

ELECTION WORKER GUIDE

NOVEMBER 8, 2022
GENERAL ELECTION



REVISION: VC20221007-01

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

ALAMEDA COUNTY
Registrar of Voters



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WHO TO CALL

NEED ASSISTANCE?

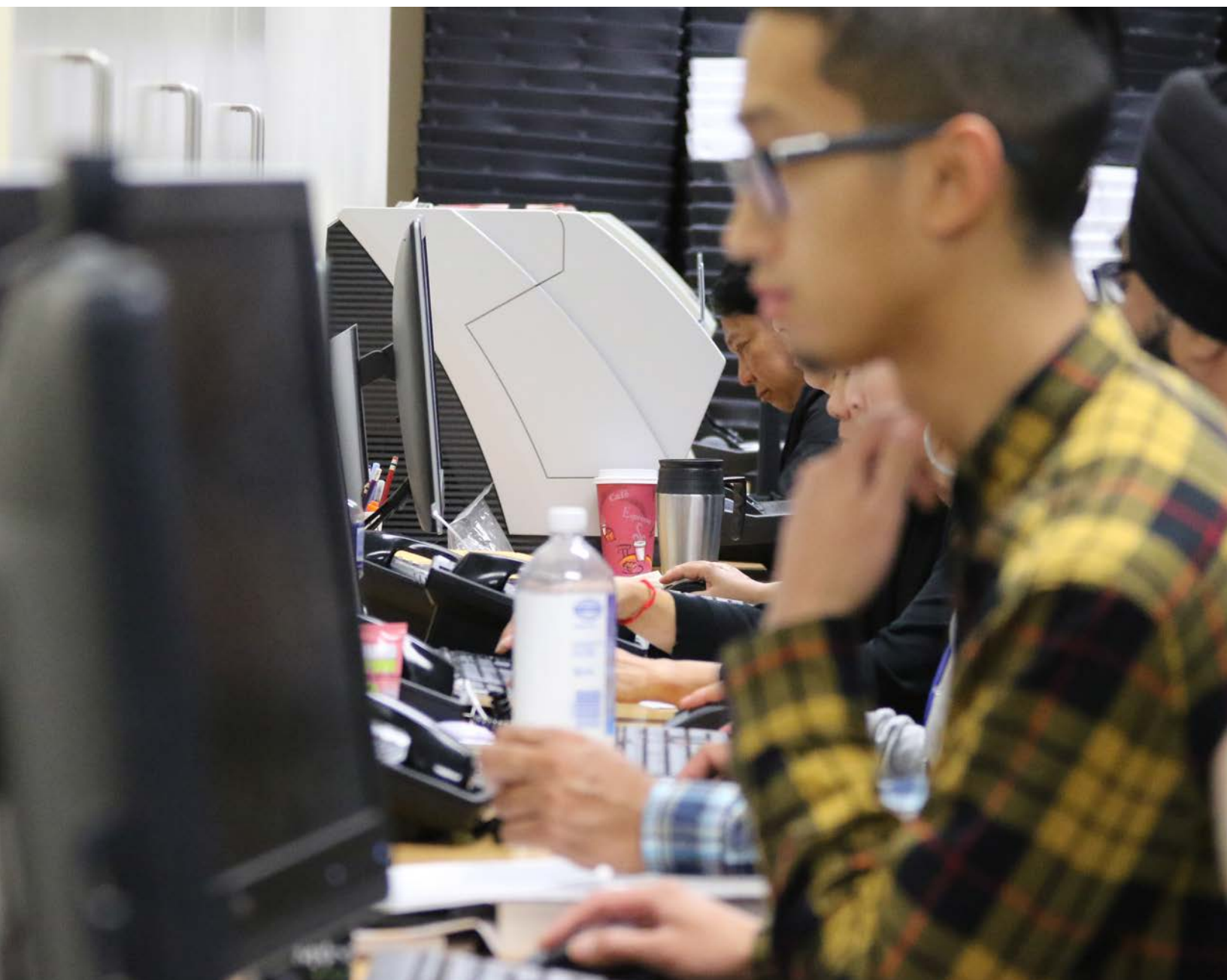
FOR URGENT ELECTION WORKER QUESTIONS:

- **Election Worker Hotline: (510) 835-7205**

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

FOR VOTER QUESTIONS:

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



WELCOME

ELECTION WORKER ETIQUETTE

ATTENTION ALL ELECTION WORKERS!

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

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

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

THANK YOU FOR SERVING AS AN ELECTION WORKER!

SERVING THE COMMUNITY

VOTER BILL OF RIGHTS

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

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

VOTER ASSISTANCE: ACCESSIBILITY ASSISTANCE

The **Americans with Disabilities Act (ADA)** and **Help America Vote Act (HAVA)** require that assistance, equipment, and voting machines be provided to make the voting process available to Voters with a range of needs. For more information on working with Voters requiring assistance, refer to the ***Voters with Disabilities: Sensitivity at the Polls*** (pg. 123) of the Election Worker Guide.

INTRODUCTION

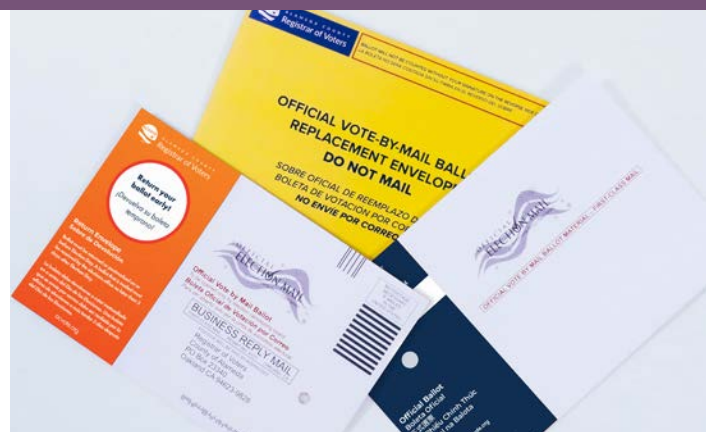
INTRODUCTION

INTRODUCTION

WHAT'S NEW

VOTE BY MAIL:

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



VOTE CENTERS:

- All Vote Centers will be open for the three (3) days for Early Voting and on Election Day. Twenty (20) select locations will be open for ten (10) days for Early Voting and on Election Day
- Available to all Voters that want to vote or drop off their Vote by Mail Ballot, as well as Voters that need assistance, or if damaged or lost Vote by Mail Ballots
- No need to surrender Vote by Mail materials to vote
- Voting hours are 9 am to 5 pm during days for Early Voting and 7 am to 8 pm on Election Day



NEW VOTING EQUIPMENT:

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



CONDITIONAL PROVISIONAL REGISTRATION FORM:

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



INTRODUCTION

COVID-19 SAFETY PROTOCOL

COVID-19 & YOU

KNOWING WHEN YOU ARE SICK

Election Workers should stay home and contact the Election Worker Recruiting Department.

- If you are not feeling well or have any symptoms of COVID-19 or other illnesses: frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, and/or recent loss of taste or smell.
- If you or someone you live with has been diagnosed with COVID-19.

STAYING HEALTHY PRIOR TO SERVICE

There are many things you can do to prevent yourself and others from becoming sick. These include:

- Self-screening including temperature and symptom checks.
- Seeking medical attention if the symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Frequent handwashing, scrubbing with soap and water for at least twenty (20) seconds.
- Using hand sanitizer with at least 70% isopropyl alcohol when hand washing with soap and water is not an option.
- Practicing physical distancing of at least six (6) feet both at work and away from work.
- Avoiding touching of your eyes, nose, or mouth.
- Wearing a face covering over your mouth and nose when you go out.

HANDLING VOTERS SAFELY

There are several key points where Election Workers interact with voters at the Vote Center, including upon arrival, at check-in, and while moving throughout the routine voting process. In addition, there will be critical points of interaction, and special processes, when assisting Voters with special requirements, such as Accessible Curbside Voters and Voters not wearing a face covering. With the new challenges of physical distancing and ensuring the Vote Center is as safe as possible for all, it is important that safety and clear communications be at the forefront of all of our interactions.

1. The first stop for Voters, and maybe point of closest contact, will be check-in. Provide the voter with a pair of disposable gloves and minimize proximity by asking the Voter to remain six (6) feet away, and only step forward when procedures require.
2. When the Voter is ready to vote on the Ballot Marking Touchscreen or has their printed Paper Ballot, direct them to an open voting booth and indicate a path that keeps them distanced from other Voters. Also indicate the appropriate path from the Voting Booth to where they will deposit their Voted Ballot.
3. If there is a line, remind Voters to keep a distance of six (6) feet between them and the next Voter in line, and to stand on any floor markings to maintain a distance of six (6) feet.
4. In the event a Voter needs assistance, maintain proper distance while the issue is being addressed.
5. When the Voter is finished marking their ballot, ask the Voter to insert their own Ballot into the appropriate trolley.
6. Prior to the Voter leaving the Vote Center, place an "I Voted" sticker on a surface where the voter can pick it up without touching other stickers.
7. Ask the Voter to dispose of their gloves, and then use hand sanitizer then direct the Voter to the best exit.

PERSONAL PREVENTION IN THE VOTING SITE

Once inside the Vote Center, there are many precautions that you should take to keep yourself and others as safe as possible. These precautions include:

- Practicing physical distancing by staying at least six (6) feet away from other Election Workers, Voters, and Observers.
- Avoiding touching your eyes, nose, or mouth.
- Wearing a face covering over your mouth and nose.
- Washing or sanitizing your hands frequently, including upon arrival at the Vote Center, after using the restroom, after blowing your nose or sneezing, after eating, and before leaving the Vote Center.

VOTERS WITHOUT FACE COVERINGS

A Voter may enter the Vote Center without a face covering. Many will be forgetful, or at any rate unwilling to use a face covering. Here are some simple messages to address this.

- “If you do not have one, we’d be happy to provide one!”

Voters who do not comply **STILL MUST BE ALLOWED TO VOTE**, so Election Workers must take measures that can keep the situation calm.

Remember that face coverings and physical distancing are to some degree overlapping measures, with the goal of avoiding breathing air others have exhaled. Election Workers can improve health and safety by keeping the interaction calm and maintaining distance.

Voters are likely to be reassured once they know they will be allowed to vote. Let them know:

- We do respect your right to vote, you will be allowed to vote as quickly as possible. We will need you to maintain physical distance of six (6) feet from others. Please give us a bit of time to organize the voting area to allow additional physical distance between you, our Election Workers, and other Voters.
- Calmly repeating that “you will be allowed to vote,” perhaps more than once, may help receipt of the message.

Discretely communicate to other Election Workers that a voter without a face covering will be checking in.

After checking in, the Voter can be sent to a Voting Booth at an appropriate distance from other booths.

Election Workers must be aware that other Voters may try to talk to the Voter, which could escalate the situation.

Election Workers should contact the Election Worker Hotline for guidance. In the event of an emergency contact 911 Emergency Services.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

ORGANIZING THE VOTE CENTER FOR HEALTH AND SAFETY

VOTE CENTER SETUP AND TRAFFIC FLOW

When setting up the Vote Center, careful consideration must be given for placement of stations and equipment to minimize close contact and keep people in their own “air space.” This can be done primarily through physical distancing.

Vote Center should be configured to ensure people can remain six (6) feet apart from one another, when standing or moving. An element critical to making this happen is creating a one-way circuit that traffic flows around.

1. The first-place Voters will go is the Poll Pad station, this station should be near or at the entrance.
 - Stations should be six (6) feet from each other.
2. From the check-in stations, voters next go to a Voting Booth. Booths should be placed 6 feet apart, and also 6 feet from other stations.
 - Voting Booths should be placed more deeply into the room, continuing the circular flow of traffic.
 - Sites will receive plexiglass partitions, which can block direct air flow.
3. The final station will be the completed Ballot Trolleys (Turquoise or Blue), which should be near an exit, ideally a different doorway than the entrance, or on the opposite side of the entrance.

PHYSICAL DISTANCING AND VISUAL CUES

Signs to encourage people to stay at least six (6) feet from each other.

- Floor markings will show stopping points in lines and in front of stations. Markings should be placed on the floor before the entrance to the room so that Voters stand six (6) feet from each other while they are waiting to enter the Vote Center.
- Painters tape can indicate routes from one area to another, so Voters recognize the best path that keeps them away from others.

The goal of physical distancing is to keep people far enough apart that they’re less likely to inhale air someone else breathed out.

VENTILATION

Fresh air is also helpful in combating the virus, so maximizing ventilation by keeping doors and windows open is a healthy option where possible.

CLEANING AND DISINFECTING

Routine cleaning of commonly used surfaces (at minimum every hour)

- Doorknobs
- Tables
- Poll Pads
- Ballot Marking Touchscreens
- Stylus (after each use)
- Secrecy Sleeves
- Voting Booths

Monitor cleaning and disinfecting supply inventory and notify the Captain if you foresee running out.

ELECTION OBSERVERS

As in all Elections, Observers must be accommodated. Space should be made for observation, while allotting for 6 feet of physical distancing.

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.

Interaction between Observers and others in the Vote Center should be minimized.

Observers must wear a face covering, maintain physical distancing, and observe all health guidelines.

An Observer may not have a face covering. Here are some simple messages to address this.

- “Do you have a face covering you can use?”
- “If you do not have one, we would be happy to provide one!”

If an Observer refuses to respect the rules, the Captain must notify the Election Worker Hotline immediately.

Observers are limited to:

- Two (2) Observers inside the Vote Center at a time (one (1) per campaign at a time).
- Fifteen (15) minute observation window.
- If a line of Voters is present only one 15 minute window is allowed per Observer inside the Vote Center, allowing for maximum Voter occupancy.

GUIDELINES FOR OBSERVERS

Observers are allowed to:

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

Observers are NOT allowed to:

- Talk to Voters within one hundred (100) feet of the room where voting is taking place.
- Sit at any table.
- Use cameras, video recording devices, telephones, or two-way radios.

INTRODUCTION

VOTE CENTER STAFF

WHAT MAKES UP A VOTE CENTER BOARD?

Persons appointed to serve as Election Workers for the Vote Center (CEC § 12301)



CAPTAIN

- Election Worker that leads Vote Center

JUDGES



- Election Workers that assists in Captain with leading the Vote Center

CLERKS



- Election Workers that will assist both Judges and Captain

VOTE CENTER HOURS

VOTING HOURS

EARLY VOTING: 9 AM – 5 PM

ELECTION DAY: 7 AM – 8 PM

STAFF HOURS

EARLY VOTING: 8 AM (7:30 AM, first day of Early Voting) – After Rover Pickup

ELECTION DAY: 6 AM – After Rover Pickup



SUPPLY DELIVERY BOX



OFFICIAL BALLOTS DELIVERY CART

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

INTRODUCTION

HANDS-ON TRAINING

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



ARENA CENTER
7001 Oakport Street
Oakland, CA 94621

PRE-ELECTION RESPONSIBILITIES: CAPTAIN

PRE-ELECTION RESPONSIBILITIES: CAPTAIN

CAPTAIN

CELL PHONE OPERATING INSTRUCTIONS

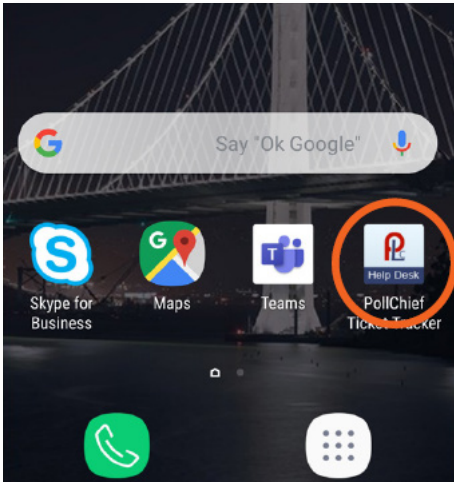
POWER ON

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

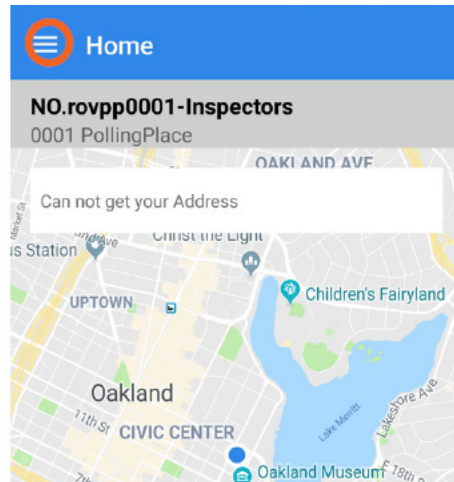
NOTE: Power on the Cell Phone upon receipt and make sure it is fully charged and working. Make sure that you have enough battery life to boot up your phone. If you are not able to turn it on, charge it for 5 MINUTES before attempting again.



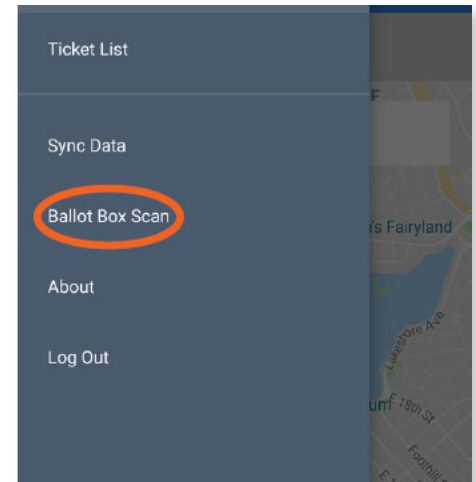
BALLOT BOX SCAN – ROVER PICKUP ONLY



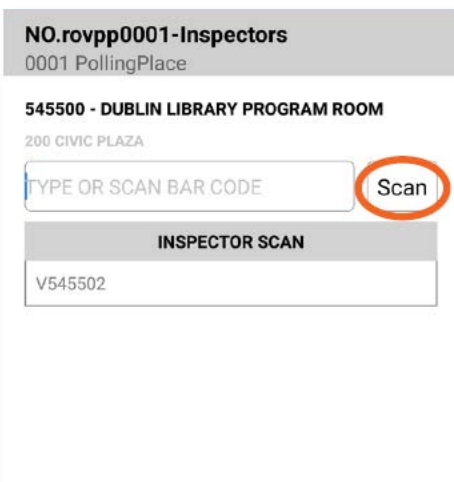
1. **OPEN** PollChief Ticket Tracker App & **SIGN IN**.



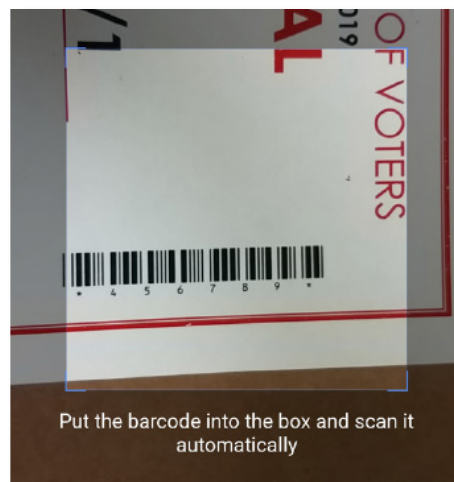
2. **SELECT** Menu.



3. **SELECT** Ballot Box Scan.



4. **SELECT** Scan.



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

CAPTAIN

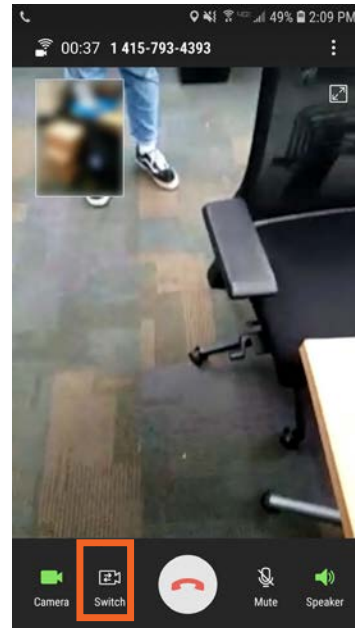
CELL PHONE OPERATING INSTRUCTIONS

VIDEO CALLING

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

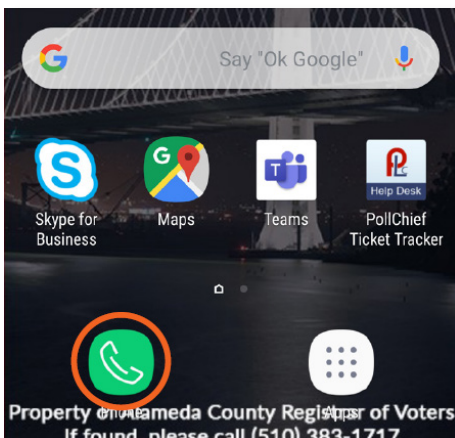


2. **SELECT** the video camera icon to switch to video either before or after accepting the call.

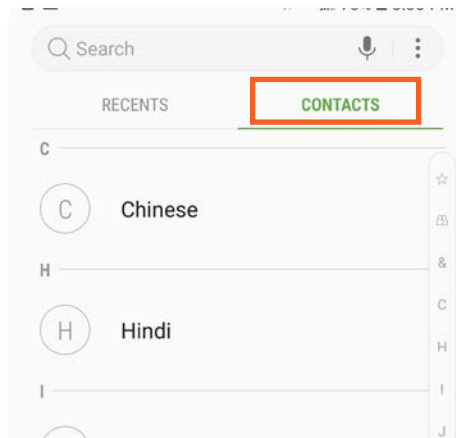


3. To switch camera (front/back), **SELECT** the icon on the bottom of your screen.

LANGUAGE HOTLINES



1. **SELECT** the green "Phone" icon.



2. **SELECT** the tab labeled "Contacts".
All available language hotlines, as well as the Election Worker Hotline, are located under that tab.

CLOSING – ELECTION DAY

1. **PLACE CELL PHONE POUCH**, along with the Poll Worker Card, inside the Captain Supply Box after scanning items for Rovers to retrieve.

DO NOT POWER OFF CELL PHONE. Phone must remain on.

TASK 1 CONFIRM ACCESS TO THE VOTE CENTER

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

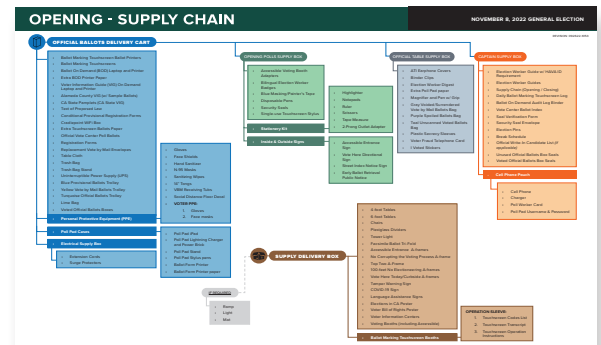
TASK 2 CONTACT ELECTION WORKERS

1. **CONFIRM** all listed Election Workers' attendance for Early Voting.
2. **VERIFY** all listed Election Workers have attended mandatory Election Worker Training.
3. **REMIND** all listed Election Workers the time and location to report for duty.
4. **COORDINATE** with up to three (3) Election Workers to assist with setup of the Vote Center at 2:00 PM on the Friday before Early Voting.

TASK 3 INVENTORY

1. While at the Vote Center, **CONFIRM** contents using the Supply Boxes Checklists and the Supply Chain diagram.
2. **CHECK** that the Vote Center Number matches your assigned Vote Center.

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



TASK 4 LABEL COLORED BAGS

1. While at the Vote Center, **WRITE** your Vote Center Number on the label of all colored Bags:
 - **Gray Voided/Surrendered Vote by Mail Ballots Bag**
 - **Purple Spoiled Ballots Bag**
 - **Teal Unscanned Voted Ballots Bag**

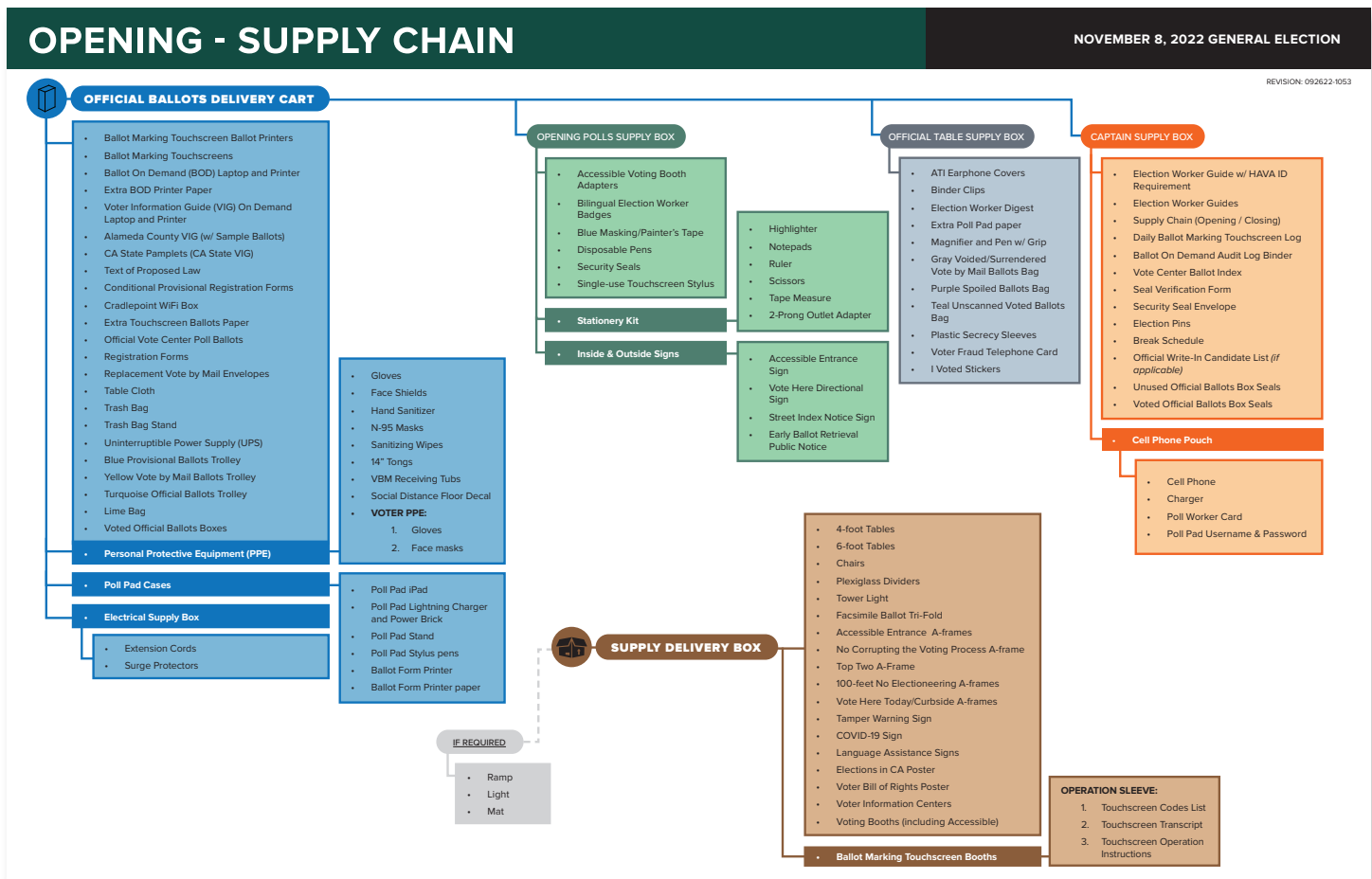


PRE-ELECTION RESPONSIBILITIES: FRIDAY SETUP

PRE-ELECTION RESPONSIBILITIES: FRIDAY SETUP

FRIDAY SETUP

SUPPLY CHAIN: OPENING



The Supply Chain is located in the Captain Supply Box.

- USE** the Supply Chain diagram to assist in finding where supplies are located.
- CHECK** that the Vote Center Number matches your assigned Vote Center before setting up.

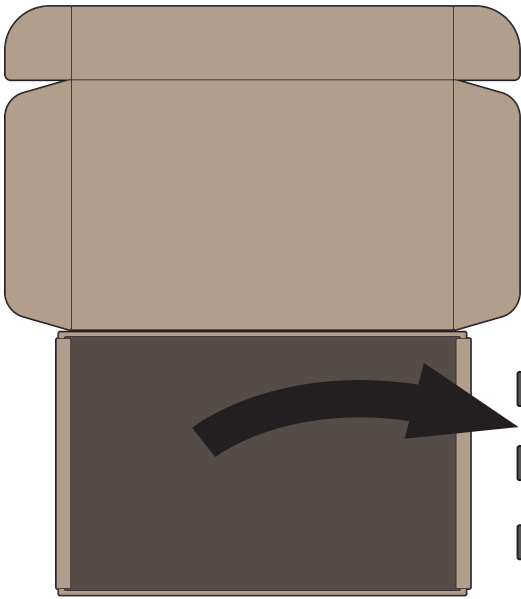
If any supplies are missing, **CONTACT** the Election Worker Hotline at (510) 835-7205.

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

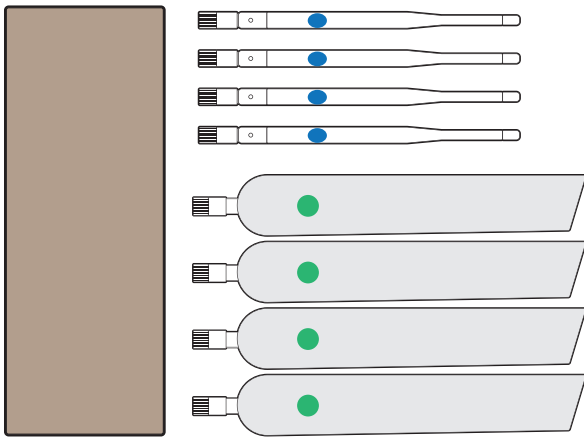
FRIDAY SETUP

TASK 1 CRADLEPOINT ROUTER SET UP

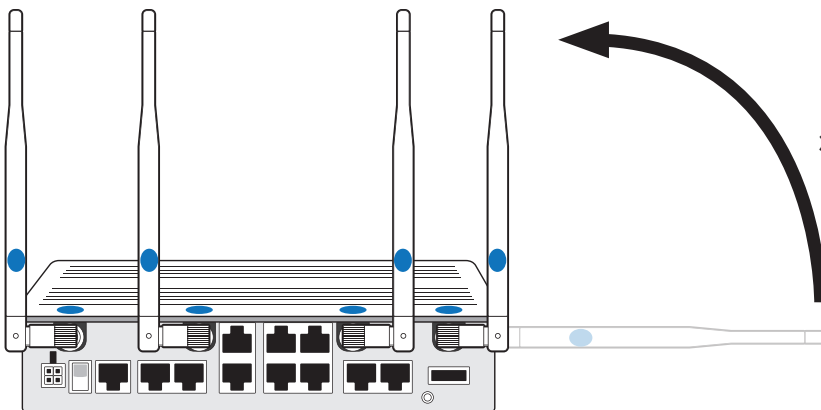
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



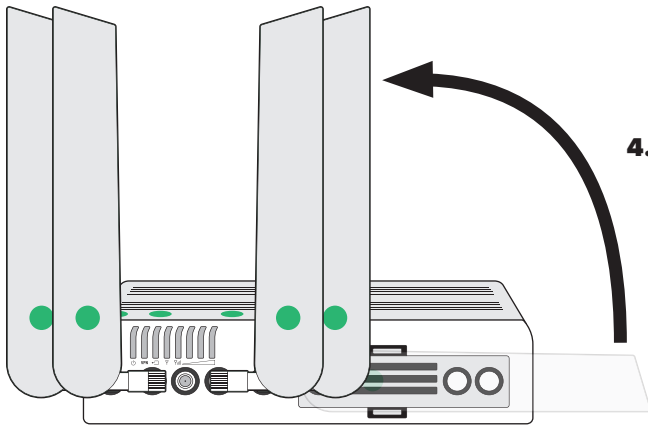
1. The Cradlepoint Internet Router is located within a small, rectangular, cardboard box. **REMOVE** the contents from the Cradlepoint box. **SEPARATE** the protective foam from the Router, then **PLACE** it where it would have the best signal, also within a few feet of the Poll Pad. **PLACE** the foam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



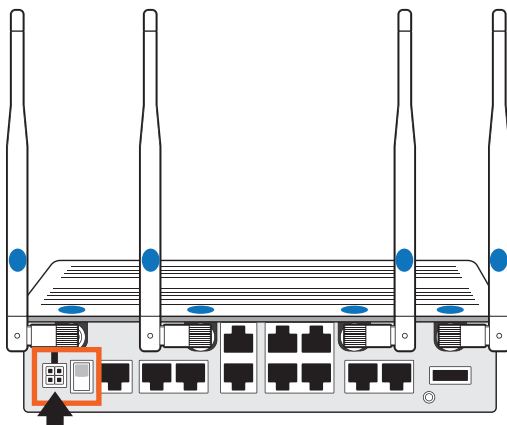
2. **REMOVE** the contents from the smaller, cardboard box. It contains the WiFi antennae for the Cradlepoint Router.



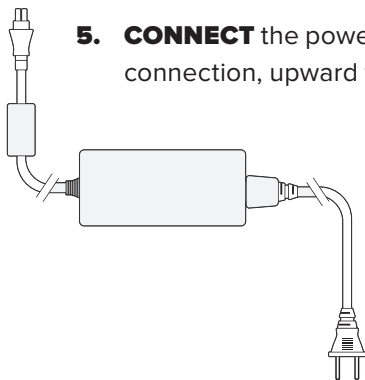
3. **SCREW** the four (4) "2.4/5GHz" WiFi antennae (marked *blue*) into the four ports on the back of the Cradlepoint. **BEND** them (at the joints) so they are facing upward.



- 4. SCREW** the four (4) 4G Cradlepoint antennae into the outer four ports (marked **green**): the “MAIN” and “AUX” ports. **BEND** them (at the joints) so they are spread out for the best connectivity. **DO NOT SCREW** any into the center “GPS” port.



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

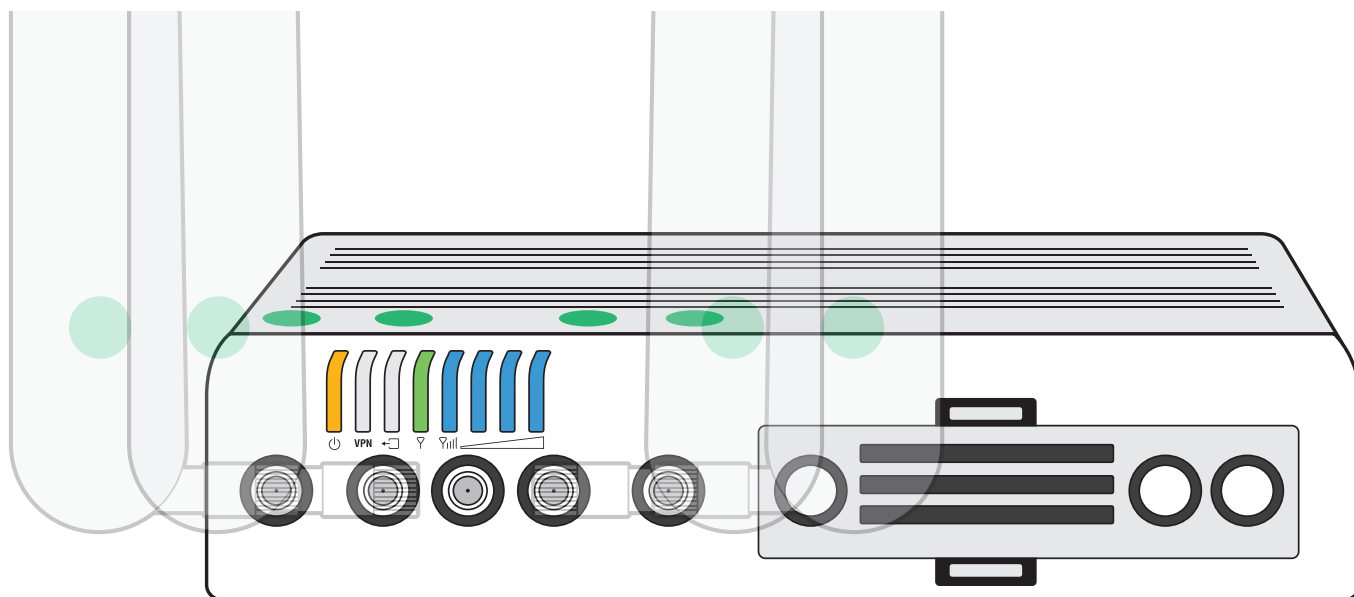


- 6. CONNECT** Cradlepoint Internet Router to a surge protector. Lights on the front should begin flashing.

FRIDAY SETUP

TASK 1 CRADLEPOINT ROUTER SET UP

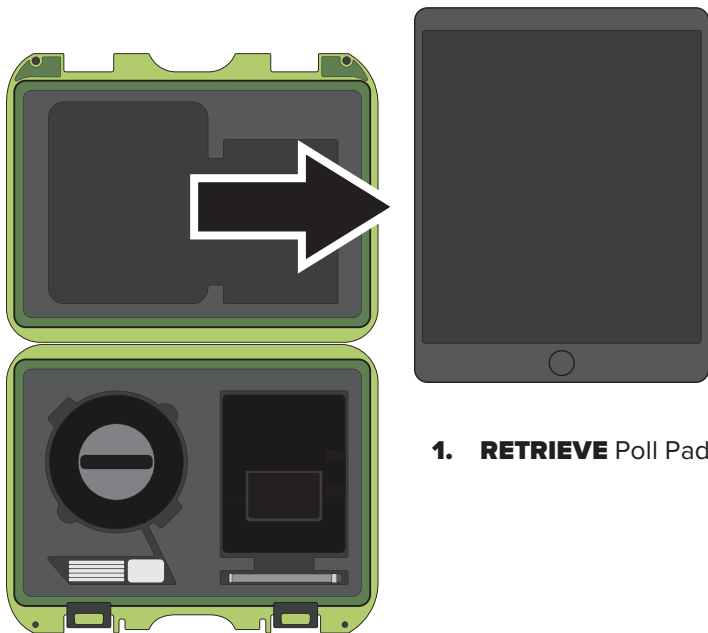
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



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

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

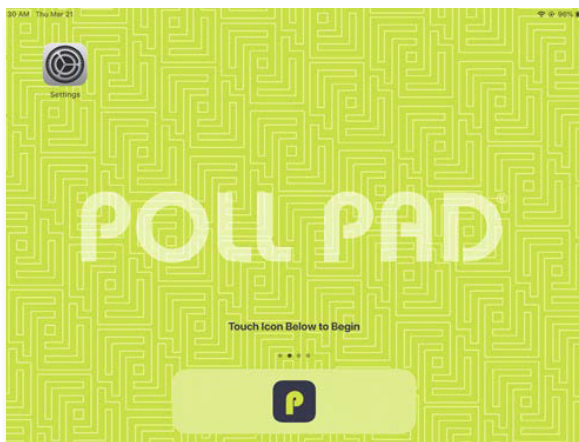
TASK 2 SYNCHRONIZING POLL PADS



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



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

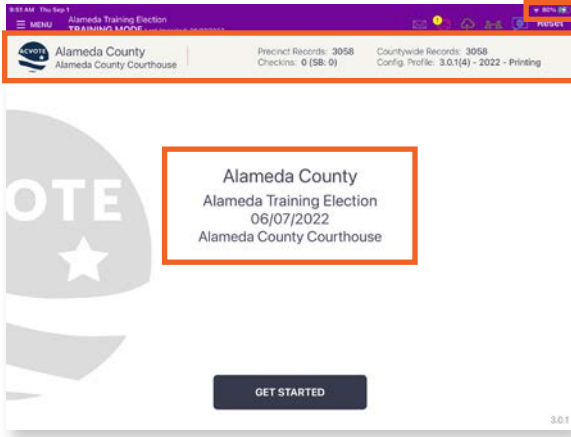


3. **PRESS** the application icon at the bottom of the screen.

FRIDAY SETUP

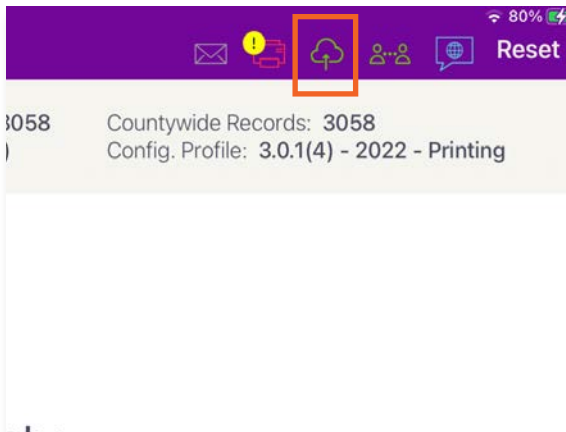
TASK 2 SYNCHRONIZING POLL PADS

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



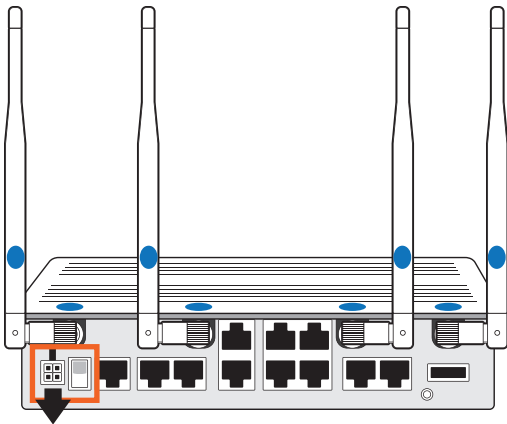
4. CHECK THE FOLLOWING:

- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Verify the Vote Center location is correct
- Check-in Count = 0
- Battery life is close to full and/or being charged

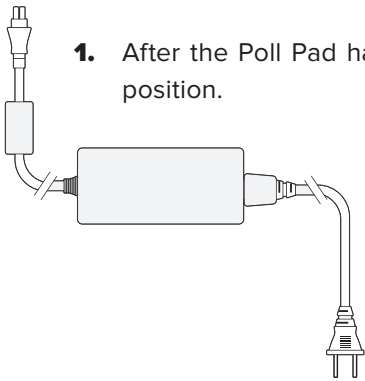


5. The Poll Pad will automatically connect to the Cradlepoint Router's WiFi network. **MAKE SURE** both the cloud icon is green and the Poll Pad is connected to the WiFi. **PRESS** the cloud icon to confirm that the synchronization is finished.

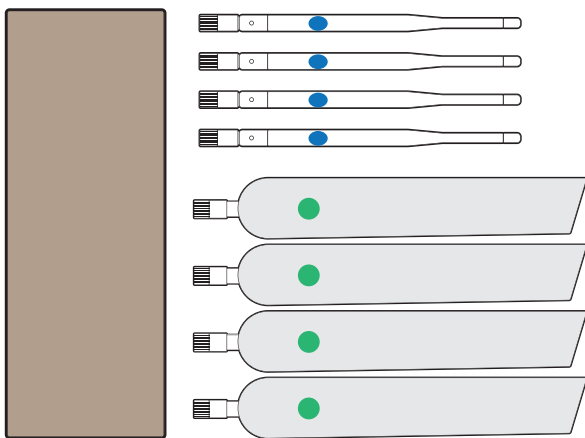
TASK 3 POWER OFF EQUIPMENT



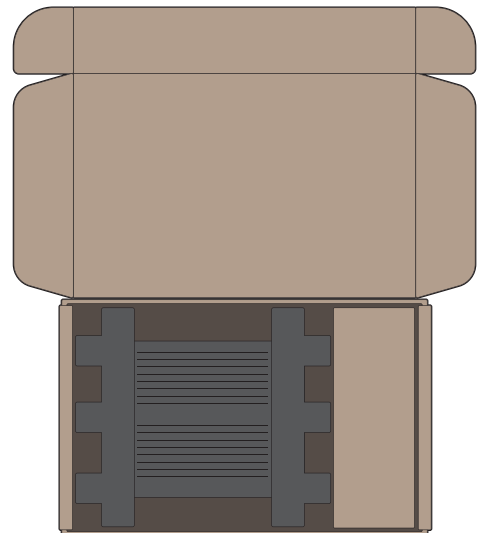
1. After the Poll Pad has finished syncing, **FLIP** the power switch on the back of the Cradlepoint to the OFF position.



2. **DISCONNECT** the power cord from the surge protector and the Cradlepoint Router. **RETRIEVE** the small, rectangular Cradlepoint box from the Official Ballots Delivery Cart.



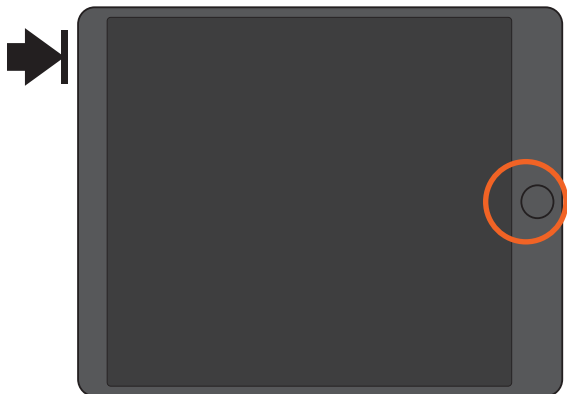
3. **DISCONNECT** all antennas by unscrewing them. **PLACE** them in the smaller cardboard box inside the Cradlepoint box, along with the power cable.



