



## County of Tuolumne

# Poll Worker Handbook

November 8, 2016 Presidential General Election



2 S Green Street, Sonora CA, 95370



(209) 533-5570



[elections@tuolumnecounty.ca.gov](mailto:elections@tuolumnecounty.ca.gov)



[www.co.tuolumne.ca.us/elections](http://www.co.tuolumne.ca.us/elections)



## Your Team's Information

Precinct Name: \_\_\_\_\_

Precinct Number: \_\_\_\_\_

### My Duties:

\_\_\_\_\_  
\_\_\_\_\_

### Inspector

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Morning Break Time: \_\_\_\_\_

Email: \_\_\_\_\_ Afternoon Break Time: \_\_\_\_\_

### Assistant Inspector

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Morning Break Time: \_\_\_\_\_

Email: \_\_\_\_\_ Afternoon Break Time: \_\_\_\_\_

### Judge

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Morning Break Time: \_\_\_\_\_

Email: \_\_\_\_\_ Afternoon Break Time: \_\_\_\_\_

### Judge

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Morning Break Time: \_\_\_\_\_

Email: \_\_\_\_\_ Afternoon Break Time: \_\_\_\_\_

### Election Central

Tuolumne County Elections Department

2 S Green Street, Sonora CA, 95370

(209) 533-5570

elections@tuolumnecounty.ca.gov

### Emergency

911

**Tuolumne County Sherriff's Department**

(209) 533-5815

**City of Sonora Police Department**

(209) 532-8143



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## Definitions

J



## Your top responsibilities

A poll worker has 4 top responsibilities when working in a polling location.

### **Assist the Voter**

A poll worker is asked to help a voter in any way possible.

### **Verify the person is a registered voter in your precinct**

By using the roster, a poll worker must verify the voter is a registered voter assigned to their polling location.

### **Prevent the opportunity to vote twice**

By using the roster, verify if a voter was issued a vote-by-mail ballot.

If the voter has been issued a vote-by-mail ballot, or is assigned to another precinct, they would have the opportunity to vote twice.

### **Create a safe environment**

A poll worker will help make the polling location a welcoming and comfortable environment for all voters.

## Before Election Day...



## Preparation

### Purpose

To be performed by the Inspector after “Pick Up Day”:

This will explain what steps to follow to prepare prior to Election Day. Use the supply inventories on the following pages to verify all needed supplies were received.

Call Election Central as soon as possible if you have any problems or are missing any items.  
(209) 533-5570

### Quick Steps

1. Using the Supply Inventory, check you received all items in the Blue Canvass Bag.
2. Using the Supply Inventory, check you received all items in the Clear Plastic Data Bag.
3. Using the Supply Inventory, check you received all forms in the Roster Binder and Street Index.
4. Verify all pages for your polling location are in the roster.
5. Verify all pages in each street index are in order.
6. Place the alphabetical tabs in the roster and the street index.
7. For the payroll sheet, check all names and information is accurate.
8. Using the Supply Inventory, check you received all items in the Miscellaneous Supply Inventory.
9. Using the Supply Inventory, check you received all items in the Blue Ballot Bin.
10. Contact the poll workers on your team and remind them to be at the polls at 6:00 am on Election Day.

#### Supplies Needed

- Supplies received from Supply Pick-Up Day
- Your Team’s Contact Information

11. Verify you have access to your polling location on Election Day.

This may include:

- Calling the custodian of the property
- Obtaining keys
- Traveling to the location

12. If possible, go to the polling location the day/night before and set up the room.

This may include:

- Tables
- Chairs
- Booths
- Any signs which are to be posted inside



**Do not set out ballots and other official table materials until Election Day morning.**

## Before Election Day...



## Supply Inventory

### Purpose

Use the following checklists to take inventory of all supplies received on “Pick Up Day”.

Call Election Central as soon as possible if you have any problems or are missing any items.  
(209) 533-5570

### Checklists

- Sealed Blue Canvas Bag
- Wire stands for signs

#### White Canvas Bag

- Envelope AV-1
- Envelope 2
- Envelope 3
- Envelope 4
- Roster Binder
- 1x Street index (pink cover)
- 2x Street Index
- Street Poll Place Look Up
- 4x Alpha Tabs
- Clear plastic data bag

#### Inside the Clear plastic data bag

This bag can be found inside the white canvas bag.

