



VOTE CENTER CAPTAIN TRAINING

JUNE 2, 2026
STATEWIDE DIRECT PRIMARY ELECTION



PLEASE SILENCE YOUR CELL PHONES



JUNE 2, 2026

STATEWIDE DIRECT PRIMARY ELECTION



ELECTION DAY

2

TUESDAY

WORKING HOURS:

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

VOTING HOURS:

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

MAY / JUNE 2026

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

TOPICS

INTRODUCTION



OPENING
PROCEDURES



ELECTION DAY
PROCEDURES



CLOSING
PROCEDURES



INTRODUCTION

WHAT IS NEW?

- 1. IN-PERSON VBM**
- 2. Cyber Security**
- 3. American Sign Language**
 - *Available at all Vote Centers*

WHAT IS NEW?

VOTE CENTERS

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

VOTE BY MAIL

- **EVERY** registered voter will receive a Vote by Mail Ballot for this Election
- **VOTE** by Mail Replacement Envelope available at Vote Center.



WHAT IS NEW?

NEW VOTING EQUIPMENT

1. Ballot Marking Touchscreens

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

2. Voter Information Guide On Demand Printing available.

3. Electronic Poll Pad replaces Roster Index.

4. Ballot On Demand (BOD) Printing Cart



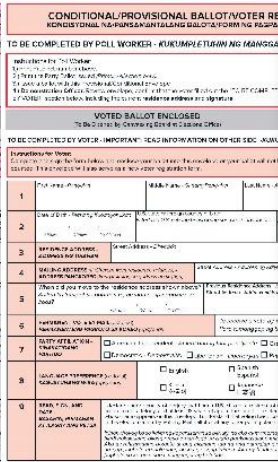
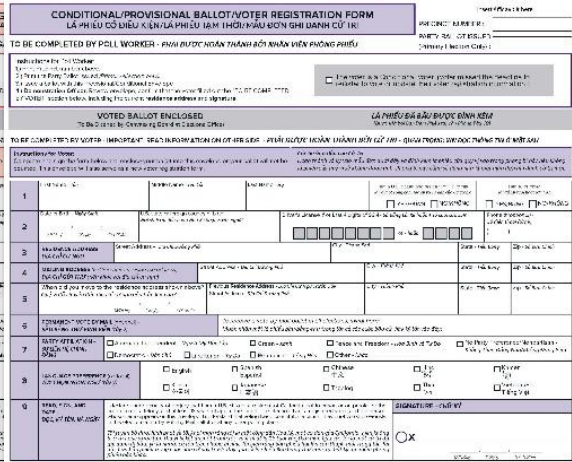
- *(2) Carts per Vote Center.*



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*.

ENGLISH/CHINESE	ENGLISH/SPANISH	ENGLISH/TAGALOG	ENGLISH/VIETNAMESE
			
GREEN	PINK	SALMON	LAVENDER

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

- Election Worker that leads Vote Center.



ASSISTANT CAPTAIN

- Election Worker that helps lead Vote Center.



JUDGES

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

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

HANDS ON TRAINING

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

ROV ARENA CENTER

7001 Oakport St, Oakland, CA 94621



CELL PHONE OPERATING INSTRUCTIONS

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



POWER ON

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

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

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

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

VIDEO CALLING

LANGUAGE HOTLINES

CLOSING – ELECTION DAY

CLOSING

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

PRE-ELECTION DAY RESPONSIBILITIES

TASK 1: CONFIRM ACCESS TO YOUR VOTE CENTER

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

TASK 2: CONTACT ELECTION WORKERS

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

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

**PRE-ELECTION
RESPONSIBILITIES
CAPTAIN**

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.

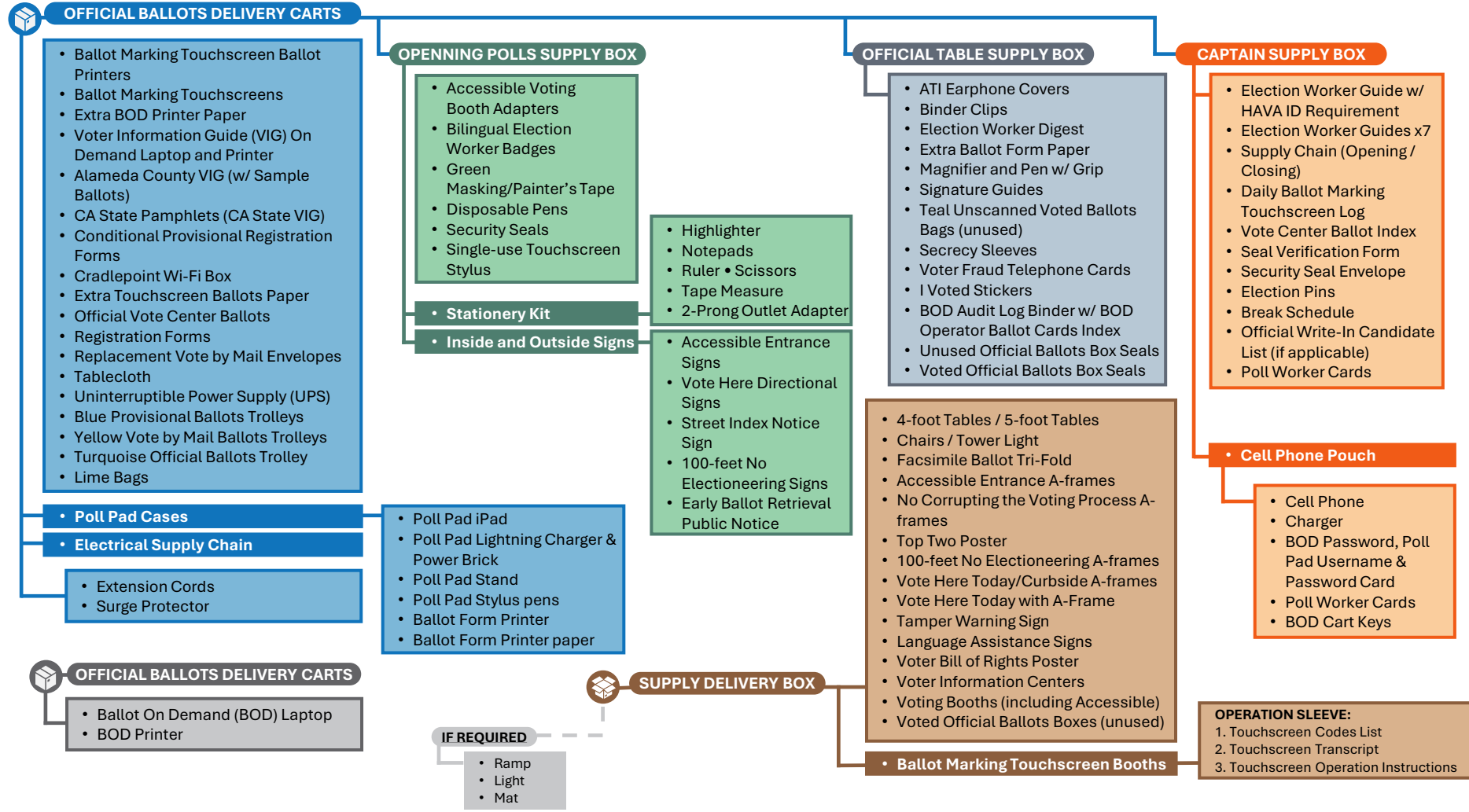


TASK 2: LOCATE SUPPLIES

2. **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

OPENING – SUPPLY CHAIN

JUNE 2, 2026
PRIMARY ELECTION



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

FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

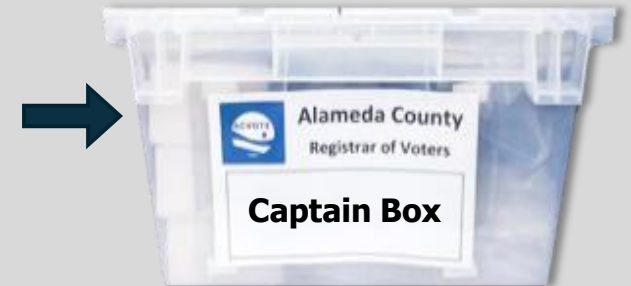


OFFICIAL BALLOT DELIVERY CART	
STATEWIDE SPECIAL ELECTION	
11/04/2025	
11 DAYS VOTE CENTER SUPPLY CHECKLIST	
>	Official Vote Center Ballots (1-Card Ballots 1-4)
>	Captain Election Supply Box (please see checklist inside box)
>	Opening Poll Supply Box (please see checklist inside the box)
>	Official Table Supply Box (please see checklist inside the box)
>	Electrical Cords Supply Box
>	Conditional/Provisional Ballots/ Voter Registration Forms
>	VBM Replacement Envelopes
>	VIG Sample Ballots
>	VIG State Pamphlets
>	BOD Paper 1800 ct. x 2
>	ICX Paper 1500 ct. x 2
>	Poll Pad x 3
>	Cradle Point Router x 2
>	Tablecloth/ Trash Bag Stand/ Trash Bags

