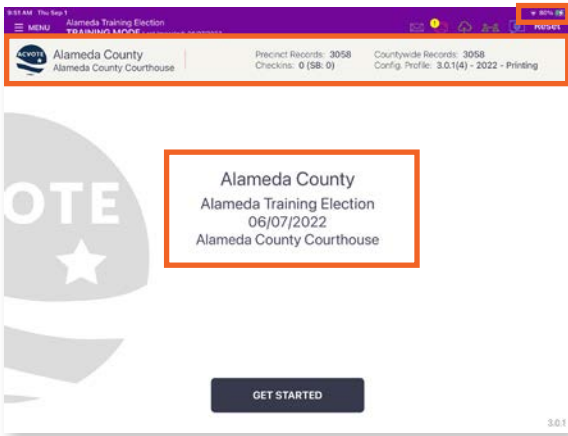
1. **RETRIEVE** Poll Pad from the carrying case lid. **PLACE** case aside.



2. **PRESS** the power button on the top right edge of the unit until you see the Apple logo. **POWER ON** all Poll Pads to begin the synchronization process.

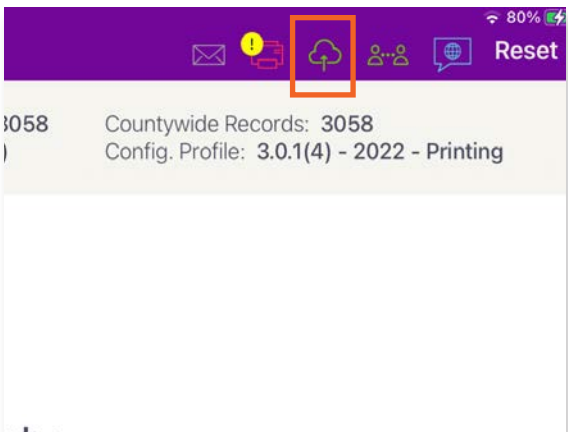


3. **PRESS** the application icon at the bottom of the screen.



4. CHECK THE FOLLOWING:

- Screen says “Alameda County”
- Election name and date
- **IMPORTANT:** Verify the Vote Center location is correct
- Check-in Count = 0
- Battery life is close to full and/or being charged



- The Poll Pad will automatically connect to the Cradlepoint Router's WiFi network. **MAKE SURE** both the cloud icon is green and the Poll Pad is connected to the WiFi. **PRESS** the cloud icon to confirm that the synchronization is finished.

TASK 5 POWER OFF EQUIPMENT



1. After the Poll Pads have finished syncing, on the back of the Cradlepoint, **FLIP** the power switch downward to the OFF position. **REMOVE** power cord from the back of the Cradlepoint and the power source.

NOTE: **PRESS** on the bottom tab of the connector while removing the power cord (*as seen in the photo*).



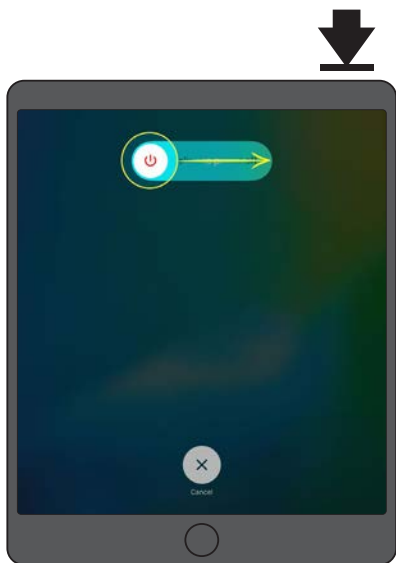


2. **UNSCREW** the antennas from the back of the Cradlepoint. **RETRIEVE** the Cradlepoint box and **PLACE** the antennas and power cord in the box.

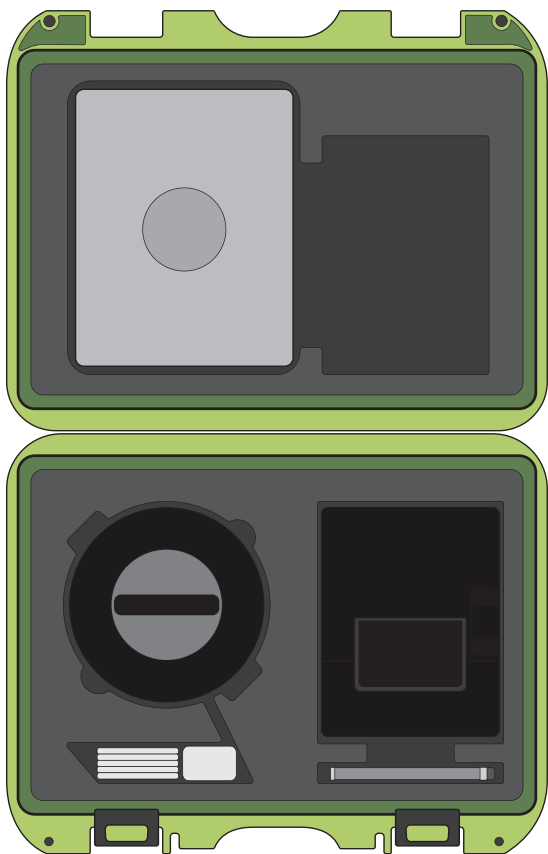


3. **PLACE** the Cradlepoint box back in the Official Ballots Delivery Cart.

TASK 5 POWER OFF EQUIPMENT



5. **TURN OFF** Poll Pad by holding the power button until the screen indicates to "slide to power off" and **FOLLOW** on-screen instructions. **DISCONNECT** the charger from the Poll Pad.



6. **PLACE** the Poll Pad inside the lid of the carrying case and **USE** the velcro strap to secure. **CLOSE** the lid and **SECURE**.
7. **PLACE** Poll Pad case in the Official Ballots Delivery Cart.
8. **SECURE** any opened Official Ballots Delivery Carts with White Security Seals.

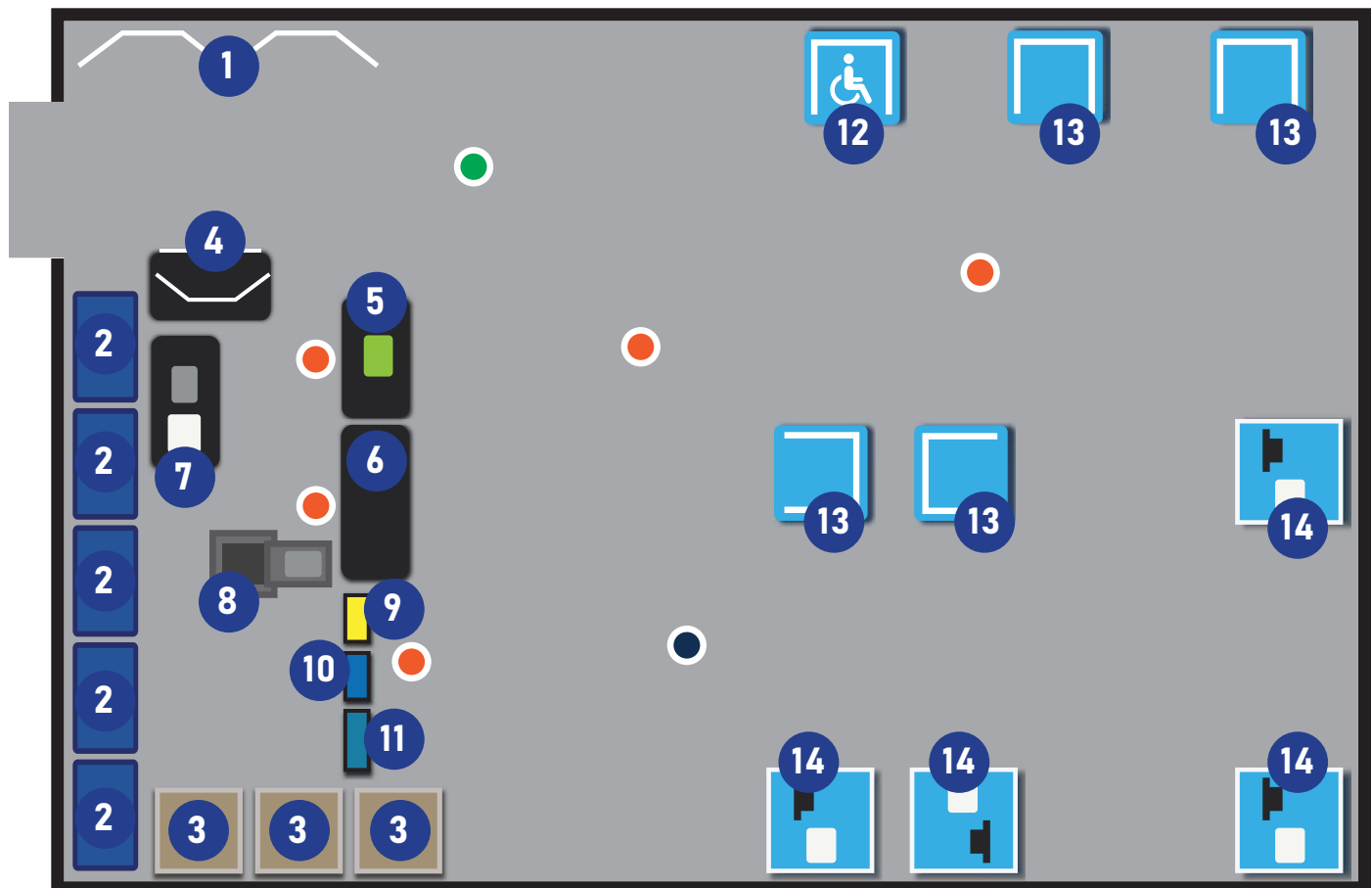
TASK 6 INDOOR SETUP

CREATE A CLEAR PATH for Voters who may use a wheelchair to maneuver inside the Vote Center. *The diagram below is an example, spaces vary in sizes.*

1. Voter Information Centers (VICs)
2. Official Ballots Delivery Carts
3. Supply Delivery Boxes
4. Facsimile Ballot Notice/Language Assistance Display Table
5. Poll Pad Operator Table
6. Ballot On Demand Operator Table
7. Voter Information Guide On Demand Printer Table

8. Ballot On Demand Printing Cart
9. Yellow Vote by Mail Ballots Trolley
10. Blue Provisional Ballots Trolley
11. Turquoise Official Ballots Trolley
12. Accessible Voting Booths*
13. Standard Voting Booths
14. Touchscreen Voting Booths**

*Minimum of one (1) Accessible Voting Booth
 **Minimum of four (4) Touchscreen Voting Booths

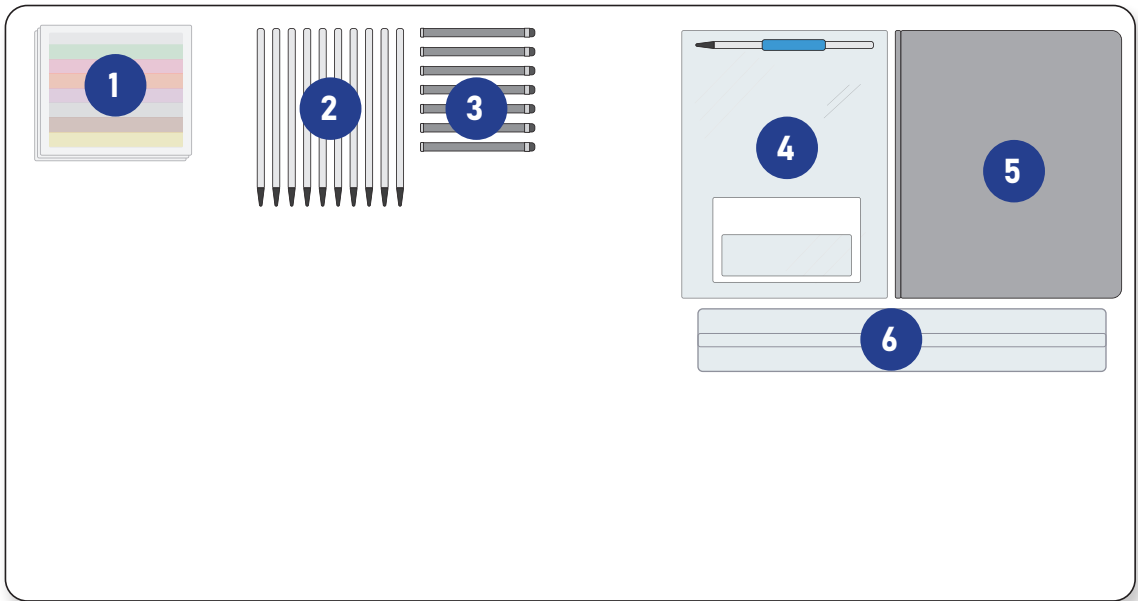


NOTE: BOD, VIG On Demand, and Ballot Marking Touchscreen equipment are only to be set up on Early Voting Days and Election Day.

TASK 7 SET UP OFFICIAL TABLES

1. **RETRIEVE** the 4-foot and 5-foot tables from the Supply Delivery Box:
 - 4-foot tables are used for displaying VIG On Demand and miscellaneous Election Worker supplies placed behind the both Poll Pad and BOD Operator tables, away from the public.
 - 5-foot tables are used for the Poll Pad Operator table, BOD Operator table, and displaying State and County Voter Information Guides with the Facsimile Ballot Notice Tri-fold.

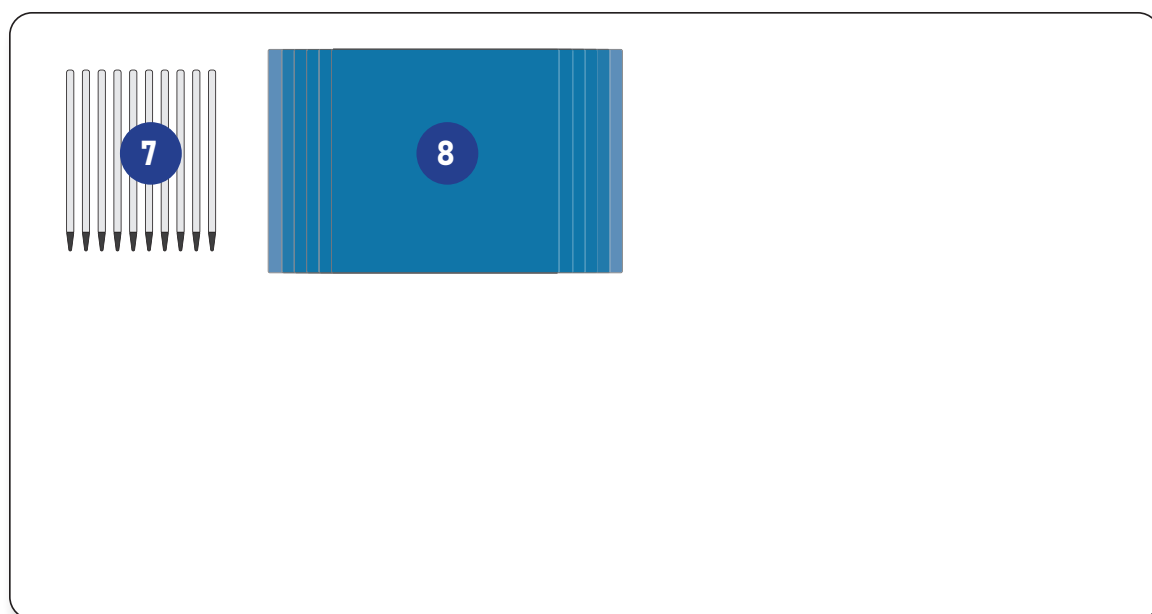
OFFICIAL TABLE DIAGRAM: FRIDAY SET UP



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) Requirements Binder
6. Language Hotline Sign on stand display

NOTE: The diagram above is an example, spaces and set up may vary.

**BALLOT ON DEMAND OPERATOR TABLE**

- 7. Pens
- 8. Secrecy Sleeves

NOTE: The diagram above is an example, spaces and set up may vary.

TASK 8 LABEL COLORED BAGS

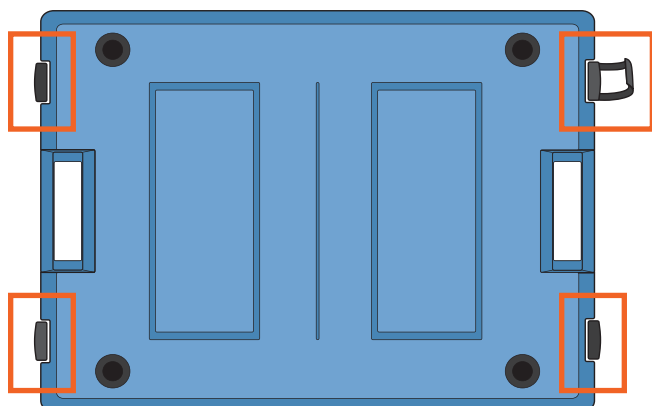
1. While at the Vote Center, **WRITE** the Vote Center Location number on one (1) of each of the labels of the colored bags.
 - Gray Voided/Surrendered Vote by Mail Ballots Bag
 - Purple Spoiled Ballots Bag
 - Teal Unscanned Voted Ballots Bag
 - Lime Bag



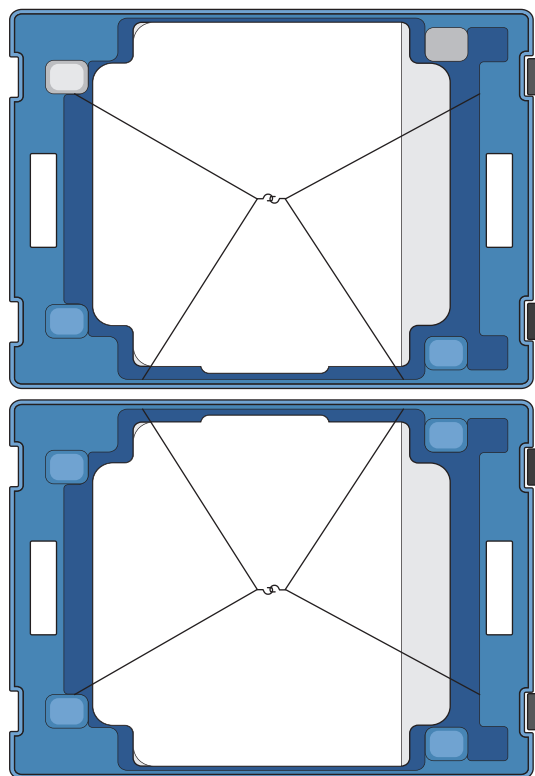
2. **SEAL** the Lime Bag's zipper with a White Security Seal.
3. **RETURN** to the Official Ballots Delivery Cart after labeling.

TASK 9 SET UP VOTING BOOTHS

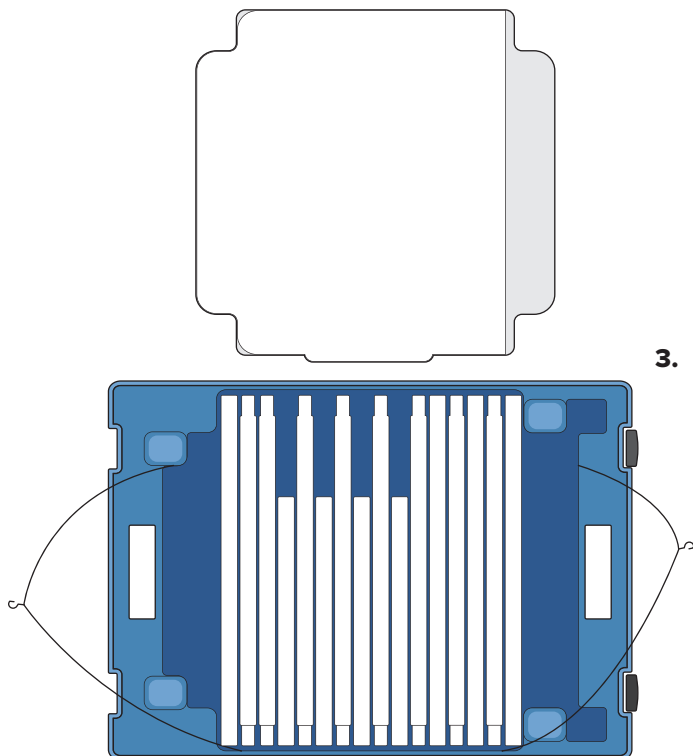
SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



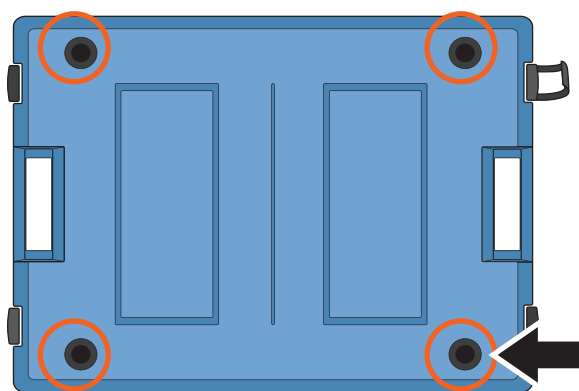
1. **RETRIEVE** the blue plastic cases and **UNLATCH** the black tabs on each side.



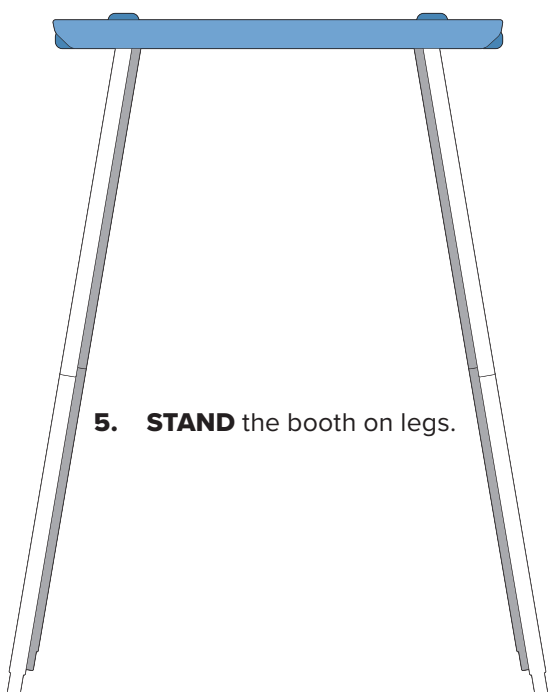
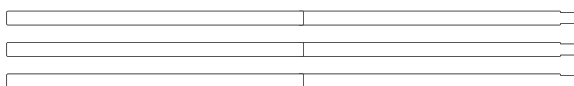
2. **SEPARATE** the two (2) pieces to create two separate voting booths.



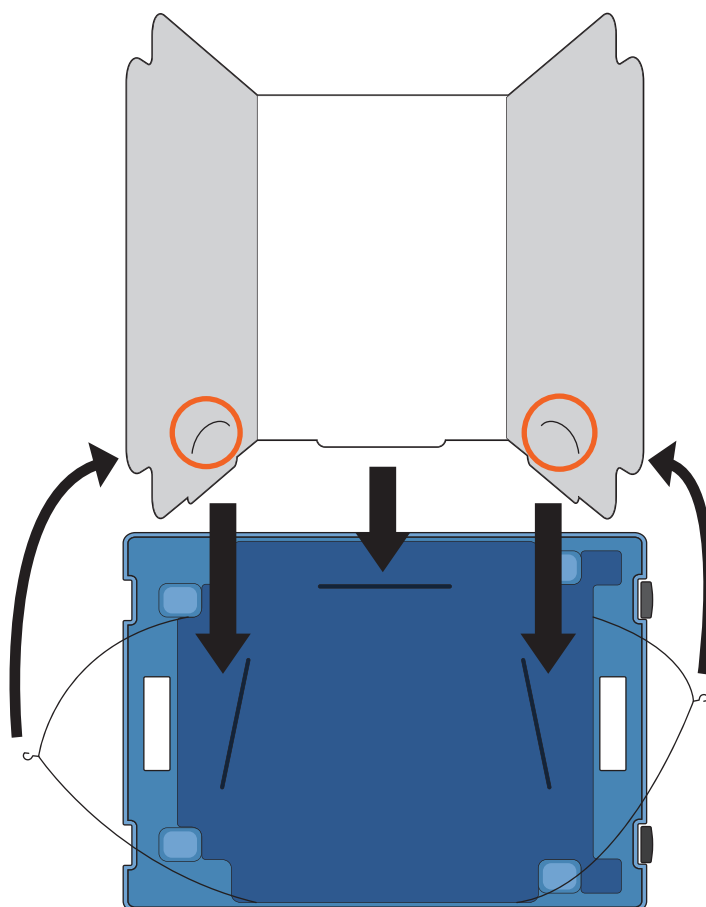
3. **UNHOOK** S-hook. **REMOVE** the Privacy Shield and legs from the inside of the booth.



4. **TURN** the booth upside down. **PUT** each leg halves together then **INSERT** each leg into the holes.



5. **STAND** the booth on legs.



6. **INSTALL** the Privacy Shield in the three (3) grooves in the base of the booth. **SECURE** Privacy Shield by pulling bungee cords through slits in Privacy Shield, from the outside in.

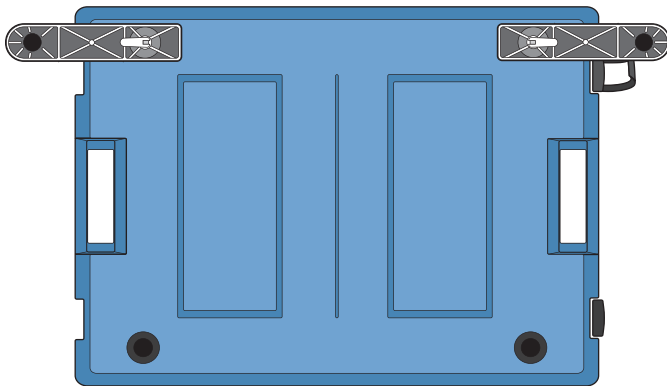
TASK 10 SET UP ACCESSIBLE VOTING BOOTH(S)



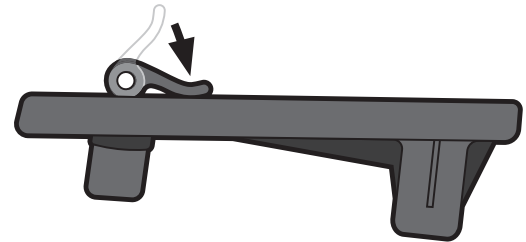
USE Booth marked with the Accessibility Symbol decal or White Velcro tab/masking tape on the handle.



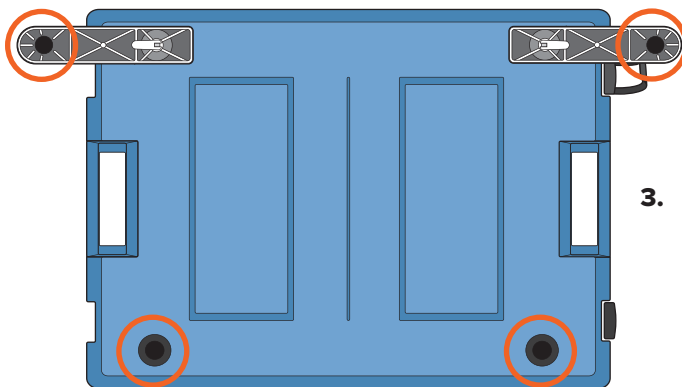
Accessible Voting Booths have shorter legs than a standard Voting Booth and require a set of two (2) Adapters.
(Located in Opening Polls Supply Box.)



1. Before installing the legs, **INSTALL** Adapter in the front of the booth.



2. LOCK IN Adapter by pushing tab to the downward position.



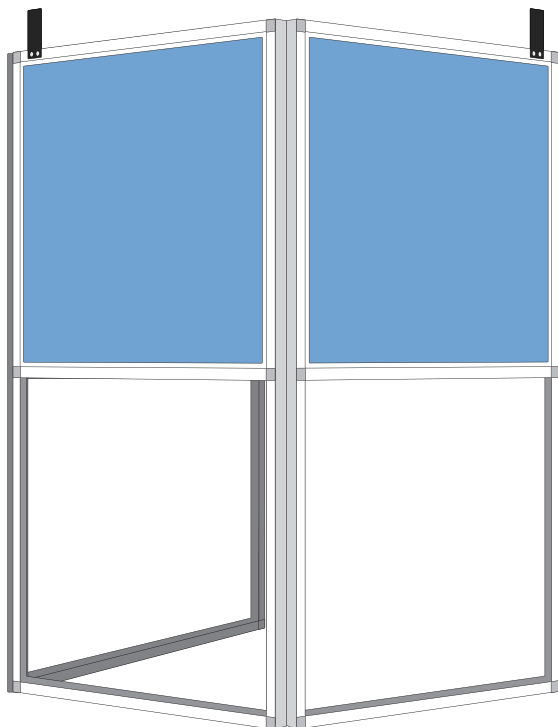
3. INSERT the shorter legs into the holes of the Adapters and the holes of the booth.



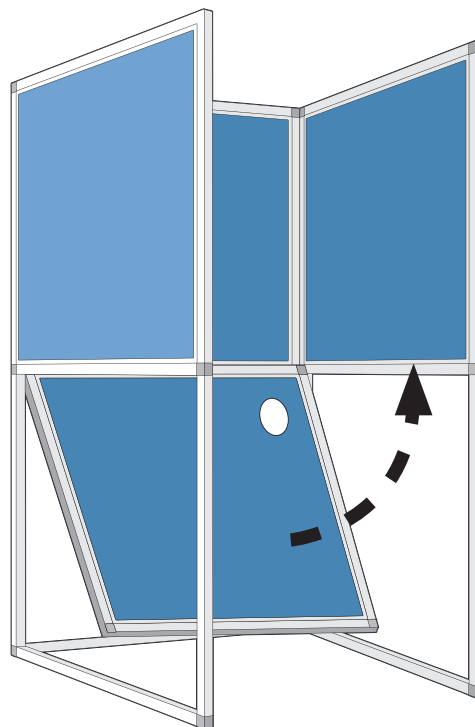
4. STAND the booth up. **INSTALL** the Privacy Shield in the three (3) grooves in the base of the booth. **SECURE** Privacy Shield by pulling bungee cords through slits in Privacy Shield, from the outside in.

TASK 11 SET UP TOUCHSCREEN VOTING BOOTHS

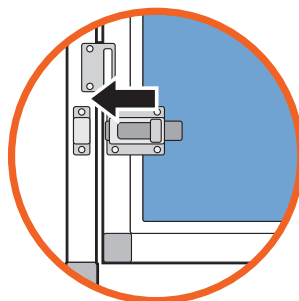
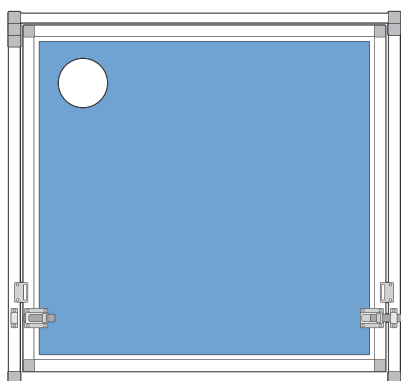
SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



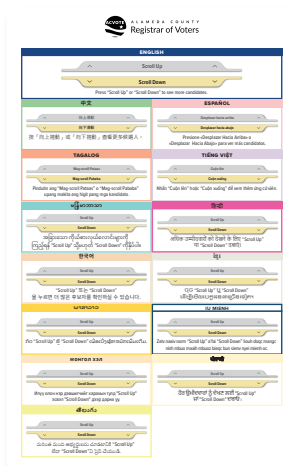
1. **REMOVE** Velcro holding the booth together and **UNFOLD**.



2. **LIFT** table from back.



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

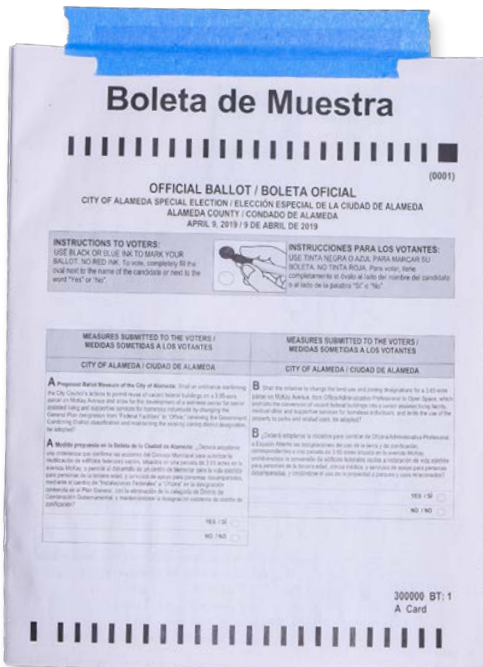


4. **ATTACH** "Scroll Up/Down" Instructions sign to the front left vertical support using the attached velcro strip. The sign can be found in the Opening Polls Supply Box.

TASK 12 POST INSIDE SIGNS

NOTE: All signs must be visible and easily accessible to Voters and Observers.

SPANISH SAMPLE BALLOT



VOTER INFORMATION CENTER (VIC)



- **POST** near the Poll Pad table, visible to Voters, after opening to Voter Information Guide Spanish Sample Ballot Page. (CEC § 14201)
- **PLACE** anywhere inside Vote Center.
- **PLACE** the Voter Information Guides of each language on VIC, below their respective columns.

EARLY BALLOT PICK UP

EARLY BALLOT RETRIEVAL PUBLIC NOTICE
The Alameda County Registrar of Voters' Office directs Election Workers to seal the ballot container prior to the closing of the polls, 100 PM during early voting and 130 PM Election Day, in accordance with the procedures set forth in California Election Codes 14220 and 14242. As soon as the container is sealed, the Alameda County RVO will direct two Election Officials to remove the sealed ballot container of voted/unfilled ballots from the Accessible Voting Location and in the presence of any bystanders and to deliver the container to our central counting location as directed.

AVISO PÚBLICO DE RECUPERACIÓN TEMPRANA DE BALLOTAS
La Oficina del Registrador de Votantes de la Condado de Alameda dirige a los Trabajadores de Elecciones que sellen el contenedor de las papeletas antes de la clausura de las urnas, a las 10:00 PM durante el voto temprano y a las 1:30 PM el día de las Elecciones. De acuerdo con los procedimientos establecidos en los Códigos Electorales de California 14220 y 14242, tan pronto como el contenedor sea sellado, el Registrador de Votantes de la Condado de Alameda dirigirá a dos Funcionarios de Elecciones para que retiren el contenedor de las papeletas votadas/no completadas de la Ubicación de Votación Accesible y, en presencia de cualquier espectador, lo entreguen a nuestra ubicación central de conteo como se indique.

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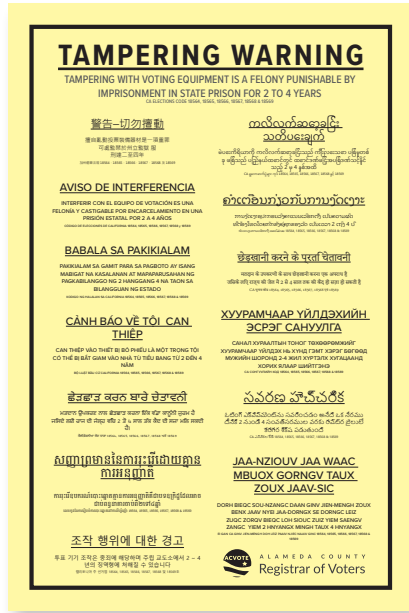
AVISO PÚBLICO DE RECUPERACIÓN TEMPRANA DE BALLOTAS
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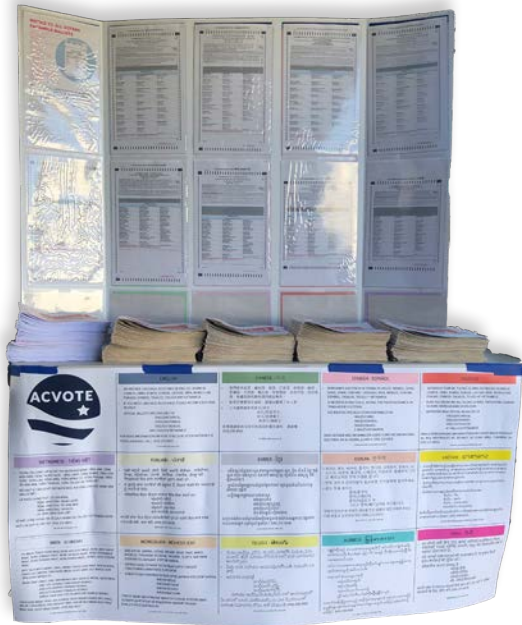
TAMPERING WARNING



- **PLACE** near the inside entrance of the Vote Center.
- **PLACE** anywhere inside Vote Center.

NOTE: All signs must be visible and easily accessible to Voters and Observers.

FACSIMILE BALLOTS NOTICE TRI-FOLD, LANGUAGE ASSISTANCE & VOTER INFORMATION GUIDES



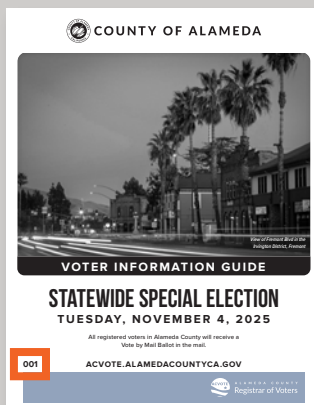
SCROLL UP/DOWN INSTRUCTIONS



- **PLACE** Tri-fold on a 5-foot table, beside the Poll Pad Operator Table.
- **TAPE** the Language Assistance sign on the edge of the table, facing out.
- **PLACE** State and County Voter Information Guides on top of the table.
- **ATTACH** sign to the front left vertical support of each Touchscreen Voting Booth using the attached velcro strip.

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.)



OPENING

OPENING

VOTING MUST START AT SCHEDULED TIME

DO NOT DELAY SETTING UP THE VOTE CENTER. VOTING MUST START AT THE SCHEDULED START TIME!

NOTE: If Vote Center is locked, **CONTACT** the Election Worker Hotline at (510) 835-7205.

TASK 1 GIVE OUT BADGES

DAILY DAILY DAILY DAILY DAILY



- All Election Workers **MUST** wear ACVOTE Election Badges with their names at all times. Bilingual Election Workers **MUST** wear Bilingual Badges identifying their language along with the ACVOTE Badge. Badges are located in the Opening Polls Supply Box

TASK 2 CRADLEPOINT ROUTER SET UP

DAILY

DAILY

DAILY

DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



1. The Cradlepoint Internet Router is located within a small cardboard box. **REMOVE** the contents from the Cradlepoint box and its protective foam packaging. **PLACE** it where it would have the best signal, also within a few feet of the Poll Pad. **PLACE** the foam and box aside.

NOTE: Cradlepoint box contains the router, two (2) flat antennas, and one (1) power cable.



2. **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.



3. **CONNECT** the power cord to the back of the Cradlepoint, **CONNECT** the power cord to a power source, and then **FLIP** the power switch, located beside the connection, upward to turn it on.

TASK 2 CRADLEPOINT ROUTER SET UP

DAILY

DAILY

DAILY

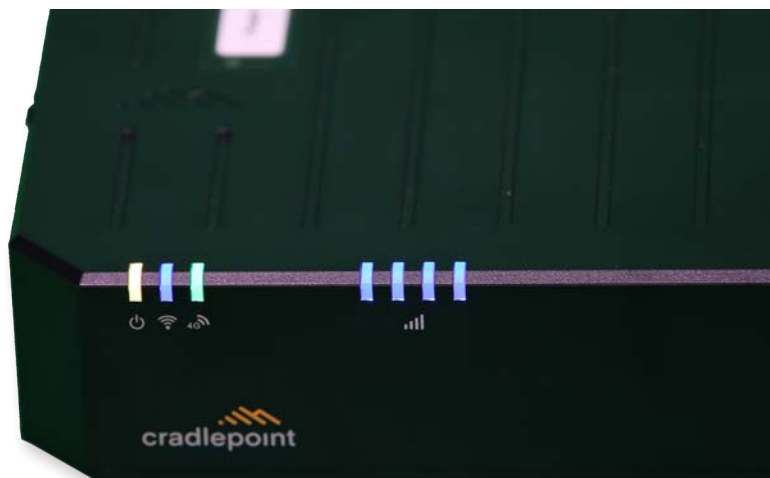
DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

- 4 . 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.

If any of the lights are not on, UNPLUG AND PLUG back in to reconnect. **CALL** Election Worker Hotline to assess.



TASK 3 POLL PAD SET UP

DAILY

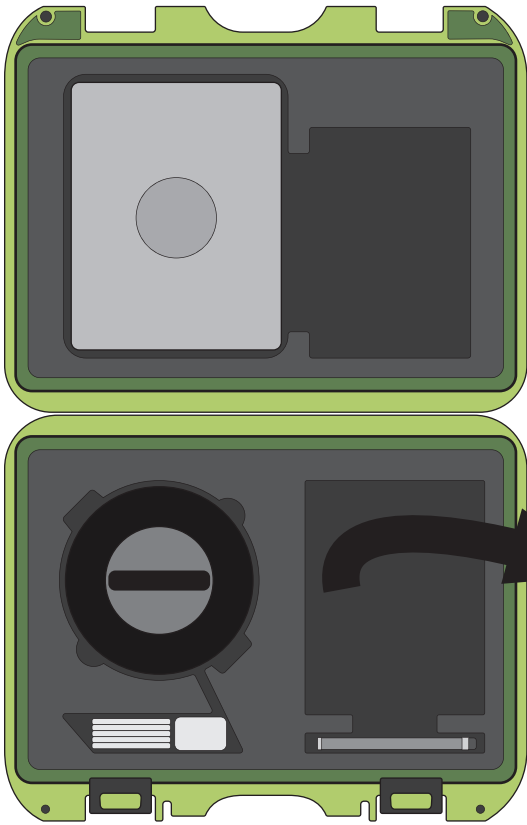
DAILY

DAILY

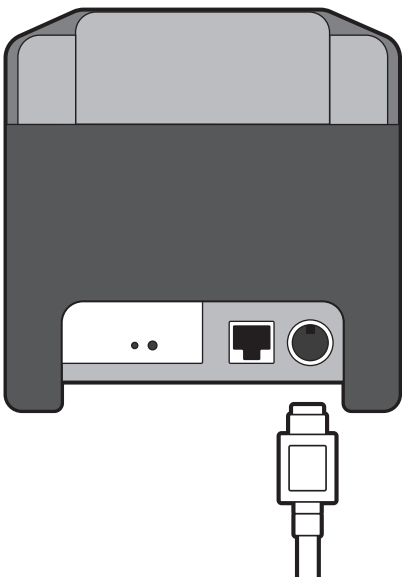
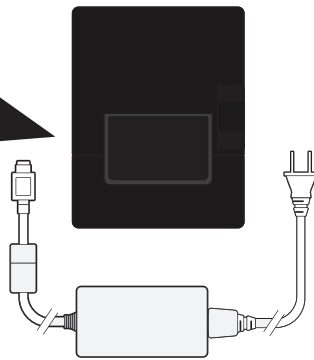
DAILY

DAILY

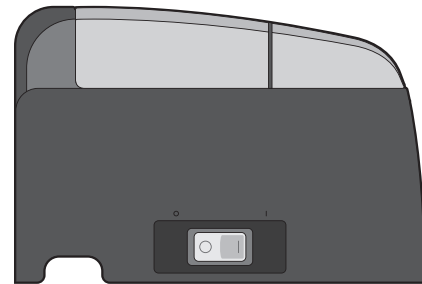
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



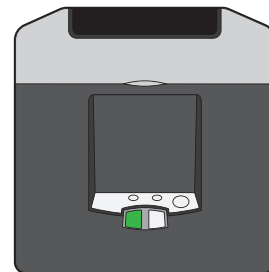
1. **RETRIEVE** one (1) the green Poll Pad transport case from the Official Ballots Delivery Cart. **REMOVE** Ballot Form Printer, adapter, and power cord from the case.



2. **PLUG** the connector into the back of the printer. Then **PLUG** the printer power cord into a surge protector.



3. The ON/OFF switch is located on the left side of the printer. **SWITCH** to the "ON" position.



The green "POWER" light (located on the front of the printer) should be illuminated.

TASK 3 POLL PAD SET UP

DAILY

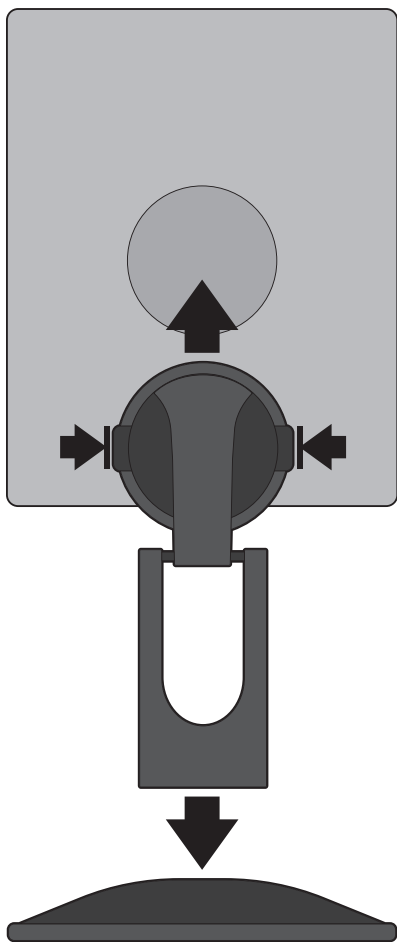
DAILY

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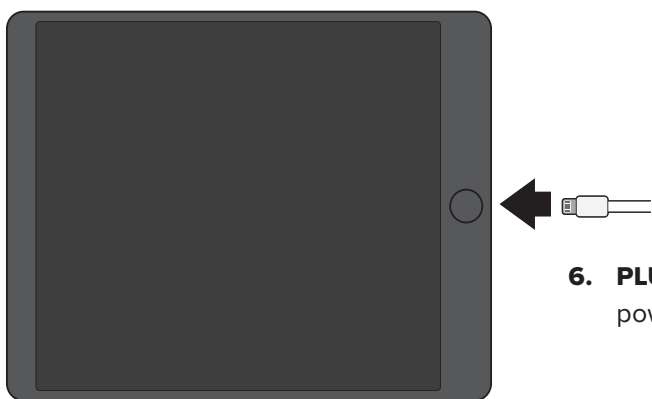
DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



4. **ATTACH** the stand arm to the Poll Pad shell by pressing the buttons on the side of the arm, then **PLACE** in circular opening. **RELEASE** buttons and **ROTATE** the arm until it clicks.

