



VOTE CENTER CAPTAIN TRAINING

NOVEMBER 3, 2026 GENERAL ELECTION



PLEASE SILENCE YOUR CELL PHONES



NOVEMBER 3, 2026

GENERAL ELECTION



ELECTION DAY

3

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.

OCTOBER/NOVEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
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	28

TOPICS

INTRODUCTION



OPENING
PROCEDURES



ELECTION DAY
PROCEDURES



CLOSING
PROCEDURES



INTRODUCTION

WHAT IS NEW?

- 1. IN-PERSON VBM**
- 2. Ranked-Choice Voting**
- 3. Youth Voting**
- 4. Cyber Security**
- 5. 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.*



INTRODUCTION

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

GREEN

ENGLISH/SPANISH

PINK

ENGLISH/TAGALOG

SALMON

ENGLISH/VIETNAMESE

LAVENDER

RANKED-CHOICE VOTING (RCV)

Ranked-Choice Voting allows voters to rank up to five candidates, in order of preference, when marking their ballots.

Ranked-Choice Voting eliminates the need for run-off elections. Voters in the cities of **Albany, Berkeley and Oakland** will receive multiple ballot cards, including a **Ranked-Choice Voting** ballot card. Visit **[ACVOTE.AlamedaCountyCA.gov/rcv](https://acvote.alamedacountyca.gov/rcv)** for more information.

RANKED-CHOICE VOTING (RCV) INSTRUCTIONS

	1st Choice	2nd Choice	3rd Choice	4th Choice	5th Choice
ROBIN	☐	☐	☐	☐	☒
BRUCE	☒	☐	☐	☐	☐
ARTHUR	☐	☐	☒	☐	☐
LINH	☐	☒	☐	☐	☐
EMMA	☐	☐	☐	☐	☐
Write-in Georgio	☐	☐	☐	☒	☐

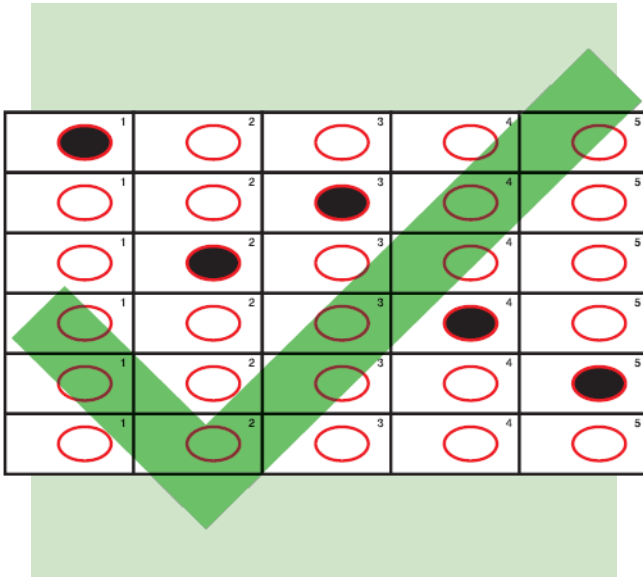
How to Vote

To vote on the contest, rank the candidates by completely filling in ovals from left to right in order of your preference, up to five choices, or in Oakland as many as you want.

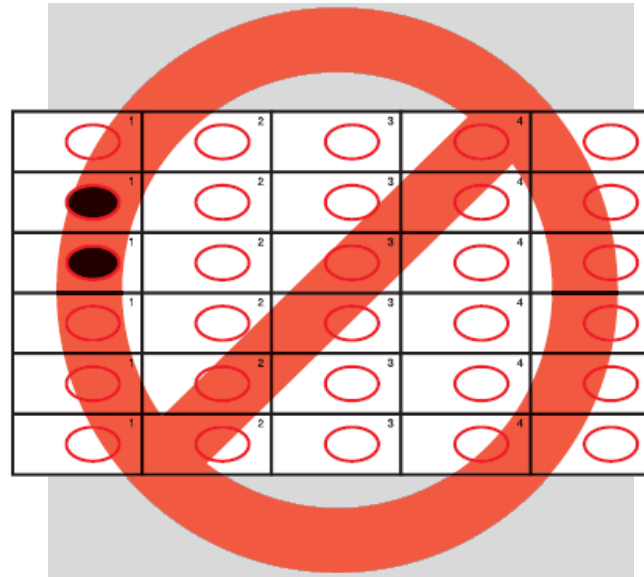
- In the **1st column**, fill in the oval for your **1st choice**
- In the **2nd column**, fill in the oval for your **2nd choice**
- Fill in the ovals for your remaining choices in the **3rd, 4th, and so on...**

INTRODUCTION

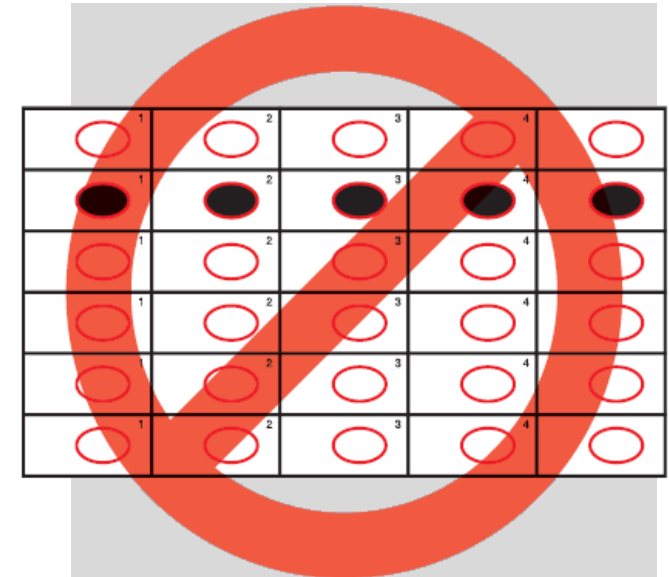
RANKED-CHOICE VOTING (RCV)



Rank candidates in your order of choice



Mark no more than 1 oval in a column. We will not be able to count either vote.



Mark no more than 1 oval in a row. We will only be able to count your first ranking. All others will not count

YOUTH VOTING FOR ALBANY, BERKELEY & OAKLAND

Youth Voters can now vote in Albany, Berkeley, and Oakland in School Board Elections.

In November 2016, Berkeley voters approved Measure Y1 and in November 2020, Oakland voters approved Measure QQ allowing 16 and 17-year-olds to vote only in School Board Elections.



NOVEMBER 3, 2026, GENERAL ELECTION

Every eligible pre-registered voter will receive a Vote by Mail Ballot in the mail.



WHEN VOTER TURNS 18

The voter's voter registration will automatically become active on their 18th birthday. They will no longer be a pre-registered youth voter and will be eligible to vote on federal, statewide and local contests.



IN-PERSON VOTING

Youth Voters voting in Albany, Berkeley, and Oakland in School Board Elections can vote in-person at any Vote Center throughout Alameda County or the Alameda County Registrar of Voters' Office, 1225 Fallon Street, Room G-1, Oakland, CA 94612 (public entrance on 12th Street).

Voter Information Guides and Facsimile Ballots for Youth Voting are available upon request at any Vote Center throughout Alameda County or at the Alameda County Registrar of Voters' Office.

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. **Observers must check in** with the **Vote Center Captain** to receive an **Observer identification badge**. Observers should also be given a copy of the **Election Observer Rights and Responsibilities**.

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.

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.



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

VIDEO CALLING

LANGUAGE HOTLINES

CLOSING – ELECTION DAY

NOTE: Each Vote Center will receive two (2) cell phones labeled “**VOTE CENTER VC.###A**” and “**VOTE CENTER VC.###B**”. Both phone labels will correspond to the assigned Vote Center number. 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.

NOTE: Cell phones must always remain inside the Vote Center and must not be taken home or removed from the Vote Center during breaks or lunch.

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**. For bilingual Election Workers, specify the language they were assessed in by ROV.