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

CAPTAIN SUPPLY BOX	
STATEWIDE SPECIAL ELECTION	
11/04/2025	
11 DAYS VOTE CENTER SUPPLY CHECKLIST	
>	Election Worker Guide (Manual) x 8
>	Election Worker Guide (Manual) x 8
>	Captain Phones
o	Poll Worker Cards X 2
o	2 Poll Pad Logins
o	2 BOD Logins
o	1 BOD Cart Key
>	Daily Ballot Marking Touchscreen Log x 1 set
>	Official Vote Center Ballots Index Binder
>	BOD Operator Audit Log Binder w/ BOD Operator Ballot Cards Index x 2
>	Security Seal Verification Form x 1 Set
>	Security Seal Verification Form Envelope x 2
>	Election Pins x 7pcs
>	Break Schedule x 1 set (12 Early Voting Sheets & 2 Election Day Sheets)
>	Language Hotline Sign
>	Easel Backs for Language Hotline Sign x 2
>	Supply Chain (Opening/Closing)

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



FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

CRADLEPOINT ROUTER SET UP

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



- **SCREW** the two (2) Cradlepoint antennas into the ports. **BEND** them (at the joints) so they are spread out for the best connectivity. **DO NOT SCREW any into the center port.**
- **Full connectivity may take up to 15 minutes after Cradlepoint is powered on.** The blue lights on the front determine the signal strength. Blue, orange, and green must be on for full connectivity.

FRIDAY SETUP

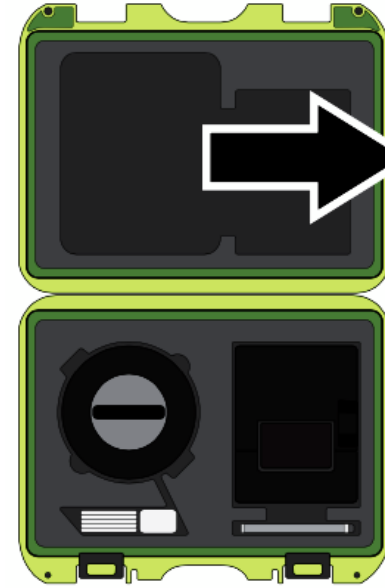
PRE-ELECTION RESPONSIBILITIES

SYNCHRONIZING POLL PADS

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

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.



NOTES: TURN OFF and pack away **Cradlepoint** and **Poll Pads** back into the **Official Ballots Delivery Cart** when **finished**. Seal cart with White Security Seals. Poll Pad username and password will be located in the Cell Phone Pouch.

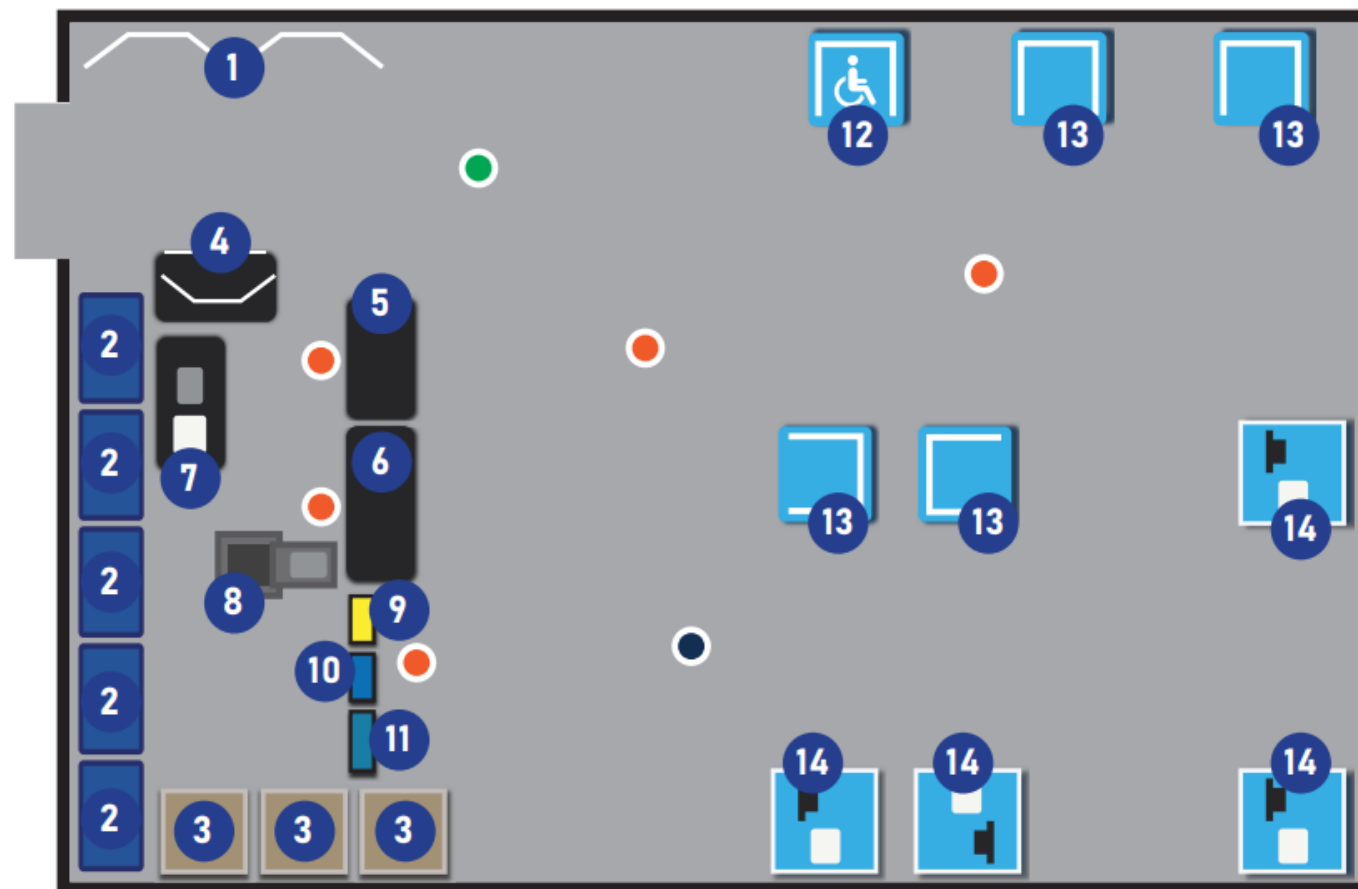
FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

INDOOR SETUP

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

The diagram is an example, spaces vary in sizes.



SET UP OFFICIAL TABLE

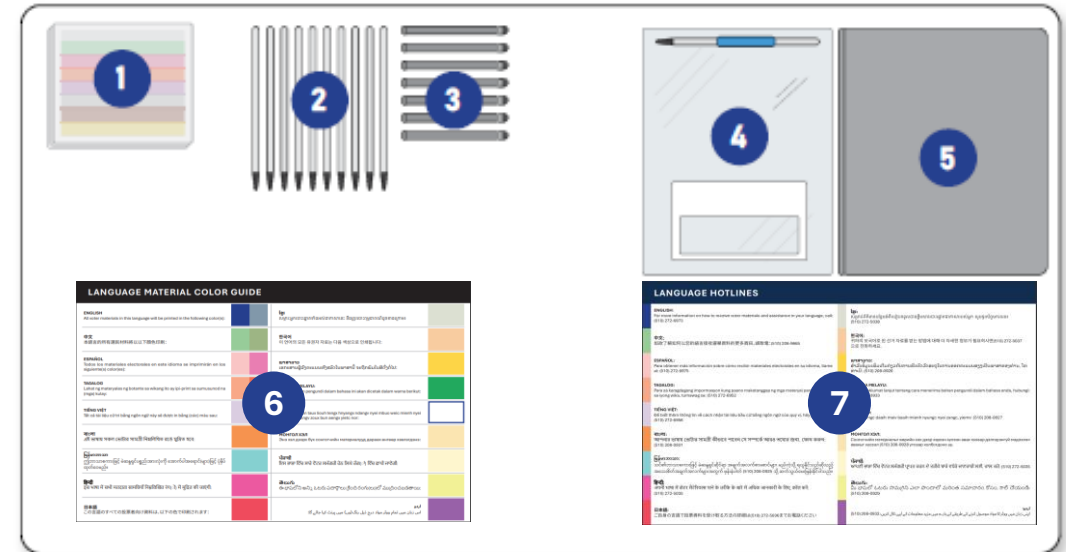
1. **RETRIEVE** the tables from the **Supply Delivery Box**.
 - Tables are used for the Poll Pad Operator table, BOD (Ballot on Demand) Operator table, and for displaying State and County Voter Information Guides with the Facsimile Ballots Notice Trifold & Language Assistance Sign.



