

VOTE CENTER JUDGE TRAINING

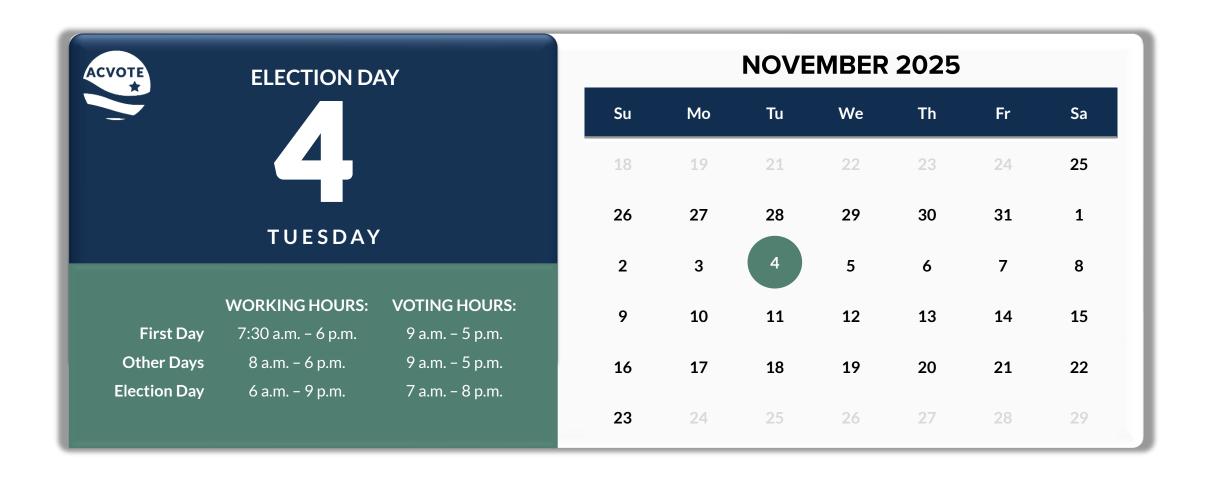
NOVEMBER 4, 2025 STATEWIDE SPECIAL ELECTION



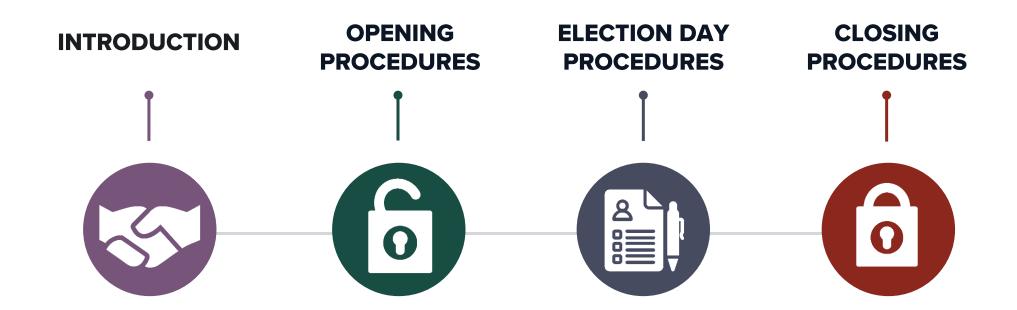
PLEASE SILENCE YOUR CELL PHONES



NOVEMBER 4, 2025 STATEWIDE SPECIAL ELECTION



TOPICS



WHAT IS NEW?

- 1. New Ballot On Demand (BOD)
 - Printer and Cart (two carts per Vote Center)
- 2. Cyber Security
- 3. American Sign Language
 - Available at all Vote Centers

WHAT IS NEW?

VOTE CENTERS

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

VOTE BY MAIL

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



WHAT IS NEW?