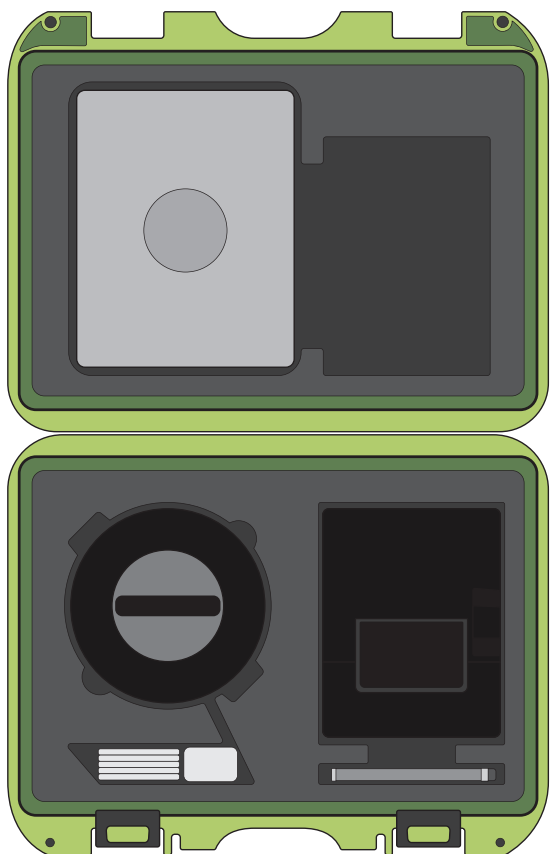
4. **PLACE** the protective foam around the Cradlepoint Router then **PLACE** the Router and the smaller box in the Cradlepoint box. **PLACE** the Cradlepoint box in the Official Ballots Delivery Cart.

FRIDAY SETUP

TASK 3 POWER OFF EQUIPMENT



- 5. TURN OFF** Poll Pad by holding the power button and the home button simultaneously until the screen goes black. **DISCONNECT** the charger from the Poll Pad.

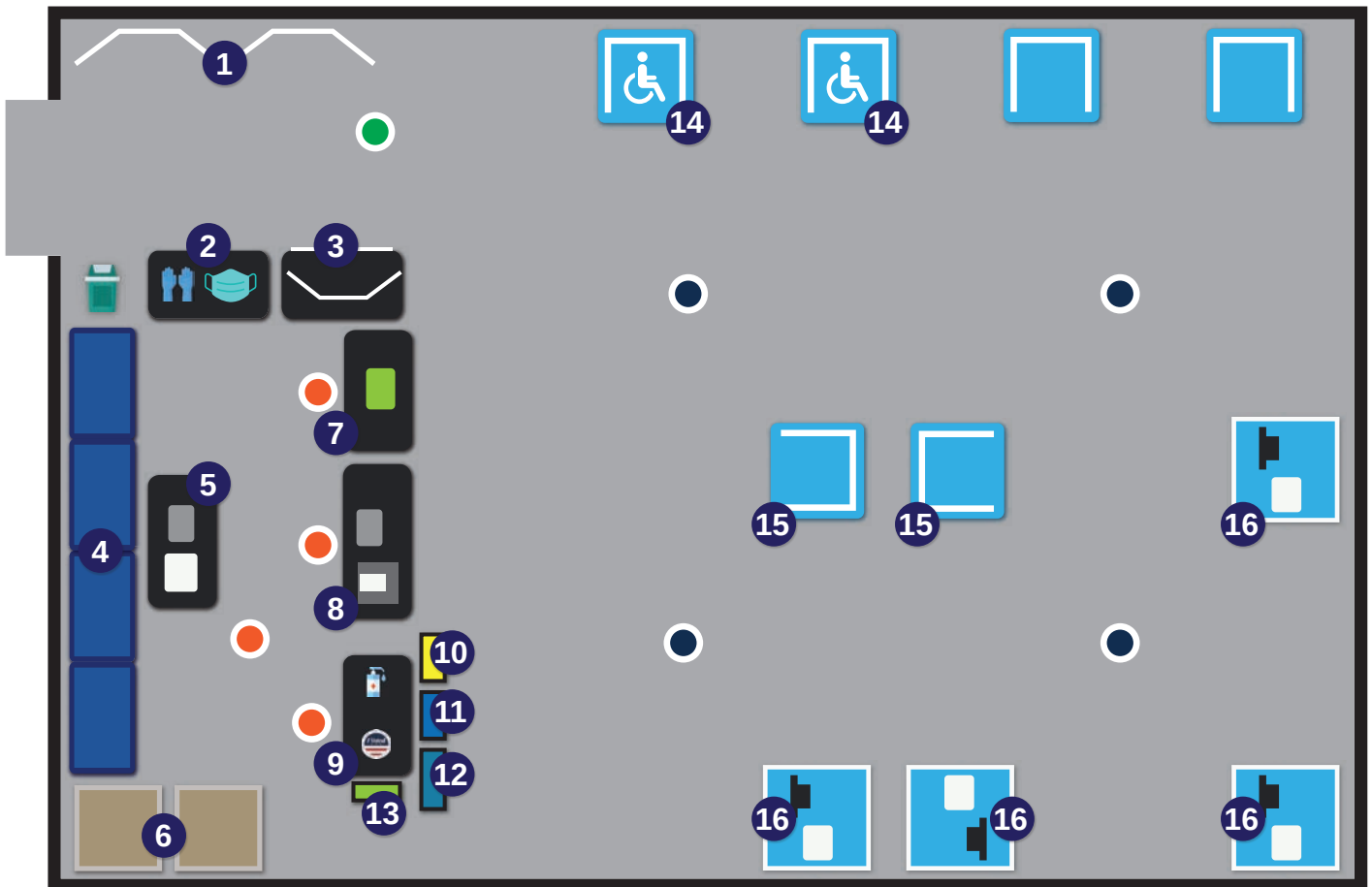


- 6. PLACE** the Poll Pad inside the lid of the carrying case and velcro to secure. **CLOSE** the lid and **SECURE**.
- 7. PLACE** Poll Pad case in the Official Ballots Delivery Cart.
- 8. SECURE** any opened Official Ballots Delivery Carts with White Security Seals.

TASK 4 INDOOR SETUP

CREATE A CLEAR PATH for Voters who may use a wheelchair to maneuver inside the Vote Center. Mandatory 6-foot Social Distancing rule apply to Staff, Voters, Election Observers, and Voting Booths. **USE** the Measuring Tape from the Opening Supply Bag and Blue Tape from the Official Table Supply Bag to mark spaces where Voters should stand. **The diagram below is an example, spaces vary in sizes.**

1. Voter Information Centers (VICs)
2. Voter PPE Table
3. Facsimile Ballot Notice/Language Assistance Display Table
4. Official Ballots Delivery Carts
5. Voter Information Guide On Demand Printer Table
6. Supply Delivery Boxes
7. Poll Pad Operator Table
8. Ballot On Demand Operator Table
9. Sanitization/"I Voted" Sticker Table
10. Yellow Vote by Mail Ballots Trolley
11. Blue Provisional Ballots Trolley
12. Turquoise Official Ballots Trolley
13. Lime Bag
14. Accessible Voting Booths
15. Standard Voting Booths
16. Touchscreen Voting Booths



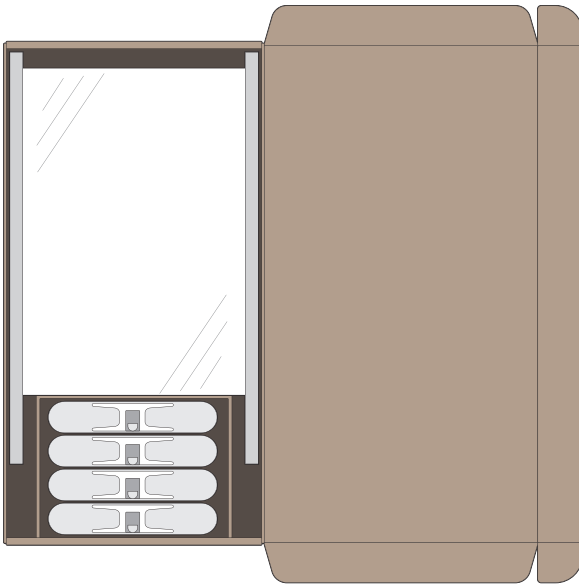
NOTE: BOD, VIG On Demand, and Ballot Marking Touchscreen equipment are only to be set up on Early Voting Days and Election Day.

FRIDAY SETUP

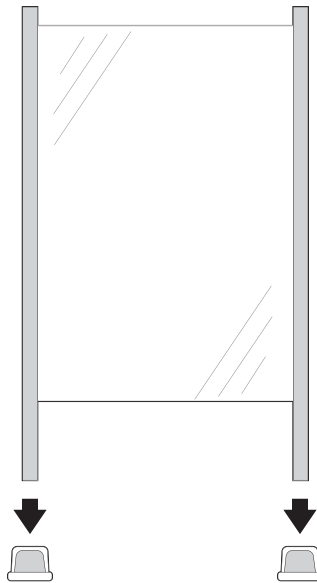
TASK 5 SET UP OFFICIAL TABLES

1. **RETRIEVE** the 4-foot and 6-foot tables from the Supply Delivery Box:

- 4-foot tables are used for the Poll Pad Operator, displaying the Facsimile Ballot Notice Tri-fold, VIG On Demand, and displaying supplies like PPEs, sanitization supplies, and I Voted Stickers.
- 6-foot table is used for the BOD Operator table, which must be placed beside the Poll Pad table for the Poll Pad Operator to be a witness of the BOD printing process.



2. **RETRIEVE** the large, rectangular cardboard box containing Plexiglass dividers from the Supply Delivery Box. **PLACE** on the floor and **OPEN**.



3. **SLIDE** the white feet on the bottom of the metal legs, then **PLACE** the Plexiglass dividers on the Poll Pad Operator table & BOD Operator table.

NOTE: Plexiglass with a Language Hotline sign must be placed on the Poll Pad Operator table.

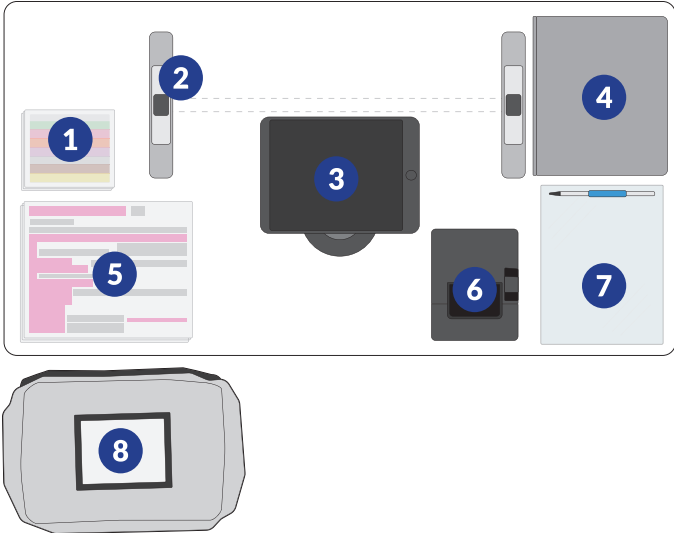
LANGUAGE HOTLINES	
ENGLISH For more information on how to receive voter materials in your language, call: (510) 272-6973	한국어 한국인 주민으로 된 공표자 자료를 받는 방법에 대한 자세한 정보는 다음 번호로 문의하십시오: (510) 272-6973
SPANISH Para obtener más información sobre cómo recibir material electoral en su idioma, llame a: (510) 272-6973	Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973
中文 如需瞭解如何取得選民材料，請致電：(510) 208-9655	越南語 Để biết thêm thông tin về cách nhận các tài liệu cử tri bằng ngôn ngữ của bạn, vui lòng gọi: (510) 272-6973
Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973	Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973
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Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973	Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973
Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973	Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973
Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973	Tagalog Para masangayon ng impormasyon tungkol sa kung paano makatanghal ang mga materyal ng boto sa inyong wikang Filipino, tumawag sa: (510) 272-6973

SANITIZATION SUPPLIES

- Disinfectant wipes and hand sanitizer for regular cleaning and disinfecting are located in Official Ballots Delivery Cart.
- **PLACE** Voter PPEs on a table, accessible to Voters.

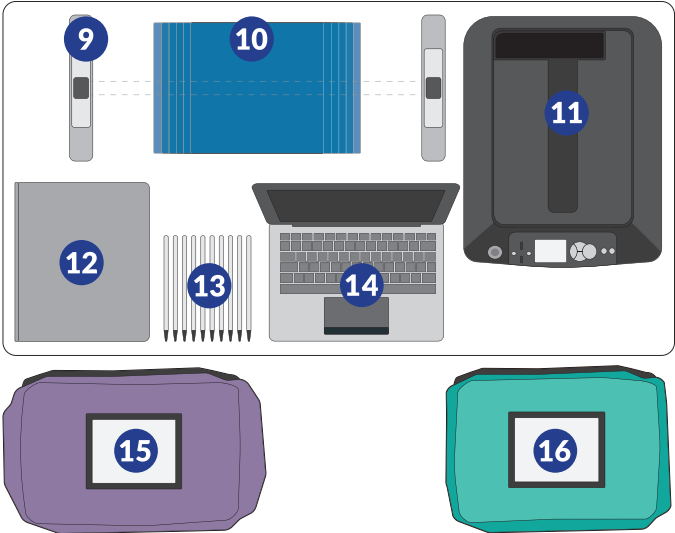
OFFICIAL TABLE DIAGRAM

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



POLL PAD OPERATOR TABLE

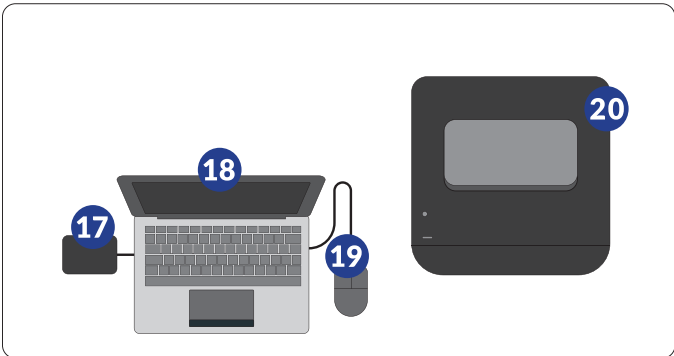
- 1. Voter Fraud Telephone Cards
- 2. Plexiglass Divider
- 3. Electronic Poll Pad
- 4. Election Worker Guide with Help America Vote Act (HAVA) Requirements Binder
- 5. Conditional Provisional Registration Forms (unused)
- 6. Poll Pad Ballot Form Printer
- 7. Magnifier and Pen with Grip
- 8. Gray Voided/Surrendered Vote by Mail Ballots Bag



BALLOT ON DEMAND OPERATOR TABLE

- 9. Plexiglass Divider
 - 10. Plastic Secrecy Sleeves
 - 11. Ballot On Demand (BOD) Printer
 - 12. BOD Audit Binder
 - 13. Pens
 - 14. BOD Laptop
 - 15. Purple Spoiled Ballots Bag*
 - 16. Teal Unscanned Voted Ballots Bag (for Voted Vote Center Ballots)*
- * Place underneath table*

NOTE: Registration Forms and Replacement Vote by Mail Envelopes must be within close proximity of the Poll Pad operator table.



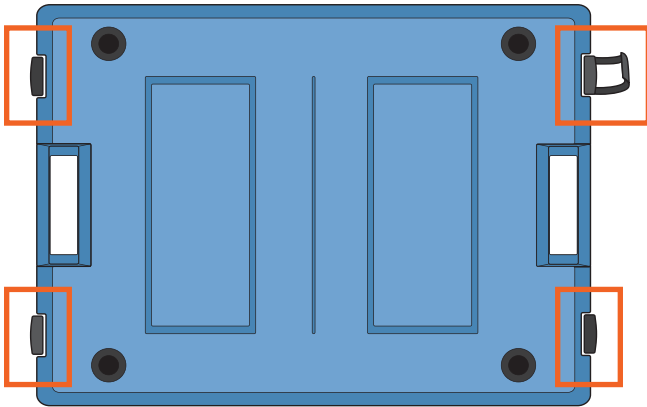
VOTER INFORMATION GUIDE ON DEMAND TABLE

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

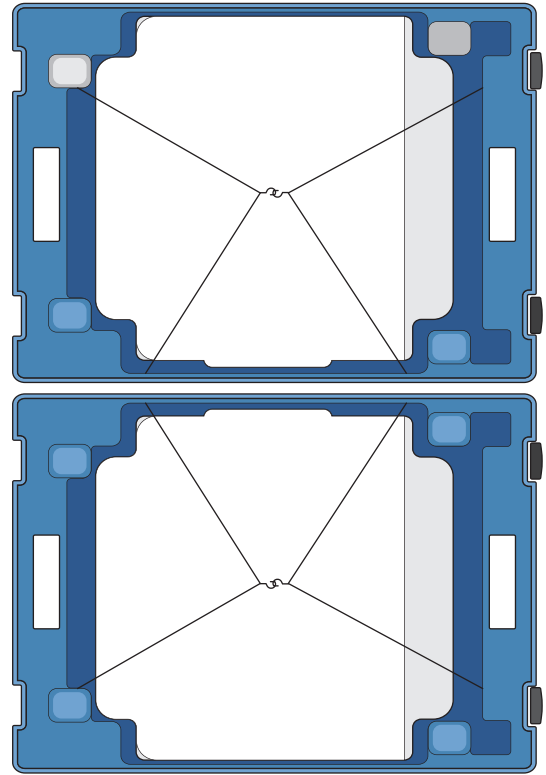
FRIDAY SETUP

TASK 6 SET UP VOTING BOOTHS

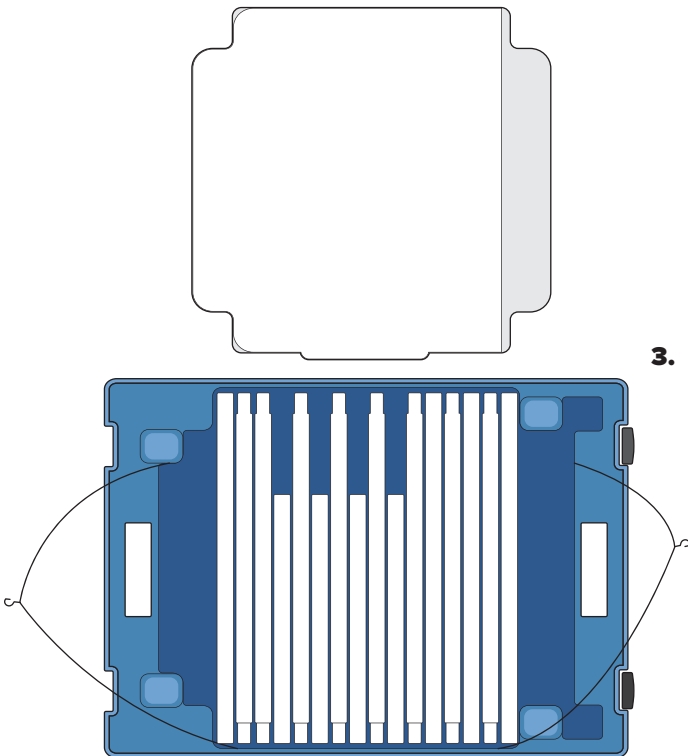
SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



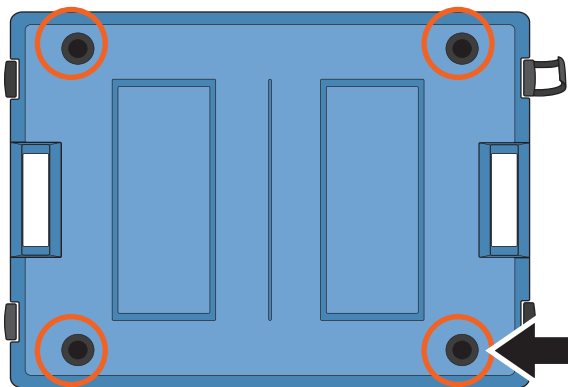
1. **RETRIEVE** the blue plastic cases and **UNLATCH** the black tabs on each side.



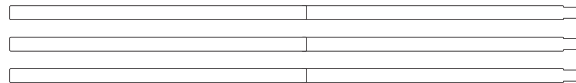
2. **SEPARATE** the two (2) pieces to create two separate voting booths.



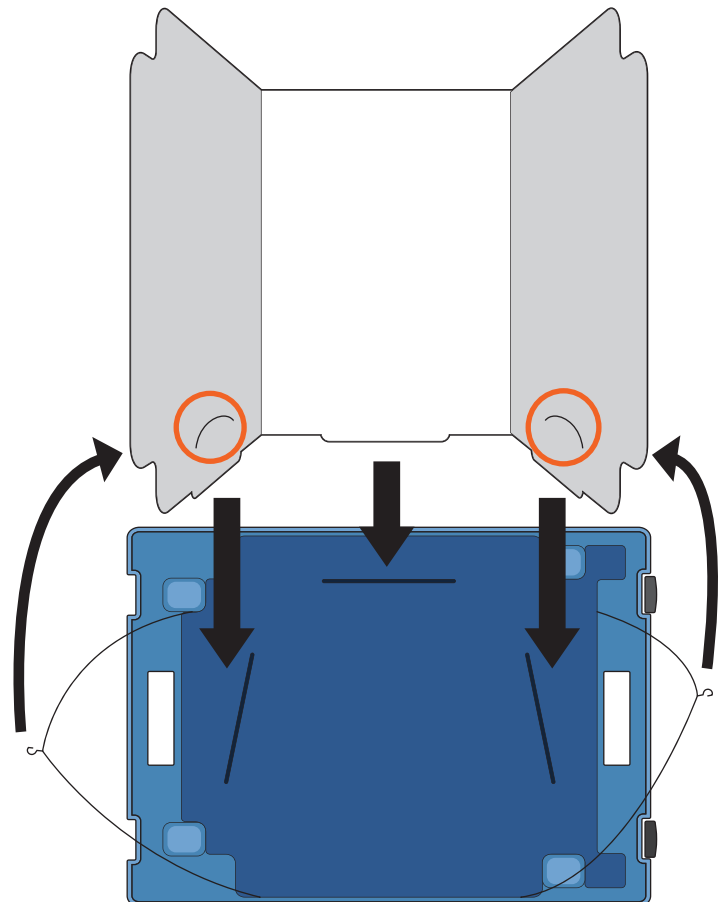
3. **UNHOOK** S-hook. **REMOVE** the Privacy Shield and legs from the inside of the booth.



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



5. STAND the booth on legs.



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

FRIDAY SETUP

TASK 7 SET UP ACCESSIBLE VOTING BOOTH(S)

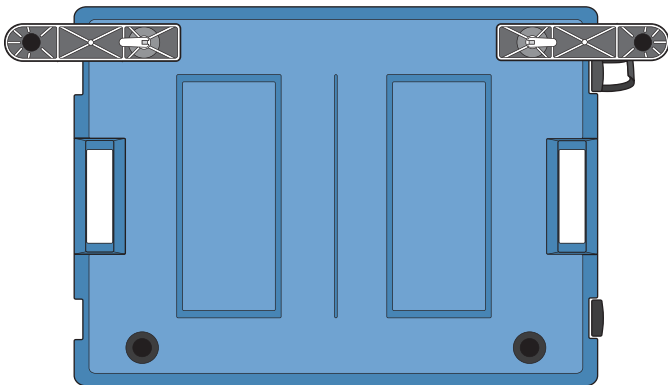


USE Booth marked with the Accessibility Symbol decal or White Velcro tab/masking tape on the handle.

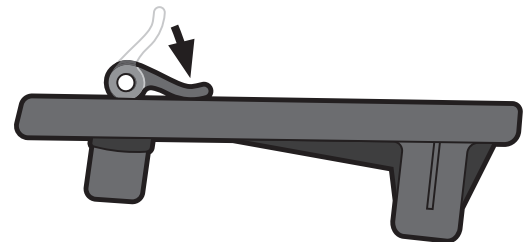


Accessible Voting Booths have shorter legs than a standard Voting Booth and require a set of two (2) Adapters.

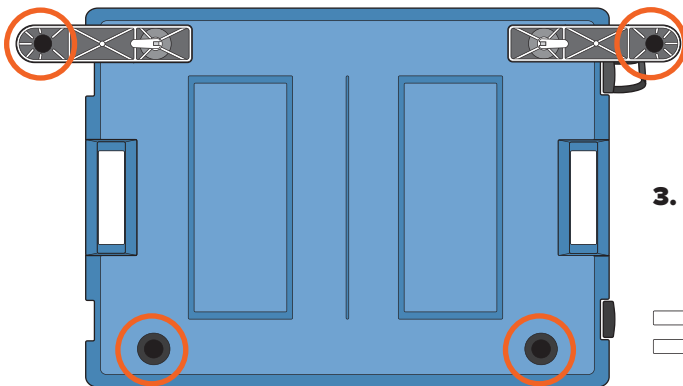
(Located in Opening Polls Supply Box.)



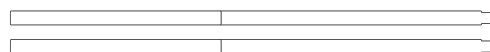
1. Before installing the legs, **INSTALL** Adapter in the front of the booth.



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



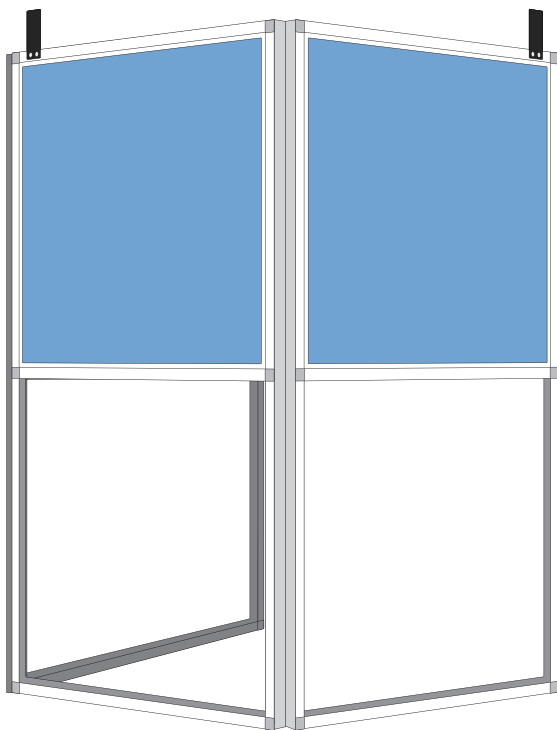
3. **INSERT** the shorter legs into the holes of the Adapters and the holes of the booth.



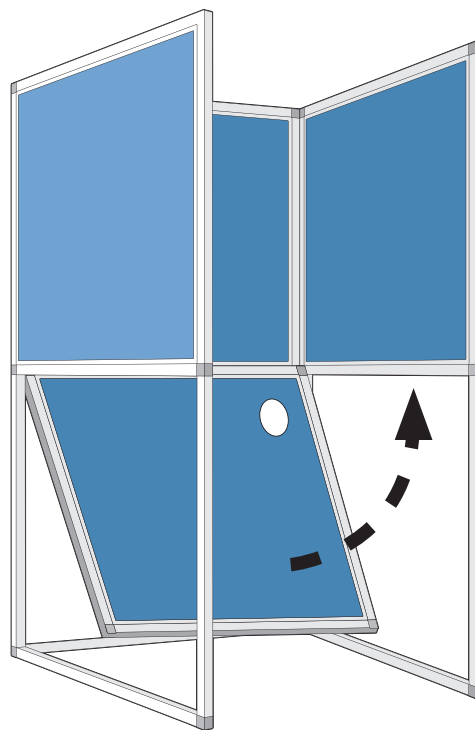
4. **STAND** the booth up. **INSTALL** the Privacy Shield in the three (3) grooves in the base of the booth. **SECURE** Privacy Shield by pulling bungee cords through slits in Privacy Shield, from the outside in.

TASK 8 SET UP TOUCHSCREEN VOTING BOOTHS

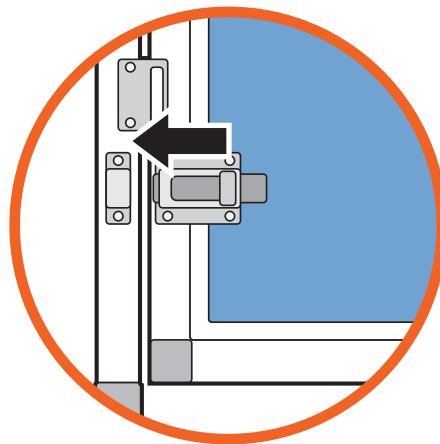
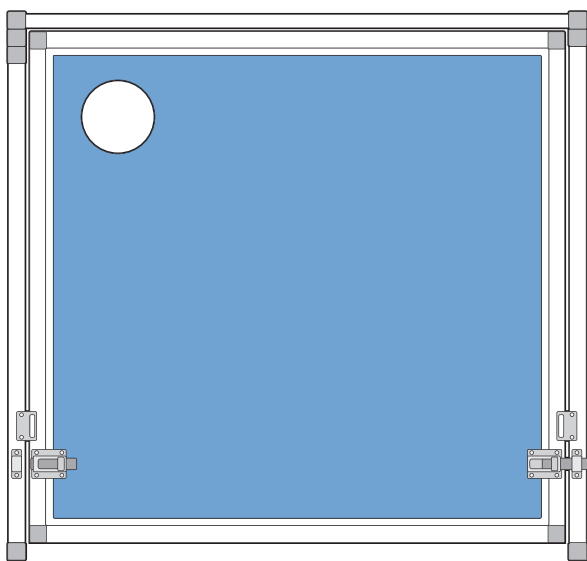
SUPPLIES LOCATED IN THE SUPPLY DELIVERY BOX



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



2. **LIFT** table from back.

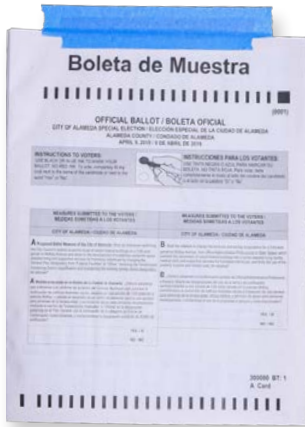


3. **LINE UP** latch from underneath the table and **SLIDE** latch to lock and secure.

FRIDAY SETUP

TASK 9 POST INSIDE SIGNS

SPANISH SAMPLE BALLOT



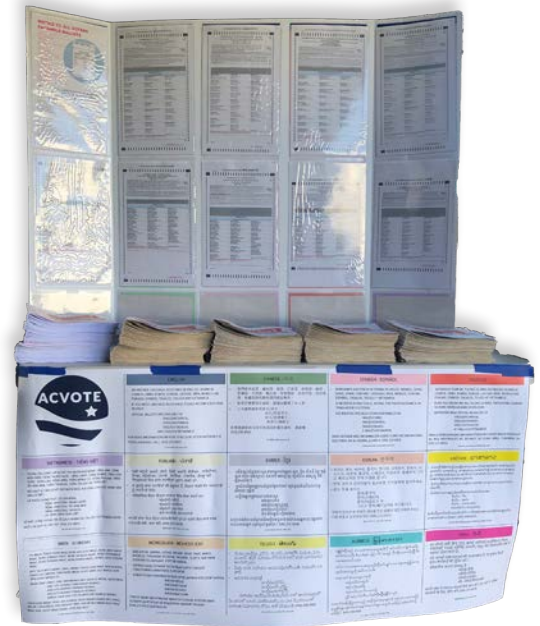
- **POST** behind the Poll Pad table after opening to Voter Information Guide Spanish Sample Ballot Page. (CEC § 14201)

VOTER INFORMATION CENTER (VIC)



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

FACSIMILE BALLOTS NOTICE TRIFOLD & LANGUAGE ASSISTANCE



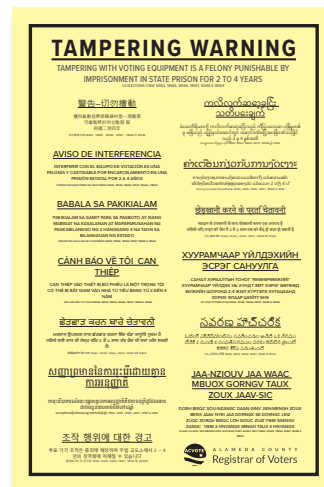
- **PLACE** on a 4-foot table, beside the Poll Pad Operator Table.

EARLY BALLOT PICK UP



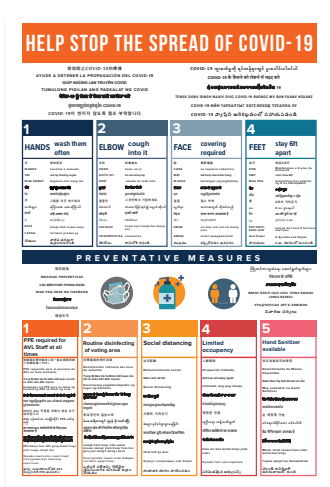
- **PLACE** near the inside entrance of the Vote Center.

TAMPER WARNING



- **PLACE** anywhere inside Vote Center.

COVID-19



- **PLACE** anywhere inside Vote Center.

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

OPENING: CAPTAIN

OPENING: CAPTAIN

CAPTAIN

VOTING MUST START AT SCHEDULED TIME

Do **NOT** delay setting up the Vote Center. **VOTING MUST START AT THE SCHEDULED START TIME!**

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

TASK 1 GIVE OUT BADGES & PERSONAL PROTECTIVE EQUIPMENT (PPE)

DAILY

DAILY

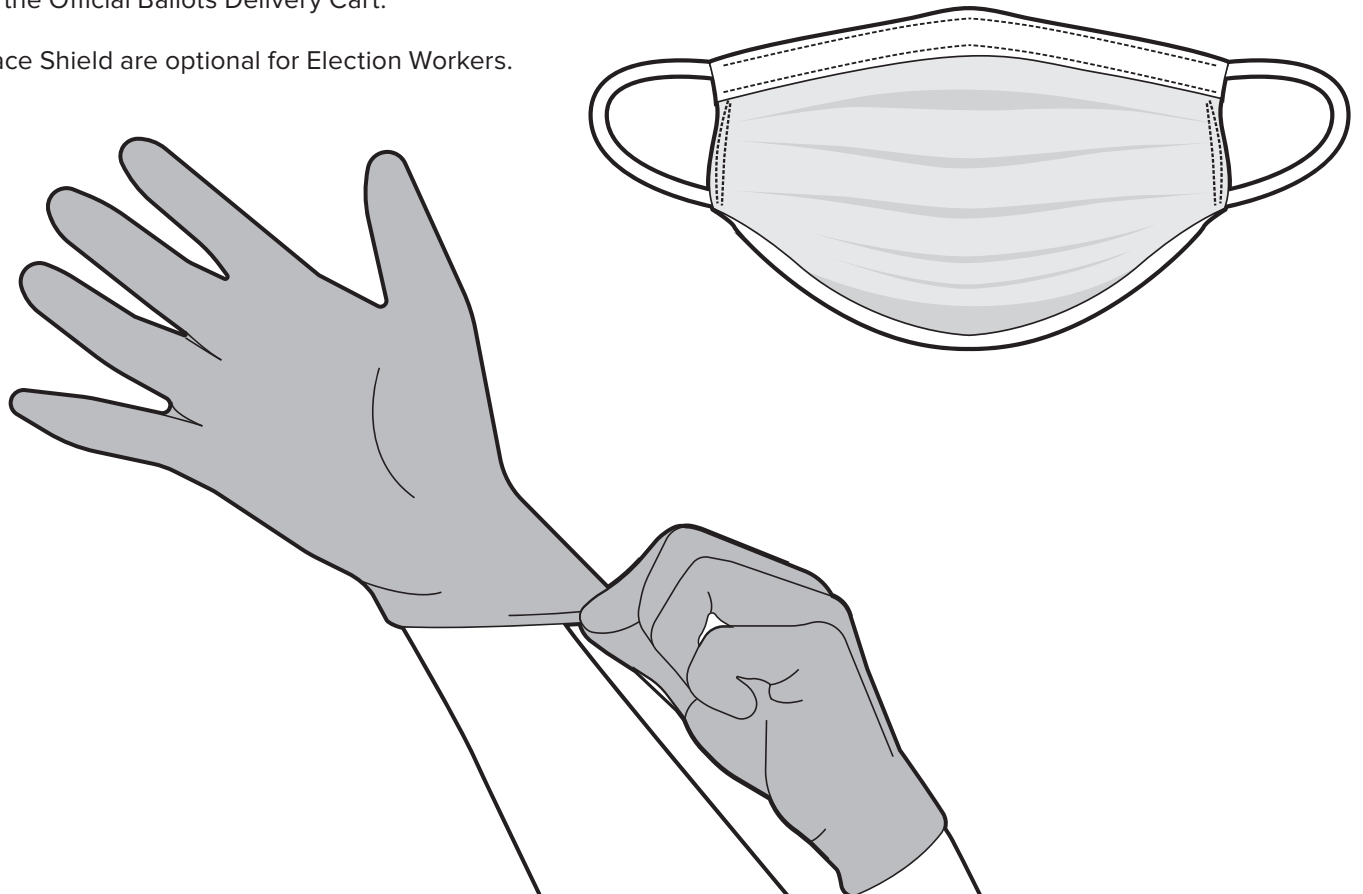
DAILY

DAILY

DAILY



- All Election Workers **MUST** wear ACVOTE Election Badges with their names at all times. Bilingual Election Workers **MUST** wear Bilingual Badges identifying their language along with the ACVOTE Badge. Badges are located in the Opening Polls Supply Box
- All Election Workers **MUST** wear face masks and gloves at all times. All personal protective equipment (PPE) is located in the Official Ballots Delivery Cart.
- Face Shield are optional for Election Workers.



CAPTAIN

TASK 2 ADMINISTER THE OATH OF OFFICE

DAILY

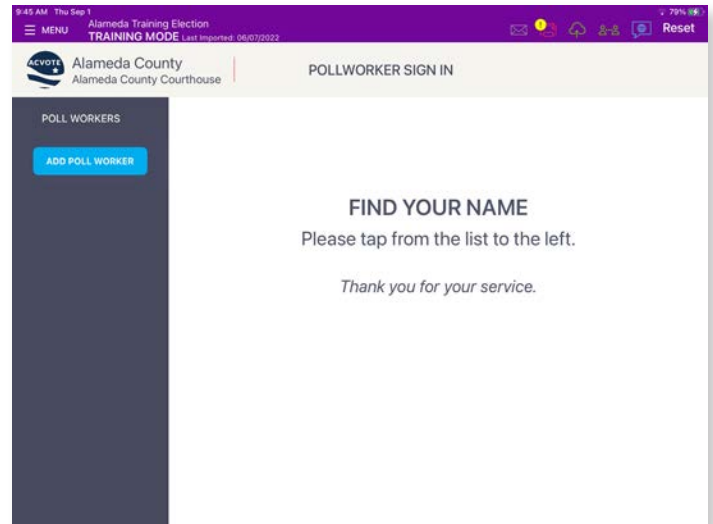
DAILY

DAILY

DAILY

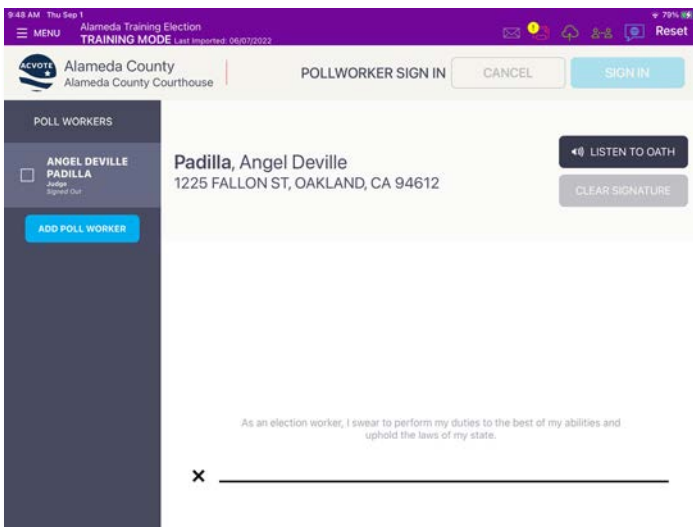
DAILY

NOTE: Poll Pad must be set up and connected to the Cradlepoint Router by the Judge(s) before proceeding.



1. **NAVIGATE** to the MAIN MENU, then **PRESS** "Poll Worker".

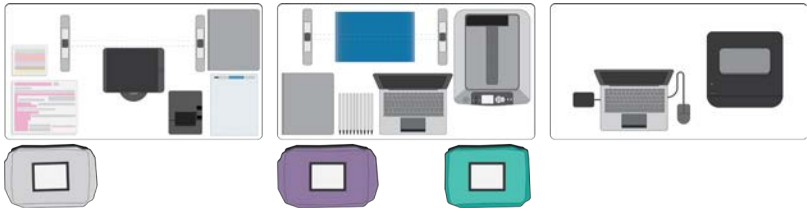
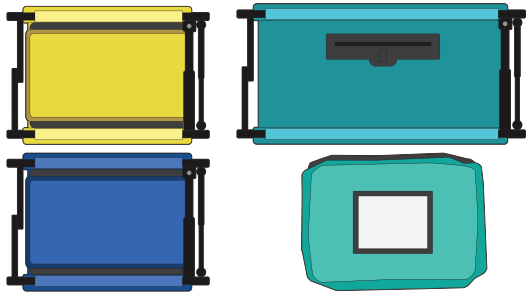
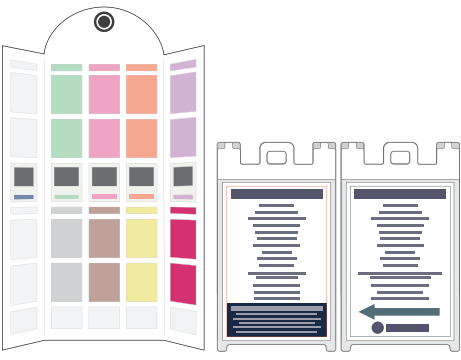
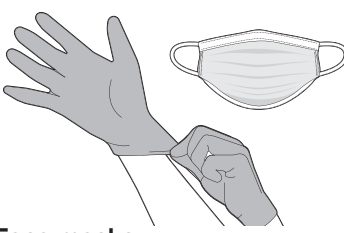
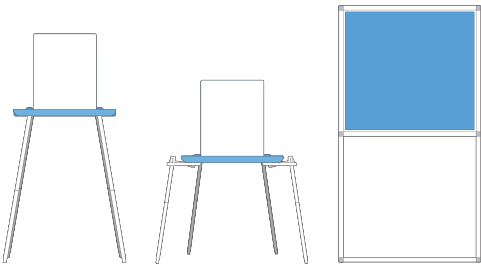
2. **ENTER** Election Worker's name by selecting "ADD ELECTION WORKER" located on the left of the screen.



3. Once the Election Worker's information is entered, **READ** the Oath presented above the signature line and **SIGN** name. **PRESS** "SIGN IN" when finished. **Each Election Worker must repeat this process.**
Before starting each day, SIGN IN by selecting the name, signing on the line below, then pressing "SIGN IN" to enter.

NOTE: Be sure to **CLEAN & DISINFECT** after use.

TASK 3 CHECK THE FOLLOWING

DAILY	DAILY	DAILY	DAILY	DAILY
OFFICIAL TABLE SET UP  • All tables are set up and ready for Voters • Gray Voided/Surrendered Vote by Mail Ballots, Purple Spoiled Ballots, Teal Unscanned Voted Ballots Bags are placed under their respective tables • Poll Pad and Cradlepoint are powered on and connected	BALLOT TROLLEYS & BAGS ARE EMPTY  • Yellow Vote By Mail Ballots Trolley • Turquoise Official Ballots Trolley • Blue Provisional Ballots Trolley • Teal Unscanned Voted Ballots Bag			
SIGNS ARE POSTED  • Inside and Outside Signs are posted and visible to Voters and Observers • A-Frames are up and in their appropriate locations	ELECTION OFFICIAL BADGES  • Election Workers are wearing badges & PPEs	PERSONAL PROTECTIVE EQUIPMENT IS ON  • Face masks • Gloves • Face shield (optional)		
	VOTING BOOTHS ARE SET UP  • Standard Voting Booths • Accessible Voting Booths • Touchscreen Voting Booths			

ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

TASK 4 ANNOUNCE OPENING OF THE POLLS

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

“THE VOTE CENTER IS NOW OPEN!”

OPENING: JUDGE

OPENING: JUDGE

TASK 1 CRADLEPOINT ROUTER SET UP

DAILY

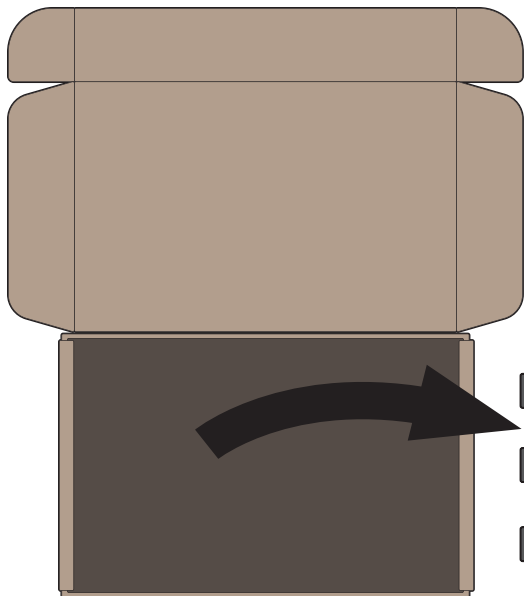
DAILY

DAILY

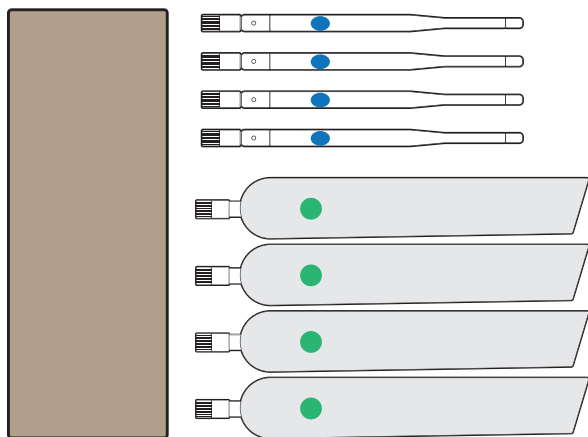
DAILY

DAILY

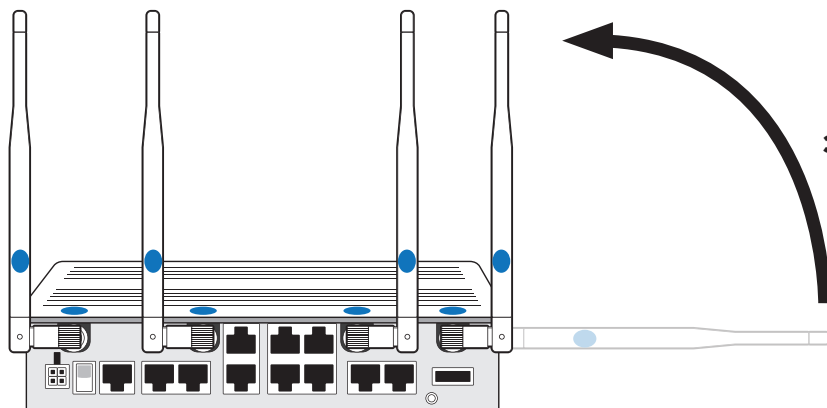
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



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



2. **REMOVE** the contents from the smaller, cardboard box. It contains the WiFi antennae for the Cradlepoint Router.