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 Color Guide Sign on stand display
7. Language Hotline Sign with stand

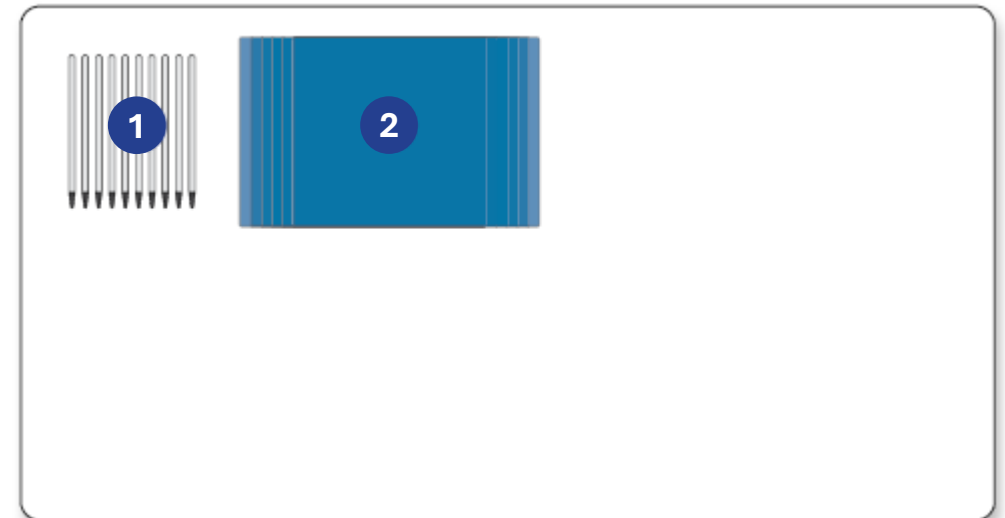


NOTE: The diagram above is an example.

OFFICIAL TABLE DIAGRAM

BALLOT ON DEMAND OPERATOR TABLE

1. Pens
2. Secrecy Sleeves



NOTE: The diagram above is an example.

LABEL COLORED BAGS

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

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



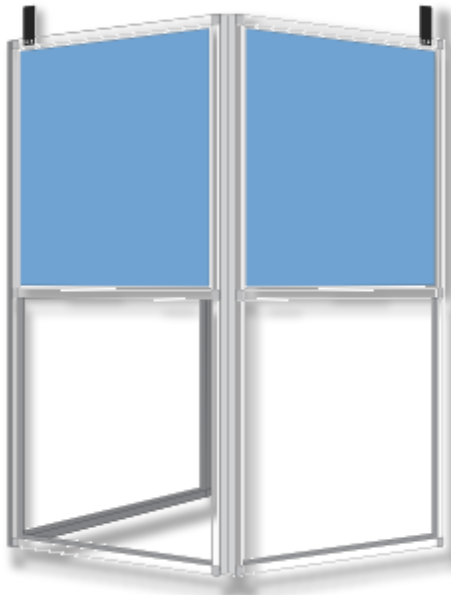
2. **SEAL** the Lime Bag's zipper with a White Security Seal.

3. **RETURN** to the Official Ballots Delivery Cart after labeling.

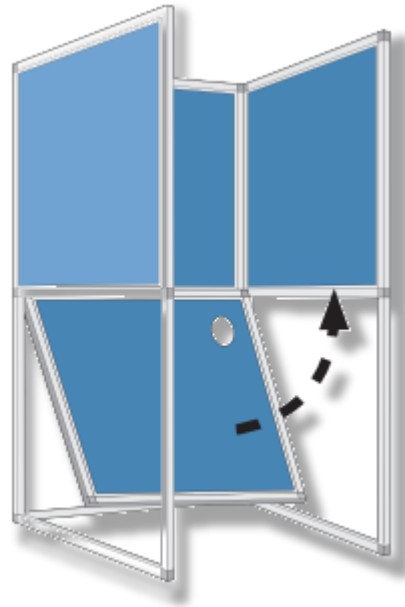
FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

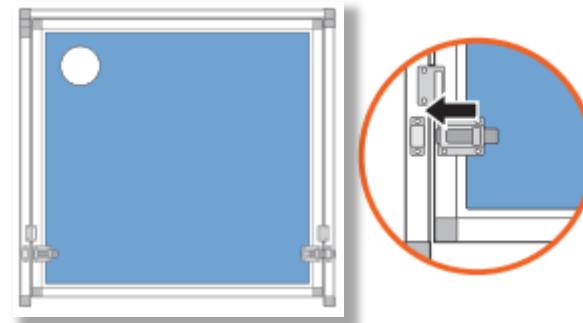
SET UP TOUCHSCREEN VOTING BOOTH



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



2. **LIFT** table from back.



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



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

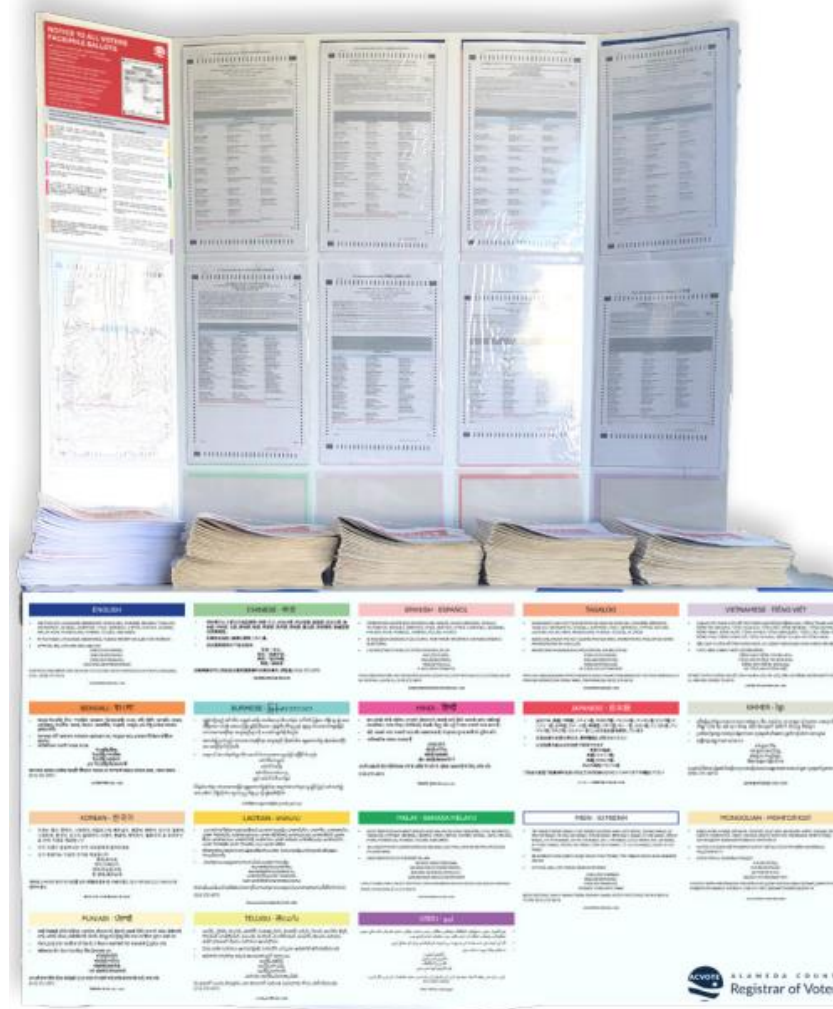
FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

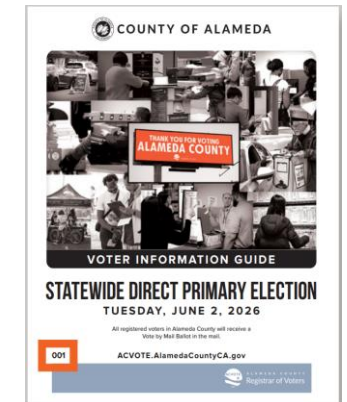
INDOOR SETUP

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

- **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.