**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:

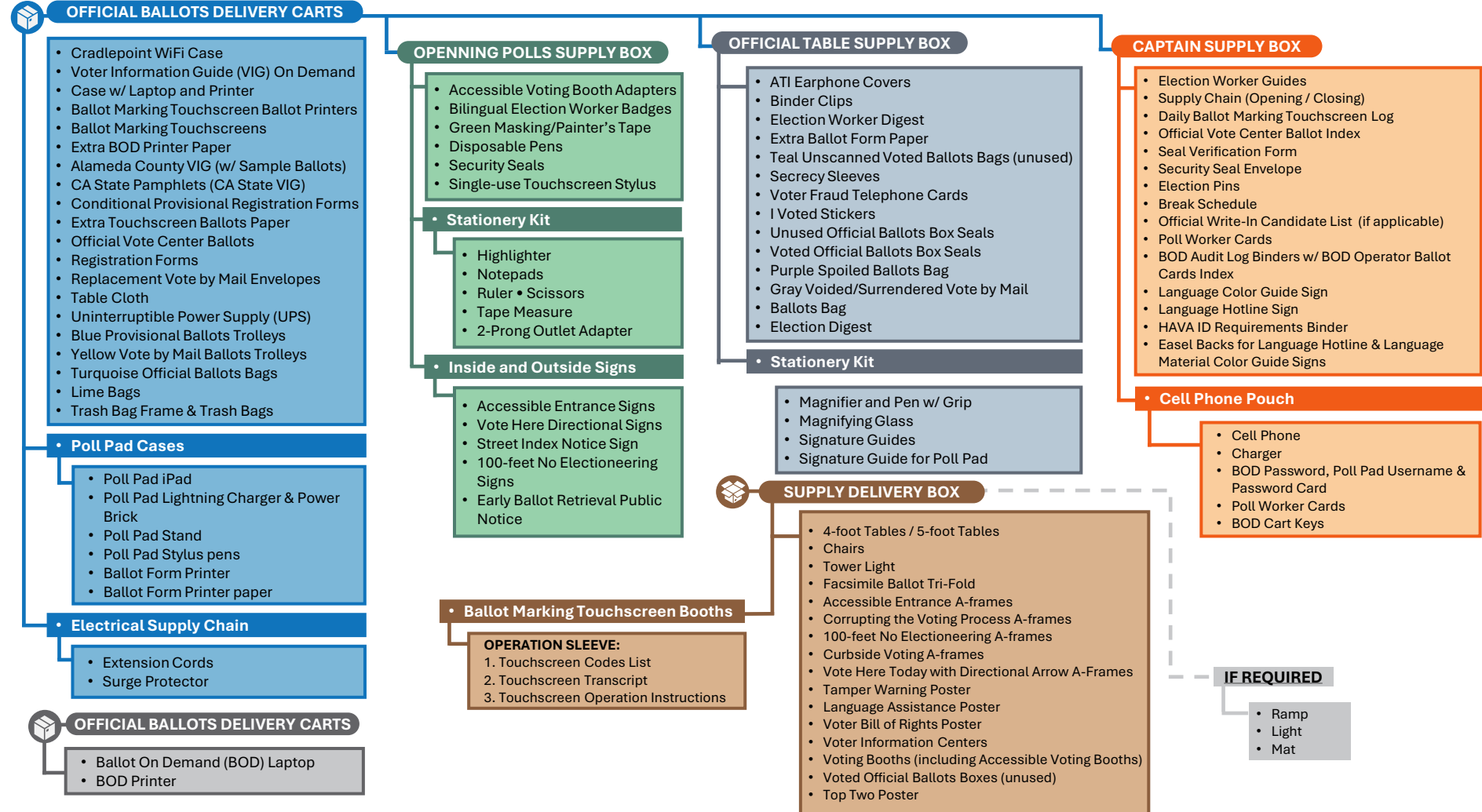
- **Supply Delivery Boxes.**
- **Official Ballots Delivery Carts.**
- **Ballot On Demand Printing Carts.**



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



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	
GENERAL ELECTION	
11/03/2026	
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	
GENERAL ELECTION	
11/03/2026	
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

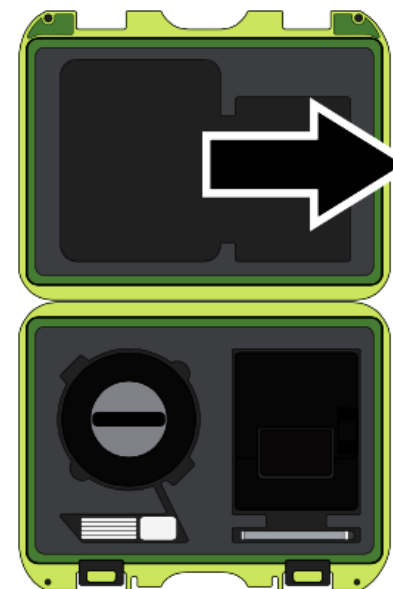
PRE-ELECTION RESPONSIBILITIES

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. **CONTACT the Help Desk with any issues.**

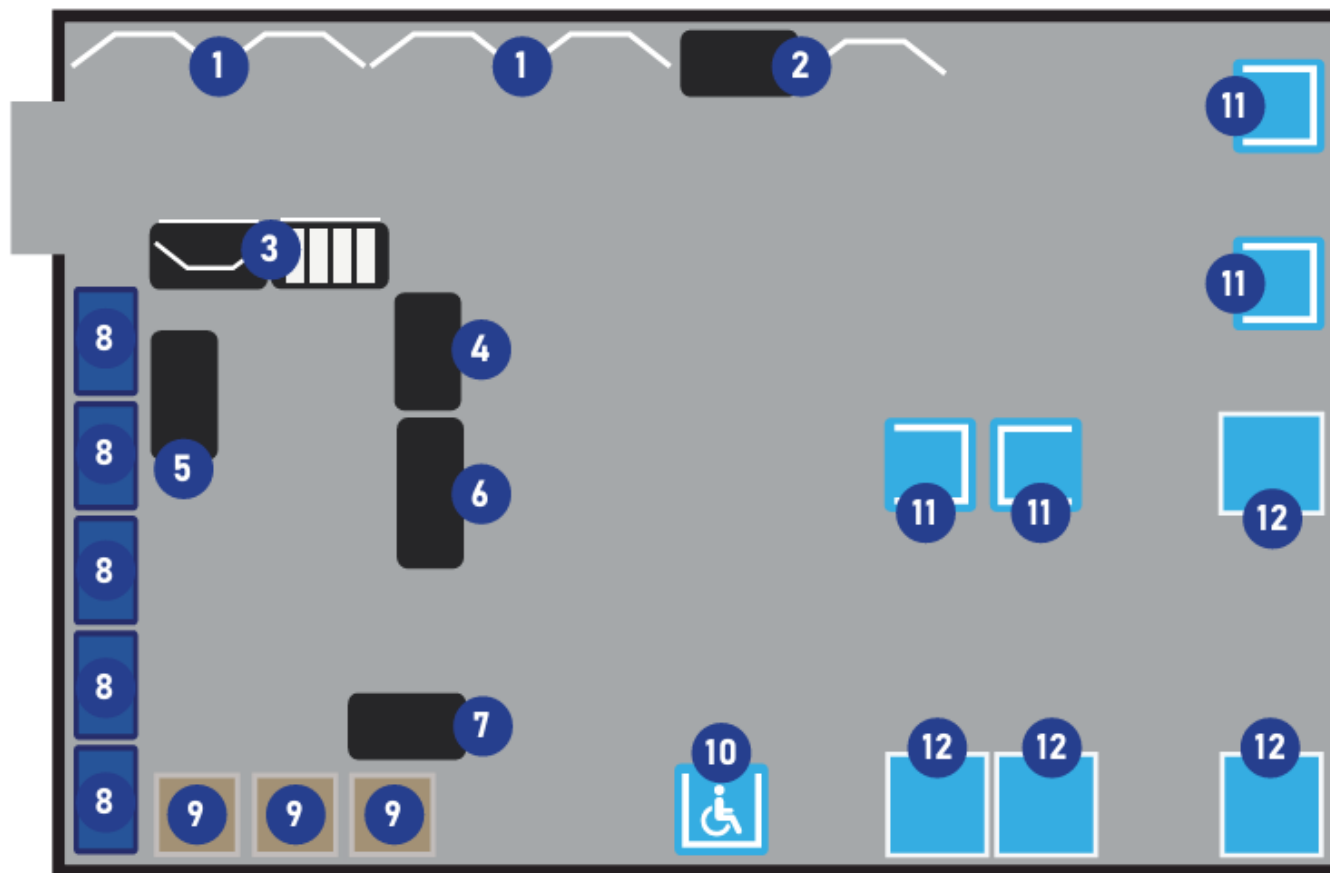
FRIDAY SETUP

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.