3. **SCREW** the four (4) “2.4/5GHz” WiFi antennae (marked *blue*) into the four ports on the back of the Cradlepoint. **BEND** them (at the joints) so they are facing upward.

TASK 1 CRADLEPOINT ROUTER SET UP

DAILY

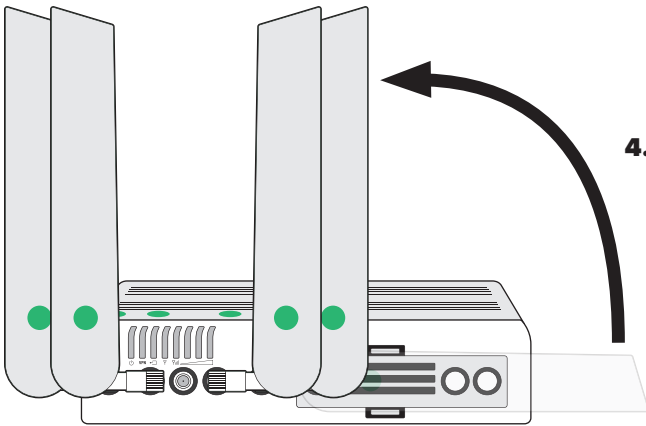
DAILY

DAILY

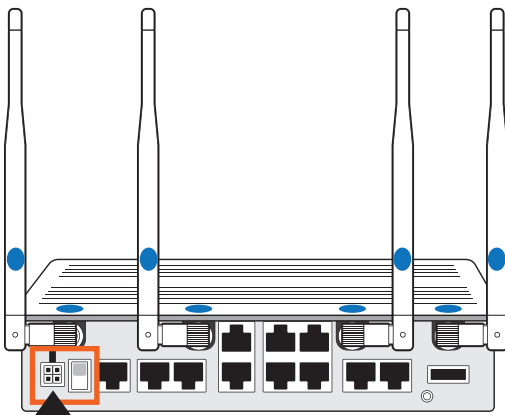
DAILY

DAILY

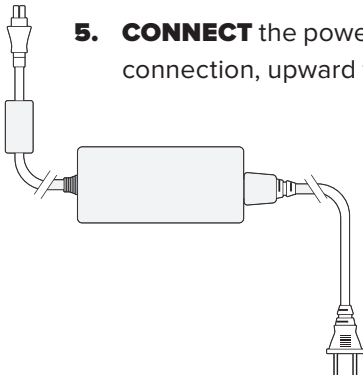
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



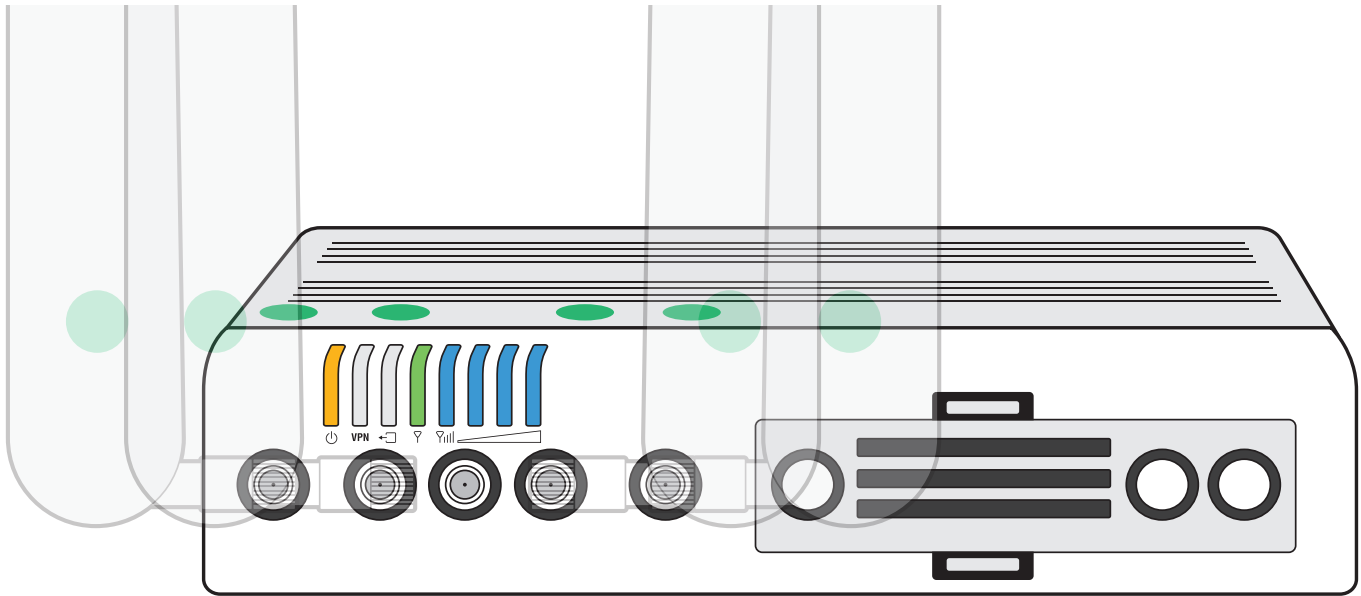
4. **SCREW** the four (4) 4G Cradlepoint antennae into the outer four ports (marked **green**): the “MAIN” and “AUX” ports. **BEND** them (at the joints) so they are spread out for the best connectivity. **DO NOT SCREW** any into the center “GPS” port.



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



6. **CONNECT** Cradlepoint Internet Router to a surge protector. Lights on the front should begin flashing.



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

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

TASK 2 POLL PAD SET UP

DAILY

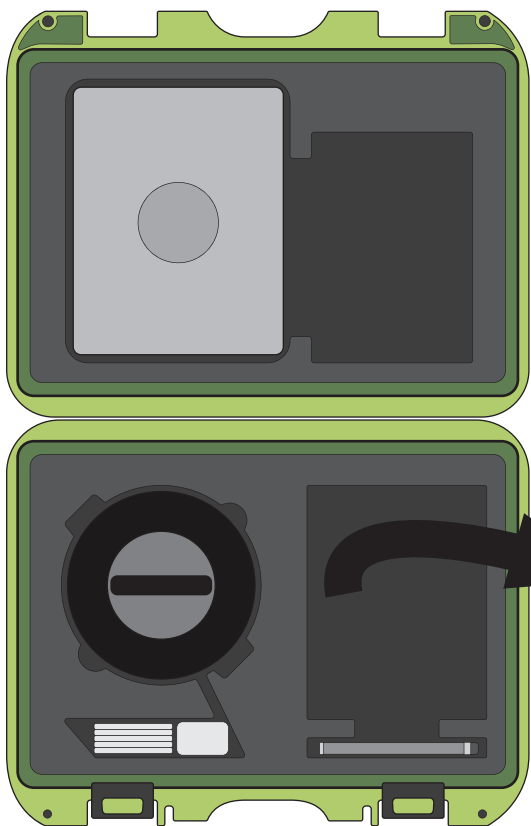
DAILY

DAILY

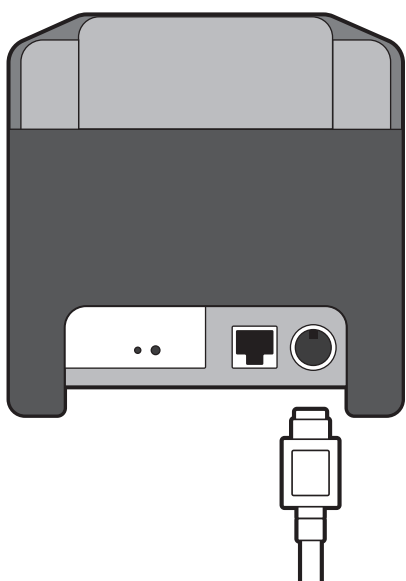
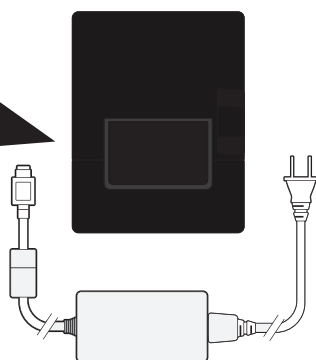
DAILY

DAILY

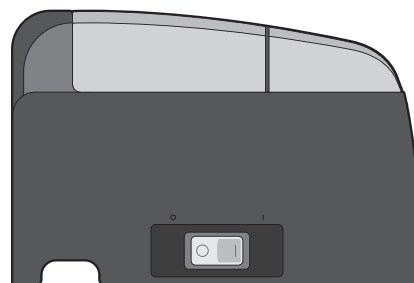
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



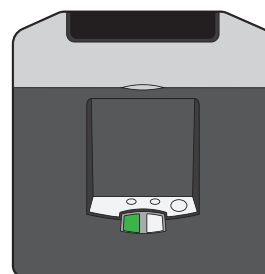
1. **RETRIEVE** one (1) the green Poll Pad transport case from the Official Ballots Delivery Cart. **REMOVE** Ballot Form Printer, adapter, and power cord from the case.



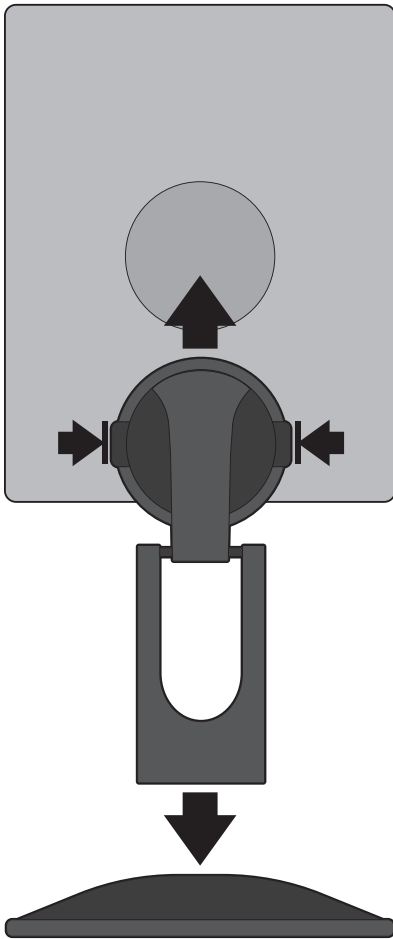
2. **PLUG** the connector into the back of the printer. Then **PLUG** the printer power cord into a surge protector.



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

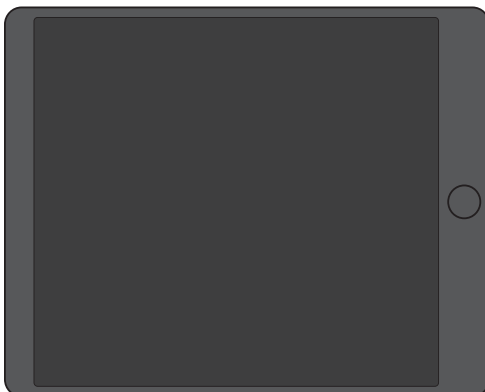


The "POWER" light (located on the front of the printer) should be green-lit.



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

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



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

TASK 2 POLL PAD SET UP

DAILY

DAILY

DAILY

DAILY

DAILY

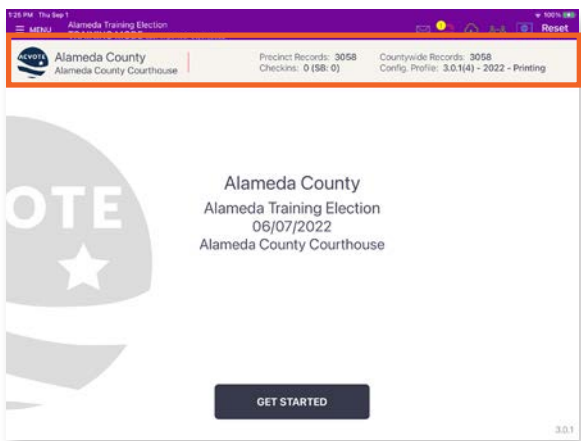
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



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



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



9. CHECK THE FOLLOWING:

- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Verify the Vote Center location is correct
- Battery life is close to full and/or being charged

10. POLL PAD WILL BE PASSWORD PROTECTED.

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



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



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



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



Poll Pad is not paired with the printer. **PROCEED** to “NOT PRINTING / STOPS PRINTING” Section (pg. 98).

12. The Poll Pad will automatically connect to the Cradlepoint Router’s WiFi network. **MAKE SURE** both the cloud icon is green and the Poll Pad is connected to the WiFi.



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



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



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

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

DAILY

DAILY

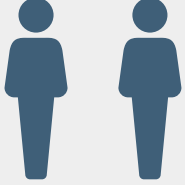
DAILY

DAILY

DAILY

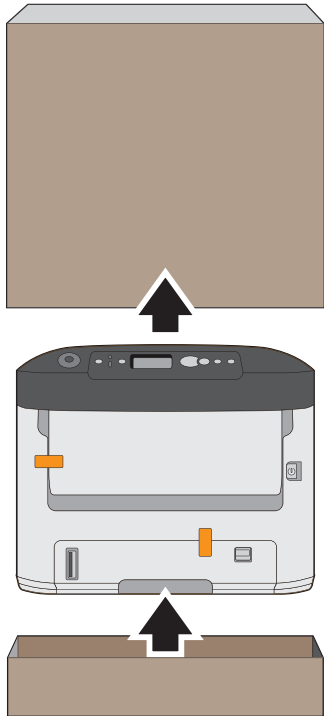
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

2 PERSON RULE



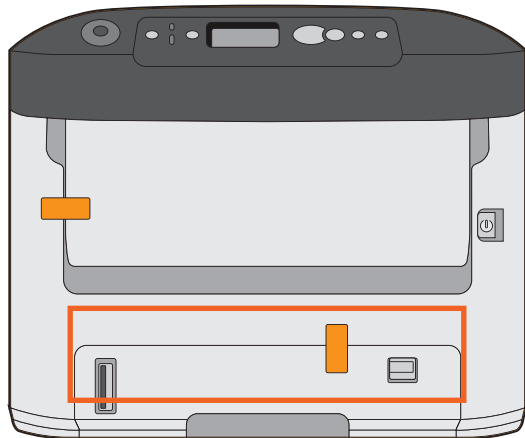
California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

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



BOD PRINTER

1. With assistance from another Election Worker, carefully **PLACE** the large, cardboard box containing the Ballot On Demand (BOD) Printer on the table where the BOD Operator table.
2. REMOVE the white-tab handles then **LIFT** the top lid of the box. **REMOVE** the protective packaging, along with the USB cable and power cable, from the top of the BOD Printer. **LIFT** the BOD Printer to remove the rest of the packaging and the bottom portion of the box away from the table. **RETURN** the empty cardboard box to the Official Ballots Delivery Cart.



3. **VERIFY** the Ballot paper inside the BOD Printer is lying flat by removing Orange Security Seal from the bottom-front paper tray. Once the paper is confirmed to be lying flat within, **CLOSE** and **SECURE** the paper tray(s) by placing a new Orange Security Seal, covering both the tray and part of the BOD Printer. **PLACE** the removed Orange Security Seal on the Seal Verification Form.

The seal located on the top-front of the Printer must remain on at all times.

DAILY

DAILY

DAILY

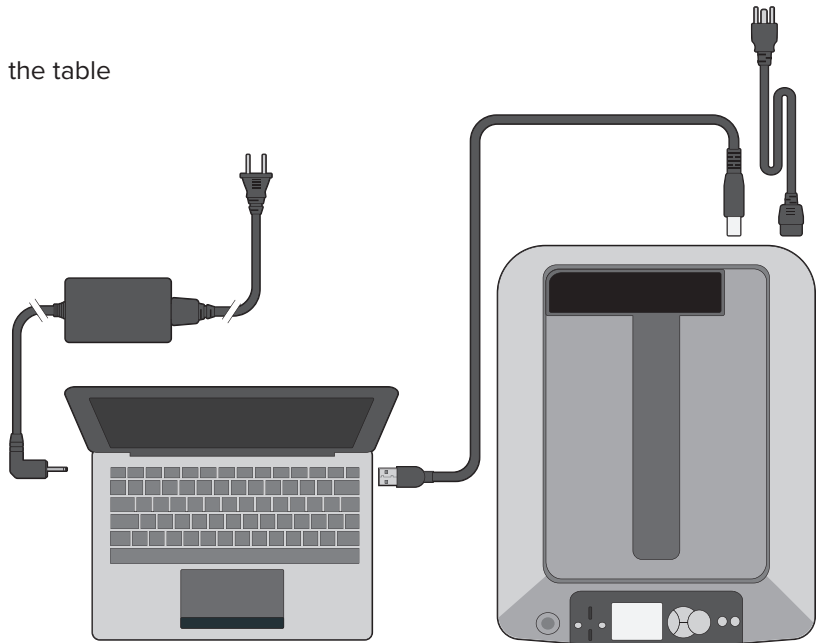
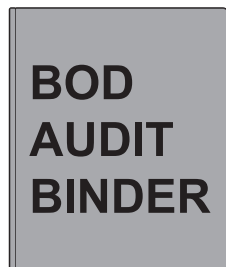
DAILY

DAILY

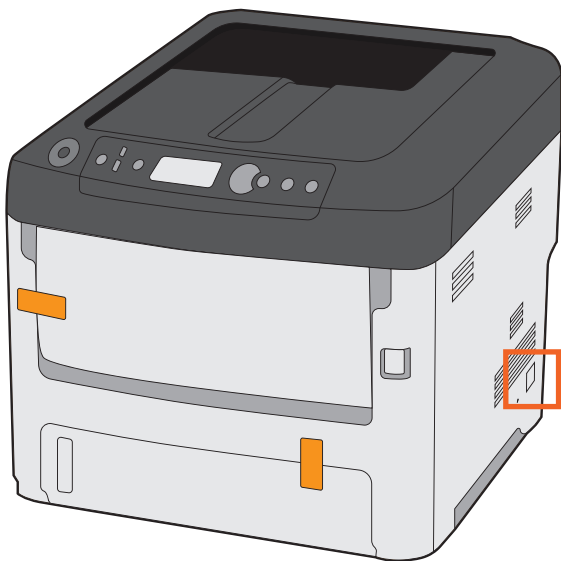
4. **PLACE** the BOD Audit Binder and BOD Laptop on the table beside the BOD Printer.

5. **CONNECT** the BOD Laptop to the back of the BOD Printer with the BOD USB cable into the slot with the USB icon (eg. ) beside it.

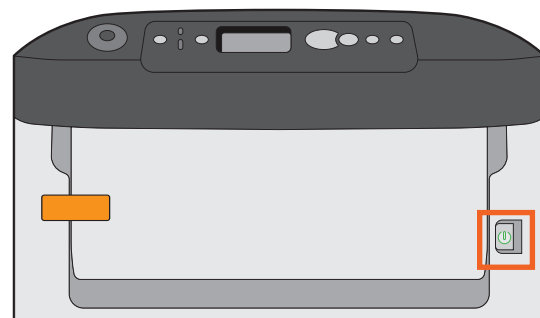
6. **CONNECT** the BOD Printer power cable and BOD Laptop charger into the slot with the power symbol (eg. ) beside it, then **PLUG** the other end to the surge protector.



NOTE: BOD Laptop label number and Printer label number must match in order to connect and work properly.



7. **PRESS** the ON/OFF switch (located in the on the bottom-rear of the right panel) to the “ON” position. The power button on the front will be lit green. **PRESS** the front power button to power on if light does not illuminate green.



DAILY

DAILY

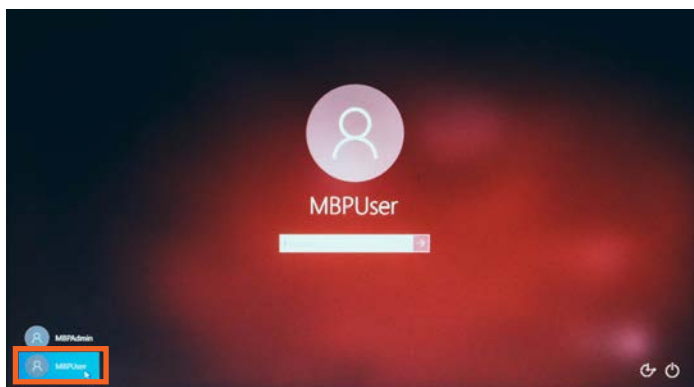
DAILY

DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

BOD LAPTOP

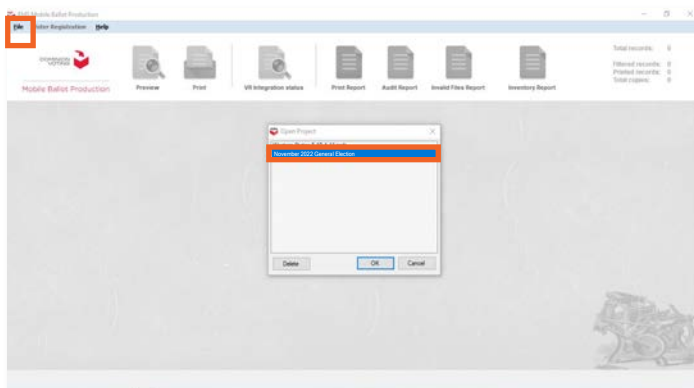


1. **POWER ON** Laptop, **SELECT** "MBPUser", then **SIGN IN** by entering password provided by the Captain.

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



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



3. **CLICK** "File" on the top-left corner of the window, **CLICK** "Open Project", then **SELECT** "November 2022 General Election", then **CLICK** "OK".

TASK 4 VIG ON DEMAND PRINTING SETUP

TWO (2) PERSON RULE

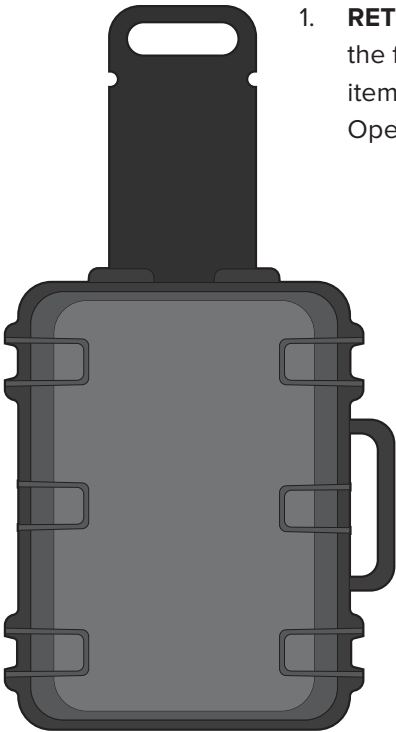
DAILY

DAILY

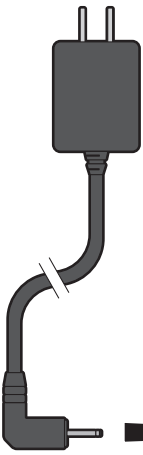
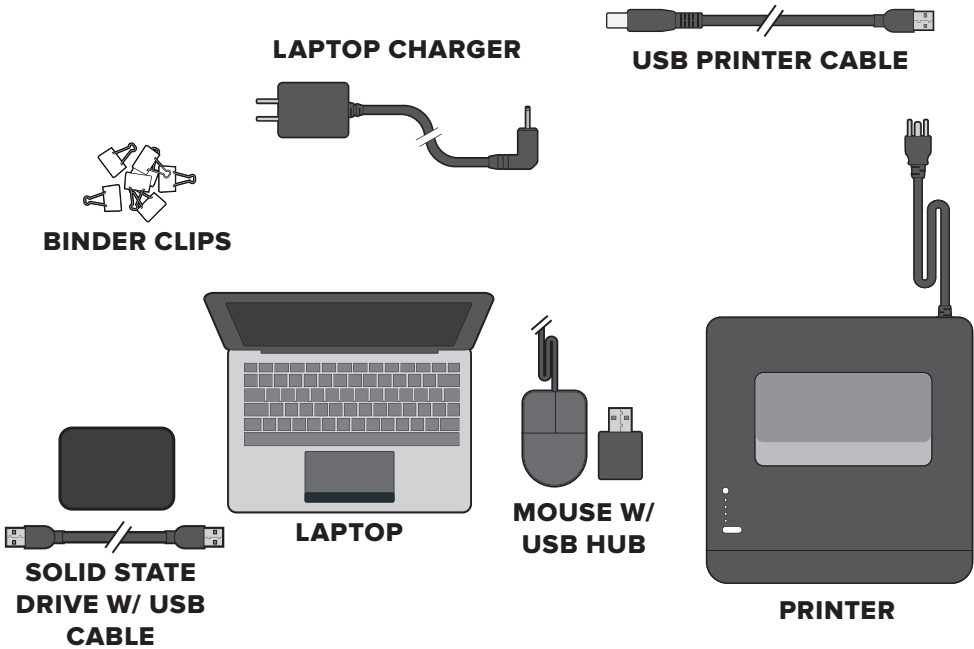
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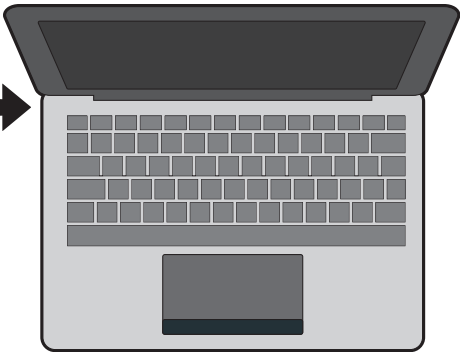
1. **RETRIEVE** the large carrying case from the Official Ballots Delivery Cart and **RETRIEVE** the following items above from the case. Each item will be individually wrapped. **REMOVE** items from storage and **PLACE** items on the VIG On Demand table behind the BOD Operator table.



2. **CONNECT** Laptop Charger to VIG On Demand Laptop, into the hole with the power symbol (eg. ) beside it.

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

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



DAILY

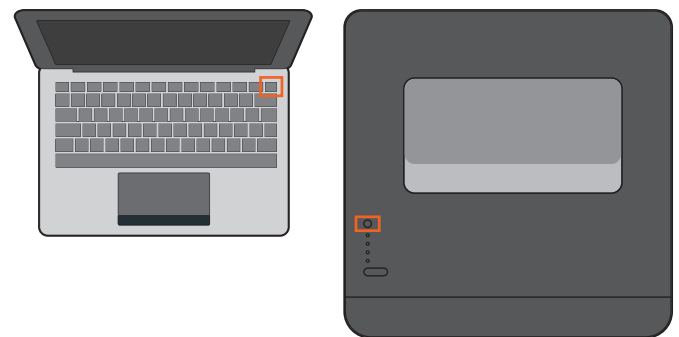
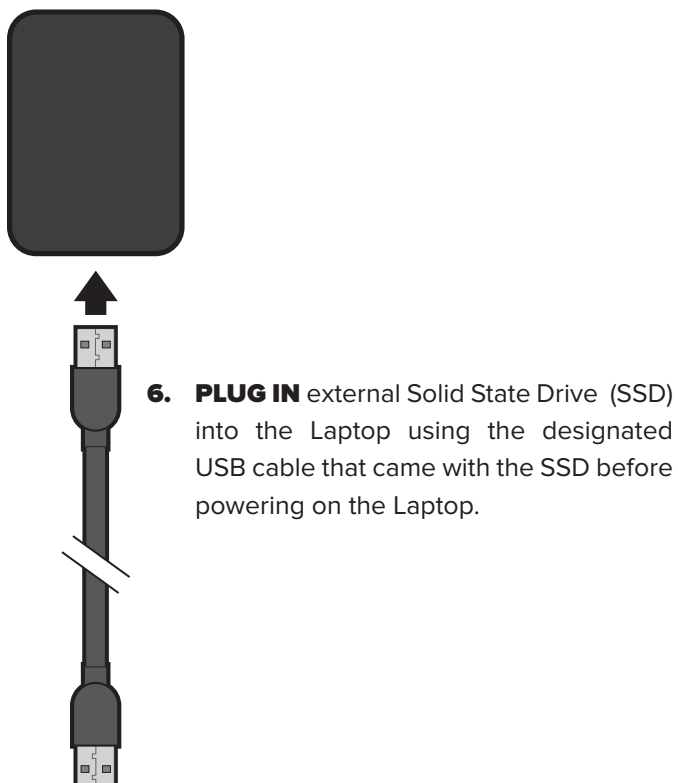
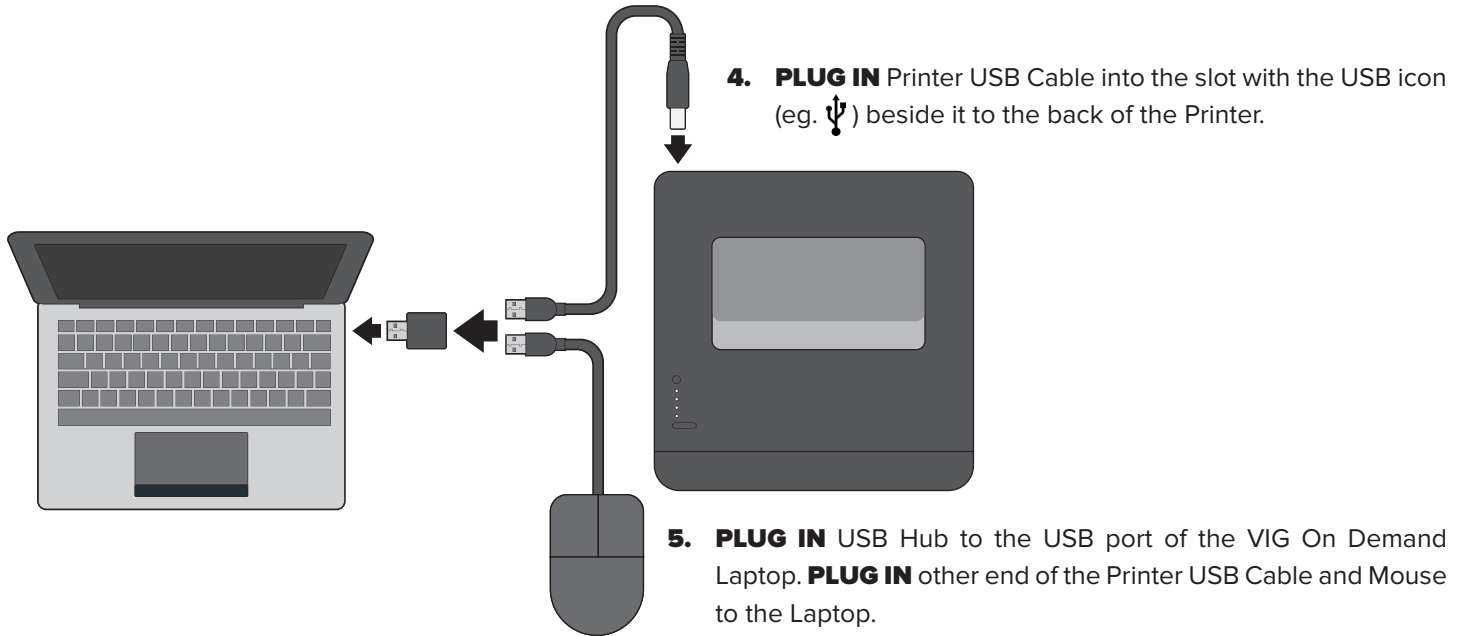
DAILY

DAILY

DAILY

DAILY

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



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

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

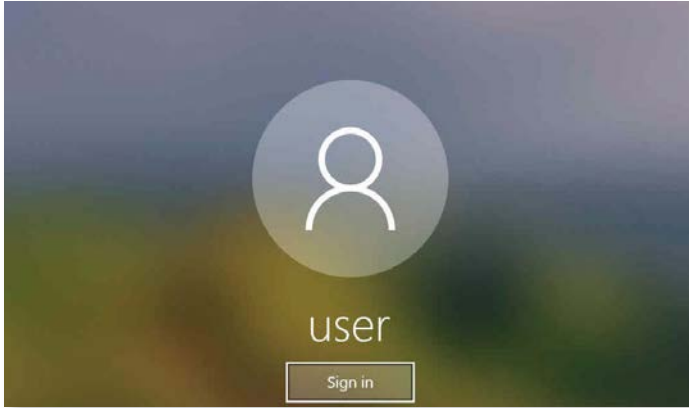
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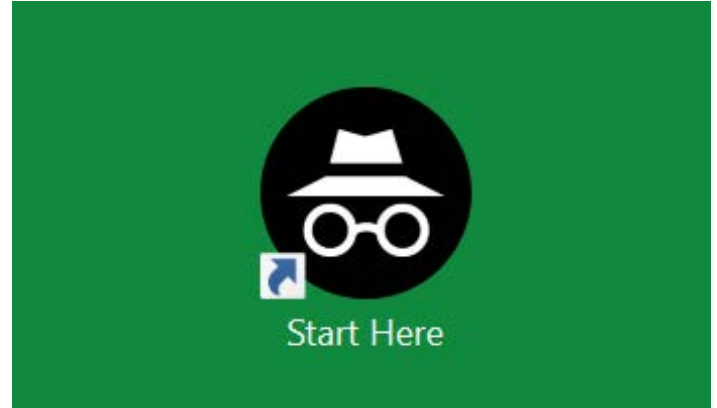
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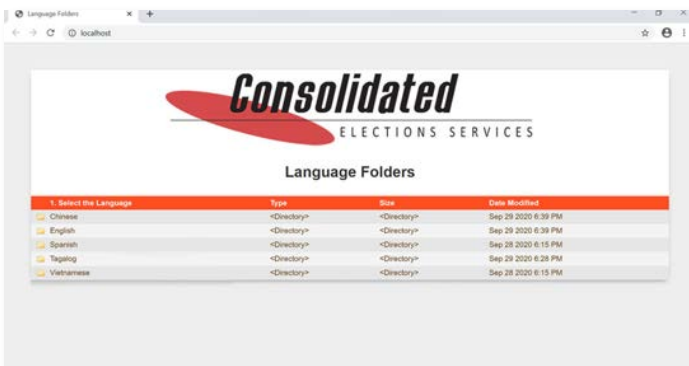
DAILY



8. **CLICK** "Sign in" button. **MAKE SURE** "user" profile is selected before signing in.



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



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

OPENING: CLERK

OPENING: CLERK

CLERK

TASK 1 SET UP BALLOT MARKING TOUCHSCREEN*

TWO (2) PERSON RULE

1ST DAY

1ST DAY

1ST DAY

1ST DAY

2 PERSON RULE



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

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

** Refer to Ballot Marking Touchscreen Setup Section, starting on pg. 69*



BALLOT MARKING TOUCHSCREEN



PRINTER



ATI (Audio Tactile Interface)



POLL WORKER CARD*

** Located with the Cell Phone Pouch*

FRONT PAGE

SEAL VERIFICATION FORM																																																																															
LOCATION 1234 MAIN STREET CITY		123456 General Election - 11/03/2020																																																																													
RED SECURITY SEAL				2 PERSON RULE																																																																											
1. VERIFY the Red Security Seal serial numbers match on both the Touchscreens and this form. 2. FOLLOW Touchscreen Powering On/Off instructions. 3. RESEAL the Touchscreen, then RECORD the replacement Red Security Seal number. If the serial numbers DO NOT match, CALL the Registrar of Voters immediately at (510) 835-0320.																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cfe2f3;"> <th rowspan="2" style="width: 10%;">DAY</th> <th rowspan="2" style="width: 15%;">RED SEAL #</th> <th rowspan="2" style="width: 15%;">REPLACEMENT #</th> <th rowspan="2" style="width: 15%;">REPLACEMENT #</th> <th colspan="2" style="width: 30%;">VERIFIED BY</th> <th rowspan="2" style="width: 15%;">ASSET ID (For Office use ONLY)</th> </tr> <tr style="background-color: #cfe2f3;"> <th style="width: 15%;">PRINTED NAME</th> <th style="width: 15%;">SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>DAY 1</td> <td>(051804)</td> <td></td> <td></td> <td>WORKER 1</td> <td></td> <td rowspan="4">(T001764)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 2</td> <td></td> </tr> <tr> <td>DAY 2</td> <td></td> <td></td> <td></td> <td>WORKER 1</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 2</td> <td></td> </tr> <tr> <td>DAY 3</td> <td></td> <td></td> <td></td> <td>WORKER 1</td> <td></td> <td rowspan="4">(T001765)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 2</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 1</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 2</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 1</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>WORKER 2</td> <td></td> <td></td> </tr> </tbody> </table>							DAY	RED SEAL #	REPLACEMENT #	REPLACEMENT #	VERIFIED BY		ASSET ID (For Office use ONLY)	PRINTED NAME	SIGNATURE	DAY 1	(051804)			WORKER 1		(T001764)					WORKER 2		DAY 2				WORKER 1						WORKER 2		DAY 3				WORKER 1		(T001765)					WORKER 2						WORKER 1						WORKER 2						WORKER 1							WORKER 2		
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A
B

OPENING BLUE SECURITY SEAL
2 PERSON RULE

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

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

DAY	VERIFIED BY		DAY	VERIFIED BY	
	INITIALS			INITIALS	
DAY 1	WORKER 1		DAY 3	WORKER 1	
	WORKER 2			WORKER 2	
DAY 2	WORKER 1		DAY 4	WORKER 1	
	WORKER 2			WORKER 2	

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

BACK PAGE

RED SECURITY SEAL CHECK

2 PERSON RULE

1. **VERIFY** the **Red Security Seal** is intact throughout the day, at least three (3) times each day.

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

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

10:00 AM

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

1:00 PM

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

4:30 PM

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

12:30 PM

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

5:30 PM

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

7:30 PM

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

D

ORANGE SEALS REMOVED FROM PRINTERS

F

RED SECURITY SEALS REMOVED FROM TOUCHSCREENS

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

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

TASK 2 SEAL VERIFICATION FORM: 11 DAYS

TWO (2) PERSON RULE

DAILY

DAILY

DAILY

DAILY

DAILY

PAGE 1: FRONT

SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET, CITY 123456
General Election - 11/03/2020

RED SECURITY SEAL 2 PERSON RULE

1. **VERIFY** the Red Security Seal serial numbers match on both the Touchscreens and this form.
2. **FOLLOW** Touchscreen Prompting On/Off instructions.
3. **RESEAL** the Touchscreen, then **RECORD** the replacement Red Security Seal number.
If the serial numbers **DO NOT** match, **CALL** the Registrar of Voters immediately at (510) 835-0320.

DAY	RED SEAL #	REPLACEMENT #	REPLACEMENT #	VERIFIED BY	ASSIST ID
DAY 1	(000001)			WORKER 1	(000001)
DAY 2				WORKER 1	(000002)
DAY 3				WORKER 1	
DAY 4				WORKER 1	
DAY 5				WORKER 1	
DAY 6				WORKER 1	
DAY 7				WORKER 1	
DAY 8				WORKER 1	
DAY 9				WORKER 1	
DAY 10				WORKER 1	
DAY 11				WORKER 1	

A **B**

PAGE 1: BACK

RED SECURITY SEAL CHECK 2 PERSON RULE

1. **VERIFY** the Red Security Seal is intact throughout the day, at least three (3) times each day.
2. Poll Workers **MUST COMPLETE** the "Verified By" section.
If the seal is compromised or tampered, **CALL** the Registrar of Voters immediately at (510) 835-0320.

10:00 AM		1:00 PM		4:30 PM	
DAY	VERIFIED BY	DAY	VERIFIED BY	DAY	VERIFIED BY
DAY 1	WORKER 1	DAY 1	WORKER 1	DAY 1	WORKER 1
DAY 2	WORKER 1	DAY 2	WORKER 1	DAY 2	WORKER 1
DAY 3	WORKER 1	DAY 3	WORKER 1	DAY 3	WORKER 1
DAY 4	WORKER 1	DAY 4	WORKER 1	DAY 4	WORKER 1
DAY 5	WORKER 1	DAY 5	WORKER 1	DAY 5	WORKER 1
DAY 6	WORKER 1	DAY 6	WORKER 1	DAY 6	WORKER 1
DAY 7	WORKER 1	DAY 7	WORKER 1	DAY 7	WORKER 1
DAY 8	WORKER 1	DAY 8	WORKER 1	DAY 8	WORKER 1
DAY 9	WORKER 1	DAY 9	WORKER 1	DAY 9	WORKER 1
DAY 10	WORKER 1	DAY 10	WORKER 1	DAY 10	WORKER 1
DAY 11	WORKER 1	DAY 11	WORKER 1	DAY 11	WORKER 1

C

5:30 PM		7:30 PM	
ELECTION DAY	WORKER 1	ELECTION DAY	WORKER 1

PAGE 2: FRONT

SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET, CITY 123456
General Election - 11/03/2020

OPENING BLUE SECURITY SEAL 2 PERSON RULE

1. **VERIFY** the Blue Security Seal is intact.
2. Poll Workers **MUST COMPLETE** the "Verified By" section.
If the seal is compromised or tampered, call the Registrar of Voters immediately at (510) 835-0320.

DAY	VERIFIED BY
DAY 1	WORKER 1
DAY 2	WORKER 1
DAY 3	WORKER 1
DAY 4	WORKER 1
DAY 5	WORKER 1
DAY 6	WORKER 1
DAY 7	WORKER 1
DAY 8	WORKER 1
DAY 9	WORKER 1
DAY 10	WORKER 1
DAY 11	WORKER 1

D

PAGE 2: BACK

ORANGE SEALS REMOVED FROM PRINTERS

E

RED SECURITY SEALS REMOVED FROM TOUCHSCREENS

F

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

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

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

TASK 3 POST OUTSIDE SIGNS

DAILY

DAILY

DAILY

DAILY

DAILY

VOTE HERE/CURBSIDE A-FRAME



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

ACCESSIBLE ENTRANCE A-FRAME



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

ELECTIONEERING & CORRUPTION A-FRAMES



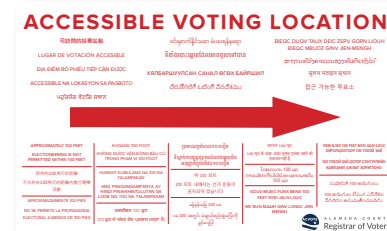
- **PLACE** a set beside the entrance of the Vote Center and another set the area of Curbside Voting.

VOTE HERE TODAY!



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

ACCESSIBLE ENTRANCE

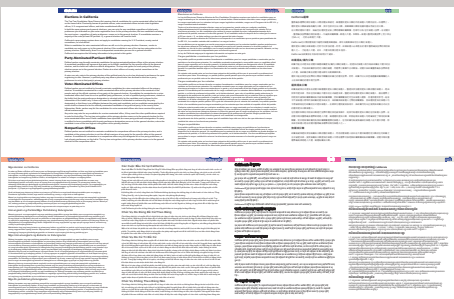


- **POST** along the accessible path of travel to the Vote Center, pointing in the direction of the Vote Center.

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

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

TOP TWO CANDIDATES



VOTE CENTER STREET INDEX



VOTER BILL OF RIGHTS



ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

BALLOT MARKING TOUCHSCREEN: SETUP

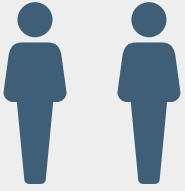
BALLOT MARKING TOUCHSCREEN: SETUP

SETTING UP TOUCHSCREEN

TWO (2) PERSON RULE

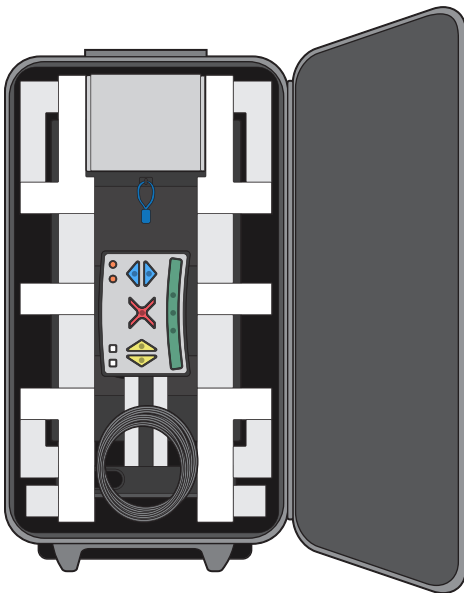
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART

2 PERSON RULE

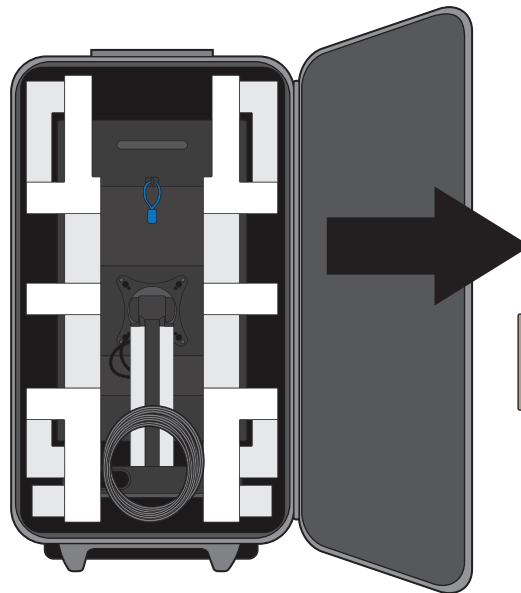


California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

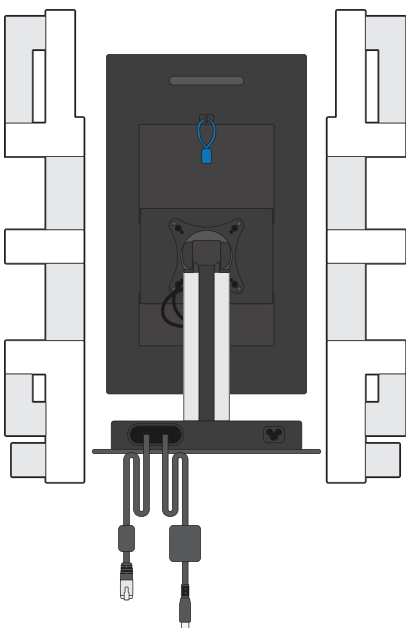
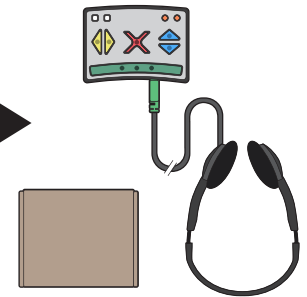
California Secretary of State Guidelines require two (2) Election Workers perform the following procedures:



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



2. **REMOVE** the small box containing the power cord and Audio Tactile Interface (ATI) with headphones attached from the case.