State Voter Information Guide



County Voter Information Guide

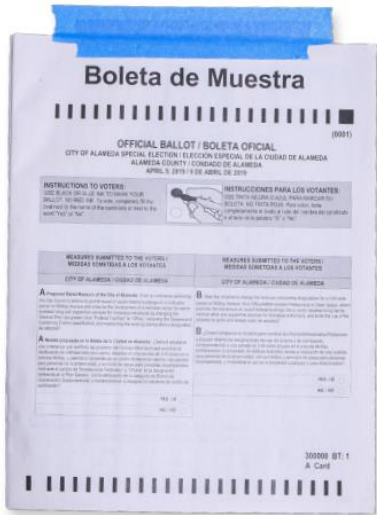
NOTE: Make sure there are 5 of the provided VIGs in each language displayed on the table at all times. Replenish the VIGs as necessary. The Ballot Type is located on the lower left side of the VIG (e.g. 001, 002, etc.)

FRIDAY SETUP

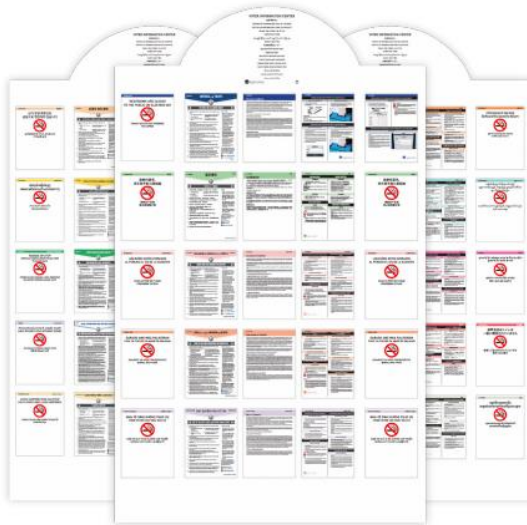
PRE-ELECTION RESPONSIBILITIES

ALL SIGNS MUST BE VISIBLE AND EASILY ACCESSIBLE TO VOTERS AND OBSERVERS

SPANISH SAMPLE BALLOT



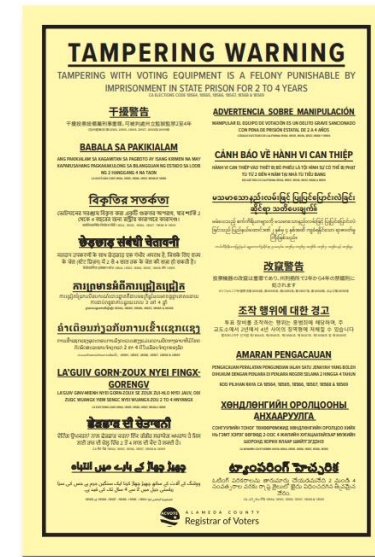
VOTER INFORMATION CENTER (VIC)



EARLY BALLOT PICK UP



TAMPER WARNING



SCROLL UP/DOWN INSTRUCTIONS



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

- **PLACE** anywhere inside Vote Center.

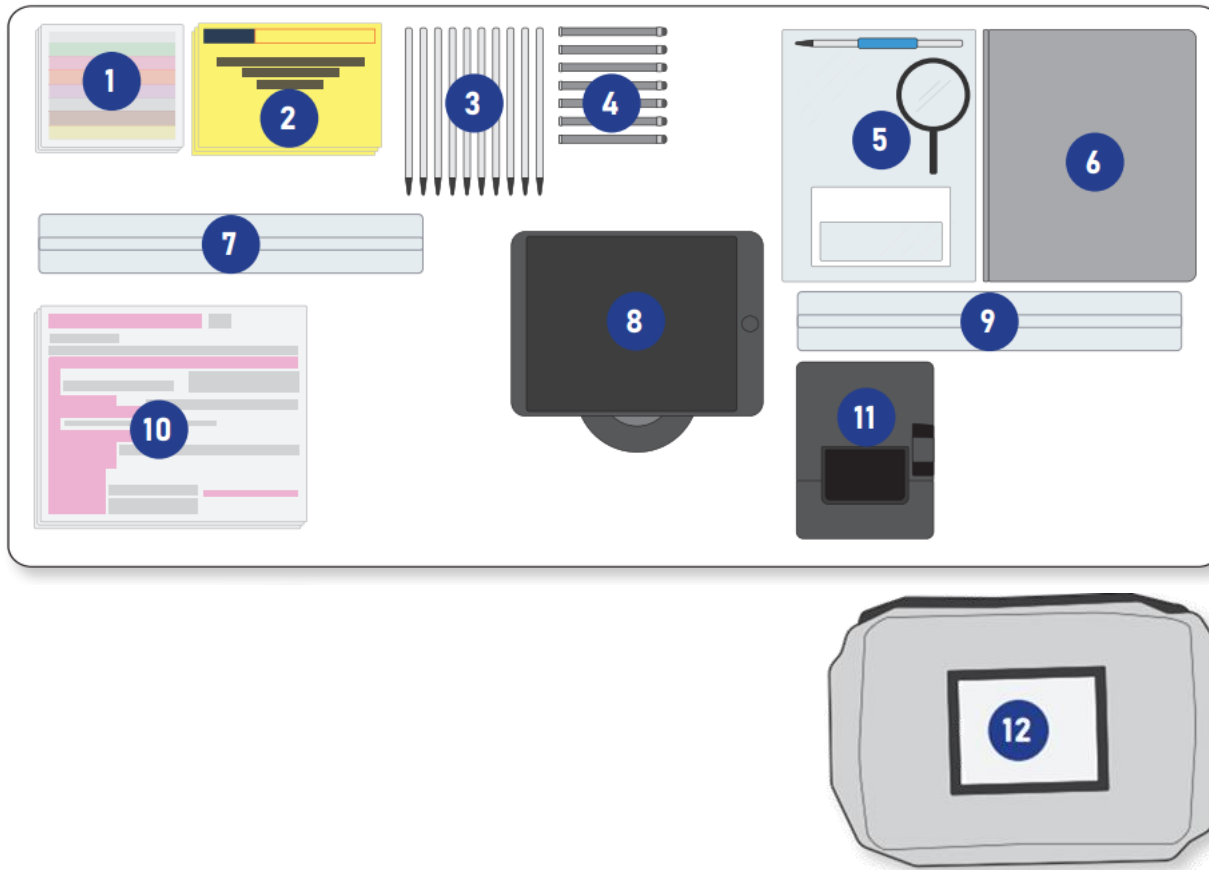
- **ATTACH** sign to the front left vertical support using the attached Velcro strip.

OPENING

OPENING

OFFICIAL TABLE DIAGRAM

POLL PAD OPERATOR TABLE



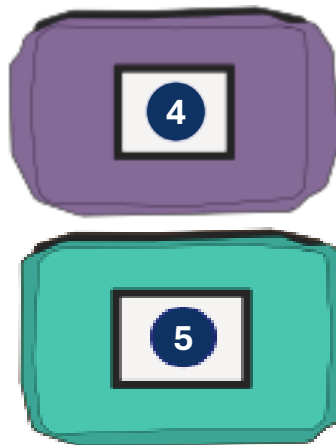
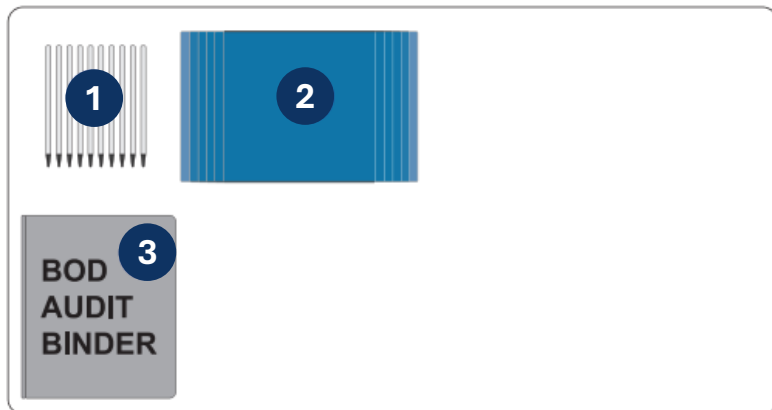
1. Voter Fraud Telephone Cards
2. Replacement Vote by Mail Envelopes
3. Pens
4. Touchscreen Stylus
5. Accessible Supplies (Magnifier Sheet, Pen with Grip, Signature Guides, Magnifying Glass)
6. Help America Vote Act (HAVA) Requirements Binder
7. Language Color Guide Sign on stand display
8. Electronic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

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

OPENING

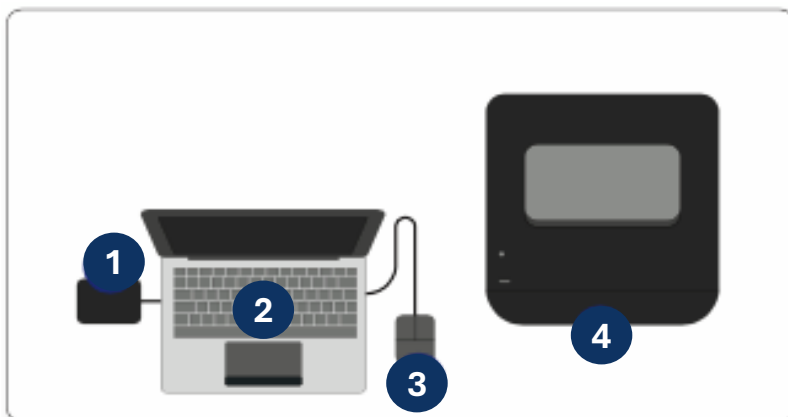
OFFICIAL TABLE DIAGRAM

BOD OPERATOR TABLE



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

VOTER INFORMATION GUIDE ON DEMAND TABLE



1. VIG On Demand Solid State
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

NOTE: Ensure no A-frame sign impedes the Voters' path of travel.