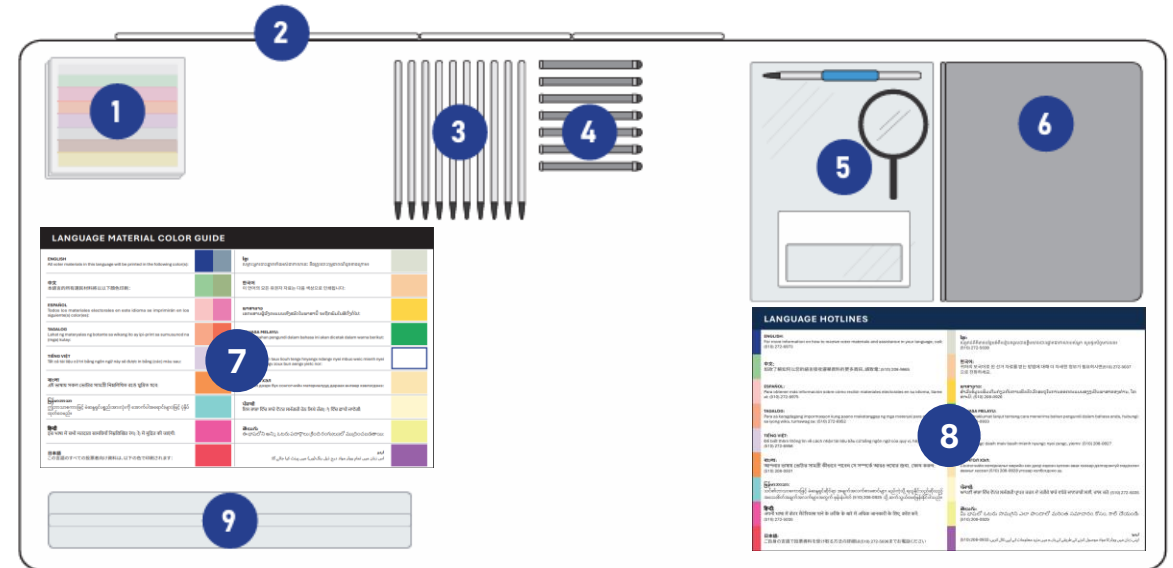
RECOMMENDED: For 11-day Vote Centers, set up another Poll Pad table starting on the Saturday before Election Day. For 4-day Vote Centers, set up another Poll Pad table from the first day of voting.



OFFICIAL TABLE DIAGRAM

POLL PAD OPERATOR TABLE

1. Voter Fraud Telephone Cards
2. American Sign Language (ASL) Interpretation Available Sign
3. Pens
4. Touchscreen Stylus
5. Accessible Supplies (Magnifier, Pen with Grip, Signature Guides)
6. Help America Vote Act (HAVA) Binder
7. Language Color Guide Sign on stand display
8. Language Hotline Sign with stand
9. Youth Voting VIG and Facsimile Ballot Sign on 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

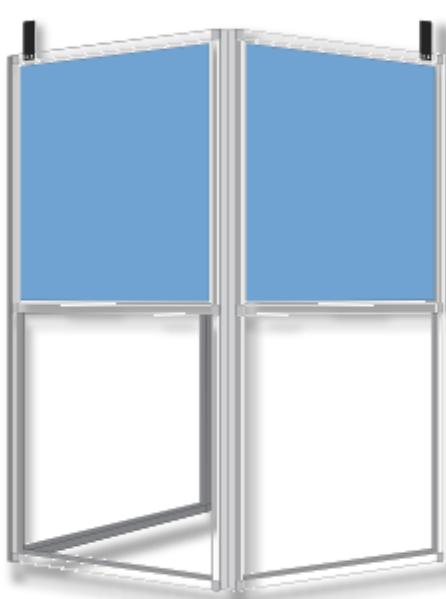
1. While at the Vote Center, **WRITE** the Vote Center Location number on one (1) of each of the labels of the colored bags.
 - Gray Voided/Surrendered Vote by Mail Ballots Bag
 - Purple Spoiled Ballots Bag
 - Teal Unscanned Voted Ballots Bag
 - Lime Bag
2. **SEAL** the Lime Bag's zipper with a White Security Seal.
3. **RETURN** to the Official Ballots Delivery Cart after labeling.



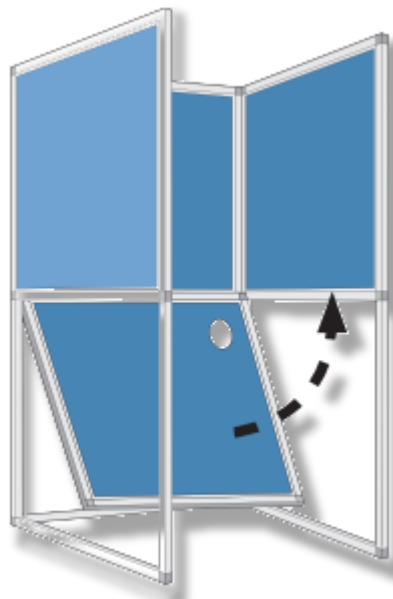
FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

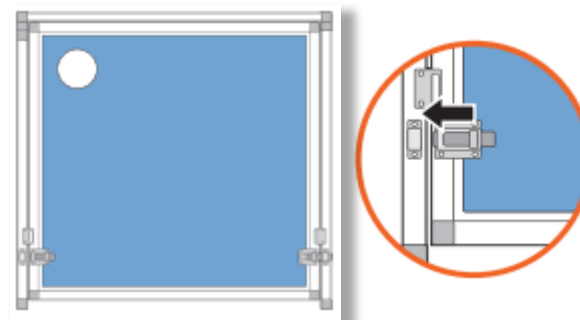
SET UP TOUCHSCREEN VOTING BOOTH



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.

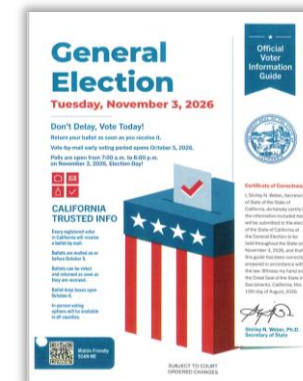
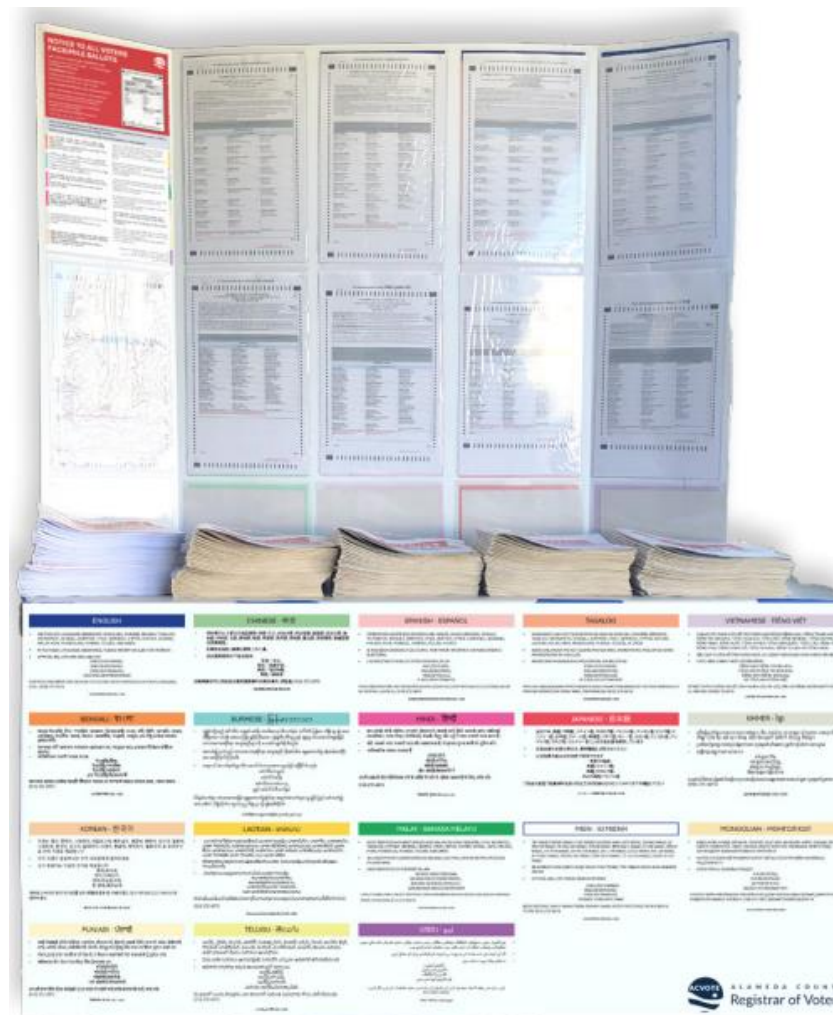
FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