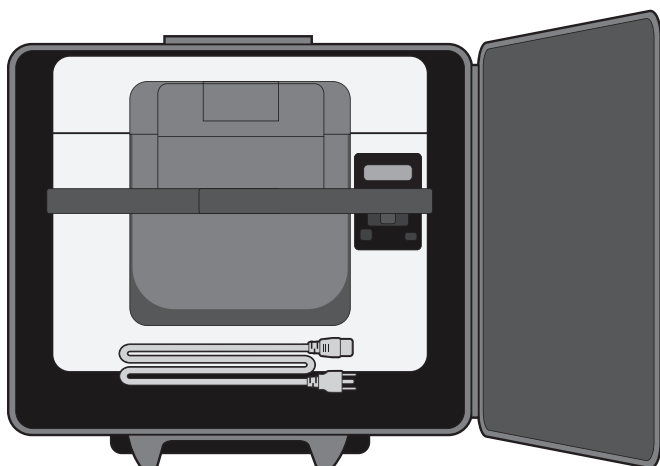


3. **REMOVE** the Ballot Marking Touchscreen out of the case using the handle behind the screen. While holding the Ballot Marking Touchscreen, **REMOVE** the protective packaging.
4. **PLACE** the Ballot Marking Touchscreen in Touchscreen Voting Booth.
5. **PLACE** the packaging back in the case, then **ZIP CLOSE**. **RETURN** the Ballot Marking Touchscreen Case to the Official Ballots Delivery Cart.

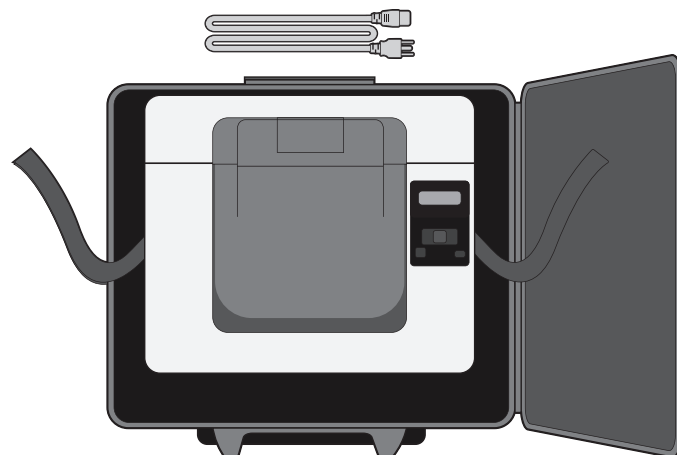
SETTING UP PRINTER

TWO (2) PERSON RULE

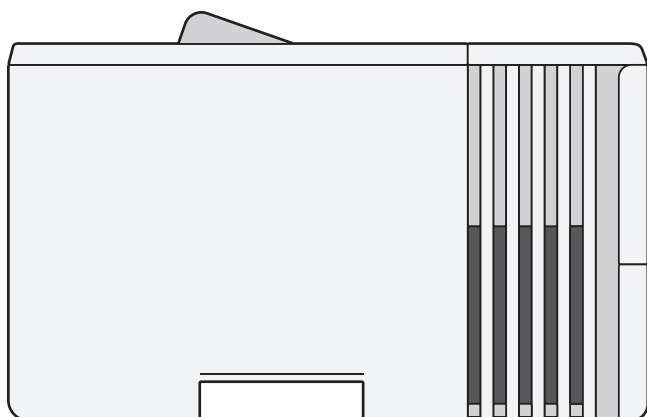
SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



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



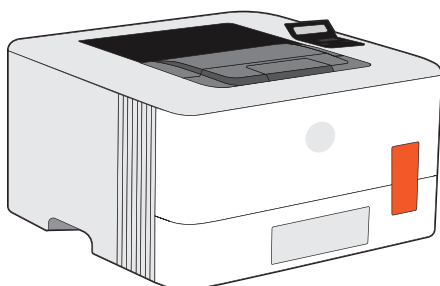
2. **REMOVE** Velcro holding the Printer and **REMOVE** the power cord from the case.



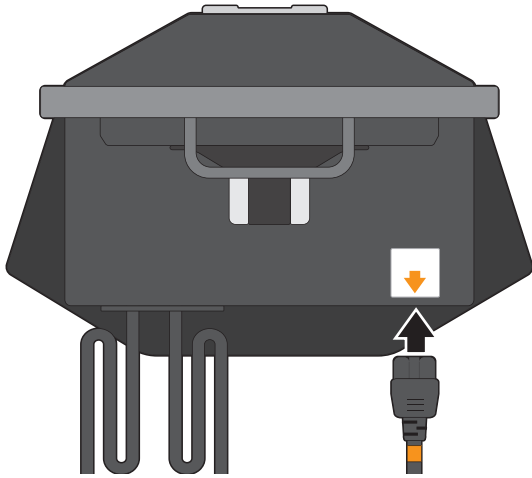
3. **REMOVE** the Printer from case using the side handles.
4. **PLACE** the Printer in the Ballot Marking Touchscreen Booth to the right of the Touchscreen.
5. **RETURN** the Printer case to the Official Ballots Delivery Cart.

RED SECURITY SEAL CHECK		2 PERSON RULE	
1. VERIFY the Red Security Seal is intact throughout the day, at least three (3) times each day. 2. Poll Workers MUST COMPLETE the "Verified By" section. <i>If the seal is compromised or tampered, CALL the Registrar of Voters immediately at (925) 825-0200.</i>			
10:00 AM		3:00 PM	
DAY	VERIFIED BY	DAY	VERIFIED BY
DAY 1	VERIFIED BY	DAY 1	VERIFIED BY
DAY 2	VERIFIED BY	DAY 2	VERIFIED BY
DAY 3	VERIFIED BY	DAY 3	VERIFIED BY
12:00 PM		5:00 PM	
ELECTION DAY	VERIFIED BY	ELECTION DAY	VERIFIED BY
7:00 PM		7:00 PM	
ELECTION DAY	VERIFIED BY	ELECTION DAY	VERIFIED BY
ORANGE SEALS REMOVED FROM PRINTERS		RED SECURITY SEALS REMOVED FROM TOUCHSCREENS	
Alameda County REGISTRAR OF VOTERS			

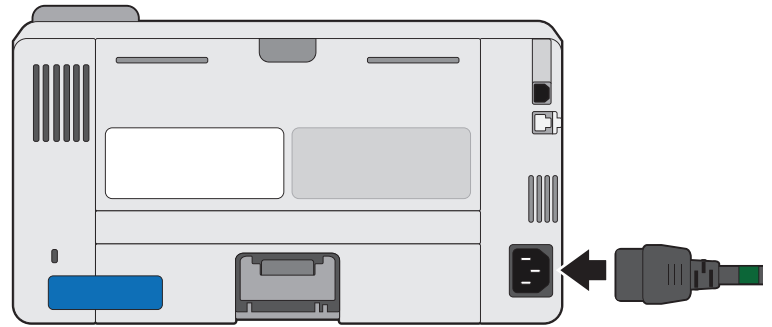
6. **REMOVE** the Orange Security Seal covering both the Printer and paper tray and **CHECK** that the paper inside the tray is lying flat. **PLACE** the old Orange Security Seal onto the back of the Seal Verification Form.



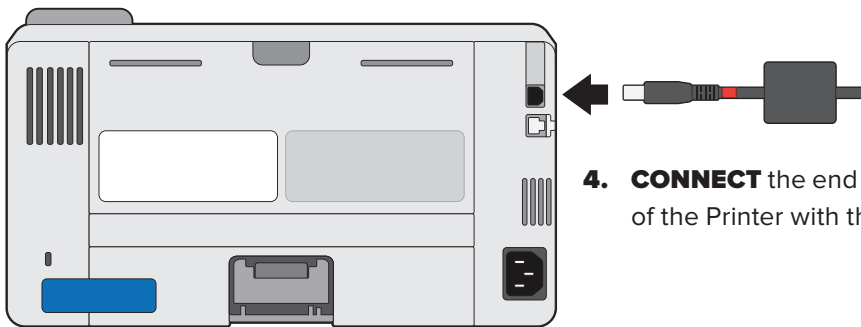
7. **PLACE** a new Orange Security Seal on both the Printer and paper tray ensuring the paper tray cannot be opened.



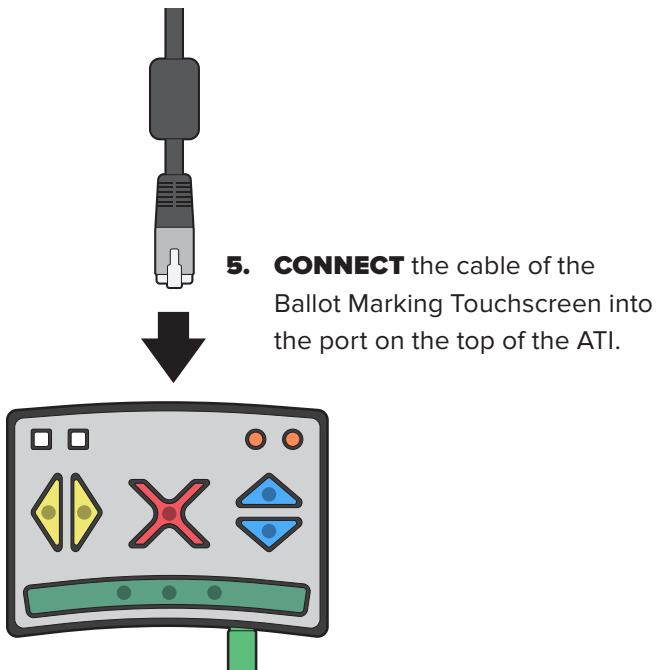
1. **CONNECT** the Touchscreen power cord (marked **orange**) to the base of the Ballot Marking Touchscreen.



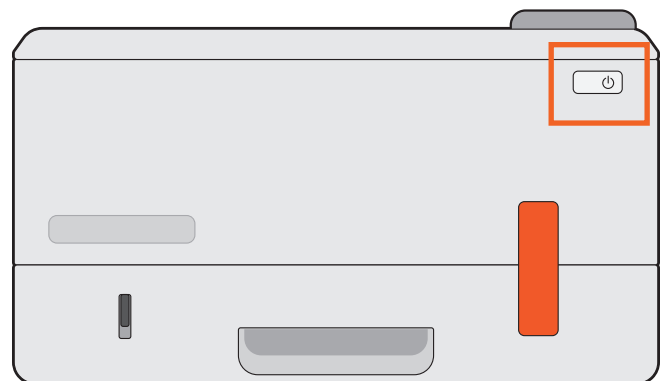
2. **CONNECT** the Printer power cord (marked **green**) to the back of the Printer.
3. **PLUG** both the Printer and the Ballot Marking Touchscreen into the surge protector.



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

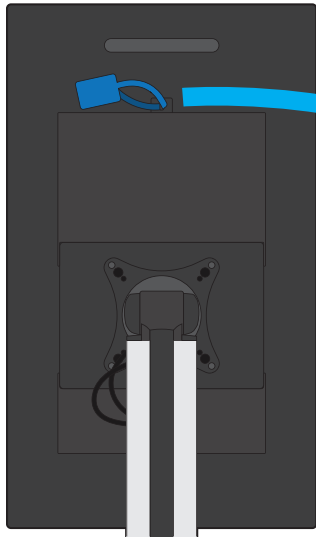


5. **CONNECT** the cable of the Ballot Marking Touchscreen into the port on the top of the ATI.



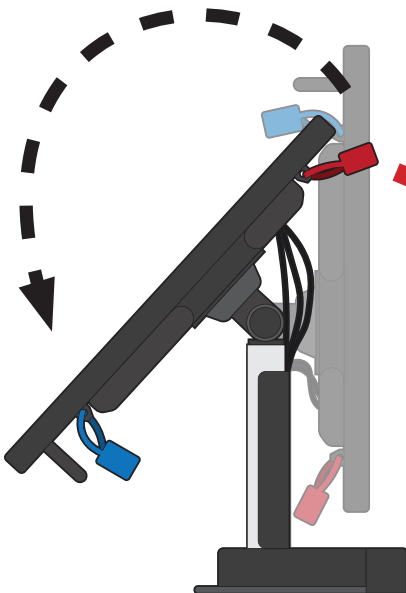
6. **PRESS** the power button on the front side of the Printer.

NOTE: Make sure the green plug for the head phones is plugged in the the bottom-right of the ATI.



SEAL VERIFICATION FORM									
LOCATION 1234 MAIN STREET CITY		123456 General Election - 11/03/2020							
RED SECURITY SEAL					2 PERSON RULE				
1. VERIFY the Red Security Seal serial numbers match on both the Touchscreens and this form. 2. FOLLOW Touchscreen Powering On/Off instructions. 3. RESEAL the Touchscreen, then RECORD the replacement Red Security Seal number. If the serial numbers DO NOT match, CALL the Registrar of Voters immediately at (503) 835-0320.									
DAY	RED SEAL #	REPLACEMENT#	REPLACEMENT#	VERIFIED BY		PRINTED NAME		SIGNATURE	ASSET ID (For Official use ONLY)
DAY 1	(051804)			WORKER 1					(T00764)
DAY 2				WORKER 1					(T00765)
DAY 3				WORKER 1					
DAY 4				WORKER 1					
OPENING BLUE SECURITY SEAL									
2 PERSON RULE									
1. VERIFY the Blue Security Seal is intact. 2. Poll Workers MUST COMPLETE the "Verified By" section. If the seal is compromised or tampered, call the Registrar of Voters immediately at (503) 835-0320.									
DAY	VERIFIED BY	INITIALS	DAY	VERIFIED BY	INITIALS				
DAY 1	WORKER 1		DAY 3	WORKER 1					
	WORKER 2			WORKER 2					
DAY 2	WORKER 1		DAY 4	WORKER 1					
	WORKER 2			WORKER 2					

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

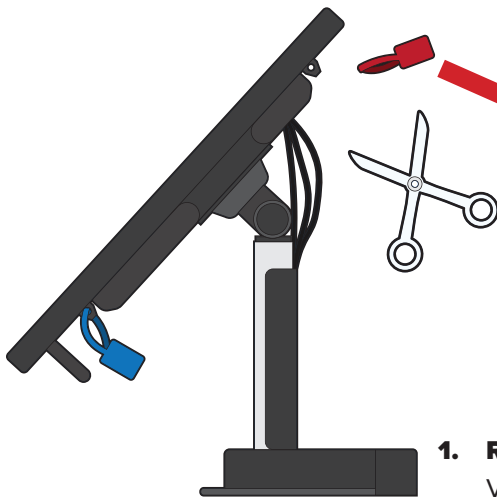


8. While holding the base, **ROTATE** the Ballot Marking Touchscreen upwards.
9. **VERIFY** Red Security Seal serial number matches with Seal Verification Form. Be sure to follow steps on Seal Verification Form.

SEAL VERIFICATION FORM									
LOCATION 1234 MAIN STREET CITY		123456 General Election - 11/03/2020							
RED SECURITY SEAL					2 PERSON RULE				
1. VERIFY the Red Security Seal serial numbers match on both the Touchscreens and this form. 2. FOLLOW Touchscreen Powering On/Off instructions. 3. RESEAL the Touchscreen, then RECORD the replacement Red Security Seal number. If the serial numbers DO NOT match, CALL the Registrar of Voters immediately at (503) 835-0320.									
DAY	RED SEAL #	REPLACEMENT#	REPLACEMENT#	VERIFIED BY		PRINTED NAME		SIGNATURE	ASSET ID (For Official use ONLY)
DAY 1	(051804)			WORKER 1					(T00764)
DAY 2				WORKER 1					(T00765)
DAY 3				WORKER 1					
DAY 4				WORKER 1					
OPENING BLUE SECURITY SEAL									
2 PERSON RULE									
1. VERIFY the Blue Security Seal is intact. 2. Poll Workers MUST COMPLETE the "Verified By" section. If the seal is compromised or tampered, call the Registrar of Voters immediately at (503) 835-0320.									
DAY	VERIFIED BY	INITIALS	DAY	VERIFIED BY	INITIALS				
DAY 1	WORKER 1		DAY 3	WORKER 1					
	WORKER 2			WORKER 2					
DAY 2	WORKER 1		DAY 4	WORKER 1					
	WORKER 2			WORKER 2					

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

IF BALLOT MARKING TOUCHSCREEN DOES NOT POWER ON AUTOMATICALLY



RED SECURITY SEAL CHECK 2 PERSON RULE

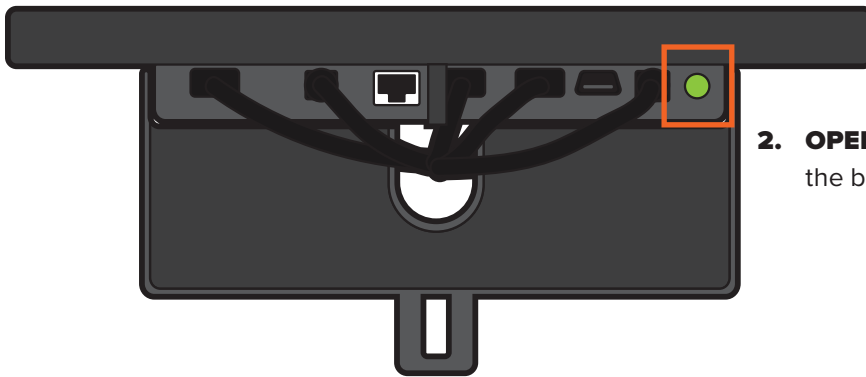
1. **VERIFY** the Red Security Seal is intact throughout the day, at least three (3) times each day.
 2. Poll Workers **MUST COMPLETE** the "Verified By" section.
If the seal is compromised or tampered, CALL the Registrar of Voters immediately at (510) 835-0320.

10:00 AM		1:00 PM		4:30 PM	
DAY	VERIFIED BY	DAY	VERIFIED BY	DAY	VERIFIED BY
DAY 1	WORKER 1	DAY 1	WORKER 1	DAY 1	WORKER 1
	WORKER 2		WORKER 2		WORKER 2
DAY 2	WORKER 1	DAY 2	WORKER 1	DAY 2	WORKER 1
	WORKER 2		WORKER 2		WORKER 2
DAY 3	WORKER 1	DAY 3	WORKER 1	DAY 3	WORKER 1
	WORKER 2		WORKER 2		WORKER 2
ELECTION DAY		ELECTION DAY		ELECTION DAY	
	WORKER 2		WORKER 2		WORKER 2

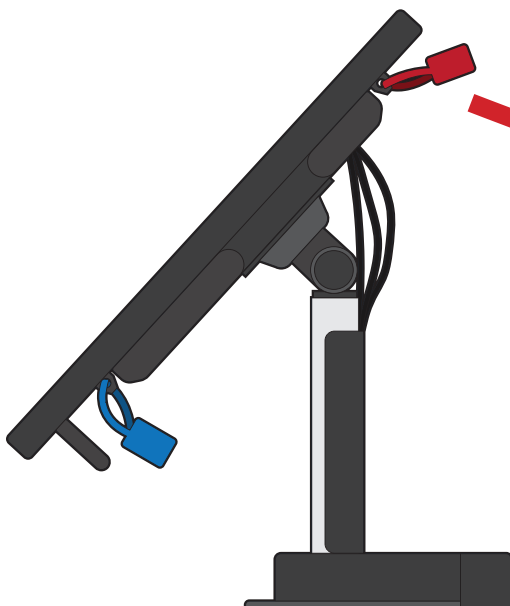
ORANGE SEALS REMOVED FROM PRINTERS **RED SECURITY SEALS REMOVED FROM TOUCHSCREENS**

Alameda County
01287

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



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



SEAL VERIFICATION FORM

LOCATION: 1234 MAIN STREET
CITY: 123456
General Election - 11/03/2020

RED SECURITY SEAL 2 PERSON RULE

1. **VERIFY** the Red Security Seal serial numbers match on both the Touchscreens and this form.
 2. **FOLLOW** the Touchscreen Powering On/Off instructions.
 3. **RESEAL** the Touchscreen, then **RECORD** the replacement Red Security Seal number.
If the serial numbers DO NOT match, CALL the Registrar of Voters immediately at (510) 835-0320.

DAY	RED SEAL #	REPLACEMENT #	REPLACEMENT #	VERIFIED BY	PRINTED NAME	SIGNATURE	ASSET ID
DAY 1	050804			WORKER 1			100764
				WORKER 2			
DAY 2				WORKER 1			100765
				WORKER 2			
DAY 3				WORKER 1			
				WORKER 2			
DAY 4				WORKER 1			
				WORKER 2			

OPENING BLUE SECURITY SEAL 2 PERSON RULE

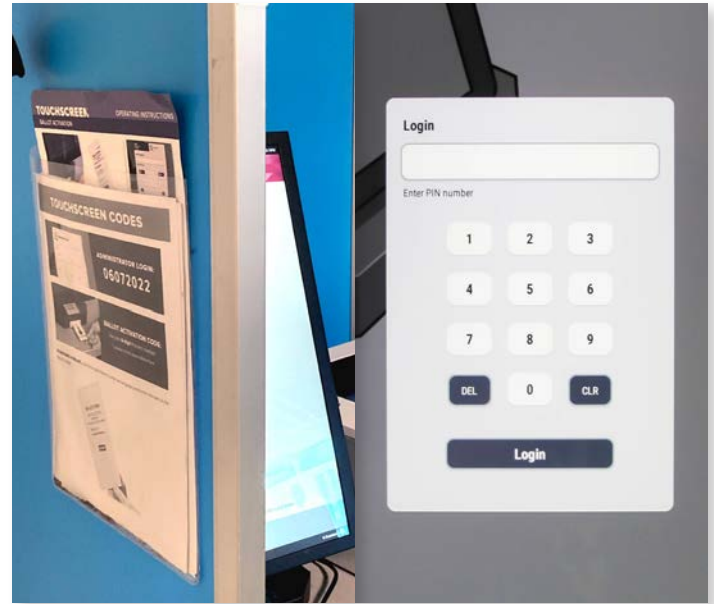
1. **VERIFY** the Blue Security Seal is intact.
 2. Poll Workers **MUST COMPLETE** the "Verified By" section.
If the seal is compromised or tampered, call the Registrar of Voters immediately at (510) 835-0320.

DAY	VERIFIED BY	PRINTED NAME	DAY	VERIFIED BY	PRINTED NAME
DAY 1	WORKER 1		DAY 3	WORKER 1	
	WORKER 2			WORKER 2	
DAY 2	WORKER 1		DAY 4	WORKER 1	
	WORKER 2			WORKER 2	

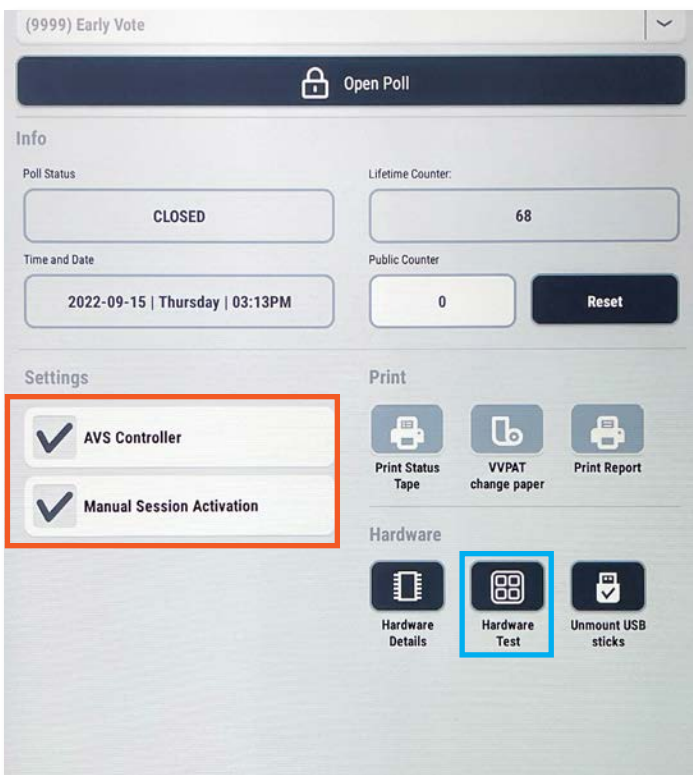
3. **CLOSE** latch door and **PLACE** new Red Security Seal. **ADD** new Red Security Seal number to the front of the Seal Verification Form. Be sure to follow steps on Seal Verification Form.



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



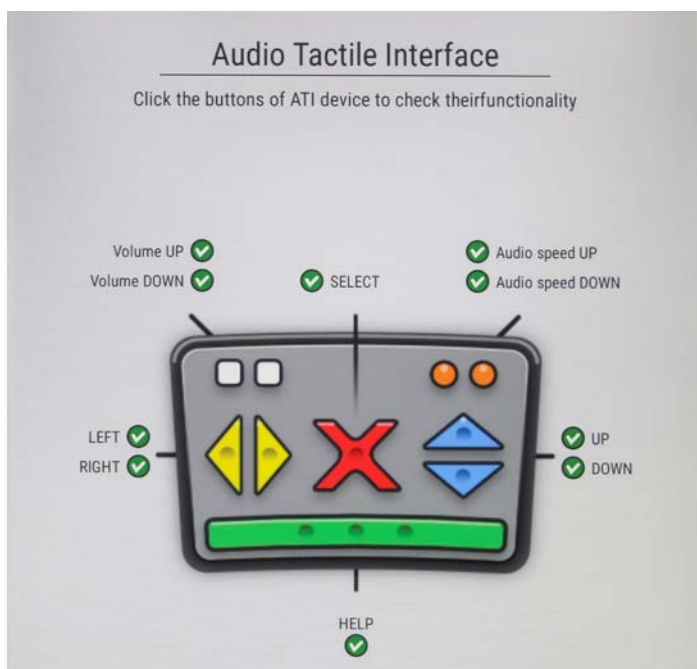
- 2. ENTER** the Administrator Login number found on the Touchscreen Codes List in the Operations Sleeve on the left-hand side of the booth. **PRESS** "Login" then Administrative Mode will begin.



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



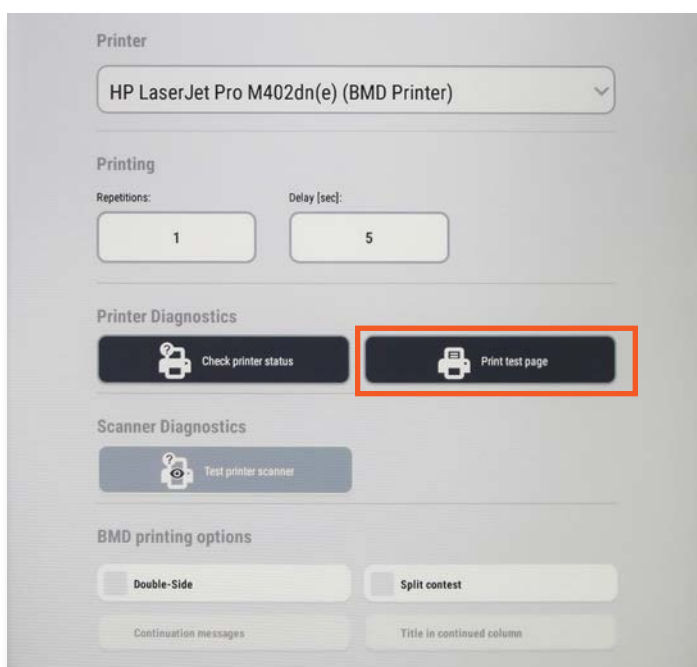
- 5. SELECT** the "ATI" button on screen to proceed.



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

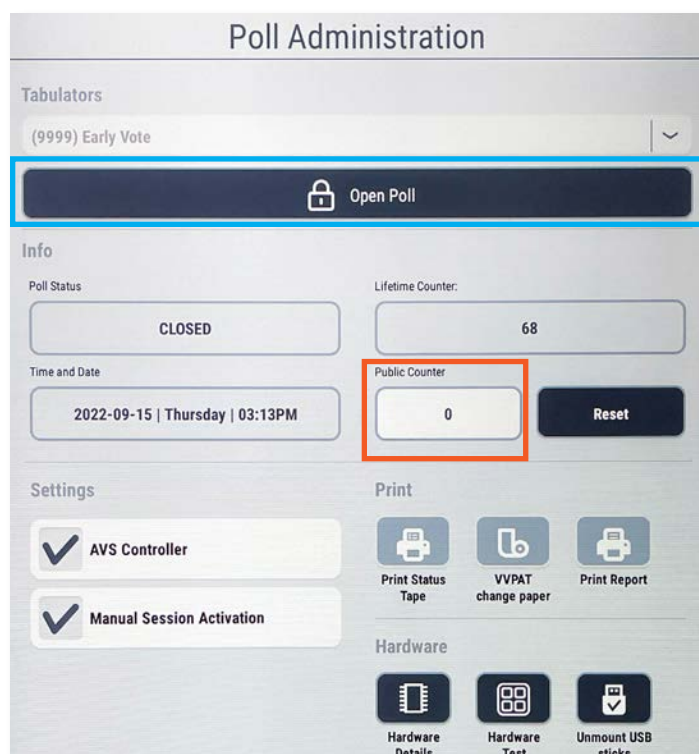


7. **SELECT** the "Printer" button on screen to proceed.



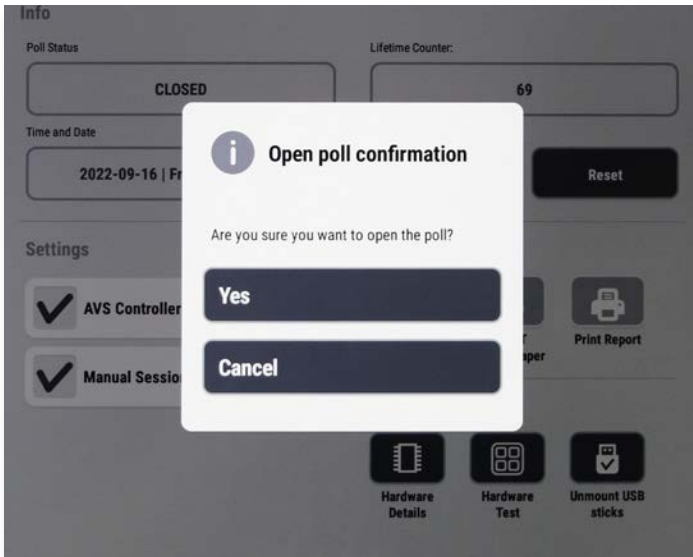
8. **PRESS** "Print test page" button to print a test page verifying the Printer is connected properly. Once the test page prints, **SPOIL** the test page by placing into Purple Spoiled Ballots Bag. **PRESS** the Close button when finished.

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



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

10. **PRESS** "Open Polls" button (marked blue).



11. PRESS "Yes" to confirm opening of the polls on the Ballot Marking Touchscreen.



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

ELECTION DAY

ELECTION DAY

ELECTION DAY

1ST VOTER PROCEDURE

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
 - Teal Unscanned Voted Ballots Bag*
**Only if Vote Center Ballots are being used*
- 5. THE DEMONSTRATION OFFICER CLOSES & SECURES** each Trolley and Bag with a White Security seal.
- 6. PROCESS VOTER.**

THE OFFICIAL TABLE: INTRODUCTION

KNOW THE ROLES:



Poll Pad Operators



Captain



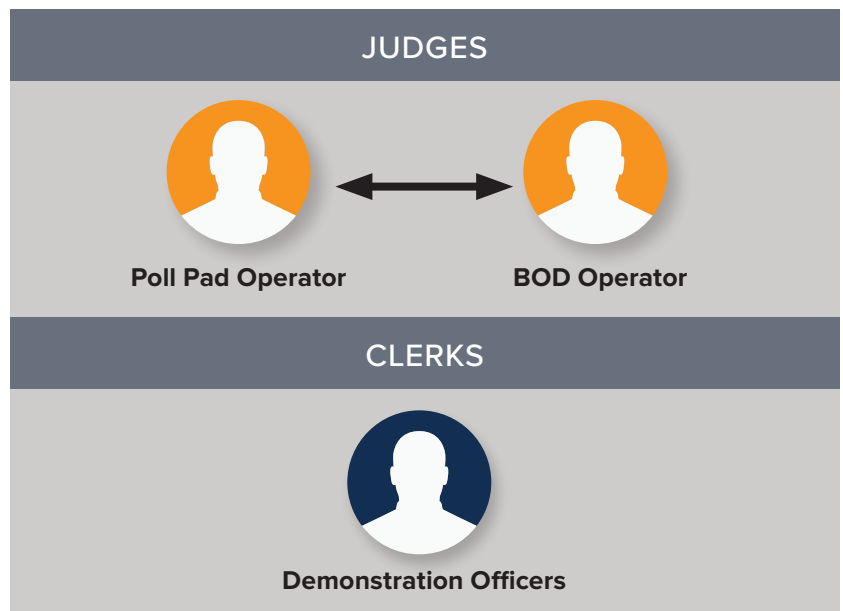
BOD Operators



Demonstration Officers



Demonstration Officers



ELECTION DAY

BREAK SCHEDULE

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

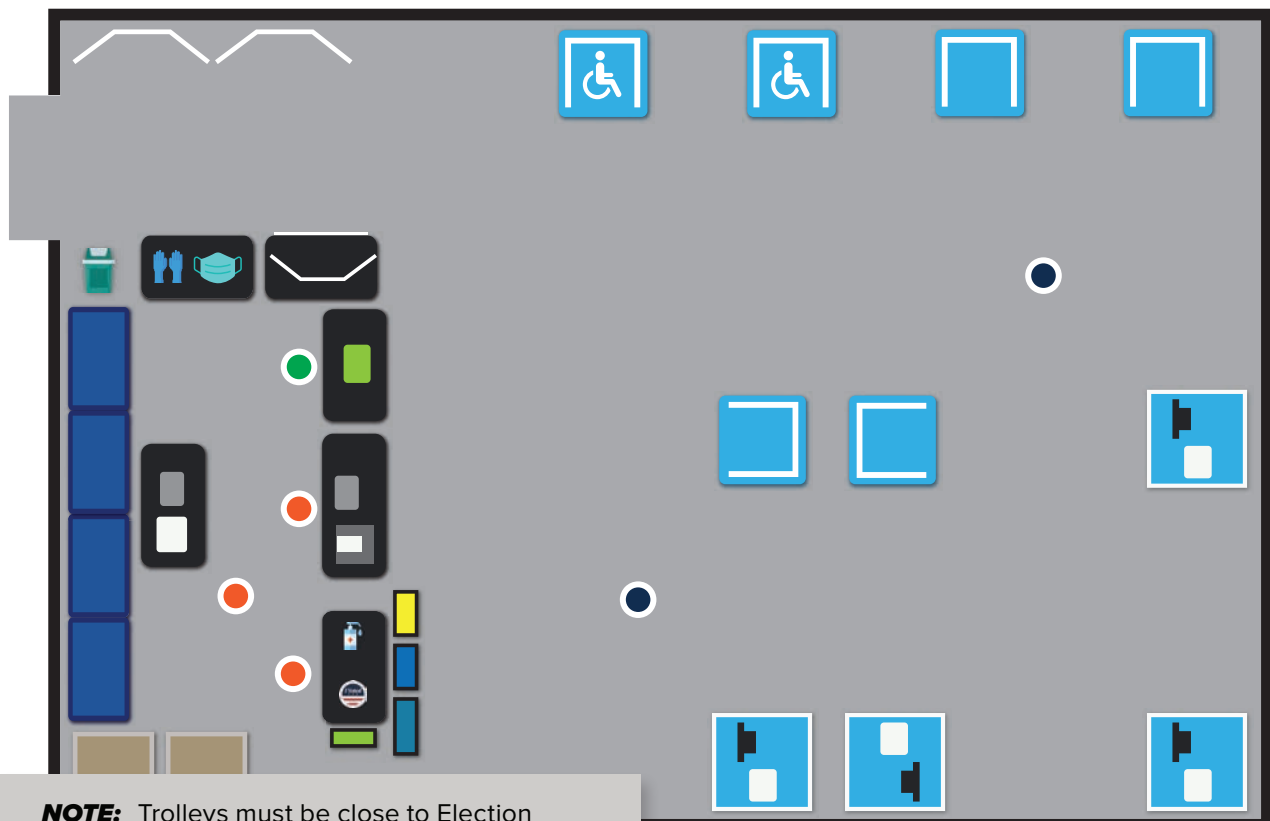
Break schedule timeline will be as follows:

EARLY VOTING DAYS

15-MINUTE BREAK: 10:00 AM, 10:30 AM, 11:00 AM
LUNCH: 11:30 AM, 12:30 PM, 1:30 PM
15-MINUTE BREAK: 2:30 PM, 3:00 PM, 3:30 PM

ELECTION DAY

15-MINUTE BREAK #1: 8:00 AM, 8:30 AM, 9:00 AM
1-HOUR LUNCH: 9:30 AM, 10:30 AM, 11:30 AM
15-MINUTE BREAK #2: 12:30 PM, 1:00 PM, 1:30 PM
1-HOUR DINNER: 2:30 PM, 3:30 PM, 4:30 PM
15-MINUTE BREAK #3: 5:30 PM, 5:45 PM, 6:00 PM



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

**OFFICIAL TABLE:
POLL PAD
OPERATOR**

**OFFICIAL TABLE:
POLL PAD
OPERATOR**

POLL PAD OPERATOR

TASK 1 GREET VOTER



“Good morning/afternoon!”

We would also 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.
- Etiquette Guidelines regarding **Disability Sensitivity at the Polls** are available in the Election Worker Guide.
- 3. FACILITATE** assistance from other Election Workers.

IF VOTER REQUESTS A FACSIMILE REFERENCE BALLOT:

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

FACSIMILE REFERENCE BALLOTS



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

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

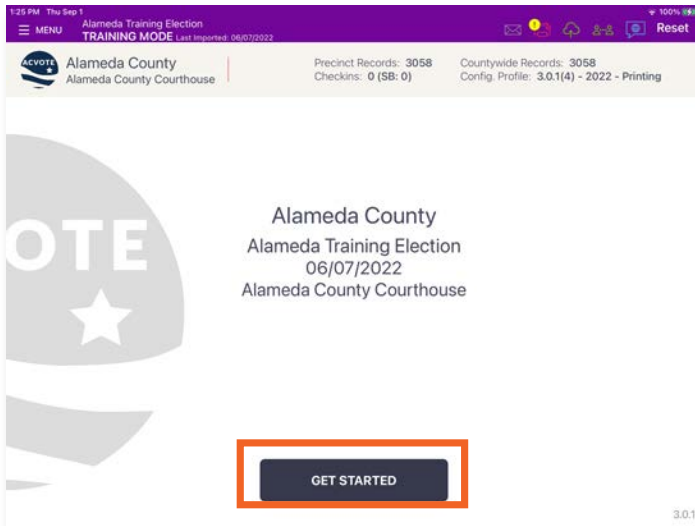
Facsimile Reference Ballots are printed and provided by the BOD Operator.

IF THE LANGUAGE REQUESTED IS NOT AVAILABLE:

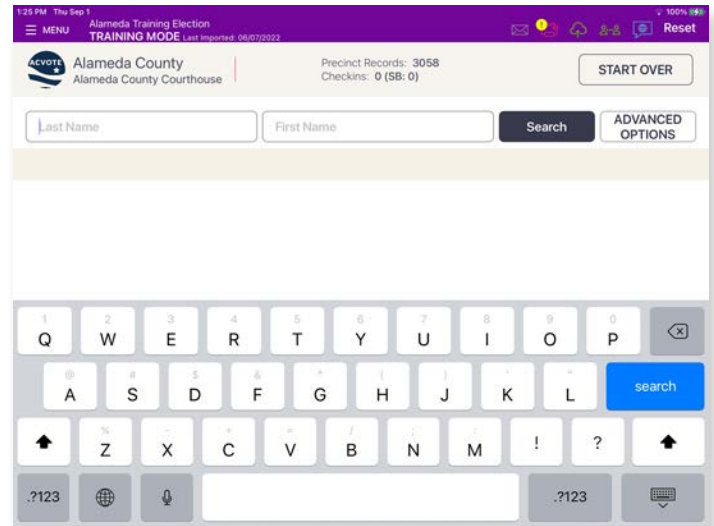
USE Captain Cell Phone to call Language Hotline for assistance (*refer to Cell Phone contacts on back page of Election Worker Guide*). **PROVIDE** the Language Hotline with the Voter's precinct and Ballot Type to further assist.

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

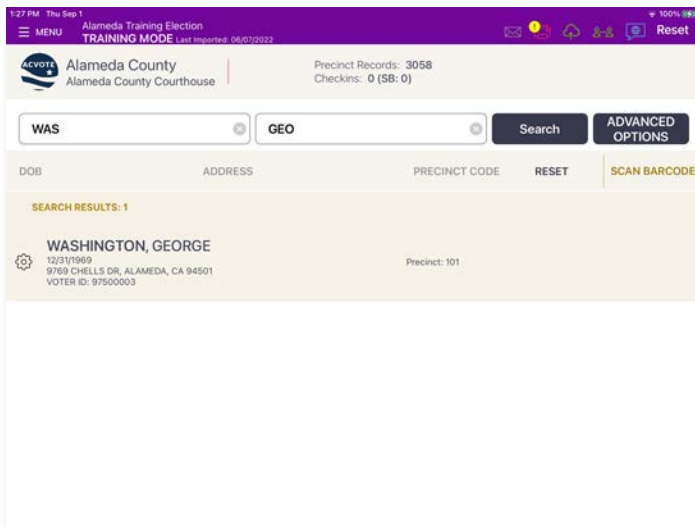


1. **PRESS** "Get Started" to locate the Voter by using their first and last name.

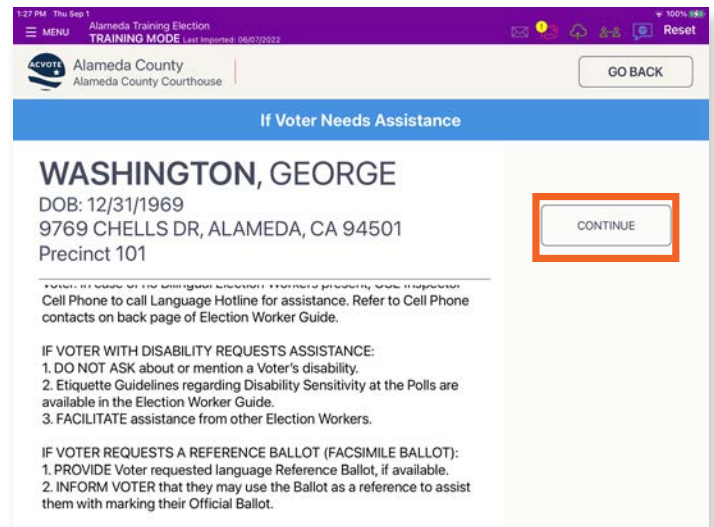


2. **USE** the on-screen keyboard to enter the first three (3) letters of the voter's last and first name, then **PRESS** "Search".

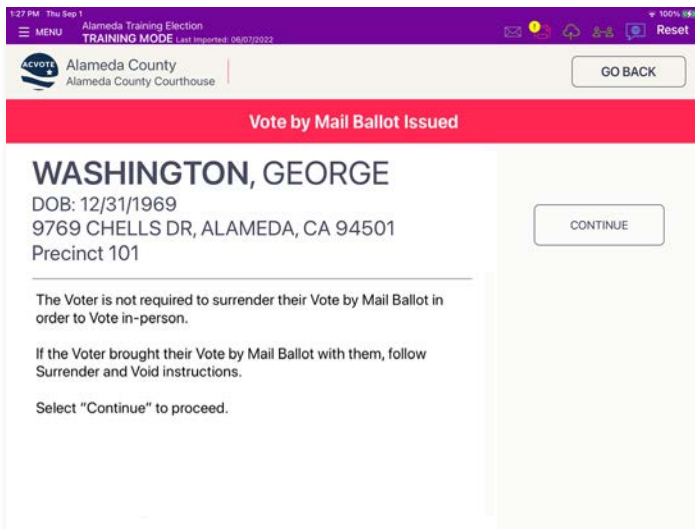
NOTE: To narrow search results, **USE** "ADVANCED OPTIONS".