VOTE HERE TODAY A-FRAME



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

VOTE HERE TODAY



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

ACCESSIBLE ENTRANCE A-FRAME



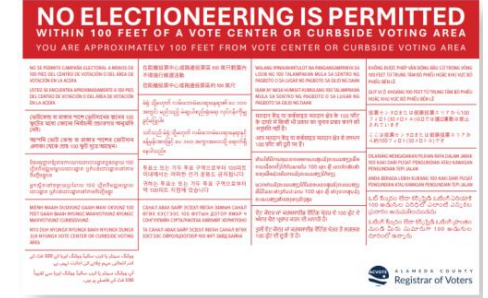
- **PLACE** outside the Vote Center pointing towards an accessible entrance, pointing in the direction of the Vote Center.
- The Accessible Entrance A-Frame should be placed in a location that helps Voters locate an accessible path of travel, including a ramp.

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

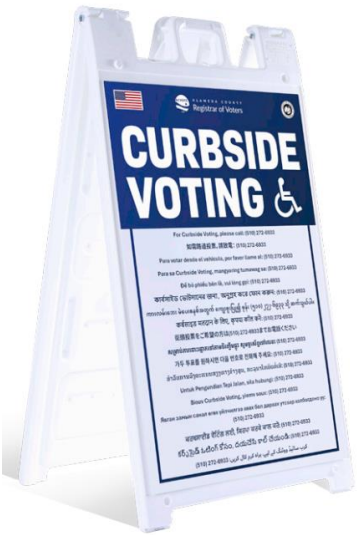


- **POST** 100 feet (or 40 steps) in each direction from the main entrance of the Vote Center and the area of Curbside Voting.

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

CURBSIDE A-FRAME



- **PLACE** outside Vote Center, near the curb, preferably by an accessible parking spot.
- **ENSURE** the Curbside A-Frame is placed far enough back so that a parked vehicle will not block it.

NOTE: Ensure no A-frame sign impedes the Voters' path of travel.

ELECTIONEERING & CORRUPTION A-FRAMES



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

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

VOTER BILL OF RIGHTS



- Two (2) posters

TOP TWO CANDIDATES



- Two (2) posters

VOTE CENTER STREET INDEX



OPENING

ANNOUNCE OPENING OF THE POLLS



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

“THE VOTE CENTER IS NOW OPEN!”

ELECTION DAY

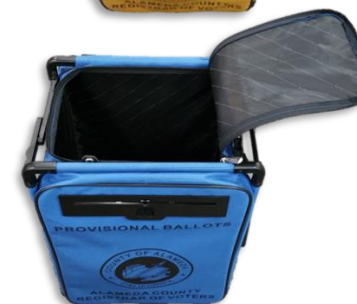
1ST VOTER PROCEDURE

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 Voter is voting in person.



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.

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:

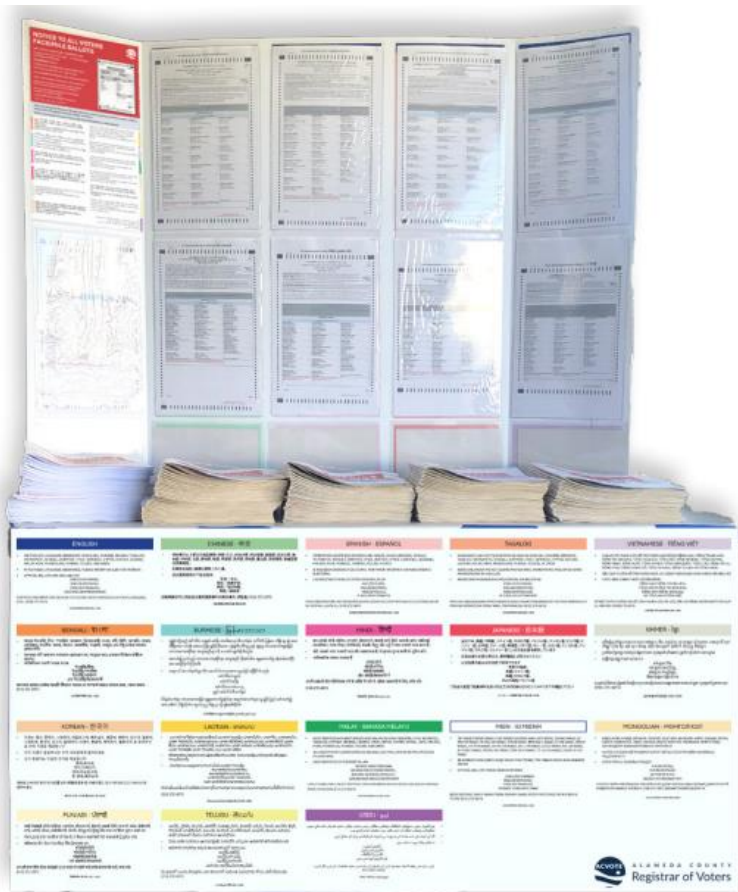
1. **DO NOT ASK** about or mention a Voter's disability.
2. Etiquette Guidelines regarding Disability Sensitivity at the Polls are available in the Election Worker Guide.
3. **FACILITATE** assistance from other Election Workers.

IF VOTER NEEDS AMERICAN SIGN LANGUAGE (ASL) ASSISTANCE:

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

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.

POLL PAD OPERATOR

VOTE BY MAIL VOTERS

IN-PERSON VBM VOTER

NOTE: A Voter may cast their Vote by Mail Ballot in person at a Vote Center, even if they bring their VBM Ballot without the envelope.

The screenshot shows the Alameda County Poll Pad interface. At the top, it says "Alameda County Alameda County Courthouse" and "POLL WORKER CONFIRMATION" with "START OVER" and "SUBMIT" buttons. Below that, it says "CONFIRM THE VOTER'S INFORMATION". The voter's name is "GEORGE WASHINGTON" and their address is "101 MAIN ST, ALAMEDA, CA, 94501". Other details include "Precinct: 101", "DOB: 07/04/1976", "Status: Active", and "Voter ID: 97500003". There is a signature field with a signature and the text "Signature on Election Day". Below this, there are three radio button options for "Voting Method": "Paper" (selected), "Electronic", and "Vote by Mail". There are also checkboxes for "e required" and "Curbside".



BOD Officer Ballot Cards Index

#	Precinct	Ballot Type	Card Count
1	200100	BT010	6
2	200200	BT010	6
3	201400	BT010	6
4	202000	BT010	6
5	202500	BT011	6
6	202600	BT011	6
7	203100	BT012	6
8	203500	BT012	6
9	203800	BT012	6
10	203800	BT012	6
11	203800	BT012	6
12	204210	BT012	6
13	204510	BT013	6
14	204900	BT011	6
15	205200	BT013	6
16	205700	BT013	6
17	206200	BT013	6
18	206900	BT010	6
19	207000	BT013	6
20	207200	BT009	6
21	207700	BT010	6
22	208010	BT010	6
23	208000	BT013	6
24	208510	BT013	6
25	208600	BT012	6
26	208800	BT013	6

- FOLLOW** Poll Pad Operator procedures for signing in a regular Voter, until the "Voting Method" needs to be selected.
 - ASK VOTER**, "Would you like to vote your Vote by Mail Ballot in person?"
 - If yes, SELECT** "In-person VBM" under "Voting Method".
 - Otherwise, continue following regular Voter procedures.**
 - INFORM VOTER** "You may cast your Vote By Mail Ballot directly into our Turquoise Official Ballots Trolley."

- GIVE VOTER** a Secrecy Sleeve and pen.
 - INFORM VOTER** to place their Vote by Mail Ballot cards in the Secrecy Sleeve, covering their selections, but with the top portion visible.