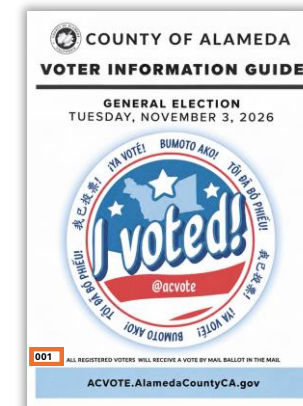
INDOOR SETUP

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

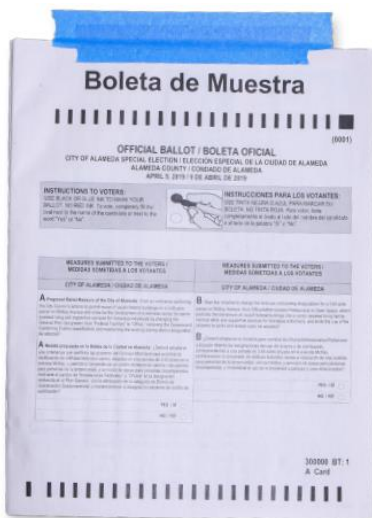
NOTE: Make sure there are 5 of the provided VIGs in each language displayed on the table at all times. Replenish the VIGs as necessary. The Ballot Type is located on the lower left side of the VIG (e.g. 001, 002, etc.)

FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

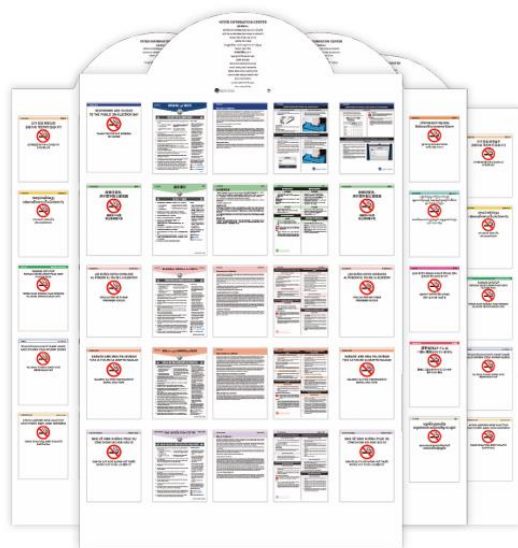
POST INSIDE SIGNS

SPANISH SAMPLE BALLOT



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

VOTER INFORMATION CENTER (VIC)



- **PLACE** anywhere inside Vote Center.

EARLY BALLOT PICK UP



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

TAMPER WARNING



- **PLACE** anywhere inside Vote Center.

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

FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES

POST INSIDE SIGNS

SCROLL UP/DOWN INSTRUCTIONS



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

ASL INTERPRETATION AVAILABLE



- **PLACE** signage about interpreting services at the entrance of the Vote Center and at the Poll Pad Operator Table.

VOTER FRAUD INFORMATION NOTICE



- **PLACE** anywhere inside Vote Center.

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

RANKED-CHOICE VOTING (RCV) INFORMATION CENTER



- **PLACE RCV** Information Center (2 total) anywhere inside the Vote Center.
- **PLACE** RCV Information pamphlets in the 6 plastic holders on a 4-foot table, beside the RCV Information Center. **REMOVE** any rubber bands holding the pamphlets together.

NOTE: Make sure there are RCV Information pamphlets in each language in the plastic holders at all times. Replenish the pamphlets as necessary.

- Each plastic holder has pockets for 6 languages.
- The RCV Information pamphlets and plastic holders can be found in the Official Ballots Delivery Cart

- **TAPE** the RCV Information Notice signs (found in the Opening Polls Supply Box) on the edge of the table, facing out.

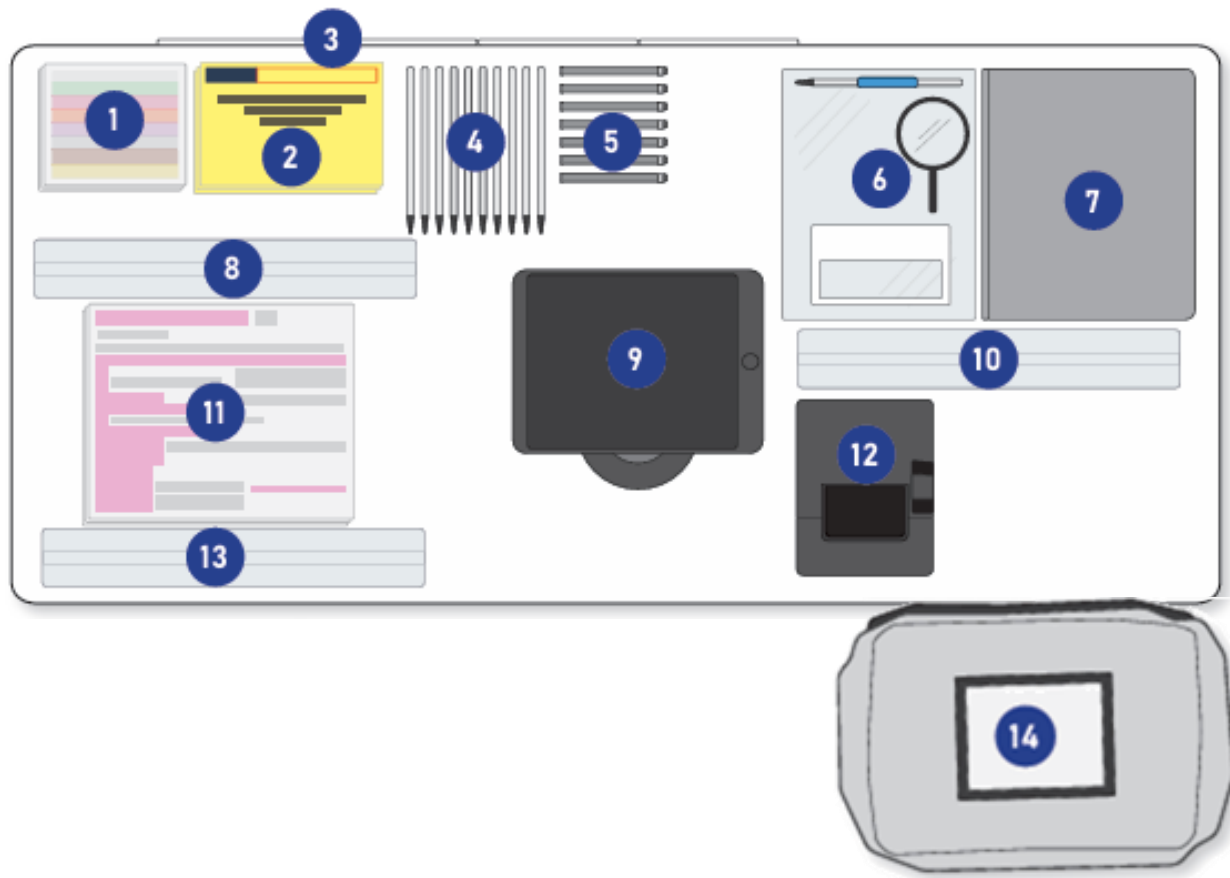
NOTE: All signs must be visible and easily accessible to Voters and Observers.