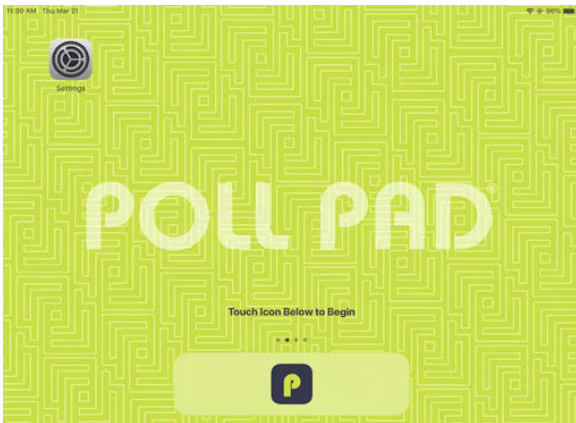
5. **PLACE** stand arm into Poll Pad base. Once attached, **ROTATE** Poll Pad oriented in a landscape position.



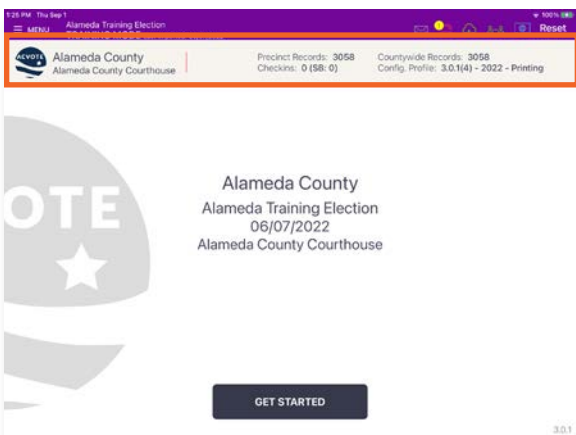
6. **PLUG** the lightning connector into the Poll Pad, then **PLUG** the power adapter into a power source.



7. **PRESS** the power button on the top right edge of the unit until you see the Apple logo.



8. **PRESS** the application icon at the bottom of the screen.



9. **CHECK THE FOLLOWING:**

- Screen says “Alameda County”
- Election name and date
- **IMPORTANT:** Verify the Vote Center location is correct
- Battery life is close to full and/or being charged

TASK 3 POLL PAD SET UP

DAILY

DAILY

DAILY

DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

10. POLL PAD WILL BE PASSWORD PROTECTED.

PRESS “GET STARTED” to proceed. **ENTER** the Poll Pad username and password (*located within the Cell Phone Pouch*).



11. A green printer icon on the Poll Pad means you are connected to the printer. **PRESS** the green printer icon, then **PRESS** Print Test Receipt and a sample receipt will print.

12. The Poll Pad will automatically connect to the Cradlepoint Router’s WiFi network. **MAKE SURE** both the cloud icon is green and the Poll Pad is connected to the WiFi (as indicated, **marked orange**). **PRESS** the cloud icon to confirm that the synchronization is finished.



Poll Pad is paired with the printer. A receipt will print out for checked-in voter.



Poll Pad is currently connected and synchronizing with the central election database.



Poll Pad recognizes the printer and is currently in the process of pairing with the device.



Poll Pad is in the process of connecting to the Election database.



Poll Pad is not paired with the printer. **PROCEED** to “NOT PRINTING / STOPS PRINTING” Section (pg. 99).



Poll Pad is currently disconnected and not synchronizing with the Election database. Poll Pad will continue to work and check-in voters. **CONTACT** the Election Worker Hotline.

NOTE: Poll Pad label number and Printer label number must match in order to connect.

DAILY

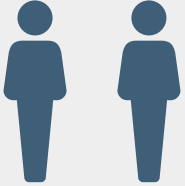
DAILY

DAILY

DAILY

DAILY

2 PERSON RULE

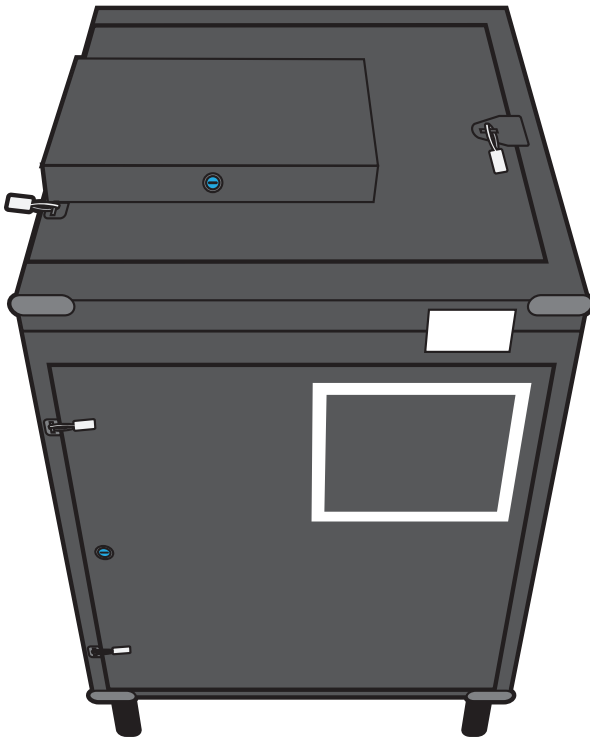


California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

California Secretary of State Guidelines require two (2) Election Workers perform the following procedures:

BOD PRINTER

1. With assistance from another Election Worker, carefully **PLACE** one of the BOD Printing Carts beside the BOD Officer table. **LOCK** the wheels in place by pressing on the brake on the bottom wheels.
2. **REMOVE** the White Security Seals from top and the front door of the cart, as seen below. **RETRIEVE** the BOD Printing Cart key located in the Captain Supply Box, within the Cell Phone Pouch.



3. **USE** the key to unlock the front door of the BOD Printing Cart. To keep the door propped open, carefully **SWING** the door all the way to the right until it touches the side of the cart. A built-in magnet will keep the door open.
4. Below the BOD Printer is a drawer containing the BOD Laptop and power cable for the BOD Printing Cart.



5. **REMOVE** the power cable and **PLUG** it into the circular outlet located on the left side of the outer surface of the cart. **CONNECT** the opposite side of the cable into a power source/surge protector.



6. **TURN** the key counter-clockwise to unlock the laptop compartment lid, then **REMOVE** the key. **FLIP OPEN** lid.

NOTE: When connected to a power source, the BOD printer should turn on automatically. If it does not, manually turn it on by holding the white power button, located to the right of the LCD screen, until the BOD power is on



7. **FLIP UP** safety latch to the right of the laptop compartment. **SLIDE** the cart's top shelf to the left, revealing the Printer inside.



8. When the shelf is fully extended to the left, **PULL DOWN** the sliding shelf locks located underneath the sliding shelf.

NOTE: There are two locks: one on the front side and one on the back side.

DAILY

DAILY

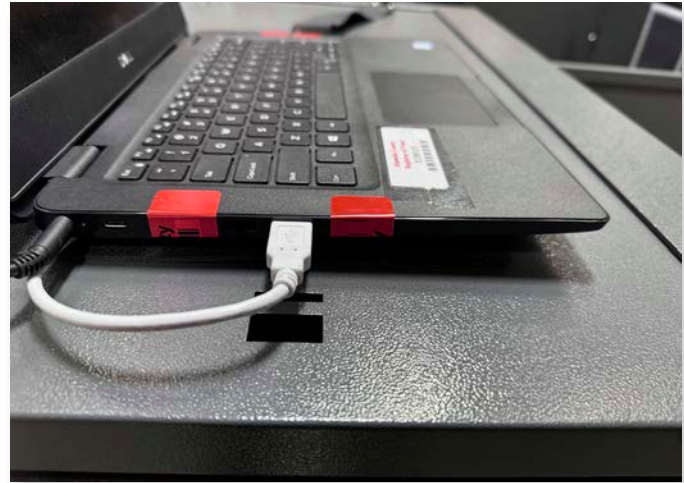
DAILY

DAILY

DAILY



9. **RETRIEVE** the BOD Laptop box from the drawer.



10. **REMOVE** the BOD Laptop from the box and **PLACE** on the black laptop mat. **PLUG IN** the cables on top of the BOD Printing Cart into the available ports on the laptop. **RETURN** the laptop box to the drawer and **CLOSE** the drawer.



11. **REMOVE** the velcro strap from the rear side of the printer.



12. **VERIFY** the Ballot paper inside the BOD Printer is lying flat by removing Orange Security Seal from the bottom-front paper tray. Once the paper is confirmed to be lying flat within, **CLOSE** and **SECURE** the paper tray by placing a new Orange Security Seal, covering both the tray and part of the BOD Printer. **PLACE** the removed Orange Security Seal on the Seal Verification Form. All other seals on the Printer must remain on at all times.

TASK 4 BALLOT ON DEMAND PRINTING SETUP

TWO (2) PERSON RULE

DAILY

DAILY

DAILY

DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

BOD LAPTOP

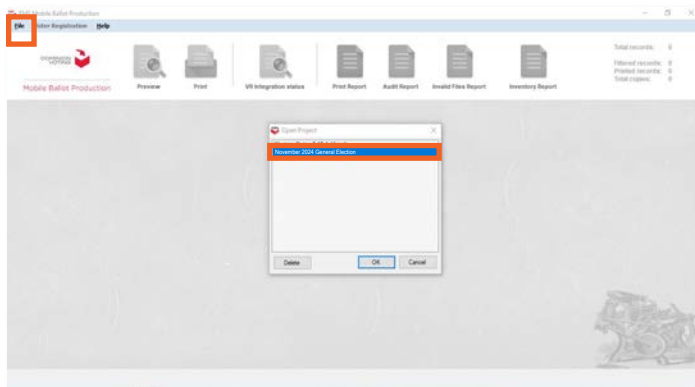


1. **POWER ON** Laptop, **SELECT** "MBPUser", then **SIGN IN** by entering password located on a card within the Captain (A) Cell Phone Pouch.

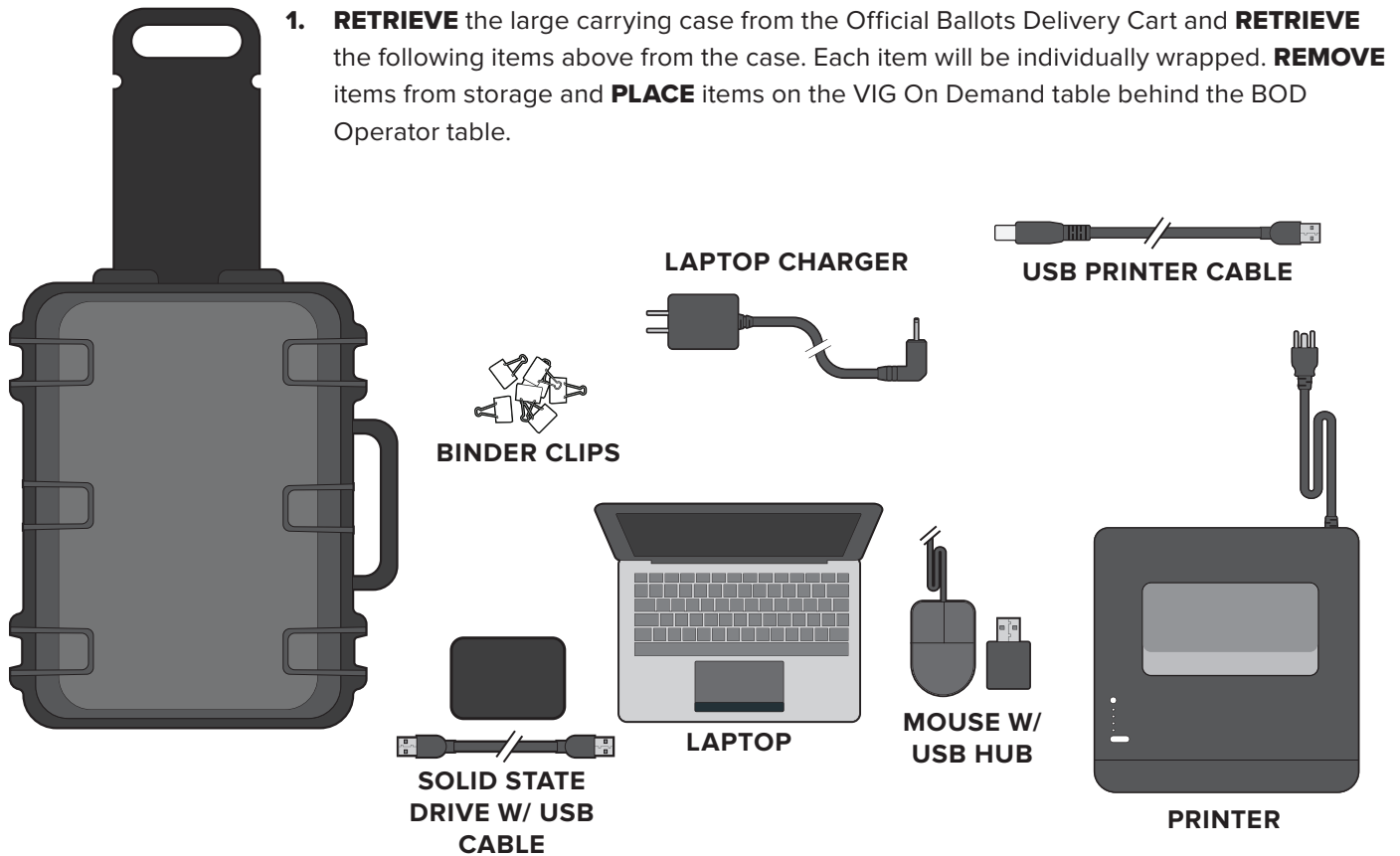
NOTE: Laptop must be connected to the charger at all times.




2. **OPEN** "EMS Mobile Ballot Production" application on the desktop by clicking the icon.



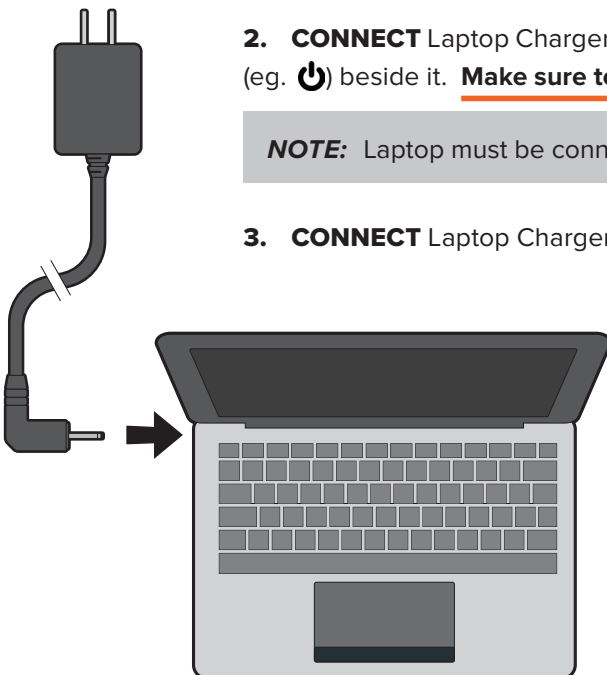
3. **CLICK** "File" on the top-left corner of the window, **CLICK** "Open Project", then **SELECT** the Election name, then **CLICK** "OK".



- 2. CONNECT** Laptop Charger to VIG On Demand Laptop, into the hole with the power symbol (eg. ) beside it. **Make sure to not plug into the headphone jack.**

NOTE: Laptop must be connected to the charger at all times.

- 3. CONNECT** Laptop Charger and Printer power cable to the surge protector.



DAILY

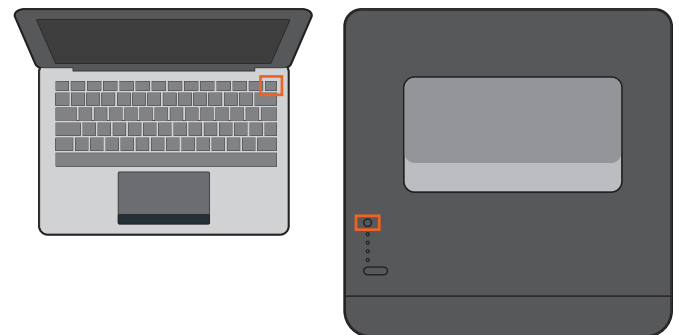
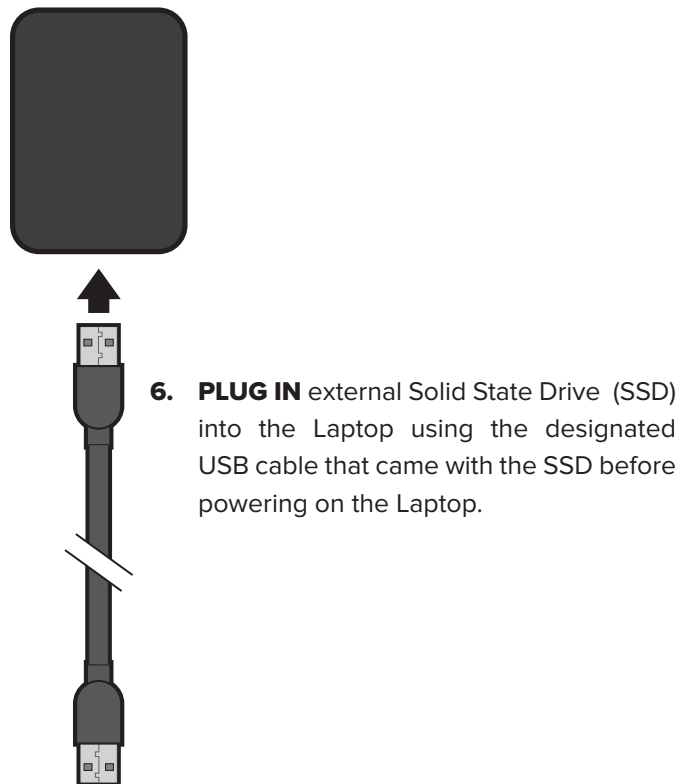
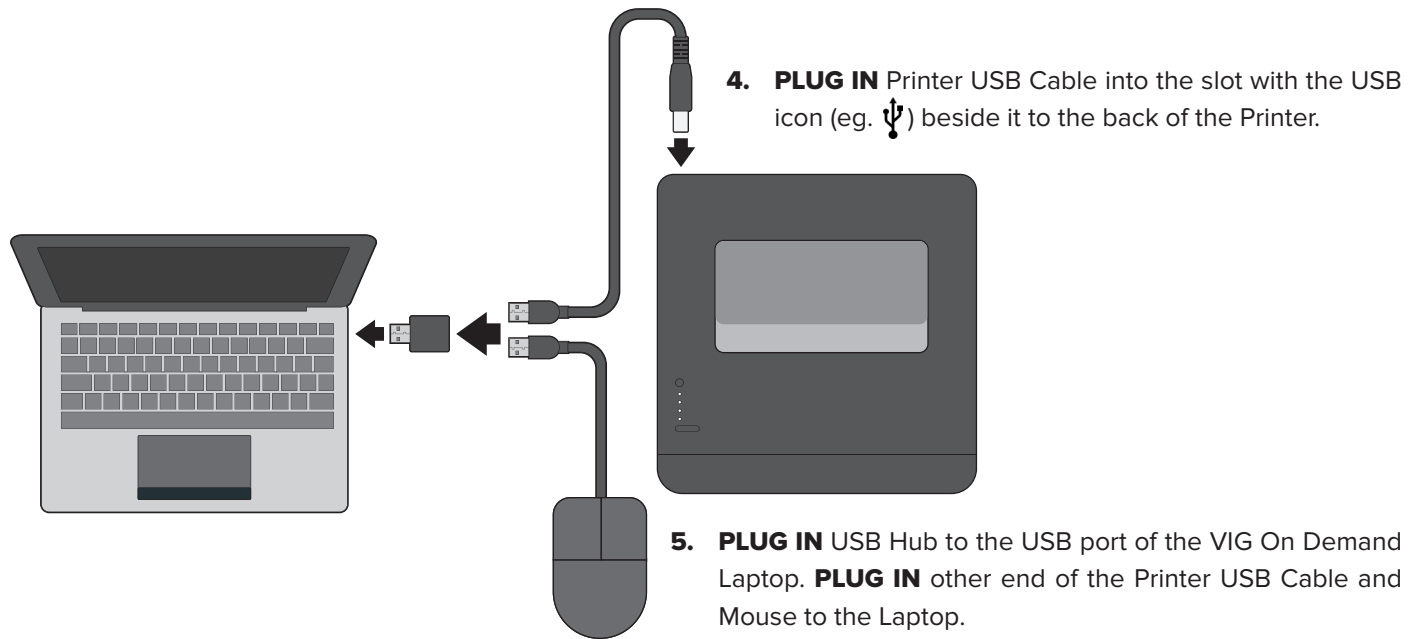
DAILY

DAILY

DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



- 7. PRESS & HOLD** power button on the Laptop and the Printer to power on. Everything must be connected before powering on and the LED on the Printer is green.

NOTE: Laptop must be connected to the charger at all times.

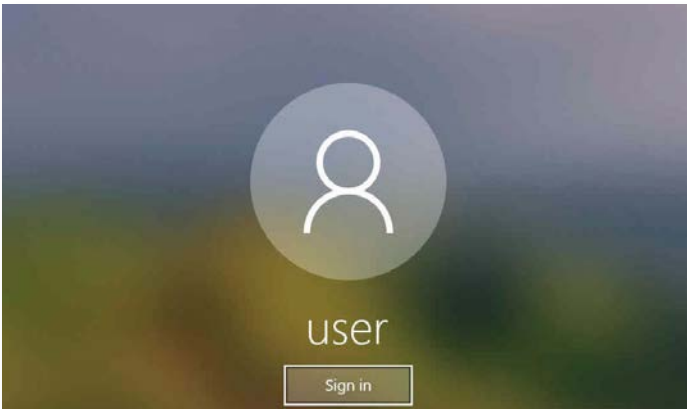
DAILY

DAILY

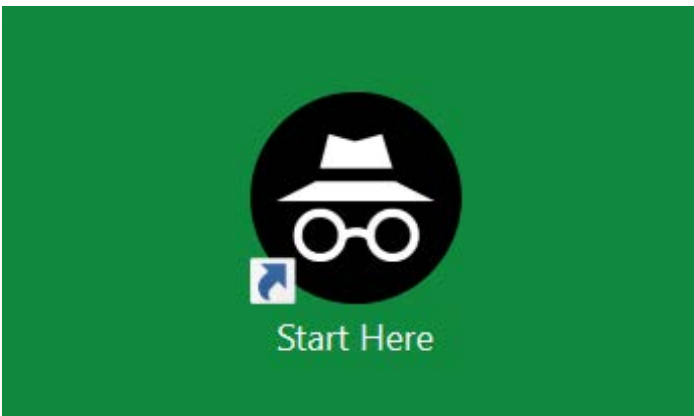
DAILY

DAILY

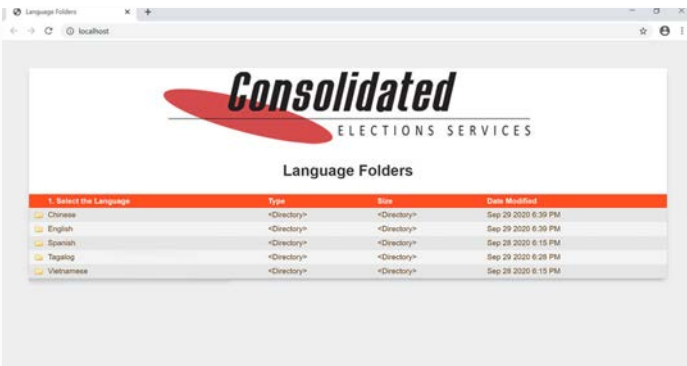
DAILY



8. Make sure “user” profile is selected before signing in. **CLICK** “Sign in” button.



9. **DOUBLE CLICK** “Start Here” icon on the desktop to start the program.

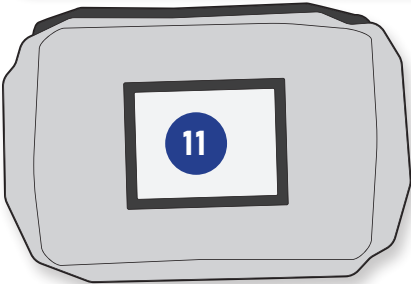
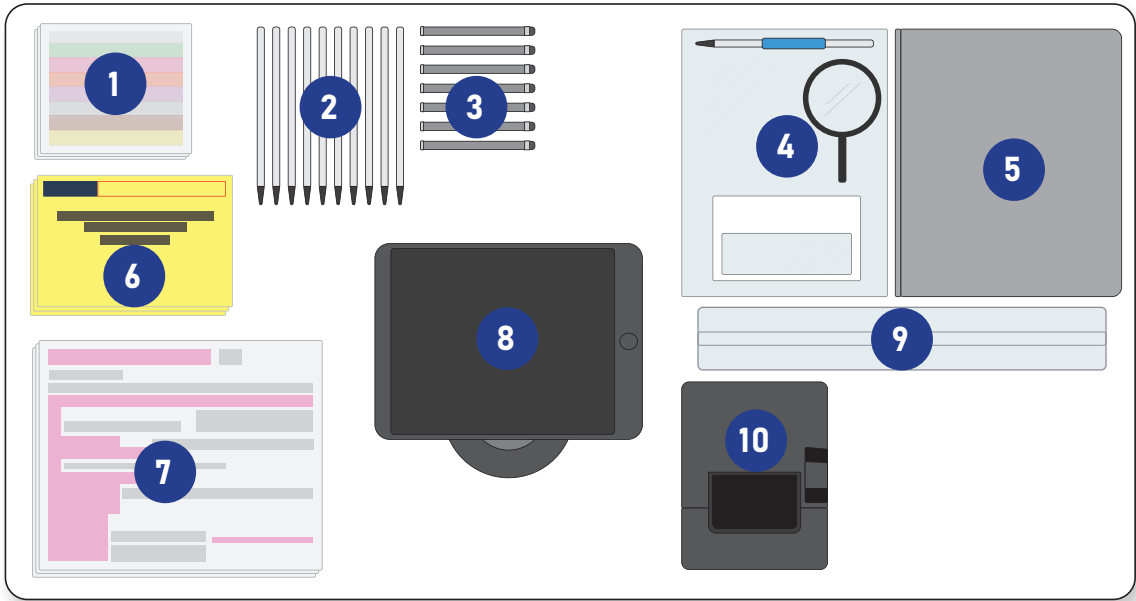


10. If the screen shown above does not appear, **RESTART** the computer to try again.

OFFICIAL TABLE DIAGRAM

DAILY DAILY DAILY DAILY DAILY

NOTE: All electronic equipment (Poll Pads, BOD Printer, VIG On Demand Printer, and Laptops) must be set up every morning before opening, starting the opening Saturday. *The diagram below is an example, spaces and set up may vary.*

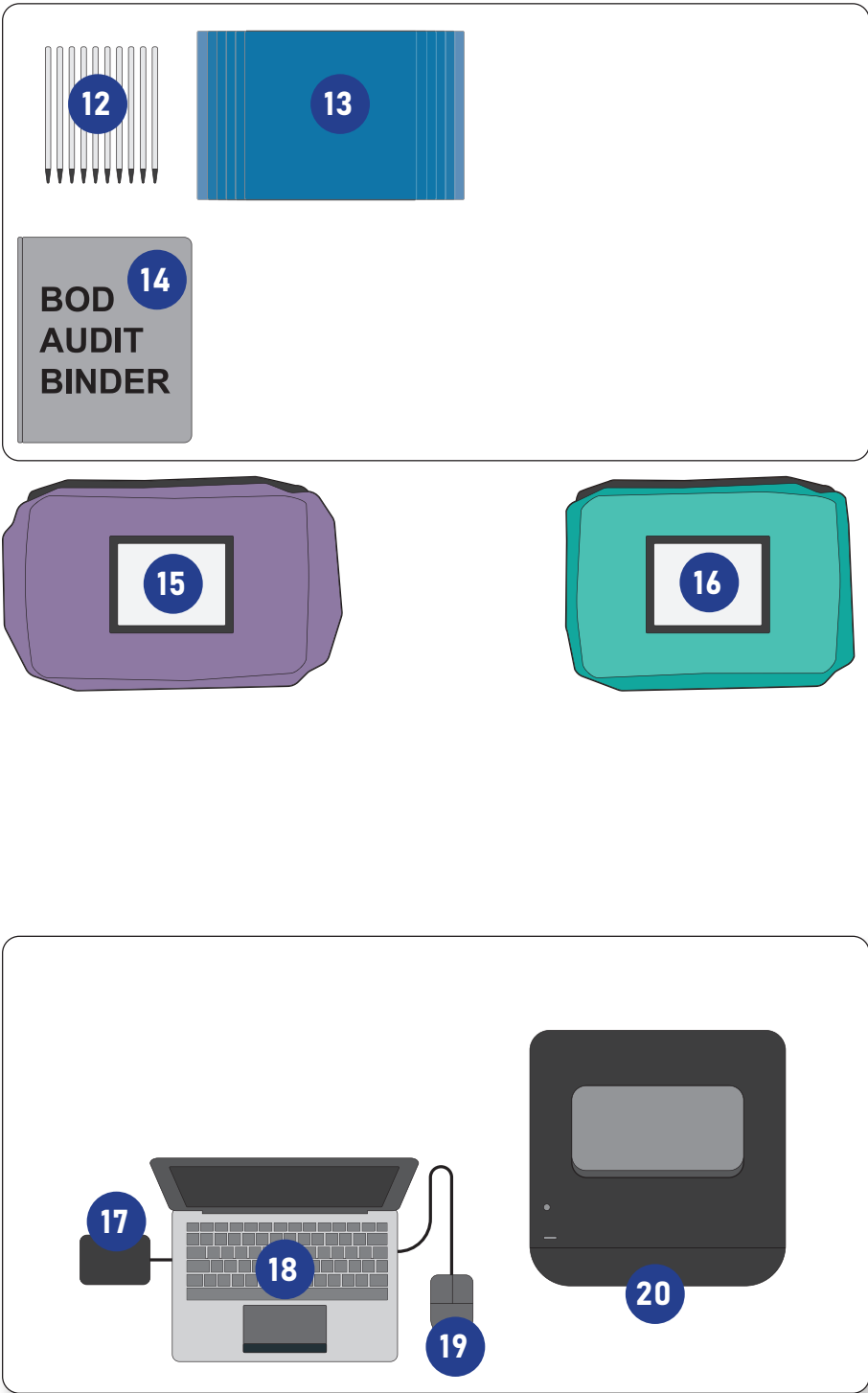


POLL PAD OPERATOR TABLE

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

NOTE: Registration Forms must be within close proximity of the Poll Pad operator table.

NOTE: All electronic equipment (Poll Pads, BOD Printer, VIG On Demand Printer, and Laptops) must be set up every morning before opening, starting the opening Saturday. *The diagram below is an example, spaces and set up may vary.*



BALLOT ON DEMAND OPERATOR TABLE

- 12. Pens
 - 13. Secrecy Sleeves
 - 14. BOD Audit Binder
 - 15. Purple Spoiled Ballots Bag*
 - 16. Teal Unscanned Voted Ballots Bag (for Voted Vote Center Ballots)*
- * Place underneath table*

VOTER INFORMATION GUIDE ON DEMAND TABLE

- 17. VIG On Demand Solid State Drive
- 18. VIG On Demand Laptop
- 19. Mouse
- 20. VIG On Demand Printer

TASK 6 SET UP BALLOT MARKING TOUCHSCREEN*

TWO (2) PERSON RULE

DAILY

DAILY

DAILY

DAILY

DAILY

2 PERSON RULE



California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

California Secretary of State Guidelines require two (2) Election Workers perform the following procedures:

** Refer to Ballot Marking Touchscreen Setup Section, starting on pg. 67*



BALLOT MARKING TOUCHSCREEN



PRINTER



ATI (Audio Tactile Interface)



POLL WORKER CARD*


** Located with the Cell Phone Pouch*

PAGE 1

SEAL VERIFICATION FORM

LOCATION
1234 MAIN STREET
CITY

VC000001
ELECTION NAME - MM/DD/YYYY



RED SECURITY SEAL

2 PERSON RULE

1. VERIFY that the Red Security Seal serial number matches the Ballot Marking Touchscreens and this form.

If the serial numbers **DO NOT** match or if the seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. FOLLOW Touchscreen Powering On/Off instructions.

If Ballot Marking Touchscreen does not power on automatically, **FOLLOW** instructions in Election Worker Guide.

As necessary, **RESEAL** the Ballot Marking Touchscreen, then **RECORD** the replacement Red Security Seal number.

3. Election Workers **MUST COMPLETE** the "Verified By" section.

ASSET ID
A000001

DAY #	RED SEAL #	REPLACEMENT #	REPLACEMENT #
1	(051804)		
2			
3			
ELECTION DAY			

A

VERIFIED BY	
PRINTED NAME	SIGNATURE
WORKER 1	
WORKER 2	
WORKER 1	
WORKER 2	
WORKER 1	
WORKER 2	
WORKER 1	
WORKER 2	

B

OPENING - BLUE SECURITY SEAL

2 PERSON RULE

1. VERIFY that the Blue Security Seal is intact.

If the security seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. Election Workers **MUST COMPLETE** the "Verified By" section.

C

DAY #	VERIFIED BY
	INITIALS
1	WORKER 1
	WORKER 2
2	WORKER 1
	WORKER 2
3	WORKER 1
	WORKER 2
ELECTION DAY	WORKER 1
	WORKER 2

1

- A
- Replacement Red Security Seal numbers
- B
- Election Workers' printed name & initials verifying Red Security Seals
- C
- Election Workers' initials verifying Blue Security Seals

PAGE 2

RED SECURITY SEAL

2 PERSON RULE

1. The Red Security Seal must remain intact throughout the day.

If the seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. VERIFY the Red Security Seal at the specified times, then **INITIAL** the boxes below.

3. Election Workers **MUST COMPLETE** the "Verified By" section.

10:00 AM

DAY #	VERIFIED BY
	INITIALS
1	WORKER 1
	WORKER 2
2	WORKER 1
	WORKER 2
3	WORKER 1
	WORKER 2

1:00 PM

DAY #	VERIFIED BY
	INITIALS
1	WORKER 1
	WORKER 2
2	WORKER 1
	WORKER 2
3	WORKER 1
	WORKER 2

4:30 PM

DAY #	VERIFIED BY
	INITIALS
1	WORKER 1
	WORKER 2
2	WORKER 1
	WORKER 2
3	WORKER 1
	WORKER 2

12:30 PM

DAY #	VERIFIED BY
	INITIALS
ELECTION DAY	WORKER 1
	WORKER 2

5:30 PM

DAY #	VERIFIED BY
	INITIALS
ELECTION DAY	WORKER 1
	WORKER 2

7:30 PM

DAY #	VERIFIED BY
	INITIALS
ELECTION DAY	WORKER 1
	WORKER 2

D

D

Election Workers' initials verifying Red Security Seals periodically

E

Any removed Orange Security Seals


F

Any removed Red Security Seals during Election

NOTE: Place any white Security Seals removed in the Security Seal Envelope.

PAGE 3

ORANGE SEALS REMOVED FROM PRINTERS




1. PLACE any removed Orange Security Seals on this page of the Seal Verification Form.

2. REPLACE the removed Orange Security Seal with a new one.

E

PAGE 4

RED SECURITY SEALS REMOVED FROM BALLOT MARKING TOUCHSCREENS



1. PLACE any removed Red Security Seals on this page of the Seal Verification Form.

2. FOLLOW instructions on the Red Security Seal Verification Form.

F

ELECTION WORKER GUIDE

57

PAGE 1

<div style="display: flex; justify-content: space-between;"> LOCATION 1324 MAIN STREET CITY SEAL VERIFICATION FORM </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> VC000001 ELECTION NAME - MMDDYYYY <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2 PERSON RULE </div> </div>																																																															
RED SECURITY SEAL																																																															
6. FOLLOW Seal the Ball Sticking Seal and number matches the Ballot Meeting Touchscreen and this form. • If the serial numbers DQ0002 match or if the seal is compromised or tampered, CALL the Registrar of Voters Election Worker immediately. • If Ballot Meeting Touchscreen does not power on automatically, FOLLOW instructions in Election Worker Guide. • An exception, RESEAL the Ballot Meeting Touchscreen, from RECORD on registration Ball Security Seal number.																																																															
<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px; text-align: center;"> ASSET ID A000001 </div>		<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px; text-align: center;"> 2 PERSON RULE </div>																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">DAY #</th> <th style="width: 15%;">RED SEAL #</th> <th style="width: 20%;">REPLACEMENT#</th> <th style="width: 20%;">REPLACEMENT#</th> <th style="width: 20%;">REMOVED SEAL</th> <th style="width: 25%;">VERIFIED BY</th> </tr> </thead> <tbody> <tr><td>1</td><td>(251804)</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				DAY #	RED SEAL #	REPLACEMENT#	REPLACEMENT#	REMOVED SEAL	VERIFIED BY	1	(251804)					2						3						4						5						6						7						8						9					
DAY #	RED SEAL #	REPLACEMENT#	REPLACEMENT#	REMOVED SEAL	VERIFIED BY																																																										
1	(251804)																																																														
2																																																															
3																																																															
4																																																															
5																																																															
6																																																															
7																																																															
8																																																															
9																																																															

- A** Replacement Red Security Seal numbers
- B** Election Workers' printed name & initials verifying Red Security Seals
- C** Election Workers' initials verifying Red Security Seals periodically

PAGE 2

RED SECURITY SEAL

6. The Best Security Seal must remain intact throughout the day.

• If the seal is **compromised or tampered**, **CALL** the Registrar of Voters Election Worker Hotline immediately.

7. **VERIFY** the Best Security Seal at the specified times, then **INITIAL** the boxes below.

8. **Customer Numbers MUST COMPLETE** the "Verified By" section.

2 PERSON RULE

10:00 AM VERIFIED BY

INITIAL	
1	WOMAN1
2	WOMAN2
3	WOMAN1
4	WOMAN2
5	WOMAN1
6	WOMAN2
7	WOMAN1
8	WOMAN2
9	WOMAN1
10	WOMAN2
11	WOMAN1
12	WOMAN2

C

12:00 PM

WOMAN1
WOMAN2

1:00 PM VERIFIED BY

INITIAL	
1	WOMAN1
2	WOMAN2
3	WOMAN1
4	WOMAN2
5	WOMAN1
6	WOMAN2
7	WOMAN1
8	WOMAN2
9	WOMAN1
10	WOMAN2
11	WOMAN1
12	WOMAN2

C

5:30 PM

ELECTION DAY
WOMAN1
WOMAN2

4:30 PM VERIFIED BY

INITIAL	
1	WOMAN1
2	WOMAN2
3	WOMAN1
4	WOMAN2
5	WOMAN1
6	WOMAN2
7	WOMAN1
8	WOMAN2
9	WOMAN1
10	WOMAN2
11	WOMAN1
12	WOMAN2

C

7:30 PM

ELECTION DAY
WOMAN1
WOMAN2

PAGE 3

SEAL VERIFICATION FORM

LOCATION
1234 MAIN STREET
CITY

123456

General Election - 11/03/2020

OPENING BLUE SECURITY SEAL

2 PERSON RULE

- VERIFY** the Blue Security Seal is intact.
- Poll Workers **MUST COMPLETE** the "Verified By" section.

If the seal is compromised or tampered, call the Registrar of Voters immediately at (510) 835-0320.

DAY	VERIFIED BY	
	SIGNATURE	INITIALS
DAY 1	RECEIVED 1	
	RECEIVED 2	
DAY 2	RECEIVED 1	
	RECEIVED 2	
DAY 3	RECEIVED 1	
	RECEIVED 2	
DAY 4	RECEIVED 1	
	RECEIVED 2	
DAY 5	RECEIVED 1	
	RECEIVED 2	
DAY 6	RECEIVED 1	
	RECEIVED 2	
DAY 7	RECEIVED 1	
	RECEIVED 2	
DAY 8	RECEIVED 1	
	RECEIVED 2	
DAY 9	RECEIVED 1	
	RECEIVED 2	
DAY 10	RECEIVED 1	
	RECEIVED 2	
DAY 11	RECEIVED 1	
	RECEIVED 2	

D

- | | |
|----------|--|
| D | Election Workers' initials verifying Blue Security Seals |
| E | Any removed Orange Security Seals |
| F | Any removed Red Security Seals during Election |

NOTE: Place any white Security Seals removed in the Security Seal Envelope.

PAGE 5

ORANGE SEALS REMOVED FROM PRINTERS

1. **PLACE** any removed **Orange Security Seals** on this page of the Seal Verification Form.
2. **REPLACE** the removed **Orange Security Seal** with a new one.

PAGE 6

RED SECURITY SEALS REMOVED FROM BALLOT MARKING TOUCHSCREENS

1. PLACE any removed Red Security Seals on this page of the Seal Verification Form.

2. FOLLOW instructions on the Red Security Seal Verification Form.

F

SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET
CITY: ALASKA COUNTY
ELECTION NAME: MMDDYYYY

RED SECURITY SEAL

1. **VERIFY** that the Red Security Seal serial number matches the Ballot Marking Touchscreen and this form.

- If the serial numbers **DO NOT** match or if the seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. **FOLLOW** Touchscreen Powering On/Off instructions.

- If Ballot Marking Touchscreen does not power on automatically, **FOLLOW** instructions in Election Worker Guide.
- In instances, **RESEA** the Ballot Marking Touchscreen, then **RECORD** the replacement Red Security Seal number.

3. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	RED SEAL #	REPLACEMENT#	REPLACEMENT#	PRINTED NAME	SIGNATURE
1	(051804)			WORKER 1	
2				WORKER 2	
3				WORKER 1	
4				WORKER 2	
5				WORKER 1	
6				WORKER 2	
7				WORKER 1	
8				WORKER 2	
9				WORKER 1	
10				WORKER 2	
ELECTION DAY					

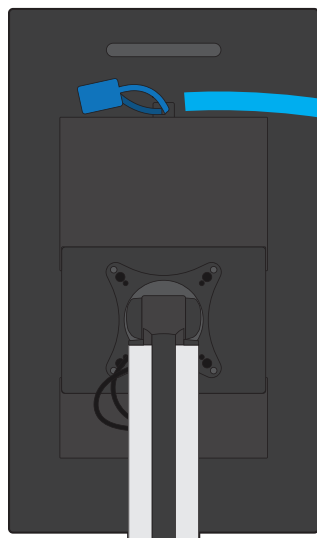
ASSET ID: A000001



- LOCATE** the Seal Verification Forms inside the Captain Supply Box.

NOTE: Each Ballot Marking Touchscreen has its own Seal Verification Form.

- ENSURE** the asset number on each Ballot Marking Touchscreen matches each corresponding Seal Verification Form. The asset number is found on the back side of the Ballot Marking Touchscreen base.



SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET
CITY: ALASKA COUNTY
ELECTION NAME: MMDDYYYY

RED SECURITY SEAL

1. **VERIFY** that the Red Security Seal serial number matches the Ballot Marking Touchscreen and this form.

- If the serial numbers **DO NOT** match or if the seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. **FOLLOW** Touchscreen Powering On/Off instructions.

- If Ballot Marking Touchscreen does not power on automatically, **FOLLOW** instructions in Election Worker Guide.
- In instances, **RESEA** the Ballot Marking Touchscreen, then **RECORD** the replacement Red Security Seal number.

3. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	RED SEAL #	REPLACEMENT#	REPLACEMENT#	PRINTED NAME	SIGNATURE
1	(051804)			WORKER 1	
2				WORKER 2	
3				WORKER 1	
4				WORKER 2	
5				WORKER 1	
6				WORKER 2	
7				WORKER 1	
8				WORKER 2	
9				WORKER 1	
10				WORKER 2	
ELECTION DAY					

ASSET ID: A000001

OPENING - BLUE SECURITY SEAL

1. **VERIFY** that the Blue Security Seal is intact.

- If the security seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	VERIFIED BY
1	WORKER 1
2	WORKER 2
3	WORKER 1
4	WORKER 2
5	WORKER 1
6	WORKER 2
7	WORKER 1
8	WORKER 2
9	WORKER 1
10	WORKER 2
ELECTION DAY	

- VERIFY** Blue Security Seal is intact. **Two (2) Election Workers must INITIAL** their names daily.

NOTE: Never remove any Blue Security Seal.

TASK 7 SEAL VERIFICATION FORM

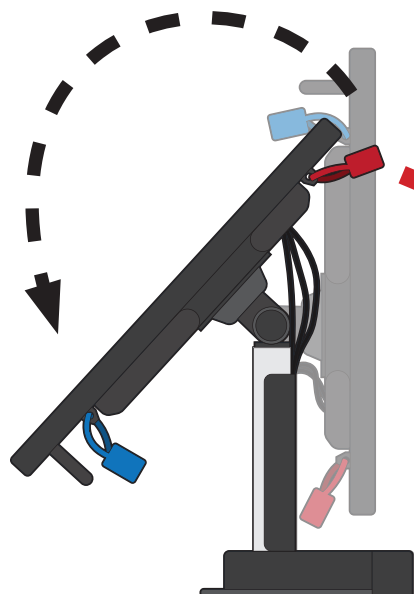
DAILY

DAILY

DAILY

DAILY

DAILY



4. While holding the base, **ROTATE** the Ballot Marking Touchscreen upwards.
5. **VERIFY** Red Security Seal serial number matches with Seal Verification Form. Two (2) Election Workers must **PRINT** their names and signatures daily.