- Data Bag Checklist
- Gold Key
- Red key
- Blue key
- 2x Red Data Bag Seal

## Inside the Roster Binder

The Roster Binder can be found inside the white canvas bag

- Oath of Office and Declaration
- Payroll sheet
- Handicap Accessibility Equipment Setup Instructions (if applicable)

### Roster Tab

- Roster

### Forms Tab

- Correction needed to Roster list
- Assisted Voter List
- Challenge List
- Voting Equipment Incident Report

### Closing Tab

- Precinct Security Log
- Ballot Statement
- Certificate of Completion
- Comments and Suggestion Form

### In Sleeve

- Official Qualified Write-In List
- Additional Instructions (if applicable)

## Inside the Miscellaneous Supply Bag

This bag can be found inside the blue ballot bin.

- 1x Box Of Black Pens
- 2x Red Pens
- 1x Pink Highlighter
- 1x Pair of Scissors
- 3x Rulers
- 1x Roll of Scotch Tape
- 1x Roll of Masking Tape
- 1x Box of Tacks
- 1x Magnifier
- 4x Pen Grippers
- 2x Rubber Finger Grips
- 1x Note Pad
- 1x Roll of "I Voted" Stickers
- 1x Wire Cutters

## Blue Ballot Bin

This bin is used to transport various items and signs to and from the polling location. However, when the polls are open, it is used to deposit voted vote-by-mail and provisional ballots.

- 8x secrecy sleeves
- 3x blank demonstrator ballots
- 1x Spanish facsimile ballot
- 1x large "Voter Bill Of Rights" poster
- 1x Small "Voter Bill Of Rights" poster
- 1x "No Tampering With Election Equipment" poster
- 75x voter registration cards
- 35x pink provisional envelopes
- 35x pink provisional postcards
- 15x vote-by-mail mail replacement envelopes
- 2x "No Smoking" sign
- 1x "Quiet Please" sign
- 1x "Start Here" sign
- 1x "Thank You" sign
- 2x "Vote→" signs
- 2x "No Electioneering" Polling Place signs
- 1x "Elections In California" sign
- 2x plastic signs for wire frames
- 3x "Promote Democracy" (Poll Worker Application)
- 1x "Voted" ballot box seal
- 1x "Unused" ballot box seal
- 2x extra manila envelopes
- 1x plastic trash bag
- 100 ft measuring string
- Smock
- 5x State Voter Information Guide
- 5x Tuolumne County Sample Ballot
- 6x ID lanyards
- 2x flashlights
- 1x cloth American flag
- 2x laminated American flag
- 1x plastic bags (overflow vote-by-mails)
- 2x red seals
- 2x blue seals
- 1x yellow seal

## Prior to opening...



## Checklist

### Purpose

Use this checklist to prepare your polling location prior to open. All poll workers should be present when reviewing these items.

Call Election Central as soon as possible if you have any problems or are missing any items.  
(209) 533-5570

### Checklist

- A.  Meet with your poll worker team
- B.  Prepare the official ballots
- C.  Set up signs and furniture inside the polling location
- D.  Turn on the ballot counter/M-100
- E.  Turn on the Automark
- F.  Arrange the official table
- G.  Arrange your voter assist table
- H.  Set up outside of polling location
- I.  Prepare the blue ballot bin

## Prior to opening...



## Meet with your poll worker team

### Purpose

This will explain what steps to follow when Step (A) “Prior to opening...Checklist”.

### Quick Steps

This should be performed together with all members of a poll worker team

#### Supplies Needed

- Poll Worker Handbook
- Roster Binder
- Badges

1. With directions from the inspector, discuss all poll workers' break times during Election Day.

 **The majority of election officers must be on duty at all times.**

2. Mark your break times in the (A1) - “Your Team’s Information” section of this handbook.
3. Together as a team, have the inspector administer the oath of office to you.
4. Print and sign your name on the oath of office and declaration.
5. (One poll worker other than the inspector) Sign the witness line.
6. Check your information on the payroll form for accuracy.
7. Sign the payroll form. Not signing will cause a delay in payment.
8. Have the Inspector sign the bottom declaration.
9. On an identification badge, write your name and polling location on the left side of your chest.

 **These badges must be worn while the polls are open.**

10. By asking the inspector, determine your duties to be performed.
11. Notate these duties in the “Your Team’s Information” section
12. Reference this handbook and ask the inspector for training if necessary on your duties.

## How do I...?



# Prepare the official ballots

## Purpose

This will explain what steps to follow when Step (B) “Prior to opening...Checklist”.