OPENING

OPENING

OFFICIAL TABLE DIAGRAM

POLL PAD OPERATOR TABLE



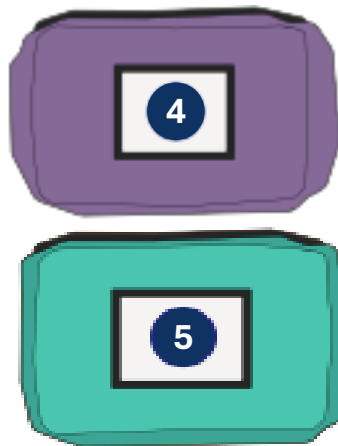
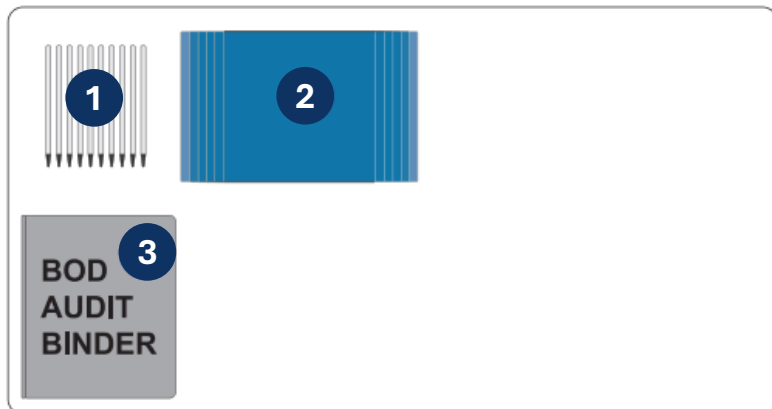
1. Voter Fraud Telephone Cards
2. Replacement Vote by Mail Envelopes
3. American Sign Language (ASL) Interpretation Available Sign
4. Pens
5. Touchscreen Stylus
6. Accessible Supplies (Magnifier Sheet, Pen with Grip, Signature Guides, Magnifying Glass)
7. Help America Vote Act (HAVA) Requirements Binder
8. Language Color Guide Sign on stand display
9. Electronic Poll Pad
10. Language Hotline Sign with stand
11. Conditional Provisional Registration Forms
12. Poll Pad Ballot Form Printer
13. Youth Voting VIG and Facsimile Ballot Sign on stand
14. 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

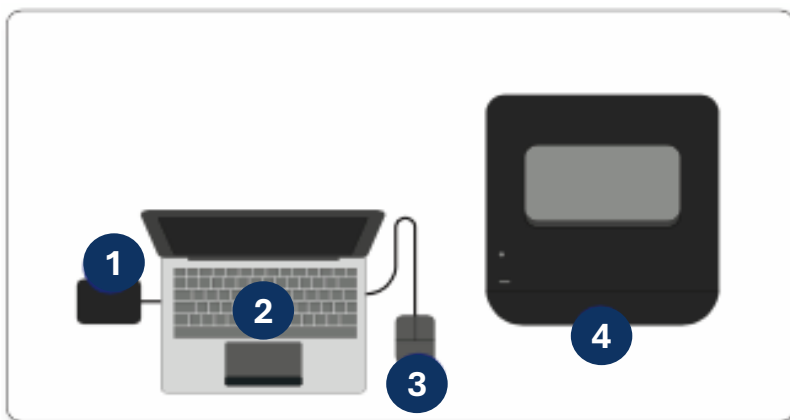
OFFICIAL TABLE DIAGRAM

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 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.**

TURQUOISE OFFICIAL BALLOTS BAG



1. RETRIEVE a Turquoise Official Ballots Bag, a bin, a cable, and padlock with key. **PLACE** these items on a 4-foot table.

2. OPEN the top flap of the bag.



3. LIFT the bag upright.

4. SECURE the metal frame to the Velcro strips on each side inside the bag.



5. PLACE the bin next to the bag.



6. THREAD the cable through the loop at the bottom back of the bag, and through the legs of the table.

7. SECURE the cable with the padlock and key. **STORE** the key in the Captain Box for use.

8. The Turquoise Official Ballots Bag and bin are now ready for inspection by the first voter.

FEATHER SIGNS



- **PLACE** a set beside the entrance of the Vote Center.

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



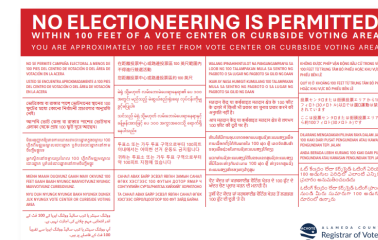
- **PLACE** outside the Vote Center pointing towards an accessible entrance, pointing in the direction of the Vote Center.
- The Accessible Entrance A-Frame should be placed in a location that helps Voters locate an accessible path of travel, including a ramp.

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



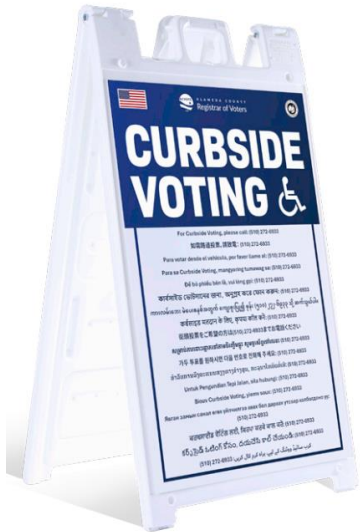
- **POST** 100 feet (or 40 steps) in each direction from the main entrance of the Vote Center and the area of Curbside Voting.

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

OPENING

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



VOTE CENTER HOURS



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 Bag (including bin)*
- 5. PLACE** the bin inside the Turquoise Official Ballots Bag (as seen on image right). **ZIP** the top flap closed. **ENSURE** the back flap is also zipped closed.
- 6. THE DEMONSTRATION OFFICER CLOSES & SECURES** each Trolley/Bag with a **White Security seal**.
- 7. 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.

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:

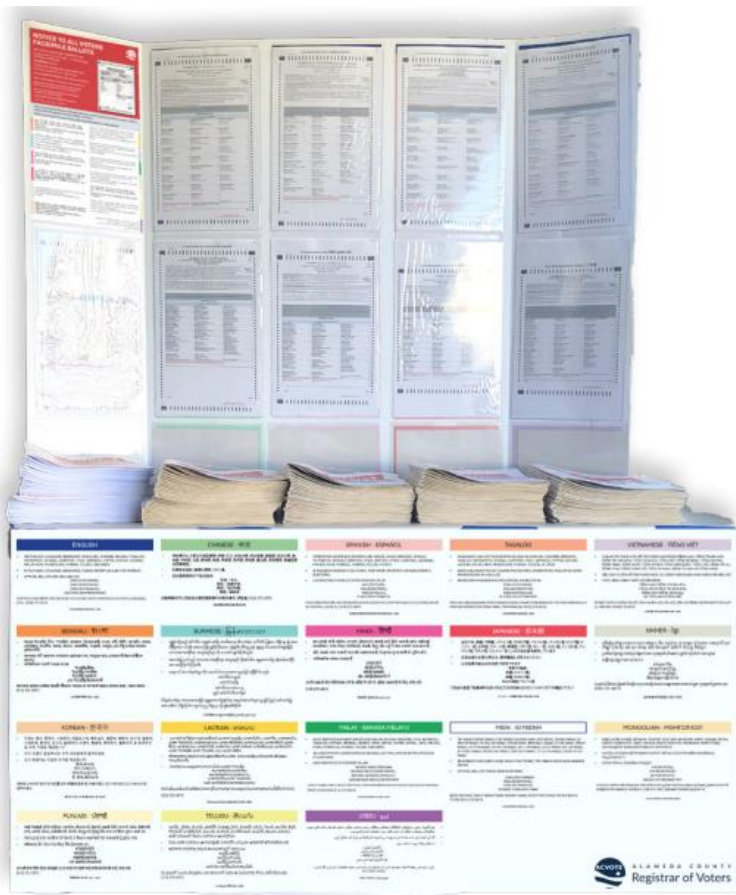
1. **DO NOT ASK** about or mention a Voter's disability.
2. Etiquette Guidelines regarding Disability Sensitivity at the Polls are available in the Election Worker Guide.
3. **FACILITATE** assistance from other Election Workers.