NEW VOTING EQUIPMENT

- 1. Ballot Marking Touchscreens
 - Marks and prints Official Ballot
 - Does not cast/record votes.
- Voter Information Guide On Demand Printing available
- 3. Electronic Poll Pad replaces Roster Index
- 4. Ballot On Demand (BOD) Printing
 - (2) Carts per Vote Center





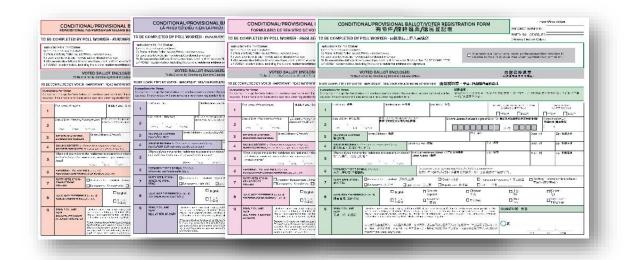




WHAT IS NEW?

CONDITIONAL PROVISIONAL REGISTRATION FORM (CPR)

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



ELECTION OBSERVERS

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

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

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

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

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

Observers are limited to:

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



VOTE CENTER STAFF



CAPTAIN

Captain leads Vote Center.



ASSISTANT CAPTAIN

 Assistant Captain helps lead Vote Center.

JUDGES

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



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

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

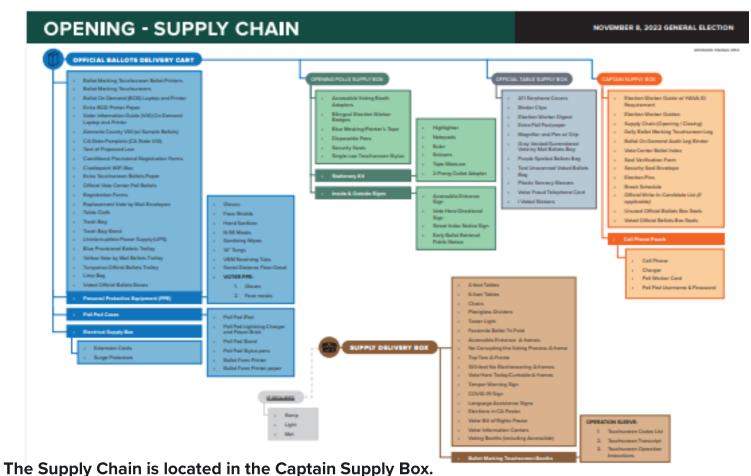
HANDS ON TRAINING

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



PRE-ELECTION: FRIDAY SETUP

THE SUPPLY CHAIN IS LOCATED INSIDE THE CAPTAIN SUPPLY BOX.



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



PRE-ELECTION RESPONSIBILITIES

CRADLEPOINT ROUTER SET UP

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART







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

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

PRE-ELECTION RESPONSIBILITIES

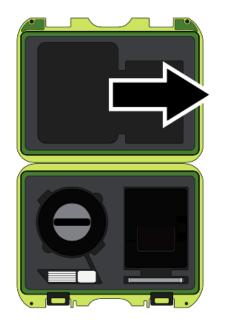
SYNCHRONIZING POLL PADS

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

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

Poll Pad

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









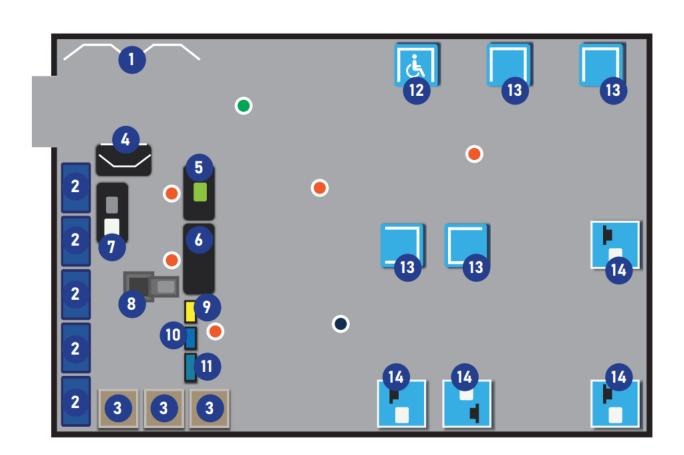
Turn off and pack away Cradlepoint and Poll Pads back into the Official Ballots Delivery Cart when finished. Seal cart with White Security Seals.