SEAL VERIFICATION FORM										
LOCATION 1234 MAIN STREET CITY				VC000001 ELECTION NAME - MMCCYYYY						
RED SECURITY SEAL						2 PERSON RULE				
<p>1. If the serial numbers DO NOT match or if the seal is compromised or tampered, CALL the Registrar of Voters Election Worker Hotline immediately.</p> <p>2. FOLLOW Touchscreen Powering On/Off instructions.</p> <p>3. If Ballot Marking Touchscreen does not power on automatically, FOLLOW instructions in Election Worker Guide.</p> <p>4. As workers RESET the Ballot Marking Touchscreen, then RECORD the replacement Red Security Seal number.</p> <p>5. Election Workers MUST COMPLETE the "Verified By" section.</p>								ASSET ID AD00001		
DAY #	RED SEAL #	REPLACEMENT #	REPLACEMENT #	WORKER 1	WORKER 2	PRINTED NAME	SIGNATURE	WORKER 1	WORKER 2	
1	(001004)									
2										
3										
ELECTION DAY										
OPENING - BLUE SECURITY SEAL										
2 PERSON RULE										
<p>1. VERIFY that the Blue Security Seal is intact.</p> <p>2. If the security seal is compromised or tampered, CALL the Registrar of Voters Election Worker Hotline immediately.</p> <p>3. Election Workers MUST COMPLETE the "Verified By" section.</p>										
DAY #	WORKER 1	WORKER 2	PRINTED NAME	SIGNATURE	WORKER 1	WORKER 2	PRINTED NAME	SIGNATURE	WORKER 1	WORKER 2
1										
2										
3										
ELECTION DAY										

NOTE: Rotating the Touchscreen upwards may cause it to tip over.

RED SECURITY SEAL				2 PERSON RULE			
<p>1. The Red Security Seal must remain intact throughout the day.</p> <p>2. If the seal is compromised or tampered, CALL the Registrar of Voters Election Worker Hotline immediately.</p> <p>3. VERIFY the Red Security Seal at the specified times, then INITIAL the boxes below.</p> <p>4. Election Workers MUST COMPLETE the "Verified By" section.</p>							
10:00 AM				1:00 PM			
DAY #	WORKER 1	WORKER 2	INITIALS	DAY #	WORKER 1	WORKER 2	INITIALS
1				1			
2				2			
3				3			
ELECTION DAY				ELECTION DAY			
12:30 PM				5:30 PM			
DAY #	WORKER 1	WORKER 2	INITIALS	DAY #	WORKER 1	WORKER 2	INITIALS
1				1			
2				2			
3				3			
ELECTION DAY				ELECTION DAY			
7:30 PM							
DAY #	WORKER 1	WORKER 2	INITIALS	DAY #	WORKER 1	WORKER 2	INITIALS
1				1			
2				2			
3				3			
ELECTION DAY				ELECTION DAY			

6. **VERIFY** and **INITIAL** for the Red Security Seals at the three designated times indicated on the form.

NOTE: Security Seals must remain intact throughout the day. If any Seal Verification Forms are missing, **CONTACT** the Election Worker Hotline immediately.

TASK 8 POST OUTSIDE SIGNS

DAILY

DAILY

DAILY

DAILY

DAILY

VOTE HERE/CURBSIDE A-FRAME



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

VOTE HERE TODAY!



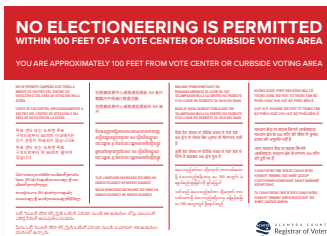
- **POST** along the path of travel to the Vote Center, pointing in the direction of the Vote Center.

DIRECTIONAL & ACCESSIBLE ENTRANCE A-FRAME



- **PLACE** outside Vote Center, pointing in the direction of the Vote Center.
- **PLACE** Accessible Entrance A-Frame outside Vote Center pointing towards the accessible entrance of the Vote Center.

VOTE CENTER 100-FOOT



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

ELECTIONEERING & CORRUPTION A-FRAMES



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

ACCESSIBLE ENTRANCE



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

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

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

VOTE CENTER STREET INDEX



VOTER BILL OF RIGHTS



- Two (2) posters

TASK 9 ADMINISTER THE OATH OF OFFICE

DAILY

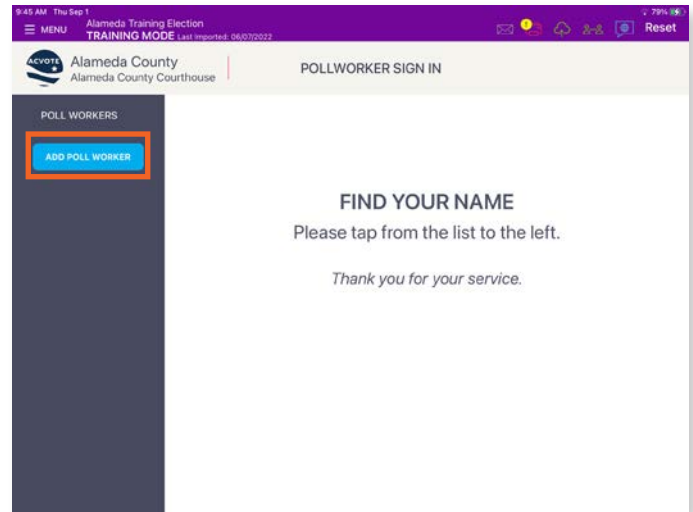
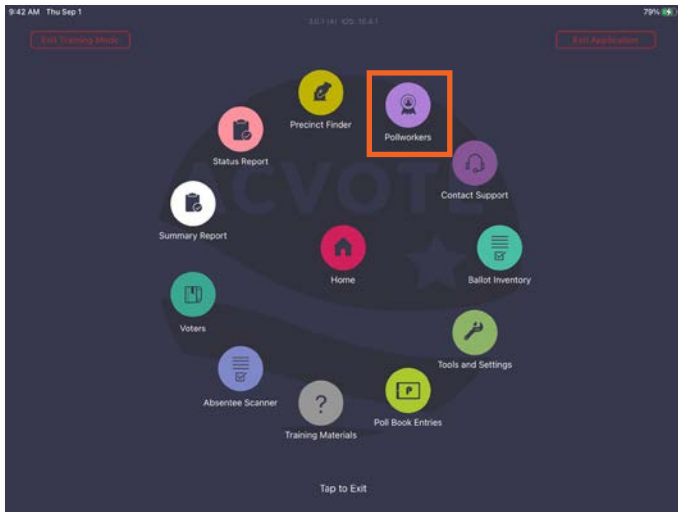
DAILY

DAILY

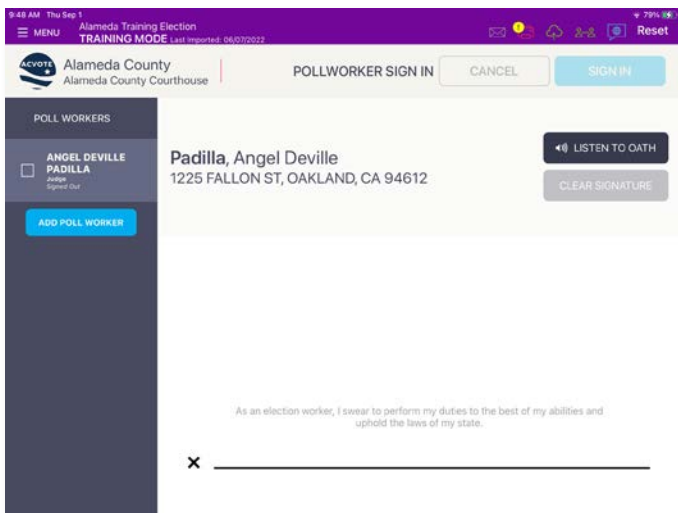
DAILY

DAILY

NOTE: Poll Pad must be set up and connected to the Cradlepoint Router before proceeding.



1. Using one of the Poll Pads, **NAVIGATE** to the MAIN MENU, then **PRESS** "Pollworkers".
2. **ENTER** Election Worker's name by selecting "ADD POLL WORKER" located on the left of the screen.



3. Once the Election Worker's information is entered, **READ** the Oath presented above the signature line and **SIGN** name. **PRESS** "SIGN IN" when finished. Each Election Worker must repeat this process.

Before starting each day, SIGN IN by selecting the name, signing on the line below, then pressing "SIGN IN" to enter.

TASK 10 CHECK THE FOLLOWING

DAILY

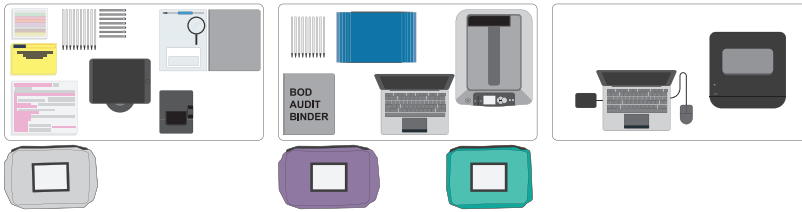
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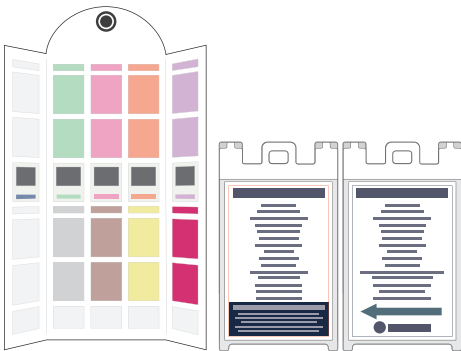
DAILY

OFFICIAL TABLE SET UP



- All tables are set up and ready for Voters
- **Gray Voided/Surrendered Vote by Mail Ballots, Purple Spoiled Ballots, Teal Unscanned Voted Ballots Bags** are placed under their respective tables
- Poll Pad and Cradlepoint are powered on and connected

SIGNS ARE POSTED



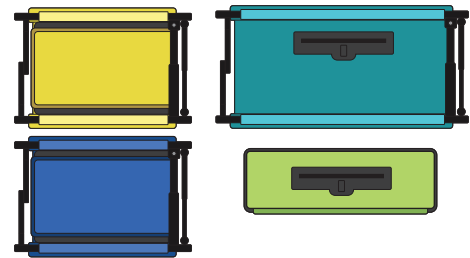
- **Inside** and **Outside** Signs are posted and visible to Voters and Observers
- Language Assistance Signs are posted.
- **A-Frames** are up and in their appropriate locations

ELECTION OFFICIAL BADGES



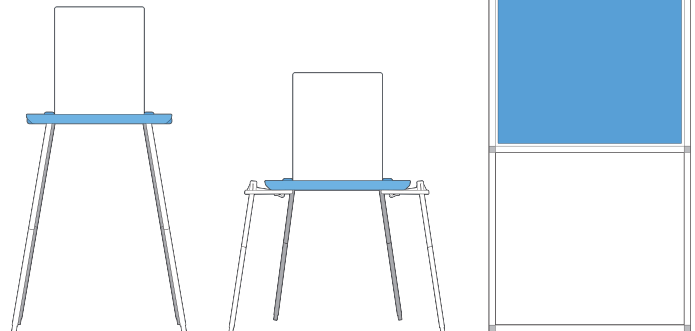
- Election Workers are wearing **badges** at all times.

BALLOT TROLLEYS & BAG ARE EMPTY



- **Yellow** Vote By Mail Ballots Trolley
- **Turquoise** Official Ballots Trolley
- **Blue** Provisional Ballots Trolley
- **Lime Bag** (zipper must be sealed with White Security Seal)

VOTING BOOTHS ARE SET UP



- **Standard** Voting Booths
- **Accessible** Voting Booths
- **Touchscreen** Voting Booths

ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

TASK 11 ANNOUNCE OPENING OF THE POLLS

DAILY

DAILY

DAILY

DAILY

DAILY

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

“THE VOTE CENTER IS NOW OPEN!”

BALLOT MARKING TOUCHSCREEN SETUP

BALLOT MARKING TOUCHSCREEN SETUP

DAILY

DAILY

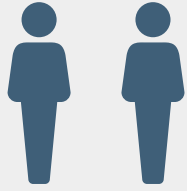
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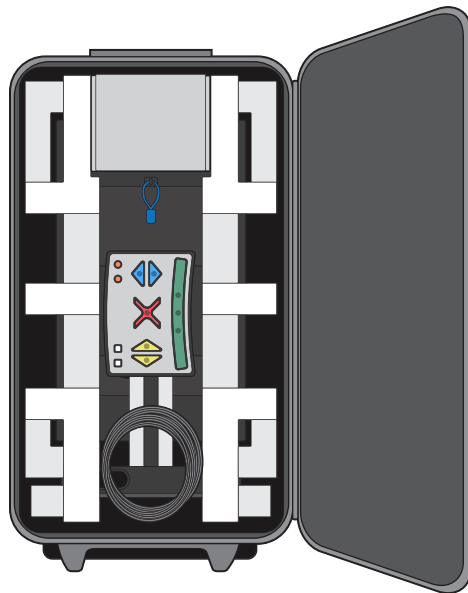
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

2 PERSON RULE

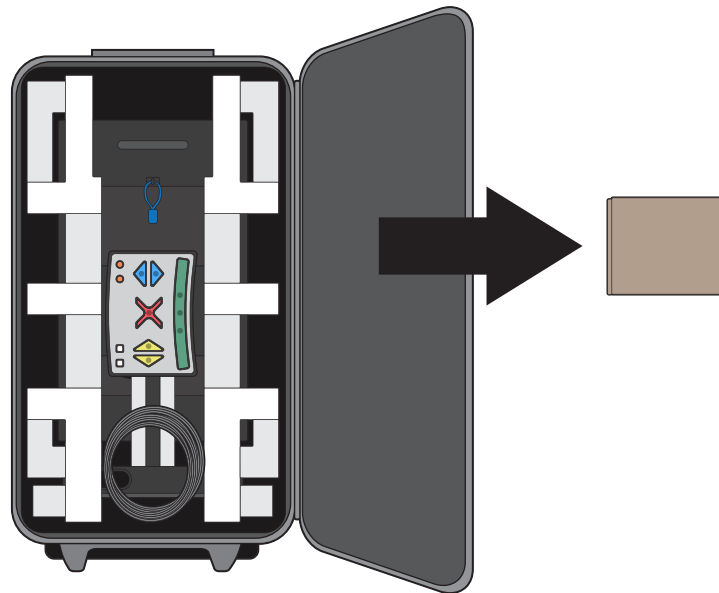


California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

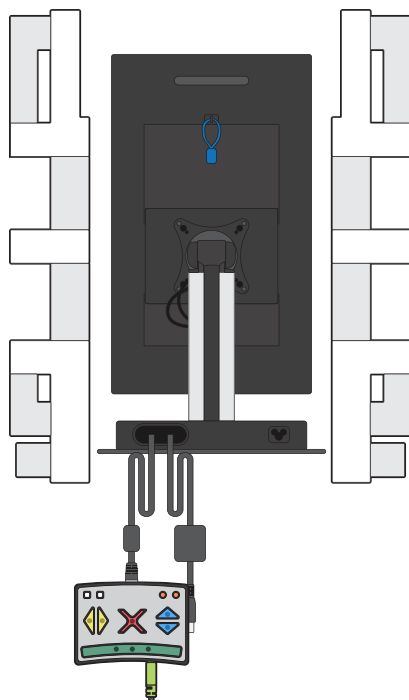
California Secretary of State Guidelines require two (2) Election Workers perform the following procedures:



- 1. PLACE** the Ballot Marking Touchscreen case on a flat surface with the rolling handle on the bottom. **OPEN** the case.



- 2. REMOVE** the small box containing the power cord from the case.



- 3. REMOVE** the Ballot Marking Touchscreen and Audio Tactile Interface (ATI) with headphones attached out of the case using the handle behind the screen. While holding the Ballot Marking Touchscreen, **REMOVE** the protective packaging.
- 4. PLACE** the Ballot Marking Touchscreen in Touchscreen Voting Booth.
- 5. PLACE** the packaging back in the case, then **ZIP CLOSED. RETURN** the Ballot Marking Touchscreen Case to the Official Ballots Delivery Cart.

DAILY

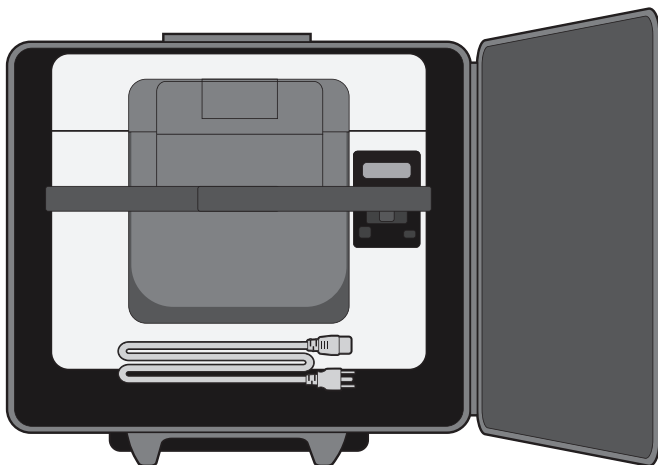
DAILY

DAILY

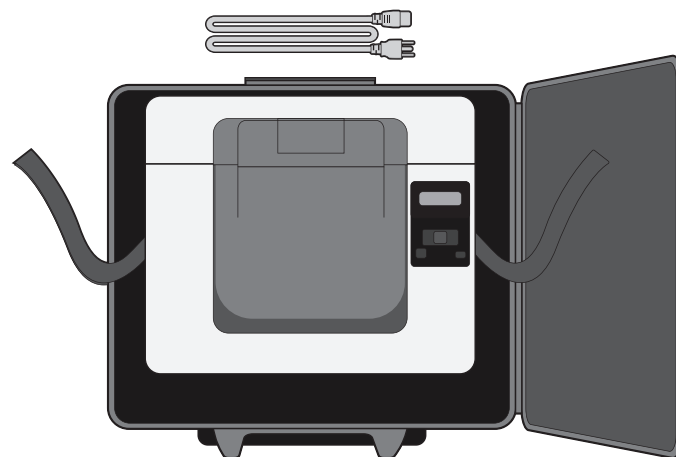
DAILY

DAILY

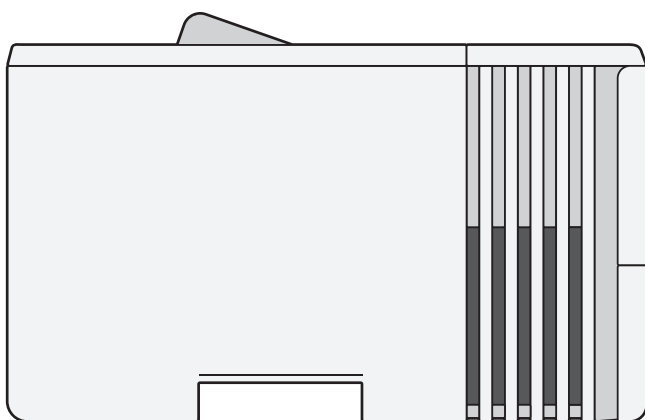
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



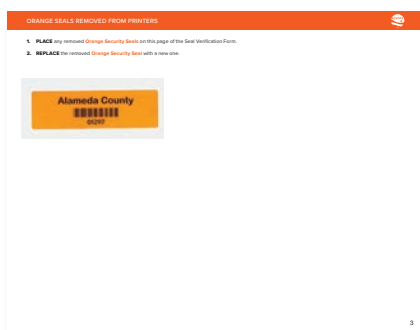
1. **PLACE** the Printer case on a flat surface with the rolling handle on the bottom. **OPEN** the case.



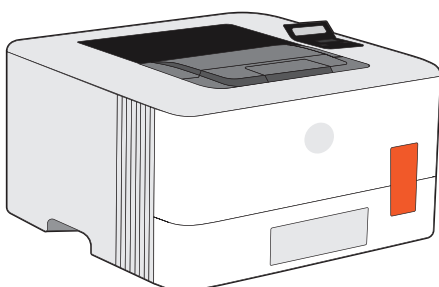
2. **REMOVE** Velcro holding the Printer and **REMOVE** the power cord from the case.



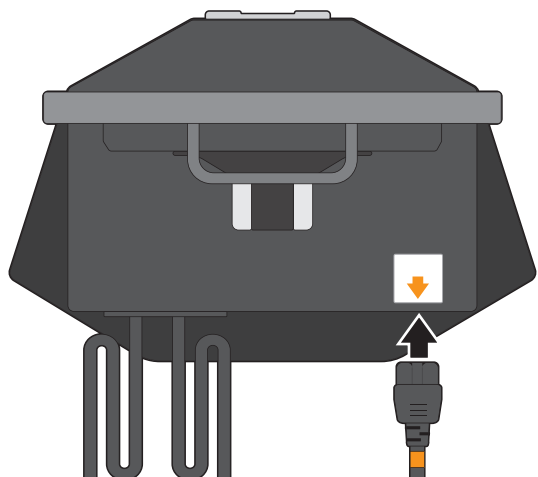
3. **REMOVE** the Printer from case using the side handles.
4. **PLACE** the Printer in the Ballot Marking Touchscreen Booth to the right of the Touchscreen.
5. **RETURN** the Printer case to the Official Ballots Delivery Cart.



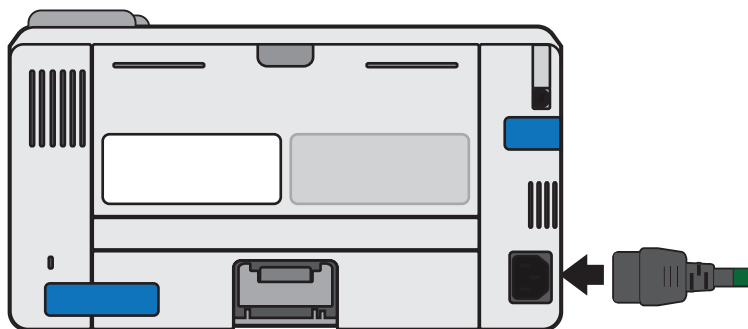
6. **REMOVE** the Orange Security Seal covering both the Printer and paper tray and **CHECK** that the paper inside the tray is lying flat. **PLACE** the old Orange Security Seal onto the back of the Seal Verification Form.



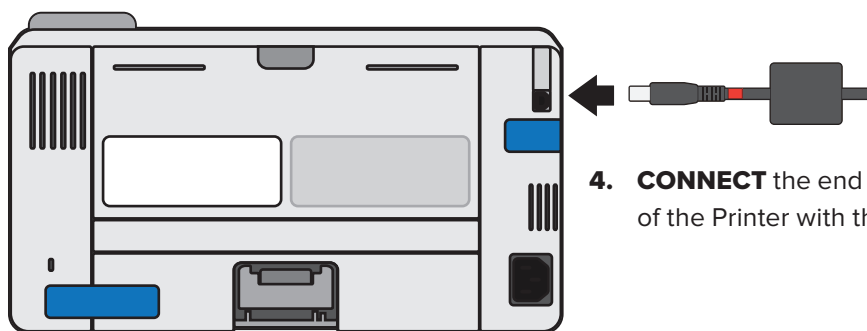
7. **PLACE** a new Orange Security Seal on both the Printer and paper tray ensuring the paper tray cannot be opened.




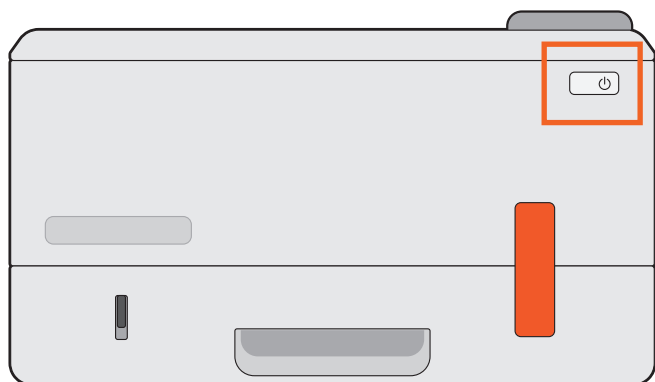
1. **CONNECT** the Touchscreen power cord (marked **orange**) to the base of the Ballot Marking Touchscreen.



2. **CONNECT** the Printer power cord (marked **green**) to the back of the Printer.
3. **PLUG** both the Printer and the Ballot Marking Touchscreen into the surge protector.



4. **CONNECT** the end of Printer cable (marked **red**) to the top port of the Printer with the USB icon (eg. ) beside it .



5. **PRESS** the power button on the front side of the Printer.

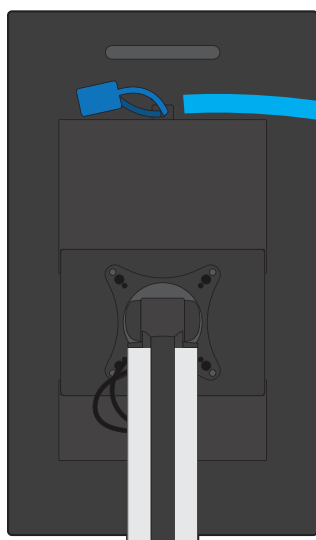
DAILY

DAILY

DAILY

DAILY

DAILY



SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET
CITY

VC000001
ELECTION NAME: MMDDYYYY

RED SECURITY SEAL 2 PERSON RULE

1. **VERIFY** that the Red Security Seal serial number matches the Ballot Marking Touchscreen and this form.

- If the serial numbers **DO NOT** match or if the seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.
- If the Ballot Marking Touchscreen does not power on automatically, **FOLLOW** instructions in Election Worker Guide.
- If necessary, **RESEAL** the Ballot Marking Touchscreen, then **RECORD** the replacement Red Security Seal number.

2. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	RED SEAL #	REPLACEMENT#	REPLACEMENT#	WORKER 1	WORKER 2	VERIFIED BY	DATE/TIME
1	(051804)			WORKER 1	WORKER 2		
2				WORKER 1	WORKER 2		
3				WORKER 1	WORKER 2		
ELECTION DAY				WORKER 1	WORKER 2		

OPENING - BLUE SECURITY SEAL 2 PERSON RULE

1. **VERIFY** that the Blue Security Seal is intact.

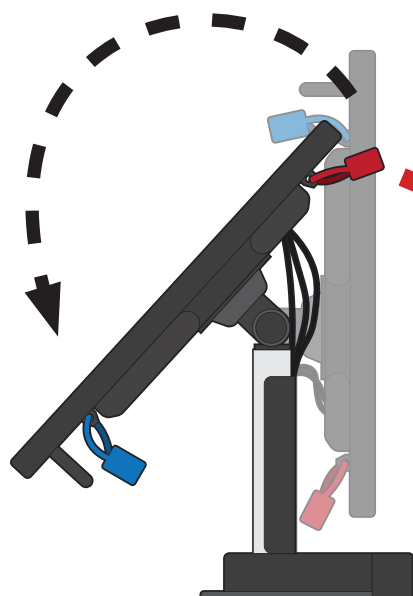
- If the security seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

2. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	VERIFIED BY	DATE/TIME
1	WORKER 1	
2	WORKER 2	
3	WORKER 1	
ELECTION DAY	WORKER 1	

7. **VERIFY** Blue Security Seal is intact. **INITIAL** section on the front of the Seal Verification Form. Be sure to follow steps on Seal Verification Form.

NOTE: Never remove any Blue Security Seal.



8. While holding the base, **ROTATE** the Ballot Marking Touchscreen upwards.
9. **VERIFY** Red Security Seal serial number matches with Seal Verification Form. Be sure to follow steps on Seal Verification Form.

SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET
CITY

VC000001
ELECTION NAME: MMDDYYYY

RED SECURITY SEAL 2 PERSON RULE

1. **VERIFY** that the Red Security Seal serial number matches the Ballot Marking Touchscreen and this form.

- If the serial numbers **DO NOT** match or if the seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.
- FOLLOW** Touchscreen Powering On/Off instructions.
- If Ballot Marking Touchscreen does not power on automatically, **FOLLOW** instructions in Election Worker Guide.
- If necessary, **RESEAL** the Ballot Marking Touchscreen, then **RECORD** the replacement Red Security Seal number.

2. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	RED SEAL #	REPLACEMENT#	REPLACEMENT#	WORKER 1	WORKER 2	VERIFIED BY	DATE/TIME
1	(051804)			WORKER 1	WORKER 2		
2				WORKER 1	WORKER 2		
3				WORKER 1	WORKER 2		
ELECTION DAY				WORKER 1	WORKER 2		

OPENING - BLUE SECURITY SEAL 2 PERSON RULE

1. **VERIFY** that the Blue Security Seal is intact.

- If the security seal is compromised or tampered, **CALL** the Registrar of Voters Election Worker Hotline immediately.

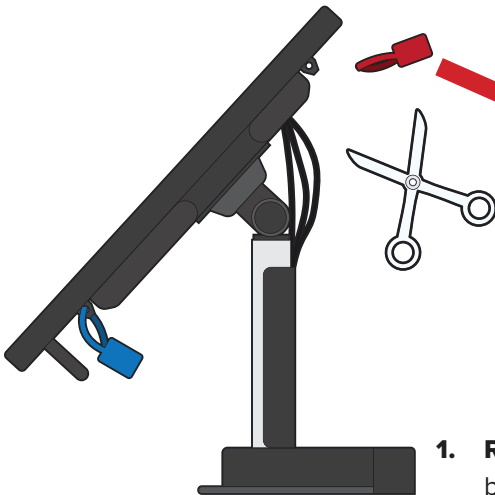
2. Election Workers **MUST COMPLETE** the "Verified By" section.

DAY #	VERIFIED BY	DATE/TIME
1	WORKER 1	
2	WORKER 2	
3	WORKER 1	
ELECTION DAY	WORKER 1	

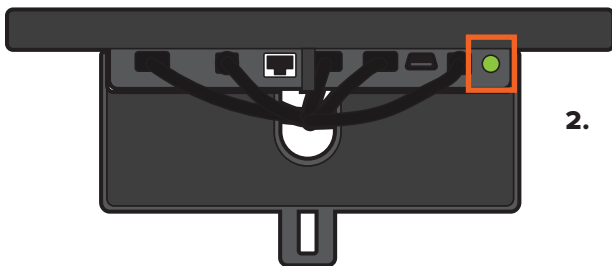
NOTE: Rotating the Touchscreen upwards may cause it to tip over.

IF BALLOT MARKING TOUCHSCREEN DOES NOT POWER ON AUTOMATICALLY

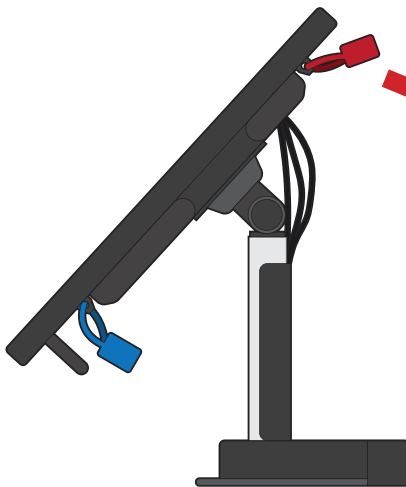
- **MAKE SURE** Touchscreen power cord is firmly seated in socket.
- **ENSURE** the surge protector is powered on and all power cables are connected to a power source.
- If the previous steps do not work, then **DO THE FOLLOWING:**



1. **REMOVE** the Red Security Seal with scissors and **PLACE** the seal onto the back of the Seal Verification Form with tape.



2. **OPEN** door. **PRESS & HOLD** Power button until the button lights up green.



SEAL VERIFICATION FORM									
LOCATION 1234 MAIN STREET CITY		VC000001 ELECTION NAME - MMDDYYYY							
RED SECURITY SEAL						2 PERSON RULE			
1. VERIFY that the Red Security Seal serial number matches the Ballot Marking Touchscreen and this form. • If the serial numbers <u>DO NOT</u> match or if the seal is compromised or tampered, CALL the Registrar of Voters Election Worker Hotline immediately. 2. FOLLOW Touchscreen Powering On/Off instructions. • If Ballot Marking Touchscreen does not power on automatically, FOLLOW instructions in Election Worker Guide. • As necessary, RESEAL the Ballot Marking Touchscreen, then RECORD the replacement Red Security Seal number. 3. Election Workers MUST COMPLETE the "Verified By" section.									
DAY #	RED SEAL #	REPLACEMENT #	REPLACEMENT #	WORKER 1	WORKER 2	PRINTED NAME	VERIFIED BY	SIGNATURE	
1	(051804)			WORKER 1	WORKER 2				
2				WORKER 1	WORKER 2				
3				WORKER 1	WORKER 2				
ELECTION DAY				WORKER 1	WORKER 2				
OPENING - BLUE SECURITY SEAL						2 PERSON RULE			
1. VERIFY that the Blue Security Seal is intact. • If the security seal is compromised or tampered, CALL the Registrar of Voters Election Worker Hotline immediately. 2. Election Workers MUST COMPLETE the "Verified By" section.									
DAY #	WORKER 1	WORKER 2	PRINTED NAME	VERIFIED BY	SIGNATURE				
1	WORKER 1	WORKER 2							
2	WORKER 1	WORKER 2							
3	WORKER 1	WORKER 2							
ELECTION DAY	WORKER 1	WORKER 2							

3. **CLOSE** door and **SECURE** with a new Red Security Seal. **WRITE** new Red Security Seal number on the front of the Seal Verification Form. Be sure to follow steps on Seal Verification Form.
4. **CALL** Election Worker Hotline (510) 835-7205 to notify them that the seal was replaced.

DAILY

DAILY

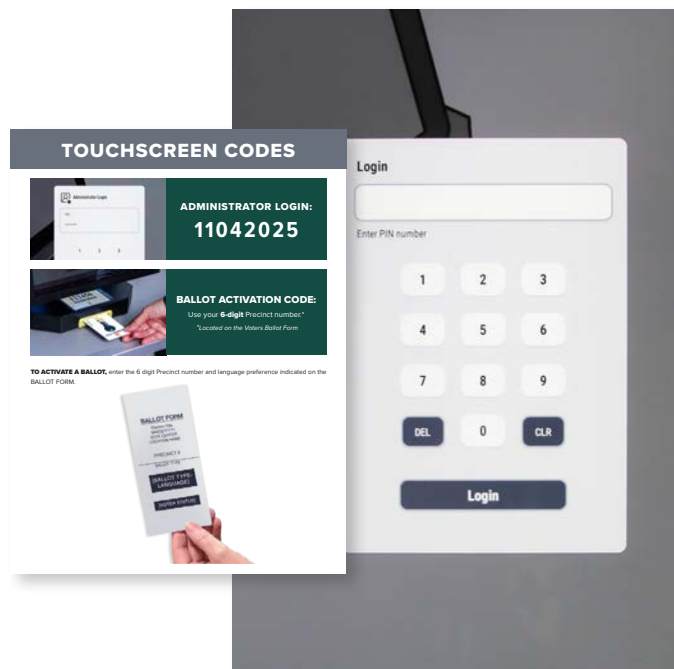
DAILY

DAILY

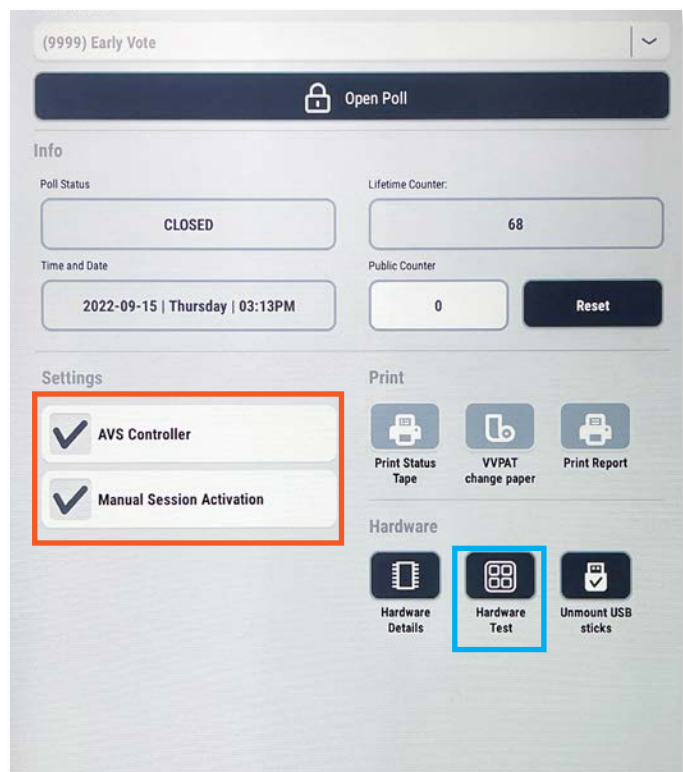
DAILY



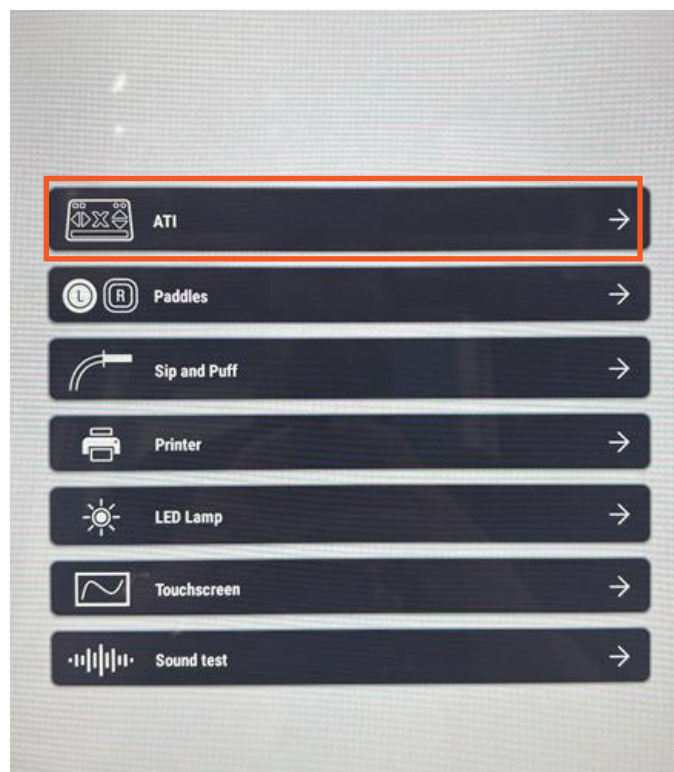
1. **INSERT** the Poll Worker Card into the yellow slot at the bottom of the Ballot Marking Touchscreen with the gold chip facing up and toward the Touchscreen.



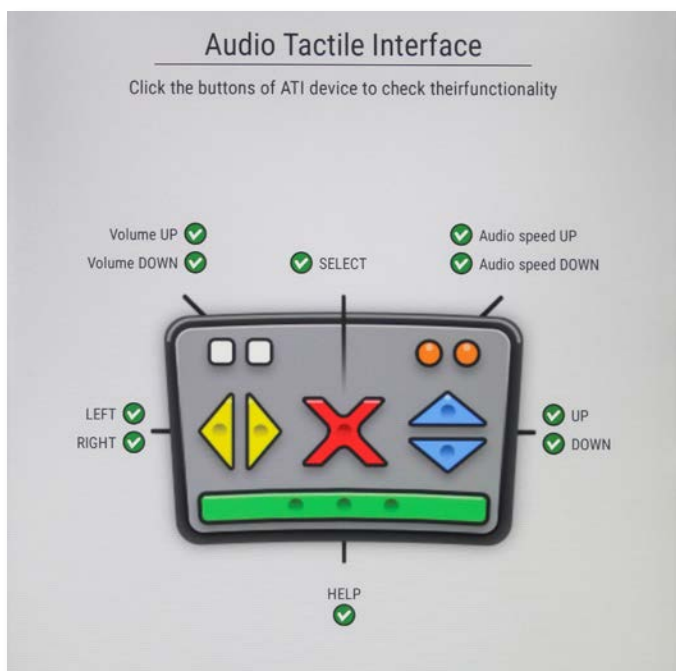
2. **ENTER** the Administrator Login number found on the Touchscreen Codes List in the Operations Sleeve on the left-hand side of the booth. **PRESS** "Login" then Administrative Mode will begin.



3. **CONFIRM** the "AVS Controller" and "Manual Session Activation" checkboxes (marked **orange**) are both selected.
4. **PRESS** the "Hardware Test" button (marked **blue**).



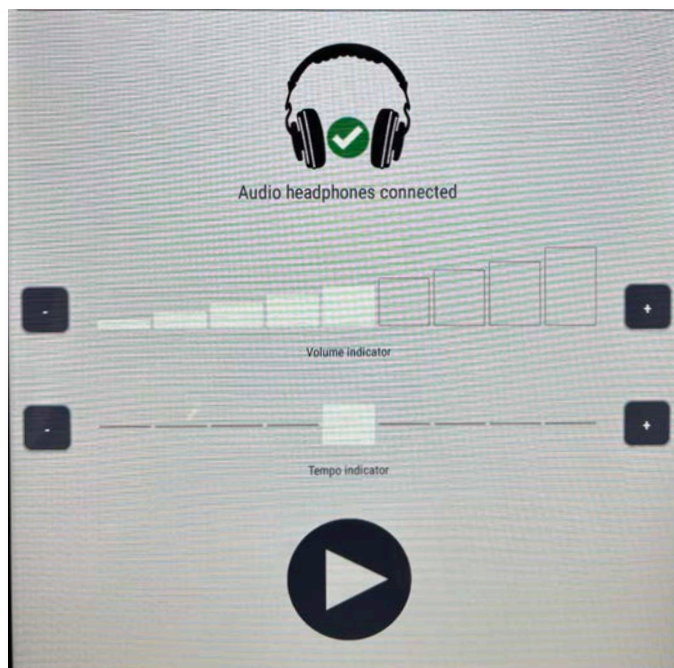
5. **SELECT** the "ATI" button on screen to proceed.



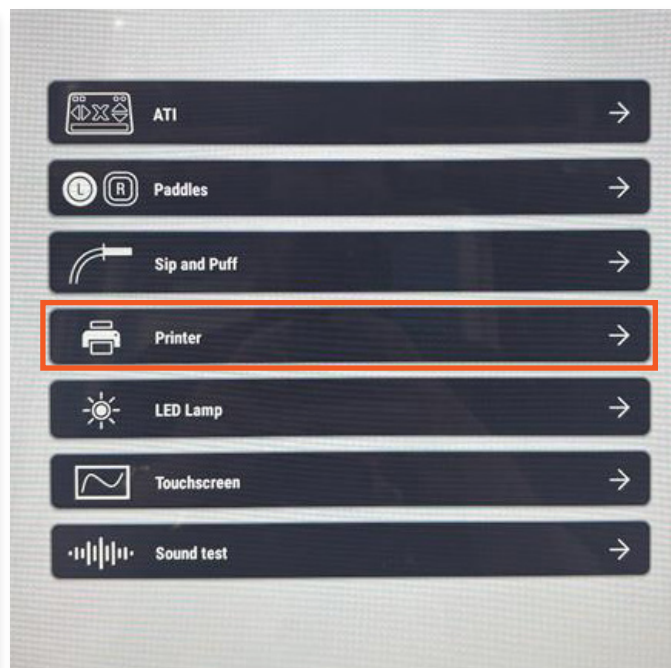
6. **PRESS** each button on the ATI device to verify the buttons work. The green checkmarks will indicate that the button is responding. **PRESS** "Back to Menu" when finished.



7. **SELECT** the "Sound test" button on screen to proceed.



8. The green checkmark and the words "Audio headphones connected" will indicate that the headphones are functioning. While listening to the headphones, **PRESS** the "Play" symbol to check the sound functionality. **PRESS** "Back to Menu" when finished.



9. **SELECT** the "Printer" button on screen to proceed.

OPENING POLLS

TWO (2) PERSON RULE

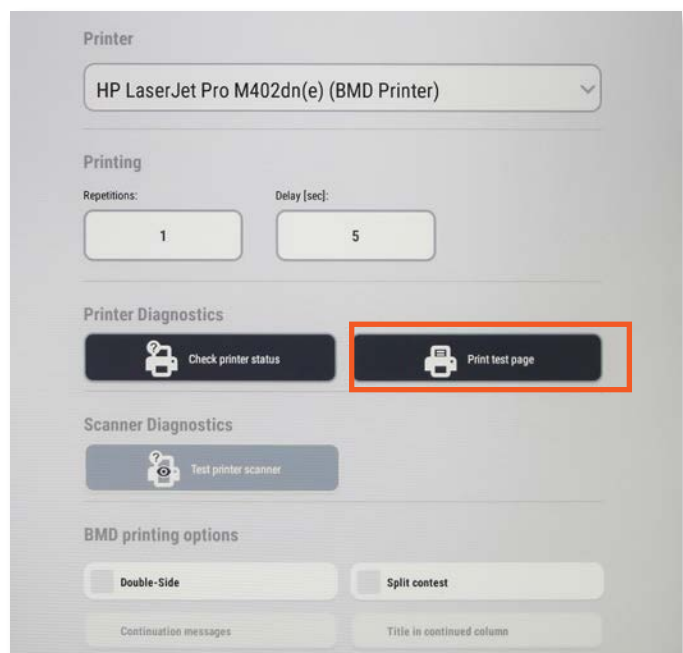
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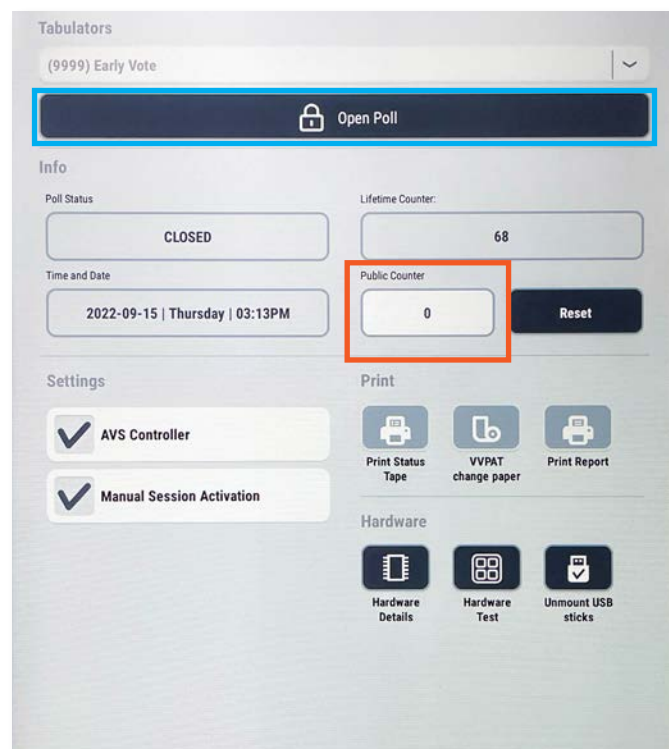
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DAILY



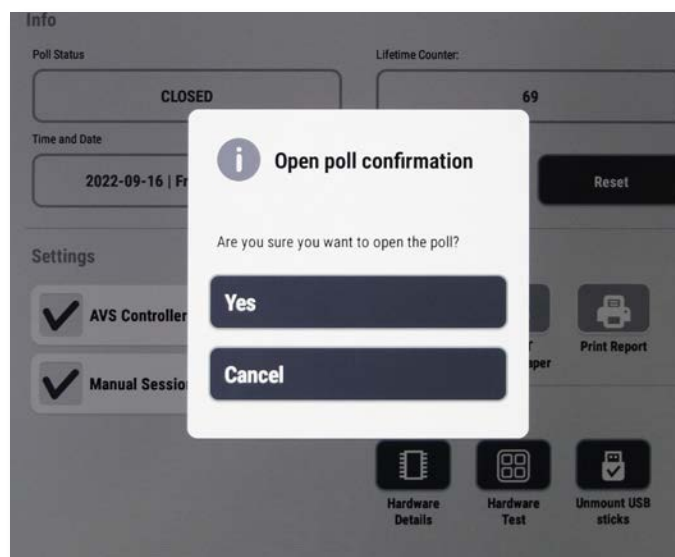
- 10. PRESS "Print test page"** button to print a test page verifying the Printer is connected properly. Once the test page prints, **SPOIL** the test page by placing into Purple Spoiled Ballots Bag. **PRESS** the Close button when finished.