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 SCENARIOS

VOTE BY MAIL VOTERS

IN-PERSON VBM VOTER

NOTE: A Voter may carry in the Official Ballot they received in the mail, check in, and cast it without using the return envelope.



Alameda County
1ST CONGRESSIONAL
CHURCH OF ALAMEDA

GO BACK

If Voter Needs Assistance

WASHINGTON, GEORGE
DOB: 07/04/1976 - Party: Democratic
101 MAIN ST, ALAMEDA, CA, 94501
Precinct 101

CONTINUE

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 Inspector Cell Phone to call Language Hotline for assistance. Refer to Cell Phone contacts on back page of Election Worker Guide.

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.

BOD Officer Ballot Cards Index

#	Precinct	Ballot Type	Card Count
1	200100	BT010	5
2	200200	BT010	5
3	201400	BT010	5
4	202200	BT010	5
5	202300	BT011	5
6	202400	BT011	5
7	203100	BT012	5
8	203200	BT012	5
9	203800	BT012	5
10	203880	BT012	5
11	203890	BT012	5
12	204210	BT012	5
13	204310	BT013	5
14	204900	BT011	5
15	205200	BT013	5
16	205700	BT013	5
17	206200	BT013	5
18	206900	BT010	5
19	207000	BT013	5
20	207200	BT009	5
21	207300	BT010	5
22	208010	BT010	5
23	208050	BT010	5
24	208510	BT013	5
25	208690	BT012	5
26	208800	BT013	5

1. **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.

2. **CONFIRM** that the election name and date printed on the ballot cards are for this election. Only cards from this election can be deposited in the Turquoise Official Ballots Bag.

3. **VERIFY** that the Voter has brought the correct precinct ballot by checking the voter's information on the Poll Pad.

NOTE: 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. FOLLOW the regular paper or Touchscreen procedures.

4. **CONFIRM** the Voter has the correct number of card(s) using the Ballot Card Index.

NOTE: The Ballot size for this election is 8.5 inches by 16 inches.

POLL PAD SCENARIOS

VOTE BY MAIL VOTERS

IN-PERSON VBM VOTER



5. If the Voter has the correct number of cards, SCROLL DOWN the list to SELECT “VBM” under “Voting Method”.
PRESS “SUBMIT” - the screen will indicate the Voter is “Processed Successfully”.



6. The Ballot Form will print.
7. If the Voter needs to mark their in-person VBM Ballot, **DIRECT VOTER** to a Voting Booth. **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 Bag. The Demonstration Officer will check that the Voter is depositing only one set of ballot cards.
8. 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.

VOTE BY MAIL VOTERS

IN-PERSON VBM VOTER

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

IF THERE ARE DUPLICATE CARDS:

- 1. 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. **OFFER** to take the duplicate card(s), **WRITE** “VOID” on them, and place them in the Gray Voided/Surrendered Vote by Mail Ballots Bag.
- 2.** After the Voter has chosen one set of Ballot Cards to use, **SCROLL DOWN** the list on the Poll Pad to **SELECT** “VBM” under “Voting Method”. **PRESS** “SUBMIT” - the screen will indicate the Voter is “Processed Successfully”. The Ballot Form will print. If the Voter needs to mark their in-person VBM Ballot, **DIRECT VOTER** to a Voting Booth. 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 Bag. The Demonstration Officer will check that the Voter is depositing only one set of ballot cards.
- 3. If the Voter is unable to choose one set of Ballot Cards to vote, PRESS** “START OVER” to cancel the process.

VOTE BY MAIL VOTERS

IN-PERSON VBM VOTER

IF LESS THAN THE FULL AMOUNT:

GIVE VOTER the following options:

a. CAST their Ballot as is.

If the Voter chooses this option, SCROLL DOWN the list on the Poll Pad to **SELECT** "VBM" under "Voting Method". **PRESS** "SUBMIT" - the screen will indicate the Voter is "Processed Successfully". The Ballot Form will print. If the Voter needs to mark their in-person VBM Ballot, **DIRECT VOTER** to a Voting Booth. Once 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 Bag. The Demonstration Officer will check that the Voter is depositing only one set of ballot cards.

b. OFFER a paper Ballot.

If the Voter chooses a paper Ballot, INFORM VOTER: "Since some of your Ballot cards are missing, we can take the Vote by Mail Ballot you have and issue you a new set. **WRITE** "VOID" on the Voter's existing ballot cards and place them in the Gray Voided/Surrendered Vote by Mail Ballots Bag. **SCROLL DOWN** the list on the Poll Pad to **SELECT** "Paper" under "Voting Method". **PRESS** "SUBMIT" - the screen will indicate the Voter is "Processed Successfully". The Ballot Form will print. **GIVE** the Ballot Form directly to the Ballot On Demand (BOD) Operator. **INFORM VOTER** to proceed to the BOD Operator as their new set of Ballot card(s) print(s)

c. OFFER a Touchscreen Ballot.

If the Voter chooses a Touchscreen ballot, OFFER to take the existing Vote by Mail Ballot card and **WRITE** "VOID" on the Voter's existing Vote by Mail ballot cards and place them in the Gray Voided/ Surrendered Vote by Mail Ballots Bag. **SCROLL DOWN** the list on the Poll Pad to **SELECT** "Touchscreen" under "Voting Method". **PRESS** "SUBMIT" - the screen will indicate the Voter is "Processed Successfully". The Ballot Form will print. **INFORM VOTER** to give the form to one of the Demonstration Officers to activate their Ballot. **REMIND VOTER** that the Secrecy Sleeve is used to keep their printed Ballot private as they deposit it into the Turquoise Official Ballots Bag.

VOTE BY MAIL VOTERS

CONFIDENTIAL VOTER

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.

OFFICIAL TABLE

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

ENGLISH/CHINESE

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
有條件/臨時選票/選民登記表

TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫

Instructions for the Worker:
1. There is a space for the voter's name and address.
2. There is a space for the voter's date of birth and sex.
3. There is a space for the voter's race and ethnicity.
4. There is a space for the voter's signature.
5. There is a space for the voter's date of registration.
6. There is a space for the voter's date of expiration.
7. There is a space for the voter's date of renewal.
8. There is a space for the voter's date of cancellation.
9. There is a space for the voter's date of re-registration.

VOTED BALLOT ENCLOSED - 已將選票封入票袋

TO BE COMPLETED BY VOTER - IMPORTANT! READ INFORMATION ON OTHER SIDE - 由選民填寫 - 請閱讀背面說明

Instructions for Voter:
1. Fill in your name and address.
2. Fill in your date of birth and sex.
3. Fill in your race and ethnicity.
4. Sign your name in the space provided.
5. Fill in your date of registration.
6. Fill in your date of expiration.
7. Fill in your date of renewal.
8. Fill in your date of cancellation.
9. Fill in your date of re-registration.

GREEN

ENGLISH/SPANISH

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

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJOADOR ELE

Instructions for the Worker:
1. There is a space for the voter's name and address.
2. There is a space for the voter's date of birth and sex.
3. There is a space for the voter's race and ethnicity.
4. There is a space for the voter's signature.
5. There is a space for the voter's date of registration.
6. There is a space for the voter's date of expiration.
7. There is a space for the voter's date of renewal.
8. There is a space for the voter's date of cancellation.
9. There is a space for the voter's date of re-registration.

VOTED BALLOT ENCLOSED - 已將選票封入票袋

TO BE COMPLETED BY VOTER - IMPORTANT! READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL

Instructions for Voter:
1. Fill in your name and address.
2. Fill in your date of birth and sex.
3. Fill in your race and ethnicity.
4. Sign your name in the space provided.
5. Fill in your date of registration.
6. Fill in your date of expiration.
7. Fill in your date of renewal.
8. Fill in your date of cancellation.
9. Fill in your date of re-registration.

PINK

ENGLISH/TAGALOG

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
KURUMPLETANG NG MANGGAGAWA SA POTOHAN

TO BE COMPLETED BY POLL WORKER - KURUMPLETANG NG MANGGAGAWA SA POTOHAN

Instructions for the Worker:
1. There is a space for the voter's name and address.
2. There is a space for the voter's date of birth and sex.
3. There is a space for the voter's race and ethnicity.
4. There is a space for the voter's signature.
5. There is a space for the voter's date of registration.
6. There is a space for the voter's date of expiration.
7. There is a space for the voter's date of renewal.
8. There is a space for the voter's date of cancellation.
9. There is a space for the voter's date of re-registration.