PRE-ELECTION RESPONSIBILITIES

INDOOR SETUP

a wheelchair to maneuver inside the Vote Center.

The diagram is an example, spaces vary in sizes.



FRIDAY SETUP PRE-ELECTION RESPONSIBILITIES

SET UP OFFICIAL TABLE

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

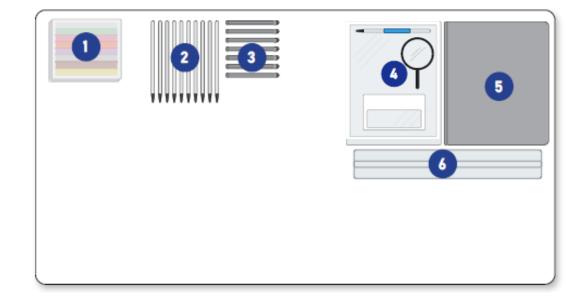
PRE-ELECTION RESPONSIBILITIES

OFFICIAL TABLE DIAGRAM

POLL PAD OPERATOR TABLE

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





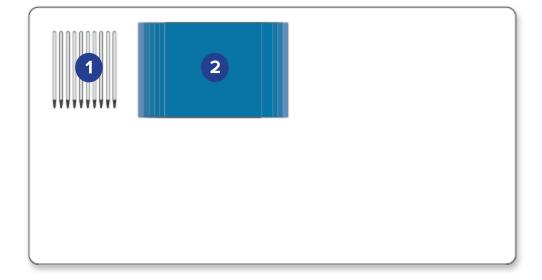
Note: The diagram above is an example.

PRE-ELECTION RESPONSIBILITIES

OFFICIAL TABLE DIAGRAM

BALLOT ON DEMAND OPERATOR TABLE

- **1.** Pens
- **2.** Secrecy Sleeves



Note: The diagram above is an example.

PRE-ELECTION RESPONSIBILITIES

LABEL COLORED BAGS

1. While at the Vote Center, **WRITE** the Vote Center Location number on one (1) of each of the labels of the colored bags.

- Gray Voided/Surrendered Vote by Mail Ballots Bag
- Purple Spoiled Ballots Bag
- Teal Unscanned Voted Ballots Bag
- Lime Bag



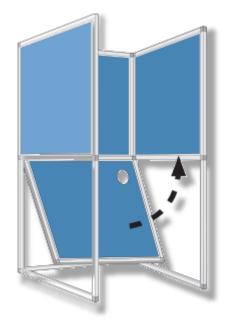
- 2. **SEAL** the Lime Bag's zipper with a White Security Seal.
- **3. RETURN** to the Official Ballots Delivery Cart after labeling.

PRE-ELECTION RESPONSIBILITIES

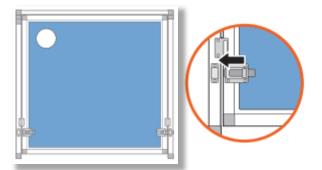
SET UP TOUCHSCREEN VOTING BOOTH



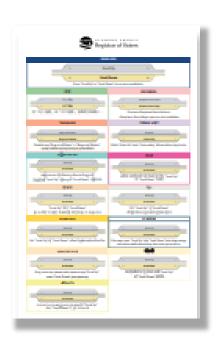
 REMOVE Velcro holding the booth together and UNFOLD



2. **LIFT** table from back



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



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

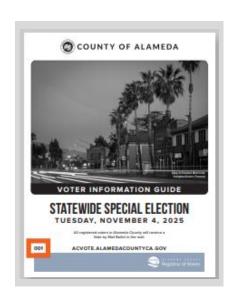
Note: The diagram above is an example.