NOTE: If a Test Page does not print, **DOUBLE CHECK** the Printer's connections to the surge protector and Ballot Marking Touchscreen, and that the paper is lying flat.



- 11. CONFIRM** the Public Counter is "0" (marked orange).

- 12. PRESS** "Open Polls" button (marked blue).



- 13. PRESS "Yes"** to confirm opening of the polls on the Ballot Marking Touchscreen.



- 14. REMOVE** the Poll Worker Card from the Ballot Marking Touchscreen. The Poll Worker Card must be with the Demonstration Officers for use throughout the day.

ELECTION DAY

ELECTION DAY

1ST VOTER PROCEDURE

DAILY

DAILY

DAILY

DAILY

DAILY

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.

THE OFFICIAL TABLE: INTRODUCTION

KNOW THE ROLES:



Captain



Assistant Captain



Poll Pad Operator



Demonstration Officers



BOD Operator

BREAK SCHEDULE

Breaks and lunch/dinner breaks will be broken into thirds and managed on the Break Schedule sheets (*as pictured below*). Only three (3) people will be allowed to go on breaks and lunch/dinner breaks at a time to cover all positions.

Break schedule timeline will be as follows:

EARLY VOTING DAYS

15-MINUTE BREAK: 10:00 AM, 10:30 AM, 11:00 AM

LUNCH: 11:30 AM, 12:30 PM, 1:30 PM

15-MINUTE BREAK: 2:30 PM, 3:00 PM, 3:30 PM

ELECTION DAY

15-MINUTE BREAK #1: 8:00 AM, 8:30 AM, 9:00 AM

1-HOUR LUNCH: 9:30 AM, 10:30 AM, 11:30 AM

15-MINUTE BREAK #2: 12:30 PM, 1:00 PM, 1:30 PM

1-HOUR DINNER: 2:30 PM, 3:30 PM, 4:30 PM

15-MINUTE BREAK #3: 5:30 PM, 5:45 PM, 6:00 PM

**ALAMEDA COUNTY
REGISTRAR OF VOTERS**

CAPTAIN: Try to incorporate Election Workers' Preferences as you complete the schedule. Arrange for orderly breaks.

Election Workers receive one (1) one-hour break.

Early Voting Break Schedule - Date: _____

Election Workers	1st Break			Lunch			2nd Break		
	8:00 AM - 8:30 AM	8:30 AM - 9:00 AM	9:00 AM - 9:30 AM	11:30 AM - 12:00 PM	12:00 PM - 12:30 PM	12:30 PM - 1:00 PM	2:30 PM - 3:00 PM	3:00 PM - 3:30 PM	3:30 PM - 4:00 PM
Captain:									
Judge:									
Judge:									
Judge:									
Clerk:									
Clerk:									
Clerk:									

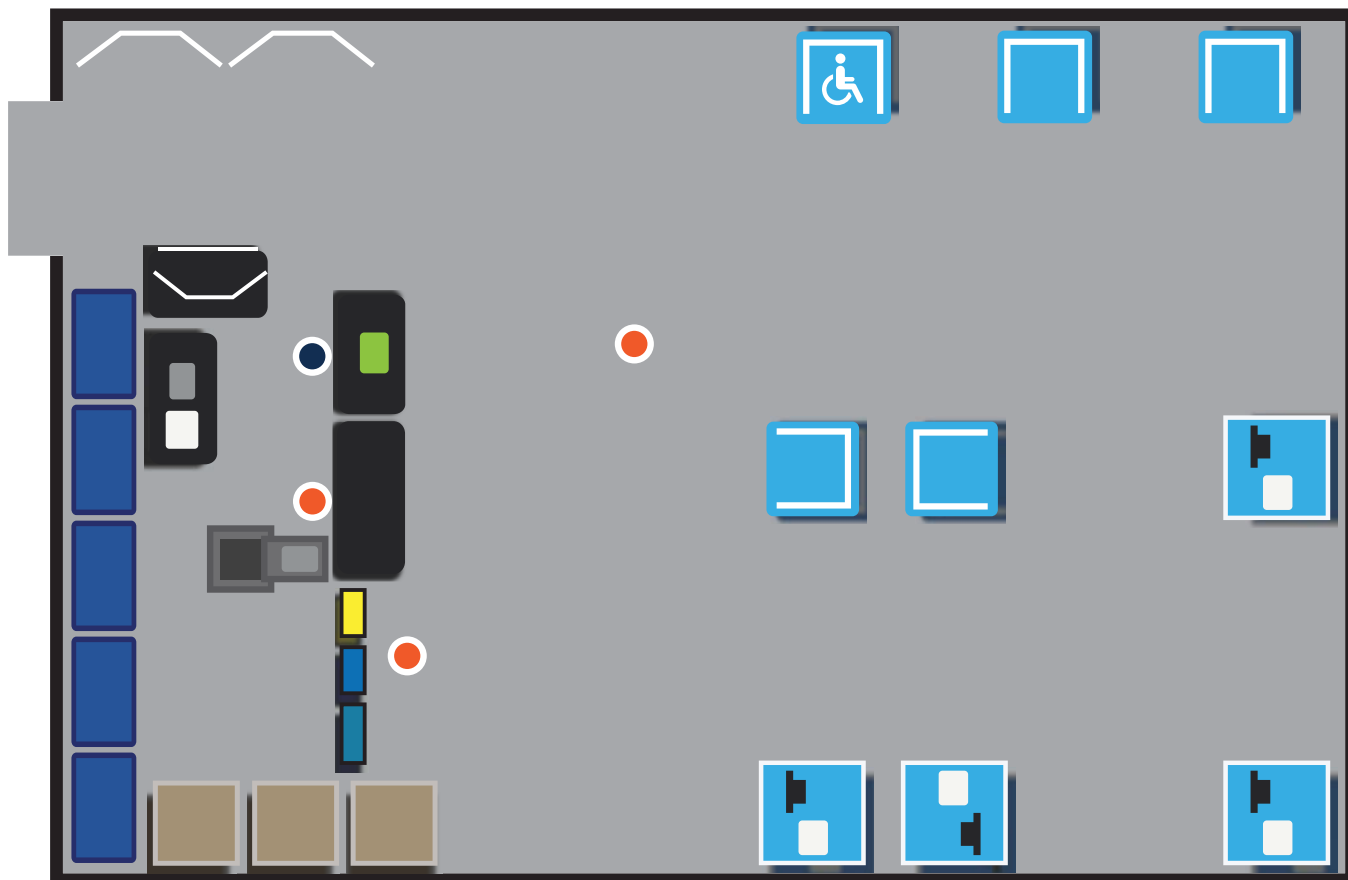
**ALAMEDA COUNTY
REGISTRAR OF VOTERS**

CAPTAIN: Try to incorporate Election Workers' Preferences as you complete the schedule. Arrange for orderly breaks.

Election Workers receive two (2) one-hour breaks.

Election Day Break Schedule

Election Workers	1st Break			Lunch			2nd Break			Dinner			3rd Break		
	8:00 AM - 8:30 AM	8:30 AM - 9:00 AM	9:00 AM - 9:30 AM	11:30 AM - 12:00 PM	12:00 PM - 12:30 PM	12:30 PM - 1:00 PM	2:30 PM - 3:00 PM	3:00 PM - 3:30 PM	3:30 PM - 4:00 PM	4:00 PM - 4:30 PM	4:30 PM - 5:00 PM	5:00 PM - 5:30 PM	5:30 PM - 6:00 PM		
Captain:															
Judge:															
Judge:															
Judge:															
Clerk:															
Clerk:															
Clerk:															



NOTE: Trolleys must be close to Election Workers at all times.

OFFICIAL TABLE POLL PAD OPERATOR

OFFICIAL TABLE POLL PAD OPERATOR



“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?”
- On the Poll Pad, **MARK** the Voter as “Assistance Required” and **SELECT** the reason.

IF VOTER NEEDS LANGUAGE ASSISTANCE:

- 1. ASK** Bilingual Election Worker who speaks the same language to help Voter.
In case no Bilingual Election Workers are 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.
- Etiquette Guidelines regarding **Disability Sensitivity at the Polls** are available in the Election Worker Guide.
- 3. FACILITATE** assistance from other Election Workers.

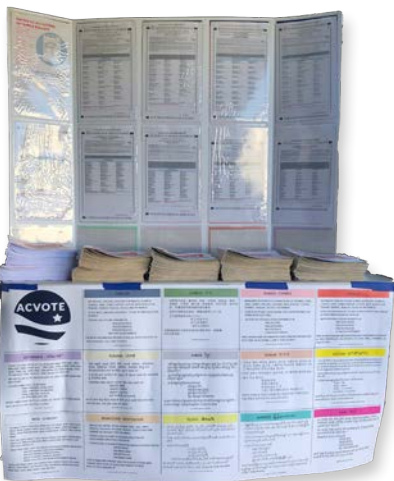
IF VOTER REQUESTS A FACSIMILE REFERENCE BALLOT:

- 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 Ballot as a reference to assist them with marking their Official Ballot.

IF VOTER NEEDS AMERICAN SIGN LANGUAGE (ASL) ASSISTANCE:

- 1. CONTACT** the Election Worker Hotline, (510) 835-7205.

FACSIMILE REFERENCE BALLOTS



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.

TASK 2 PROCESSING VOTER

1. **PRESS** "Get Started" to locate the Voter by using their first and last name.

2. **USE** the on-screen keyboard to enter the first three (3) letters of the voter's last and first name, then **PRESS** "Search".

NOTE: To narrow search results, **USE** "ADVANCED OPTIONS".

3. Records matching the search criteria display on-screen. The Voter's record may contain a status that reads "VBM Ballot Sent" because all registered Voters will receive a VBM Ballot this Election. **SELECT** the Voter by touching their record.

4. The Poll Pad will display instructions on how to assist the Voter. **PRESS** "CONTINUE" to proceed.

5. If "Vote by Mail Ballot Issued" prompt appears above the Voter's information, **VERIFY** if the Voter does or does not have VBM materials to surrender, then **PRESS** "CONTINUE" to proceed.

Alameda County
1ST CONGREGATIONAL CHURCH OF ALAMEDA

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

GEORGE WASHINGTON
DOB: 07/04/1976
101 MAIN ST, ALAMEDA, CA, 94501
VBM BALLOT SENT

Voter ID: 97500003 Status: Active Party: Democratic Precinct: 101

Registration

- 6. ROTATE** the Poll Pad to the Voter to confirm their information is correct. **INFORM VOTER** to press "ACCEPT" if their information is correct. **If the Voter's address or party information is incorrect**, refer to pg. 90 to update information. **If the Voter's information is incorrect**, refer to pg. 92 to change information.

NOTE: PRESS "SPEAK" to play audio of the Voter's information through Poll Pad speakers.

Alameda County
Alameda County Courthouse

Ballot Language GO BACK ACCEPT

Select Ballot Language

English Spanish
Chinese Tagalog
Vietnamese

- 7. INFORM VOTER** to select their Ballot Language option then **PRESS** "ACCEPT" to continue. **If Voter who needs assistance is visually impaired, ASSIST** the Voter in selecting their Ballot Language option.

Alameda County
Alameda County Courthouse

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

GEORGE WASHINGTON
101 MAIN ST, ALAMEDA, CA, 94501
Precinct: 101

LISTEN TO OATH
CLEAR SIGNATURE

WARNING: It is a crime punishable by imprisonment in the state prison or in county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Sec. 18560, Elections Code).

ADVERTENCIA: Es un delito castigable con encarceramiento en la prisión estatal o en la cárcel del condado a cualquier persona que vote de manera fraudulenta, intente votar de manera fraudulenta, vote más de una vez, intente votar más de una vez, se haga pasar por un votante e intente hacerse pasar por un votante. (Sec. 18560, Código Electoral).

警告: 任何人進行欺詐投票、試圖進行欺詐投票、偽造投票、投票超過一次、嘗試投票超過一次、冒充選民行為、可被判處在州監獄或縣監獄中監禁。(選舉法第18560條)。

BABALA: Ito ay isang krimeng pinaparusahan sa pagkubkob ng estado o sa bilangyan ng county para sa sinumang mapaglinlang na bumoto, mapaglinlang sa pagboto, o sa ibang beses, sumubok bumoto nang higit sa isang beses.

CẢNH BÁO: Bất cứ ai cố ý bỏ phiếu gian lận, cố ý bỏ phiếu gian lận, bỏ phiếu nhiều hơn một lần, cố ý bỏ phiếu nhiều hơn một lần, mạo danh một cử tri để đi bỏ phiếu là một phạm tội bị trừng phạt bằng cách bỏ tù trong nhà tù tiểu bang hoặc nhà giam của quận (Đoạn 18560, Bộ Luật Bầu Cử).

x

- 8. INFORM VOTER** to sign the Oath on the Poll Pad and press "DONE SIGNING" to continue. **ROTATE** the Poll Pad facing the Operator.



NOTE: PRESS "LISTEN TO OATH" to play audio of oath through Poll Pad speakers. **If Voter who needs assistance is visually impaired**, a Signature Guide is available for Poll Pad use, found in the Official Table Supply Box. **SLIDE** Poll Pad signature guide on top of the screen to assist with signing.

TASK 2 PROCESSING VOTER

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
101 MAIN ST, ALAMEDA, CA, 94501
Precinct: 101 DOB: 07/04/1976
Status: Active Voter ID: 97500003

Declared Party: Democratic
Ballot Style: DEM-0006 English

Paper ☐ Curbside ☐

Electronic ☐

Voting Method

9. **ASK VOTER**, "Would you like to vote on the Ballot Marking Touchscreen?"
If yes, **SELECT** "Electronic" under "Voting Method".
If no, **SELECT** "Paper", then **PRESS** "SUBMIT".



10. This screen will indicate that the Voter has been successfully processed.



11. Once Voter is successfully processed, a Ballot Form will print out. The Ballot Form will inform either the BOD Operator or Demonstration Officer the Voter's Precinct number, Ballot Type, and Language Preference. As well as whether the Voter is voting Provisionally.

NOTE: The Ballot Form **CANNOT** be reprinted.
LOOK UP the Voter's name again to retrieve Precinct number, if necessary.

PAPER BALLOT VOTER

GIVE the Ballot Form directly to the Ballot On Demand (BOD) Operator. **INFORM** the Voter to proceed to the BOD Operator as their Ballot card(s) print(s).

TOUCHSCREEN VOTER

GIVE the Ballot Form and Secrecy Sleeve to the Voter. **INFORM** the Voter to give the form to one of the Demonstration Officers to activate their Ballot. **REMINDE** the Voter that the Secrecy Sleeve is used to keep their printed Ballot private as they deposit it into the Turquoise Official Ballots Trolley.

SURRENDERING VBM BALLOT TO VOTE

NOTE: It is not required for Voters to surrender their Vote by Mail Ballot.



1. **WRITE "VOID"** on VBM Envelope and **PARTIALLY TEAR**.

2. **PLACE** Voided VBM into **Gray Voided/Surrendered VBM Ballots Bag**. **CONTINUE** processing Voter.

REPLACEMENT VBM ENVELOPE

1. **GIVE VOTER** Official Vote by Mail Replacement envelope and Pen.
2. **INFORM VOTER** to fill out back of the envelope completely. The VBM Replacement envelope is for a complete set of Ballot Card(s).

This ballot must be received by the Alameda County Registrar of Voters Office or any Alameda County Polling Place by 8:00 p.m. on Election Day. Para los boletines recibidos deben ser recibidos por la Oficina del Registro de Votantes del Condado de Alameda o cualquier Lugar de Votación del Condado de Alameda antes de las 8:00 p.m. el Día de las Elecciones.

Voter's Declaration		Declaración del Votante	
I declare, under penalty of perjury: • I reside within the voting precinct. • I am the person whose name appears on this envelope. • I have not signed nor intend to sign for a Vote by Mail Ballot from any other jurisdiction for the same election. VOTING TWICE CONSTITUTES A FELONY		Declaro bajo pena de perjurio: • Resido dentro del distrito electoral. • Soy la persona cuyo nombre aparece en este sobre. • No he suscrito ni tengo la intención de suscribir un Boleto de Votación por Correo de otra jurisdicción para la misma elección. VOTAR DOS VECES CONSTITUYE UN DELITO GRAVE	
Voter must complete section below El votante debe completar la sección a continuación			
First Name Primer Nombre	Middle Name Segundo Nombre	Last Name Apellido	Date of Birth - MM/DD/YYYY Fecha de Nacimiento - mm/dd/yyyy
Residence address as registered in Alameda County Dirección residencial tal como está registrada en el Condado de Alameda		House Number Número de Casa	Street Name Carretera de Calle
		City Ciudad	State Estado
		Zip Código Postal	
Signature Firma		Date of Signing Fecha de Firma	

SIGNATURE AND ADDRESS INFORMATION IS **REQUIRED** FOR VERIFICATION PURPOSES. **REQUISITOS** PARA VERIFICACIÓN DE VERIFICACIÓN.

VBM VOTER SCENARIOS

IF A VBM VOTER SUBMITS AN RAVBM (REMOTE ACCESS VOTE BY MAIL) BALLOT:

- **INFORM VOTER** to double check that they have their printed Ballot and the required documents (Vote Oath and Voter Return Envelope Form) containing their signature. They can submit into the Yellow Trolley with their provided envelope or a replacement envelope.
- If the Voter needs a replacement envelope for their RAVBM Ballot, the Voter can use a replacement VBM Envelope.

IF A VBM VOTER NEEDS A CARD REPLACED:

- **VOID & SURRENDER** the remaining card(s). Then **PROCESS** the Voter to vote in-person.

VOTER ASSISTANCE REQUIRED

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
9769 CHELLS DR, ALAMEDA, CA 94501
Precinct: 101 DOB: 12/31/1969
Status: Active Voter ID: 97500003

Signature on Election Day

Ballot Style: English 101-1

☒ Assistance Required ☐ Curbside

Voting Method

1. If the Voter requests assistance, **SELECT** the Voting Method first, then "Assistance Required".

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
9769 CHELLS DR, ALAMEDA, CA 94501
Precinct: 101 DOB: 12/31/1969
Status: Active Voter ID: 97500003

Signature on Election Day

Ballot Style: English 101-1

☒ Assistance Required ☐ Curbside

Voting Method

Assistance Required

Select what assistance was given to voter and sign below

CHOOSE REASON

- Accessibility
- Marking the Ballot
- Language Assistance - Burmese
- Language Assistance - Chinese
- Language Assistance - Hindi
- Language Assistance - Khmer
- Language Assistance - Korean
- Language Assistance - Laotian
- Language Assistance - Mien
- Language Assistance - Mongolian
- Language Assistance - Punjabi

CLEAR SIGNATURE

2. A pop-up window will appear. **SELECT** one of the listed reasons for assistance from the drop-down menu:

- Accessibility
- Marking the Ballot
- Language Assistance — [Language]
- Facsimile Ballot — [Language]

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
9769 CHELLS DR, ALAMEDA, CA 94501
Precinct: 101 DOB: 12/31/1969
Status: Active Voter ID: 97500003

Signature on Election Day

Ballot Style: English 101-1

☐ Assistance Required ☒ Curbside

Voting Method

Assistance Required

Select what assistance was given to voter and sign below

ACCESSIBILITY

CLEAR SIGNATURE

3. **THE ELECTION WORKER SIGNS** after reason for assistance has been selected. **PRESS** "CONTINUE" to proceed.

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
9769 CHELLS DR, ALAMEDA, CA 94501
Precinct: 101 DOB: 12/31/1969
Status: Active Voter ID: 97500003

Signature on Election Day

Ballot Style: English 101-1

☐ Assistance Required ☒ Curbside

Voting Method

4. For **Curbside Voters**, **SELECT** the Voting Method first, then "Curbside". **Curbside Voters can only vote on Paper.**

VOTER ID REQUIRED

5:30 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

ID REQUIRED

HARRISON, WILLIAM HENRY
02/09/1903
1019 VIA GRANADA, LIVERMORE, CA 94550
Precinct 501410

ID Required - Voter must provide one of the Valid ID's listed in the H.A.V.A. ID requirements found in the Election Worker Guide.

Select **SHOWED CORRECT ID** button on the right to proceed.

If voter unable to provide Valid ID. Select **CLOSE** and process as provisional voter.

Buttons: **SHOWED CORRECT ID**, **UNABLE TO SHOW CORRECT ID**, **CLOSE**

1. After selecting the Voter, it may indicate "ID REQUIRED". The Voter is required to show Valid ID (*a list of acceptable IDs can be found in the HAVA ID Requirements Binder*).
2. **SELECT** "SHOWED CORRECT ID", if Voter is able to provide the correct identification.

If the Voter cannot provide ID, **SELECT** "UNABLE TO SHOW CORRECT ID" and **PROCESS** the Voter Provisionally. **WRITE DOWN** the Voter's Precinct Number on the Conditional Provisional Registration (CPR) Form. (*proceed to pg. 92*).

NOTE: Election Workers must not ask a voter to provide their identification unless the Poll Pad states identification is needed.

VOTER INACTIVE

5:38 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checks: 0

Search: LINCOLN First Name Search ADVANCED OPTIONS

SEARCH RESULTS: 6

LINCOLN, ABRAHAM 02/12/1909 22 BRET HARTE RD, BERKELEY, CA 94708 VOTER ID: 76500010	Inactive	Precinct: 200100
LINCOLN, BODIE 10/25/1962 1327 BRECKENRIDGE ST, SAN LEANDRO, CA 9457900...	VBM Ballot Sent	Precinct: 450200
LINCOLN, HADLEIGH 09/22/1994 2746 WINCHESTER DR, HAYWARD, CA 94541 VOTER ID: 76517578	VBM Ballot Sent	Precinct: 491300
LINCOLN, HARMONY 08/25/1924 3206 ENCINAL AVE, ALAMEDA, CA 945014805 VOTER ID: 76526267	Inactive	Precinct: 301200

1. Records matching the search criteria display on-screen. If Voter's record contains a status that reads "Inactive", **SELECT** the Voter by touching their record to continue.
2. The Poll Pad will display instructions on how to assist the Voter. **PRESS** "CONTINUE" to proceed.

5:38 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

Inactive Voter

LINCOLN, ABRAHAM
02/12/1909
22 BRET HARTE RD, BERKELEY, CA 94708
Precinct 200100

Follow CVR instructions in the Election Worker Guide.

3. A prompt below the Voter's name will display with instructions on how to process the voter.

If the Voter chooses to vote at the Vote Center, **WRITE DOWN** the Voter's Precinct Number on the CPR Form and **SELECT** "GO BACK" and **PROCESS** the Voter Provisionally (*proceed to pg. 94*).

VOTER ALREADY VOTED – VOTER BALLOT RECEIVED

VOTER ALREADY VOTED

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checkins: 1

WASHINGTON GEORGE Search ADVANCED OPTIONS

SEARCH RESULTS: 1

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VOTER ID: 76500008

Voted Precinct: 245100
Ballot Type: 19 English
CHK: 10/06/2020, 17:33:19

1. If the Voter's record contains a status that reads "Voted" with the Voter's signature and time stamp, **SELECT** the Voter by touching their record to continue.
2. The Poll Pad will display instructions on how to assist the Voter. **PRESS** "CONTINUE" to proceed.

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

VOTER HAS ALREADY VOTED

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct 245100

CANCEL

This voter shows they have already voted at an AVL.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

3. A prompt below the Voter's name will display with instructions on how to process the voter.
If the Voter chooses to vote at the Vote Center, WRITE DOWN the Voter's Precinct Number on the CPR Form and **SELECT** "GO BACK" and **PROCESS** the Voter Provisionally (*proceed to pg. 94*).

VOTER HAS RETURNED A VBM BALLOT

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checkins: 1

MADISON JAMES Search ADVANCED OPTIONS

SEARCH RESULTS: 1

MADISON, JAMES
03/16/1901
4015 ELSTON AVE, OAKLAND, CA 94602
VOTER ID: 76500013

Voted Precinct: 224500

1. If the Voter's record contains a status that reads "Voted", **SELECT** the Voter by touching their record to continue.
2. The Poll Pad will display instructions on how to assist the Voter. **PRESS** "CONTINUE" to proceed.

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

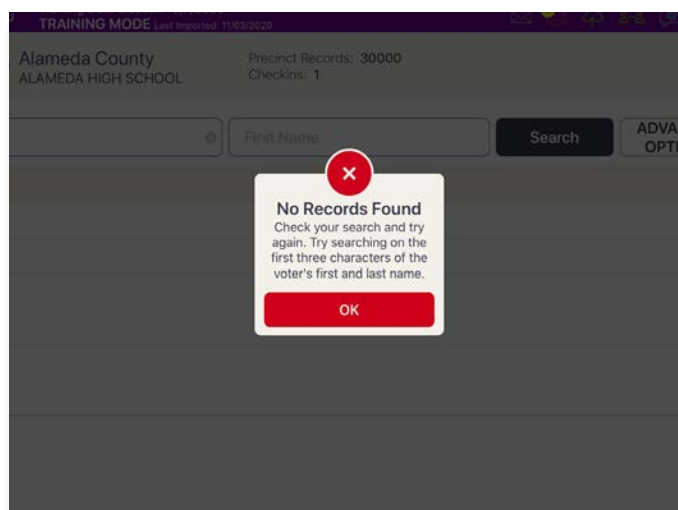
VOTER HAS RETURNED A VBM BALLOT

MADISON, JAMES
03/16/1901
4015 ELSTON AVE, OAKLAND, CA 94602
Precinct 224500

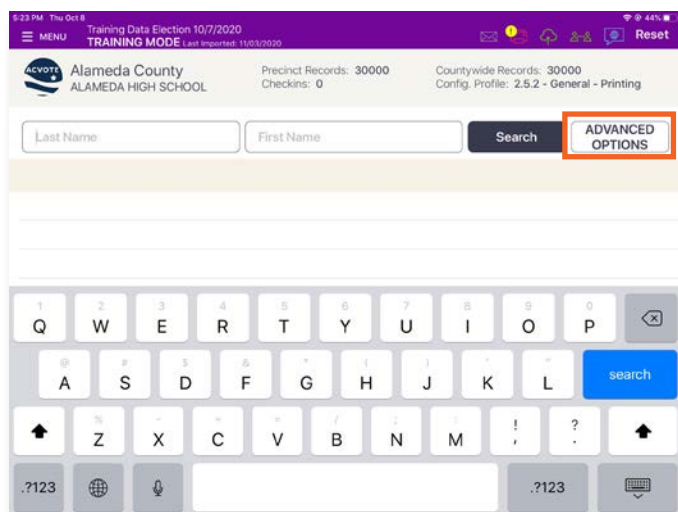
This voter has returned their Vote by Mail Ballot.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

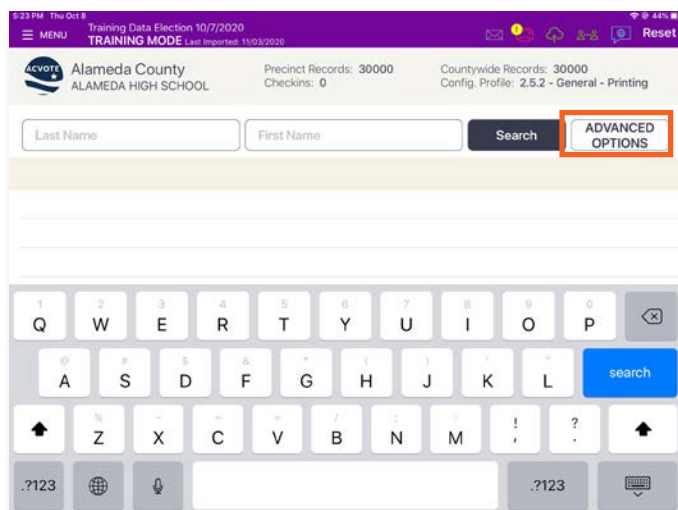
3. A prompt below the Voter's name will display with instructions on how to process the voter.
If the Voter chooses to vote at the Vote Center, WRITE DOWN the Voter's Precinct Number on the CPR Form and **SELECT** "GO BACK" and **PROCESS** the Voter Provisionally (*proceed to pg. 94*).



1. If the Voter cannot be found, a pop-up displays: No Records Found. **PRESS** "OK" to go back to VOTER LOOKUP.



2. From the VOTER LOOKUP screen, **PRESS** the "ADVANCED OPTIONS" button.



3. **LOOK UP** the Voter by using DOB (DATE OF BIRTH) or ADDRESS. **PRESS** "DONE" on the keyboard, then Search.
 - If Voter's information is found using "ADVANCED OPTIONS", **FOLLOW** same process a Regular Voter.
 - If Voter's information is **NOT** found using "ADVANCED OPTIONS", **FOLLOW** Conditional Voter procedures.

UPDATE VOTER ADDRESS/PARTY

1:28 PM Thu Sep 1 Alameda Training Election TRAINING MODE Last Imported: 06/07/2022

Alameda County Alameda County Courthouse VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK **GEORGE WASHINGTON**
DOB: 12/31/1969
9769 CHELLS DR, ALAMEDA, CA 94501

Voter ID: 97500003 Status: Active Precinct: 101

Registration

1. If the Voter's address information/Party Preference needs to be updated, **PRESS** "Update Registration Info".

If the Voter wants to change their name, **PROCESS** Voter Conditionally (proceed to pg. 92).

5:18 PM Thu Oct 8 Update Party Preference

Previous Step Scan 1 2 3 Next

Enter Voter Information

NO PARTY PREFERENCE

Party

- American Independent
- Democratic
- GREEN
- Libertarian
- NO PARTY PREFERENCE
- Peace and Freedom
- Republican

* Indicates a required field

2. **SELECT** the Voter's Party Preference from the drop-down menu. **PRESS** "Next" to proceed.

5:18 PM Thu Oct 8 Update Residence Address

Previous Step Address Type 1 2 3 Next

2717 MONTEREY BLVD
House # * Suffix Pre Direction Street Name * Street Type Post Direction

OAKLAND CA 94602
Unit Type Unit Number City * State * Zip *

CLEAR FORM Same Mailing Address YES NO

* Indicates a required field

3. **UPDATE** the Voter's address. The Voter's address will automatically populate. **SELECT** the appropriate answer for Same Mailing Address. If applicable, **ENTER** Voter's Mailing Address. **PRESS** "Next" to proceed.

6:52 PM Fri Oct 2 Jurisdiction Details

Previous Step 1 2 3 4 Next

Address not found. EXIT and process as Conditional Voter.

Precinct

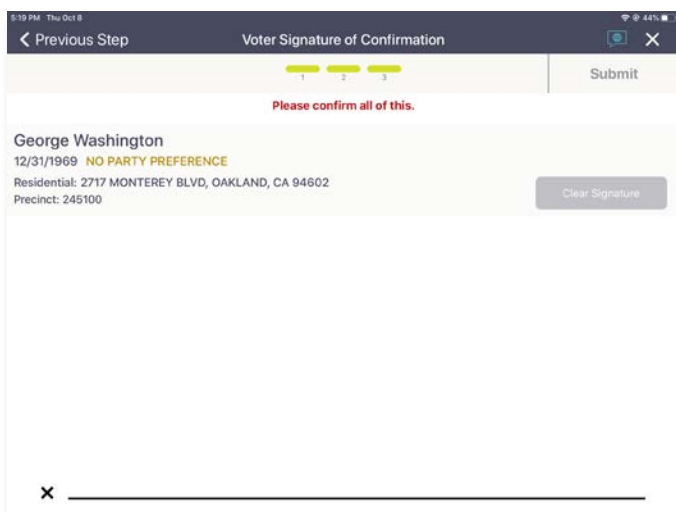
Split

* Indicates a required field

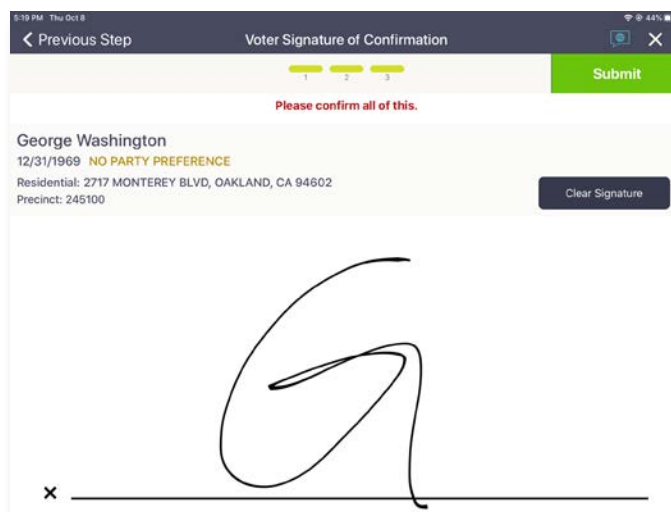
If Voter is active registered voter and their updated address is not found, Voter will have to vote Provisionally (pg. 94).

If Voter is not in the system and the address is not found, Voter will have to vote Conditionally (pg. 92).

CONTACT the Election Worker Hotline for assistance locating Precincts for hard-to-locate addresses. **PRESS** "Next" to proceed.



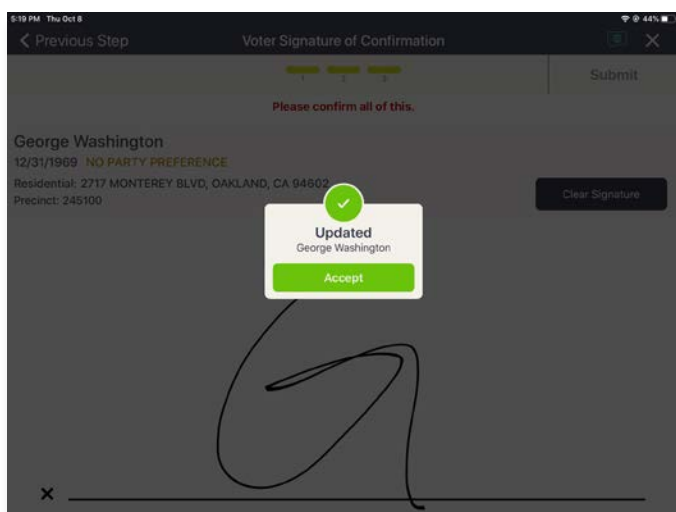
- 4. ROTATE** the Poll Pad to face the Voter. The Voter must confirm that the changes are correct. **If the Voter who needs assistance is visually impaired, ASSIST** the Voter in confirming that the changes are correct.



- 5. VOTER SIGNS** the Poll Pad. **ROTATE** the Poll Pad back to face the Operator, then **PRESS** "Submit".



NOTE: If Voter who needs assistance is visually impaired, a Signature Guide is available for Poll Pad use, found in the Official Table Supply Box. **SLIDE** Poll Pad signature guide on top of the screen to assist with signing.



- 6.** A pop-up will indicate that the Voter's information has been updated. **PRESS** "Accept" to continue processing the Voter.

CONDITIONAL VOTER

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, the Voter will have to vote **Conditionally**.

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER :

PARTY BALLOT ISSUED

(Primary Election Only) :

TO BE COMPLETED BY ELECTION WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Election Worker:

- 1.) Print Precinct number above.
- 2.) Print the Party Ballot Issued (*Primary election only*).
- 3.) Issue a ballot with this Provisional/Conditional Envelope
- 4.) **Demonstration Officer:** Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current **residence address** and **signature**.

☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
 (To Be Opened by Canvassing Board at Elections Office)

BOLETA VOTADA ADJUNTA
 (Para Ser Abierto por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:
 Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instrucciones para el Votante:
 Complete y firme el siguiente formulario e incluya su boleta en este sobre o su boleta no será contada. Este sobre también servirá como un nuevo formulario de registro de votante.

1	First Name - Primer Nombre	Middle Name - Segundo Nombre	Last Name - Apellido	I am a U.S. citizen and resident of California Soy ciudadano de los EE. UU. y residente de California	<input type="checkbox"/> YES/SÍ <input type="checkbox"/> NO	I am 18 or older Tengo 18 años o más	<input type="checkbox"/> YES/SÍ <input type="checkbox"/> NO	I am 16 or 17 and want to pre-register Tengo 16 o 17 años y quiero pre-registrarme	<input type="checkbox"/> YES/SÍ <input type="checkbox"/> NO
2	Date of Birth - Fecha de Nacimiento M/Mes / D/Día / YYYY/Año	U.S. state or foreign country of birth - Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or - o <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Phone # (optional) - Número de teléfono (opcional) ()			
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección		City - Ciudad		State - Estado		Zip - Código Postal	
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es distinta a la dirección residencial)	Street Address - Dirección		City - Ciudad		State - Estado		Zip - Código Postal	
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente?	Previous Residence Address - Dirección Residencial Anterior Street Address - Dirección		City - Ciudad		State - Estado		Zip - Código Postal	
6	VOTE BY MAIL VOTO POR CORREO	<p>All active registered voters will be mailed a vote by mail ballot for every election. If you want to vote in person, you must turn in your vote by mail ballot or you may be required to vote a provisional ballot.</p> <p>A todos los votantes registrados activos se les enviará por correo una boleta de voto por correo para cada elección. Si desea votar en persona, debe entregar su boleta de voto por correo o es posible que se le solicite que vote con una boleta provisional.</p>							
7	PARTY AFFILIATION - AFILIACIÓN DE PARTIDO	<input type="checkbox"/> American Independent - Americano Independiente <input type="checkbox"/> Green - Verde <input type="checkbox"/> Peace and Freedom - Paz y Libertad <input type="checkbox"/> Democratic - Demócrata <input type="checkbox"/> Libertarian - Libertario <input type="checkbox"/> Republican - Republicano <input type="checkbox"/> Other - Otro <input type="checkbox"/> I do not want to choose a political party preference - No quiero elegir una preferencia de partido político <input type="checkbox"/> No Party/None - Sin Partido/Ninguno							
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	<input type="checkbox"/> English <input type="checkbox"/> Spanish Español <input type="checkbox"/> Chinese 中文 <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese Tiếng Việt							
9	READ, SIGN, AND DATE - LEA, FIRME, Y ESCRIBA LA FECHA	<p>I declare under penalty of perjury that I reside at the address above and have not previously voted in this election either by Vote By Mail or at any other vote center. I declare that I am a resident of California, not currently serving a state or federal prison term for the conviction of a felony and not found mentally incompetent to vote by a court.</p> <p>Declaro bajo pena de perjurio que resido en la dirección anterior y que no he votado previamente en esta elección ni por Voto por Correo ni en ningún otro centro de votación. Declaro que soy residente de California, que actualmente no estoy cumpliendo una pena de prisión estatal o federal por la condena de un delito grave y que un tribunal no me ha declarado mentalmente incompetente para votar.</p>						<p>SIGNATURE - FIRMA</p> <p><input checked="" type="checkbox"/> </p> <p>M/Mes / D/Día / YYYY/Año</p>	

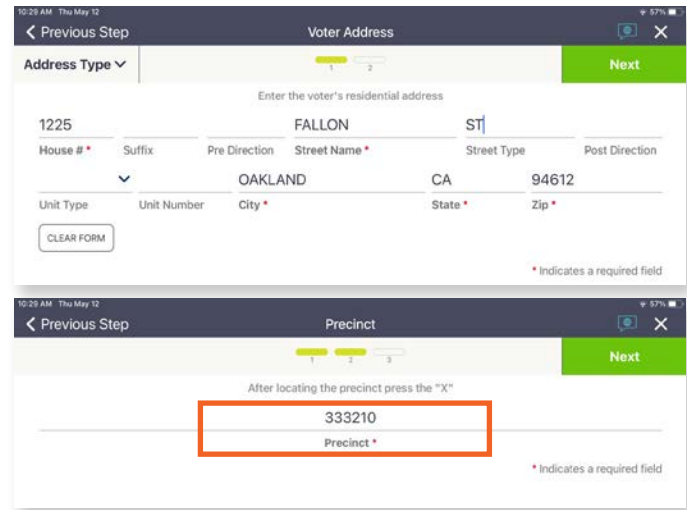
1. **GIVE VOTER** the Conditional Provisional Registration (CPR) Form. **INFORM VOTER** to fill out their information (Sections 1 through 5), select their Party Preference (Section 7), select their preferred language (Section 8) on the Conditional Provisional Registration (CPR) Form, and sign the declaration (Section 9) (**marked blue**).

☒ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

2. **MARK** the checkbox indicating that the Voter is a Conditional Voter (**marked orange**).



- Using the Poll Pad and the information on the CPR Form, **PRESS** the "MENU" on the top left corner then **SELECT** "Precinct Finder".



- ENTER** the voter's residential address. Then **PRESS** "NEXT". The Voter's precinct will appear.

1

Insert Affidavit # here

PRECINCT NUMBER :

PARTY BALLOT ISSUED (Primary Election Only) :

LECTORAL

is a Conditional Voter. (Voter missed the deadline to vote or update their voter registration information.)

- On the top-right corner of the CPR Form, **FILL OUT** the "PRECINCT NUMBER" using the information from the Poll Pad.

NOTE: For out of county addresses, use Precinct number "200100". Then proceed to give them a ballot.

PAPER VOTER

- EITHER THE VOTER OR POLL PAD OPERATOR GIVES BOD OPERATOR** the CPR Form to provide the Voter their Ballot. **INFORM** the Voter to proceed to the BOD Operator as their Ballot card(s) print(s).
- INFORM VOTER** that their voted Ballot is to be placed in the Envelope before depositing into the Blue Provisional Ballots Trolley.

TOUCHSCREEN VOTER

- GIVE VOTER** the CPR Form, then **INFORM VOTER** to give the CPR Form to the Demonstration Officer to activate their Ballot on the Ballot Marking Touchscreen by using the information from the CPR Form.
- INFORM VOTER** that their printed voted Ballot is to be placed in the Envelope before depositing into the Blue Provisional Ballots Trolley.

PROVISIONAL VOTER

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, the Voter will have to vote **Provisionally**.

3:34 PM Thu Oct 8

MENU

Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

VOTER HAS ALREADY VOTED

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct 245100

CANCEL

This voter shows they have already voted at an AVL.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

1. On the top-right corner of the CPR Form, **FILL OUT** the “PRECINCT NUMBER” using the information from the Poll Pad by searching the Voter’s name.

NOTE: For out of state addresses, use Precinct number "200100". Then proceed to give them a ballot.

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER : _____

PARTY BALLOT ISSUED _____

(Primary Election Only) : _____

TO BE COMPLETED BY ELECTION WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Election Worker:

- 1.) Print Precinct number above.
- 2.) Print the Party Ballot Issued (*Primary election only*).
- 3.) Issue a ballot with this Provisional/Conditional Envelope
- 4.) **Demonstration Officer:** Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current **residence address** and **signature**.

☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
(To Be Opened by Canvassing Board at Elections Office)

BOLETA VOTADA ADJUNTA
(Para Ser Abierto por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:

Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instrucciones para el Votante:

Complete y firme el siguiente formulario e incluya su boleta en este sobre o su boleta no será contada. Este sobre también servirá como un nuevo formulario de registro de votante.

1	First Name - Primer Nombre _____ M/Mes D/Día YYYY/Año	Middle Name - Segundo Nombre _____	Last Name - Apellido _____	I am a U.S. citizen and resident of California Soy ciudadano de los EE. UU. y residente de California <input type="checkbox"/> YES/SÍ <input type="checkbox"/> NO	I am 18 or older Tengo 18 años o más <input type="checkbox"/> YES/SÍ <input type="checkbox"/> NO	I am 16 or 17 and want to pre-register Tengo 16 o 17 años y quiero pre-registrarme <input type="checkbox"/> YES/SÍ <input type="checkbox"/> NO
2	Date of Birth - Fecha de Nacimiento _____/_____/_____ M/Mes D/Día YYYY/Año	U.S. state or foreign country of birth - Estado en los EE. UU. o país extranjero donde nació _____ Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social _____ _____ _____ _____ _____ _____ _____ _____ or - 0 ____ ____ ____ ____ Phone # (optional) - Número de teléfono (opcional) () _____				
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección _____ City - Ciudad _____ State - Estado _____ Zip - Código Postal _____				
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es distinta a la dirección residencial)	Street Address - Dirección _____ City - Ciudad _____ State - Estado _____ Zip - Código Postal _____				
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente? _____/_____/_____ M/Mes D/Día YYYY/Año	Previous Residence Address - Dirección Residencial Anterior Street Address - Dirección _____ City - Ciudad _____ State - Estado _____ Zip - Código Postal _____				
6	VOTE BY MAIL VOTO POR CORREO	All active registered voters will be mailed a vote by mail ballot for every election. If you want to vote in person, you must turn in your vote by mail ballot or you may be required to vote at a provisional ballot. A todos los votantes registrados activos se les enviará por correo una boleta de voto por correo para cada elección. Si desea votar en persona, debe entregar su boleta de voto por correo o es posible que se le solicite que vote con una boleta provisional.				