VOTED BALLOT ENCLOSED - 已將選票封入票袋

TO BE COMPLETED BY VOTER - IMPORTANT! READ INFORMATION ON OTHER SIDE - KURUMPLETANG NG MANGGAGAWA SA POTOHAN

Instructions for Voter:
1. Fill in your name and address.
2. Fill in your date of birth and sex.
3. Fill in your race and ethnicity.
4. Sign your name in the space provided.
5. Fill in your date of registration.
6. Fill in your date of expiration.
7. Fill in your date of renewal.
8. Fill in your date of cancellation.
9. Fill in your date of re-registration.

SALMON

ENGLISH/VIETNAMESE

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
LÀ PHƯƠNG SỬ DỤNG XỬ LÝ SỰ PHẠM LỖ TRONG SỰ ĐĂNG KÝ BẦU CỬ

TO BE COMPLETED BY POLL WORKER - PHẢI BỨC NHẬN THÀNH BỐ NHÂN VIÊN PHÒNG PHỤ

Instructions for the Worker:
1. There is a space for the voter's name and address.
2. There is a space for the voter's date of birth and sex.
3. There is a space for the voter's race and ethnicity.
4. There is a space for the voter's signature.
5. There is a space for the voter's date of registration.
6. There is a space for the voter's date of expiration.
7. There is a space for the voter's date of renewal.
8. There is a space for the voter's date of cancellation.
9. There is a space for the voter's date of re-registration.

VOTED BALLOT ENCLOSED - 已將選票封入票袋

TO BE COMPLETED BY VOTER - IMPORTANT! READ INFORMATION ON OTHER SIDE - PHẢI BỨC NHẬN THÀNH BỐ NHÂN VIÊN PHÒNG PHỤ

Instructions for Voter:
1. Fill in your name and address.
2. Fill in your date of birth and sex.
3. Fill in your race and ethnicity.
4. Sign your name in the space provided.
5. Fill in your date of registration.
6. Fill in your date of expiration.
7. Fill in your date of renewal.
8. Fill in your date of cancellation.
9. Fill in your date of re-registration.

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

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
有條件/臨時選票/選民登記表

TO BE COMPLETED BY POLL WORKER - 由投票站工作人員填寫

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

VOTED BALLOT ENCLOSED
To Be Completed by the Voter (Important: Read Information on the Back of the Ballot)

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

1. Name (Name)
2. Address (Address)
3. Date of Birth (Date of Birth)
4. Signature (Signature)
5. Residential Address (Residential Address)
6. Driver's License Number (Driver's License Number)
7. Voter Registration Number (Voter Registration Number)
8. Reason for Voting (Reason for Voting)
9. Reason for Not Voting (Reason for Not Voting)

GREEN

ENGLISH/ SPANISH

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

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR DE LA BOLETA

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

VOTED BALLOT ENCLOSED
To Be Completed by the Voter (Important: Read Information on the Back of the Ballot)

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

1. Name (Nombre)
2. Address (Dirección)
3. Date of Birth (Fecha de Nacimiento)
4. Signature (Firma)
5. Residential Address (Dirección Residencial)
6. Driver's License Number (Número de Licencia de Conducir)
7. Voter Registration Number (Número de Registro de Votante)
8. Reason for Voting (Razón para Votar)
9. Reason for Not Voting (Razón para No Votar)

PINK

ENGLISH/ TAGALOG

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
KONDISYONAL NA PANSAYATANG BALOTA/FORM NG PAGPAPAREHISTO NG BOTE

TO BE COMPLETED BY POLL WORKER - KUKUMPLETAWIN NG MAHONGGASAWAL SA BOTE

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

VOTED BALLOT ENCLOSED
To Be Completed by the Voter (Important: Read Information on the Back of the Ballot)

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

1. Name (Pangalan)
2. Address (Addressa)
3. Date of Birth (Petsa ng Kapanganakan)
4. Signature (Sulat)
5. Residential Address (Addressa Residencial)
6. Driver's License Number (Numero ng Lisensya ng Pagmamayagapay)
7. Voter Registration Number (Numero ng Pagpaparehistro ng Bote)
8. Reason for Voting (Rason para Votar)
9. Reason for Not Voting (Rason para Hindi Votar)

SALMON

ENGLISH/ VIETNAMESE

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
LÀ PHIẾU CỬ TRI LẠM/LÀ PHIẾU LẠM THỜI/PHIẾU ĐƠN GHI DANH CỬ TRI

TO BE COMPLETED BY POLL WORKER - PHẢI ĐƯỢC HOÀN THÀNH BỞI NHÂN VIÊN PHÒNG PHIẾU

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

VOTED BALLOT ENCLOSED
To Be Completed by the Voter (Important: Read Information on the Back of the Ballot)

Instructions for the Voter:
1. Please Print Your Name and Address.
2. Please Print Your Date of Birth.
3. Please Print Your Signature.
4. Please Print Your Residential Address.
5. Please Print Your Driver's License Number (if applicable).
6. Please Print Your Voter Registration Number (if applicable).
7. Please Print Your Reason for Voting (e.g., I am a new resident, I am a returning resident, etc.).
8. Please Print Your Reason for Not Voting (e.g., I am not a resident, I am not a citizen, etc.).

1. Name (Họ và Tên)
2. Address (Địa chỉ)
3. Date of Birth (Ngày sinh)
4. Signature (Chữ ký)
5. Residential Address (Địa chỉ cư trú)
6. Driver's License Number (Số giấy phép lái xe)
7. Voter Registration Number (Số đăng ký cử tri)
8. Reason for Voting (Lý do đi bầu)
9. Reason for Not Voting (Lý do không đi bầu)

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

VOTER TYPES & BALLOT PROCESS

REGULAR / IN-PERSON VOTER

Sign On



Poll Pad

Deposit Ballot



VBM VOTER

Sign On



REPLACEMENT / VBM ENVELOPE

Deposit Ballot



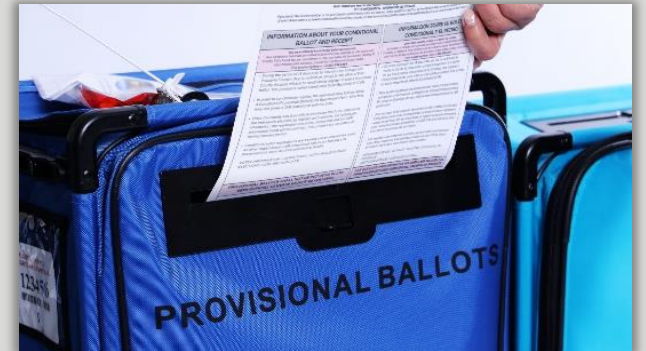
CONDITIONAL/PROVISIONAL VOTER

Sign On



CPR Form

Deposit Ballot



DEMONSTRATION OFFICER

DEPOSITING BALLOTS

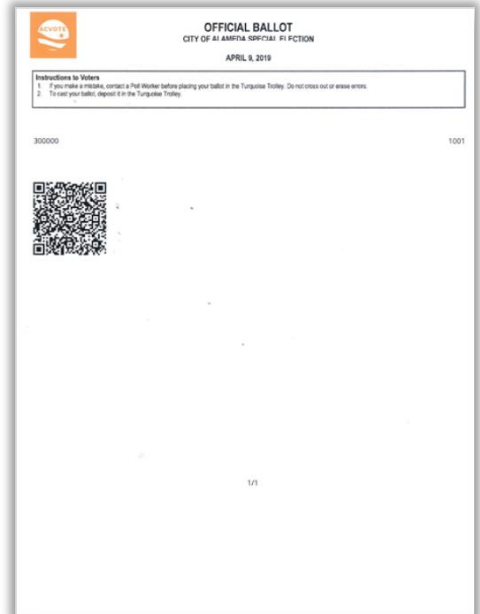
- **MONITOR** that Voters are depositing in the correct Trolleys, as follows:

TURQUOISE OFFICIAL BALLOTS BAG



FOR VOTED PRINTED PAPER AND TOUCHSCREEN BALLOTS

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



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.