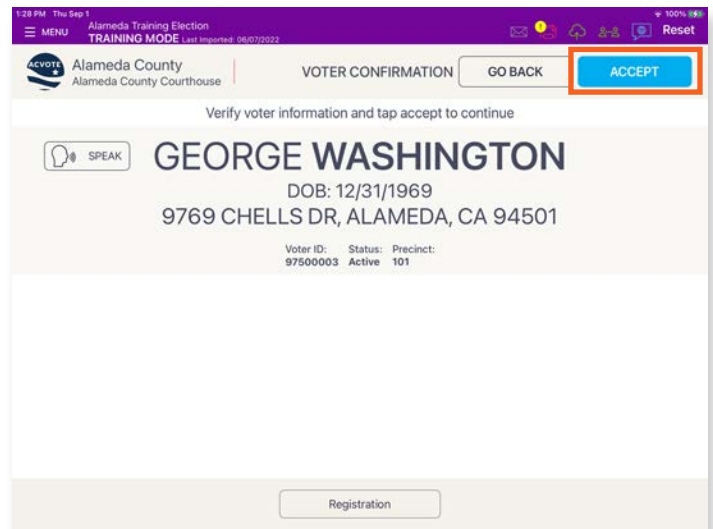
3. Records matching the search criteria display on-screen. The Voter's record may contain a status that reads "VBM Ballot Sent" because all registered Voters will receive a VBM Ballot this Election. **SELECT** the Voter by touching their record.



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

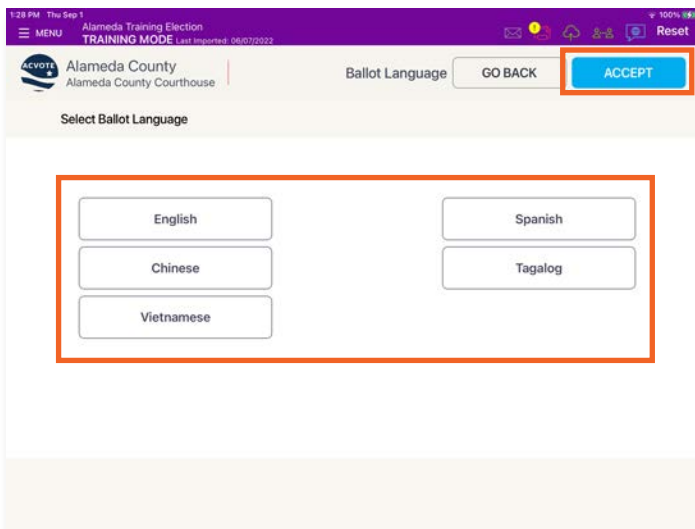


- For prompts “Vote by Mail Ballot Issued” above the Voter’s information, **VERIFY** that the Voter does or does not have VBM materials to surrender, then **PRESS** “CONTINUE” to proceed.

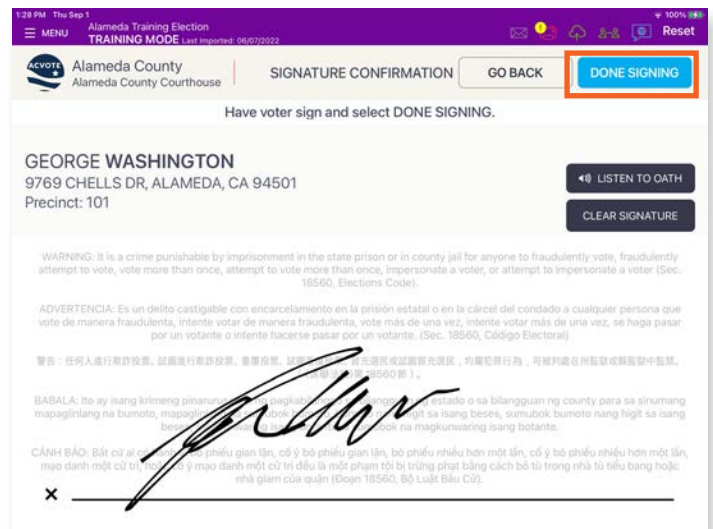


- ROTATE** the Poll Pad to the Voter to confirm their information is correct. **INFORM VOTER** to press “ACCEPT” if their information is correct.

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



- INFORM VOTER** to select their Ballot Language option then **PRESS** “ACCEPT” to continue.



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

NOTE: **PRESS** “LISTEN TO OATH” to play audio of oath through Poll Pad speakers.

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

Alameda Training Election
TRAINING MODE Last Imported: 06/07/2022

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

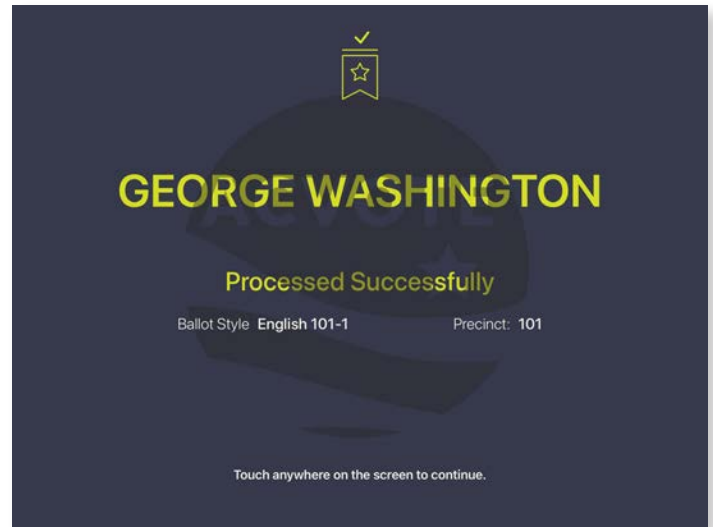
GEORGE WASHINGTON
9769 CHELLS DR, ALAMEDA, CA 94501
Precinct: 101 DOB: 12/31/1969
Status: Active Voter ID: 97500003

Ballot Style: English 101-1

Paper ☒ Electronic ☐ Curbside ☐

Voting Method

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



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



11. Once Voter is successfully processed, a Ballot Form will print out.

NOTE: The Ballot Form **CANNOT** be reprinted. **LOOK UP** the Voter's Address using Precinct Finder to retrieve Precinct.

PAPER BALLOT VOTER

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

TOUCHSCREEN VOTER

GIVE the Ballot Form to the Voter. **INFORM** the Voter to give the form to one of the Demonstration Officers to activate their Ballot.

POLL PAD SCENARIOS

VOTE BY MAIL VOTERS

SURRENDERING VBM BALLOT TO VOTE



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



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

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

REPLACEMENT VBM ENVELOPE

1. **GIVE VOTER** Official Vote by Mail Replacement envelope and Pen.
2. **INFORM VOTER** to fill out back of the envelope completely. The Pen is the Voter's to keep or dispose.

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

This voted ballot must be received by the Alameda County Registrar of Voters' Office or any Alameda County Polling Place by 8:00 p.m. on Election Day. This ballot cannot be used in any other way. Este boleto votado debe ser recibido por la Oficina del Registro de Votantes del Condado de Alameda o cualquier Lugar de Votación del Condado de Alameda antes de las 8:00 p.m. el día de las Elecciones.

Voter's Declaration		Declaración del Votante	
I declare, under penalty of perjury, that I am the person whose name appears on this envelope. I have not applied for and will not apply for a Vote by Mail Ballot from any other jurisdiction for the same election. VOTAR DOS VECES CONSTITUYE UN DELITO GRAVE.		Declaro, bajo pena de perjurio, que soy la persona cuyo nombre aparece en este sobre. No he solicitado ni tengo la intención de solicitar una Boleta de Votación por Correo de otra jurisdicción para la misma elección. VOTAR DOS VECES CONSTITUYE UN DELITO GRAVE.	
Voter must complete section below. El votante debe completar la sección a continuación.			
First Name Nombre Puesto	Middle Name Segundo Nombre	Last Name Apellido	Date of Birth - MM/DD/YYYY Fecha de Nacimiento - mes/día/año
Residence address as registered in Alameda County Dirección residencial tal como está registrada en el Condado de Alameda		House Number Número de Casa	Street Name Nombre de la Calle
City Ciudad		State Estado	Zip Código Postal
Signature Firma		Date of Signing Fecha de Firma	

DO NOT WRITE AND ADDRESS INFORMATION TO REGISTRATION OR VERIFICATION PURPOSES. NO ESCRIBA Y DIRECCION SOLO PARA REGISTRO O VERIFICACION.

VBM VOTER SCENARIOS

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

INFORM VOTER to double check that they have their printer Ballot and the required documents containing their signature. They can submit into the Yellow Trolley with their provided envelope or a replacement envelope.

IF A VBM VOTER NEEDS A CARD REPLACED:

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

IF A VBM VOTER IS SUBMITTING AN OUT-OF-COUNTY VBM ENVELOPE:

The out-of-county VBM envelope can be deposited in any Yellow VBM Trolley or 24-hour drop box,

POLL PAD SCENARIOS

VOTER ASSISTANCE REQUIRED

Alameda Training Election
TRAINING MODE Last Imported: 06/07/2022

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

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

Ballot Style: English 101-1

☒ Assistance Required ☐ Curbside

Voting Method

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

Assistance Required

Select what assistance was given to voter and sign below

CHOOSE REASON

Accessibility

Marking the Ballot

Language Assistance - Burmese

Language Assistance - Chinese

Language Assistance - Hindi

Language Assistance - Khmer

Language Assistance - Korean

Language Assistance - Laotian

Language Assistance - Mien

Language Assistance - Mongolian

Language Assistance - Punjabi

CLEAR SIGNATURE

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

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

Assistance Required

Select what assistance was given to voter and sign below

ACCESSIBILITY

CLEAR SIGNATURE

CONTINUE

3. **THE ELECTION WORKER SIGNS** after reason for assistance has been selected.

Alameda Training Election
TRAINING MODE Last Imported: 06/07/2022

Alameda County
Alameda County Courthouse

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

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

Ballot Style: English 101-1

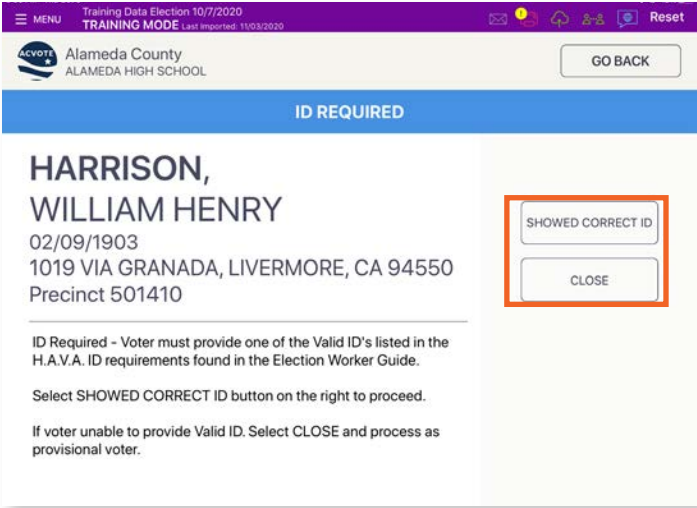
☐ Assistance Required ☒ Curbside

Voting Method

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

VOTER ID REQUIRED – VOTER INACTIVE

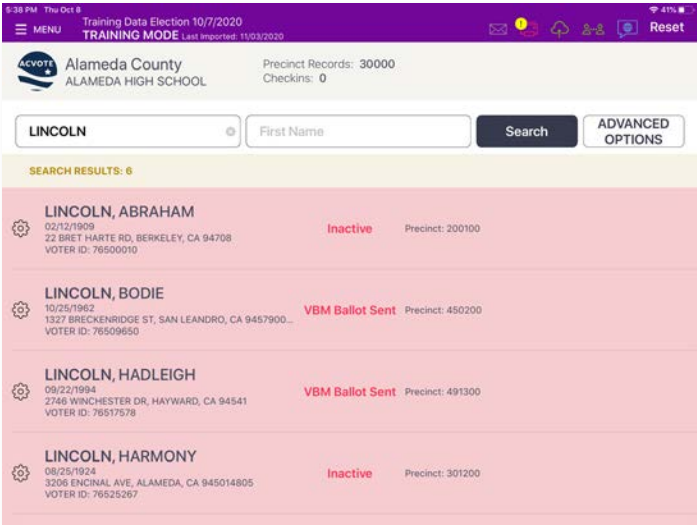
VOTER ID REQUIRED



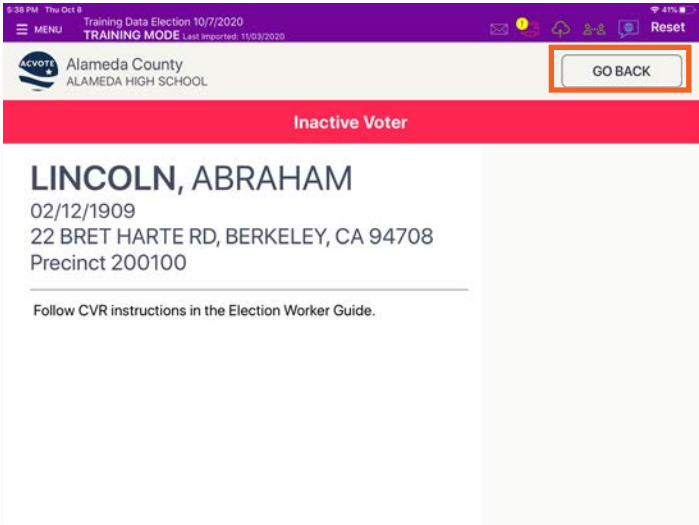
- 1. After selecting the Voter, it may indicated "ID REQUIRED". The Voter is required to show Valid ID (*a list of examples required are on the HAVA*).
- 2. **SELECT** “SHOWED CORRECT”, if Voter is able to provide the correct identification.
If the Voter cannot provide ID, SELECT “CLOSE” and **PROCESS** the Voter Provisionally (*proceed to pg. 95*).

NOTE: Poll workers must not ask a voter to provide their identification unless the voter list clearly states identification is required.

VOTER INACTIVE



- 1. Records matching the search criteria display on-screen. The Voter’s record contains a status that reads “Inactive”, **SELECT** the Voter by touching their record to continue.



- 2. A prompt below the Voter’s name will display with instructions on how to offer assistance and process the voter. If the Voter chooses to vote at the Vote Center, **SELECT** the “GO BACK” and **PROCESS** the Voter Provisionally (*proceed to pg. 95*).

POLL PAD SCENARIOS

VOTER ALREADY VOTED – VOTER BALLOT RECEIVED

VOTER ALREADY VOTED

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

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checkins: 1

WASHINGTON GEORGE Search ADVANCED OPTIONS

SEARCH RESULTS: 1

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

Voted Precinct: 245100
Ballot Type: 19 English
CHK: 10/08/2020, 17:33:19

1. Records matching the search criteria display on-screen. The Voter's record contains a status that reads "Voted" with the Voter's signature and time stamp, **SELECT** the Voter by touching their record to continue.

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

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

VOTER HAS ALREADY VOTED

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

VOTE PROVISIONALLY

CANCEL

This voter shows they have already voted at an AVL.

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

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

If the Voter chooses to vote at the Vote Center, **SELECT** "VOTE PROVISIONALLY" and **PROCESS** the Voter Provisionally (*proceed to pg. 95*).

VOTER BALLOT RECEIVED

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

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checkins: 1

MADISON JAMES Search ADVANCED OPTIONS

SEARCH RESULTS: 1

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

Voted Precinct: 224500

1. Records matching the search criteria display on-screen. The Voter's record contains a status that reads "Voted", **SELECT** the Voter by touching their record to continue.

5:17 PM Thu Oct 8
Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

VOTER HAS RETURNED A VBM BALLOT

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

VOTE PROVISIONALLY

CANCEL

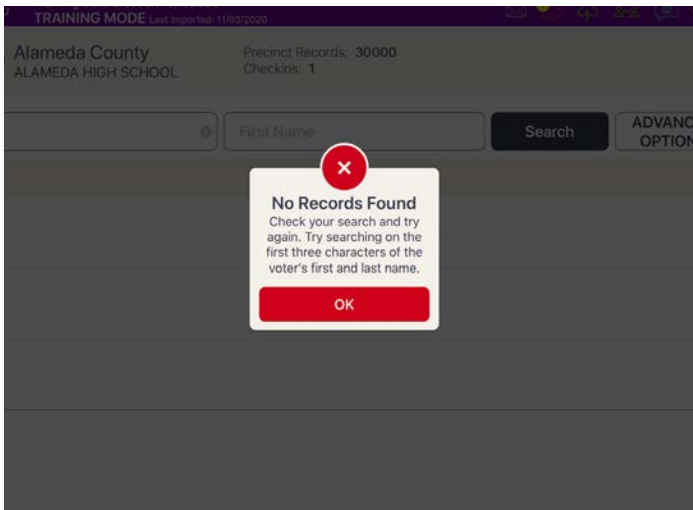
This voter has returned their Vote by Mail Ballot.

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

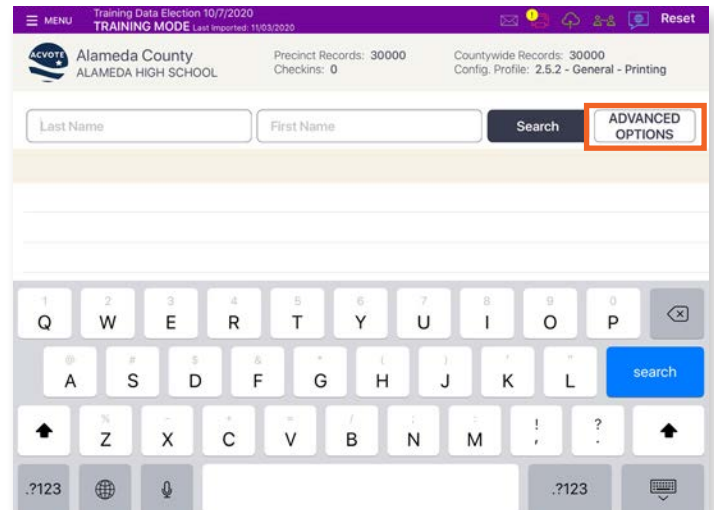
2. A prompt below the Voter's name will display with instructions on how to process the voter.

If the Voter chooses to vote at the Vote Center, **SELECT** "VOTE PROVISIONALLY" and **PROCESS** the Voter Provisionally (*proceed to pg. 95*).

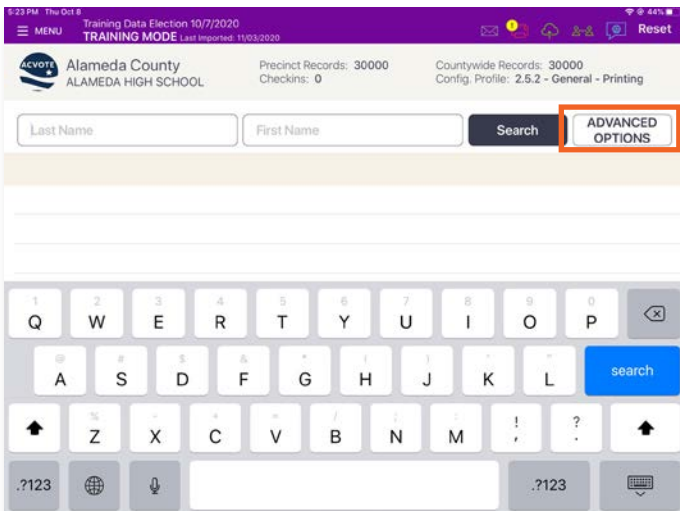
VOTER NOT FOUND



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



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



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

POLL PAD SCENARIOS

UPDATE VOTER ADDRESS/PARTY

Alameda Training Election
TRAINING MODE Last Imported: 06/07/2022

Alameda County
Alameda County Courthouse

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

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

Voter ID: 97500003 Status: Active Precinct: 101

Registration

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

If the Voter wants to change their name, **PROCESS** Voter Conditionally (*proceed to pg. 94*).

Update Party Preference

Scan 1 2 3 Next

Enter Voter Information

NO PARTY PREFERENCE

Party

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

* Indicates a required field

2. **SELECT** the Voter's Party Preference from the drop-down menu.

Update Residence Address

Address Type 1 2 3 Next

2717 MONTEREY BLVD

House # * Suffix Pre Direction Street Name * Street Type Post Direction

OAKLAND CA 94602

Unit Type Unit Number City * State * Zip *

CLEAR FORM

Same Mailing Address YES NO

* Indicates a required field

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

Jurisdiction Details

1 2 3 4 Next

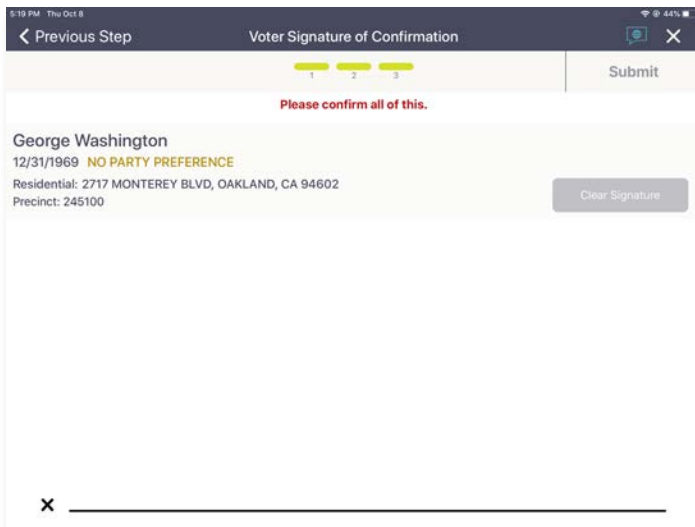
Address not found. EXIT and process as Conditional Voter.

Precinct

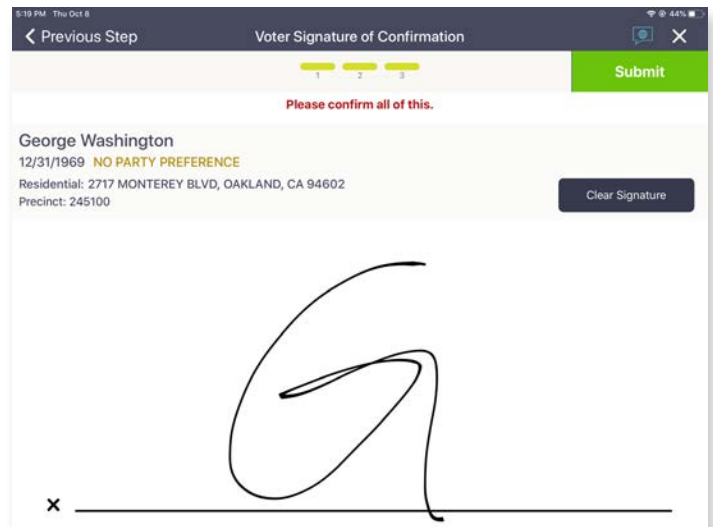
Split

* Indicates a required field

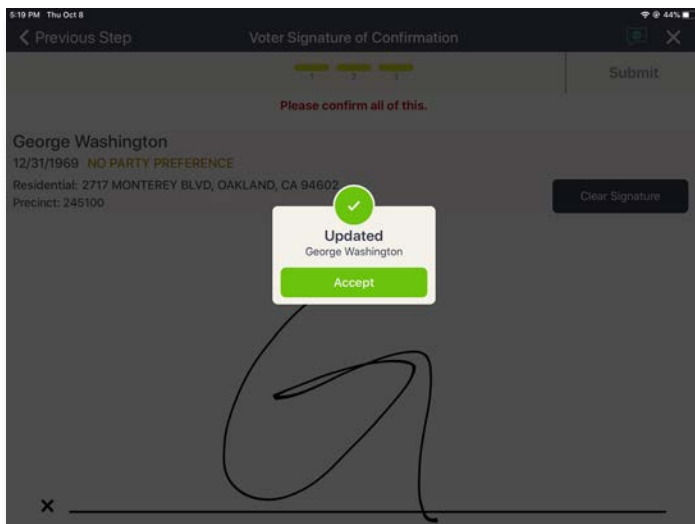
If the address entered is not found, **EXIT & PROCESS** the Voter as a Conditional Voter (*proceed to pg. 94*).



4. **ROTATE** the Poll Pad to face the Voter. Voter must confirm that the changes are correct.



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



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

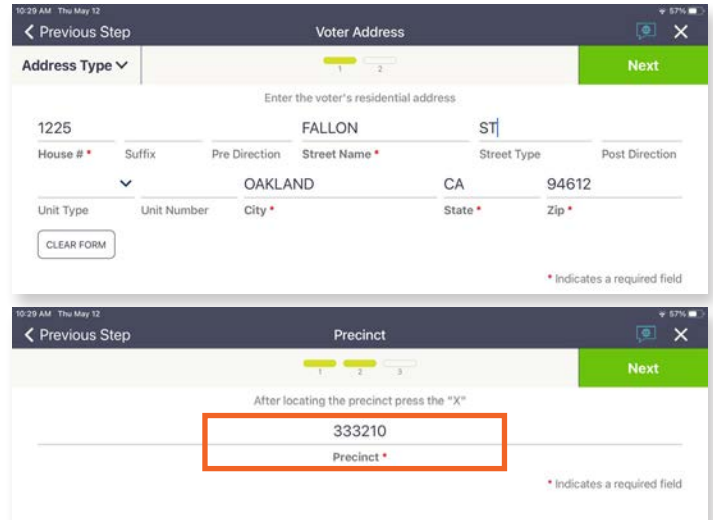
POLL PAD SCENARIOS

CONDITIONAL VOTER

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



1. Using the Poll Pad, **PRESS** the "MENU" on the top left corner then **SELECT** "Precinct Finder".



2. **ENTER** the voter's residential address. Then **PRESS** "NEXT". The Voter's precinct and Ballot Type (if applicable) will appear. **PRESS** the "X" on the top right corner to return to the Menu.

3. **FILL OUT** Precinct Number on the Conditional Provisional Registration (CPR) Form. **MARK** the checkbox indicating that the Voter is a Conditional Voter.
4. **INFORM VOTER** to fill out their information and select their preferred language (Section 8) and their Party Preference (Section 7, if a Presidential Primary) on the CPR Form.

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

PAPER VOTER

1. **GIVE BOD OPERATOR** the CPR Form to provide the Voter their Ballot. **INFORM** the Voter to patiently wait with the BOD Operator as their Ballot card(s) print(s).

TOUCHSCREEN VOTER

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

PROVISIONAL VOTER

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

The screenshot shows the 'Provisional Instructions Voted Voter' screen. At the top, it says 'WASHINGTON, GEORGE' with DOB: 12/31/1969, 9769 CHELLS DR, ALAMEDA, CA 94501, and Precinct 101. A 'GO BACK' button is in the top right. A red banner at the top says 'Provisional Instructions Voted Voter'. Below the banner, there is a 'CONTINUE' button highlighted with a red box. Instructions below the button state: 'INFORM VOTER to fill out the Conditional Provisional Registration Form.' and 'FILL OUT Precinct Number from their Voter Profile on the Poll Pad. INFORM VOTER of their voting options: Voting on a Paper Ballot or Ballot Marking Touchscreen.'

1. On the Poll Pad, **CONFIRM** the Voter is voting Provisionally by pressing "CONTINUE".

The screenshot shows the 'VOTER CONFIRMATION' screen. At the top, it says 'GEORGE WASHINGTON' with DOB: 12/31/1969, 9769 CHELLS DR, ALAMEDA, CA 94501. A 'GO BACK' button and an 'ACCEPT' button (highlighted with a red box) are in the top right. A red banner at the top says 'PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL'. Below the banner, it says 'Verify voter information and tap accept to continue'. At the bottom, there is a 'Registration' button.

2. **ROTATE** the Poll Pad to the Voter to confirm their information is correct. **INFORM VOTER** to press "ACCEPT" if their information is correct.

The screenshot shows the 'PARTY SELECTION' screen. At the top, it says 'Choose your ballot and tap Accept button to continue.' Below this, there are five buttons: 'English 101-1', 'Spanish 101-1', 'Chinese 101-1', 'Tagalog 101-1', and 'Vietnamese 101-1'. A 'GO BACK' button and an 'ACCEPT' button are in the top right. A red banner at the top says 'PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL'.

3. **INFORM VOTER** to select their Ballot Language option then **PRESS** "ACCEPT" to continue.

The screenshot shows the 'POLL WORKER CONFIRMATION' screen. At the top, it says 'CONFIRM THE VOTER'S INFORMATION'. Below this, it shows 'GEORGE WASHINGTON' with address, DOB, and precinct. A 'START OVER' button and a 'SUBMIT' button (highlighted with a red box) are in the top right. A red banner at the top says 'PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL'. Below the banner, there is a 'Signature on Election Day' box. At the bottom, there are checkboxes for 'Assistance Required' and 'Curbside', and a dropdown menu for 'Electronic' (selected) and 'Paper'.

4. **ROTATE** Poll Pad back towards the Operator. **INDICATE** the preferred voting method, and assistance required and Curbside Voter, if applicable. Then **PRESS** "SUBMIT".

POLL PAD SCENARIOS

PROVISIONAL VOTER



5. Once the Voter has been processed, **USE** the Ballot Form to fill out the Precinct Number on the CPR Form. **SPOIL** the Ballot Form once finished.

NOTE: Certain scenarios may not print a Ballot Form. **WRITE** down the Precinct and Ballot Type on the CPR Form using the information on screen.

6. **INFORM VOTER** to fill out their information and select their preferred language (Section 8) and their Party Preference (Section 7, if a Presidential Primary) on the CPR Form.

PAPER VOTER

1. **GIVE BOD OPERATOR** the CPR Form to provide the Voter their Ballot. **INFORM** the Voter to patiently wait with the BOD Operator as their Ballot card(s) print(s).

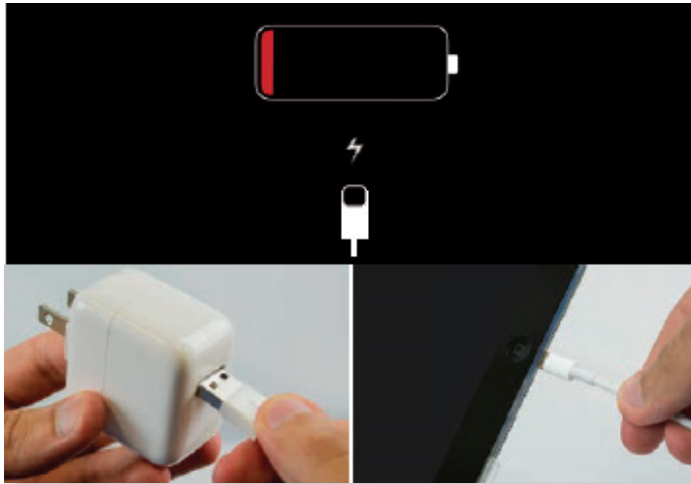
CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL			
TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL			
Instructions for Poll Worker: 1) Print Precinct number above. 2) Print the Party Ballot Issued (Primary election only). 3) Issue a ballot with this Provisional/Conditional Envelope. 4) Demonstration Officer: Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.			
☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)			
VOTED BALLOT ENCLOSED (To Be Opened by Counting Board at Ballots Office)		BOLETA VOTADA ADJUNTA (Para ser Abierta por el Junta de Escrutinio en el Oficina Electoral)	
TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO			
Instructions for Voter: Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.			
Instructions para el Votante: Complete y firme el siguiente formulario e incluya su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.			
1	First Name - Primer Nombre	Middle Name - Segundo Nombre	Last Name - Apellido
2	Date of Birth - Fecha de Nacimiento mm / dd / yyyy	U.S. date or foreign country of birth - Estado en los EE. UU. o país extranjero donde nació	
3	Residence Address - Dirección Residencial DIRECCIÓN RESIDENCIAL		City - Ciudad
4	Mailing Address - Dirección Postal (if different from residence address) DIRECCIÓN POSTAL (si es diferente a la dirección residencial)		City - Ciudad
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada?		State - Estado
6	Permanent Vote by Mail (optional) VOTACIÓN POR CORREO PERMANENTE (opcional)		
7	Party Affiliation - Afilación de Partido APILIACIÓN DE PARTIDO		
8	Language Preference (optional) PREFERENCIA DE IDIOMA (opcional)		
9	Read, Sign, and Date - Lea, firme, y escriba la fecha		

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

TOUCHSCREEN VOTER

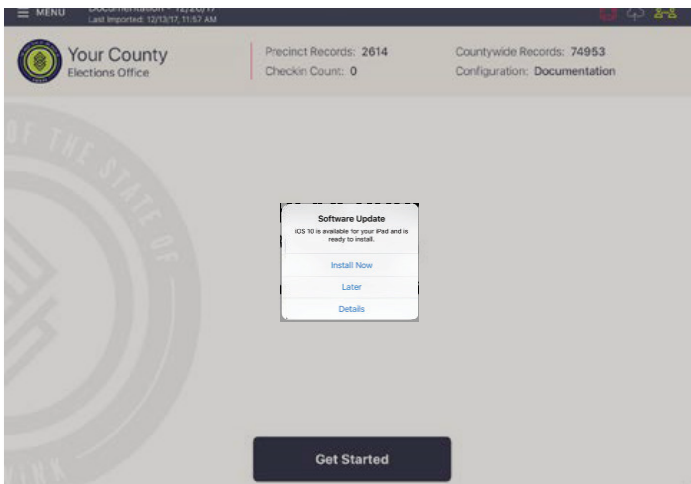
1. **GIVE VOTER** the CPR Form, then **INFORM VOTER** to give the CPR Form to the Demonstration Officer to activate their Ballot on the Ballot Marking Touchscreen.
2. **INFORM VOTER** that their printed voted Ballot is to be placed in the Envelope before depositing into the Blue Provisional Ballots Trolley.

POLL PAD TROUBLESHOOTING



CHARGING POLL PAD

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



iOS SOFTWARE UPDATE

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

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



POLL PAD SCREEN IS UNRESPONSIVE

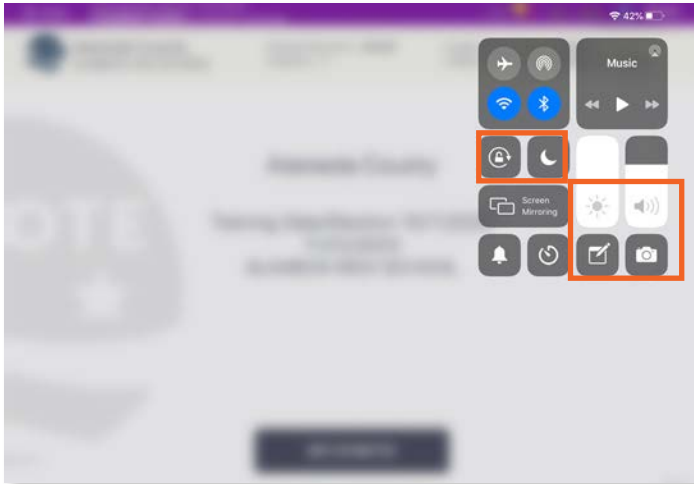
1. **UNPLUG** unit from power source.
2. **HOLD DOWN** the Sleep/Wake and Home buttons simultaneously.
3. **RELEASE** both buttons once the Apple logo displays on-screen.
4. After application launches, **RETURN TO PREVIOUS ACTIVITY.**

POLL PAD TROUBLESHOOTING

WIFI & BLUETOOTH CONNECTION

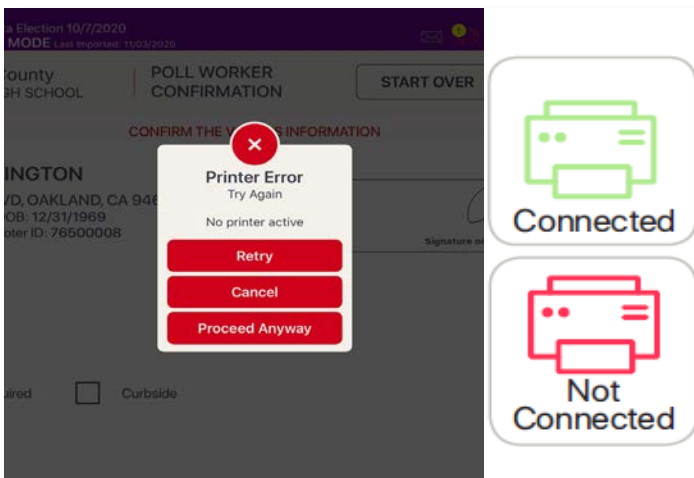
WiFi and Bluetooth connection must stay on at all times.

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



NOT PRINTING / STOPS PRINTING

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



CHANGING PAPER

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



LOST PRINTER CONNECTION

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

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

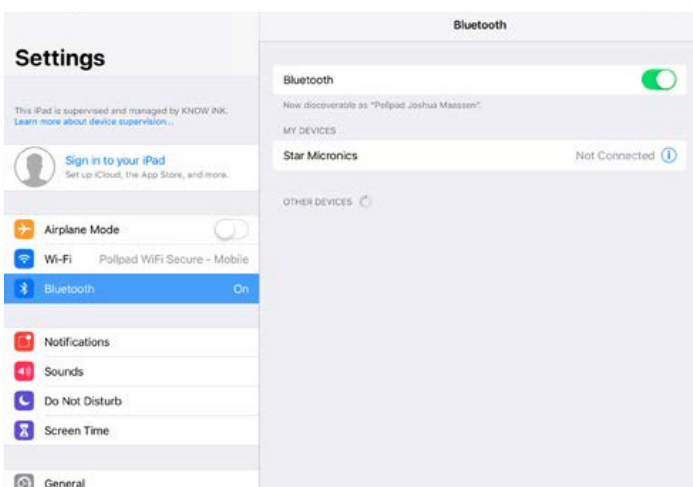
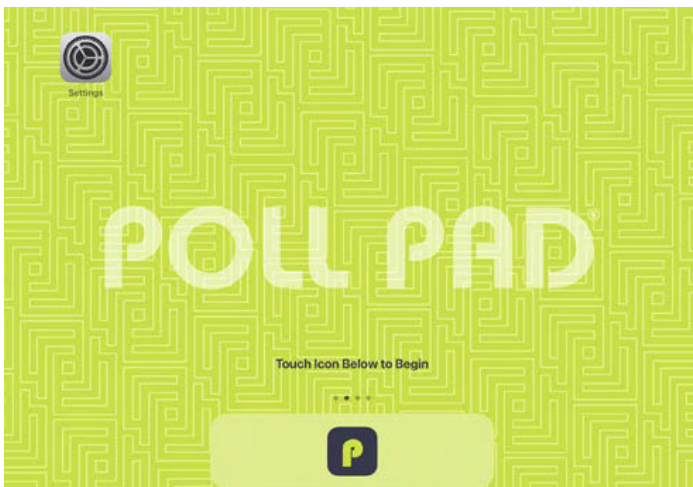
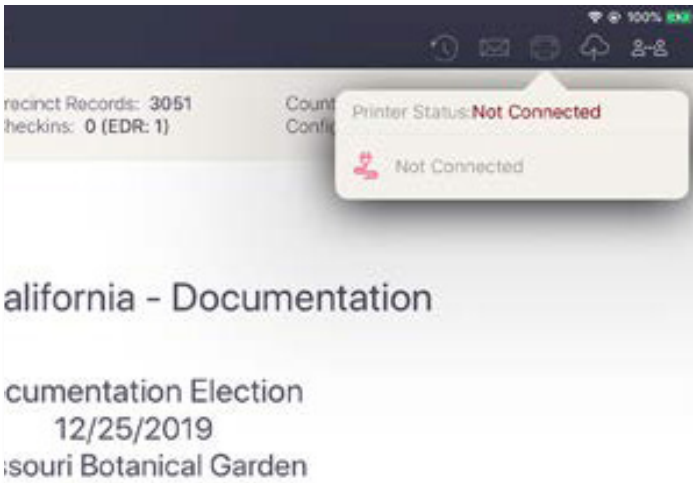
PRINTER BLUETOOTH CONNECTION

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

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

NOTE: If Poll Pad is in guided access mode you will need to end guided access mode in order to access home screen.

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

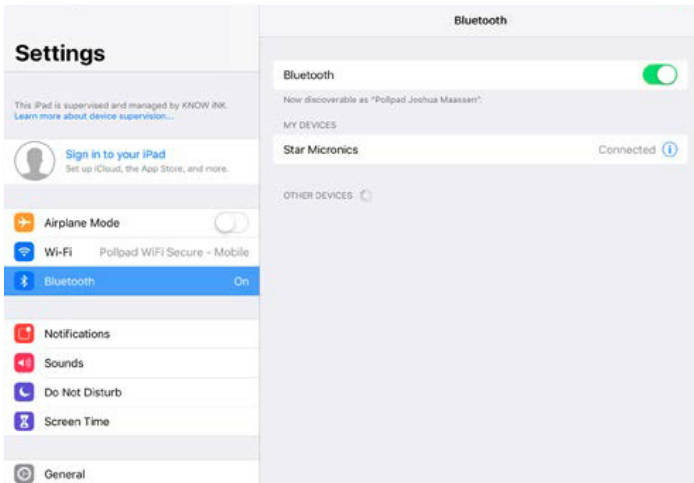


POLL PAD TROUBLESHOOTING



PRINTER BLUETOOTH CONNECTION

4. On the back of the printer, **PRESS** and **HOLD** the "Pair" button for approximately six (6) seconds. The green LED will flash. **RELEASE** the Pair button; the LED will continue to flash green, then change to flashing blue.
5. From the Bluetooth settings, **SELECT** the Star Micronics printer. The light will change to solid blue when connection is successful.
6. In the Bluetooth settings, the Star Micronics printer will now display Connected.
7. **OPEN** the Poll Pad app and **VERIFY** printer icon is green. **COMPLETE** a Test Print to ensure printer is working.



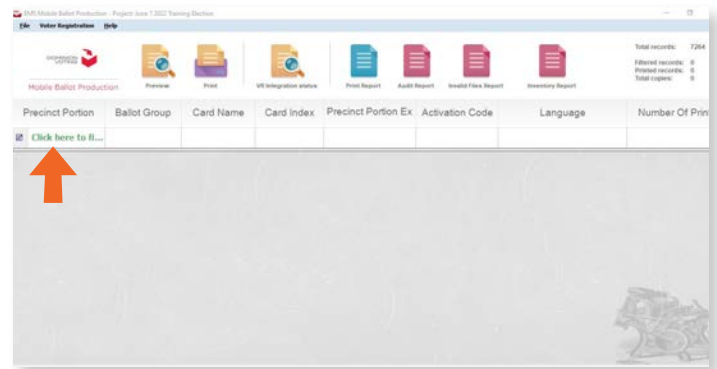
OFFICIAL TABLE: BOD OPERATOR

OFFICIAL TABLE: BOD OPERATOR

BOD OPERATOR

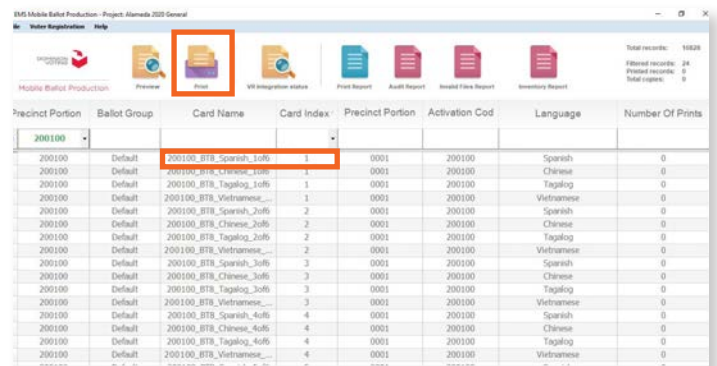
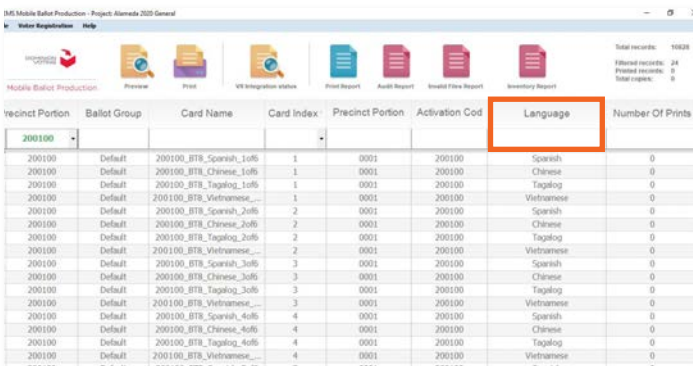
TASK 1 BALLOT ON DEMAND PRINTING

TWO (2) PERSON RULE



1. RETRIEVE Ballot Form from the Poll Pad Operator. **USE** the Ballot Form to retrieve the correct Precinct and Language Ballot.

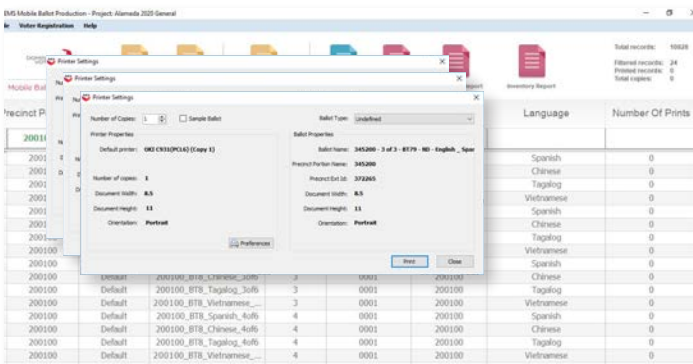
2. INPUT the Precinct number on the Precinct Portion on the EMS Mobile Ballot Production Application.



3. CHANGE by clicking the arrow down icon on the Language Column the language depending on Voter's preference, if necessary.

4. SELECT the Precinct Ballot with the "1of6" Card Name or Card Index "1". Then **CLICK** the on-screen "Print" button.

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



5. Pop-up windows will open indicating each Ballot Card. **CLICK** "Print" for each window in the order of which they appear. **SPOIL** Ballot Form after retrieving the Voter's correct Ballot by placing receipt in the Purple Spoiled Ballots Bag.

#	Precinct	Ballot Type	Card Count
1	200100	BT010	6
2	200100	BT011	6
3	200100	BT012	6
4	200100	BT013	6
5	200100	BT014	6
6	200100	BT015	6
7	200100	BT016	6
8	200100	BT017	6
9	200100	BT018	6
10	200100	BT019	6
11	200100	BT020	6
12	200100	BT021	6
13	200100	BT022	6
14	200100	BT023	6
15	200100	BT024	6
16	200100	BT025	6
17	200100	BT026	6
18	200100	BT027	6
19	200100	BT028	6
20	200100	BT029	6
21	200100	BT030	6
22	200100	BT031	6
23	200100	BT032	6
24	200100	BT033	6
25	200100	BT034	6
26	200100	BT035	6

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

TASK 2 FINISHED BALLOT CARD LOG

TWO (2) PERSON RULE

[illegible]

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

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

TASK 3 BALLOT TO VOTER



“Good morning/afternoon!”