- CONFIRM** that the election name and date printed on the cards is the **June 2, 2026 Statewide Direct Primary Election**.
 - Only cards from this election** can be deposited into the Turquoise Official Ballots Trolley.
 - VERIFY** that the Voter has brought the correct precinct ballot by checking the voter's information on the Poll Pad and confirming the correct number of cards using the Ballot Cards Index.

VOTE BY MAIL VOTERS

IN-PERSON VBM VOTER

OPTIONS FOR THE VOTER IF THE BALLOT IS FOR THE 14TH CONGRESSIONAL DISTRICT SPECIAL PRIMARY ELECTION, JUNE 16, 2026:

- 1. PUT** the cards into the Vote by Mail return envelope that came with the ballot and deposit the sealed and signed envelope into the Yellow Vote by Mail Ballots Trolley.
- 2. PUT** the cards into a Vote by Mail Replacement Envelope and deposit the sealed and signed envelope into the Yellow Vote by Mail Ballots Trolley.
- 3. VOTE** the ballot later at a Vote Center open for the 14th Congressional District Special Primary Election, June 16, 2026.

IF THE VOTER HAS THE WRONG PRECINCT NUMBER ON BALLOT:

- 1. INFORM VOTER:** "This Ballot isn't for your assigned precinct, so we need to issue you the correct precinct Ballot."
- 2. OFFER VOTER** a paper or Touchscreen Ballot.

IF THE VOTER HAS AN INCORRECT NUMBER OF CARDS (correct precinct number):

If less than the full amount, and no duplicate cards, GIVE the Voter the following options:

- a)** Cast their Ballot as is.
- b)** Void/Surrender their VBM Ballot cards and offer a paper (complete new set) or Touchscreen Ballot.

INFORM VOTER: "Since some of your Ballot cards are missing, we can issue you a full replacement set, but we will need to void your current Vote by Mail Ballot."

IF THERE ARE DUPLICATE CARDS:

- 1. PRESS** "START OVER" to cancel the process.
- 2. INFORM VOTER** that they may legally vote only one set of Ballots. ASK VOTER to choose one set of Ballot Cards—without any duplicates—that they wish to use.

VOTE BY MAIL VOTERS



4. **PRESS** "SUBMIT" - the screen will indicate the Voter is "Processed Successfully". The Ballot Form will print.
- **If the Voter does not require additional assistance, SPOIL the Ballot Form.**
 - **If the Voter needs any additional assistance, GIVE the Ballot Form to the BOD Operator to be used in printing a VIG or Facsimile Ballot then DIRECT VOTER to BOD Operator.**

VOTER VOTING ON VBM BALLOT

If the Voter needs to mark their in-person VBM Ballot, **DIRECT VOTER** to a Voting Booth.

VOTER DEPOSITING VBM BALLOT

If the Voter is ready to cast their in-person VBM Ballot, **DIRECT VOTER** to a Demonstration Officer to cast their ballot in the Turquoise Official Ballots Trolley. The Demonstration Officer will check that the Voter is depositing only one set of ballot cards.

CONFIDENTIAL VOTERS

Some Voters have a confidential status for safety or privacy reasons. This may include candidates running for office. Because of this:

- They will not appear on the Poll Pad, and their information is not visible to Election Workers.
- They cannot vote as a regular in-person Voter.
- They also cannot vote as an in-person VBM Voter.
- However, they can deposit their completed Vote by Mail Ballot and envelope into the Yellow Vote by Mail Ballots Trolley.
- They also may vote using the Conditional Voter process.

If a person states they are a Confidential Voter, **CONTACT** the Election Worker Hotline, (510) 835-7205 for guidance.

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

ENGLISH/CHINESE

ENGLISH/SPANISH

ENGLISH/TAGALOG

ENGLISH/VIETNAMESE

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM 有條件/臨時選票/選民登記表		CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/OLETA PROVISIONAL		CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM KONDISYONAL/NAPROSA MANTALANG BALLOT/FORM NG PAPA-REGISTRADO NG BOTOHAN		CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM LÀ PHIẾU CÓ ĐIỀU KIỆN/LÀ PHIẾU TẠM THỜI/PHIẾU KINH GHI DANH CỬ (H)	
<p>TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫</p> <p>Inducted by the Pollster: 1. Printed Name (Last, First, Middle Initial) 2. Printed Address (Street, Precinct, Apartment) 3. Date of Birth (MM/DD/YYYY) (Do not include PO Box) 4. To be completed by the poll worker only. Do not include the voter's signature.</p> <p><input type="checkbox"/> I have checked the voter's name and address against the voter registration list.</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Returning Ballot to Polling Office</p>		<p>TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELEC</p> <p>Inducted by the Pollster: 1. Printed Name (Last, First, Middle Initial) 2. Printed Address (Street, Precinct, Apartment) 3. Date of Birth (MM/DD/YYYY) (Do not include PO Box) 4. To be completed by the poll worker only. Do not include the voter's signature.</p> <p><input type="checkbox"/> I have checked the voter's name and address against the voter registration list.</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Returning Ballot to Polling Office</p>		<p>TO BE COMPLETED BY POLL WORKER - KUKUMPLETAIN NG MANGGAGAWA SA BOTOHAN</p> <p>Inducted by the Pollster: 1. Printed Name (Last, First, Middle Initial) 2. Printed Address (Street, Precinct, Apartment) 3. Date of Birth (MM/DD/YYYY) (Do not include PO Box) 4. To be completed by the poll worker only. Do not include the voter's signature.</p> <p><input type="checkbox"/> I have checked the voter's name and address against the voter registration list.</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Returning Ballot to Polling Office</p>		<p>TO BE COMPLETED BY POLL WORKER - PHAI BƯC ĐƠN THÀNH BỐ KHẨN VIỆN PHÒNG PHIẾU</p> <p>Inducted by the Pollster: 1. Printed Name (Last, First, Middle Initial) 2. Printed Address (Street, Precinct, Apartment) 3. Date of Birth (MM/DD/YYYY) (Do not include PO Box) 4. To be completed by the poll worker only. Do not include the voter's signature.</p> <p><input type="checkbox"/> I have checked the voter's name and address against the voter registration list.</p> <p>VOTED BALLOT ENCLOSED To Be Completed by Returning Ballot to Polling Office</p>	
<p>TO BE COMPLETED BY VOTER - IMPORTANT - READ INFORMATION ON OTHER SIDE - 由選民填寫 - 重要 - 請讀背面</p> <p>Registration by Voter: 1. I am a U.S. citizen. 2. I am at least 18 years old on Election Day. 3. I am a resident of this jurisdiction. 4. I am not currently serving a prison sentence for a felony conviction.</p> <p><input type="checkbox"/> I am a U.S. citizen. <input type="checkbox"/> I am at least 18 years old on Election Day. <input type="checkbox"/> I am a resident of this jurisdiction. <input type="checkbox"/> I am not currently serving a prison sentence for a felony conviction.</p>		<p>TO BE COMPLETED BY VOTER - IMPORTANT - READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE</p> <p>Registration by Voter: 1. I am a U.S. citizen. 2. I am at least 18 years old on Election Day. 3. I am a resident of this jurisdiction. 4. I am not currently serving a prison sentence for a felony conviction.</p> <p><input type="checkbox"/> I am a U.S. citizen. <input type="checkbox"/> I am at least 18 years old on Election Day. <input type="checkbox"/> I am a resident of this jurisdiction. <input type="checkbox"/> I am not currently serving a prison sentence for a felony conviction.</p>		<p>TO BE COMPLETED BY VOTER - IMPORTANT - READ INFORMATION ON OTHER SIDE - HUMANAPUNAYAN NG GAWAG</p> <p>Registration by Voter: 1. I am a U.S. citizen. 2. I am at least 18 years old on Election Day. 3. I am a resident of this jurisdiction. 4. I am not currently serving a prison sentence for a felony conviction.</p> <p><input type="checkbox"/> I am a U.S. citizen. <input type="checkbox"/> I am at least 18 years old on Election Day. <input type="checkbox"/> I am a resident of this jurisdiction. <input type="checkbox"/> I am not currently serving a prison sentence for a felony conviction.</p>		<p>TO BE COMPLETED BY VOTER - IMPORTANT - READ INFORMATION ON OTHER SIDE - PHAI BƯC ĐƠN THÀNH BỐ KHẨN VIỆN PHÒNG PHIẾU</p> <p>Registration by Voter: 1. I am a U.S. citizen. 2. I am at least 18 years old on Election Day. 3. I am a resident of this jurisdiction. 4. I am not currently serving a prison sentence for a felony conviction.</p> <p><input type="checkbox"/> I am a U.S. citizen. <input type="checkbox"/> I am at least 18 years old on Election Day. <input type="checkbox"/> I am a resident of this jurisdiction. <input type="checkbox"/> I am not currently serving a prison sentence for a felony conviction.</p>	
<p>1. Name (Last, First, Middle Initial)</p> <p>2. Address (Street, Precinct, Apartment)</p> <p>3. Date of Birth (MM/DD/YYYY)</p> <p>4. Signature (Printed Name)</p> <p>5. If you are a U.S. citizen, please check the appropriate box.</p> <p>6. If you are at least 18 years old on Election Day, please check the appropriate box.</p> <p>7. If you are a resident of this jurisdiction, please check the appropriate box.</p> <p>8. If you are not currently serving a prison sentence for a felony conviction, please check the appropriate box.</p> <p>9. SIGNATURE (PRINTED NAME)</p>		<p>1. Nombre (Apellido, Nombre, Inicial)</p> <p>2. Dirección (Calle, Precinct, Apartamento)</p> <p>3. Fecha de Nacimiento (MM/DD/AAAA)</p> <p>4. Firma (Nombre Impreso)</p> <p>5. Si es ciudadano de los EE. UU., marque la casilla correspondiente.</p> <p>6. Si tiene al menos 18 años el día de las elecciones, marque la casilla correspondiente.</p> <p>7. Si es residente de esta jurisdicción, marque la casilla correspondiente.</p> <p>8. Si no está actualmente cumpliendo una sentencia de prisión por un delito grave, marque la casilla correspondiente.</p> <p>9. FIRMA (NOMBRE IMPRESO)</p>		<p>1. Pangalan (Apelyang, Pangalan, Inisial)</p> <p>2. Alamat (Kalye, Precinct, Apartamentong)</p> <p>3. Petsa ng Kapanganakan (MM/DD/YYYY)</p> <p>4. Tugatang (Pangalan ng Inyong Sinulat)</p> <p>5. Kung ikaw ay isang Pilipino, markahan ang tamang kahon.</p> <p>6. Kung ikaw ay 18 taon o mas matanda sa araw ng paghihirap, markahan ang tamang kahon.</p> <p>7. Kung ikaw ay isang residente ng lokal na jurisdiksyon, markahan ang tamang kahon.</p> <p>8. Kung ikaw ay hindi ngayun na tumatangap ng isang parangal ng krimen, markahan ang tamang kahon.</p> <p>9. TUGANG (PANGALAN NG INYONG SINULAT)</p>		<p>1. Họ tên (Họ, Tên, Chữ đệm)</p> <p>2. Địa chỉ (Số nhà, Phường, Quận)</p> <p>3. Ngày sinh (MM/DD/YYYY)</p> <p>4. Chữ ký (Tên in)</p> <p>5. Nếu bạn là công dân Hoa Kỳ, hãy đánh dấu vào ô thích hợp.</p> <p>6. Nếu bạn đủ 18 tuổi vào ngày bầu cử, hãy đánh dấu vào ô thích hợp.</p> <p>7. Nếu bạn là cư dân của địa phương này, hãy đánh dấu vào ô thích hợp.</p> <p>8. Nếu bạn không đang chấp hành án tù vì tội phạm nghiêm trọng, hãy đánh dấu vào ô thích hợp.</p> <p>9. CHỮ KÝ (TÊN IN)</p>	