## Quick Steps

Assigned To:



**To be performed by one or two persons on the Poll Worker Team.**

1. On the blue canvas bag, break the yellow seal.
2. Place the yellow seal in the clear plastic data bag
3. Remove the box of official ballots.
4. Using the “Ballot Receipt”, verify the ballots serial numbers and ballot types match.
5. On line 1 of the “Ballot Statement”, write the total number of ballots received.

### Supplies Needed

- Blue Canvas Bag
- Ballot Receipt
- Ballot Statement  
(in Roster Binder)



The ballot pad quantities are in quantities of 50.

## How do I...?



# Set up signs and furniture inside

## Purpose

This will explain what steps to follow when performing Step (C) “Prior to opening...Checklist”.

## Quick Steps

Assigned To:

1. Set up one table close to the entrance of the polling location. This will be your official table.
2. Set up another table near the ballot box. This will be the voter assist table.
3. Place chairs behind each table. If extra, place others away from the voting area.
4. Set up polling booths. Place at a distance away from the official table and the ballot box.
5. Place or post in a noticeable area:
  - “No Smoking” signs
  - Flags
  - 2X street index labeled “Please Post Inside At Door”
    - ⚠ **Place next to the entrance where it is clearly visible to poll workers.**
  - 1x “Voter Bill Of Rights” sign

### Supplies Needed

- 2x Tables
- Chairs
- Voting Booths
- Supplied Signs

## How do I...?



# Set up the ballot counter

## Purpose

This will explain what steps to follow when performing Step (D) "Prior to opening...Checklist".

## Quick Steps

Assigned To:

## Uncovering the Ballot Counter/M-100

1. Around the top of the ballot counter plastic security bag, verify the serial number on the red seal is the same as on the Precinct Security Log.
2. If the numbers are the same, write your initials next to the number on the Precinct Security Log.
3. Using wire cutters, cut the red seal off the bag.
4. Place the red seal in the clear plastic data bag.
5. Place the pink "Tamper" sign under the ballot box.
6. Roll the Plastic Security Bag down to the floor
7. For safety, tuck the top of the roll under the ballot box.

 **The bag is slippery. It could be dangerous if left unfolded.**

8. On the ballot counter, under the feed tray, find the yellow seal.
9. Verify the serial number on the yellow seal is the same as on the Precinct Security Log.
10. If the numbers are the same, write your initials next to the number on the Precinct Security Log.

### Supplies Needed

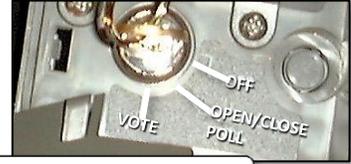
- Precinct Security Log (in Roster Binder)
- Wire Cutters
- Clear Plastic Data Bag
- Red Key



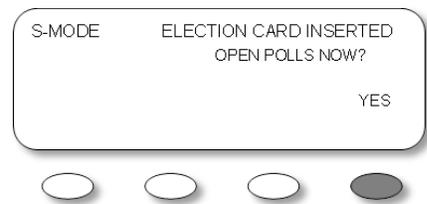
Security Bag folded under

## Prepare the ballot counter for voting

1. Obtain the red key from the inspector.
2. On the top of the ballot counter, open the key access panel and insert the key.
3. Turn the switch to "Open/Close Poll". The machine will begin its startup process and print the Initial State Report.
4. Keep the Initial State Report attached.
5. Verify the LCD Screen reads "Election Card Inserted Open Polls Now?"
6. Press "Yes" to ready the machine for voting. LCD screen should now read "Please Turn Key/ Switch To Vote".
7. Turn key to "Vote". The printer will begin printing the "Zero Totals" report.
8. After it has finished printing, review the Zero Report for accuracy. All contests on your ballot should be on this report and show zero votes.
9. Tear off the report.
10. Have two poll workers sign at the bottom.
11. Place the signed zero report in the clear plastic data bag. The LCD screen should read "Insert Ballot".
12. Return the key to the inspector.



Options on key switch



## How do I...?



# Set up the Automark

## Purpose

This will explain what steps to follow when performing Step (E) "Prior to opening...Checklist".

## Quick Steps

Assigned To:

## Uncovering the Automark

1. Around the top of the ballot counter plastic security bag, verify the serial number on the red seal is the same as on the Precinct Security Log.
2. If the numbers are the same, write your initials next to the number on the Precinct Security Log.
3. Using wire cutters, cut the red seal off the bag.
4. Place the red seal in the clear plastic data bag.
5. Place the pink "Tamper" sign under the Automark.
6. Fold the plastic security bag down over the table.