7	PARTY AFFILIATION - AFILIACIÓN DE PARTIDO	<input type="checkbox"/> American Independent - Americano Independiente <input type="checkbox"/> Green - Verde <input type="checkbox"/> Peace and Freedom - Paz y Libertad <input type="checkbox"/> Democratic - Demócrata <input type="checkbox"/> Libertarian - Libertario <input type="checkbox"/> Republican - Republicano <input type="checkbox"/> Other - Otro _____ <input type="checkbox"/> No Party/None - Sin Partido/Ninguno
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	<input type="checkbox"/> English <input type="checkbox"/> Spanish Español <input type="checkbox"/> Chinese 中文 <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese Tiếng Việt
9	READ, SIGN, AND DATE - LEA, FIRME, Y ESCRIBA LA FECHA	I declare under penalty of perjury that I reside at the address above and have not previously voted in this election either by Vote By Mail or at any other vote center. I declare that I am a resident of California, not currently serving a state or federal prison term for the conviction of a felony and not found mentally incompetent to vote by a court. Declaro bajo pena de perjurio que resido en la dirección anterior y que no he votado previamente en esta elección ni por Voto por Correo ni en ningún otro centro de votación. Declaro que soy residente de California, que actualmente no estoy cumpliendo una pena de prisión estatal o federal por la condena de un delito grave y que un tribunal no me ha declarado mentalmente incompetente para votar. SIGNATURE - FIRMA _____ M/Mes D/Día YYYY/Año

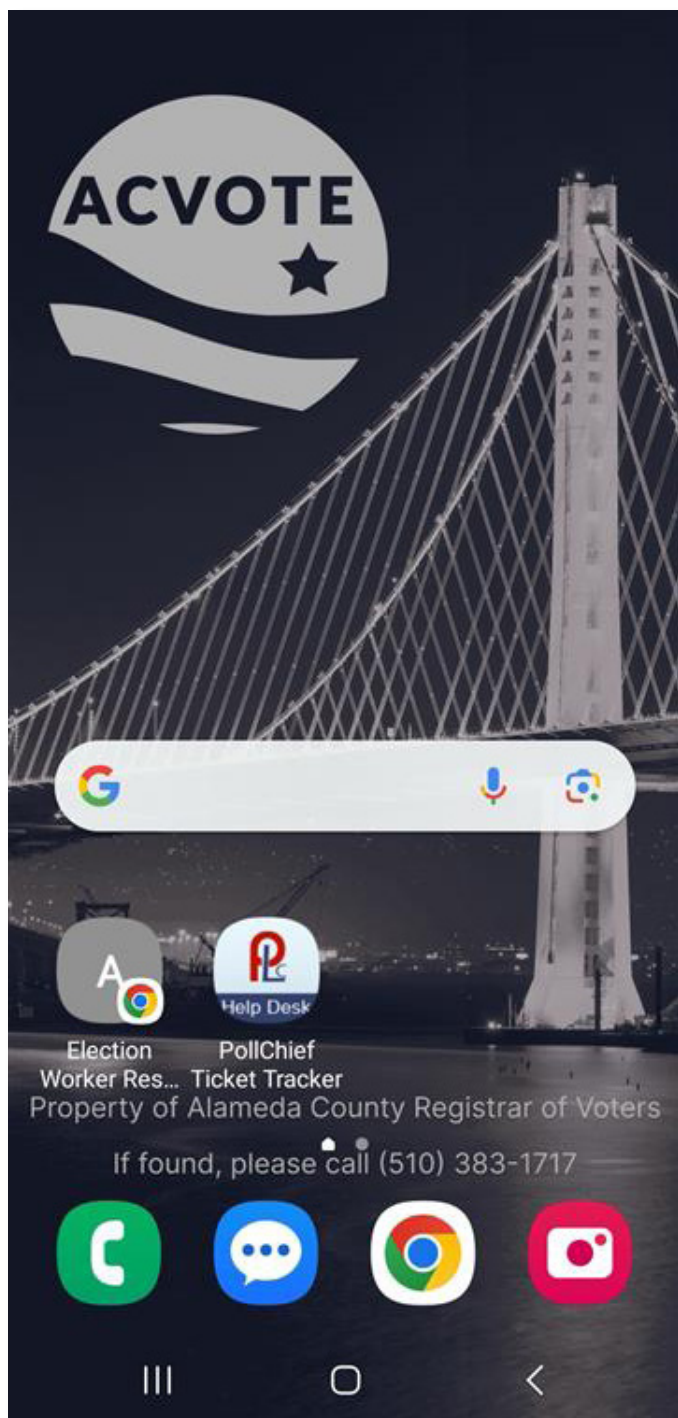
- 2. GIVE VOTER** the Conditional Provisional Registration (CPR) Form. **INFORM VOTER** to fill out their information (Sections 1 through 5), select their Party Preference (Section 7), select their preferred language (Section 8) on the CPR Form, and sign the declaration (Section 9) (*marked blue*).

PAPER VOTER

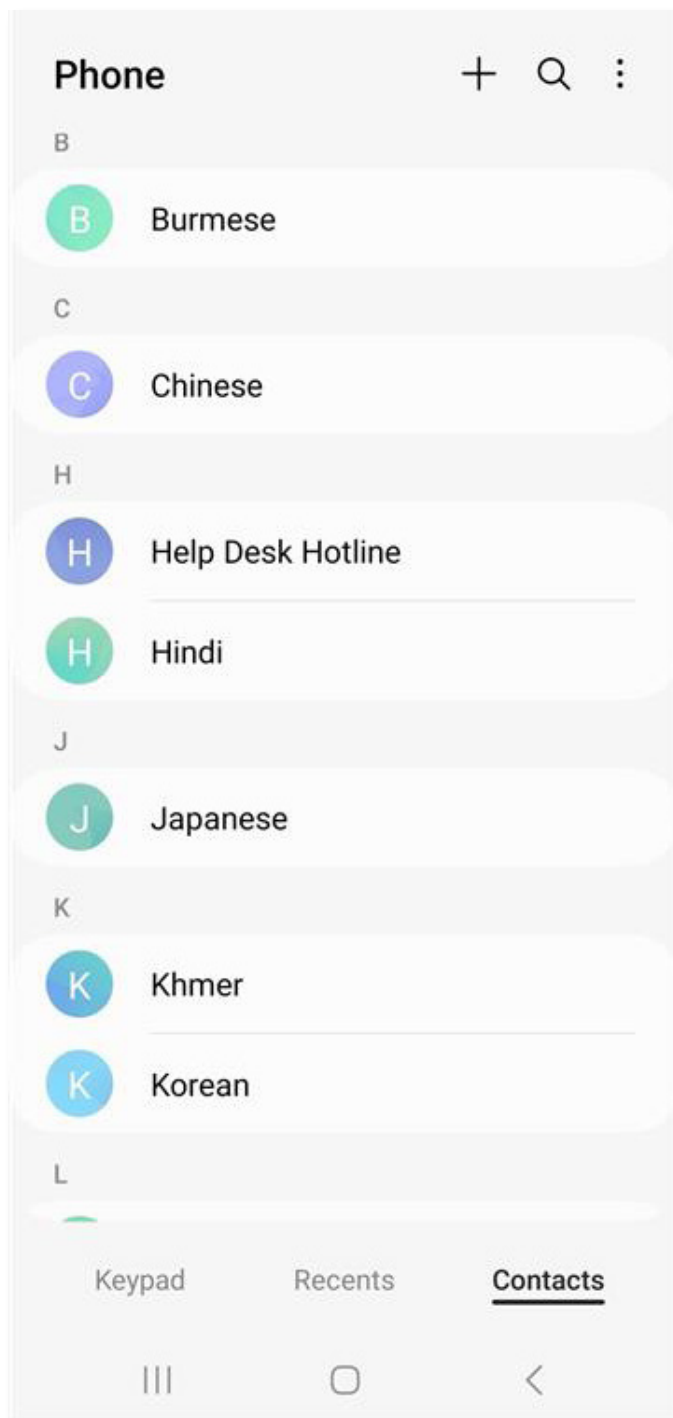
1. **EITHER THE VOTER OR POLL PAD OPERATOR GIVES BOD OPERATOR** the CPR Form to provide the Voter their Ballot. **INFORM** the Voter to proceed to the BOD Operator as their Ballot card(s) print(s).
2. **INFORM VOTER** that their voted Ballot is to be placed in the Envelope before depositing into the Blue Provisional Ballots Trolley.

TOUCHSCREEN VOTER

1. **GIVE VOTER** the CPR Form, then **INFORM VOTER** to give the CPR Form to the Demonstration Officer to activate their Ballot on the Ballot Marking Touchscreen by using the information from the CPR Form.
2. **INFORM VOTER** that their printed voted Ballot is to be placed in the Envelope before depositing into the Blue Provisional Ballots Trolley.

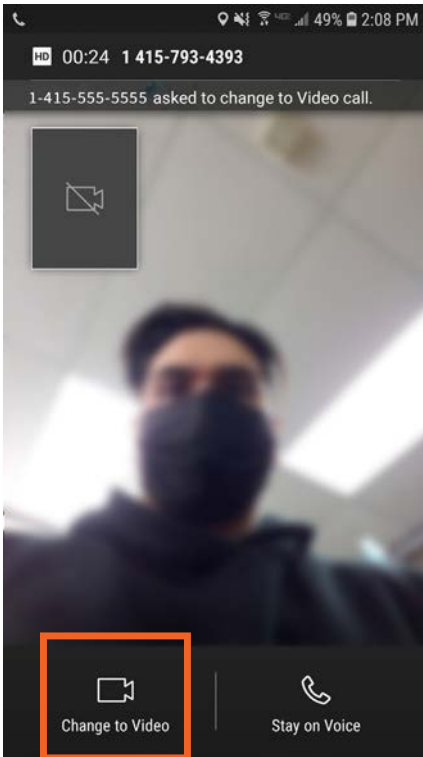


1. If Election Workers are unable to provide in-person language assistance in the Voter's preferred language, please call one of the hotlines using the Captain (A) Cell Phone. On the cell phone, **SELECT** the green "Phone" icon on the home screen which open the contacts listed on the phone.



2. **SELECT** the tab labeled "Contacts". All available language hotlines, as well as the Election Worker Hotline (labeled "Help Desk Hotline") are located within that tab.

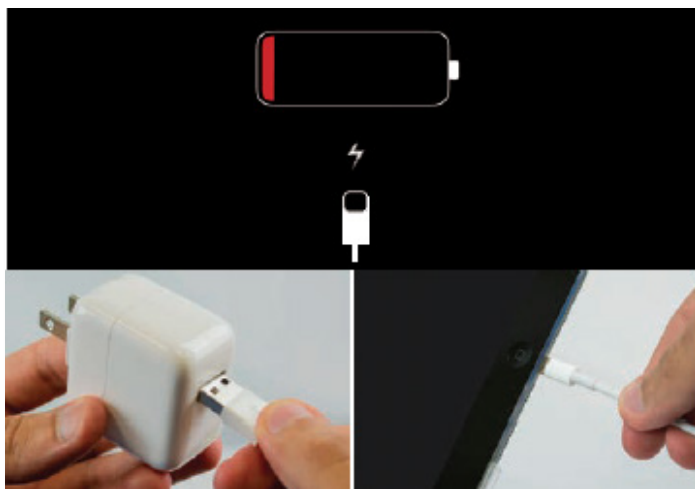
1. **CALL** the Election Worker Hotline at (510) 835-7205 to notify them to initiate video call.



2. **SELECT** the video camera icon to switch to video either before or after accepting the call.

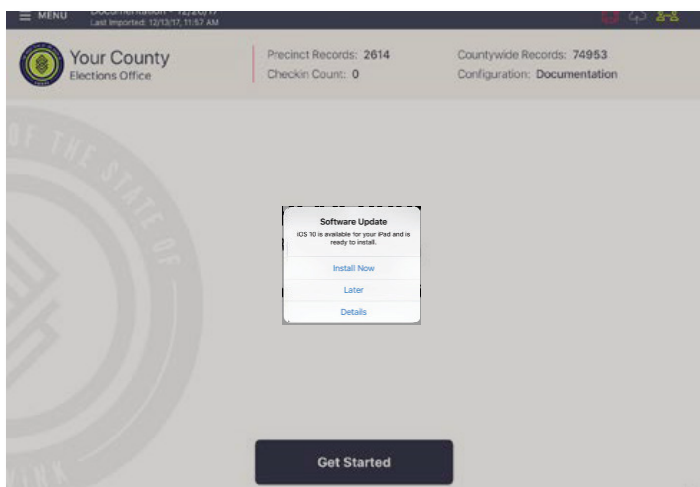


3. To switch camera (front/back), **SELECT** the icon on the bottom of your screen.



CHARGING POLL PAD

1. **PLUG** USB end of power cable into power cube.
2. **PLUG** power cube into an AC wall outlet.
3. **PLUG** power cable into lightning connector on Poll Pad.
4. **WAIT** about five minutes for the Poll Pad to charge.
5. With sufficient power, Poll Pad will auto power on.
6. **RESUME NORMAL OPERATIONS.**



iOS SOFTWARE UPDATE

DO NOT PERFORM a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

1. From the list of on-screen options, **SELECT** Later.
2. **PRESS** the Home button and verify Poll Pad App remains open.



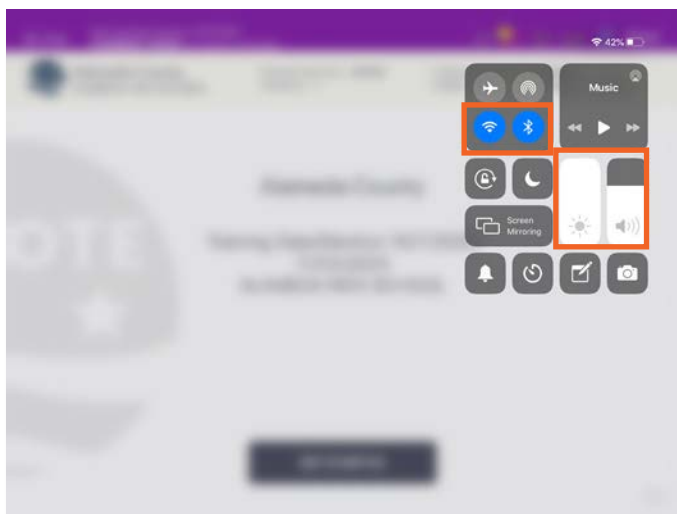
POLL PAD SCREEN IS UNRESPONSIVE

1. **UNPLUG** unit from power source.
2. **HOLD DOWN** the Sleep/Wake button until the Poll Pad asks to "slide to power off". Power off by sliding the on-screen button.
3. **PRESS & RELEASE** the Sleep/Wake button until the Apple logo displays on-screen.
4. After application launches, **RETURN TO PREVIOUS ACTIVITY.**

WIFI & BLUETOOTH CONNECTION

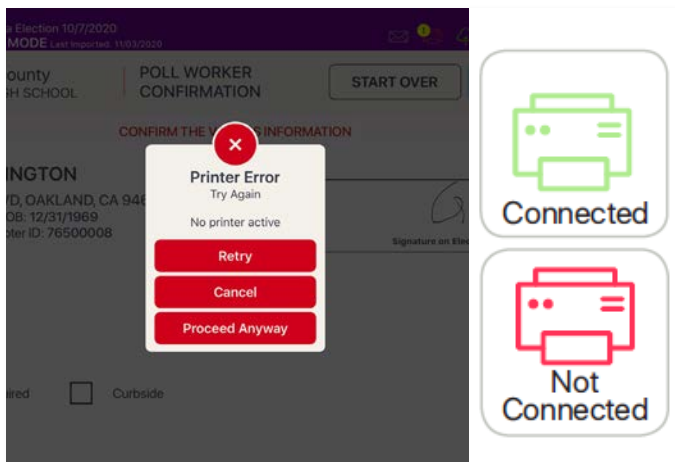
WiFi and Bluetooth connection must stay on at all times.

1. **SWIPE DOWN** from the top-right corner of the screen.
2. **MAKE SURE** the WiFi and Bluetooth is on and highlighted blue.
3. **MAKE SURE** the Brightness and Volume is all the way up.



NOT PRINTING / STOPS PRINTING

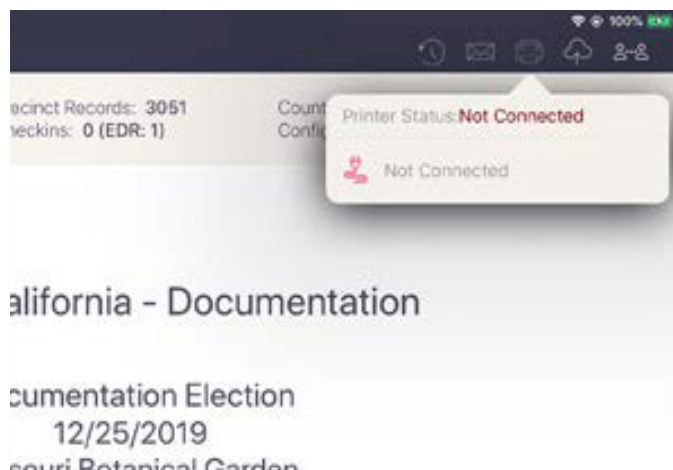
1. **MAKE SURE** the printer is turned on.
2. **CONFIRM** the printer is plugged into outlet and cords are securely connected.
3. **VERIFY** paper is installed correctly.
4. **CONFIRM** connection with Poll Pad (green icon).



CHANGING PAPER

1. **OPEN** printer.
2. **RELOAD PAPER** with the paper flap toward you, feeding from the bottom/underneath roll.
3. **CLOSE** and **PRINT** Test Receipt.





LOST PRINTER CONNECTION

Printer icon will turn red if printer has lost connection to Poll Pad. Press the printer icon, a status box will display, Printer Status: Not Connected.

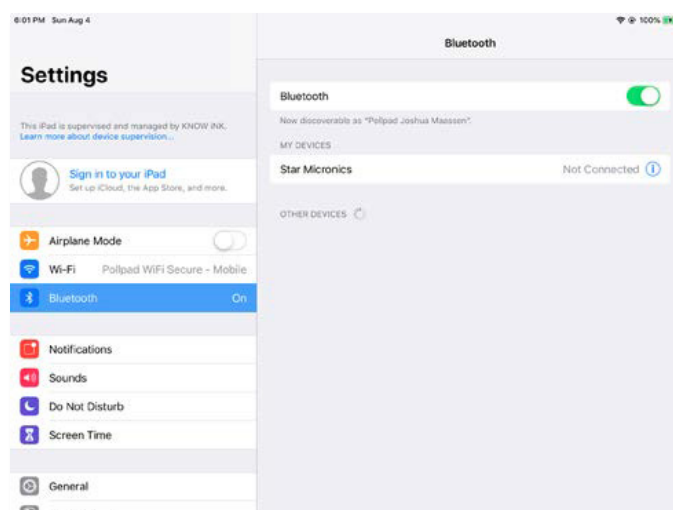
1. **CLOSE & REOPEN** Poll Pad app, by double clicking the Home button and swiping the app up or by navigating to Exit Application on the MENU screen.



PRINTER BLUETOOTH CONNECTION

If previous troubleshooting steps do not reestablish printer connection, check Bluetooth settings.

1. **NAVIGATE** to the Home screen and **SELECT** the Settings app.

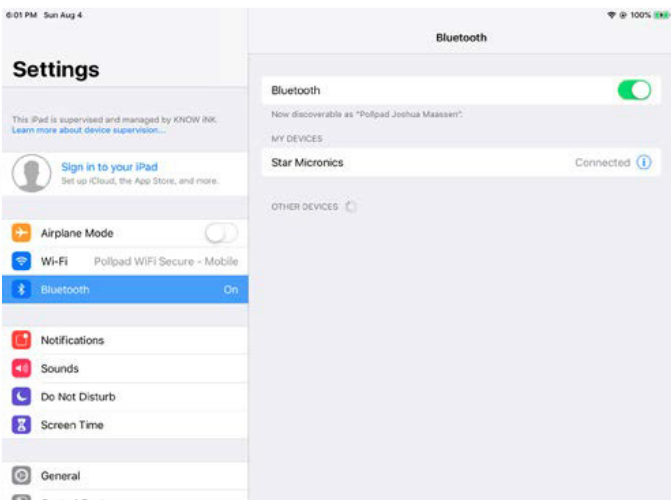


2. **SELECT** Bluetooth from the left, **VERIFY** Bluetooth toggle switch is on. **TURN ON** if toggle switch is off.
3. **CHECK** the status of the Star Micronics printer. If Not Connected, **PRESS** on "Star Micronics" to attempt reestablishing bluetooth connection to printer.

PRINTER BLUETOOTH CONNECTION



4. On the back of the printer, **PRESS & HOLD** the “Pair” button for approximately six (6) seconds. The green LED will flash. **RELEASE** the Pair button; the LED will continue to flash green, then change to flashing blue.
5. From the Bluetooth settings, **SELECT** the Star Micronics printer. The light will change to solid blue when connection is successful.



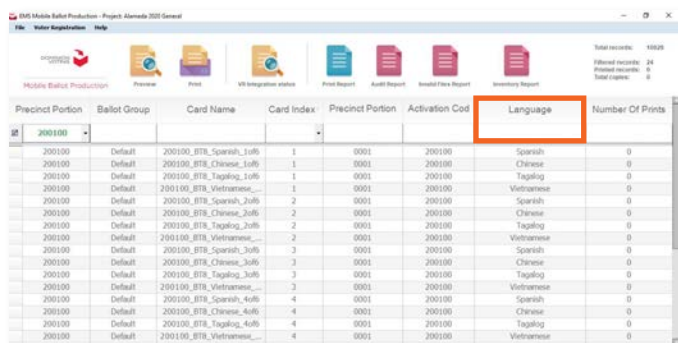
6. In the Bluetooth settings, the Star Micronics printer will now display Connected.
7. **OPEN** the Poll Pad app and **VERIFY** printer icon is green. **COMPLETE** a Test Print to ensure printer is working.

OFFICIAL TABLE BOD OPERATOR

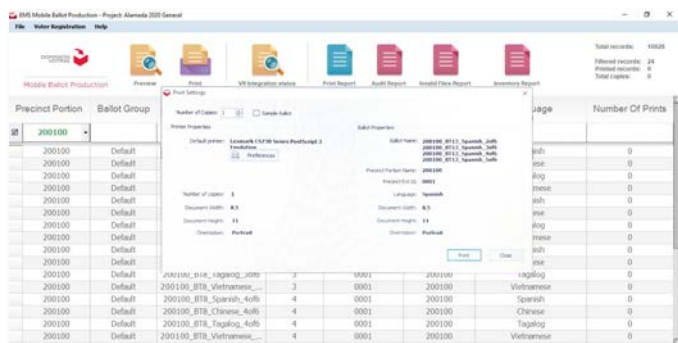
OFFICIAL TABLE BOD OPERATOR



- 1. RETRIEVE** Ballot Form from the Poll Pad Operator. **USE** the Ballot Form to retrieve the correct Ballot for the Voter.

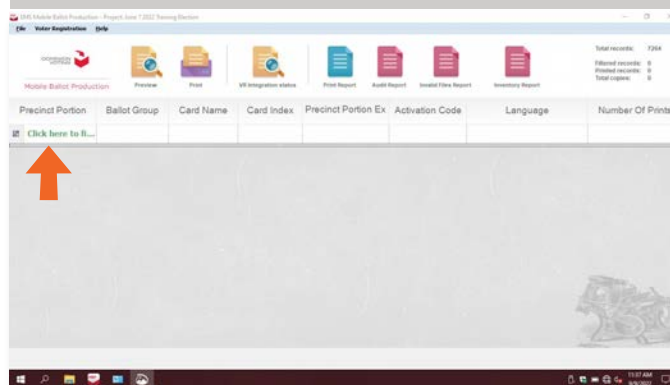


- 3. CHANGE** the language by clicking the down arrow icon on the Language column to locate the Voter's language preference.

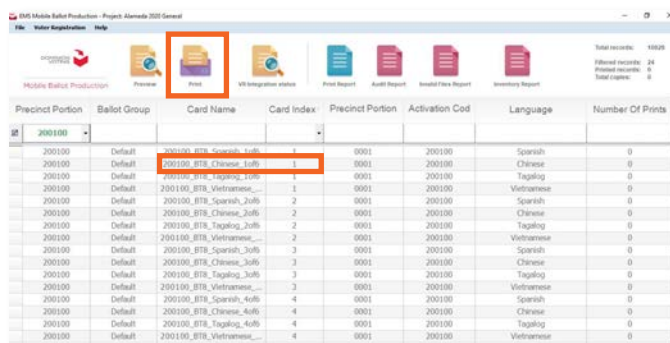


- 5. A** Pop-up window will open indicating the Ballot to be printed. **CLICK** "Print". After printing the Voter's correct Ballot, **SPOIL** Ballot Form by placing Ballot Form in the Purple Spoiled Ballots Bag.

NOTE: Two (2) Election Workers must be present when Ballots are printed. For example, this may be the BOD Operator and the Poll Pad Operator, if they are available.



- 2. INPUT** the Precinct number on the Precinct Portion field on the EMS Mobile Ballot Production Application.



- 4. SELECT** the Precinct Ballot with the "1of1" Card Name or Card Index "1". Then **CLICK** the on-screen "Print" icon.

NOTE: The on-screen "Print" button must be used at all times. **DO NOT DOUBLE CLICK** when selecting the Ballot to print.

BOD Officer Ballot Cards Index

#	Precinct	Ballot Type	Card Count
1	200100	B0013	6
2	200100	B0013	6
3	201400	B0013	6
4	202000	B0013	6
5	202000	B0011	6
6	200400	B0011	6
7	201100	B0012	6
8	200000	B0012	6
9	200000	B0012	6
10	200000	B0012	6
11	200000	B0012	6
12	200100	B0012	6
13	200400	B0013	6
14	200400	B0011	6
15	200000	B0013	6
16	200700	B0013	6
17	200000	B0013	6
18	200000	B0010	6
19	200000	B0013	6
20	200000	B0009	6
21	200700	B0010	6
22	200000	B0010	6
23	200000	B0013	6
24	200000	B0013	6
25	200000	B0012	6
26	200000	B0013	6

- 6. USE** the BOD Operator Ballot Cards Index within the BOD Audit Binder to verify the cards/pages printed are the correct amount for the Voter's precinct and Ballot Type.

[illegible]

1. As the Voter's Ballot is being printed, **TURN** to the "Finished Ballot" log within the BOD Audit Binder and **FILL OUT** the **Printer ID** (*as pictured in orange*), the **Vote Center location #**, and the **Election date and Election title** on the top of the page.
2. **WRITE DOWN** the following items in their respective columns:
 - **WRITE DOWN** the **Date/Time**.
 - **WRITE DOWN** the **Ballot On Demand Operator's** and **second Election Worker's Names**
 - **WRITE DOWN** **Voter's Precinct number**.
 - **WRITE DOWN** **number of Card(s) printed** for the Voter.
3. After the polls have closed, **ADD TOGETHER** number of cards that have been printed that day on the bottom of the page.



“Good morning/afternoon!”



1. **PLACE** Ballot Card(s) in Secrecy Sleeve. **GIVE** to the Voter and **OFFER** a disposable pen.
2. **INFORM VOTER** to keep their Ballot card(s) in the Secrecy Sleeve for their privacy.
3. **OFFER VOTER** assistance by asking: "Do you need assistance with your Ballot?"

IF VOTER SAYS “NO”

INFORM VOTER:

“Thank you. You may proceed to one of the Voting Booths. If you have any questions, please see our Demonstration Officer (**DIRECT** Voter, if necessary). Voting Instructions are located on the Voting Information Center. After marking your ballot, please see our Demonstration Officer for instructions on depositing your ballots into the Turquoise Trolley.”

IF VOTER SAYS “YES”

INFORM VOTER:

“Please see our Demonstration Officer (**DIRECT** Voter, if necessary). Voting Instructions are located on the Voting Information Center. After marking your ballot, please see our Demonstration Officer for instructions on depositing your ballots into the Turquoise Trolley.”

IF THE VOTER IS VOTING CONDITIONAL/PROVISIONALLY:

INFORM VOTER to place Ballot Card(s) in the Conditional Provisional Registration (CPR) Envelope* and sign the CPR Envelope before depositing in the Blue Provisional Ballots Trolley.

** Voters with Conditional Provisional Registration Forms will NOT be given a Secrecy Sleeve and will ONLY be given a pen.*

NOTE: Printed Ballot Card(s) cannot be removed from a Vote Center.

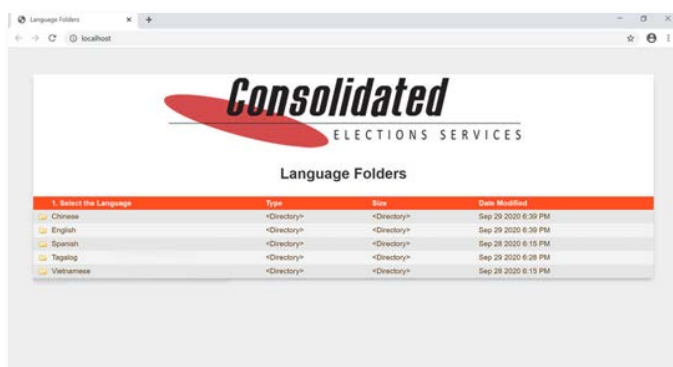
Vote By Mail Ballot Card(s) cannot be replaced with BOD Printed Ballot Card(s). If Voter requests replacement VBM Ballot Card(s), the Voter can either replace their VBM Ballot at the ROV office or check in the Poll Pad and vote in-person at the Vote Center with BOD Printed Ballot Card(s).

VOTER INFORMATION GUIDE ON DEMAND PRINTING

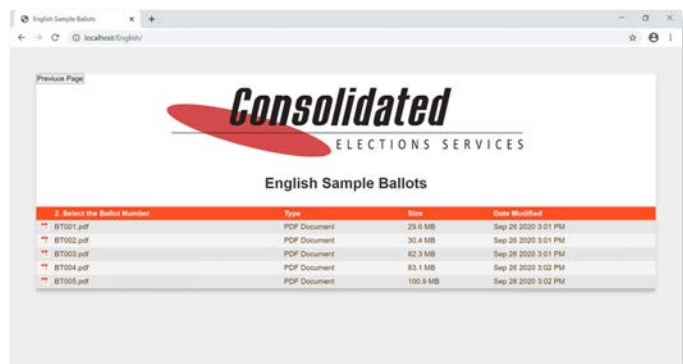
ONLY PRINT VOTER INFORMATION GUIDE IF THE VOTER REQUESTS ONE.



1. **SELECT** the "Voter Information Guides" folder.



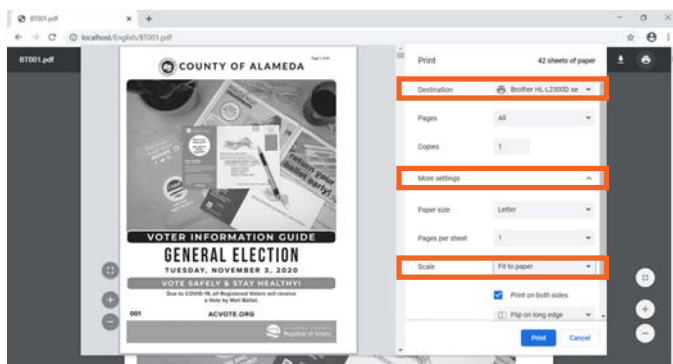
2. **SELECT** the Voter's preferred language folder.



3. **DOUBLE CLICK** the Ballot Type. (The Poll Pad or Ballot Form will be required to look-up Voter's information.)



4. **CLICK** the Printer icon to begin printing process.



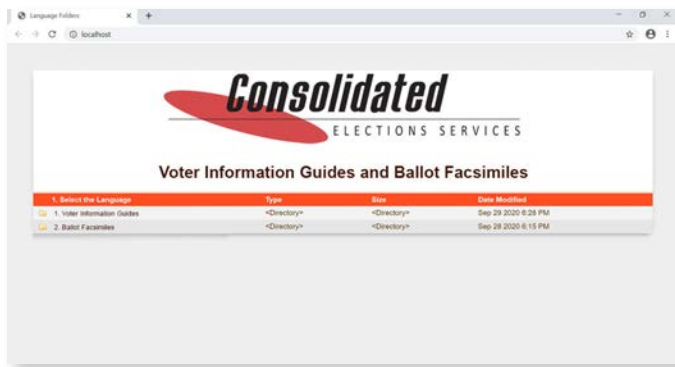
5. **SELECT** the Printer Destination then **CLICK** "More settings" drop-down menu. **CHANGE** "Scale" options to "Fit to paper". Then **PRESS** "Print".

NOTE: To get the Ballot Type for a Conditional Voter, **USE** the Voter's Precinct Number on the upper right corner of the CPR Form to look up their Ballot Type, either on the BOD Laptop in the 'Card Name' column (e.g. 200100_BT8_Spanish_1of6, where 'BT8' means Ballot Type 8) or the BOD Operator Ballot Cards Index in the BOD Audit Binder.



6. **USE** the paper clip to keep pages together. **GIVE** to the Voter once finished.

ONLY PRINT FACSIMILE REFERENCE BALLOT IF THE VOTER REQUESTS ONE.



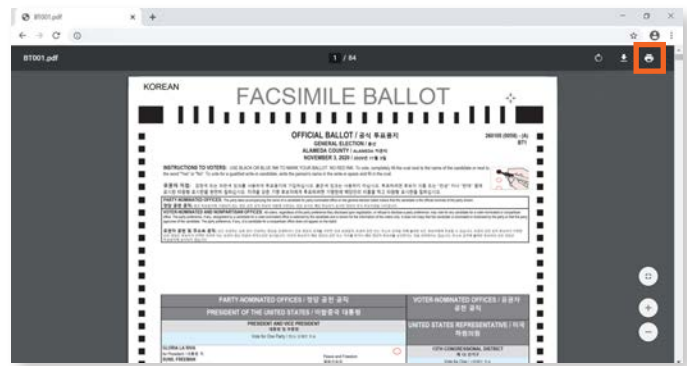
1. **SELECT** the "Ballot Facsimiles" folder.



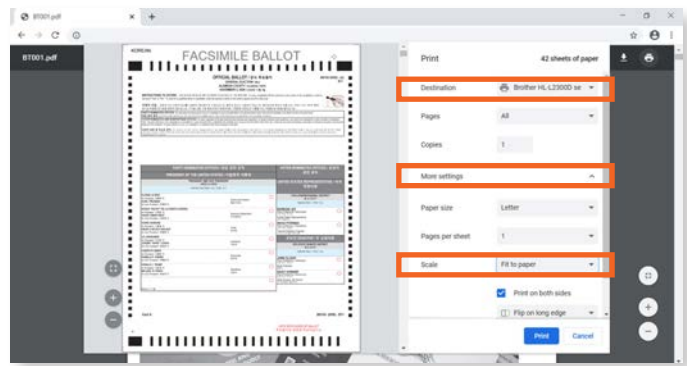
2. **SELECT** the requested language to print, if available.



3. **DOUBLE CLICK** the Ballot Type. (The Poll Pad or Ballot Form will be required to look-up Voter's information.)



4. **CLICK** the Printer icon to begin printing process.



5. **SELECT** the Printer Destination then **CLICK** "More settings" drop-down menu. **CHANGE** "Scale" options to "Fit to paper". Then **PRESS** "Print".

NOTE: To get the Ballot Type for a Conditional Voter, **USE** the Voter's Precinct Number on the upper right corner of the CPR Form to look up their Ballot Type, either on the BOD Laptop in the 'Card Name' column (e.g. 200100_BT8_Spanish_1of6, where 'BT8' means Ballot Type 8) or the BOD Operator Ballot Cards Index in the BOD Audit Binder.



6. **USE** the paper clip to keep pages together. **GIVE** to the Voter once finished.

NOTE: **ONLY** use Official Vote Center Ballots if both BODs are not operational **AND** you have offered the use of the Ballot Marking Touchscreens but the Voter insists on a Paper Ballot. **CONTACT** Election Worker Hotline at (510) 835-7205 for assistance, if this occurs.

PERFORM First Voter Procedures with Teal Unscanned Ballots Bag before first Voter uses this process by showing them that the bag is empty.



Official Vote Center Ballots Index

#	Ballot Type	Language	Card Count	Box Number
Ballot Type: 1				
1	1	Chinese	4	1 of 29
2	1	Spanish	4	1 of 29
3	1	Tagalog	4	1 of 29
4	1	Vietnamese	4	1 of 29
Ballot Type: 2				
5	2	Chinese	4	1 of 29
6	2	Spanish	4	1 of 29
7	2	Tagalog	4	1 of 29
8	2	Vietnamese	4	1 of 29
Ballot Type: 3				
9	3	Chinese	4	1 of 29
10	3	Spanish	4	1 of 29
11	3	Tagalog	4	1 of 29
12	3	Vietnamese	4	1 of 29
Ballot Type: 4				
13	4	Chinese	4	1 of 29
14	4	Spanish	4	1 of 29
15	4	Tagalog	4	1 of 29
16	4	Vietnamese	4	1 of 29
Ballot Type: 5				
17	5	Chinese	4	2 of 29
18	5	Spanish	4	1 of 29
19	5	Tagalog	4	2 of 29
20	5	Vietnamese	4	2 of 29
Ballot Type: 6				

- 1. RETRIEVE** the Ballot Form from the Poll Pad Operator to retrieve the correct Language Ballot and Ballot Type.
- 2. USE** the Official Vote Center Ballot Index (located in the Captain Supply Box) to locate the correct Vote Center Ballots Box based off the Voter's Ballot Type and language.

Vote Center # **1** **ALAMEDA COUNTY** Warehouse - 8000 Capwell Dr ~ Oakland, CA 94621 General Election: 11/5/2024

OFFICIAL VOTE CENTER BALLOTS

BT	Eng/Spa	Eng/Chi	Eng/Tag	Eng/Viet	Total
28	10	10	10	10	40
29	10	10	10	10	40
31	10	10	10	10	40

Box Total Ballot Sets: 600
CARD: A/B/C/D/RCV - 1 SET

PCTCOORD Proc5

Total Ballot Sets: 420
Box 4 of 14

Official Ballot (Boleta Oficial)

AVILE DAY

INSTRUCTIONS TO VOTER: USE BALLOT OR BOLETA OFFICIAL TO MARK YOUR VOTE. INSTRUCTIONS TO VOTER: USE BALLOT OR BOLETA OFFICIAL TO MARK YOUR VOTE.

PRECINCT: **1**

- 3.** Within the Official Ballots Delivery Cart, there will be boxes of Official Vote Center Ballots. The label on the front of the box will indicate the Box Number, the Ballot Type(s), and Language Ballot(s) within each box.
- 4.** After retrieving the correct Ballot, **WRITE** the Precinct number down on the bottom-left corner of the Ballot.

NOTE: To get the Ballot Type for a Conditional Voter, **USE** the Voter's Precinct Number to look up their Ballot Type, either on the BOD Laptop in the 'Card Name' column (e.g. 200100_BT8_Spanish_1of6, where 'BT8' means Ballot Type 8) or the BOD Operator Ballot Cards Index in the BOD Audit Binder.

5. **TEAR AWAY** the Ballot stub(s) from the top of the Ballot Card(s). **PLACE** Ballot Card(s) in Secrecy Sleeve. **GIVE** the Ballot Card(s) and stub(s) to the Voter, along with Pen.
6. **INFORM VOTER:**
 “Please keep your Ballot Card(s) inside the Secrecy Sleeve. These are your Ballot Card Stub(s). The stub(s) is (are) for you to keep. Once finished, return the Ballot and Secrecy Sleeve to this table. If assistance is needed, please see the Demonstration Officer.”
7. **PLACE** any Voted Official Vote Center Ballot(s) inside the Teal Unscanned Voted Ballots Bag, located underneath the BOD Operator's table, with another Election Worker as a witness.



NOTE: If the Voter is voting Conditionally/Provisionally, **INFORM VOTER** to place Ballot Card(s) in the Conditional Provisional Registration (CPR) Envelope* and sign the CPR Envelope before depositing in the Blue Provisional Ballots Trolley

** Voters with Conditional Provisional Registration Forms will NOT be given a Secrecy Sleeve and will ONLY be given a pen.*

OFFICIAL VOTE CENTER BALLOTS RUNNING LOW

- **NOTIFY** Election Worker Hotline at (510) 835-7205.
- **DO THE FOLLOWING ONLY IF OFFICIAL VOTER CENTER BALLOTS RUN OUT PRIOR TO ARRIVAL OF NEW SUPPLIES:**
 1. **SUGGEST** that the Voter use the Ballot Marking Touchscreen.
 2. **If the Voter insists on a Paper Ballot**, the Voter will need to vote on a Sample Ballot, which can be located in the Voter Information Guide.
 - A. **IDENTIFY** the Voter's Ballot Type and their preferred language, which can be found on the Ballot Form.

NOTE: To get the Ballot Type for a Conditional Voter, USE the Voter's Precinct Number on the upper right corner of the Conditional Provisional Registration Form to look up their Ballot Type on the BOD Operator Ballot Cards Index in the BOD Audit Binder.

- B. **REMOVE** the Ballot page in the Sample Ballot; use it as a Ballot for Voter to vote Provisionally.
- C. **ISSUE** Voter a Conditional Provisional Registration Form (*follow Conditional Provisional Voting procedures*).
3. **ENSURE** the Voter fills out the required information and signs the Conditional Provisional Registration Form.
4. When the Voter has finished marking their Ballot,
 - A. **PLACE** the Voted Ballot in the Conditional Provisional Registration Form.
 - B. **SEAL** the Conditional Provisional Registration Form.
 - C. **REMOVE** envelope stub and give it to the Voter.
5. **PLACE** sealed Conditional Provisional Registration Form in the Blue Provisional Ballots Trolley.

NOTE: If BOD Printer runs out of paper, **CONTACT** the Election Worker Hotline (510) 835-7205 for instructions.

BOD PRINTER PAPER JAM

1. **NOTIFY** Election Worker Hotline at (510) 835-7205. The Hotline will send a replacement.
2. **FILL OUT** the Mobile Ballot Printer Housing Access Log, if necessary.
3. **DO ONE OF THE FOLLOWING ONLY WHEN BOTH BOD PRINTERS ARE NOT OPERATIONAL:**
 - **OFFER** the option to use a **Ballot Marking Touchscreen**;
 - **OFFER VOTER** the option to wait while the replacement BOD Printer is set up;
 - **OFFER** the option of voting at another Vote Center. **INFORM VOTER** to visit acvote.alamedacountyca.gov/GO for locations;
 - Or **OFFER** the option of voting at the **Registrar of Voters' Office, 1225 Fallon Street, Room G-1, Oakland, CA 94612** (Public entrance on 12th Street).

SPOILING PAPER BALLOT



1. **RETRIEVE** Printed Voted Ballot from Voter, then **WRITE** "SPOILED" on the Ballot. **USE** the Spoiled Ballot as a reference for printing a new Ballot.

NOTE: The Voter can decide to change their Voting method.



2. **PLACE** the Spoiled Ballot into **Purple Spoiled Ballots Bag**.

SPOILING PAPER BALLOT

3. **REPRINT** a new set of Ballot card(s) using the Precinct and Ballot Type from the Spoiled Ballot Card(s).
4. **ONLY GIVE VOTER** the requested Ballot card(s), **NOT** the whole set unless specified.
5. **INFORM VOTER:**
"Under State Law, a Voter shall not receive more than a total of three (3) Ballots, including the original Ballot."
6. **OFFER VOTER** assistance with their Ballot.
7. **WRITE** "SPOILED" on remaining new Ballot card(s) and place into **Purple Spoiled Ballots Bag**.
8. **FILL OUT Finished Ballot Card Log & Damage Ballot Inventory Control Log** accordingly.

FOR EXAMPLE, if Voter requests a NEW D-letter Ballot Card:

1. **RETRIEVE** D-letter Ballot card from Voter, write "SPOILED" on card and place into Purple Spoiled Ballots Bag.
2. **PRINT** a new set of Ballots.
3. **REMOVE** new D-letter Ballot card from set and **GIVE** to the Voter.
4. **SPOIL** remaining cards of the new set and **PLACE** into Purple Spoiled Ballots Bag.

NOTE: Vote By Mail Ballot Card(s) cannot be replaced with BOD Printed Ballot Card(s). If Voter requests replacement VBM Ballot Card(s), the Voter can either replace their VBM Ballot at the ROV office or check in the Poll Pad and vote in-person at the Vote Center with BOD Printed Ballot Card(s).

SPOILING TOUCHSCREEN BALLOT

- 1. RETRIEVE** Printed Ballot from Voter, **RECORD** Precinct number for new Ballot Marking Touchscreen activation, then **WRITE** “SPOILED” on the Ballot.
- 2. PLACE** into Purple Spoiled Ballots Bag.
- 3. INFORM VOTER:**
“Under State Law, a Voter shall not receive more than a total of three (3) Ballots, including the original Ballot.”
- 4. OFFER VOTER** assistance with their Ballot.
- 5. REACTIVATE** the Voting session on Ballot Marking Touchscreen.



NOTE: The Voter can decide to change their Voting method.

DAMAGE BALLOT INVENTORY CONTROL LOG

TWO (2) PERSON RULE

1. In an event of a Ballot card being misprinted, damaged, or jammed during the printing process, **WRITE "Void"** on each of the Ballot card(s) in the set.

NOTE: For Spoiled printed Ballots, **WRITE** “SPOILED” on the card(s) that need to be replaced and the extra reprinted card(s) the Voter may not need.

[illegible]

2. **REPRINT** a new set of Ballot Cards for the Voter.
TURN to the "Damage Ballot Inventory Control Log" in the BOD Audit Binder.
 3. **FILL OUT** the **Printer ID**, the **Vote Center location #**, and the **Election date and Election title** on the top of the page.
 4. **COMPLETE** the following information on the "Damaged Ballots Inventory Control Log":
 - Date/Time.
 - Ballot On Demand Operator's and second Election Worker's Names.
 - Precinct number, letter of Card(s), number of Card(s) damaged.
 5. **PLACE** the entire set of Ballot Cards, including the misprinted, damaged, or jammed Ballots Cards into Purple Spoiled Ballots Bag.
 6. At the end of the day, **COUNT** number of cards that have been entered on each page of the log.
 7. Date Destroyed and Initials are left **BLANK**.