GREEN

PINK

SALMON


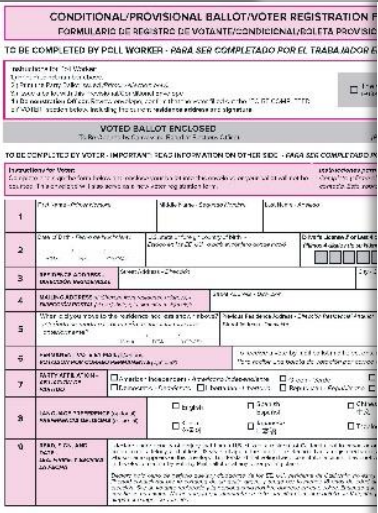
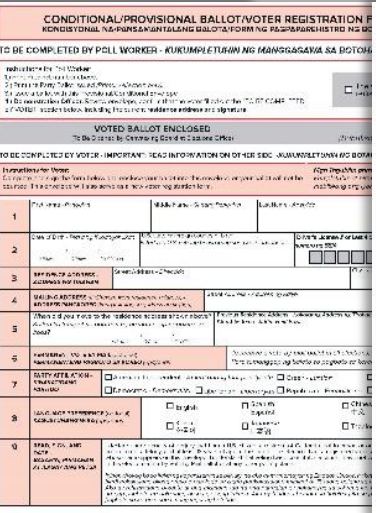
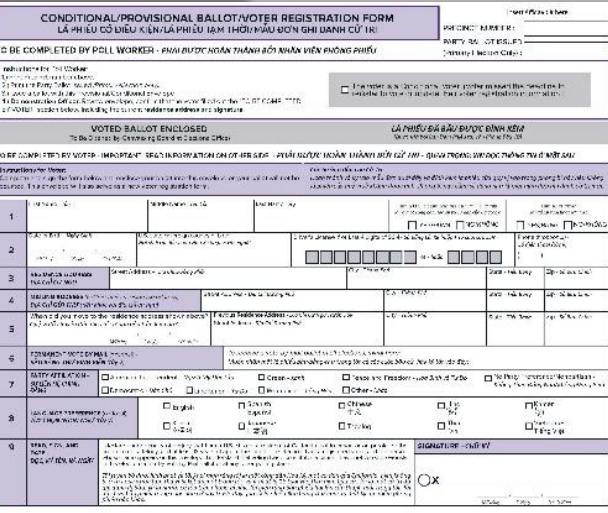
LAVENDER

OFFICIAL TABLE

POLL PAD SCENARIOS

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

CONDITIONAL VOTER

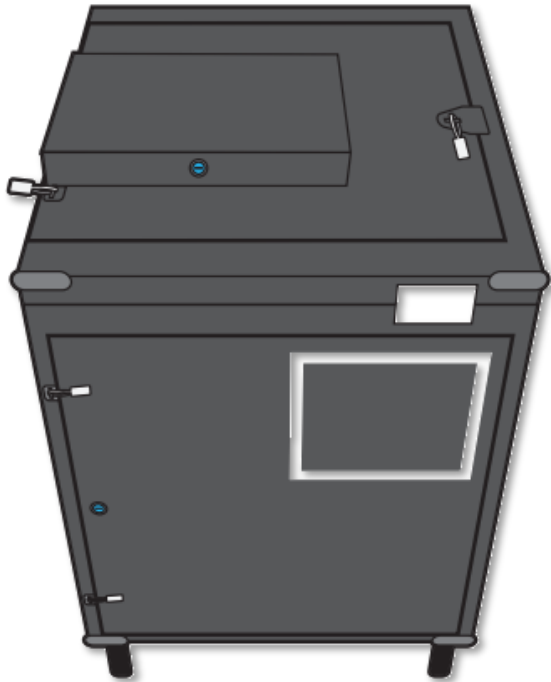
ENGLISH/CHINESE	ENGLISH/ SPANISH	ENGLISH/ TAGALOG	ENGLISH/ VIETNAMESE
			
GREEN	PINK	SALMON	LAVENDER

If the Voter's status on the Poll Pad indicates that the Voter has **already voted, inactive Voter status**, **cannot provide ID** when their status says, "ID REQUIRED", or the Voter **provides an out of state residence address**

PROVISIONAL VOTER

BOD OPERATOR

BALLOT ON DEMAND PRINTING



RETRIEVE each Ballot Card immediately as it exits the printer to prevent any cards from falling behind the printer.