If you encounter voter intimidation, 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.** 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.
- With the permission of the Registrar of Voters, a credentialed media organization may photograph or film a candidate voting at a Vote Center, as long as such activity does not interfere with voting, is not intimidating to any voters or election workers, and that the privacy of voters is not compromised.

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.
- Block entrances, exits, curbside voting, parking or accessible paths.

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.

If you encounter any media present at the Vote Center, call the Election Worker Hotline at (510) 835-7205.

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.

Overall, voters must be mindful that their ability to take “ballot selfies” is not without limits. The voting process must be private and free from any form of intimidation or coercion.

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.

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.

BODY LANGUAGE

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?”

Instead Of:	Say...
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 & 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.

LAW ENFORCEMENT OFFICERS AT THE VOTE CENTER

There are rules related to when law enforcement officers are permitted at Vote Centers.

If law enforcement officers enter the Vote Center, call the Election Worker Hotline at (510) 835-7205.

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.

ROVER PROCEDURE

AFTERNOON PICK-UP

ELECTION DAY ONLY

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.



TURQUOISE OFFICIAL BALLOTS BAG



1. **CLOSE & SEAL** the deposit slot on Bag with a White Security Seal. Then SET ASIDE for Rover.

2. **ROVER SCANS** the Turquoise Official Ballots Bag.

3. **REPLACE** Turquoise Official Ballots Bag with another Turquoise Official Ballots Bag by 3:00 PM on Election Day.

4. **PERFORM 1ST VOTER PROCEDURE*** for the **Turquoise Official Ballots Bag and Bin**. *As required by the California Secretary of State, the first Voter to vote after the replacement Bag is set up must verify the Bag is empty.

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

CLOSING

ROVER PICK UP

DAILY

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

★ **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. **CLOSE & SEAL** the deposit slot on Bag with a White Security Seal. Then **SET ASIDE** for Rover.

NOTE: If there are any voted **Vote Center Ballots** in the **Teal Unscanned Voted Ballots Bag**, **PLACE** entire bag into the **Turquoise Official Ballots Bag**. **SEAL** the **Turquoise Official Ballots Bag** with a white security seal.

2. **ROVER SCANS** the **Turquoise Official Ballots Bag**.

3. **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.

GIVE ROVER:

- Turquoise Official Ballots Bag
- Yellow Vote by Mail Ballots & Blue Provisional Ballots Trolley

2 PERSON RULE



Any two (2) Election Workers



CLOSING

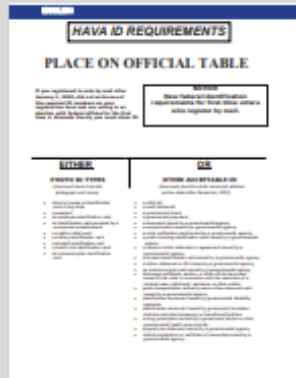
PACKING CAPTAIN SUPPLY BOX

ELECTION NIGHT

ELECTION WORKER GUIDE

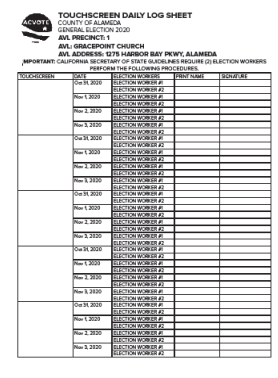
181

HAVA ID REQUIREMENTS BINDER



The binder cover features the title 'HAVA ID REQUIREMENTS' in a blue box at the top. Below it, the text 'PLACE ON OFFICIAL TABLE' is prominently displayed. The page is divided into two main sections: 'GENERAL' on the left and 'ID' on the right. The 'ID' section includes a list of acceptable forms of identification, such as a valid driver's license, a valid state ID card, a valid passport, and a valid military ID card. It also lists unacceptable forms of identification, such as a photocopy, a temporary license, and a license with a suspension. The bottom of the page contains a section for 'ADDITIONAL INFORMATION' with a list of questions and answers regarding the requirements.

TOUCHSCREEN DAILY LOG SHEET



The log sheet is titled 'TOUCHSCREEN DAILY LOG SHEET' and 'COUNTY OF ALAMEDA'. It includes a header for 'AVI RESCUE CHURCH' and 'AVI ADDRESS: 175 HARBOR BAY PKWY, ALAMEDA'. The sheet is designed for recording the activities of election workers on a daily basis. It features a grid with columns for 'DATE', 'TIME', 'LOCATION', and 'ACTIVITY'. The grid is divided into sections for 'ELECTION WORKER #1' and 'ELECTION WORKER #2'. The bottom of the sheet contains a section for 'ADDITIONAL INFORMATION' with a list of questions and answers regarding the requirements.

SECURITY SEALS ENVELOPE



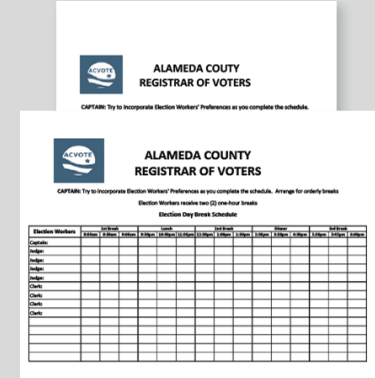
The envelope is yellow and features the title 'SECURITY SEALS ENVELOPE' in bold black letters. It includes a header for 'PROJECT #' and 'ELECTION DATE'. The envelope is designed for storing and transporting security seals. It features a large central pocket for the seals and a smaller pocket for the 'SEALED VERIFICATION FORM'. The bottom of the envelope contains a section for 'ADDITIONAL INFORMATION' with a list of questions and answers regarding the requirements.

VOTE CENTER BALLOT INDEX



The index is titled 'Official Vote Center Ballots Index' and is designed for tracking the distribution of ballots at a vote center. It features a table with columns for 'Ballot Type', 'Language', 'Ball Count', and 'Box Number'. The table is divided into sections for 'Ballot Type 1', 'Ballot Type 2', 'Ballot Type 3', 'Ballot Type 4', and 'Ballot Type 5'. Each section contains a list of ballot types and their corresponding counts. The bottom of the index contains a section for 'ADDITIONAL INFORMATION' with a list of questions and answers regarding the requirements.

BREAK SCHEDULES



The break schedules are provided by the Alameda County Registrar of Voters. They include a 'CAPTAIN: Try to incorporate Election Worker Preferences as you complete the schedule.' and a 'CAPTAIN: Try to incorporate Election Worker Preferences as you complete the schedule. Arrange for orderly breaks. Election Workers receive two (2) one-hour breaks.' The schedules are designed for tracking the breaks of election workers. They feature a table with columns for 'Election Workers', 'Break Type', 'Break Time', and 'Break Location'. The table is divided into sections for 'Election Workers 1' through 'Election Workers 10'. Each section contains a list of election workers and their corresponding break times and locations. The bottom of the schedules contains a section for 'ADDITIONAL INFORMATION' with a list of questions and answers regarding the requirements.

SEAL VERIFICATION FORMS



The forms are titled 'SEAL VERIFICATION FORM' and are designed for verifying the integrity of the election process. They include a header for 'COUNTY OF ALAMEDA' and 'ELECTION DATE'. The forms are divided into two main sections: 'RED SECURITY SEAL' and 'BLUE SECURITY SEAL'. Each section contains a list of questions and answers regarding the requirements for sealing the election process. The bottom of the forms contains a section for 'ADDITIONAL INFORMATION' with a list of questions and answers regarding the requirements.

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** 19
- 2. LANGUAGE HOTLINE** 111
- 3. VIDEO CALLING** 112

CRADLEPOINT & POLL PAD

- 1. OPENING** 46 – 52
- 2. OPERATING** 90 – 110 & 113 – 116
- 3. CLOSING** 170 – 172

BALLOT ON DEMAND

- 1. OPENING** 53 – 56
- 2. OPERATING** 119-121 & 126-129
- 3. CLOSING** 173

VIG ON DEMAND

- 1. OPENING** 57 – 59
- 2. OPERATING** 122 – 123
- 3. CLOSING** 174 – 175

TOUCHSCREEN

- 1. OPENING** 64 –68 / 75-82
- 2. OPERATING** 145 – 148
- 3. CLOSING** 189 – 193