PRE-ELECTION RESPONSIBILITIES

INDOOR SETUP

FACSIMILE BALLOTS NOTICE TRIFOLD & LANGUAGE ASSISTANCE SIGN

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





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

POST INSIDE SIGNS

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

SPANISH SAMPLE BALLOT



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

TAMPER WARNING



 PLACE near Touchscreen

EARLY BALLOT PICK UP



 PLACE near the inside of the Vote Center

VOTER INFORMATION CENTER (VIC)



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

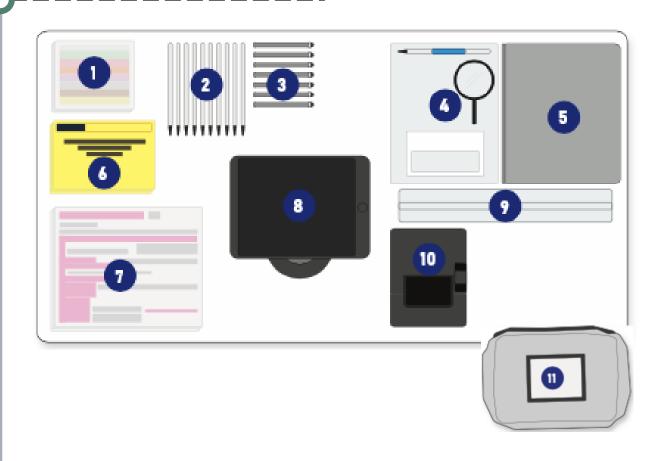
SCROLL UP/DOWN INSTRUCTIONS



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

OFFICIAL TABLE DIAGRAM

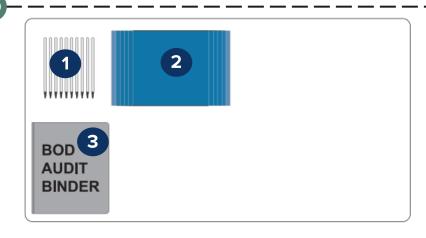
POLL PAD OPERATOR TABLE

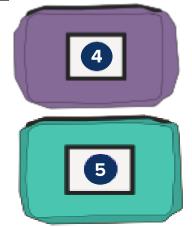


- **1.** Voter Fraud Telephone Cards
- 2. Pens
- 3. Touchscreen Stylus
- **4.** Accessible Supplies (Magnifier Sheet, Pen with Grip, Signature Guides, Magnifying Glass)
- 5. Help America Vote Act (HAVA) Binder
- **6.** Replacement Vote by Mail Envelopes
- **7.** Conditional Provisional Registration Forms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

OFFICIAL TABLE DIAGRAM

BALLOT ON DEMAND OPERATOR TABLE

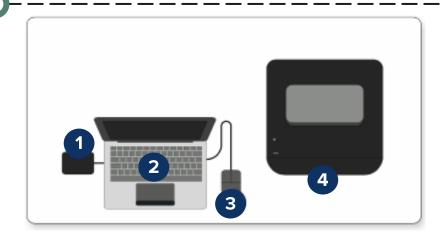




- 1. Pens
- 2. Secrecy Sleeves
- 3. BOD Audit Binder
- 4. Purple Spoiled Ballots Bag*
- 5. Teal Unscanned Voted Ballots Bag (for Voted Vote Center Ballots)*

 * Place underneath table

VOTER INFORMATION GUIDE ON DEMAND TABLE



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

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

POST OUTSIDE SIGNS

VOTE HERE TODAY A-FRAME



VOTE HERE TODAY



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

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

ACCESSIBLE ENTRANCE A-FRAME



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

ACCESSIBLE ENTRANCE



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

VOTE CENTER 100-FEET



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

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

POST OUTSIDE SIGNS

VOTE HERE/CURBSIDE A-FRAME



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

ELECTIONEERING & CORRUPTION A-FRAMES



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

VOTER BILL OF RIGHTS



• Two (2) posters

VOTE CENTER STREET INDEX



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

ELECTION DAY

ELECTION DAY

1ST VOTER PROCEDURE

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.

POLL PAD OPERATOR

GREET VOTER



"Good morning/afternoon!

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

IF VOTER DECLINES

PROCEED to locate Voter on the Poll Pad.

IF VOTER REQUESTS ASSISTANCE

1. ASK VOTER:

"How can I be of assistance?"