1. In an event of a BOD Printer malfunction, **CONTACT** the Election Worker Hotline at (510) 835-7205.
2. In the BOD Audit Binder, **TURN** to the "Democracy Suite Mobile Ballot Printer Housing Access Log".
3. **FILL OUT** the **Vote Center location #** and the **Election date and Election title** on the top of the page.
4. **WRITE DOWN** the following items in their respective columns:
 - Date/Time.
 - Ballot On Demand Operator's and second Election Worker's or Troubleshooter's names.
 - "ROV" under the "Company/Agency/Department" column.
 - Reason Code with the assistance of the column t
 - If troubleshooting requires breaking the seal to o and the replacement Red Seal number under the Seal Verification Form.

[illegible]

BALLOT PRINTING SYSTEM BALLOT IMAGES DELETION LOG

TWO (2) PERSON RULE

1. In an event of a file or Ballot being deleted from the provided BOD Laptop by an Election Worker, **CONTACT** the Election Worker Hotline at (510) 835-7205.
2. In the BOD Audit Binder, **TURN** to the "Democracy Suite Ballot Printing System Ballot Images Deletion Log".
3. **FILL OUT** the **Vote Center location #** and the **Election date and Election title** on the top of the page.
4. **WRITE DOWN** the following items in their respective columns:
 - Date/Time.
 - Ballot On Demand Operator's and second Election Worker's names.
 - "ROV" under the "Company/Agency/Department" column.
 - Election date in the "Election Date" column.
 - Number of files deleted.

[illegible]

**OFFICIAL TABLE
DEMONSTRATION
OFFICER**

**OFFICIAL TABLE
DEMONSTRATION
OFFICER**

TASK 1 ASSISTING VOTER



“Good morning/afternoon!

How may I assist you?”

Instructions on how to mark the Ballot are posted on the Voter Information Center (**DIRECT VOTER** if necessary) and translated in all supported languages.

- FOLLOW** Ballot Activation instructions in the *Touchscreen Operating Instructions* located in the Operations Sleeve on the side of the Voting Booth and the Election Worker Guide (pg. 133).
- DIRECT** Voter to the sign on the front of the Touchscreen Voting Booth (pictured right) that informs a Voter of the need to “Scroll Up” or “Scroll Down” to see more candidates if there are a large number of candidates, or has increased the text size.



NOTE: DO NOT ASK ABOUT OR MENTION A VOTER'S DISABILITY. Etiquette Guidelines regarding *Disability Sensitivity at the Polls* are available in the Election Worker Guide.

TASK 2 DEPOSITING BALLOT

TURQUOISE OFFICIAL BALLOTS TROLLEY

FOR VOTED PAPER
AND TOUCHSCREEN BALLOTS



NOTE: The piece of paper (similar to the image on left) 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.

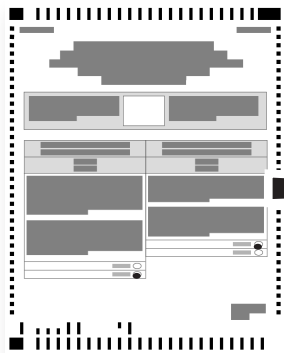


- From the Secrecy Sleeve, **VOTER DEPOSITS** all Ballots into Turquoise Official Ballots Trolley.

TASK 2 DEPOSITING BALLOT

BLUE PROVISIONAL BALLOTS TROLLEY

PAPER VOTER



VOTED BALLOT CARD(S)

CONDITIONAL PROVISIONAL REGISTRATION (CPR) FORM



- 1. DETACH** CPR Form stub and **GIVE** the stub to the Voter.
- 2. CHECK THE FOLLOWING:**
 - Ballot is inside the CPR Form.
 - CPR Form is filled out, signed, and sealed.

FOR ALL CONDITIONAL/PROVISIONAL BALLOTS ONLY

TOUCHSCREEN VOTER



PRINTED VOTED BALLOT

CONDITIONAL PROVISIONAL REGISTRATION (CPR) FORM



- 3. DEPOSIT** CPR Form into Blue Provisional Ballots Trolley.

INFORM THE VOTER:

"To find out the status of your ballot, please visit the 'My Voter Profile' page on the ROV website at acvote.alamedacountyca.gov/mvp or call (510) 272-6973 (Toll Free (800) 834-6454) at least 30 days after the election."

YELLOW VOTE BY MAIL BALLOTS TROLLEY

FOR ALL VOTE BY MAIL BALLOTS



1. **VERIFY** VBM Envelope is signed and sealed.



2. **DEPOSIT** into Yellow Vote by Mail Ballots Trolley.

REPLACEMENT VBM ENVELOPE

1. **VERIFY** that the Voter has filled out the back of the envelope completely.
2. **VERIFY VBM** Envelope is signed and sealed.
3. **DEPOSIT** into Yellow Vote by Mail Ballots Trolley

The VBM Replacement envelope is for a complete set of Ballot Card(s).

This ballot must be received by the Alameda County Registrar of Voters Office or any Alameda County Polling Place by 8:00 p.m. on Election Day. Este boleto deberá ser recibido por la Oficina del Registro de Votantes del Condado de Alameda o cualquier Lugar de Votación del Condado de Alameda antes de las 8:00 p.m. el día de las Elecciones.

Voter's Declaration		Declaración del Votante	
I declare, under penalty of perjury: • I made valid the voting process. • I am the person whose name appears on this envelope. • I have not signed nor sealed to reply for a Vote by Mail Ballot from any other jurisdiction for the same election. VOTING TWICE CONSTITUTES A FELONY		Declares bajo pena de juramento: • Realizo dentro del proceso electoral. • Soy la persona cuyo nombre aparece en este sobre. • No he sellado ni sellado la intención de solicitar una Boleto de Votación por Correo de otra jurisdicción para la misma elección. VOTAR DOS VECES CONSTITUYE UN DELITO GRAVE	
Voter must complete section below El votante debe completar la sección a continuación			
First Name Nombre	Middle Name Segundo Nombre	Last Name Apellido	Date of Birth - MM/DD/YYYY Fecha de Nacimiento - mm/dd/yyyy
Residence address as registered in Alameda County Dirección residencial tal como está registrada en el Condado de Alameda		House Number Número de Casa	Street Name Nombre de la Calle
		City Ciudad	State Estado
		Zip Código Postal	
Signature Firma		Date of Signing Fecha de Firma	

SIGNATURE AND ADDRESS INFORMATION IS REQUIRED FOR VERIFICATION PURPOSES
 FIRMA Y DIRECCIÓN SON REQUERIDAS PARA RESPUESTAS DE VERIFICACIÓN

VBM VOTER SCENARIOS

IF A VBM VOTER SUBMITS AN RAVBM (REMOTE ACCESS VOTE BY MAIL) BALLOT:

- **INFORM VOTER** to double check that they have their printed Ballot and the required documents containing their signature. They can submit into the Yellow Trolley with their provided envelope or a replacement envelope.
- If the Voter needs a replacement envelope for their RAVBM Ballot, the Voter can use a replacement VBM Envelope.

IF A VBM VOTER NEEDS A CARD REPLACED:

- **VOID & SURRENDER** the remaining card(s). Then **PROCESS** the Voter to vote in-person.

TASK 3 VOTERS EXITING

1. **DISTRIBUTE** “I Voted” Stickers as Voters are on their way out of the Vote Center.



ASSISTANCE MARKING THE BALLOT

Instructions on how to mark the Ballot are posted on the Voter Information Center and translated in all supported languages. **FOLLOW** Ballot Activation instructions in the Ballot Marking Touchscreen Operating Instructions located in the Operations Sleeve and the Election Worker Guide.

By law, a Voter may be assisted by up to two (2) persons in marking their Ballot. If a Voter requires assistance from an Election Worker or anyone else (with the exception of the Voter's employer or union agent), Help the Voter as needed.

NOTE: **DO NOT ASK** about or mention a Voter's disability. Etiquette Guidelines regarding ***Disability Sensitivity at the Polls*** are available in the Election Worker Guide.

VOTER LEAVES BEFORE CASTING BALLOT

FOR PAPER BALLOT:

1. Two (2) Election Workers deposit the Ballot **AS IS** in the Turquoise Official Ballots Trolley.

FOR TOUCHSCREEN PRINTED VOTED BALLOT:

1. Two (2) Election Workers must go to the Ballot Marking Touchscreen.
2. One (1) Election Worker advances the Ballot to the Review Screen and selects the "Print Ballot" option while the other acts as a witness.
3. Two (2) Election Workers deposit the Ballot in the Turquoise Official Ballots Trolley.

FOR VOTE BY MAIL BALLOT:

Two (2) Election Workers enclose the Ballot **AS IS** in a Vote by Mail Ballot Envelope and deposit into the Yellow Vote by Mail Ballots Trolley.

BALLOT MARKING TOUCHSCREEN PAPER REFILL

1. To ensure the Printer Paper does not run out during a Voting Session, **CHECK** "Total ballots printed" on the bottom left-hand corner of the Ballot Marking Touchscreen.
2. Once "Total ballots printed" reaches 100, **CONTACT** the Election Worker Hotline at (510) 835-7205.

VOTERS WITH DISABILITIES

VOTERS WITH DISABILITIES

CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every Voter who enters a Vote Center. In addition, the following guidance may be helpful when working with Voters with disabilities.

MEETING A VOTER WITH A DISABILITY

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

MEETING SOMEONE WHO HAS A VISUAL IMPAIRMENT

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

INTERACTING WITH A VOTER WHO USES A MOBILITY DEVICE (E.G., WHEELCHAIR, SCOOTER, CANE, ETC.)

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

COMMUNICATING WITH SOMEONE WHO IS DEAF OR USES AN ASSISTIVE HEARING DEVICE

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

DISABILITY SENSITIVITY

MEETING SOMEONE WITH A DISABILITY THAT AFFECTS SPEECH

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

USE APPROPRIATE LANGUAGE

- Instead of disabled Voter, **say Voter with a disability.**

There are two federally mandated Acts that require the voting process be fully accessible to Voters with disabilities and/or Voters with special needs:

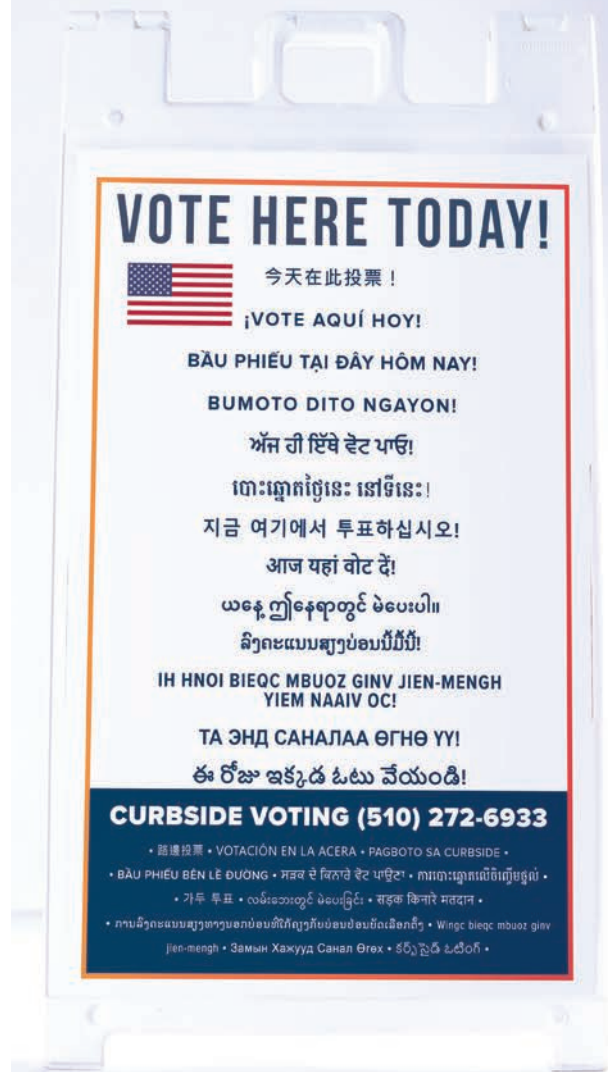
- Americans with Disabilities Act (ADA)
- Help America Vote Act (HAVA)

*Information derived from the California Secretary of State (as of January 25, 2016)
Available at: <http://www.sos.ca.gov/elections/voting-resources/voters-disabilities>*

Election Workers should check outside frequently for Curbside Voters. If a Curbside Voting appointment has been made in advance, the Captain of the Vote Center will be notified about these appointments. After greeting the Curbside Voter, the Election Worker will return to the Vote Center to retrieve any necessary materials, and another Election Worker. Ensure at least two (2) Election Workers accompany all voting materials. **ONLY** a Paper Ballot can be provided to a Curbside Voter.

FOLLOW THE PROCEDURES BELOW:

1. Two (2) Election Workers, with a Poll Pad, stylus, and a Poll Pad signature guide, will be sent out to the Curbside Voter for processing. **TAKE** an Election Worker Guide for reference. **FOLLOW** the Poll Pad Operator procedures for checking in a Voter. **MARK** the Voting Method as “Paper” and the Voter as “Curbside Voter” on the Poll Pad before completing the process.
 - **ASK VOTER** if they need any assistance in completing a Paper Ballot, including any supplies (magnifier, pen with grip, etc.).
 - **If Curbside Voter’s information is not on the Poll Pad, FOLLOW** the Conditional Provisional Voting Form instructions, procedures, and options.
2. **RETURN** Poll Pad and other voting materials to Official Table and **PRINT** a Paper Ballot for Voter.
3. Two (2) Election Workers will **TAKE** the Paper Ballot (inside a Secrecy Sleeve), a Pen, and an “I Voted” sticker to the Voter. Include any requested assistive supplies if applicable (magnifier, pen with grip, etc.)
4. After Voter privately completes Ballot, **ASK VOTER** to place Ballot back into Secrecy Sleeve; **RETRIEVE** Secrecy Sleeve with Ballot inside.
5. **INFORM VOTER** that the voting process is completed and **GIVE** “I Voted” sticker.
6. **RETURN** to the Vote Center and **DEPOSIT** the Voted Ballot into Turquoise Official Ballots Trolley. Take “I Voted” sticker for the Voter.
 - **If Curbside Voter’s is using the Conditional Provisional Voting Envelope, DEPOSIT** the envelope into Blue Provisional Ballots Trolley.



NOTE: Vote by Mail Voter may drop off their VBM Ballot as a Curbside Voter. Two (2) Election Workers must be present while retrieving the VBM Ballot.



**ACCESSIBLE ENTRANCE
A-FRAME**



CURBSIDE A-FRAME



ACCESSIBLE VOTING BOOTH



- LIGHT
- MAT
- RAMP



- MAGNIFIER
- PEN WITH GRIP
- SIGNATURE GUIDE



**BALLOT MARKING
TOUCHSCREEN**



**AUDIO TACTILE INTERFACE
(ATI)**



**BALLOT MARKING
TOUCHSCREEN
TRANSCRIPT**



POLL PAD SIGNATURE GUIDE

BALLOT MARKING TOUCHSCREEN: VOTING

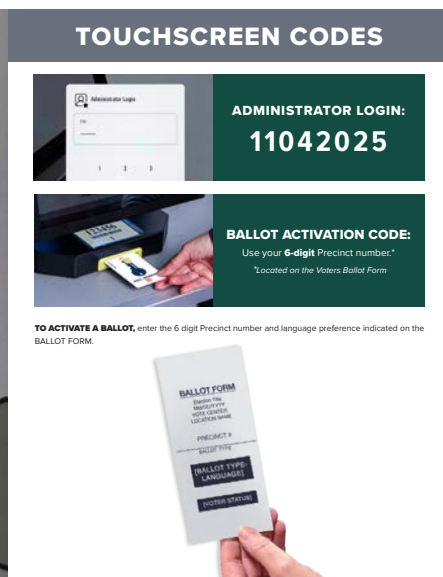
BALLOT MARKING TOUCHSCREEN: VOTING



1. **RETRIEVE** Ballot Form from Voter.



2. **INSERT** Poll Worker Card in the Card Reader Slot. Keep Card inserted.



3. **USE** the Ballot Form to enter the Voter's correct precinct with the assistance of the Touchscreen Codes List located on the side of the Touchscreen Booth. **PRESS** "Activate" to continue after the Precinct has been entered.

4. **SPOIL** Ballot Form by placing it into the Purple Spoiled Ballots Bag.



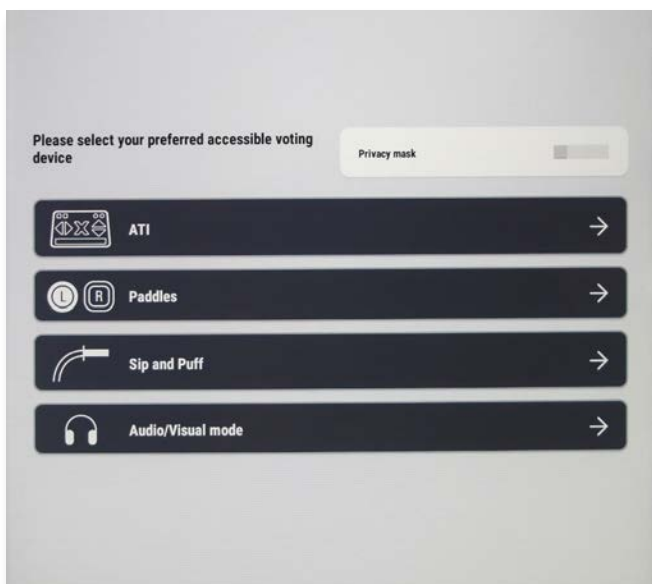
5. **REMOVE** Poll Worker Card.



6. **VOTER SELECTS** preferred language to continue.

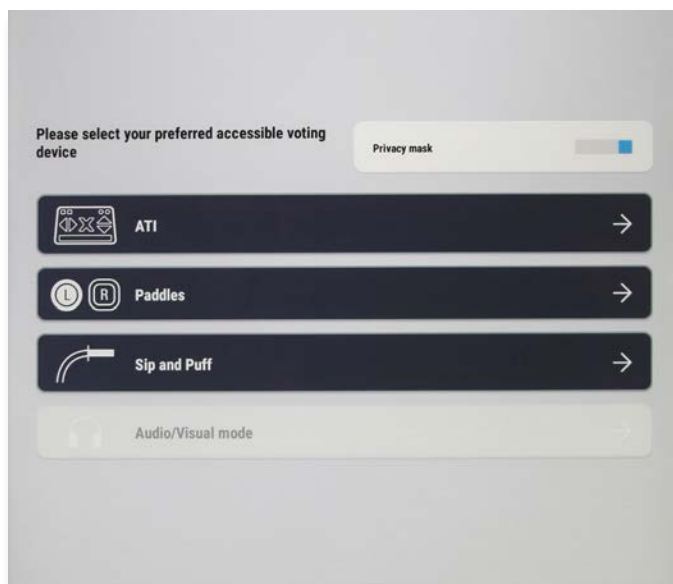
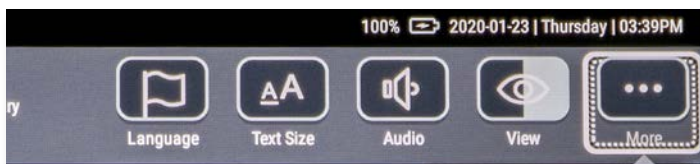


1. After entering the Voter's precinct, **SELECT** "Enable AVS Controller" checkbox to enable an Accessible Voting Session. **PRESS** "Activate" to continue.
2. **REMOVE** Poll Worker Card.
3. **VOTER SELECTS** preferred language to continue. Then **REMOVE** the Poll Worker Card



4. ASK VOTER:

"What is your preferred mode of accessible voting?"



5. INFORM THE VOTER about the following options:

- The "**Privacy Mask**" option won't display Ballot and can be switched "Yes" or "No".
- Located on the upper right-hand corner of the screen, **Language** and **Text Size** can be adjusted to the Voter's preference (*image on left*).
- "**View**" button will provide some options for Ballot viewing preference.
- "**More**" button will provide the following options:
 1. Quit voting.
 2. Proceed to the next Contest, **if the Privacy Mask is on**.
 3. Review your Ballot choices.

6. OFFER THE VOTER the use of a chair.

AUDIO TACTILE INTERFACE (ATI)

1. INFORM VOTER:

“This will provide audio guidance allowing you to navigate and make selections.”

2. SELECT “ATI” option on the screen.

3. Voter should be comfortably positioned with ATI and headphones.

NOTE: Assist Voter with Voting Process if requested.

Please select your preferred accessible voting device

Privacy mask



ATI



Paddles



Sip and Puff



Audio/Visual mode



CANCELING ACTIVATION

If the Voter would like to cancel the voting session:

1. SELECT “More” on the top right of the screen.

2. SELECT “Quit voting.”

3. SELECT “Yes, quit voting” on the pop-up selection window.



Confirm

Are you sure you want to quit voting?

Yes, quit voting

No, continue voting.

USB CHANGE IS DETECTED

1. **MAKE SURE** the Ballot Marking Touchscreen Printer cable is plugged into the Printer.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **INSERT** Poll Worker Card into the Ballot Marking Touchscreen, then enter Administration Login number.
4. **PERFORM** Hardware Test on both the ATI and Printer. *(Follow Steps 4-10, on pgs. 72-74)*
5. **REMOVE & RE-INSERT** Poll Worker Card to re-activate Voting Session.*
**This will require Voter to start from the beginning of the session.*
6. If the problem(s) persist, **CONTACT** the Registrar of Voters' Election Worker Hotline for further assistance.

ATI HAS NO AUDIO

1. **MAKE SURE** the headphones are plugged into the correct port and plugged in completely.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **ACTIVATE** new Accessible Voting Session ensuring that "Enable AVS Controller" check-box is selected when activating.
4. If the problem(s) persist, **CONTACT** the Registrar of Voters' Election Worker Hotline for further assistance.

BALLOT MARKING TOUCHSCREEN NOT FUNCTIONAL

1. **DIRECT** the Voter to use an available Ballot Marking Touchscreen.
2. If Voter does not wish to use another available Ballot Marking Touchscreen, or all Ballot Marking Touchscreens are not functional, **GIVE VOTER** the three (3) following options on how to proceed:
 - **OFFER a Paper Ballot** and **OFFER** assistance.
 - **OFFER** the option of voting on a Ballot Marking Touchscreen at another Vote Center
 – Contact Election Worker Hotline (510) 835-7205 to get information for closest available Vote Centers.
 - **OFFER** the option of voting on a Ballot Marking Touchscreen located at **the Registrar of Voters' Office, 1225 Fallon Street, Room G-1, Oakland, CA 94612** (public entrance on 12th Street).
 - *The Voter may call Registrar of Voters (510) 272-6933 with any questions and concerns.*
3. **CONTACT** the Election Worker Hotline (510) 835-7205 with regard to the Ballot Marking Touchscreens that are not functioning.

ELECTION SCENARIOS

ELECTION SCENARIOS

Electioneering within 100 feet of the Vote Center is prohibited (CEC § 18370). Violations can lead to fines and/or imprisonment.

Within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a voting location, curbside voting, or drop box the following activities are prohibited:

- **DO NOT** ask a person to vote for or against any candidate or ballot measure.
- **DO NOT** display a candidate's name, image, or logo.
- **DO NOT** block access to or loiter near any drop boxes.
- **DO NOT** provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or drop box.
- **DO NOT** circulate any petitions, including initiatives, referenda, recall, or candidate nominations.
- **DO NOT** distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate's name, image, logo, and/or support or oppose any candidate or ballot measure.
- **DO NOT** display information or speak to a Voter about the Voter's eligibility to vote.

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

NO ELECTIONEERING IS PERMITTED

WITHIN 100 FEET OF A VOTE CENTER OR CURBSIDE VOTING AREA

YOU ARE APPROXIMATELY 100 FEET FROM VOTE CENTER OR CURBSIDE VOTING AREA

<p>NO SE PERMITE CAMPAÑA ELECTORAL A MENOS DE 100 PIES DEL CENTRO DE VOTACIÓN O DEL ÁREA DE VOTACIÓN EN LA ACERA</p> <p>您距離投票中心或路邊投票區約 100 英尺</p> <p>投票中心或路邊投票區約 100 英尺</p> <p>投票中心或路邊投票區約 100 英尺</p> <p>投票中心或路邊投票區約 100 英尺</p>	<p>在距離投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p> <p>您距離投票中心或路邊投票區約 100 英尺</p> <p>投票中心或路邊投票區約 100 英尺</p> <p>投票中心或路邊投票區約 100 英尺</p> <p>投票中心或路邊投票區約 100 英尺</p>	<p>WALANG IPINAHINTULOT NA PANGANGAMPANYA SA LOOB NG 100 TALAMPAKAN MULA SA SENTRO NG PAGBOTO O SA LUGAR NG PAGBOTO SA GILID NG DAAN</p> <p>KAWAY AY NAGA HUMIGIT KUMULANG 100 TALAMPAKAN MULA SA SENTRO NG PAGBOTO O SA LUGAR NG PAGBOTO SA GILID NG DAAN</p> <p>投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p> <p>投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p> <p>投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p>	<p>KHÔNG ĐƯỢC PHÉP VẬN ĐỘNG BẦU CỬ TRONG VÒNG 100 FEET TỪ TRUNG TÂM BỎ PHẪU HOẶC KHU VỰC BỎ PHẪU BÊN LỀ QUÝ ẮT ỒI KHÔNG 100 FEET TỪ TRUNG TÂM BỎ PHẪU HOẶC KHU VỰC BỎ PHẪU BÊN LỀ</p> <p>投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p> <p>投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p> <p>投票中心或路邊投票區約 100 英尺範圍內不得進行競選活動</p>
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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. Listed below are general guidelines for members of the media.

CAN DO:

- Complete exit polls at least twenty-five (25) feet from all entrances to the Vote Center.

CANNOT DO:

- Interfere with the Voting Process or touch voting equipment.
- Photograph, video, or otherwise record a Voter entering or exiting the Vote Center without permission.

MUST DO:

- Photographers or videographers must get permission from subjects and must ensure that neither a Voter's Paper Ballot nor on-screen Touchscreen Ballot are legible in the photo or video footage.

Election Workers are limited to comment on those issues about which they have first-hand knowledge.

Technical questions or questions regarding policies or procedures should be directed to the Alameda County Registrar of Voters (510) 272-6933.

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.

KNOW YOUR LIMITS

Keep in mind that some individuals may be more adept in applying these techniques. Know your own vulnerabilities and tendencies and recognize that sometimes the best intervention is knowing when to seek additional help.

OBTAIN HELP

If you feel the individual or situation is escalating and violence may occur, call for help from your security staff or local law enforcement and move yourself to a safe location.

TIPS

Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy. Remain respectful and courteous. Address the individual with civility and use phrases such as “please” and “thank you.”

PURPOSEFUL ACTIONS

- **Remain Calm:** A purposeful demonstration of calmness and composure can enable de-escalation.
- **Change the Setting:** If possible, remove people from the area. This could involve parties to the conflict and onlookers.
- **Respect Personal Space:** Maintain a safe distance and avoid touching the other person.
- **Listen:** Give your full attention, nod, ask questions, and avoid changing the subject or interrupting.
- **Empathize:** Present genuine concern and a willingness to understand without judging.

DE-ESCALATION

VERBAL COMMUNICATION

Tone + Volume + Rate of speech + Inflection of voice = Verbal De-Escalation

- **Tone:** Speak calmly to demonstrate empathy.
- **Volume:** Monitor your volume and avoid raising your voice.
- **Rate of Speech:** Slower can be more soothing.
- **Inflection:** Be aware of emphasizing words or syllables as that can negatively affect the situation.

Instead Of:	Say...
"Calm down."	"I can see that you are upset..."
"I can't help you."	"I want to help, what can I do?"
"I know how you feel."	"I understand that you feel..."
"Come with me."	"May I speak with you?"

BODY LANGUAGE

Instead Of:	Try...
Standing rigidly in front of the person	Keeping a relaxed and alert stance off to the side of the person
Pointing your finger	Keeping your hands down, open, and visible at all times
Excessive gesturing or pacing	Using slow, deliberate movements
Faking a smile	Maintaining a neutral and attentive facial expression

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 Election 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.

CHALLENGING A VOTER'S RIGHT TO VOTE

Per law, Election Workers may challenge a Voter's right to vote in the Vote Center. For additional questions about challenge procedures, contact the Election Worker Hotline immediately at (510) 835-7205.

REPORTING VOTER FRAUD

If Voter wants to report suspected fraud, provide the Voter with a Voter Fraud Telephone Card, so the Voter can contact the California Secretary of State at (916) 657-2166.

EMERGENCY SITUATIONS

The safety of Election Workers and voters is the first priority in an emergency on Election Day. The second priority is the security of the voted ballots and the voting materials. Emergencies include (but are not limited to): earthquakes, fire or explosions, armed assailant(s), flooding, hazardous substances and chemical spills, bomb threats, and emotionally disturbed persons. The following information is intended to be a general guide when making decisions regarding the election process during an emergency. Call 911 first, and then notify the Election Worker Hotline as soon as possible.

IF AN EMERGENCY REQUIRES EVACUATION

Evacuate voters in the Vote Center immediately. If safe to do so, bring the following items:

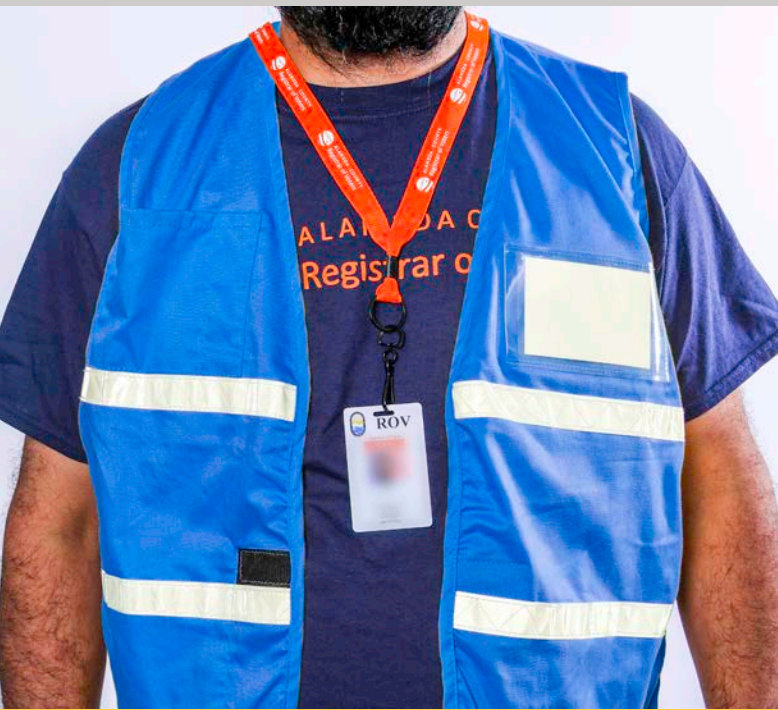
- All voted ballots,
- Poll Pad(s),
- Unused ballots,
- Lime Bag,
- Turquoise Official Ballots Trolley,
- Yellow Vote by Mail Ballots Trolley,
- Blue Provisional Ballots Trolley, and
- Unused Provisional Envelopes

In the case that these items were not able to be brought out and voting has stopped at this location, first ensure the safety of all Election Workers and Voters, then communicate with the Election Worker Hotline at (510) 835-7205. Post a sign at the entrance of the Vote Center stating that the site has closed and direct voters to the nearest Vote Center(s). When time allows, contact the Election Worker Hotline at (510) 835-7205 to update them on the current situation. Resume voting as soon as possible when the building is reopened or the Vote Center is moved to a safe location.

ROVER PROCEDURE

ROVER PROCEDURE

ROVER PREPARATION



- Rovers will be wearing a **Blue Vest** and **Rover badge**.
- 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:

YELLOW VOTE BY MAIL BALLOTS TROLLEY



1. **CLOSE & 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 the replacement Yellow Vote by Mail Ballots Trolley.
** As required by the California Secretary of State, the first Voter to vote after the replacement Trolley is set up must verify the Trolley is empty.*

VOTED OFFICIAL BALLOTS BOX

1. The Voted Ballots from the Turquoise Trolley must be transferred to a Voted Official Ballots Box. When removing Ballots from the Turquoise Official Ballots Trolley,

ANNOUNCE TO THE VOTE CENTER:

"I am the Captain for this Vote Center. I am making a Ballot Transfer to this box marked '**Voted Official Ballots**,' which will be sealed and delivered to the Registrar of Voters' Office."

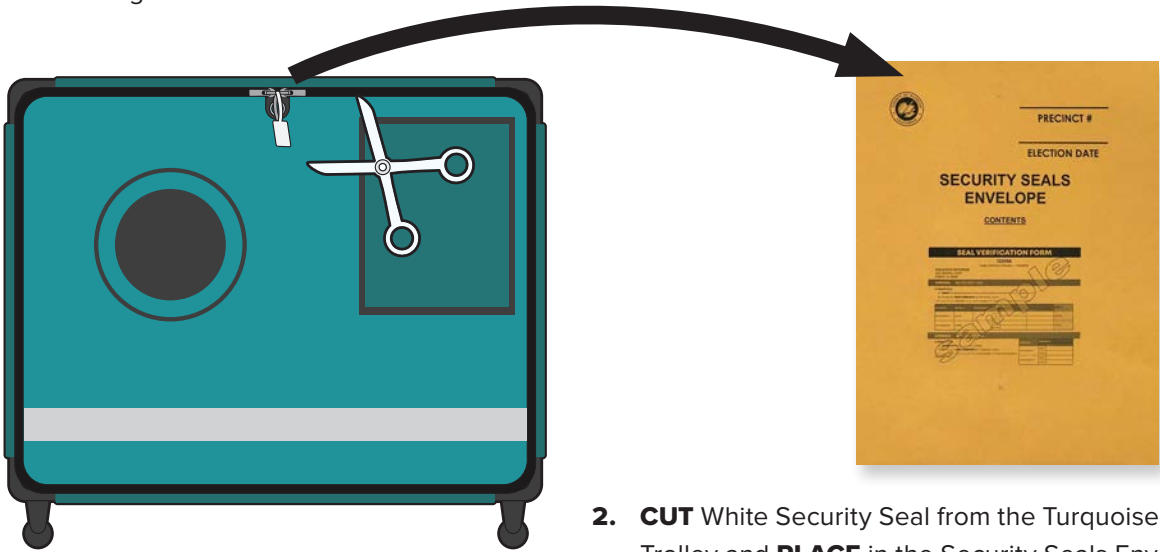
2 PERSON RULE



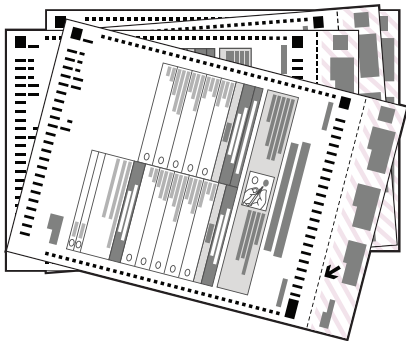
Captain



Assistant Captain

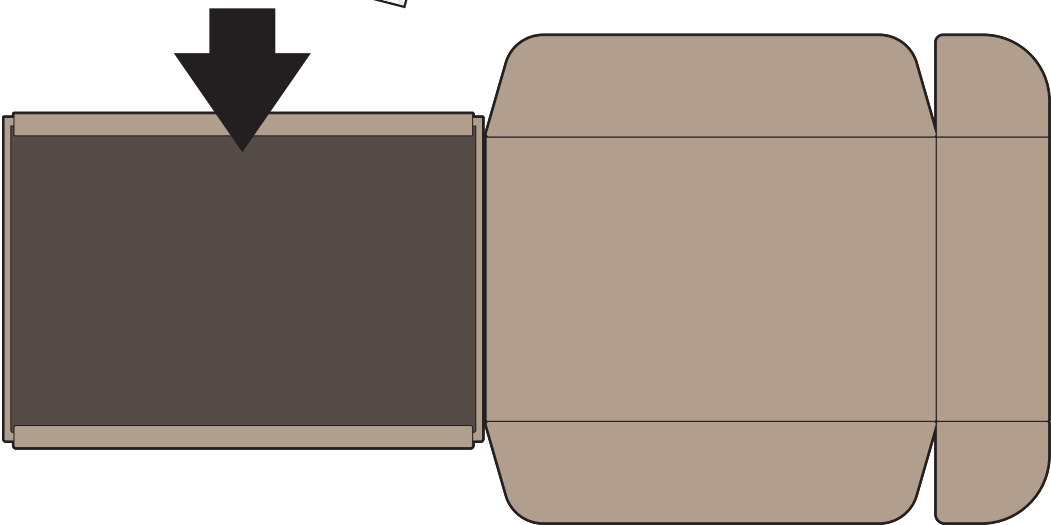


2. **CUT** White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** in the Security Seals Envelope.

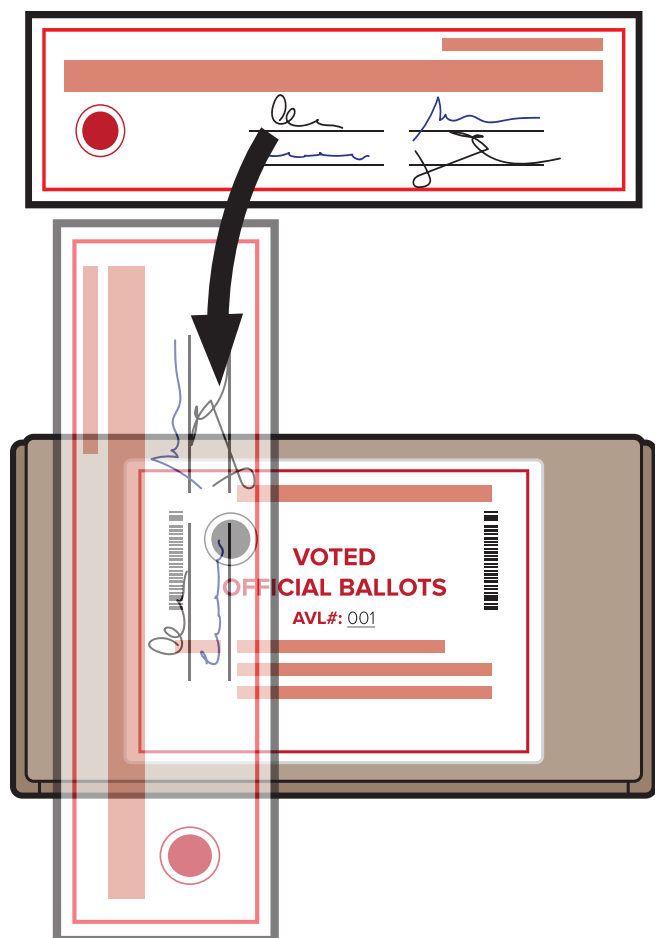
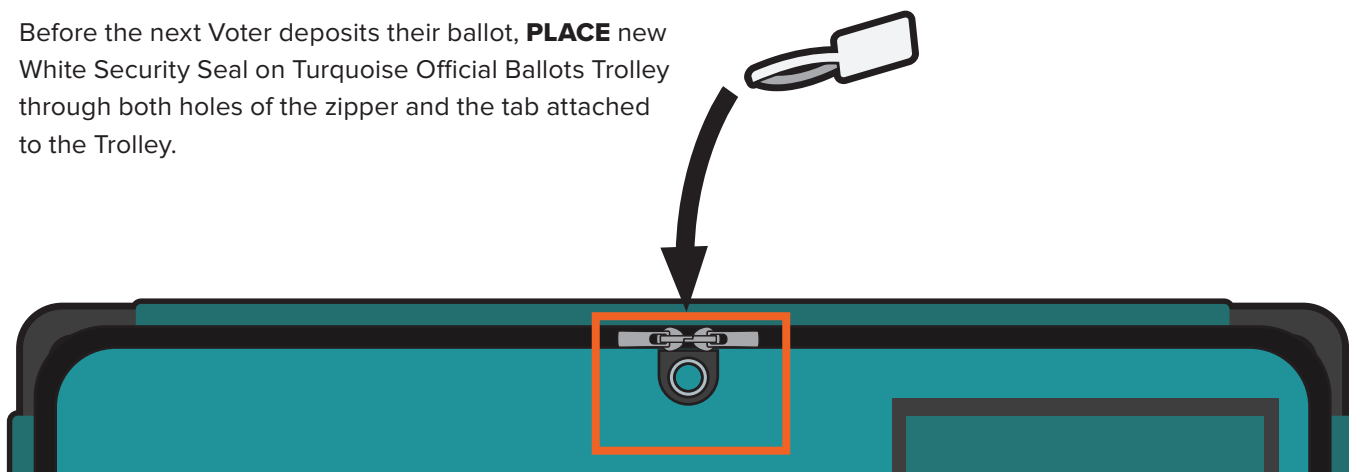


3. After opening the Turquoise Official Ballots Trolley, **RETRIEVE** Ballots and **PLACE** into Voted Official Ballots Box(es).

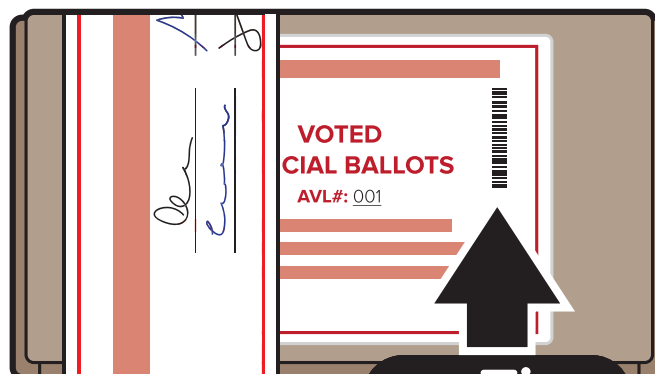
NOTE: CHECK inside flaps of the Trolleys, inside the Voting booths, and Secrecy Sleeves for any hidden ballots.



4. Before the next Voter deposits their ballot, **PLACE** new White Security Seal on Turquoise Official Ballots Trolley through both holes of the zipper and the tab attached to the Trolley.



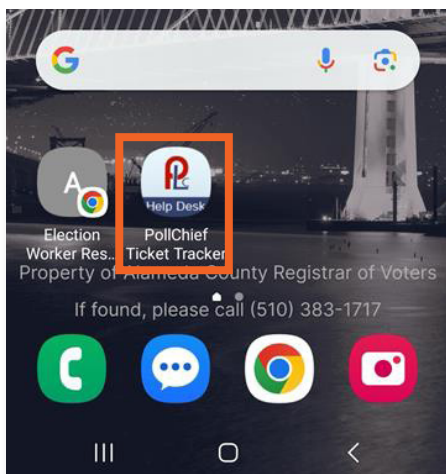
5. Without covering the barcode and Vote Center number, **PLACE** Voted Official Ballots Box Seal. Captain and three (3) other Election Workers must sign the seal.



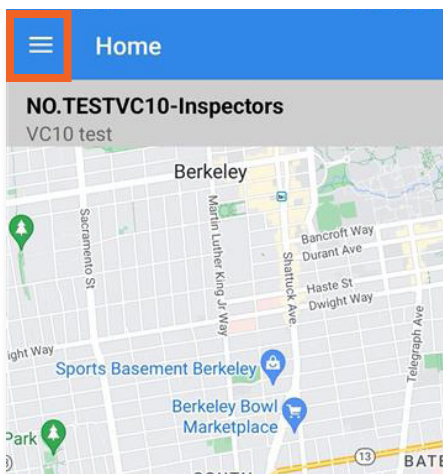
6. Using the provided Cell Phone,* **CAPTAIN OPENS** "PollChief" app and **SCANS** the Voted Ballot Official Box(es).
* Refer to *Ballot Box Scanning Instructions* on the next page.



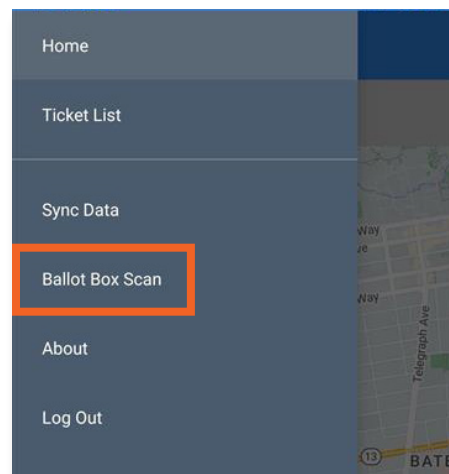
BALLOT BOX SCANNING



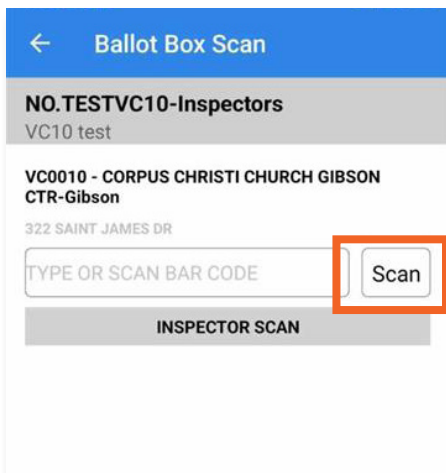
1. Using the Captain (A) phone, **OPEN** PollChief Ticket Tracker App and **SIGN IN** with login info on the back of the phone.



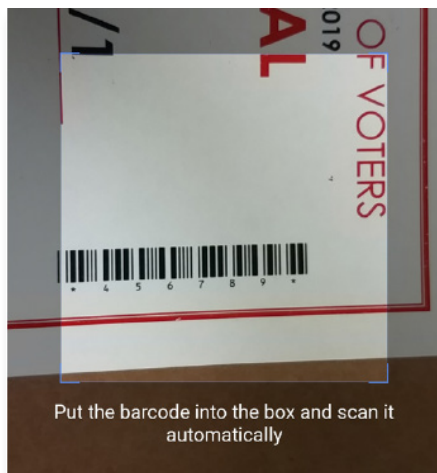
2. **SELECT** Menu.