VOTER TYPES & BALLOT PROCESS

REGULAR / IN-PERSON VOTER

Sign On



Poll Pad

Deposit Ballot



VBM VOTER

Sign On



REPLACEMENT / VBM ENVELOPE

Deposit Ballot



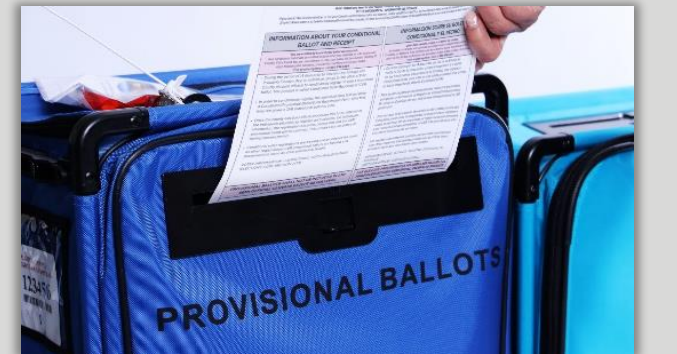
CONDITIONAL PROVISIONAL VOTER

Sign On



CPR Form

Deposit Ballot



DEMONSTRATION OFFICER

DEPOSITING BALLOTS

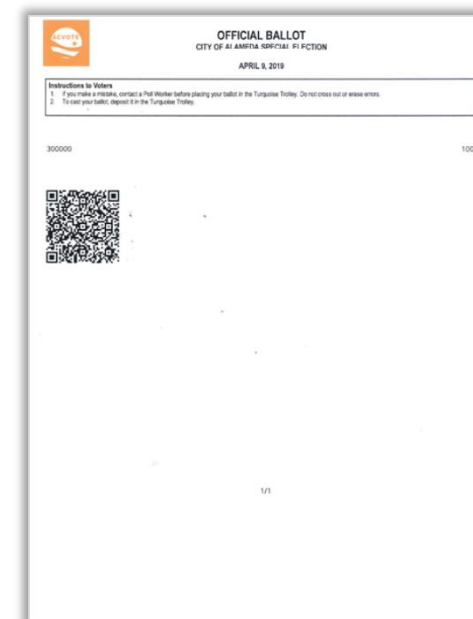
- MONITOR that Voters are depositing in the correct Trolleys, as follows:

TURQUOISE OFFICIAL BALLOTS TROLLEY



FOR VOTED PRINTED PAPER AND TOUCHSCREEN BALLOTS

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

DEPOSITING BALLOTS

TURQUOISE OFFICIAL BALLOTS TROLLEY

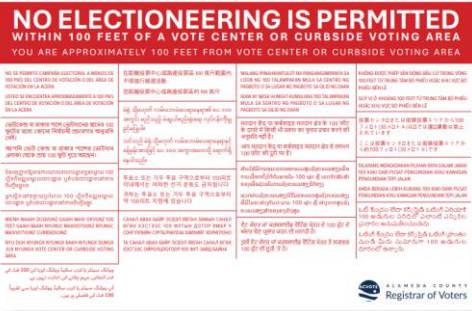
FOR IN-PERSON VOTE BY MAIL BALLOTS

1. **CHECK** that there are no duplicate Ballot Cards.
2. **CONFIRM** that the election name and date printed on the cards is the June 2, 2026, Statewide Direct Primary Election. **If any cards are not from this election**, the Voter is not permitted to deposit these cards into the Turquoise Official Ballots Trolley.

OPTIONS FOR THE VOTER IF THE BALLOT IS FOR THE 14TH CONGRESSIONAL DISTRICT SPECIAL PRIMARY ELECTION, JUNE 16, 2026:

1. Put the cards into the Vote by Mail return envelope that came with the ballot and deposit the sealed and signed envelope into the Yellow Vote by Mail Ballots Trolley.
 2. Put the cards into a Vote by Mail Replacement Envelope and deposit the sealed and signed envelope into the Yellow Vote by Mail Ballots Trolley.
 3. Vote the ballot later at a Vote Center open for the 14th Congressional District Special Primary Election, June 16, 2026.
3. From the Secrecy Sleeve, **VOTER DEPOSITS** all Ballots into Turquoise Official Ballots Trolley.

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 & CONSIDERATION

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.

SEE SOMETHING, SAY SOMETHING

If you notice any activity that seems unusual or may not align with election procedures, please contact Election Worker Recruiting:

- Call (510) 272-6971 or
- Email rov_pollworker_info@acgov.org

Providing clear details will help us review the situation appropriately. All reports are handled appropriately to maintain the integrity of the process. If you receive additional guidance from the Registrar of Voters, please follow those instructions.

CLOSING

ROVER PICK UP

DAILY

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

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

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

1. **CUT** the White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** it in the Security Seals Envelope.
2. **OPEN** the Turquoise Official Ballots Trolley, **RETRIEVE** Ballots and **PLACE** into the Voted Official Ballots Box(es).

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

NOTE: CHECK inside flaps of the Trolleys, inside the Voting booths, and Secrecy Sleeves for any hidden ballots. **PLACE** the Ballots neatly into the Voted Official Ballots Box(es) to prevent bending, tearing, or other damage.

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

2 PERSON RULE



Any two (2) Election Workers



ROVER PROCEDURE

AFTERNOON PICK-UP

ELECTION DAY ONLY

VOTED OFFICIAL BALLOTS BOX

WHEN removing Ballots from the Turquoise Official Ballots Trolley, ANNOUNCE TO THE VOTE CENTER: "I'm the Captain. Transferring ballots to the 'Voted Official Ballots' box for delivery to the Registrar of Voters' Office."

YELLOW VOTE BY MAIL BALLOTS TROLLEY

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

- Time may vary depending on Rover Pick Up route.

PREPARE the following for Pick Up:

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

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

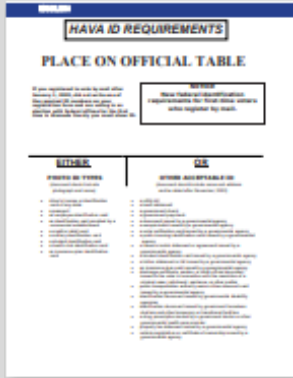


CLOSING

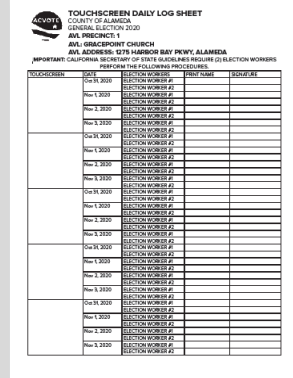
PACKING CAPTAIN SUPPLY BOX



HAVA ID REQUIREMENTS BINDER



TOUCHSCREEN DAILY LOG SHEET



SECURITY SEALS ENVELOPE



VOTE CENTER BALLOT INDEX

Official Vote Center Ballots Index

Ballot Type	Language	Card Count	Box Number
Ballot Type 1	Chinese	4	1 of 20
	Spanish	4	1 of 20
	Tagalog	4	1 of 20
Ballot Type 2	Chinese	4	1 of 20
	Spanish	4	1 of 20
	Tagalog	4	1 of 20
Ballot Type 3	Chinese	4	1 of 20
	Spanish	4	1 of 20
	Tagalog	4	1 of 20
Ballot Type 4	Chinese	4	1 of 20
	Spanish	4	1 of 20
	Tagalog	4	1 of 20
Ballot Type 5	Chinese	4	2 of 20
	Spanish	4	2 of 20
	Tagalog	4	2 of 20
Ballot Type 6	Chinese	4	2 of 20
	Spanish	4	2 of 20
	Tagalog	4	2 of 20

BREAK SCHEDULES

ALAMEDA COUNTY REGISTRAR OF VOTERS

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

ALAMEDA COUNTY REGISTRAR OF VOTERS

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

Election Day Break Schedule

Election Workers	Chinese	Spanish	Tagalog	English	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	Other	
Chinese																					
Spanish																					
Tagalog																					
English																					
Other																					

SEAL VERIFICATION FORMS

SEAL VERIFICATION FORM (123456)

1. LOCATION: (254 MAIN STREET) (CITY)

2. PREPARE the "Red Security Seal" subformers inside the "Election Night" subformers.

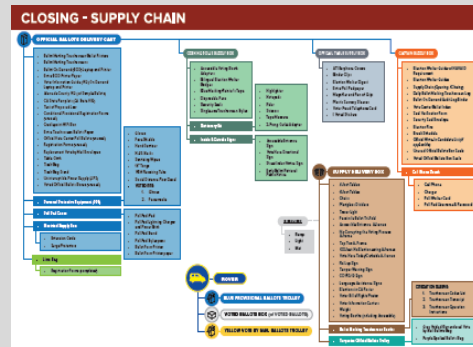
3. FOLLOW the "Touchscreen" and "Red Security Seal" subformers.

PREPARED	NO. ONLY	PREPARED	PREPARED	PREPARED	PREPARED	PREPARED

4. VERIFY the "Blue Security Seal" in hand.

PREPARED	PREPARED

SUPPLY CHAIN



BALLOT ON DEMAND AUDIT BINDER



CELL PHONE WITH TOUCHSCREEN POLL WORKER CARDS



ADDITIONAL ITEMS:

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

HANDS ON

CELLPHONE

1. OPERATING / CLOSING 15
2. LANGUAGE HOTLINE 98
3. VIDEO CALLING 99

CRADLEPOINT & POLL PAD

1. OPENING 40 – 46
2. OPERATING 82-97 & 100 – 103
3. CLOSING 158 – 160

BALLOT ON DEMAND

1. OPENING 47 – 50
2. OPERATING 107-109 & 114-117
3. CLOSING 161

VIG ON DEMAND

1. OPENING 51 – 53
2. OPERATING 110 – 111
3. CLOSING 162 – 163

TOUCHSCREEN

1. OPENING 56 –60 / 67-74
2. OPERATING 135 – 138
3. CLOSING 177 – 181