1. **PLACE** Ballot Card(s) in Secrecy Sleeve.* **GIVE** to the Voter and **OFFER** a disposable pen.

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

2. **INFORM VOTER** to keep their Ballot card(s) in the Secrecy Sleeve for their privacy.
3. **OFFER VOTER** assistance by asking: "Do you need assistance with your Ballot?"

IF VOTER SAYS “NO”

INFORM VOTER:

“Thank you. You may proceed to one of the Voting Booths. If you have any questions, please see our Demonstration Officer (***DIRECT*** Voter, if necessary). Voting Instructions are located on the Voting Information Center.”

IF VOTER SAYS “YES”

INFORM VOTER:

“Please see our Demonstration Officer (***DIRECT*** Voter, if necessary). Voting Instructions are located on the Voting Information Center”

IF THE VOTER IS VOTING CONDITIONAL/PROVISIONALLY:

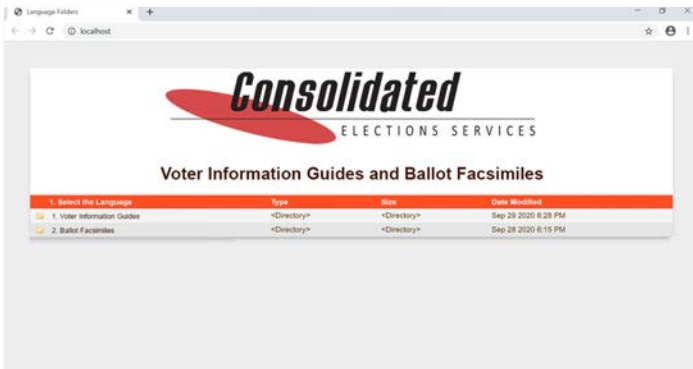
INFORM VOTER to place Ballot Card(s) in the Conditional Provisional Registration (CPR) Envelope and sign the CPR Envelope before depositing in the Blue Provisional Ballots Trolley.

BOD OPERATOR SCENARIOS

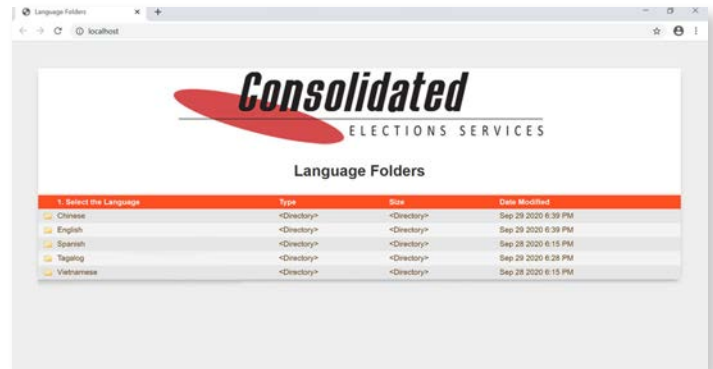
VOTER INFORMATION GUIDE ON DEMAND – FACSIMILE REFERENCE BALLOT PRINTING

VIG ON DEMAND PRINTING

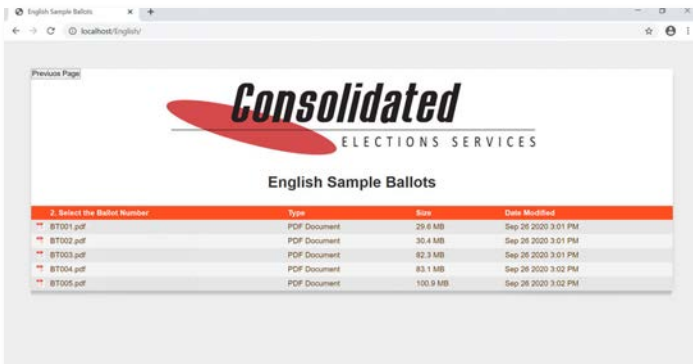
ONLY PRINT VOTER INFORMATION GUIDE IF THE VOTER REQUESTS ONE.



1. SELECT the "Voter Information Guides" folder.



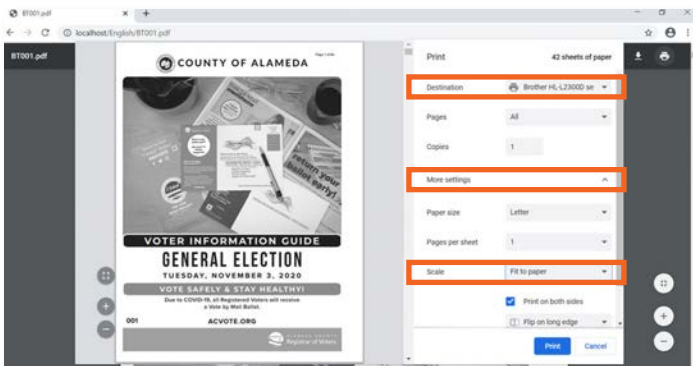
2. SELECT the Voter's preferred language folder.



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



4. CLICK the Printer icon to begin printing process.



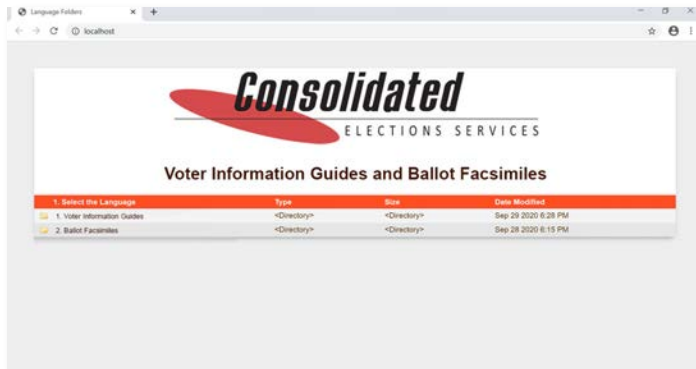
5. SELECT the Printer Destination then **CLICK** "More settings" drop-down menu. **CHANGE** "Scale" options to "Fit to paper". Then **PRESS** "Print".



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

FACSIMILE REFERENCE BALLOTS PRINTING

ONLY PRINT FACSIMILE REFERENCE BALLOT IF THE VOTER REQUESTS ONE.



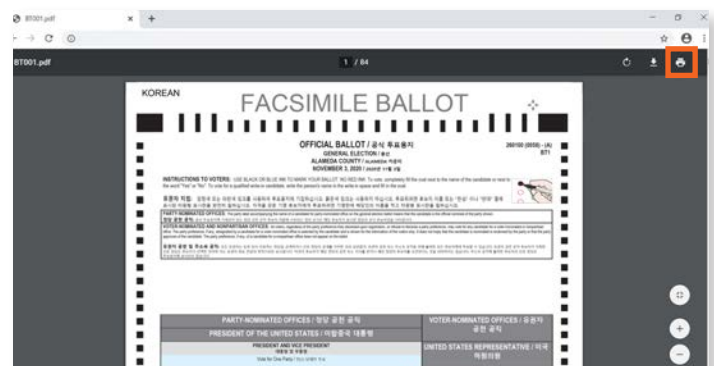
1. SELECT the "Ballot Facsimiles" folder.



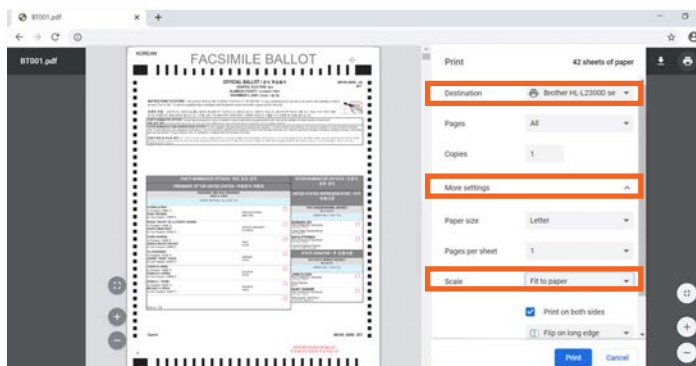
2. SELECT the requested language to print, if available.



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



4. CLICK the Printer icon to begin printing process.



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



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

BOD OPERATOR SCENARIOS

OFFICIAL VOTE CENTER BALLOTS

NOTE: ONLY use Official Vote Center Ballots if both BOD and Ballot Marking Touchscreen are not operational and the Voter insists for a Paper Ballot. **CONTACT** Election Worker Hotline at (510) 835-7205 for assistance.



Official Vote Center Ballots Index

#	Ballot Type	Language	Card Count	Box Number
1	1	Chinese	4	1 of 29
2	1	Spanish	4	1 of 29
3	1	Hmong	4	1 of 29
4	1	Vietnamese	4	1 of 29
5	2	Chinese	4	1 of 29
6	2	Spanish	4	1 of 29
7	2	Hmong	4	1 of 29
8	2	Vietnamese	4	1 of 29
9	3	Chinese	4	1 of 29
10	3	Spanish	4	1 of 29
11	3	Hmong	4	1 of 29
12	3	Vietnamese	4	1 of 29
13	4	Chinese	4	1 of 29
14	4	Spanish	4	1 of 29
15	4	Hmong	4	1 of 29
16	4	Vietnamese	4	1 of 29
17	5	Chinese	4	2 of 29
18	5	Spanish	4	1 of 29
19	5	Hmong	4	2 of 29
20	5	Vietnamese	4	2 of 29
21	6			

1. **RETRIEVE** the Ballot Form from the Poll Pad Operator to retrieve the correct Language Ballot and Ballot Type.

2. **USE** the Official Vote Center Ballot Index (located in the Captain Supply Box) to locate the correct Vote Center Ballots Box based off the Voter's Ballot Type and language.

Vote Center # **1** **ALAMEDA COUNTY** 2
Warehouse - 8000 Capwell Dr ~ Oakland, CA 94621
General Election: 11/8/2022

OFFICIAL VOTE CENTER BALLOTS

BT	Eng/Spa	Eng/Chi	Eng/Tag	Eng/Viet	Total
5	0	10	10	10	30
6	10	10	10	10	40
7	10	10	10	10	40
19	10	10	10	10	40

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

Total Ballot Sets: 150
Box 2 of 29

3. Within the Official Ballots Delivery Cart, there will be boxes of Official Vote Center Ballots. The label on the front of the box will indicate the Box Number, the Ballot Type(s), and Language Ballot(s) within each box.

4. After retrieving the correct Ballot, **WRITE** the Precinct number down on the bottom-left corner of the Ballot.

5. **TEAR AWAY** the Ballot stub(s) from the top of the Ballot Card(s). **PLACE** Ballot Card(s) in Secrecy Sleeve.* **GIVE** the Ballot Card(s) and stub(s) to the Voter, along with Pen, if needed.

6. INFORM & ASK VOTER:

"Please keep your Ballot Card(s) inside the Secrecy Sleeve. These are your Ballot Card Stub(s). The stub(s) is (are) for you to keep. Once finished, return the Ballot and Secrecy Sleeve to this table. If assistance is needed, please see the Demonstration Officer."

7. **PLACE** any Voted Emergency Ballot(s) inside the Teal Unscanned Voted Ballots Bag, located underneath the BOD Operator's table.

OFFICIAL POLL BALLOTS RUNNING LOW

- **NOTIFY** Election Worker Hotline at (510) 835-7205.
- **DO THE FOLLOWING ONLY WHEN BALLOTS RUN OUT PRIOR TO ARRIVAL OF NEW SUPPLIES:**
 1. **SUGGEST** that the Voter use the Ballot Marking Touchscreen.
 2. Sample Ballots are located in the Voter Information Guides for use.
 - A. **TEAR** the Ballot page in the Sample Ballot; use it as a Ballot for Voter to vote Provisionally.
 - B. **ISSUE** Voter a Conditional Provisional Registration Form (*follow Conditional Provisional Voting procedures*).
 3. **ENSURE** the Voter fills out the required information and signs the Conditional Provisional Registration Form.
 4. When the Voter has finished marking their Ballot,
 - A. **PLACE** the Voted Ballot in the Conditional Provisional Registration Form.
 - B. **SEAL** the Conditional Provisional Registration Form.
 - C. **REMOVE** envelope stub and give it to the Voter.
 5. **PLACE** sealed Conditional Provisional Registration Form in the Blue Provisional Ballots Trolley.

BOD PRINTER PAPER JAM

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

BOD OPERATOR SCENARIOS

SPOILING PAPER BALLOT



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

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



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

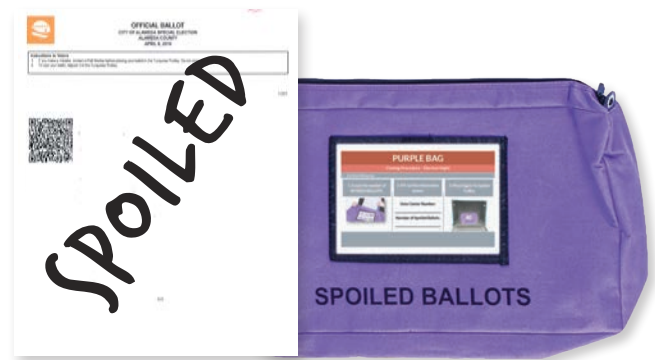
3. **REPRINT** a new set of Ballot card(s) using the Precinct and Ballot Type from the Spoiled Ballot Card(s).
4. **ONLY GIVE VOTER** the requested Ballot card(s), **NOT** the whole set unless specified.
5. **INFORM VOTER:**
"Under State Law, a Voter shall not receive more than a total of three (3) Ballots,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

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

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

SPOILING TOUCHSCREEN BALLOT

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



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

DAMAGE BALLOT INVENTORY CONTROL LOG

TWO (2) PERSON RULE

- 1.** In an event of a Ballot card being misprinted/damaged during the printing process, **WRITE** "Void" on the each of the Ballot card(s). **TURN** to the "Damage Ballot Inventory Control" log.
- 2.** **FILL OUT** the **Printer ID**, the **Voting Center location #**, and the **Election date and Election title** on the top of the page.
- 3.** **WRITE DOWN** the following items of the "Damaged Ballots" log in their respective columns:
 - **WRITE DOWN** the **Date/Time**.
 - **WRITE DOWN** the **Ballot On Demand Operator's** and **second Election Worker's Names**.
 - **WRITE DOWN** the **Precinct number, letter of Card(s), number of Card(s) damaged**.

[illegible]

4. At the end of the day, **COUNT** number of cards that has been VOID for the last page of the day.
5. Date Destroyed and Initials are left **BLANK**.

**OFFICIAL TABLE:
DEMONSTRATION
OFFICER**

**OFFICIAL TABLE:
DEMONSTRATION
OFFICER**

DEMONSTRATION OFFICER

TASK 1 ASSISTING VOTER



“Good morning/afternoon!
How may I assist you?”

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

FOLLOW Ballot Activation instructions in the *Touchscreen Operating Instructions* located in the Operations Sleeve and the Election Worker Guide (pg. 121).

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

TASK 2 DEPOSITING BALLOT

TURQUOISE OFFICIAL BALLOTS TROLLEY

FOR VOTED PAPER
AND TOUCHSCREEN BALLOTS



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



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

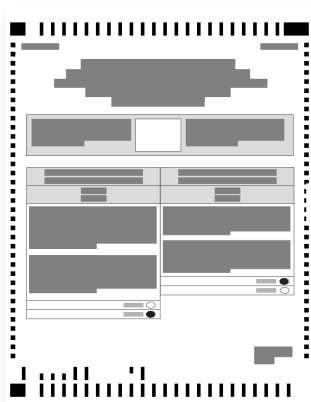
2. **RETRIEVE** Secrecy Sleeve from Voter. **DISINFECT** the Secrecy Sleeve after.

DEMONSTRATION OFFICER

TASK 2 DEPOSITING BALLOT

BLUE PROVISIONAL BALLOTS TROLLEY

PAPER VOTER



Voted Ballot Card(s)

Conditional Provisional Registration (CPR) Form

FOR ALL CONDITIONAL/PROVISIONAL BALLOTS ONLY

TOUCHSCREEN VOTER



Printed Voted Ballot

Conditional Provisional Registration (CPR) Form



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



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

INFORM THE VOTER:

"To find out the status of your ballot, please visit acvote.org/mvp or call (510) 272-6973 (Toll Free (800) 834-6454) at least 30 days after the election."

YELLOW VOTE BY MAIL BALLOTS TROLLEY

FOR ALL VOTE BY MAIL BALLOTS



1. VERIFY VBM Envelope is signed and sealed.



2. DEPOSIT into Yellow Vote by Mail Ballots Trolley.

REPLACEMENT VBM ENVELOPE

- 1. GIVE VOTER** Official Vote by Mail Replacement envelope and Pen.
- 2. INFORM VOTER** to fill out back of the envelope completely. The Pen is the Voter's to keep or dispose.

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

This voter ballot must be received by the Alameda County Registrar of Voters Office or any Alameda County Polling Place by 8:00 p.m. on an Election Day. Ballot boxes will remain open until 7:00 p.m. on Election Day. If the Registrar of Voters or the Registrar of Alameda is contacted, a complaint against the Registrar of Voters will be filed with the State Board of Elections by 8:00 a.m. on the day of the elections.

Voter's Declaration	Declaration of the Vote
I declare, under penalty of perjury: - I am a qualified voter of this jurisdiction. - I am the person whose name appears on this ballot. - I have not voted in this election by mail or by mail ballot from any other jurisdiction for the same election. VOTING THIS BALLOT CONSTITUTES A FELONY	Declaro bajo pena de perjurio: - Resido dentro del condado Alameda. - Soy la persona cuyo nombre aparece en este sobre. - No he votado en esta elección por correo o por correo electrónico desde cualquier otra jurisdicción por la misma elección. VOTAR ESTE BALOTO CONSTITUYE UN DELITO GRAVE
Voter must complete, under penalty of perjury, the following statement: El votante <u>debe completar</u> la sección a continuación	
First Name Primer Nombre Middle Name Segundo Nombre Last Name Apellido Date of Birth - MM/DD/YYYY Fecha de Nacimiento - mm/dd/yyyy	House Number Número de Casa Street Name Nombre de la Calle
Residence address as registered in Alameda County: Dirección residencial tal como está registrada en el Condado de Alameda	City Ciudad State Estado Zip Código Postal
 Signature Firma	Date of Signing Fecha de Firma

SIGNATURE AND ADDRESS INFORMATION IS **REQUIRED** FOR REGISTRATION PURPOSES
 FIRMA Y DIRECCIÓN SON **NECESARIAS** PARA VERIFICACIÓN

VBM VOTER SCENARIOS

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

INFORM VOTER to double check that they have their printer Ballot and the required documents containing their signature. They can submit into the Yellow Trolley with their provided envelope or a replacement envelope.

IF A VBM VOTER NEEDS A CARD REPLACED:

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

IF A VBM VOTER IS SUBMITTING AN OUT-OF-COUNTY VBM ENVELOPE:

The out-of-county VBM envelope can be deposited in any Yellow VBM Trolley or 24-hour drop box.

DEMONSTRATION OFFICER

TASK 3 VOTERS EXITING



1. **DISTRIBUTE** “I Voted” Stickers as Voters are on their way out of the Vote Center.
2. **DISTRIBUTE** Hand Sanitizer to Voters after they dispose of their gloves, if needed.

TASK 4 SANITIZATION

1. **INSERT** the Poll Worker Card into the bottom of the Ballot Marking Touchscreen.
2. **PRESS** “Log in” on the upper left of the menu. **ENTER** the Administrator Login number, then **PRESS** the “Login” button.
3. **POWER OFF** the Ballot Marking Touchscreen by pressing the Power button in the right corner of the Poll Administration screen. **DO NOT CLOSE POLLS.**
4. **PRESS** “Power off” on the screen to complete shut down of the Ballot Marking Touchscreen.
5. **UNPLUG** all Power cables from any power source.
6. **WIPE THE BALLOT MARKING TOUCHSCREEN** with a sanitizing wipe (*pictured on the right*).
7. **WIPE DOWN** other handheld accessories such as Poll Worker Cards, ATI, headset, and Printer.
8. **PLUG IN** all Power cables to a surge protector. **POWER ON** by following the *Power On Instructions* on pg. 73, starting from Step #1.



DEMONSTRATION OFFICER SCENARIOS

ASSISTANCE MARKING THE BALLOT

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

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

1. **If the Voter requests assistance**, **MARK** the Voter as "Assistance Require" on the Poll Pad before finishing the check-in process.
2. **HELP** Voter as needed.

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

VOTER LEAVES BEFORE CASTING BALLOT

FOR PAPER BALLOT:

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

FOR TOUCHSCREEN PRINTED VOTED BALLOT:

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

FOR VOTE BY MAIL BALLOT:

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

BALLOT MARKING TOUCHSCREEN PAPER REFILL

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

VOTERS WITH DISABILITIES

VOTERS WITH DISABILITIES

DISABILITY SENSITIVITY

CALIFORNIA SECRETARY OF STATE

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

MEETING A VOTER WITH A DISABILITY

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

MEETING SOMEONE WHO HAS A VISUAL IMPAIRMENT

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

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

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

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

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

USE APPROPRIATE LANGUAGE

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

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

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

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

SUPPLIES FOR VOTERS WITH DISABILITIES



**ACCESSIBLE ENTRANCE
A-FRAME**



CURBSIDE A-FRAME



ACCESSIBLE VOTING BOOTH



- LIGHT
- MAT
- RAMP



- MAGNIFIER
- PEN WITH GRIP



**BALLOT MARKING
TOUCHSCREEN**



**AUDIO TACTILE INTERFACE
(ATI)**



**BALLOT MARKING
TOUCHSCREEN
TRANSCRIPT**

Election Workers should check outside frequently for Curbside Voters. If a Curbside Voting appointment has been made in advance, the Captain of the Vote Center will be notified about these appointments. A Paper Ballot can **ONLY** be requested and brought to the Voter outside the Vote Center.

FOLLOW THE PROCEDURES BELOW:

1. Poll Pad Operator and one of the Demonstration Officers will be sent out to the Curbside Voter for processing. **MARK** the Voter is “Curbside Voter” on the Poll Pad before completing the process.
 - If Curbside Voter’s information is not on the Poll Pad, **FOLLOW** the Conditional Provisional Voting Form instructions procedures and options.
2. **RETURN** Poll Pad to Official Table to print a Ballot for Voter. **Only print a Paper Ballot.**
3. **TAKE** Secrecy Sleeve (with Ballot inside) and Pen to the Voter.
 - **MAKE SURE** the Ballot Stub is given to the Voter.
4. After Voter privately completes Ballot, **ASK VOTER** to place Ballot back into Secrecy Sleeve; **RETRIEVE** Secrecy Sleeve with Ballot inside.
5. **ASK VOTER** to wait for Ballot to be deposited.
6. **RETURN** to the Vote Center and deposit the Voted Ballot into Turquoise Official Ballots Trolley. Take “I Voted” sticker for the Voter.
7. **INFORM VOTER** that the voting process is completed and give “I Voted” sticker.

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



SANITIZATION

HIGH PRIORITY



CLEAN AND DISINFECT AFTER USE!

Routine Cleaning of the following commonly used surfaces at minimum every hour and during Closing Procedure:

- Doorknobs
- Tables
- Voting Booths
- Poll Pad
- Secrecy Sleeves
- Printers
- Laptops
- Stylus (after each use)
- Ballot Marking Touchscreens (every hour)

NOTE: Ballot Marking Touchscreens must be powered off before disinfecting its surfaces.

MONITOR cleaning and disinfecting supply inventory and notify the Election Worker Hotline if you foresee running out.

BALLOT MARKING TOUCHSCREEN: VOTING

BALLOT MARKING TOUCHSCREEN: VOTING

OPERATING INSTRUCTIONS

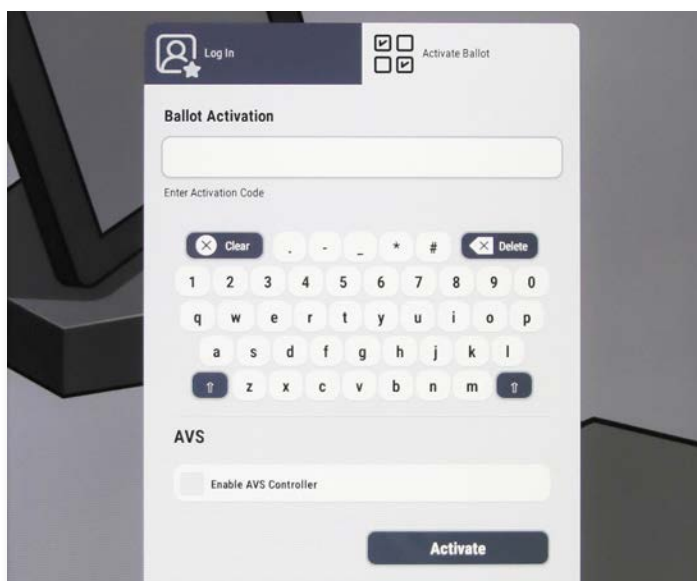
BALLOT ACTIVATION



1. RETRIEVE Ballot Form from Voter.



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

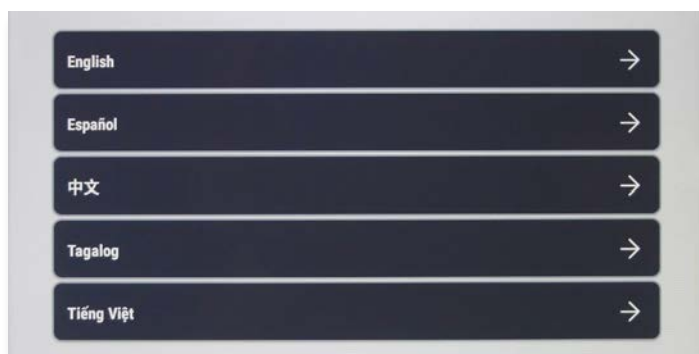


3. USE the Ballot Form to enter the Voter's correct precinct. After entering the Voter's precinct, **PRESS** "Activate" to continue after the Precinct has been entered.

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



5. REMOVE Poll Worker Card.



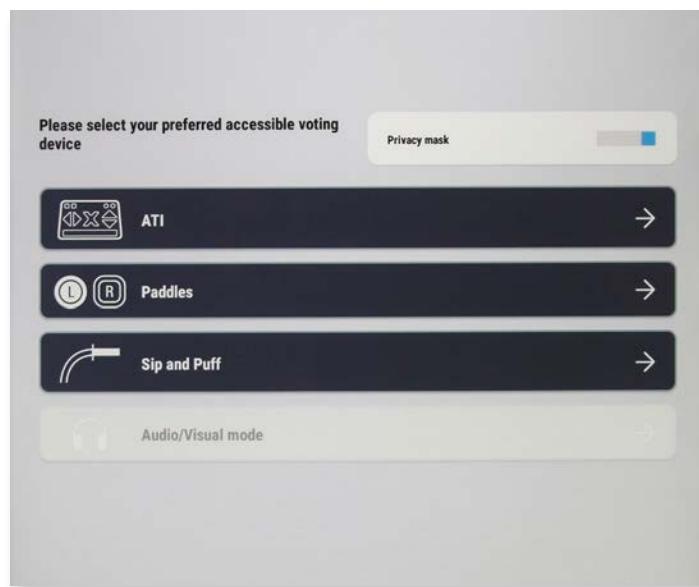
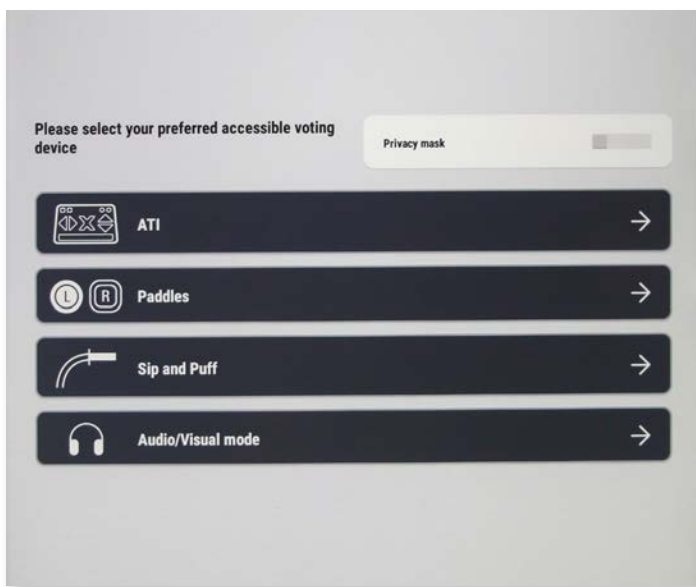
6. VOTER SELECTS preferred language to continue.

OPERATING INSTRUCTIONS

ACCESSIBLE VOTING ACTIVATION



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

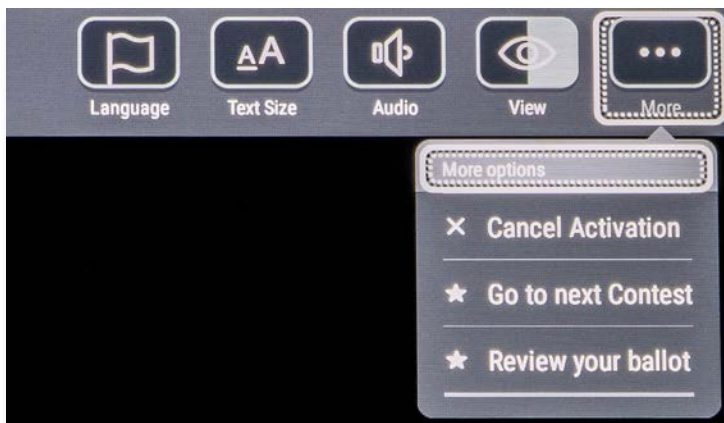


4. ASK VOTER:

"What is your preferred mode of accessible voting?"

5. INFORM THE VOTER about the following options:

- The "**Privacy Mask**" option won't display Ballot and can be switched "On" or "Off".
- Located on the upper right-hand corner of the screen, **Language** and **Text Size** can be adjusted to the Voter's preference (*image on left*).
- "**View**" button will provide some options for Ballot viewing preference.
- "**More**" button will provide the following options:
 1. Cancel Activation.
 2. Proceed to the next Contest, **if the Privacy Mask is on**.
 3. Review your Ballot choices.



6. OFFER the Voter the use of a chair.

AUDIO TACTILE INTERFACE (ATI)

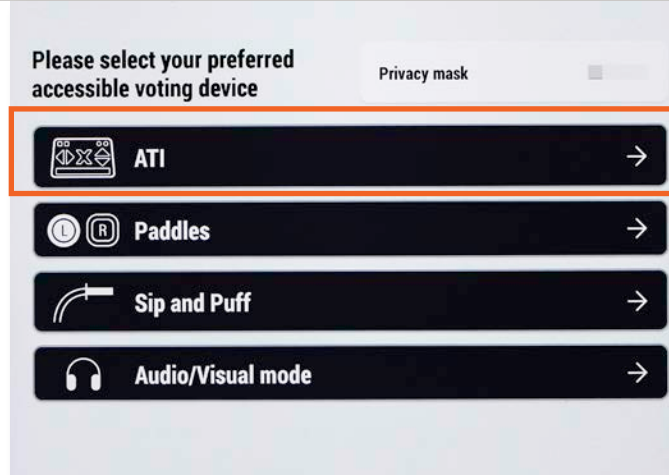
1. INFORM VOTER:

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

2. SELECT “ATI” option on the screen.

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

NOTE: Assist Voter with Voting Process if requested.



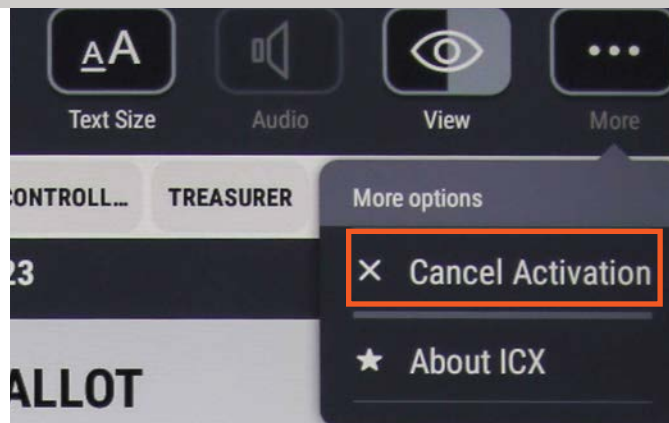
CANCELING ACTIVATION

If the Voter would like to cancel or has abandoned the voting session:

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

2. SELECT the “Cancel Activation.”

3. SELECT the “Yes, Cancel Activation” on the pop-up selection window.



SANITIZATION

1. INSERT the Poll Worker Card into the bottom of the Ballot Marking Touchscreen.

2. PRESS “Log in” on the upper left of the menu. ENTER the Administrator Login number, then PRESS the “Login” button.

3. POWER OFF the Ballot Marking Touchscreen by pressing the Power button in the right corner of the Poll Administration screen. DO NOT CLOSE POLLS.

4. PRESS "Power off" on the screen to complete shut down of the Ballot Marking Touchscreen.

5. UNPLUG all Power cables from any power source.

6. WIPE THE BALLOT MARKING TOUCHSCREEN with a sanitizing wipe (picture on the right).

7. WIPE DOWN other handheld accessories such as Poll Worker Cards, ATI, headset, and Printer.

8. PLUG IN all Power cables to a surge protector. POWER ON by following the Power On Instructions on pg. 73, starting from Step #1.



OPERATING INSTRUCTIONS

TROUBLESHOOTING

USB CHANGE IS DETECTED

1. **MAKE SURE** the Ballot Marking Touchscreen Printer cable is plugged into the Printer.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **INSERT** Poll Worker Card into the Ballot Marking Touchscreen, then enter Administration Login number.
4. **PERFORM** Hardware Test on both the ATI and Printer. *(Follow Steps 5-8, on pg. 74)*
5. **REMOVE & RE-INSERT** Poll Worker Card to re-activate Voting Session.*
**This will require Voter to start from the beginning of the session.*
6. If the problem(s) persist, **CONTACT** the Registrar of Voters' Election Worker Hotline for further assistance.

ATI HAS NO AUDIO

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

BALLOT MARKING TOUCHSCREEN NOT FUNCTIONAL

1. **DIRECT** the Voter to use an available Ballot Marking Touchscreen.

NOTE: If voter does not wish to use the another Ballot Marking Touchscreen or all are not functional:

- The Voter may leave the Vote Center and must return by time polls close; and
- The Voter may call (510) 272-6933 with any questions and concerns.

2. **GIVE VOTER** the three (3) following options on how to proceed:
 - **OFFER** a Paper Ballot and **OFFER** assistance.
 - **OFFER** the option of voting on a Ballot Marking Touchscreen at another Vote Center.
 - **OFFER** the option of voting on a Ballot Marking Touchscreen located at **the Registrar of Voters' Office, 1225 Fallon Street, Room G-1, Oakland, CA 94612** (public entrance on 12th Street).
3. **CONTACT** the Election Worker Hotline for a resolution.

ELECTION SCENARIOS

ELECTION SCENARIOS

ELECTION SCENARIOS

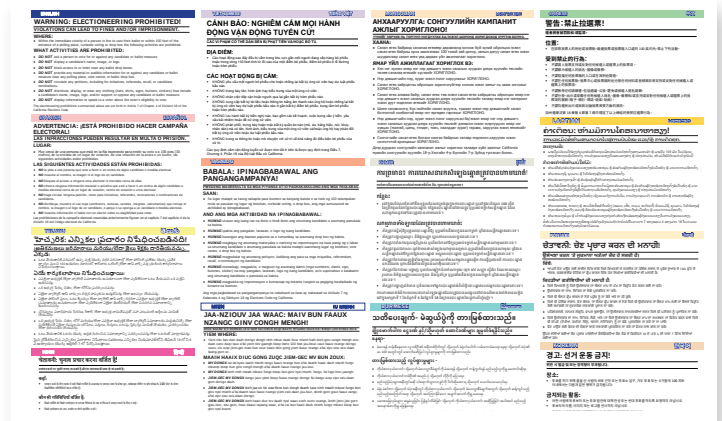
ELECTIONEERING

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

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

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

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



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 poll at least twenty-five (25) feet from all entrances to the Vote Center.
- Review posted Voter List.

CANNOT DO:

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

MUST DO:

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

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

Technical questions or questions regarding policies or procedures should be directed to the Alameda County Registrar of Voters.

ELECTION SCENARIOS

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.



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.

CHALLENGING A VOTER’S RIGHT TO VOTE

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

REPORTING VOTER FRAUD

If Voter wants to report suspected fraud, have the Voter call the California Secretary of State at (916) 657-2166.



ROVER PROCEDURE

ROVER PROCEDURE

ROVER PREPARATION



- Rovers will be wearing a **Blue Vest** and **Rover badge**.
- First afternoon Rover Pick Up begins at **3:00 PM*** on **Election Day ONLY**.
** Time may vary depending on Rover Pick Up route.*
- **PREPARE** the following for Pick Up:

YELLOW VOTE BY MAIL BALLOTS TROLLEY



1. **CLOSE AND SEAL** the deposit slot on Trolley #1 with a White Security Seal. Then **SET ASIDE** for Rover.



2. **REPLACE** Yellow Vote by Mail Ballots Trolley #1 with Yellow Vote by Mail Ballots Trolley #2 by 3:00 PM on Election Day.
3. **PERFORM 1ST VOTER PROCEDURE*** for the replacement Yellow Vote by Mail Ballots Trolley.
** As required by the California Secretary of State, the first Voter in each Vote Center must verify the Trolley is empty.*

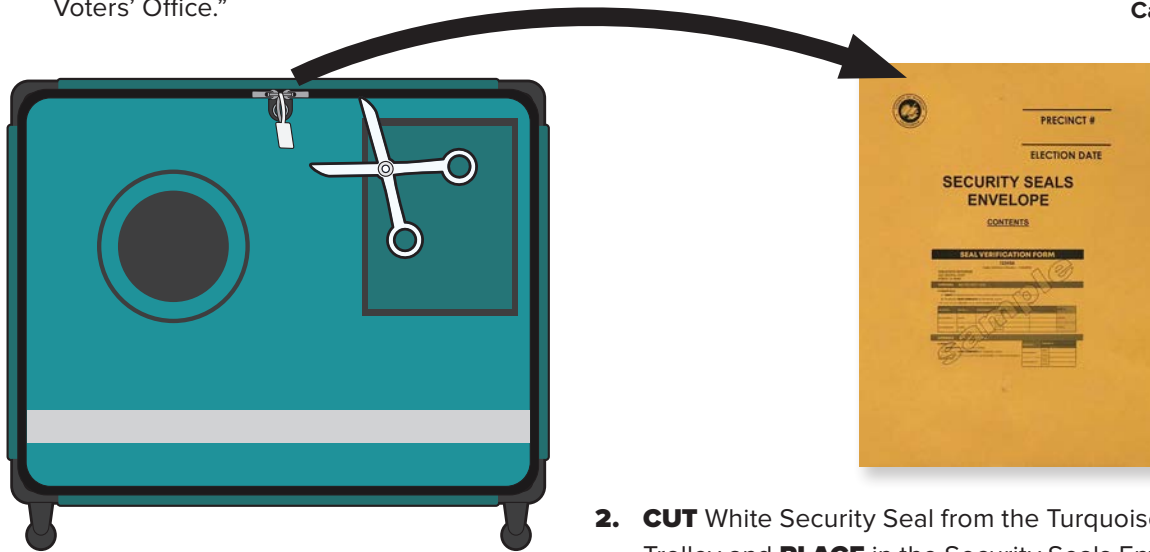
VOTED OFFICIAL BALLOTS BOX

1. When removing Ballots from the Turquoise Official Ballots Trolley,

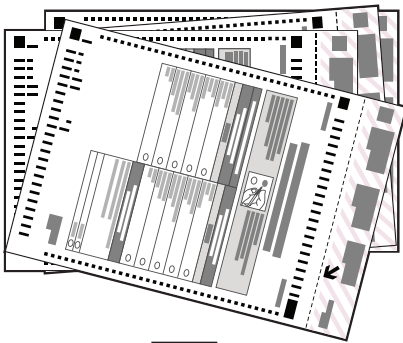
ANNOUNCE TO THE VOTE CENTER:

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

2 PERSON RULE

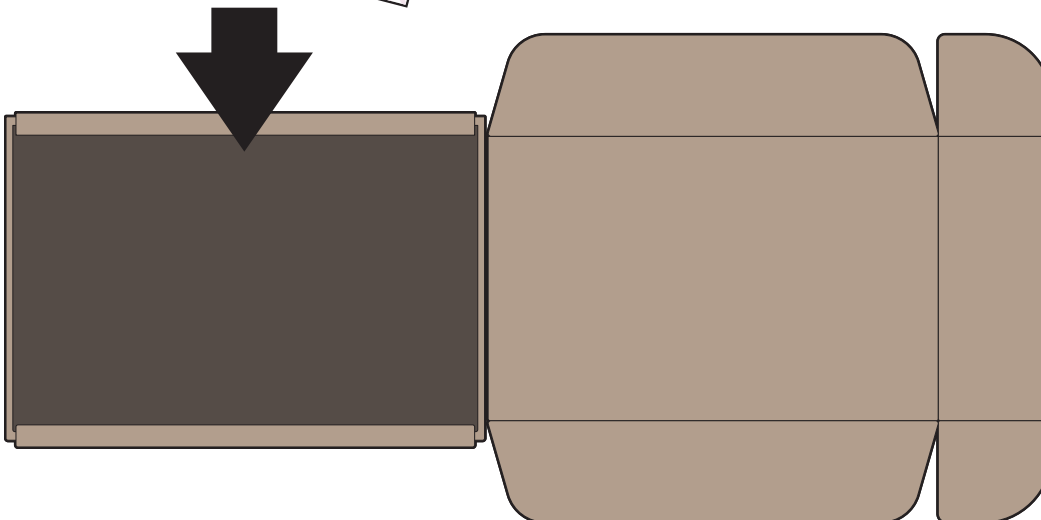


2. **CUT** White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** in the Security Seals Envelope.

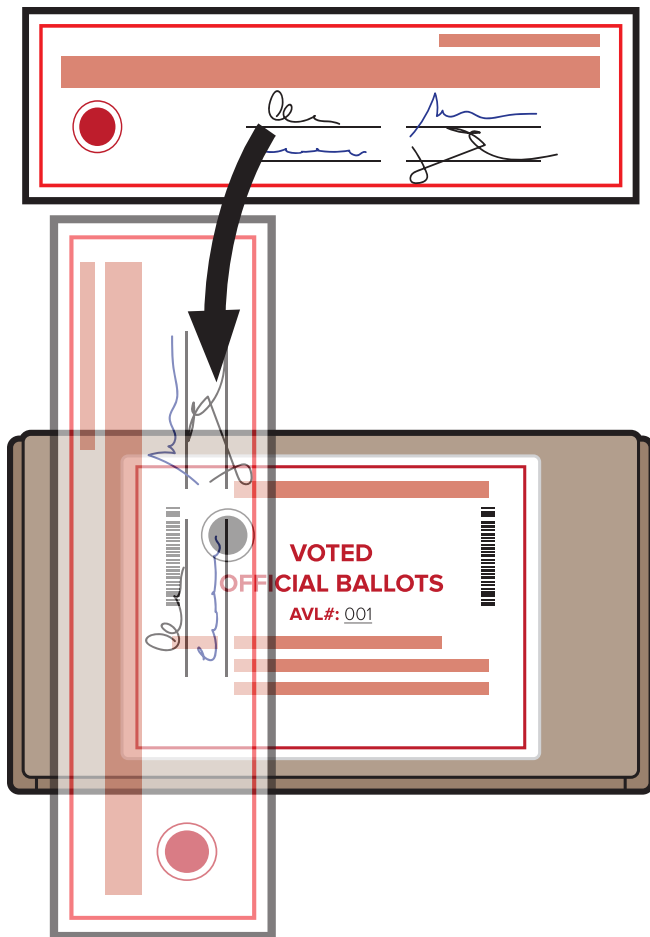
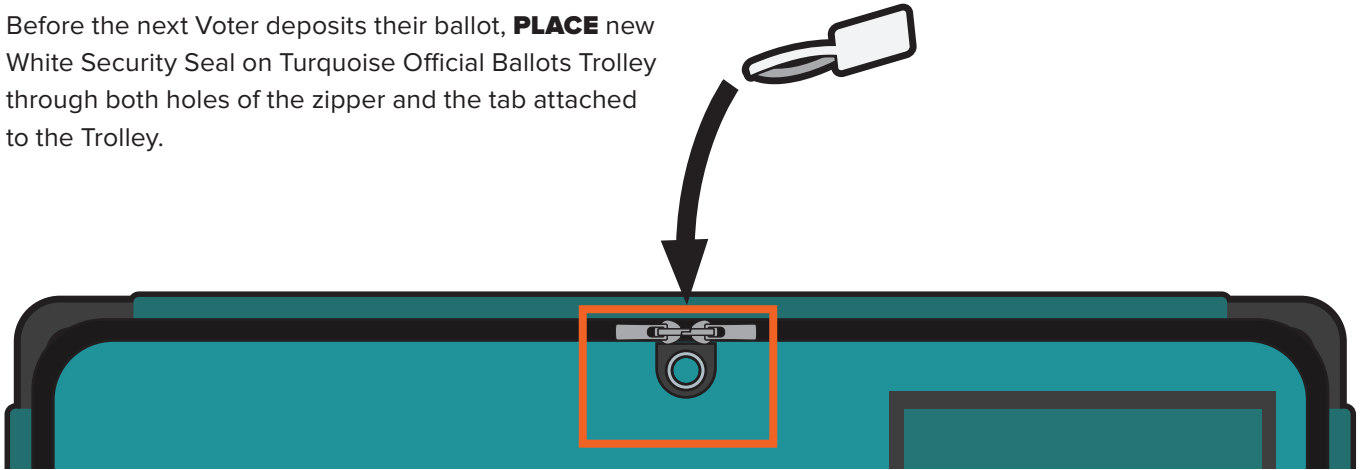


3. After opening the Turquoise Official Ballots Trolley, **RETRIEVE** Ballots and **PLACE** into Voted Official Ballots Box(es).