3. **SELECT** Ballot Box Scan.



4. **SELECT** Scan.



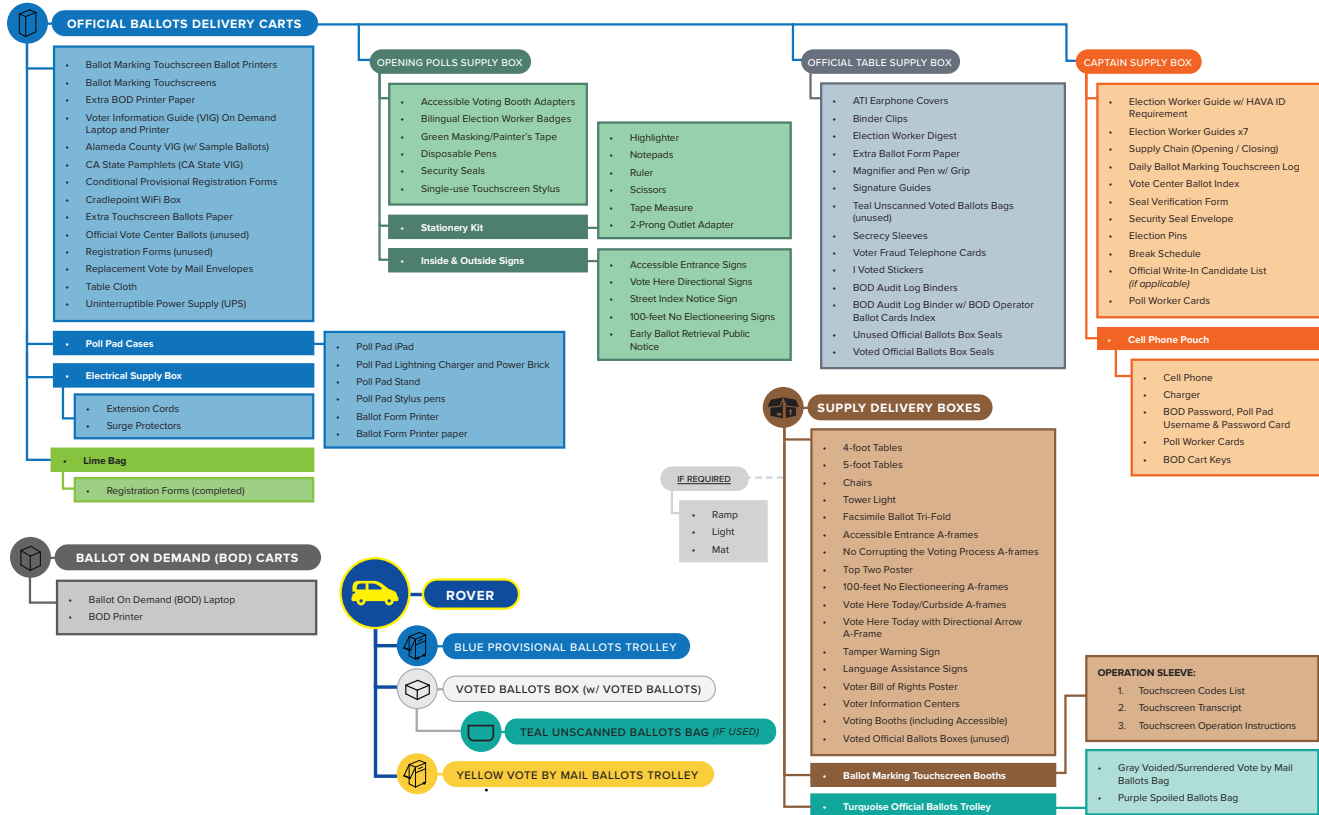
5. **POSITION** barcode horizontally within box on the screen. Once scanned successfully, **SELECT** OK.

NOTE: If the barcode is not scanning, **TYPE** the letters and numbers below the barcode (minus the asterisks) into the Ballot Box Scan field.

CLOSING

CLOSING

CLOSING - SUPPLY CHAIN



1. **USE** the Supply Chain diagram to assist in finding where supplies should be placed during Closing Polls.

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

TASK 1 ANNOUNCE CLOSING OF THE POLLS

DAILY

DAILY

DAILY

DAILY

DAILY

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

“THE VOTE CENTER IS NOW CLOSED!”

NOTE FOR ELECTION NIGHT AT 8 PM:

If there is a line of Voters outside waiting to Vote, **INFORM** a Demonstration Officer to stand at the end of the line by the time of closing. The Demonstration Officer will inform Voters who arrive after the Polls are closed that they will not be allowed to vote.

If VBM Voter, who is not in line by 8 PM, submits a VBM Ballot, **WRITE** "TOO LATE" on envelope then **PLACE** into Lime Bag.

TASK 2 CLOSING ROVER PICK UP

TWO (2) PERSON RULE

DAILY

DAILY

DAILY

DAILY

DAILY

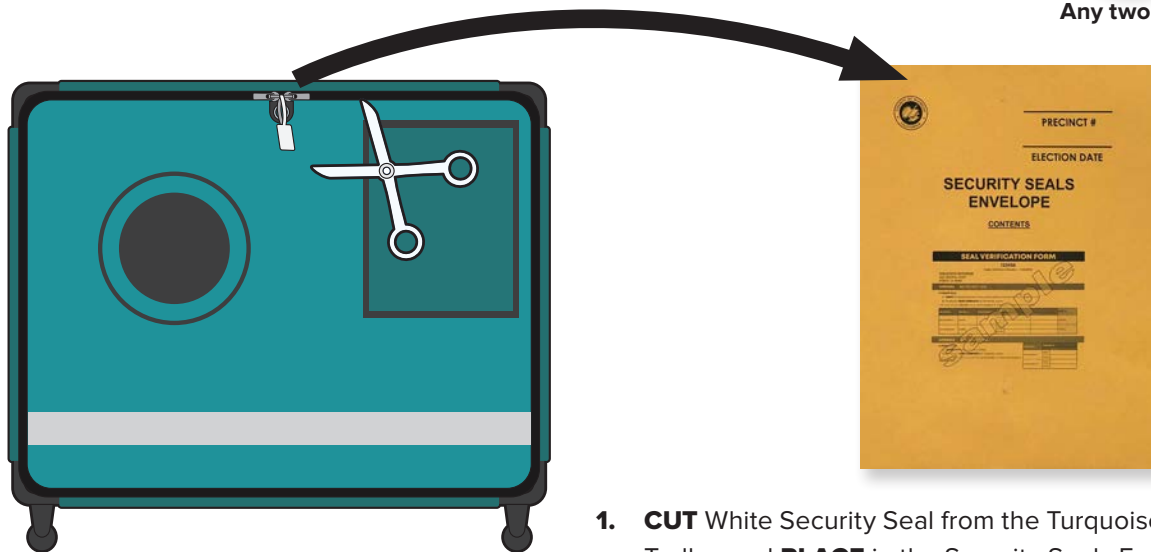
Closing Rover Pick Up begins around **5:00 PM*** during **Early Voting days** and **8:00 PM*** on **Election Day**, after Polls close and the last Voter has voted.

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

If there are Voters are still present and voting when Rovers arrive, Rovers will continue on to the next Vote Center on their route. Rovers will return after the other areas on their route have been completed.

2 PERSON RULE

Any two (2) Election Workers

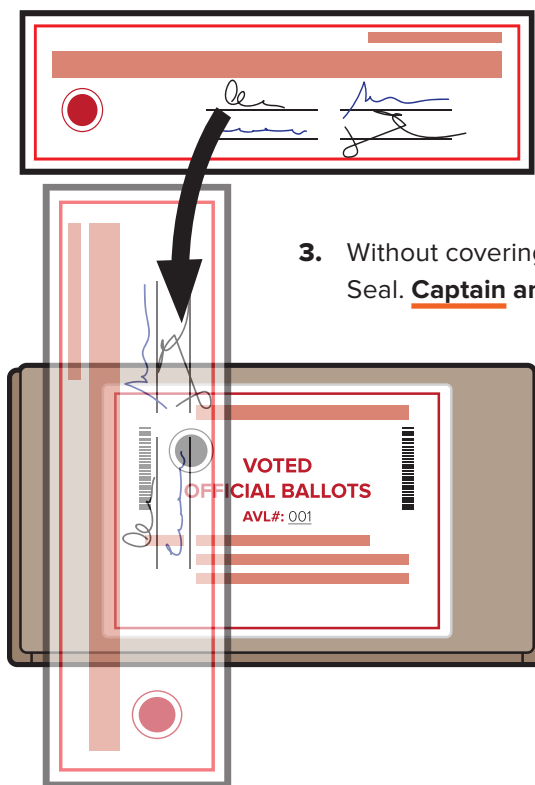
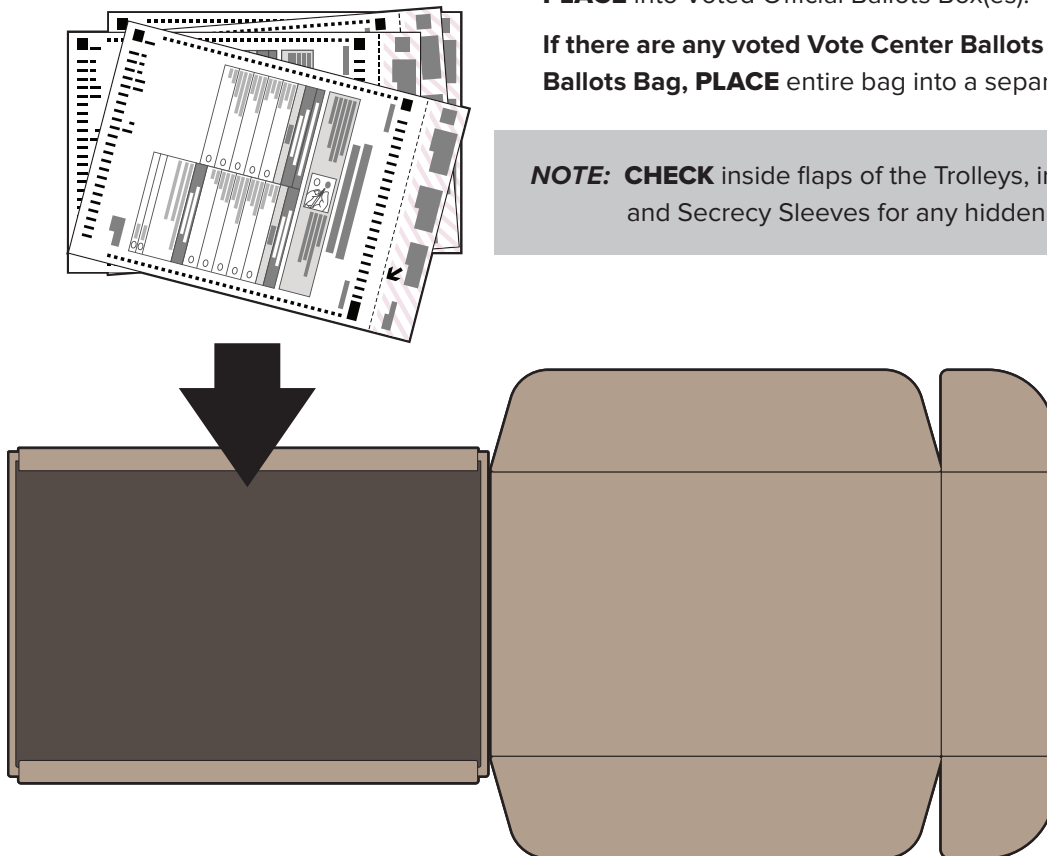


- 1. CUT** White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** in the Security Seals Envelope.

2. After opening the Turquoise Official Ballots Trolley, **RETRIEVE** Ballots and **PLACE** into Voted Official Ballots Box(es).

If there are any voted **Vote Center Ballots** in the **Teal Unscanned Voted Ballots Bag**, **PLACE** entire bag into a separate Voted Official Ballots Box.

NOTE: CHECK inside flaps of the Trolleys, inside the Voting booths, and Secrecy Sleeves for any hidden ballots.



3. 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.

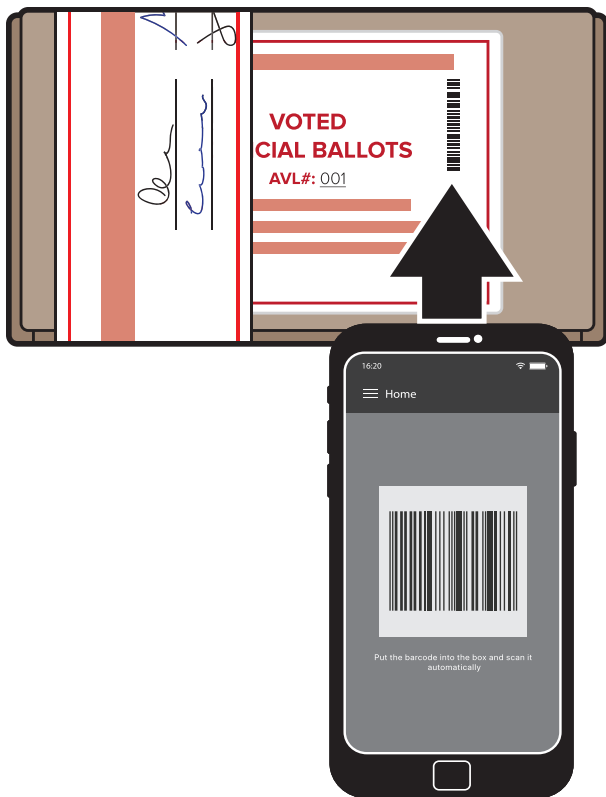
DAILY

DAILY

DAILY

DAILY

DAILY



4. Using the provided Cell Phone,* **CAPTAIN OPENS** “PollChief” app and **SCANS** the Voted Ballot Official Box(es).
 * Refer to Ballot Box Scanning Instructions on pg. 148



5. **SLIDE UP** the tab below the opening of the Deposit Slot of both the Yellow Vote by Mail Ballots Trolley and the Blue Provisional Ballots Trolley to close and secure. **PLACE** White Security Seal on both the Yellow and Blue Trolleys' Ballot Deposit Slot, as shown above. The White Security Seal must pass through both the small opening on the bottom edge of the Deposit Slot and the opening of the tab.

DAILY

DAILY

DAILY

DAILY

DAILY

6. GIVE ROVER the following items:

- Voted Official Ballots Box(es)*
* Do not give any Voted Official Ballots Box(es) if empty
- Yellow Vote by Mail Ballots & Blue Provisional Ballots Trolley



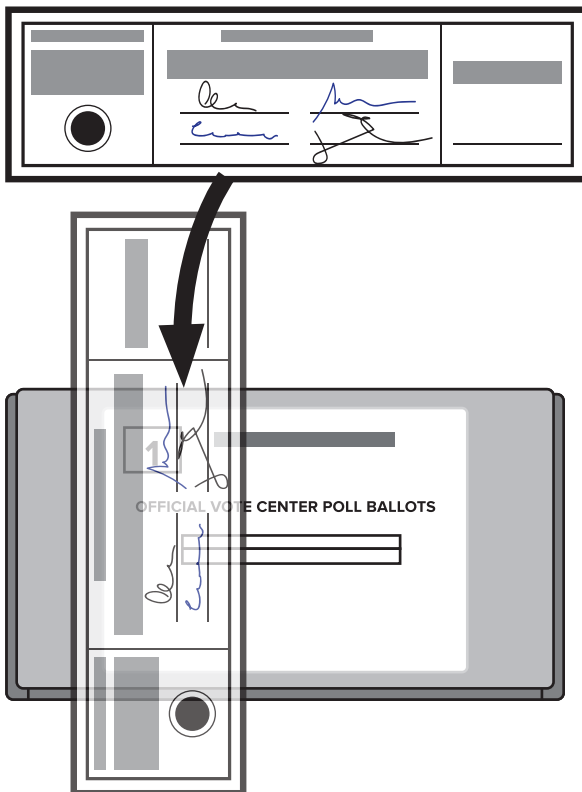
TASK 3 SEAL OFFICIAL VOTE CENTER BALLOTS

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT



1. Only at the end of Election Night, **PLACE** an Unused Official Ballots Box Seal on the opened Official Vote Center Ballots boxes **only**. Captain and three (3) other Election Workers must sign the seal.
2. Opened and unopened Official Vote Center Ballots boxes must stay in its Official Ballots Delivery Cart(s). **SEAL** the Official Ballots Delivery Cart(s) containing the Official Vote Center Ballots boxes when finished.

TASK 4 CLOSING POLL PAD

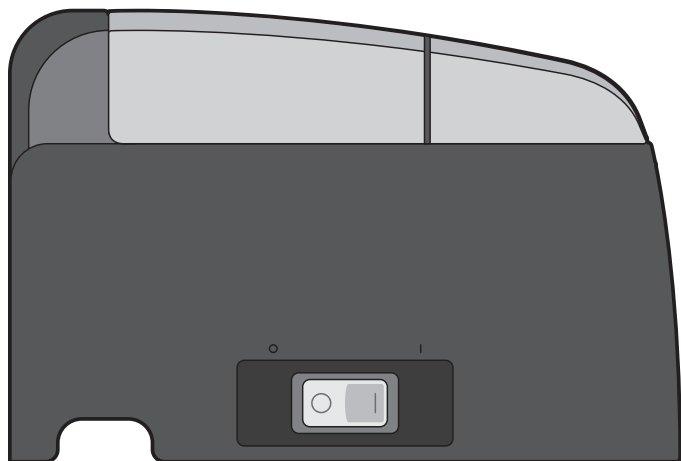
DAILY

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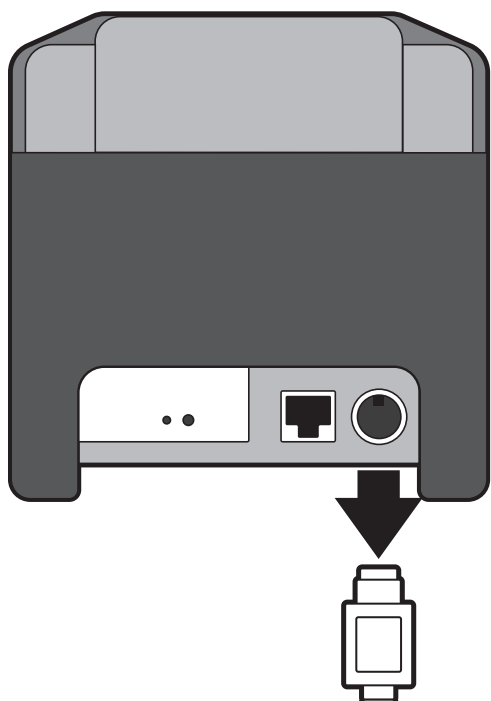
DAILY

DAILY

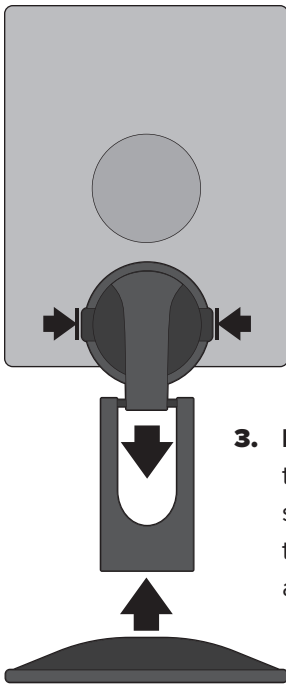
DAILY



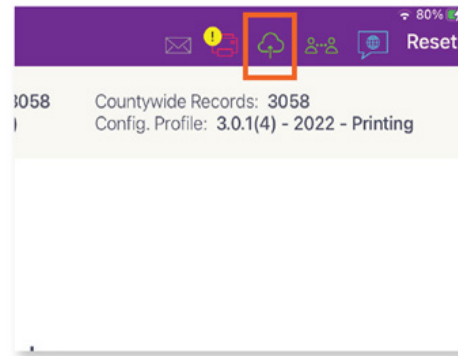
1. **POWER OFF** the printer by switching ON/OFF switch to the OFF position.



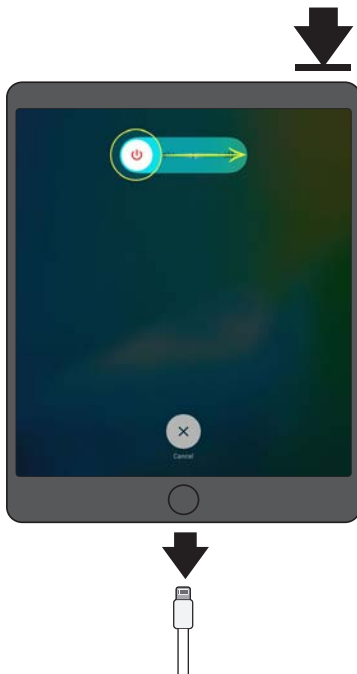
2. **DISCONNECT** the power cable from the back of the printer and the surge protector. **PLACE** the power cable then the printer inside the carrying case, which is located in the Official Ballots Delivery Cart.



- 3. DISCONNECT** the stand from the Poll Pad. **SEPARATE** the stand arm of the stand from the base then **FOLD** the stand arm to fit in the carrying case.

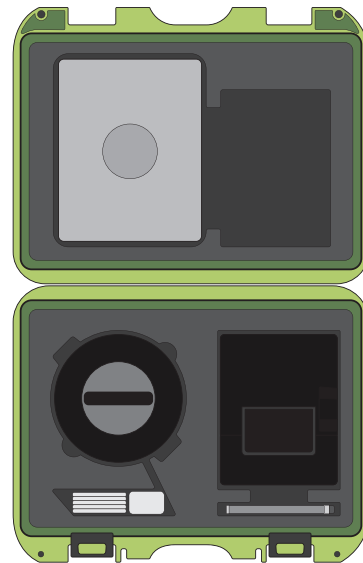


- 4. ENSURE** Poll Pad screen is not locked. The Poll Pad will synchronize. **MAKE SURE** the cloud icon is green and the Poll Pad is connected to the WiFi. **PRESS** the cloud icon to confirm that the synchronization is finished.



- 5. TURN OFF** Poll Pad by holding the power button. Screen will ask to "swipe/slide" to confirm powering off. **DISCONNECT** the charger from the Poll Pad.

NOTE: DO NOT POWER OFF until 30 minutes after the last Voter has been processed.



- 6. PLACE** the Poll Pad inside the lid of the carrying case and use the velcro strap to secure. **RETURN** any remaining designated supplies to the Poll Pad case. **CLOSE** the lid and **SECURE**.
- 7. PLACE** Poll Pad case in the Official Ballots Delivery Cart.

TASK 5 PACK CRADLEPOINT ROUTER

DAILY

DAILY

DAILY

DAILY

DAILY

NOTE: DO NOT POWER OFF until 30 minutes after the last Voter has been processed.



1. After the Poll Pads have finished syncing, on the back of the Cradlepoint, **FLIP** the power switch downward to the OFF position. **REMOVE** power cord from the back of the Cradlepoint and the power source.

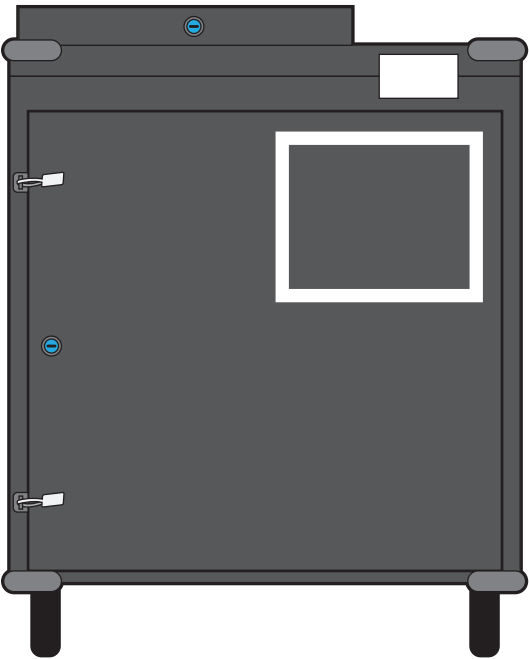
NOTE: **PRESS** on the bottom tab of the connector while removing the power cord (as seen in the photo).



2. **UNSCREW** the antennas from the back of the Cradlepoint. **RETRIEVE** the Cradlepoint box and **PLACE** the antennas and power cord in the box.
3. **PLACE** the Cradlepoint box back in the Official Ballots Delivery Cart.



TASK 6 SHUT DOWN BALLOT ON DEMAND



1. **SHUT DOWN** the laptop by clicking the Start menu and locating the power icon. **CLICK** on the power icon and select “Shut Down.”
2. When the screen turns off, **CLOSE** the Laptop and **SAFELY DISCONNECT** the power cable and USB cable.
3. **PULL OUT** the cart’s bottom rolling drawer. **REMOVE** the empty laptop cardboard box and safely insert the laptop inside the cardboard box. **PLACE** it back in the bottom rolling drawer.
4. **SECURE** the laptop using the straps.
5. **STRAP** the printer’s back Velcro straps together.
6. **POWER OFF** the BOD printer by holding down the white power button located on the right side of the printer’s LCD.
7. **FLIP BACK** the laptop’s top compartment and use the Cart’s key to close it by turning the key Clockwise.
8. **SLIDE** the laptop’s top compartment shelf to the right by removing both of the shelf locks (underneath the shelf, one in the front of shelf and the other on backside of the shelf) and **SLIDE** it back in place.
9. **USE** a White Security Seal to secure the top compartment’s laptop and the safety latch.
10. **SAFELY DISCONNECT** the BOD’s black power cable from the connected power source. **STORE** the cart’s black power cable back inside the cart’s rolling drawer.
11. **CLOSE** the cart’s front door by inserting the key into the lock and turning it counterclockwise.
12. **USE** White Security Seals to seal the cart’s front door.
13. **PLACE** the Cart’s Key back in the phone pouch.

11/8/22 General Election
(Date/Time of Election)

Printer ID: 12
VOTE CENTER #: 4

Finished Ballot Card Log

Date	Time	Employee 1 Name (Print)	Employee 2 Name (Print)	Printer No.	# of Cards
11/8/22	7:25a	Angel Padilla	Noe Lucio	456789	4
"	8:30a	Angel Padilla	Noe Lucio	200100	3
"	12:00p	Angel Padilla	Noe Lucio	420090	4
"	2:15p	Noe Lucio	LEEROY JENKINS	123456	4
"	3:55p	Angel Padilla	LEEROY JENKINS	456312	4
End of day Total: 19					

11/8/22 General Election
(Date/Time of Election)

Damage Ballot Inventory Control Log

Employee 1 Name (Print)	Printer No.	Card Number	# of Cards	Cards Returned	Notes
Noe Lucio	456789	B	1		
Noe Lucio	420090	A	2		
End of day Total: 3					

14. **COUNT & FILL OUT** "End of day Total" on the "Finished Ballot Card Log" and the "Damage Ballot Inventory Control Log" sheets in the BOD Audit Binder, then **PLACE** the Binder in the Captain Supply Box.

TASK 7 SHUT DOWN VIG ON DEMAND

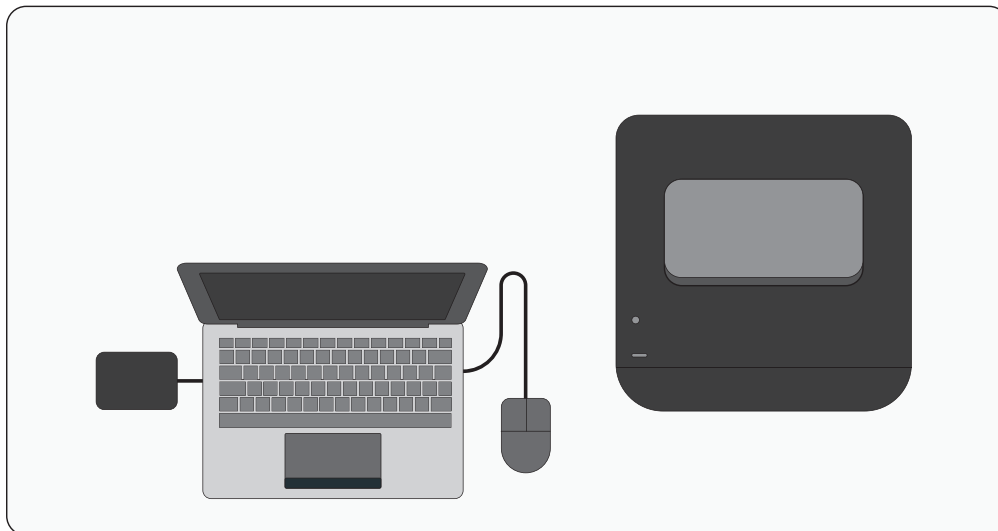
DAILY

DAILY

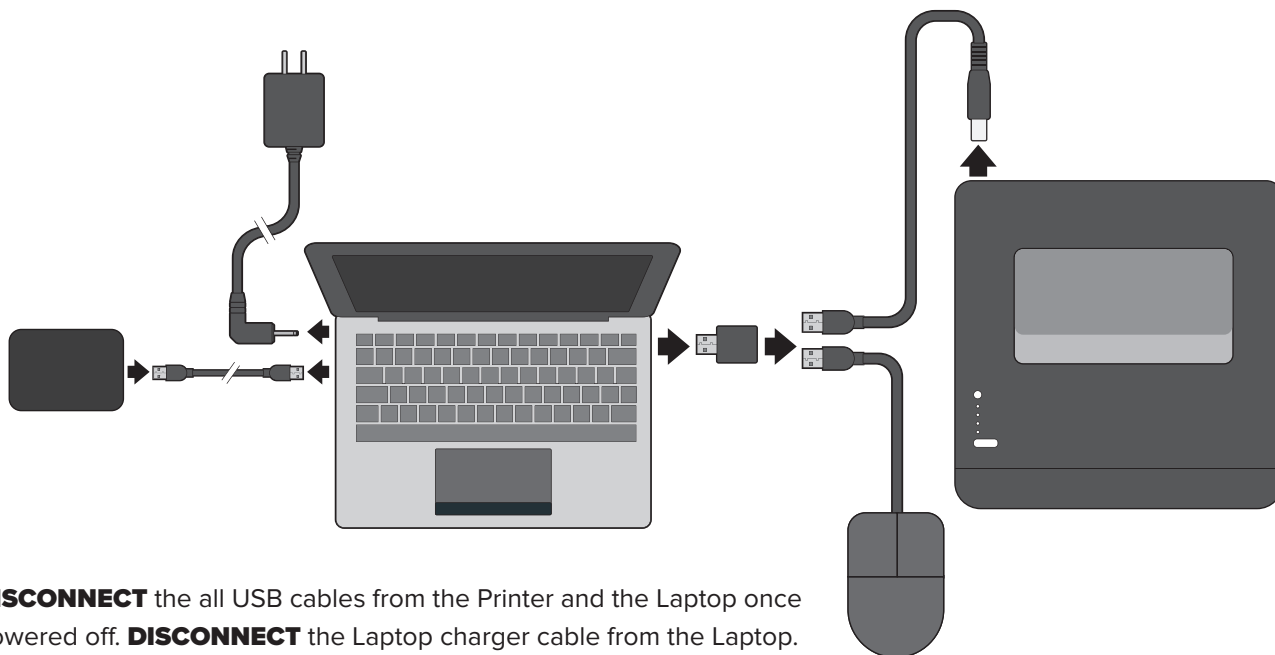
DAILY

DAILY

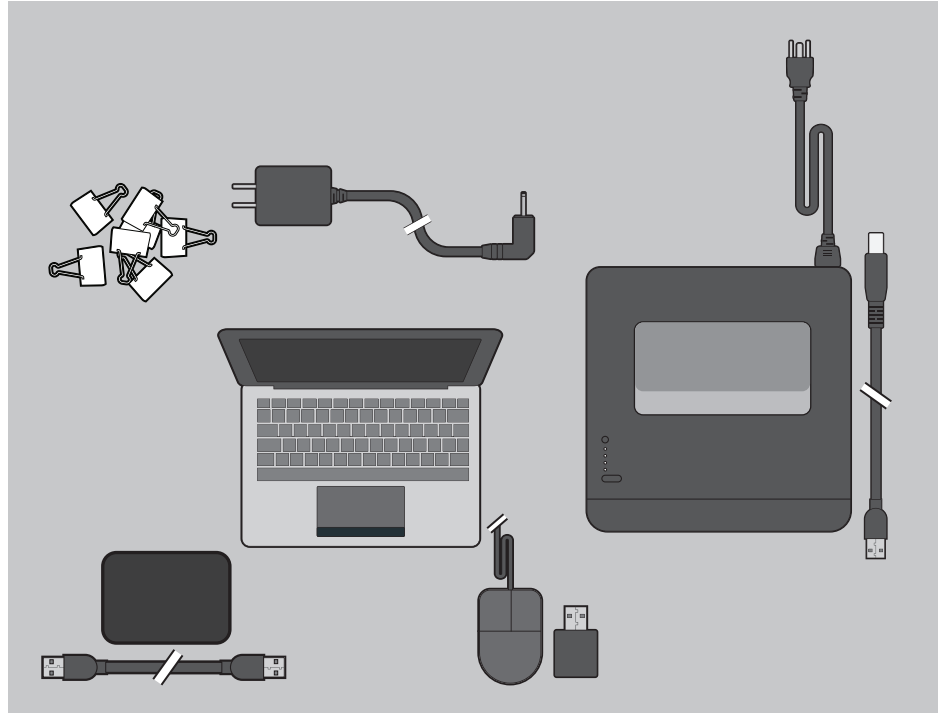
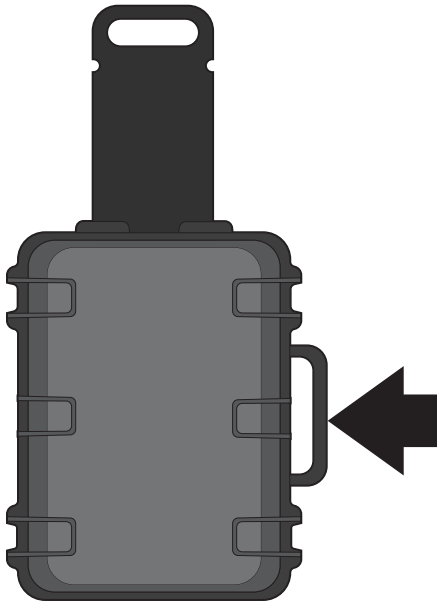
DAILY



1. **POWER OFF** the VIG On Demand Printer by pressing and holding the power button on top of the Printer. **SHUT DOWN** the VIG On Demand Laptop.



2. **DISCONNECT** the all USB cables from the Printer and the Laptop once powered off. **DISCONNECT** the Laptop charger cable from the Laptop.



3. **DISCONNECT** the Laptop charger and Printer power cables from the surge protector.
4. Separately **PLACE** each of the VIG On Demand equipment back into the plastic bags, then **PLACE** into the carrying case.
5. **CLOSE** carrying case and **PLACE** in the Official Ballot Delivery Cart.

NOTE: Firmly press on the latches on the case to securely close.

TASK 8 CLOSING BALLOT MARKING TOUCHSCREENS*

TWO (2) PERSON RULE

DAILY

DAILY

DAILY

DAILY

DAILY

CLOSING POLLS on Ballot Marking Touchscreens.

**Refer to Ballot Marking Touchscreen Closing Section for instructions on pg. 175*

TASK 9 PACK ITEMS IN TURQUOISE TROLLEY

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

1. PLACE the following in the Turquoise Official Ballots Trolley:



- Once packed, **SECURE** the zipper and deposit slot of the Turquoise Trolley with a **White Security Seal**.
- Turquoise Trolley **MUST BE PLACED** in the Official Ballots Delivery Cart.

NOTE: All Ballots Bags must be stored in the Official Ballots Delivery Cart, daily.

TASK 10 PACK ITEMS IN LIME BAG

ELECTION NIGHT

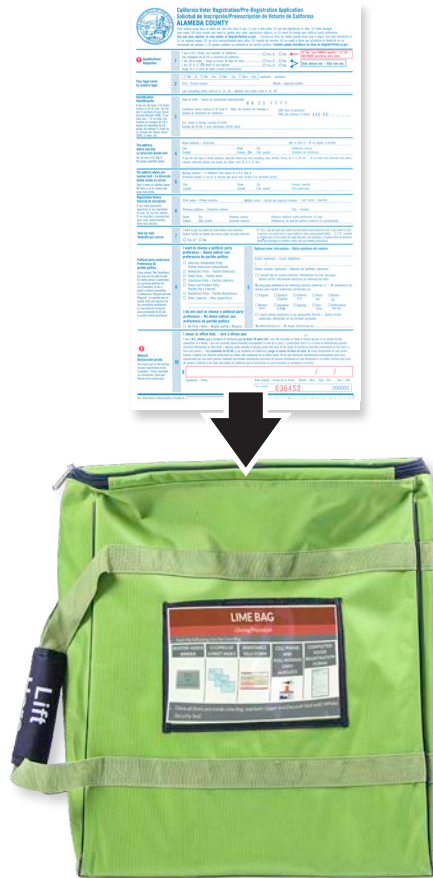
ELECTION NIGHT

ELECTION NIGHT

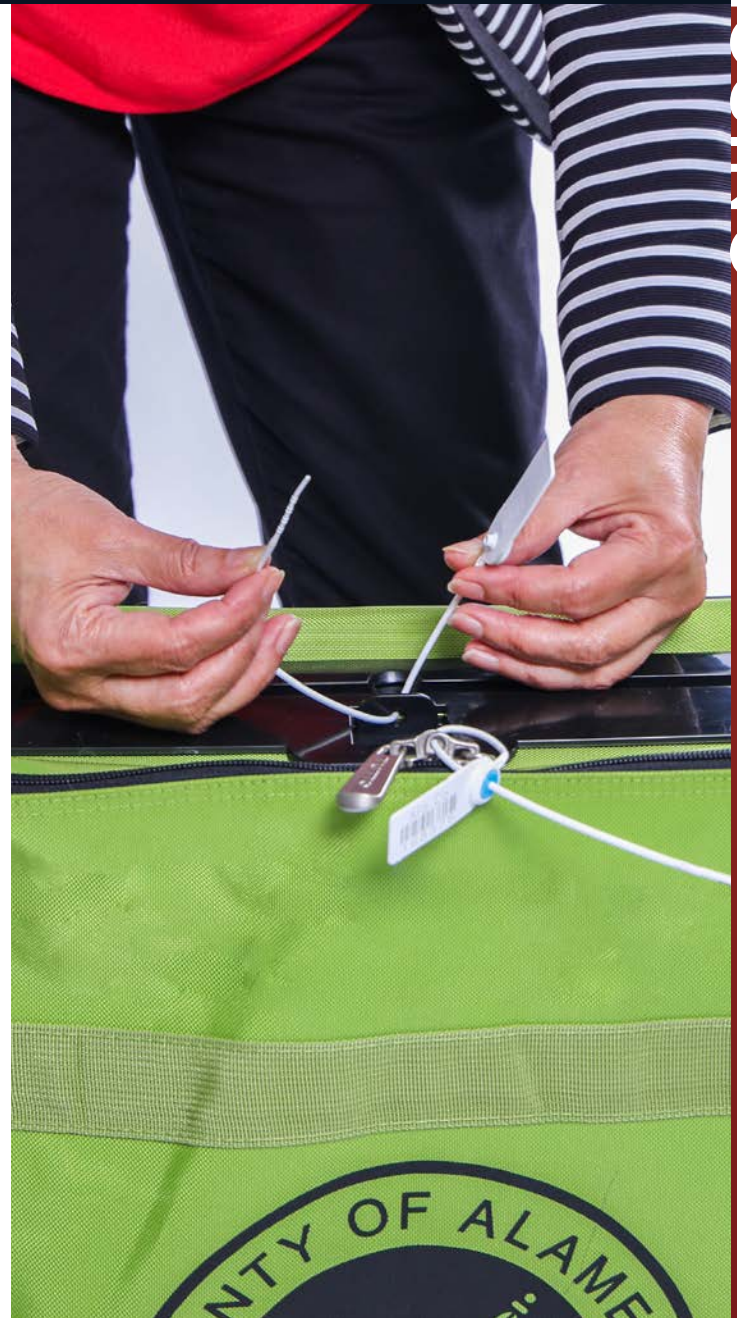
ELECTION NIGHT

CLOSING

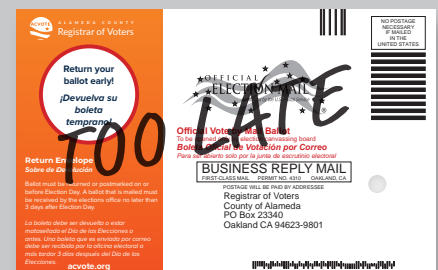
1. **PACK** completed Registration Forms into the Lime Bag.



2. Once all items are inside Lime Bag, **SEAL** both zipper and Deposit Slot with White Security Seal (see image on right).
3. **PLACE** the Lime Bag in the Official Ballots Delivery Cart.



NOTE: Any VBM Envelopes that are submitted after 8 PM on Election Day must be marked "TOO LATE" then placed into the Lime Bag.



TASK 11 PACK ITEMS ON OFFICIAL TABLE

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

1. **PACK** remaining items into Official Table Supply Box:

- ATI Earphone Covers
- Binder Clips
- Election Worker Digest
- Extra Poll Pad paper
- Accessible Supplies (Magnifier and Pen with Grip, Signature Guides, Magnifying Glass)
- Secrecy Sleeves
- Voter Fraud Telephone Cards
- I Voted Stickers

2. **PLACE** the Official Table Supply Box in the Official Ballots Delivery Cart.

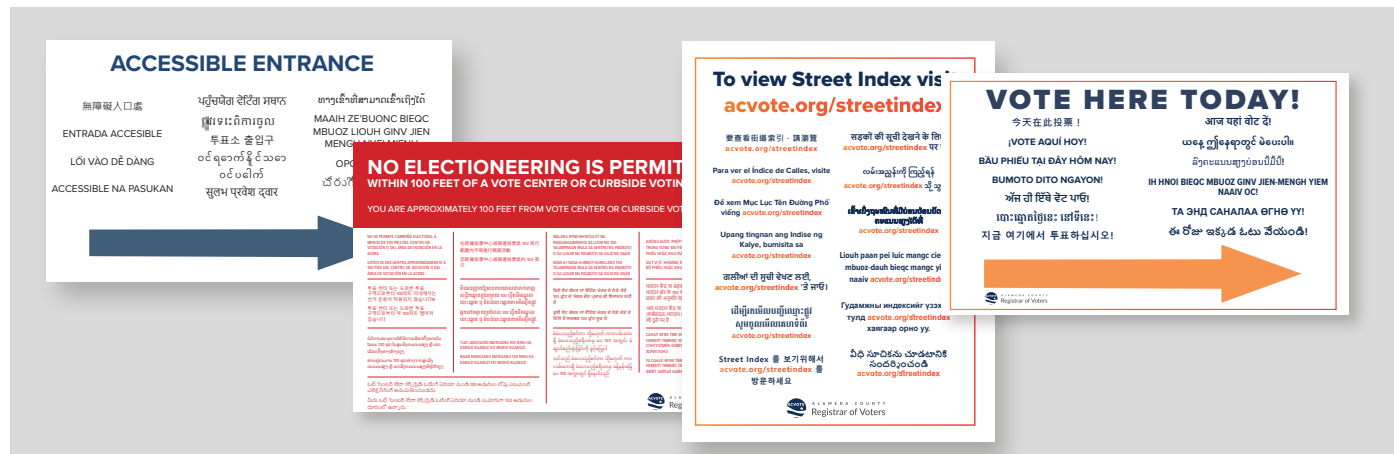
TASK 12 PACK OPENING POLLS SUPPLY BOX

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

1. **PACK** the smaller Inside and Outside Signs in the Opening Supply Box.

NOTE: All Outside Signs must be stored within the Vote Center, daily.

TASK 12 PACK OPENING POLLS SUPPLY BOX

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

2. **PACK** the following remaining items from the Official Table in the Opening Polls Supply Box:

ACCESSIBLE VOTING BOOTH ADAPTERS



DISPOSABLE PENS



EXTRA ELECTION WORKER BADGES



TOUCHSCREEN STYLUS PENS



GREEN MASKING/ PAINTER'S TAPE



UNUSED SECURITY SEALS



ADDITIONAL ITEMS: STATIONERY KIT:

- Highlighter
- Notepads
- Ruler
- Scissors
- Tape Measure
- 2-Prong Outlet Adapter



3. **PLACE** the Opening Polls Supply Box in the Official Ballots Delivery Cart.