2. On the Poll Pad, **MARK** the Voter as "Assistance Required" and **SELECT** the reason.

POLL PAD OPERATOR

GREET VOTER

IF VOTER NEEDS LANGUAGE ASSISTANCE:

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

IF VOTER WITH DISABILITY REQUESTS ASSISTANCE:

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

IF VOTER NEEDS AMERICAN SIGN LANGUAGE (ASL) ASSISTANCE:

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

OFFICIAL TABLE

POLL PAD OPERATOR

Facsimile Reference Ballot



IF VOTER REQUESTS A FACSIMILE REFERENCE BALLOT:

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

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

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

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

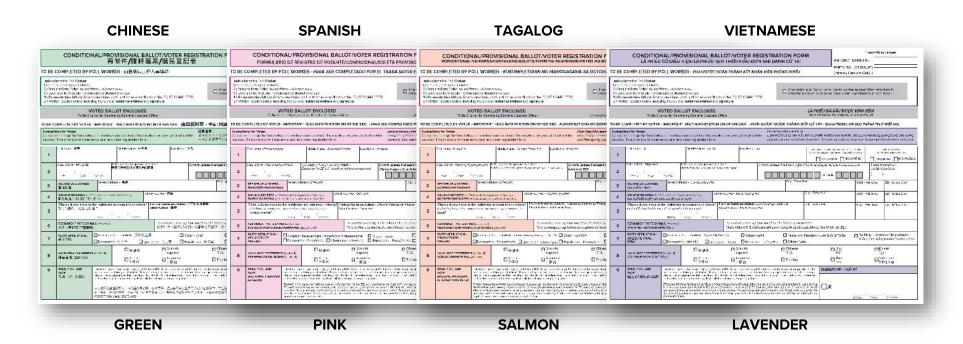
IF THE LANGUAGE REQUESTED IS NOT AVAILABLE:

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

OFFICIAL TABLE

CONDITIONAL PROVISIONAL REGISTRATION FORM (CPR)

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



POLL PAD SCENARIOS

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

CONDITIONAL VOTER

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION 有條件/唯時選票/班民登記表	F CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION I FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIO	CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION F KENDISYDNAL NA-PANSAMANTALANG BALOTA/FORMING PASPARPAREHISTRO NE DO	CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM LÁ PHIÉU CÓ ĐIỀU XIỆN/LÁ PHIÊU IẬM THỜI/MÁU ĐƠN GHI DANH CỬ TRÌ	PRICING ELEMENTS PRICING ELEMENTS PORTY 28. OT BISLED
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If the Voter's status on the Poll Pad indicates that the Voter has <u>already voted</u>, <u>inactive</u> <u>Voter status</u>, <u>cannot provide ID</u> when their status says, "ID REQUIRED", or the Voter <u>provides an out of state residence address</u>

PROVISIONAL VOTER

TYPE OF VOTER

SIGN ON

DEPOSIT BALLOT

REGULAR VOTER



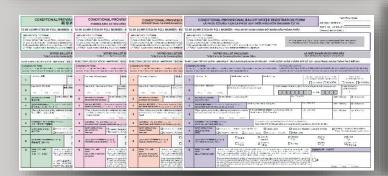


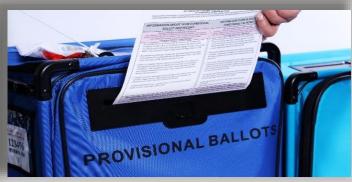
VBM VOTER





CONDITIONAL PROVISIONAL VOTER





OFFICIAL TABLE

DEMONSTRATION OFFICER

DEPOSITING BALLOTS

TURQUOISE OFFICIAL BALLOTS TROLLEY



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

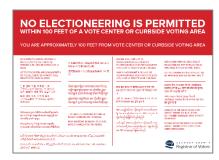
FOR VOTED PAPER AND TOUCHSCREEN BALLOTS



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

ELECTION SCENARIOS

ELECTIONEERING



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

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

MEDIA AT THE VOTE CENTER

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

CAMERAS AT THE VOTE CENTER

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

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

DE-ESCALATION

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

DISTURBANCE AT THE VOTE CENTER

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

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

ARTIFICIAL INTELLIGENCE CAPABILITIES & CONSIDERATIONS

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

CRADLEPOINT & POLL PAD

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

BALLOT ON DEMAND

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

VIG ON DEMAND

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

TOUCHSCREEN

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