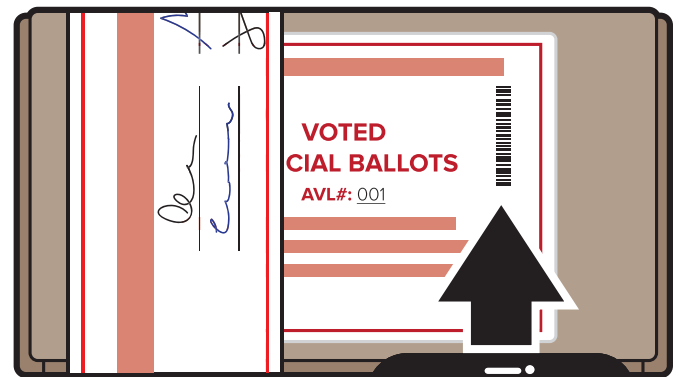
NOTE: CHECK inside flaps of the Trolleys, inside the Voting booths, and Secrecy Sleeves for any hidden ballots.



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



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



6. Using the provided Cell Phone,* **CAPTAIN OPENS** "PollChief" app and **SCANS** the Voted Ballot Official Box(es).
*Refer to Cell Phone Operating Instructions on pg. 17.



CLOSING PICK UP

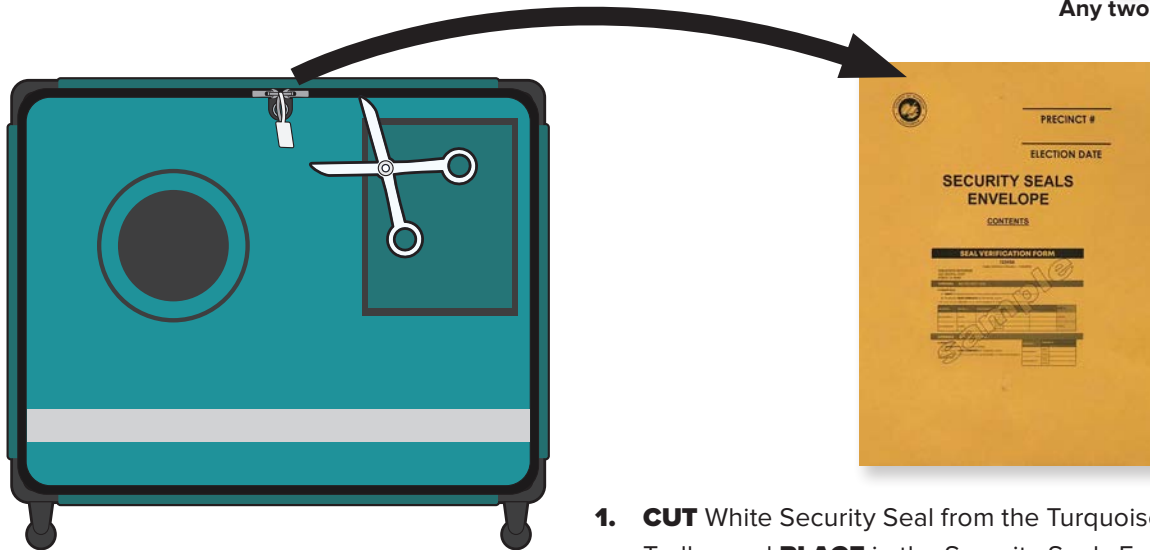
- Closing Rover Pick Up begins around **5:00 PM*** during Early Voting days and **8:00 PM*** on Election Day, after Polls close and the last Voter has voted.

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

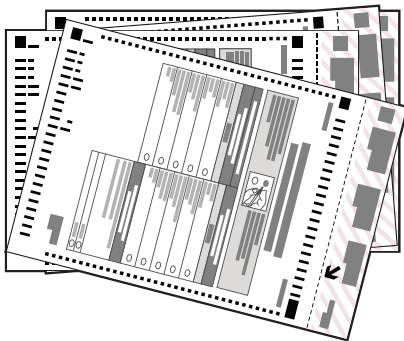
2 PERSON RULE



Any two (2) Election Workers



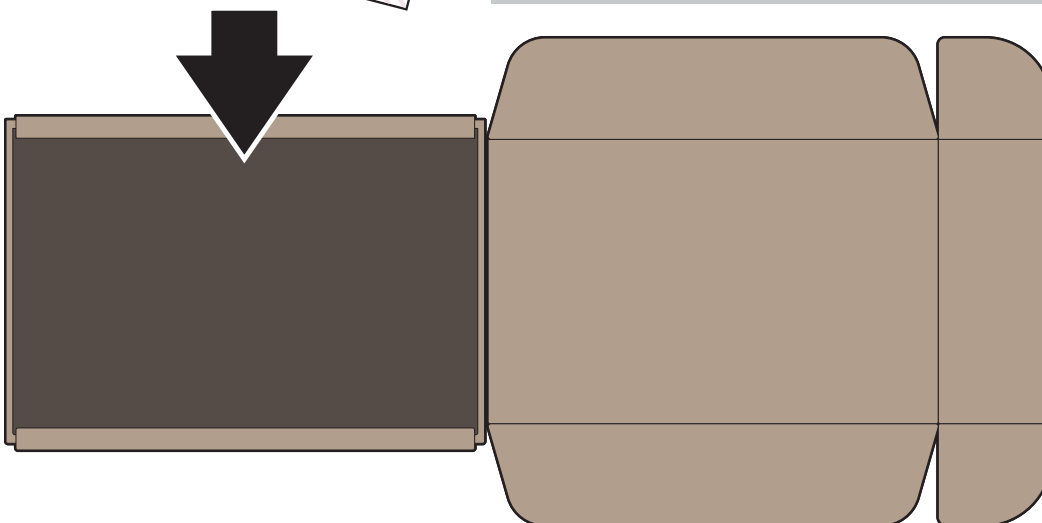
- CUT** White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** in the Security Seals Envelope.

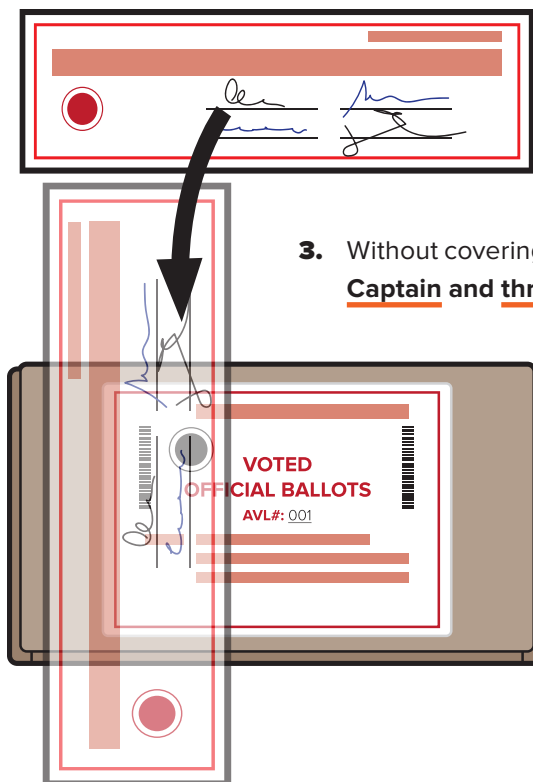


- After opening the Turquoise Official Ballots Trolley, **RETRIEVE** Ballots and **PLACE** into Voted Official Ballots Box(es).

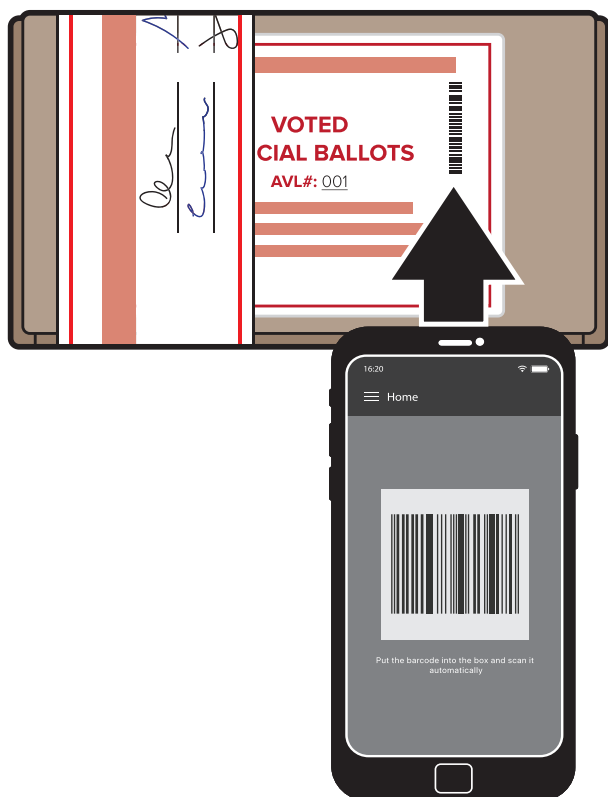
If there are any voted **Vote Center Ballots** in the **Teal Unscanned Voted Ballots Bag**, **PLACE** into entire bag into a separate Voted Official Ballots Box.

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





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



4. Using the provided Cell Phone,* **CAPTAIN OPENS** “PollChief” app and **SCANS** the Voted Ballot Official Box(es).
** Refer to Cell Phone Operating Instructions on pg. 17.*

CLOSING PICK UP



5. SLIDE UP the tab below the opening of the Deposit Slot of the 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.

6. GIVE ROVER the following items:

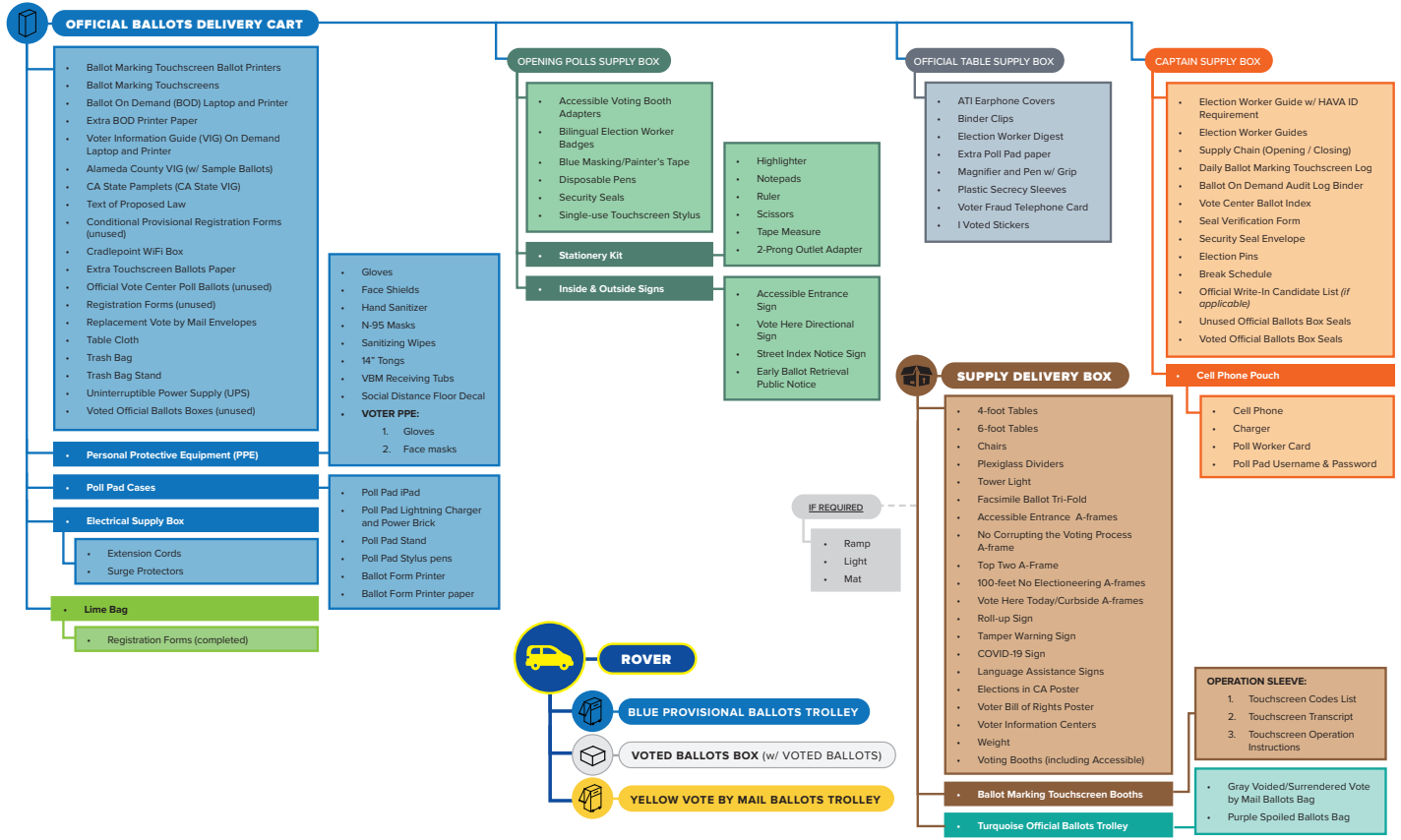
- Voted Official Ballots Box(es)*
** Do not give any Voted Official Ballots Box(es) if empty*
- Yellow Vote by Mail Ballots & Blue Provisional Ballots Trolley



CLOSING: CAPTAIN

CLOSING: CAPTAIN

CLOSING - SUPPLY CHAIN



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

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

CAPTAIN

TASK 1 ANNOUNCE CLOSING OF THE POLLS

DAILY

DAILY

DAILY

DAILY

DAILY

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

“THE VOTE CENTER IS NOW CLOSED!”

NOTE FOR ELECTION NIGHT AT 8 PM:

If there is a line of Voters outside waiting to Vote, **INFORM** a Demonstration Officer to stand at the end of the line by the time of closing, informing Voters arriving after that Polls are closed.

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

TASK 2 CLOSING POLL PAD

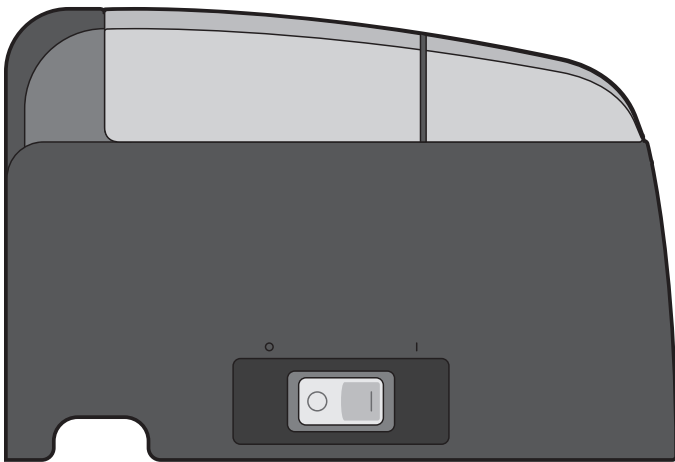
DAILY

DAILY

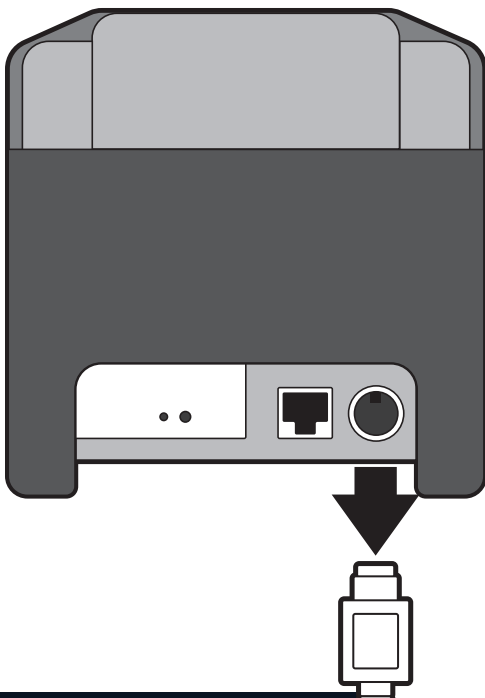
DAILY

DAILY

DAILY



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



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

TASK 2 CLOSING POLL PAD

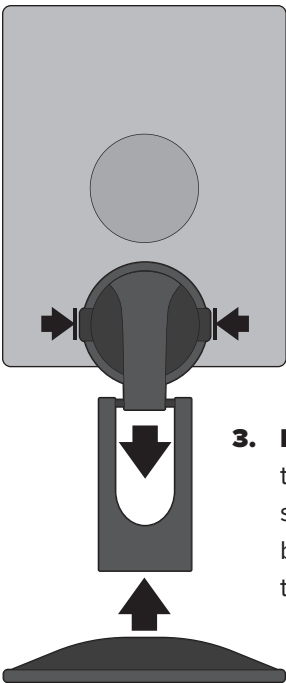
DAILY

DAILY

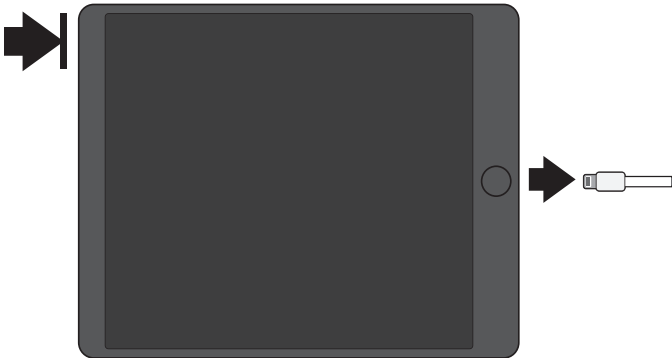
DAILY

DAILY

DAILY

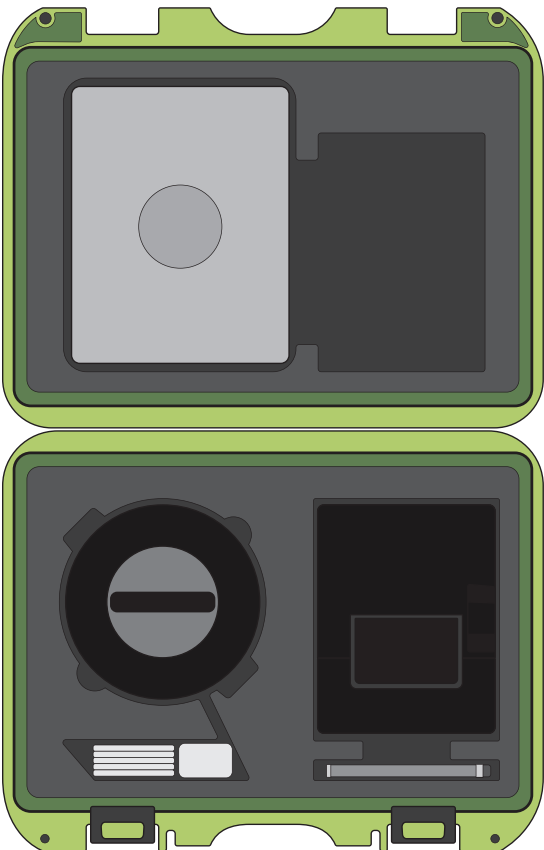


- 3. DISCONNECT** the stand from the Poll Pad. **SEPARATE** the stand arm of the stand from the base then **FOLD** the stand arm to fit in the carrying case.



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

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



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

TASK 3 PACK CRADLEPOINT ROUTER

DAILY

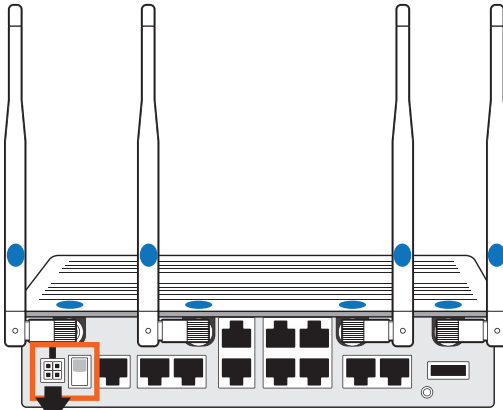
DAILY

DAILY

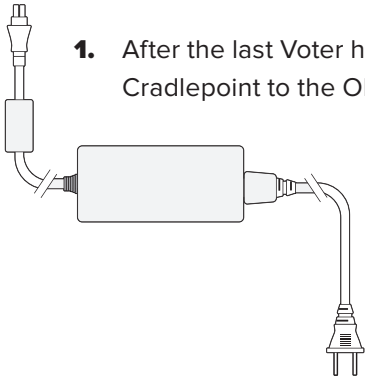
DAILY

DAILY

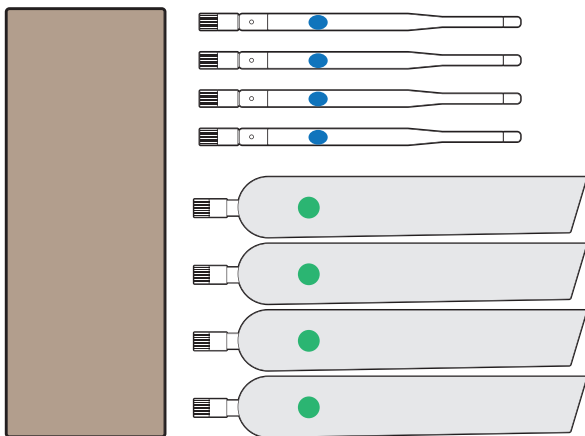
NOTE: DO NOT POWER OFF until 30 minutes after the last Voter has been processed.



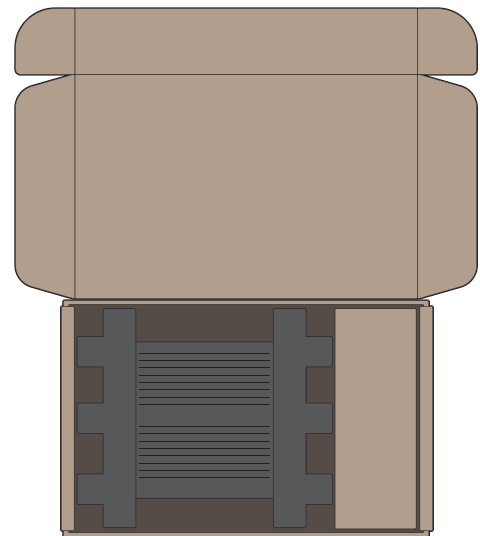
1. After the last Voter has voted and the Poll Pad has finished syncing, **FLIP** the power switch on the back of the Cradlepoint to the OFF position.



2. **DISCONNECT** the power cord from the surge protector and the Cradlepoint Router. **RETRIEVE** the small, rectangular Cradlepoint box from the Official Ballots Delivery Cart.



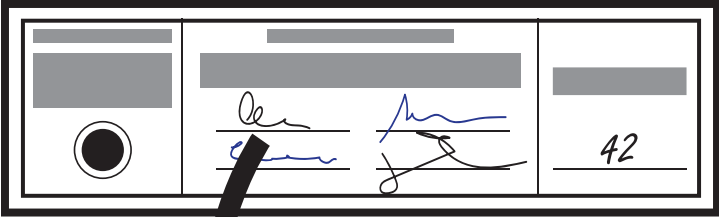
3. **DISCONNECT** all antennas by unscrewing them. **PLACE** them in the smaller cardboard box inside the Cradlepoint box, along with the power cable.



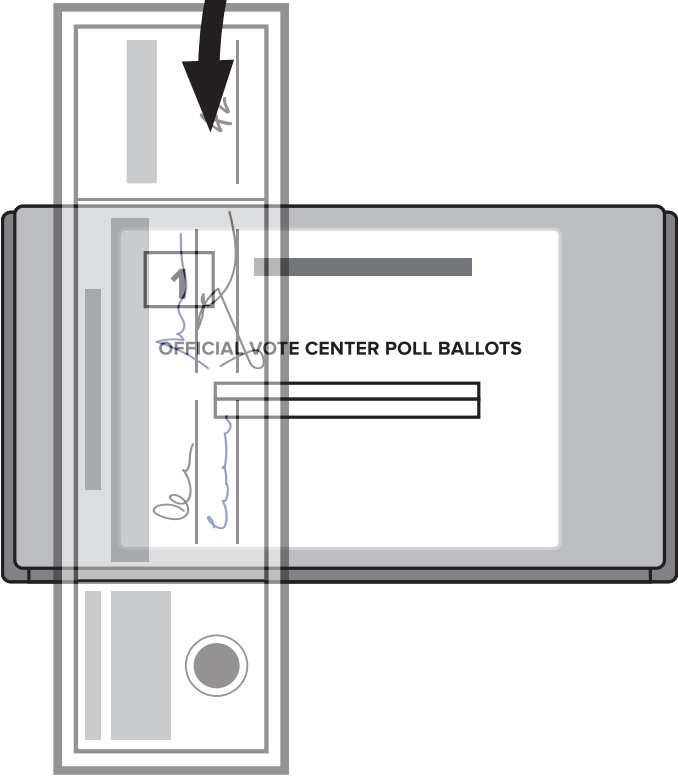
4. **PLACE** the protective foam around the Cradlepoint Router then **PLACE** the Router and the smaller box in the Cradlepoint box. **PLACE** the Cradlepoint box in the Official Ballots Delivery Cart.

TASK 4 SEAL VOTE CENTER BALLOTS BOXES

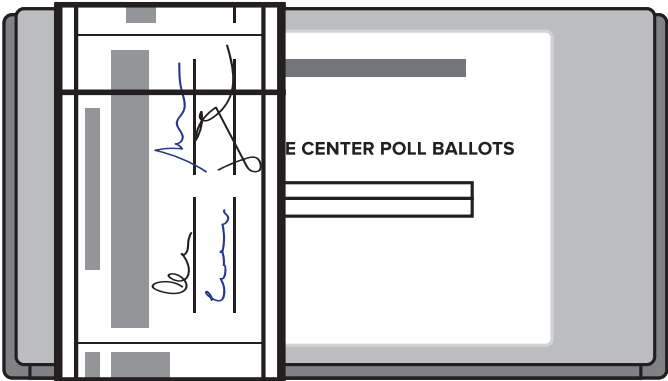
ELECTION NIGHT ELECTION NIGHT ELECTION NIGHT ELECTION NIGHT



1. **COUNT** the Ballots within each box then **WRITE** its total on an Unused Official Ballots Box Seal. AVL Captain and 3 (three) other Election Workers **MUST SIGN**.



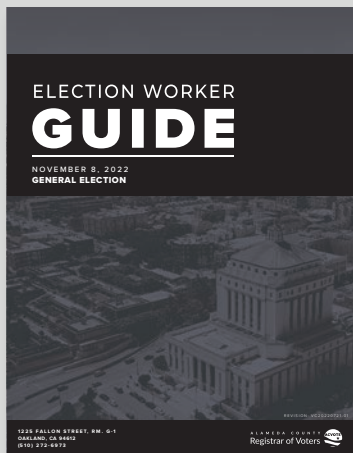
2. **SEAL THE OFFICIAL VOTE CENTER BOXES**
(empty or opened).



3. **PLACE** sealed boxes in Official Ballots Delivery Cart.

1. PLACE the following in the Captain Supply Box:

ELECTION GUIDE w/ HAVA REQUIREMENTS



TOUCHSCREEN DAILY LOG SHEET



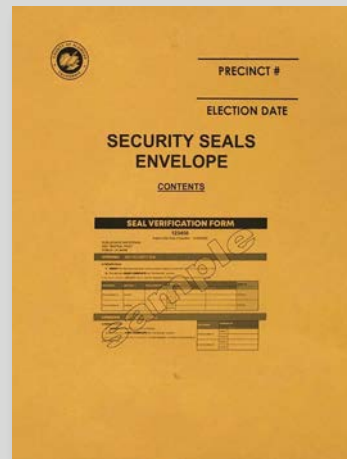
TOUCHSCREEN DAILY LOG SHEET
 COUNTY OF ALAMEDA
 GENERAL ELECTION 2020

AVL PRECINCT 1
AVL GRACEPOINT CHURCH
AVL ADDRESS: 1275 HARBOR BLVD PKWY, ALAMEDA

IMPORTANT: CALIFORNIA SECRETARY OF STATE GUIDELINES REQUIRE (2) ELECTION WORKSHEETS PER POLLING LOCATION. THIS POLLSHEET CONTAINS TWO.

POLLING LOCATION	DATE	ELECTION WORKSHEET	PRINT NAME	SIGNATURE
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		
	Run 1 2020	ELECTION WORKSHEET #2		
	Run 2 2020	ELECTION WORKSHEET #2		
	Run 3 2020	ELECTION WORKSHEET #2		
	03/19/2020	ELECTION WORKSHEET #2		

SECURITY SEALS ENVELOPE



SEAL VERIFICATION FORMS

SEAL VERIFICATION FORM {123456} (Presidential Primary Election - 3/23/2020)					
(LOCATION) (1234 MAIN STREET) (CITY)					
RED SECURITY SEAL					
2 PERSON RULE 1. VERIFY the <u>Red Security Seal</u> serial numbers match on both the Touchscreens and this form. 2. FOLLOW Touchscreen Prompting <u>DO NOT</u> instructions. 3. RESEAL the Touchscreens, then RECORD the replacement Red Security Seal number <i>If the seal is damaged or compromised, call the Registrar of Voters immediately at (503) 826-0220</i>					
EQUIPMENT	RED SEAL #	NON-SECURITY	REPLACEMENT	VERIFIED BY	DATE/TIME
TOUCHSCREEN #1	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOUCHSCREEN #1	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOUCHSCREEN #2	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

OPENING BLUE SECURITY SEAL

2 PERSON RULE

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

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

*If the seal is **compromised** or **damaged**, call the Registrar of Voters immediately at (503) 826-0220*

EQUIPMENT	RED SEAL #	NON-SECURITY	VERIFIED BY	DATE/TIME
TOUCHSCREEN #1	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOUCHSCREEN #2	XXXXXX	XXXXXX	XXXXXX	XXXXXX

BREAK SCHEDULES

[illegible]

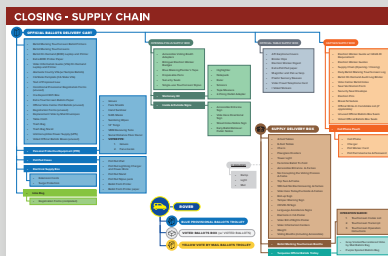
VOTE CENTER BALLOT INDEX

Official Vote Center Ballots Index			
Ballot Type	Language	Card Count	Max Number
Ballot Type 1			
1	Spanish	4	1 of 10
2	Spanish	4	1 of 10
3	Spanish	4	1 of 10
4	Spanish	4	1 of 10
5	Spanish	4	1 of 10
Ballot Type 2			
6	Spanish	4	1 of 10
7	Spanish	4	1 of 10
8	Spanish	4	1 of 10
9	Spanish	4	1 of 10
Ballot Type 3			
10	Spanish	4	1 of 10
11	Spanish	4	1 of 10
12	Spanish	4	1 of 10
13	Spanish	4	1 of 10
14	Spanish	4	1 of 10
Ballot Type 4			
15	Spanish	4	1 of 10
16	Spanish	4	1 of 10
17	Spanish	4	1 of 10
18	Spanish	4	1 of 10
19	Spanish	4	1 of 10
Ballot Type 5			
20	Spanish	4	1 of 10
21	Spanish	4	1 of 10
22	Spanish	4	1 of 10
23	Spanish	4	1 of 10
24	Spanish	4	1 of 10
Ballot Type 6			
25	Spanish	4	1 of 10
26	Spanish	4	1 of 10
27	Spanish	4	1 of 10
28	Spanish	4	1 of 10
29	Spanish	4	1 of 10

BALLOT ON DEMAND AUDIT BINDER



SUPPLY CHAIN



CELL PHONE WITH TOUCHSCREEN POLL WORKER CARDS



ADDITIONAL ITEMS:

- **EXTRA ELECTION PINS**
- **EXTRA ELECTION GUIDES**
- **OFFICIAL WRITE-IN CANDIDATES LIST**
(if applicable)

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

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

ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

CLOSING: JUDGE

CLOSING: JUDGE

DAILY	DAILY	DAILY	DAILY	DAILY
-------	-------	-------	-------	-------

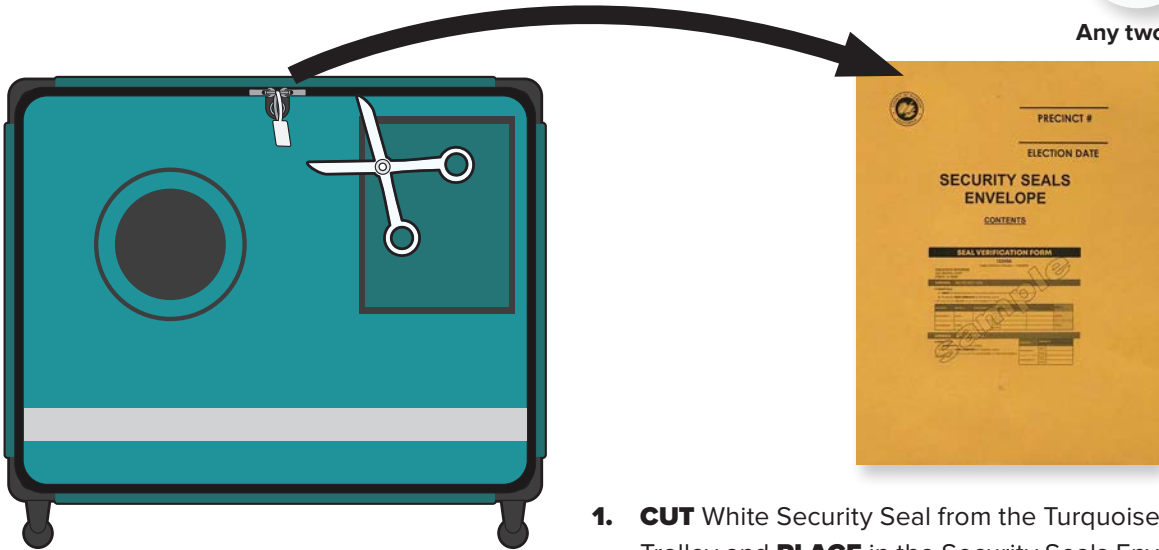
- Closing Rover Pick Up begins around **5:00 PM*** during **Early Voting days** and **8:00 PM*** on **Election Day**, after Polls close and the last Voter has voted.

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

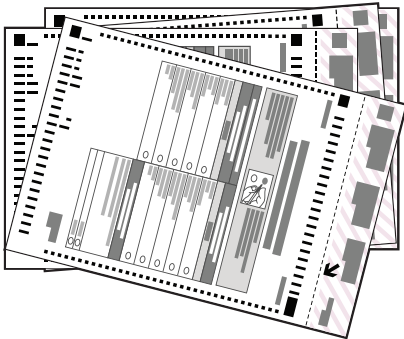
2 PERSON RULE



Any two (2) Election Workers



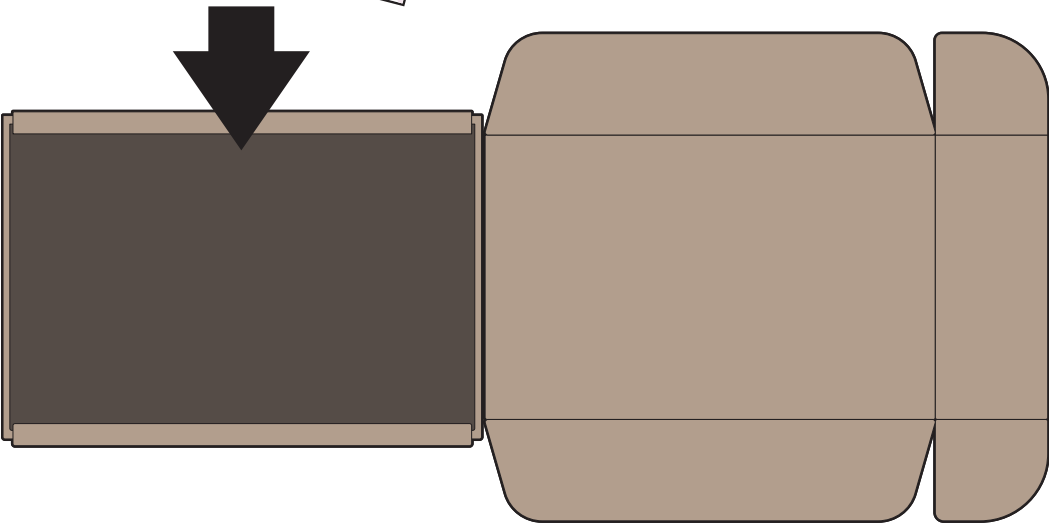
- CUT** White Security Seal from the Turquoise Official Ballots Trolley and **PLACE** in the Security Seals Envelope.



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

If there are any voted **Vote Center Ballots** in the **Teal Unscanned Voted Ballots Bag**, **PLACE** into 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.



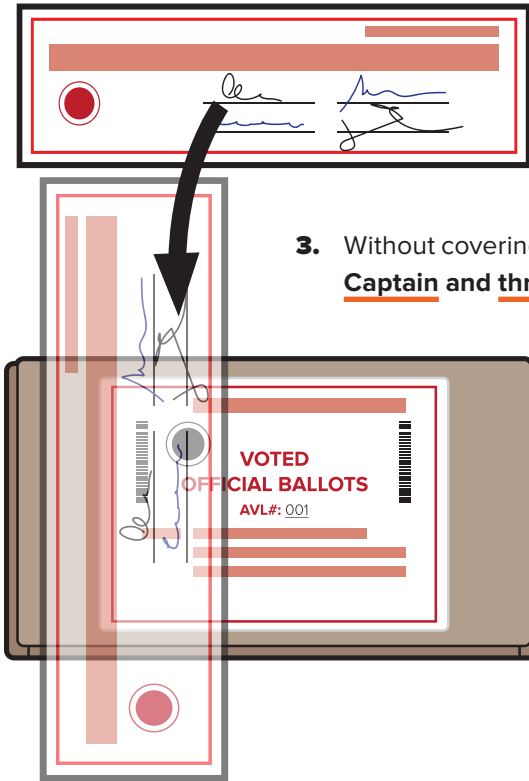
DAILY

DAILY

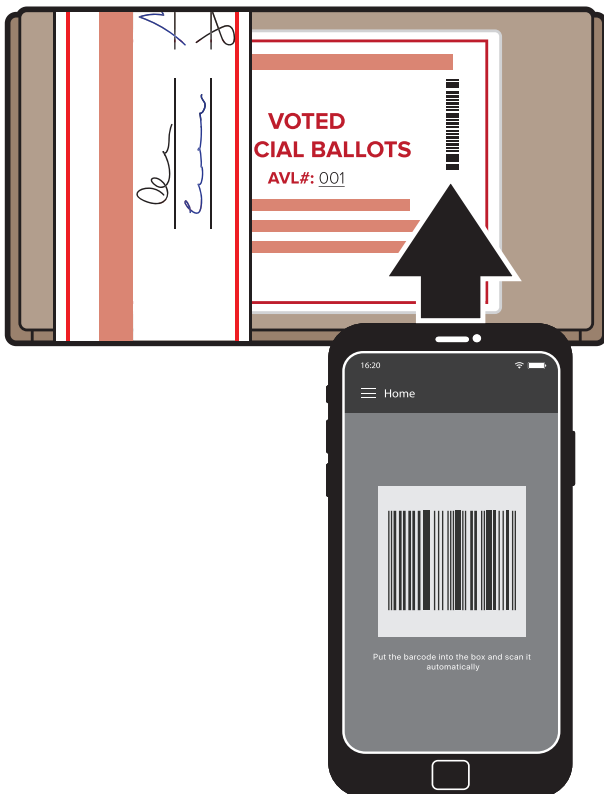
DAILY

DAILY

DAILY



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. Using the provided Cell Phone,* **CAPTAIN OPENS** “PollChief” app and **SCANS** the Voted Ballot Official Box(es).

** Refer to Cell Phone Operating Instructions on pg. 17.*



5. SLIDE UP the tab below the opening of the Deposit Slot of the 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.

6. GIVE ROVER the following items:

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



TASK 2 SHUT DOWN BALLOT ON DEMAND

DAILY

DAILY

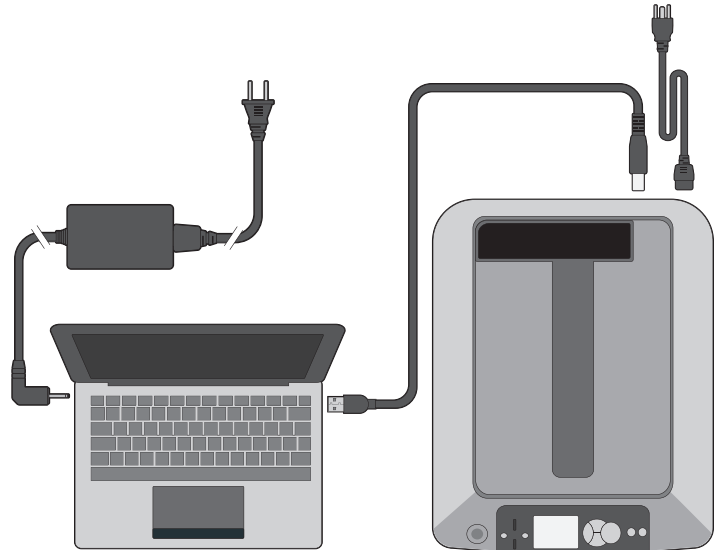
DAILY

DAILY

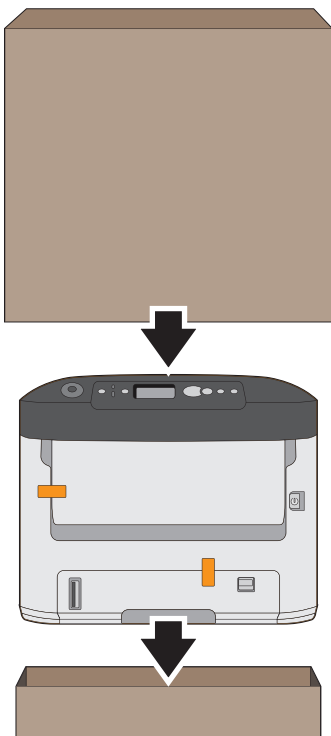
DAILY



1. **PRESS** the ON/OFF switch (located in the on the bottom-rear of the right panel) to the "OFF" position.
2. **DISCONNECT** the BOD Printer power cable from surge protector.



3. **SHUT DOWN** the BOD Laptop by either the Windows menu or holding the power button on the Laptop. **PLACE** the BOD Laptop and BOD Audit Binder in the Official Ballot Delivery Cart.
4. **DISCONNECT** the Laptop charger from the surge protector and the BOD USB cable from the back of the BOD Printer and Laptop. **PLACE** on the Official Ballot Delivery Cart.



5. With assistance from another Election Worker, carefully **LIFT** the Printer up enough to place the bottom piece of the box under.
6. **PLACE** the Printer power cable on top of the Printer then **SLIDE** the lid on top.
7. With assistance from another Election Worker, **PLACE** the BOD Printer in the Official Ballots Delivery Cart.
8. **COUNT & FILL OUT** "End of day Total" on the "Finished Ballot Card Log" and the "Damage Ballot Inventory Control Log" sheets in the BOD Audit Binder, then **PLACE** the Binder in the Captain Supply Box.