TASK 13 PACK ELECTRICAL SUPPLY BOX

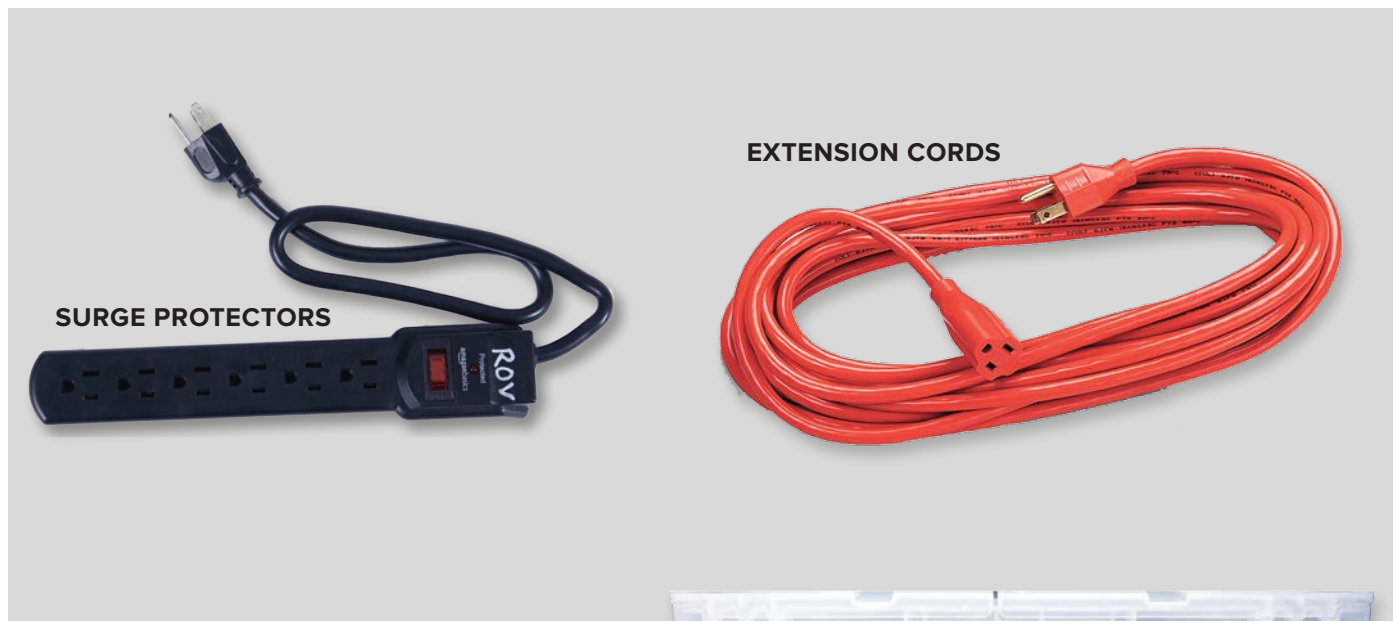
ELECTION NIGHT

ELECTION NIGHT

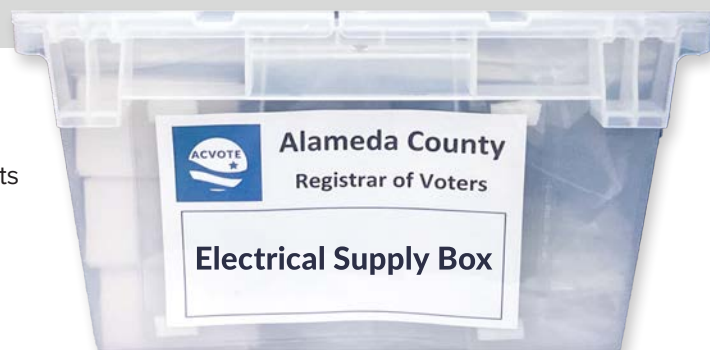
ELECTION NIGHT

ELECTION NIGHT

1. **PACK** all provided electrical cables into the Electrical Supply Box.



2. **PLACE** the Electrical Supply Box in the Official Ballots Delivery Cart.



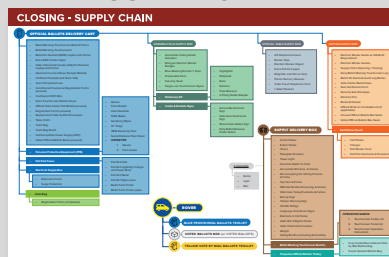
SECURITY SEALS ENVELOPE

[illegible]

VOTE CENTER BALLOT INDEX

#	Ballot Type	Language	Count Event	Box Number
Ballot Type - 1				
1	1	English	A	1 of 10
2	1	Spanish	A	1 of 10
3	1	Spanish	A	1 of 10
4	1	Spanish	A	1 of 10
Ballot Type - 2				
5	2	English	A	1 of 10
6	2	Spanish	A	1 of 10
7	2	Spanish	A	1 of 10
8	2	Spanish	A	1 of 10
Ballot Type - 3				
9	3	English	A	1 of 10
10	3	Spanish	A	1 of 10
11	3	Spanish	A	1 of 10
12	3	Spanish	A	1 of 10
Ballot Type - 4				
13	4	English	A	1 of 10
14	4	Spanish	A	1 of 10
15	4	Spanish	A	1 of 10
16	4	Spanish	A	1 of 10
Ballot Type - 5				
17	5	English	A	1 of 10
18	5	Spanish	A	1 of 10
19	5	Spanish	A	1 of 10
20	5	Spanish	A	1 of 10
Ballot Type - 6				

SUPPLY CHAIN



CELL PHONE WITH TOUCHSCREEN POLL WORKER CARDS



- **EXTRA ELECTION PINS**
- **EXTRA ELECTION WORKER GUIDES**
- **OFFICIAL WRITE-IN CANDIDATES LIST** *(if applicable)*
- **BOD PRINTER CART KEYS W/ LUGGAGE TAG**

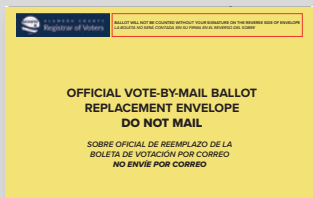
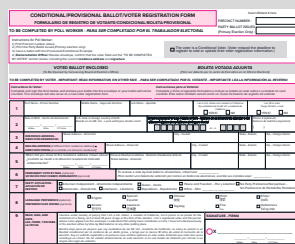
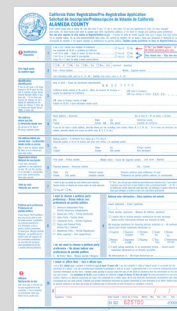
- EXTRA UNUSED OFFICIAL BALLOTS BOX SEALS
- EXTRA VOTED OFFICIAL BALLOTS BOX SEALS

2. PLACE the Captain Supply Box in the Official Ballots Delivery Cart.

TASK 15 STORE & SEAL SUPPLIES

1. **PLACE** the following into the Official Ballots Delivery Cart:

DAILY STORAGE ITEMS

UNUSED REPLACEMENT
VOTE BY MAIL ENVELOPESUNINTERRUPTIBLE POWER
SUPPLY (UPS)UNUSED CONDITIONAL PROVISIONAL
REGISTRATION FORMSUNUSED VOTER
REGISTRATION
FORMS

ADDITIONAL ITEMS:

- CRADLEPOINT WIFI ROUTER
- VIG ON DEMAND CASE
- BALLOT MARKING TOUCHSCREEN & PRINTER CASES
- UNUSED OFFICIAL VOTE CENTER BALLOTS
- EXTRA TOUCHSCREEN BALLOT PAPER
- EXTRA BOD PAPER
- LIME BAG
- OPENING POLLS SUPPLY BOX
- OFFICIAL TABLE SUPPLY BOX
- CAPTAIN SUPPLY BOX
- ELECTRICAL SUPPLY BOX

ELECTION NIGHT ITEMS

- EXTRA STATE & ALAMEDA COUNTY VOTER INFORMATION GUIDES
- TRASH BAGS & STAND
- TABLE CLOTHS

2. **PLACE** White Security Seals on Official Ballots Delivery Cart's doors, then **PLACE** one through the zipper and lower-bottom loops of the Cart to seal all equipment (see image on right).



TASK 16 DISMANTLE BLUE VOTING BOOTHS

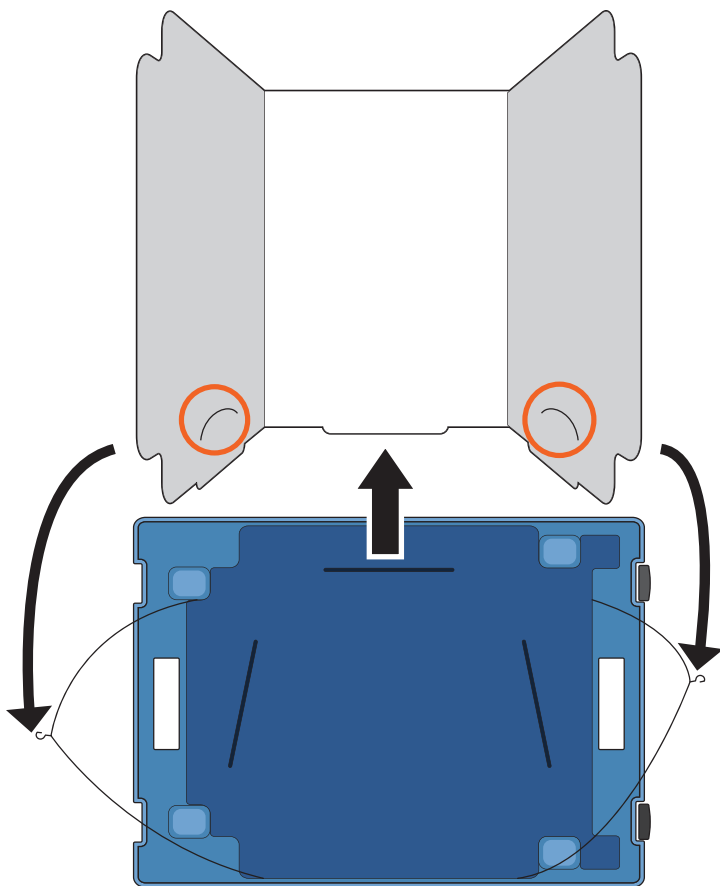
ELECTION NIGHT

ELECTION NIGHT

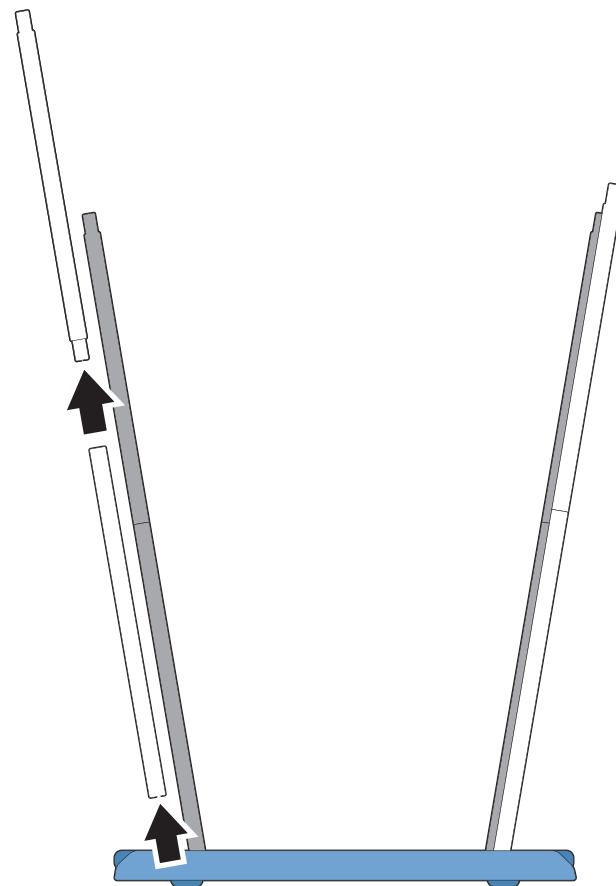
ELECTION NIGHT

ELECTION NIGHT

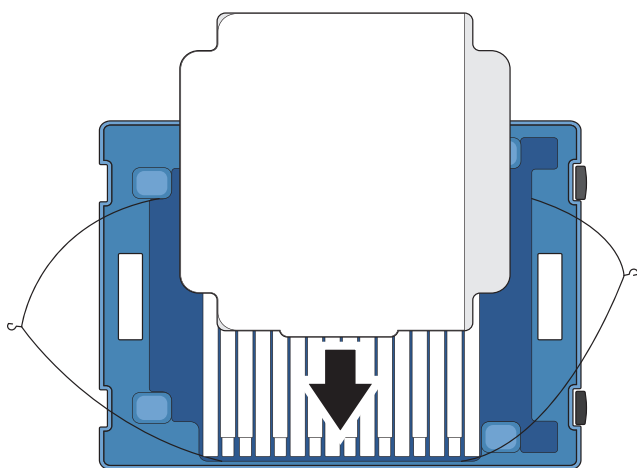
CLOSING



1. **LEAVE** all signs posted inside Voting Booth. From inside the booth, **DETACH** Privacy Shield by pulling bungee cords through slits in Shield then **FOLD** together.



2. **TURN** booth upside down and **DETACH** legs from booth. **PULL** apart each of the legs to reduce the size.



3. **PLACE** Privacy Shields and legs into the inside of the Voting Booth.

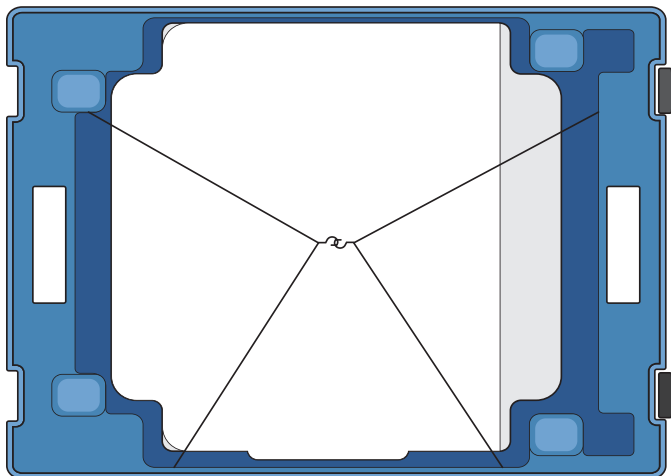
TASK 16 DISMANTLE BLUE VOTING BOOTHS

ELECTION NIGHT

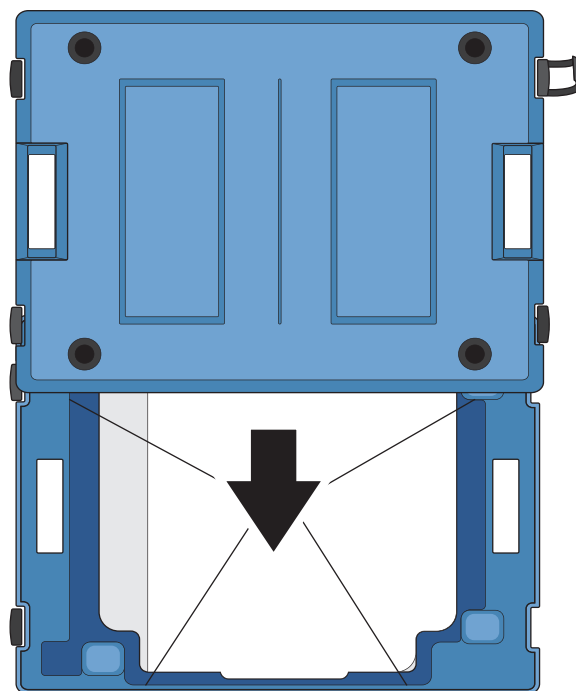
ELECTION NIGHT

ELECTION NIGHT

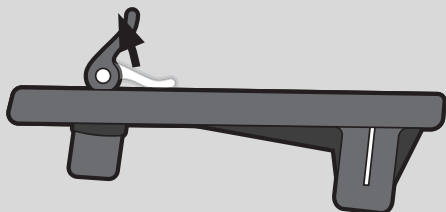
ELECTION NIGHT



4. **HOOK** S-hook to secure legs and Shield.



5. **LATCH** two (2) booths together and stack on the Supply Delivery Box.



FOR ACCESSIBLE VOTING BOOTHS:

UNLOCK Adapter by lifting the locking tab upwards. **PLACE** Adapters in the Opening Polls Supply Box.

TASK 17 DISMANTLE TOUCHSCREEN VOTING BOOTHS

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT



1. **DETACH** “Scroll Up/Down” sign from the front left vertical support. **PLACE** the sign the Opening Polls Supply Box.

TASK 17 DISMANTLE TOUCHSCREEN VOTING BOOTHS

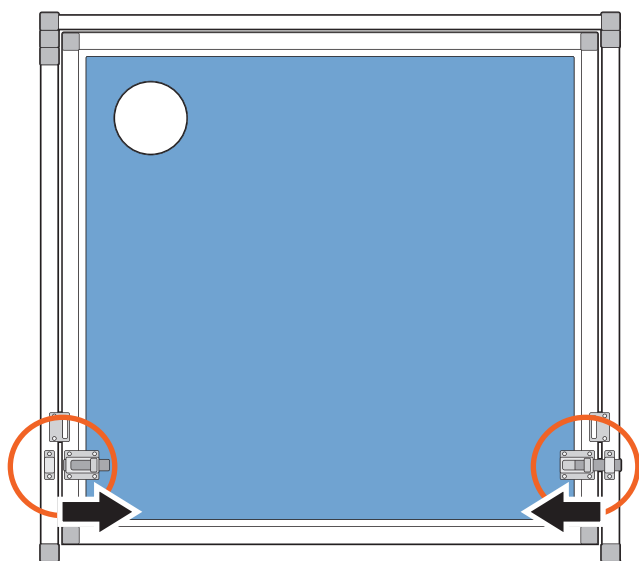
ELECTION NIGHT

ELECTION NIGHT

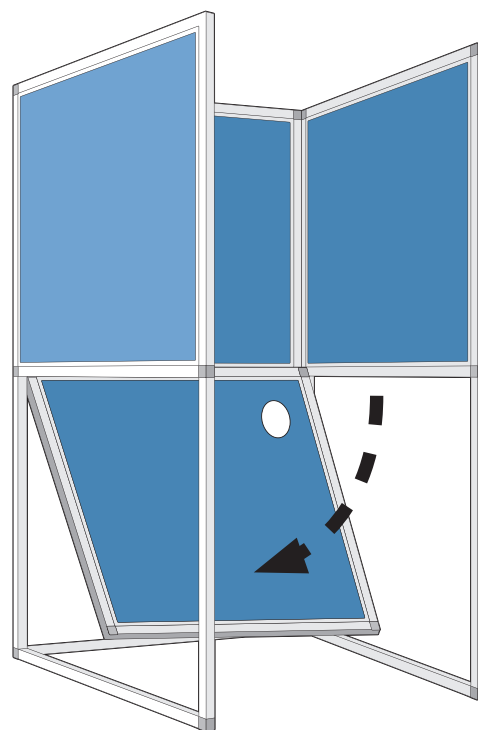
ELECTION NIGHT

ELECTION NIGHT

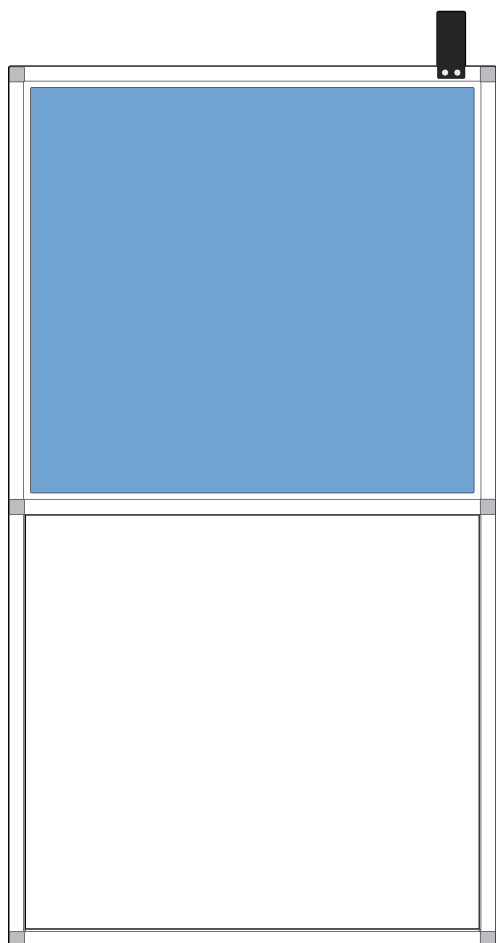
CLOSING



2. From underneath the table, **SLIDE** latch to lock and secure.



3. Carefully **LOWER** table down, aligning the table with the back portion of the booth.



4. **FOLD** the Touchscreen Voting Booth together with the Velcro strap facing out. **ATTACH** velcro strap together to secure. **PLACE** the booth in the Supply Deliver Box.

TASK 18 PACK LARGE SIGNAGE

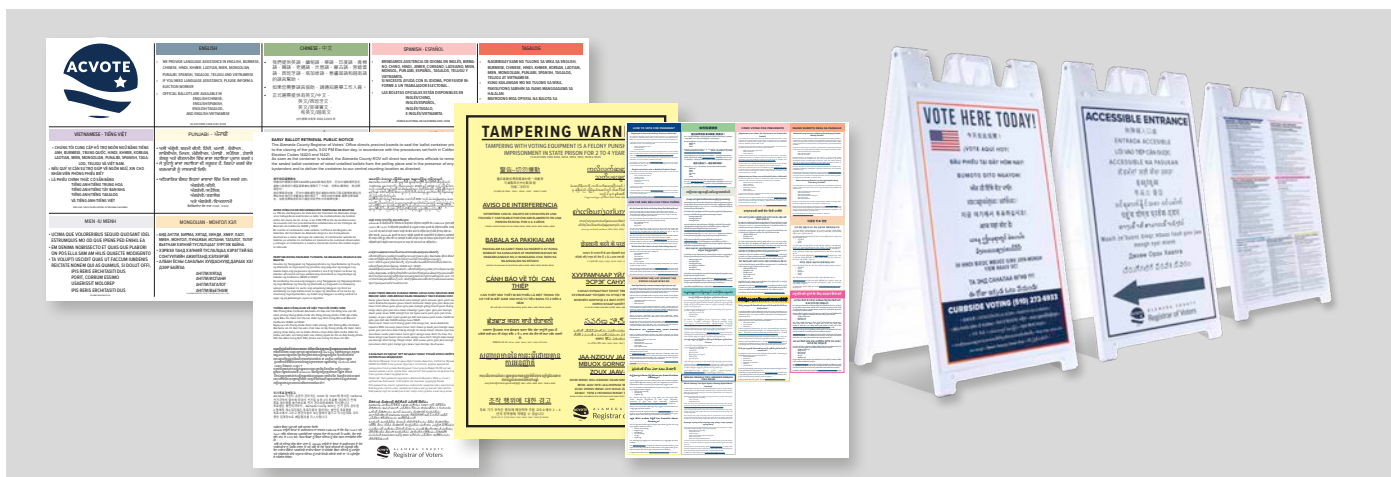
ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

1. **TAKE DOWN & DISMANTLE** the bigger Inside and Outside Signs. **PLACE** the poster signs into the designated tubes.



NOTE: All Outside Signs must be stored within the Vote Center, **daily**.



2. **FOLD** together the Tri-fold displays.

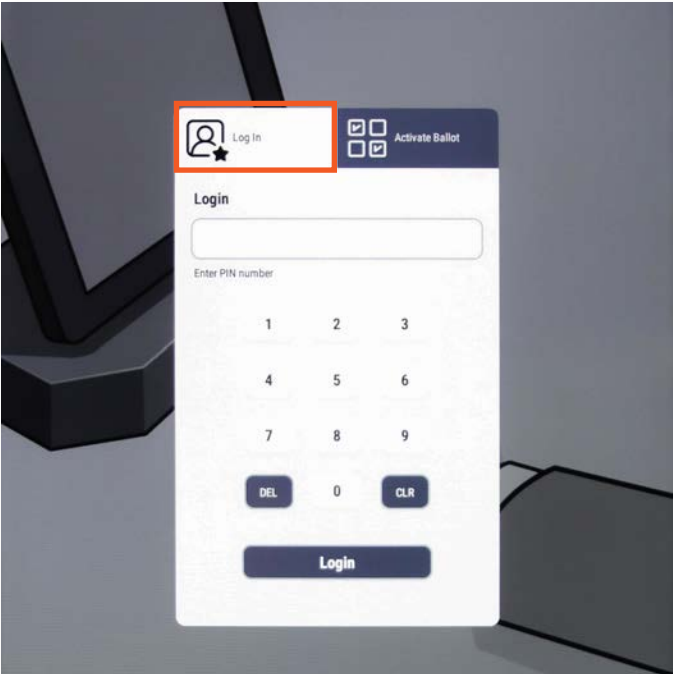


3. **RETURN** all Signs and Booths to the Supply Delivery Boxes.
If space inside the Supply Delivery Box has limited space, place remaining items beside it.

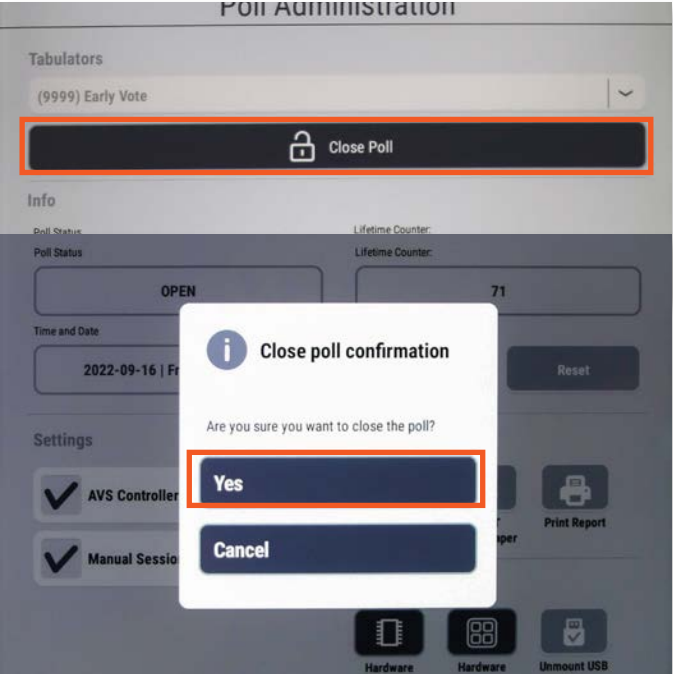
ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

BALLOT MARKING TOUCHSCREEN CLOSING

BALLOT MARKING TOUCHSCREEN CLOSING



1. **INSERT** the Poll Worker Card into the Ballot Marking Touchscreen. **PRESS** “Log in” on the upper left of the menu then **ENTER** the Administrator Login number, then **PRESS** the “Login” button.



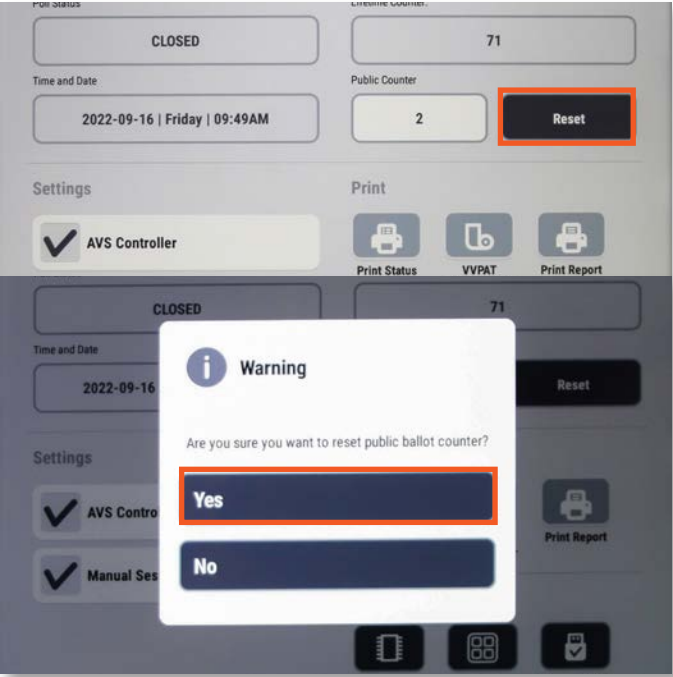
2. **PRESS** the “Close Poll” button, then **PRESS** “Yes” button to confirm closing the Poll.

TOUCHSCREEN DAILY LOG SHEET
COUNTY OF ALAMEDA
MARCH 5, 2024 PRESIDENTIAL PRIMARY ELECTION
VOTE CENTER #: 1
LOCATION: INDEPENDENCE PLAZA
ADDRESS: 703 ATLANTIC AVENUE ALAMEDA

IMPORTANT: CALIFORNIA SECRETARY OF STATE GUIDELINES REQUIRE (2) ELECTION WORKERS PERFORM THE FOLLOWING PROCEDURES.

TOUCHSCREEN	TOTAL BALLOTS PRINTED	DATE	ELECTION WORKER NAME	SIGNATURE
		OCTOBER 26, 2024	#1	
			#2	
		OCTOBER 27, 2024	#1	
			#2	
		OCTOBER 28, 2024	#1	
			#2	
		OCTOBER 29, 2024	#1	
			#2	
		OCTOBER 30, 2024	#1	
			#2	
		OCTOBER 31, 2024	#1	
			#2	
		NOVEMBER 1, 2024	#1	
			#2	
		NOVEMBER 2, 2024	#1	
			#2	
		NOVEMBER 3, 2024	#1	
			#2	
		NOVEMBER 4, 2024	#1	
			#2	
		NOVEMBER 5, 2024	#1	
			#2	

3. **FILL OUT** the Touchscreen Daily Log Sheet accordingly (located in the Captain Supply Box).



4. **PRESS** the "Reset counters" button by Public Counter (only Early Voting, not applicable to Election Day closing), then **PRESS** “Yes” button to confirm.

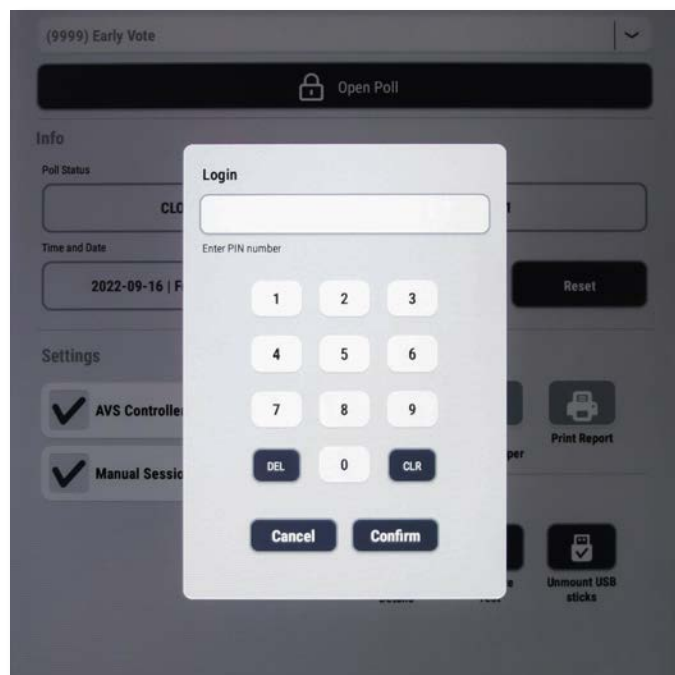
DAILY

DAILY

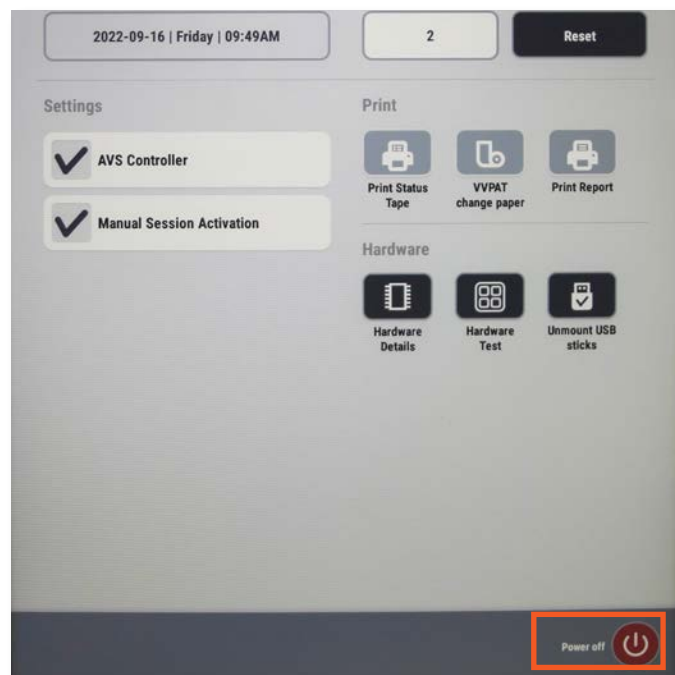
DAILY

DAILY

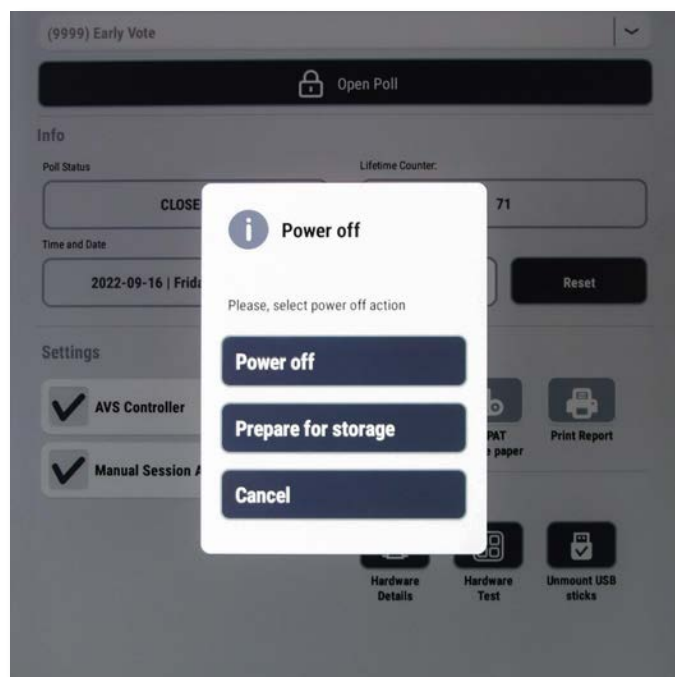
DAILY



5. **ENTER** the Administrator Login number, then **PRESS** the "Confirm" button.



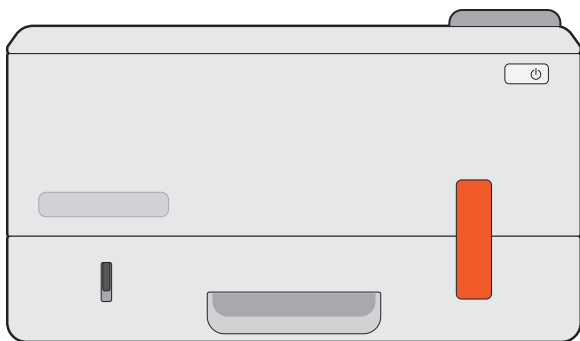
6. **PRESS** the "Power off" button on the bottom-right corner.



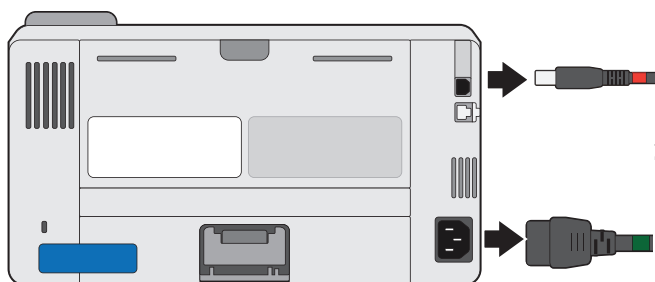
7. **SELECT** the "Power off" button option to shut off the Ballot Marking Touchscreen.



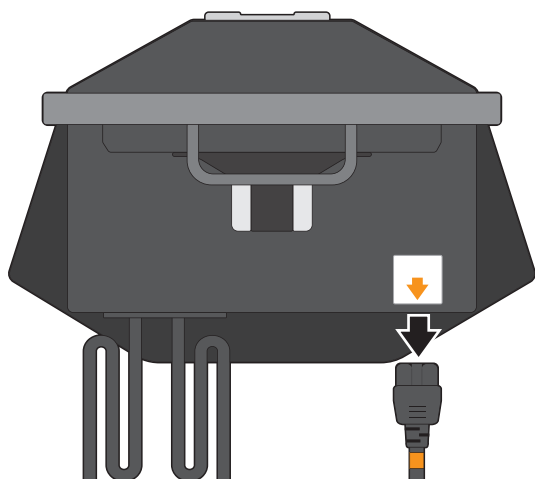
8. **REMOVE** the Poll Worker Card then **PLACE** inside Cell Phone pouch.



1. **PRESS & HOLD** the Power button on the front side of the Printer to power off.



2. **DISCONNECT** both Printer power cord and Printer cable from the back of the Printer.



3. **DISCONNECT** the Ballot Marking Touchscreen power cord from the base of the Ballot Marking Touchscreen.
4. **DISCONNECT** both Printer and Ballot Marking Touchscreen power cords from the surge protector.

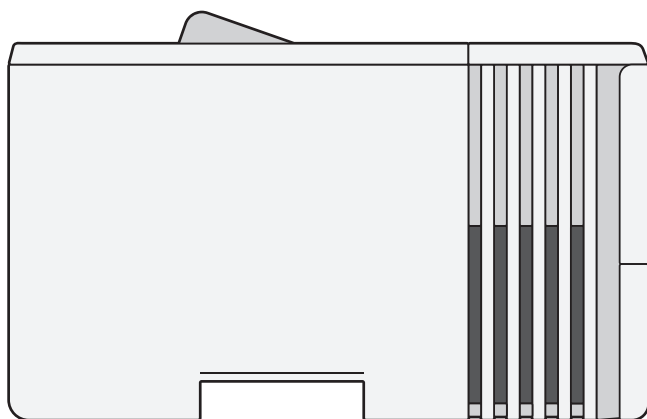
DAILY

DAILY

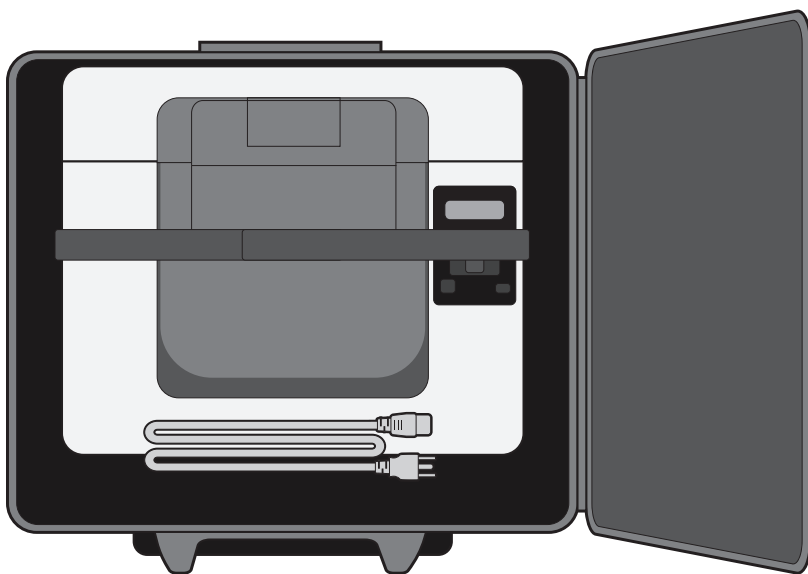
DAILY

DAILY

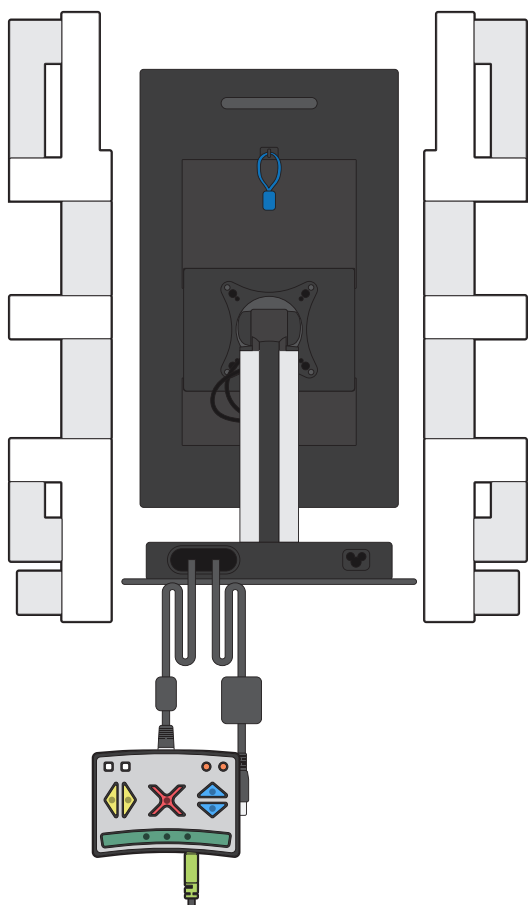
DAILY



1. **RETRIEVE** the Printer case and place flat on a surface with the rolling handle on the bottom. **UNZIP & OPEN** the case.
2. **PLACE** the Printer in the Printer case using the handle on the side.



3. **FOLD & PLACE** the power cord and Printer cable in the Printer case. **SECURE** the Velcro strap around the Printer.
4. **CLOSE** the case, **STAND** upright, and **PLACE** back into the Official Ballots Delivery Cart.



1. **RETRIEVE** the Ballot Marking Touchscreen case and place flat on a surface. **UNZIP** and open the case. **RETRIEVE** the small box within and **PLACE** the Touchscreen power cable inside.
2. **LIFT** the Ballot Marking Touchscreen up using the handle behind the screen. **PLACE** protective packaging on the Ballot Marking Touchscreen.



3. **PLACE** the Touchscreen in the Ballot Marking Touchscreen case. **PLACE** the ATI with headphones in between the protective packaging and the small box containing the power cable on top, inside the Ballot Marking Touchscreen case.
4. **CLOSE** the case, **STAND** upright, then **PLACE** back into the Official Ballots Delivery Cart. **SEAL** the Official Ballots Delivery Cart when finished.

MY POLL WORKER PROFILE

All Election Worker materials and resources are available by accessing the link under the **My Poll Worker Profile** at pollworker.acgov.org

BILINGUAL ELECTION WORKERS

- As a Bilingual Election Worker, you are required to **take and pass** a Mandatory Bilingual Online Training prior to Election Day.
- **Bilingual Online Training** can be accessed through:
My Poll Worker Profile: <http://pollworker.acgov.org>
- Additional computer labs are available at our training sites for access to Bilingual Online Training.
- If you have any questions about the Bilingual Online Training, please call **(510) 272-6971** or email at rov_pollworker@acgov.org

ELECTION WORKER QUESTIONS

For Election Worker questions:

- Email ROV Recruiting at rov_pollworker_info@acgov.org or;
- Call **(510) 272-6971**

My Poll Worker Profile can now be accessed online by visiting pollworker.acgov.org



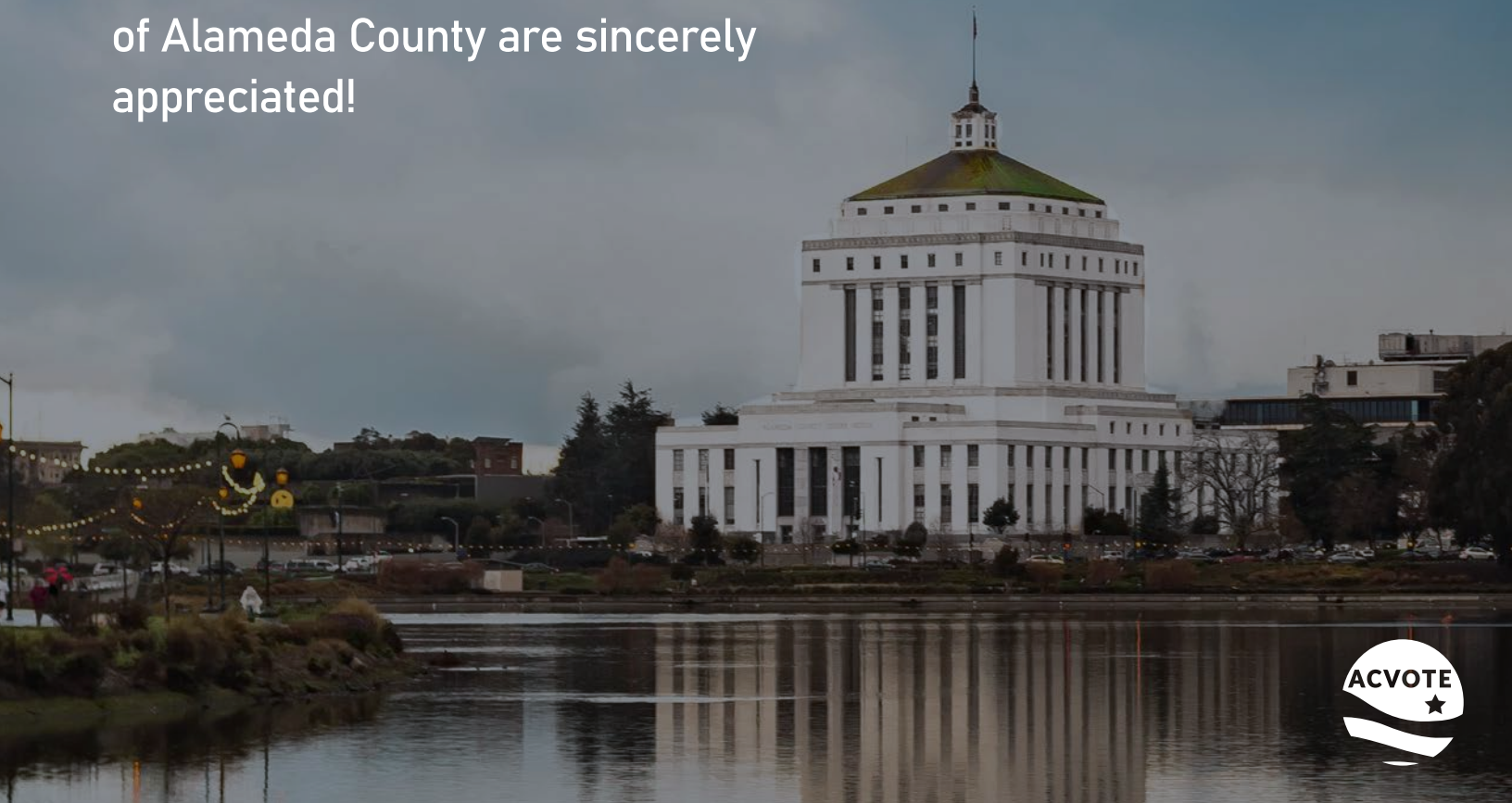
NOTES

NOTES

[illegible]

THANK YOU!

Your efforts to serve the Voters
of Alameda County are sincerely
appreciated!



FOR VOTER ASSISTANCE, CALL:

ENGLISH:	(510) 272-6973	KOREAN:	(510) 272-5037
SPANISH:	(510) 272-6975	VIETNAMESE:	(510) 272-6956
KHMER:	(510) 272-5038	PUNJABI:	(510) 272-5035
TAGALOG:	(510) 272-6952	CHINESE:	(510) 208-9665
HINDI:	(510) 272-5035	BURMESE:	(510) 208-0925
LAOTIAN:	(510) 208-0926	MIEN:	(510) 208-0927
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