11/3/22 General Election					
Finished Ballot Card Log					
DATE	TIME	PREPARED BY	PRINTED BY	PRINTED NO.	PRINTED DATE
11/3/22	7:05a	Angel Padilla	None Lucio	456789	#
"	8:30a	Angel Padilla	None Lucio	200100	3
"	12:00p	Angel Padilla	None Lucio	400100	4
"	2:15p	None Lucio	LEEDON JENKINS	123456	#
"	3:55p	Angel Padilla	LEEDON JENKINS	465312	#
End of day Total: 79					

11/3/22 General Election					
Damage Ballot Inventory Control Log					
PREPARED BY	PRINTED BY	CASE NO.	DATE	TIME	DATE
None Lucio	456789	B	1		
None Lucio	400100	A/C	2		
End of day Total: 3					

TASK 3 SHUT DOWN VIG ON DEMAND

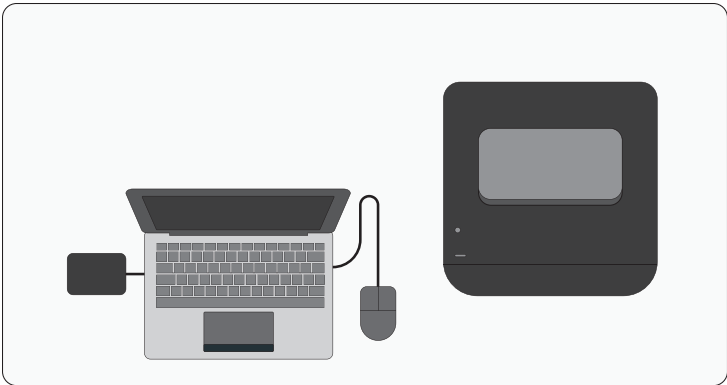
DAILY

DAILY

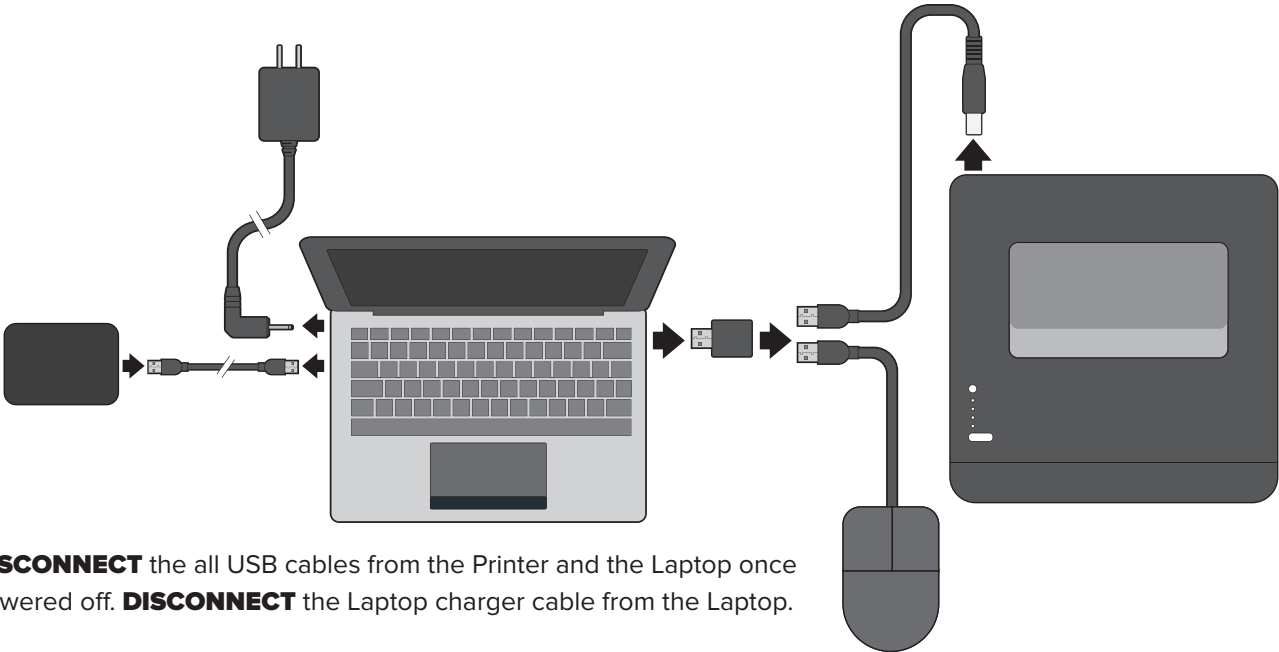
DAILY

DAILY

DAILY



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

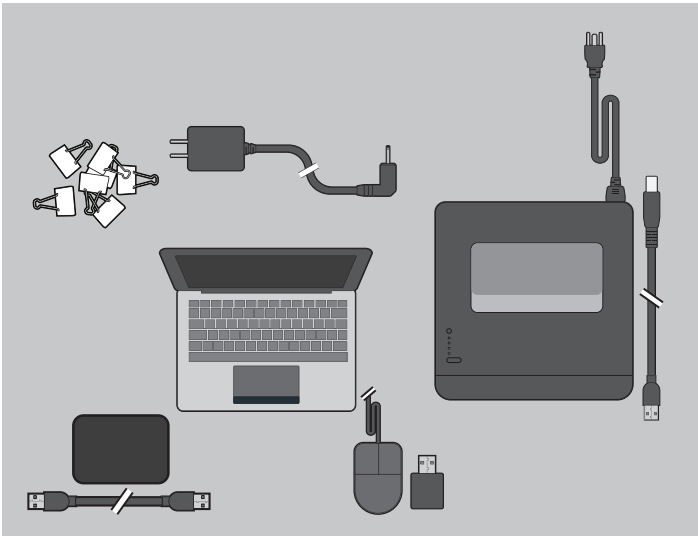
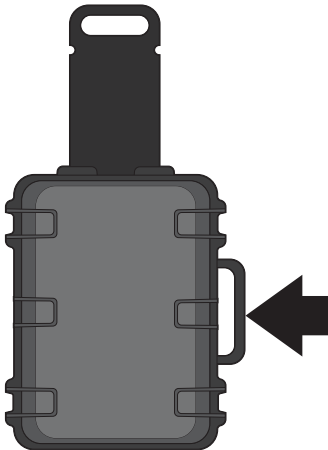


2. **DISCONNECT** the all USB cables from the Printer and the Laptop once powered off. **DISCONNECT** the Laptop charger cable from the Laptop.

3. **DISCONNECT** the Laptop charger and Printer power cables from the surge protector.

4. Separately **PLACE** each of the VIG On Demand equipment back into the plastic bags, then **PLACE** into the carrying case.

5. **CLOSE** carrying case and **PLACE** in the Official Ballot Delivery Cart.



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

TASK 4 PACK ITEMS IN TURQUOISE TROLLEY

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

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



2. Once packed, **SECURE** the zipper and deposit slot of the Turquoise Trolley with a **White Security Seal**.
3. Turquoise Trolley **MUST BE PLACED** in the Supply Delivery Box.

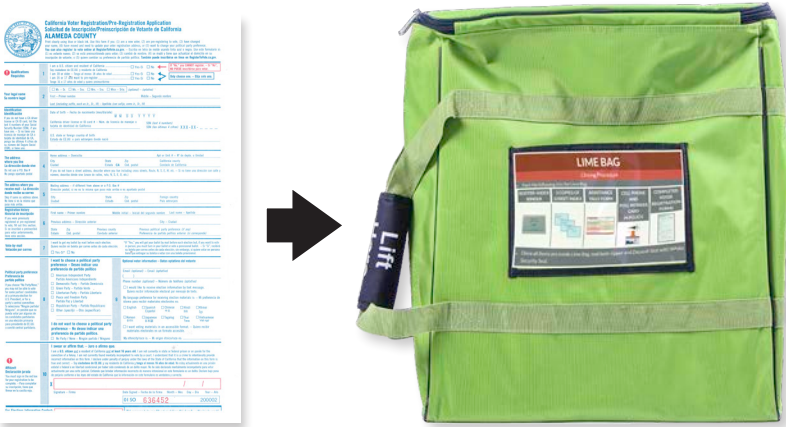
NOTE: All Ballots Bags must be stored in the Official Ballots Delivery Cart, daily.



TASK 5 PACK ITEMS IN LIME BAG

ELECTION NIGHT ELECTION NIGHT ELECTION NIGHT ELECTION NIGHT

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



2. Once all items are inside Lime Bag, **SEAL** both zipper and Deposit Slot with White Security Seal (see image on right).

3. **PLACE** the Lime Bag in the Official Ballots Delivery Cart.



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



TASK 6 STORE & SEAL SUPPLIES

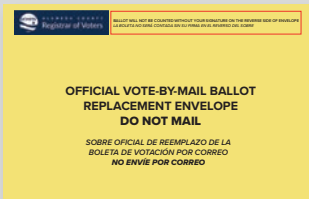
1. **PLACE** the following into the Official Ballots Delivery Cart:

DAILY STORAGE ITEMS

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

ELECTION NIGHT ITEMS

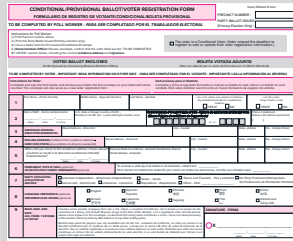
UNUSED REPLACEMENT VOTE BY MAIL ENVELOPES



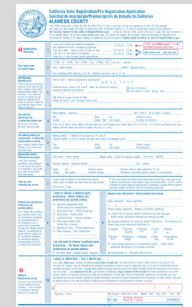
UNINTERRUPTIBLE POWER SUPPLY (UPS)



UNUSED CONDITIONAL PROVISIONAL REGISTRATION FORMS



UNUSED VOTER REGISTRATION FORMS



ADDITIONAL ITEMS:

- TEXT OF PROPOSED LAWS
- EXTRA STATE & ALAMEDA COUNTY VOTER INFORMATION GUIDES
- EXTRA PERSONAL PROTECTIVE EQUIPMENT
- TRASH BAGS & STAND
- TABLE CLOTHS

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



ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

CLOSING: CLERK

CLOSING: CLERK

TASK 1 CLOSING BALLOT MARKING TOUCHSCREENS

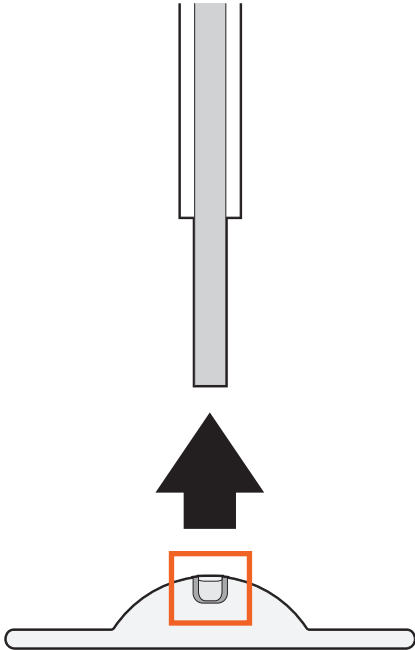
TWO (2) PERSON RULE

DAILY	DAILY	DAILY	DAILY	DAILY
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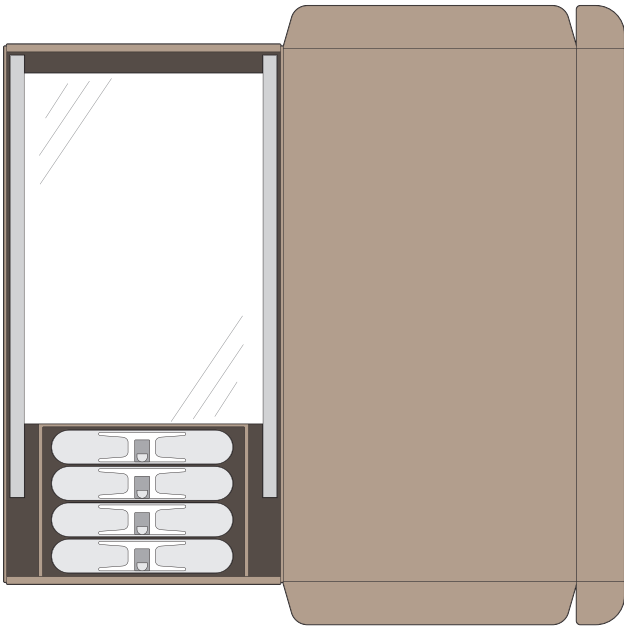
CLOSING POLLS on Ballot Marking Touchscreens.
Refer to Ballot Marking Touchscreen Closing Section for instructions section on pg. 175

TASK 2 PACK ITEMS ON OFFICIAL TABLE

ELECTION NIGHT	ELECTION NIGHT	ELECTION NIGHT	ELECTION NIGHT
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1. While holding the tab down on the side of the Plexiglass dividers, **SLIDE** the Plexiglass dividers away the white feet.



2. **RETRIEVE** the large, rectangular cardboard box from the Supply Delivery Box. **PLACE** box on the floor and **PLACE** the feet and dividers in the box. **RETURN** to the Supply Delivery Box.

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



- ATI Earphone Covers
- Binder Clips
- Election Worker Digest
- Extra Poll Pad paper
- Magnifier and Pen w/ Grip
- Plastic Secrecy Sleeves
- Voter Fraud Telephone Card
- I Voted Stickers

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

TASK 3 PACK OPENING POLLS SUPPLY BOX

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

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



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

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



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



TASK 4 PACK ELECTRICAL SUPPLY BOX

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

1. **PACK** all provide electrical cables the Electrical Supply Box.



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

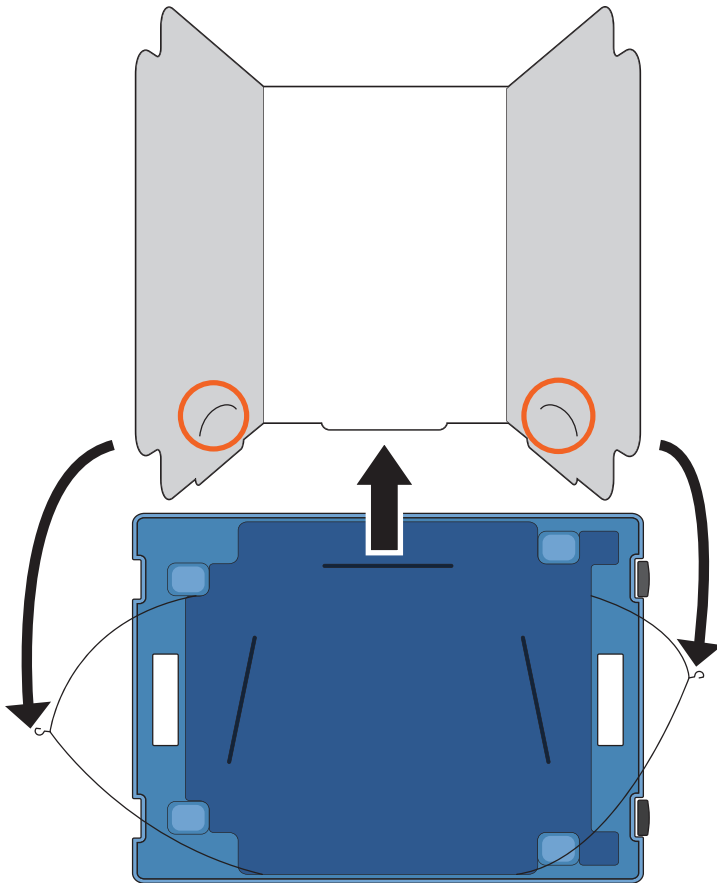
TASK 5 DISMANTLE BLUE VOTING BOOTHS

ELECTION NIGHT

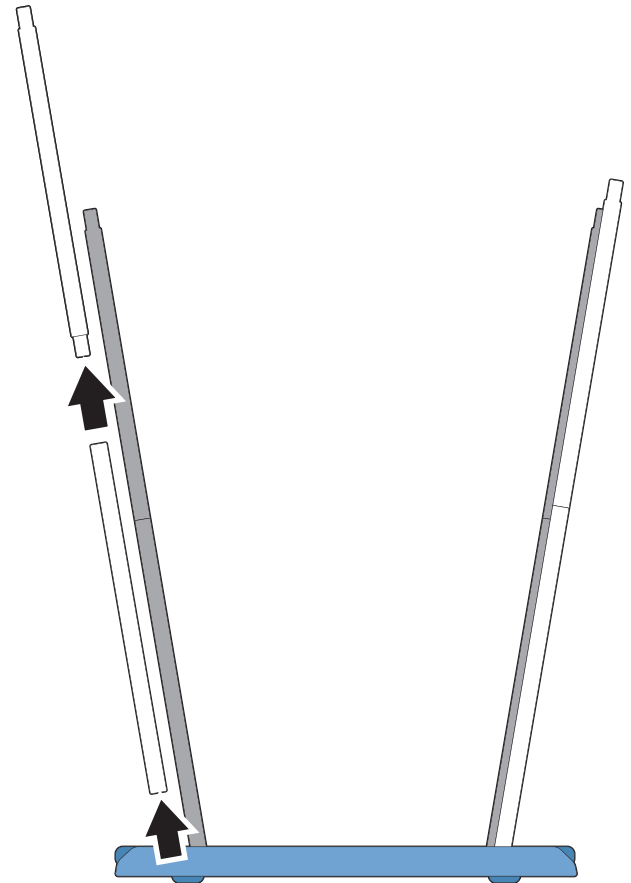
ELECTION NIGHT

ELECTION NIGHT

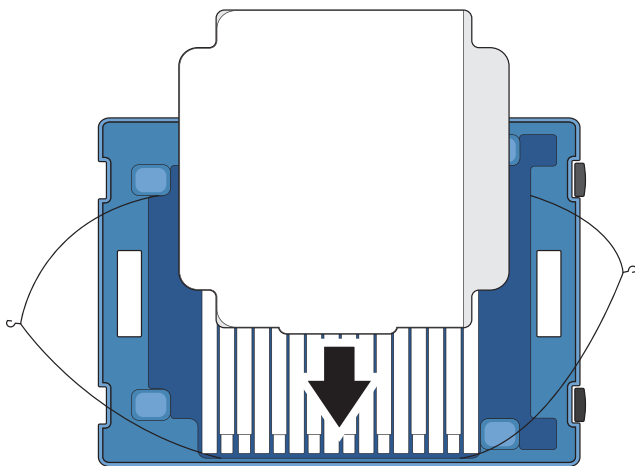
ELECTION NIGHT



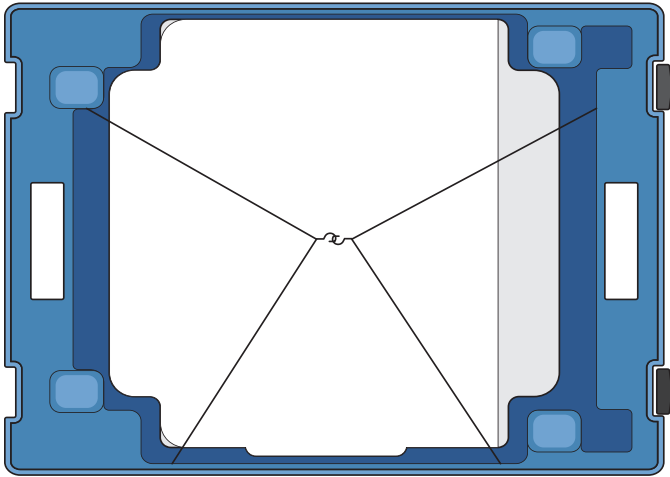
1. **LEAVE** all signs posted inside Voting Booth. From inside the booth, **DETACH** Privacy Shield by pulling bungee cords through slits in Shield then **FOLD** together.



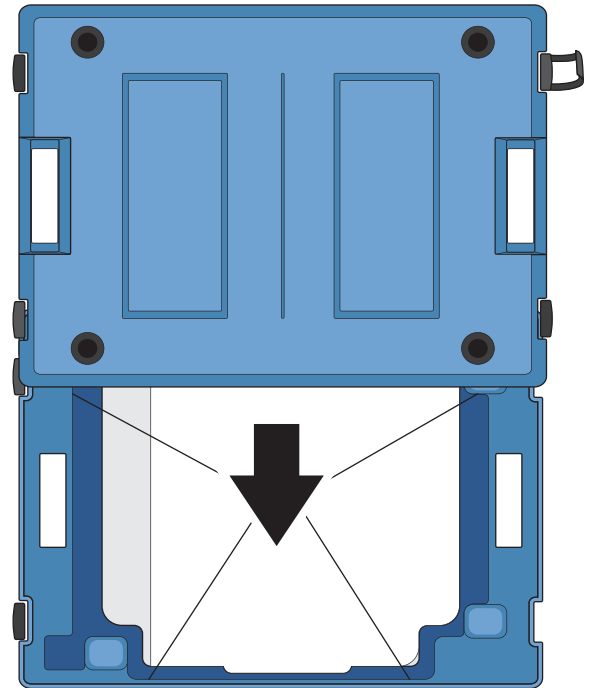
2. **TURN** booth upside down and **DETACH** legs from booth. **PULL** apart each of the legs to reduce the size.



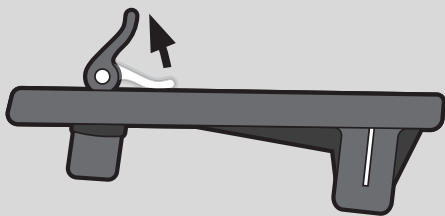
3. **PLACE** Privacy Shields and legs into the inside of the Voting Booth.



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



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



FOR ACCESSIBLE VOTING BOOTHS:

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

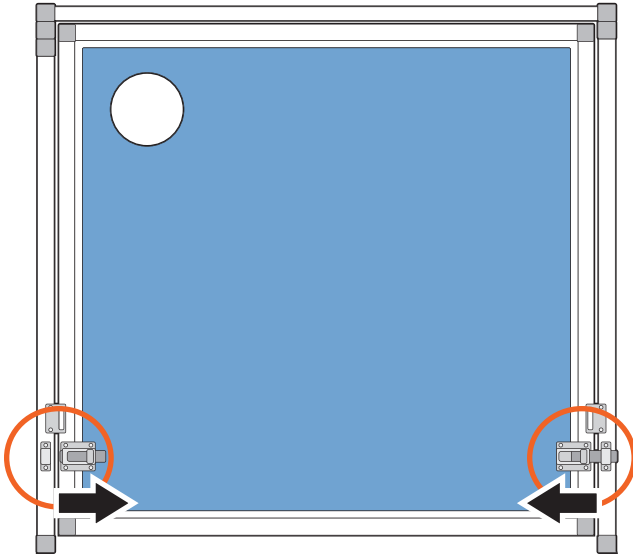
TASK 6 DISMANTLE TOUCHSCREEN VOTING BOOTHS

ELECTION NIGHT

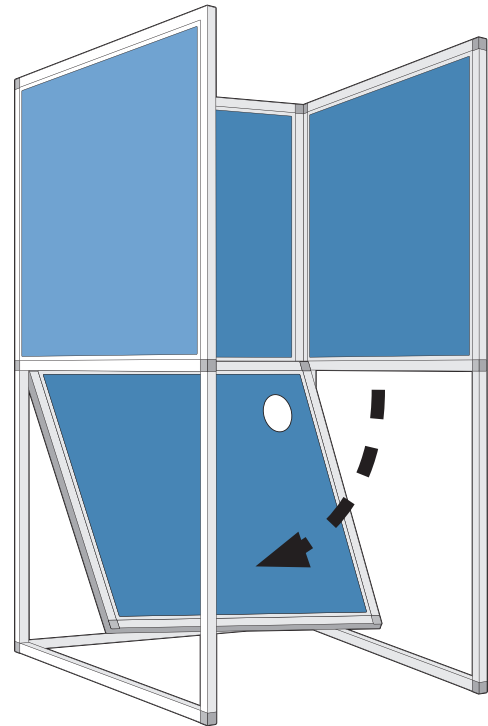
ELECTION NIGHT

ELECTION NIGHT

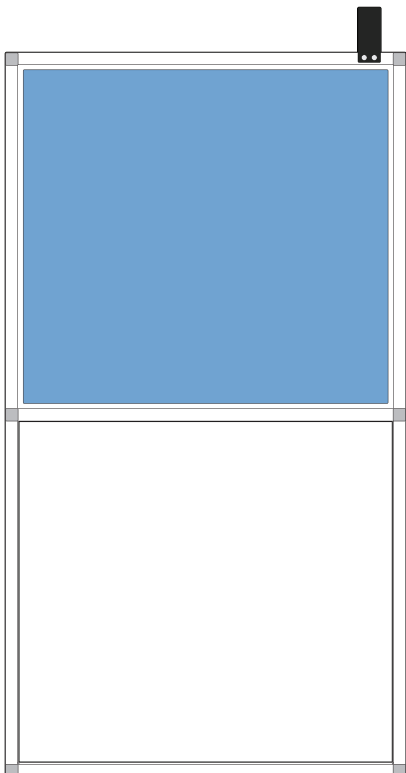
ELECTION NIGHT



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



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



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

TASK 7 PACK LARGE SIGNAGE

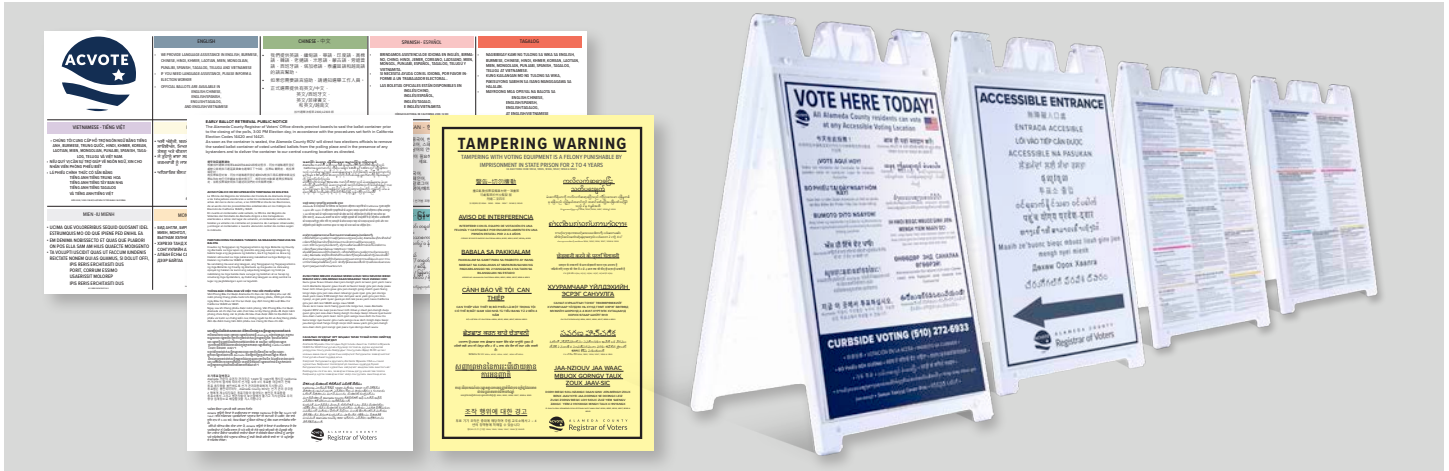
ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

ELECTION NIGHT

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



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



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

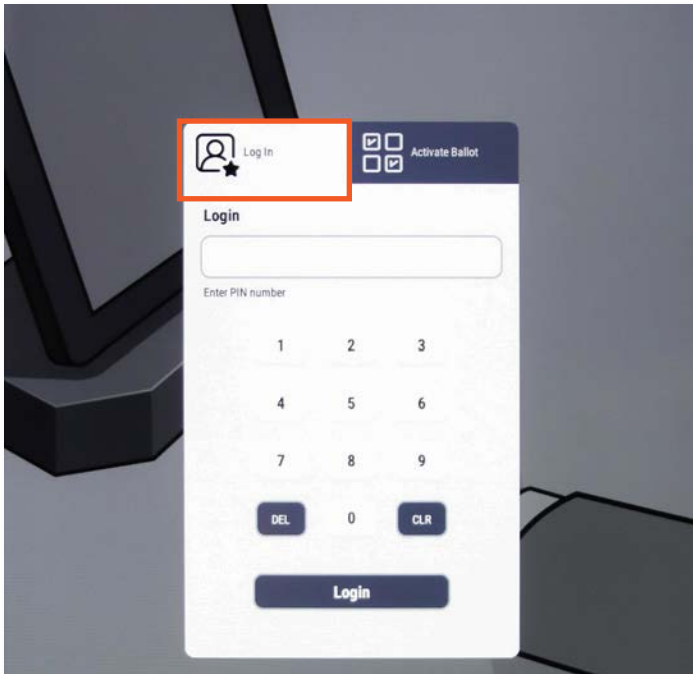


3. **RETURN** all Signs and Booths to the Supply Delivery Boxes.
If space inside the Supply Delivery Box has limited space, place remaining items beside it.

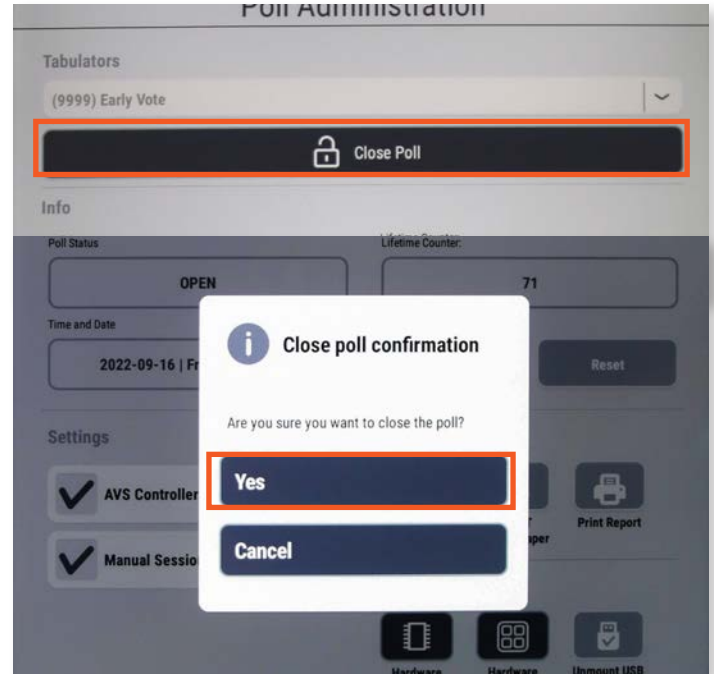
ASSIST OTHER ELECTION WORKERS WITH TASKS, IF FINISHED EARLY.

BALLOT MARKING TOUCHSCREEN: CLOSING

BALLOT MARKING TOUCHSCREEN: CLOSING



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



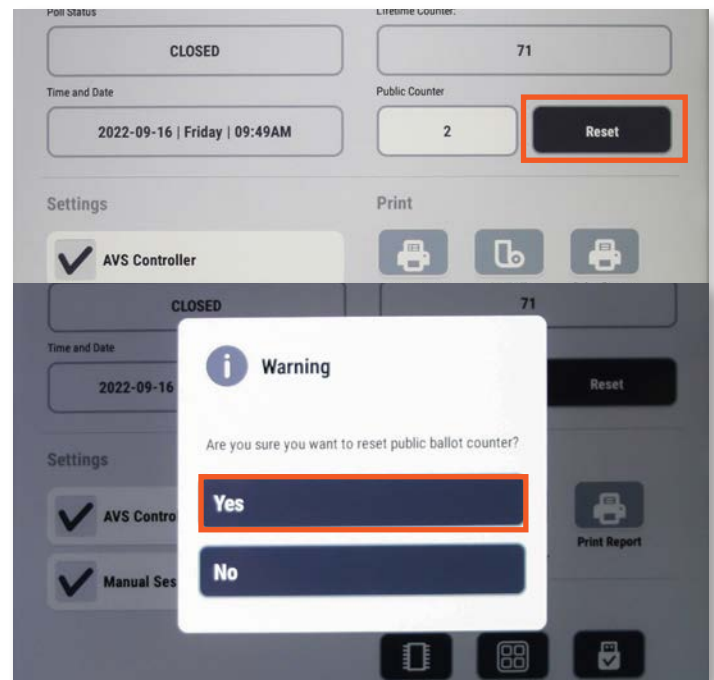
2. **PRESS** the "Close Poll" button, then **PRESS** "Yes" button to confirm closing the Poll.

TOUCHSCREEN DAILY LOG SHEET
COUNTY OF ALAMEDA
GENERAL ELECTION 2020
AVL PRECINCT: 1
AVL ADDRESS: 1275 HARBOR BAY PKWY, ALAMEDA

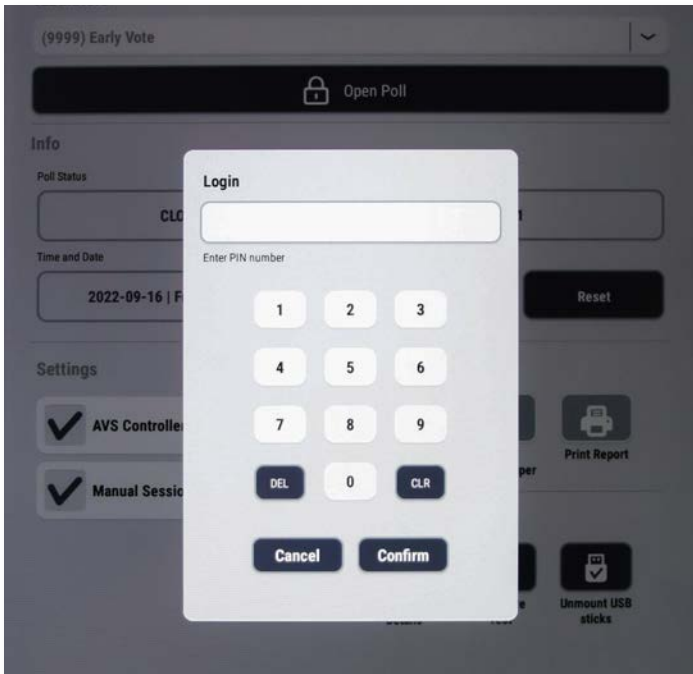
IMPORTANT: CALIFORNIA SECRETARY OF STATE GUIDELINES REQUIRE (2) ELECTION WORKERS PERFORM THE FOLLOWING PROCEDURES.

TOUCHSCREEN	DATE	ELECTION WORKERS	PRINT NAME	SIGNATURE
	Oct 31, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 3, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 3, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 3, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 3, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Nov 3, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #1		
		ELECTION WORKER #2		

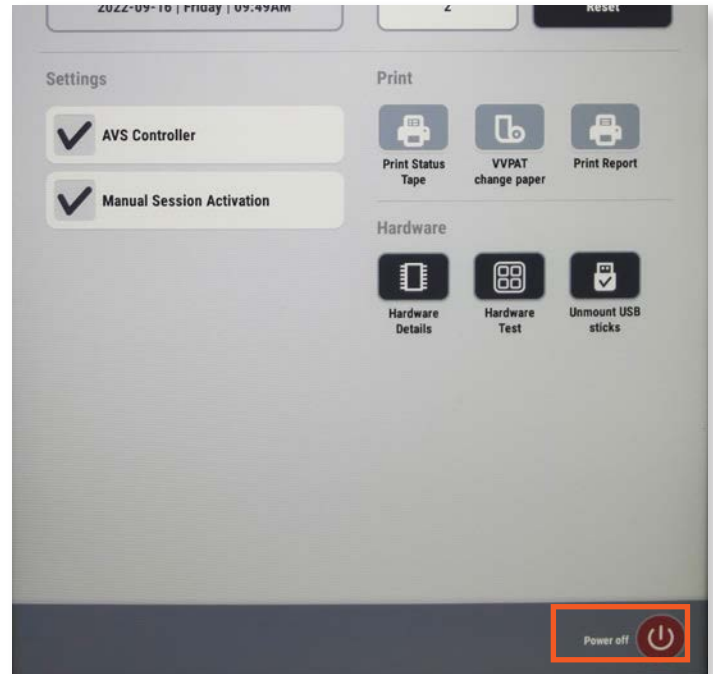
3. **FILL OUT** the Touchscreen Daily Log Sheet accordingly (located in the Captain Supply Box).



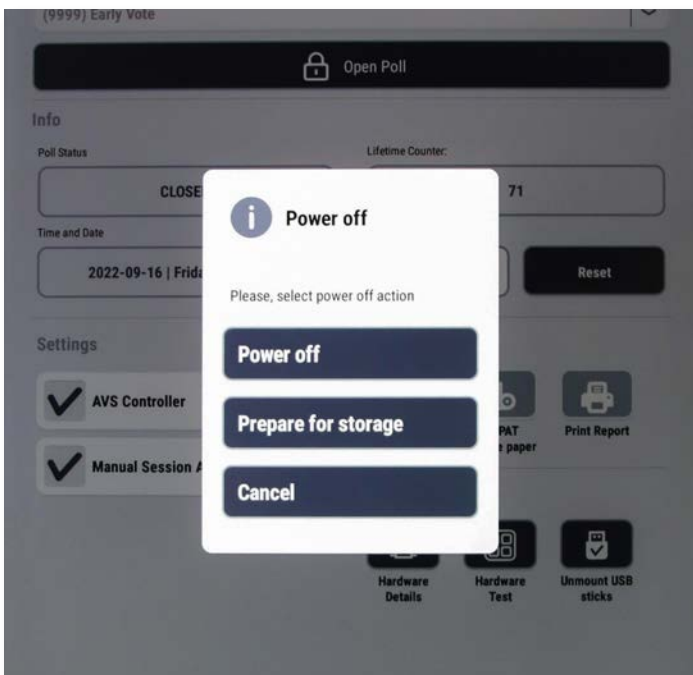
4. **PRESS** the "Reset" button by Public Counter (only Early Voting, not applicable to Election Day closing), then **PRESS** "Yes" button to confirm.



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



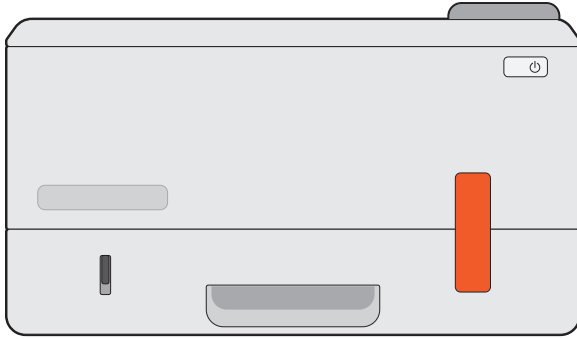
6. **PRESS** the “Power off” button on the bottom-right corner.



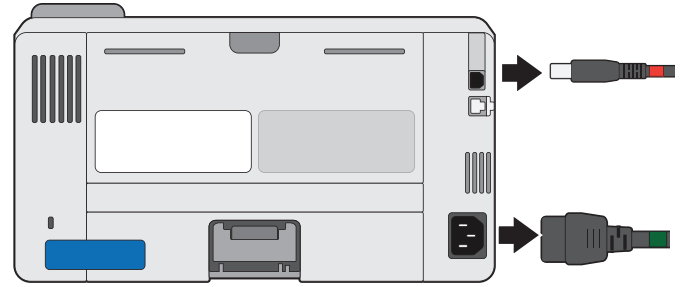
7. **SELECT** the “Power off” button option to shut off the Ballot Marking Touchscreen.



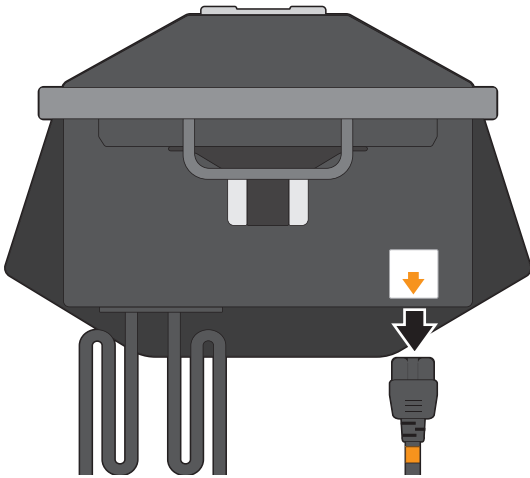
8. **REMOVE** the Poll Worker Card then **PLACE** inside Cell Phone pouch.



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



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

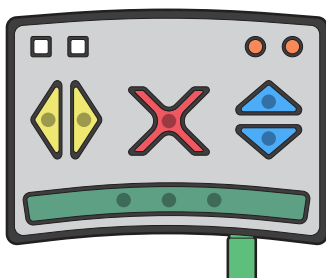


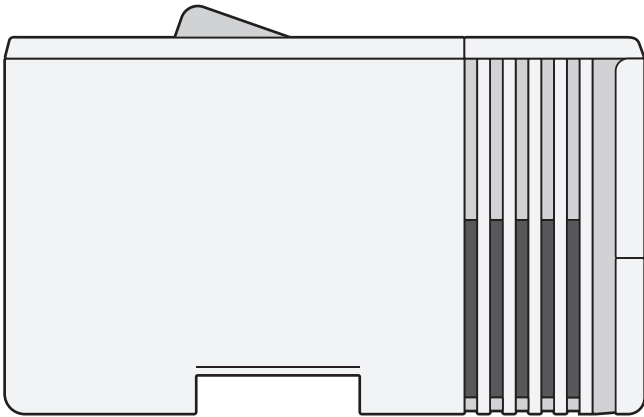
3. **DISCONNECT** the Ballot Marking Touchscreen power cord from the base of the Ballot Marking Touchscreen.
4. **DISCONNECT** both Printer and Ballot Marking Touchscreen power cords from the surge protector.



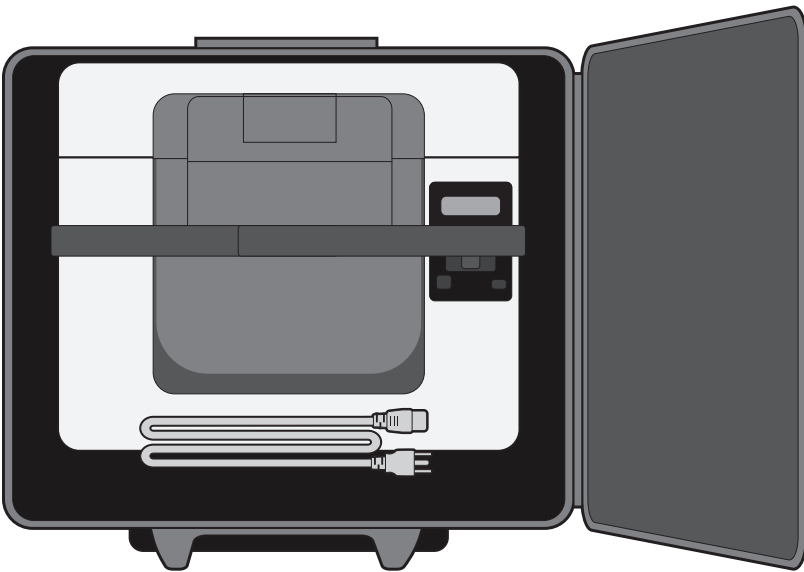
5. **DISCONNECT** the ATI cable of the Ballot Marking Touchscreen from the top of the ATI.

NOTE: When removing cable, **PRESS** the small tab to unlock the cable from the ATI.

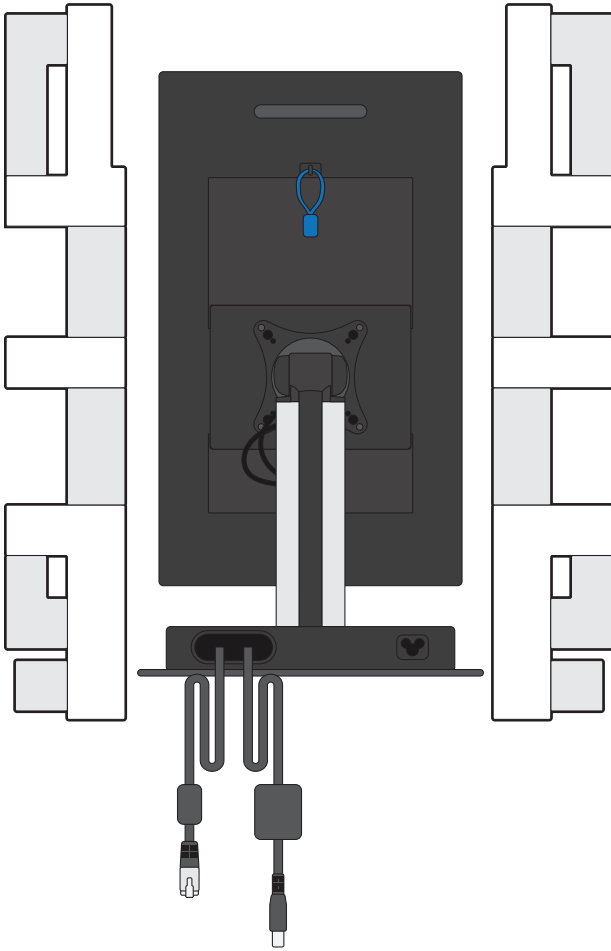




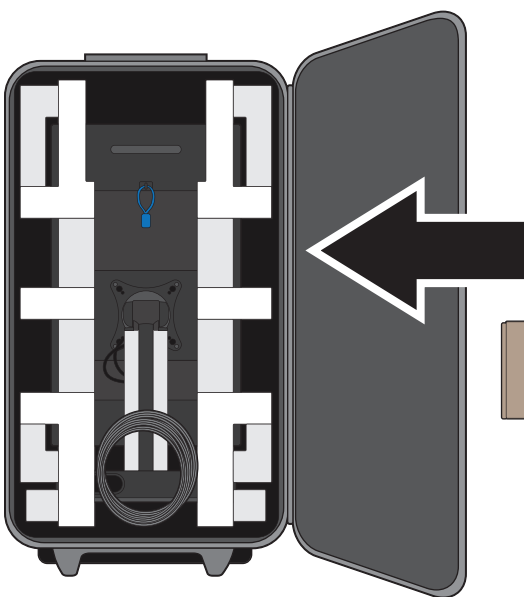
1. **RETRIEVE** the Printer case and place flat on a surface with the rolling handle on the bottom. **UNZIP** and **OPEN** the case.
2. **PLACE** the Printer in the Printer case using the handle on the side.



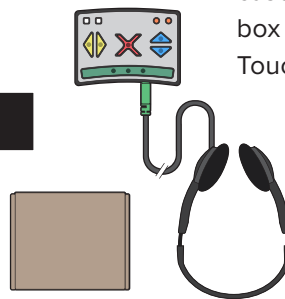
3. **FOLD** and **PLACE** the power cord and Printer cable in the Printer case. **SECURE** the Velcro strap around the Printer.
4. **CLOSE** the case, **STAND** upright, and **PLACE** back into the Official Ballots Delivery Cart.



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



3. **PLACE** the Touchscreen in the Ballot Marking Touchscreen case. **PLACE** the ATI with headphones and the small box containing the power cable into the Ballot Marking Touchscreen case.



4. **CLOSE** the case, **STAND** upright, then **PLACE** back into the Official Ballots Delivery Cart. **SEAL** the Official Ballots Delivery Cart when finished.

MY POLL WORKER PROFILE

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

BILINGUAL ELECTION WORKERS

- As a Bilingual Election Worker, you are required to **take and pass** a Mandatory Bilingual Online Training prior to Election Day.
- **Bilingual Online Training** can be accessed through:
My Poll Worker Profile: <http://pollworker.acgov.org>
- Additional computer labs are available at our training sites for access to Bilingual Online Training, as the Online Training CANNOT be supported by mobile devices.
- If you have any questions about the Bilingual Online Training, please call **(510) 272-6971** or email at rov_pollworker@acgov.org

ELECTION WORKER QUESTIONS

For Election Worker questions:

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

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



NOTES

NOTES

Thank You!

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



FOR VOTER ASSISTANCE, CALL:

English: (510) 272-6973

Spanish: (510) 272-6975

Khmer: (510) 272-5038

Tagalog: (510) 272-6952

Hindi: (510) 272-5035

Laotian: (510) 208-0926

Mongolian: (510) 208-0928

Korean: (510) 272-5037

Vietnamese: (510) 272-6956

Punjabi: (510) 272-5035

Chinese: (510) 208-9665

Burmese: (510) 208-0925

Mien: (510) 208-0927

Telugu: (510) 208-0929