### Supplies Needed

- Precinct Security Log (in Roster Binder)
- Wire Cutters
- Clear Plastic Data Bag
- Gold Key



7. On the red sticker seal on the bottom left front corner, verify the serial number is the same as on the Precinct Security Log.
8. If the numbers are the same, write your initials next to the number on the Precinct Security Log.



### Turning on the Autemark

1. In the clear plastic data bag, find the gold key.
2. On the front bottom left corner of the Autemark, insert the key.
3. Turn the switch to "On". A green light will appear. The Autemark will take about 5 minutes to startup.
4. After the Autemark has finished startup, remove the key. DO NOT turn the key before removing.
5. Give the key to the inspector to wear on his/her wrist.



### Preparing the Autemark for voting

1. On the right side of the touch screen monitor, hang the headset.
2. When the words "Please Insert Your Ballot" appear, insert an official ballot (Do not insert a demonstrator ballot).



**Do not vote the ballot. This is to make sure the AutoMark is operating properly.**

3. Verify the ballot inserted correctly and no error messages appear.
4. At the bottom of the screen, press "Exit – Return Ballot". This will eject the ballot.



## How do I...?



# Arrange the official table

## Purpose

This will explain what steps to follow when performing Step (F) “Prior to opening...Checklist”.

Below is a checklist of what items must be on your official table.

On the next page is a suggested arrangement of the official table.

## Checklist

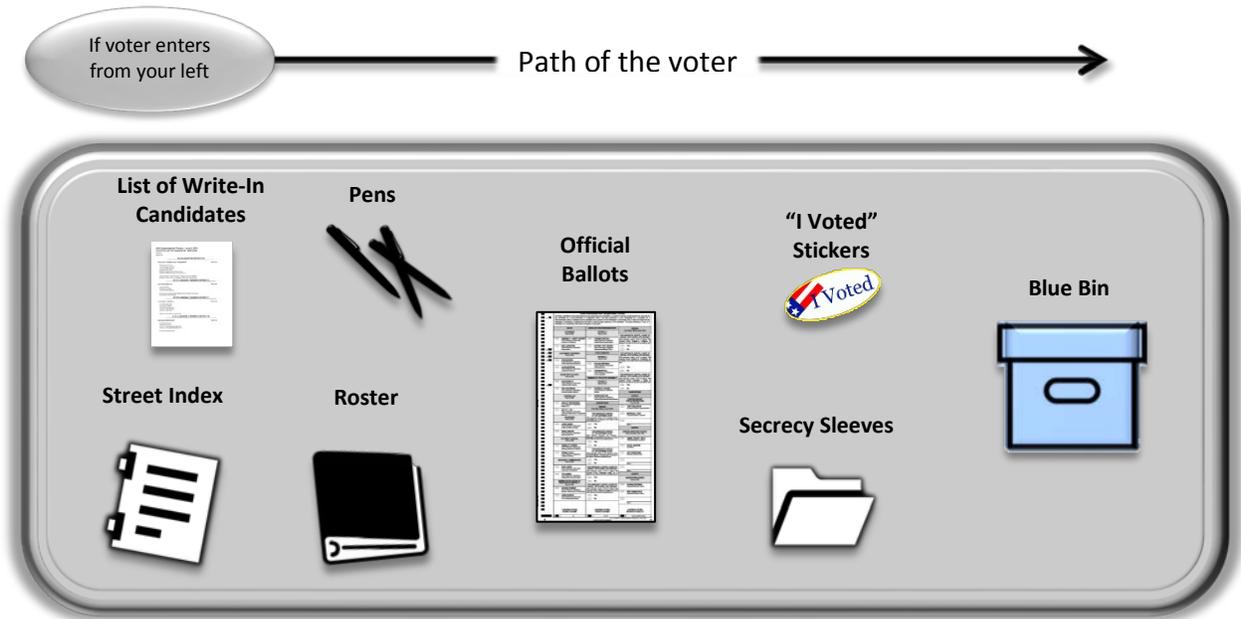
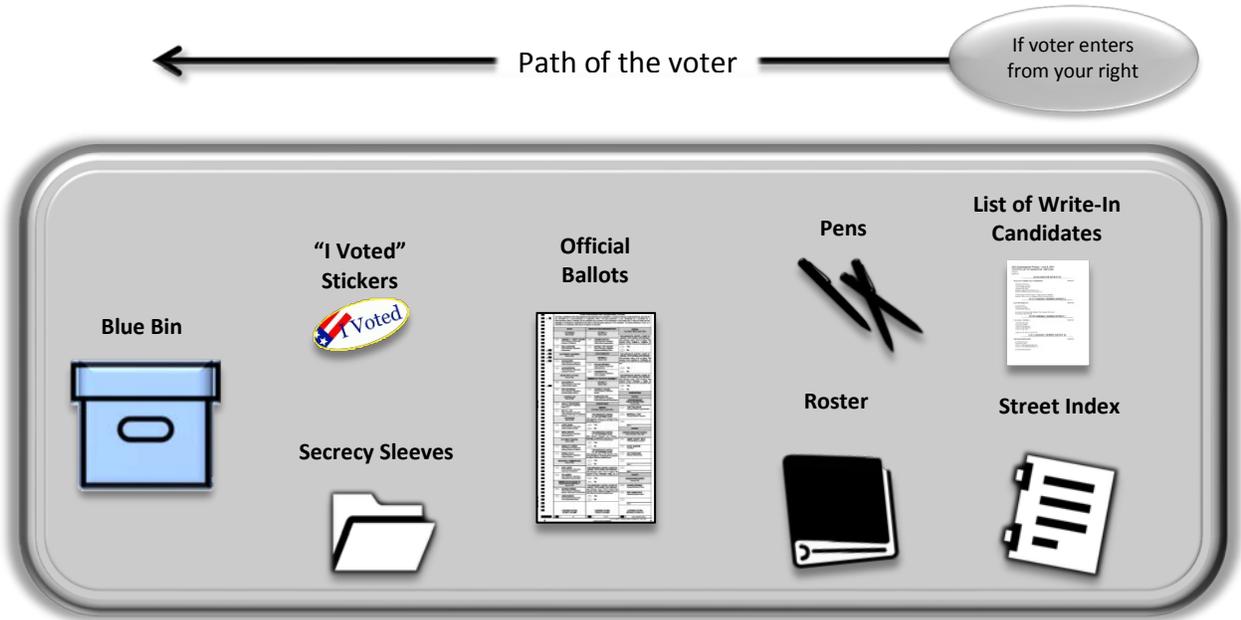
Assigned To:

- Roster Binder
- Official ballots
- Secrecy folders
- List of official write-in candidates (if any)
- 1x copy of Street Index
- “I Voted” stickers
- Pens for signing Roster/Index
- Blue ballot bin

### Supplies Needed

- Supplies received from Supply Pick-Up Day

## Suggested Arrangement



## How do I...?



# Arrange the voter assist table

This will explain what steps to follow when performing Step (G) "Prior to opening...Checklist".

Below is a checklist of what items must be on your voter assist table.

Below is also a suggested arrangement of the voter assist table.

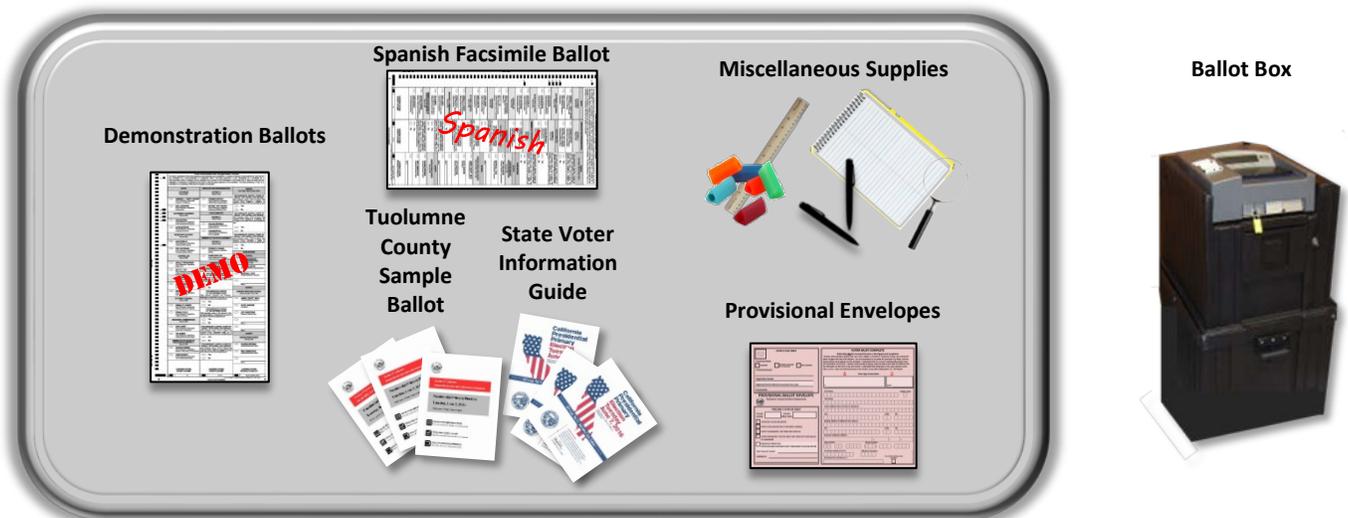
### Checklist

Assigned To:

- Demonstration Ballots
- Spanish Facsimile Ballot
- Copies of the Tuolumne County Sample Ballot
- Copies of the State Voter Information Guide
- Provisional Envelopes
- Miscellaneous supplies from supply bag
- Ballot Counter/Ballot Box

#### Supplies Needed

- Supplies received from Supply Pick-Up Day



## How do I...?



# Set up outside of the polling location

## Purpose

This will explain what steps to follow when Step (H) “Prior to opening...Checklist”.

## Quick Steps

Assigned To:

1. In a visible location, hang cloth United States flag. Stars should be at the top left corner of the flag.
2. Post the “Polling Place/No Electioneering” sign.
3. Post the “Voter Bill Of Rights” sign



**The following items may not be available in all polling location supplies.**

4. Using the “Handicap Accessibility Equipment Setup Instructions”, set up any handicap accessibility equipment.
5. In a parking space closest to the polling location entrance, place any signs for disabled persons and doorbell.
6. Any other sign found in the blue ballot bin as appropriate.

### Supplies Needed

- Signs and flag received on Supply Pick-Up Day
- Handicap Accessibility Equipment Setup Instructions (in the Roster Binder)



Proper position for hanging

## How do I...?



# Prepare the blue ballot bin

## Purpose

This will explain what steps to follow when performing Step (I) "Prior to opening...Checklist".

This step should be performed after all items are removed.

## Quick Steps

Assigned To:

1. Place the lid on the empty blue ballot bin.
2. By the handles, thread the blue plastic seals through the holes on either end.
3. Thread the seals through the holes on the end by the serial number.
4. Pull tight to close.

## Supplies Needed

- Empty Blue Ballot Bin
- Blue Plastic Seals



**This will be used during the day for voted vote-by-mail ballots and provisional ballots.**



Thread the seal through the hole on the handle



Use a seal on both ends



## Opening the polls

### Purpose

This will explain the steps to follow when officially opening the polling location for voting.

### Quick Steps

#### Open the polls

1. At 7:00 am, loudly announce "The Polls Are Open".

#### Supplies Needed

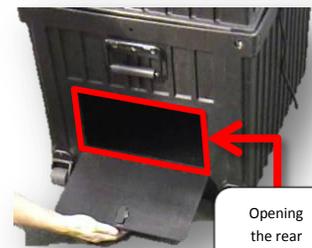
- Blue Key

#### Show the first voter the ballot box is empty

1. Using the blue key, open front auxiliary bin by raising the front cover.
2. After the voter verifies it is empty, close and lock it.
3. Using the blue key, on the back of the ballot box, open the rear bin. This is where all scanned ballots will be dropped.
4. After the voter verifies it is empty, close and lock it.
5. Return the key to the inspector.



Opening the auxiliary bin

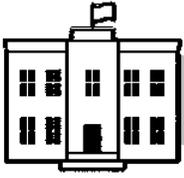


Opening the rear bin

### Why?

It is required by law, when the polling location opens, it be announced out loud, and all voters present be shown the ballot box is empty before any ballots are inserted.

## Serving the Voter/Regular Duties



### A voter comes in to vote

#### Purpose

This will explain the steps to follow when a voter comes into the polling location to vote.

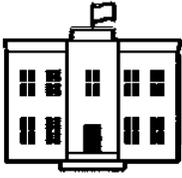
#### Quick Steps

1. Ask the voter to state their full name out loud.
2. Search for the voter's name in the roster.
3. Once you have found the name, ask the voter to state their address out loud.
4. Determine if the address is the same.
5. If they are the same, repeat out loud the name and address.
6. If the voter's signature line is blank, ask the voter to sign the roster
7. On the street index, check the line next to the voter's name.
8. Find the appropriate ballot type and precinct and remove the stub.
9. Ask the voter if they would like to vote using a pen or the machine.
10. Provide to the voter:
  - The ballot (with the stub)
  - A secrecy sleeve
  - Verbal instructions on the voting procedure

#### Why?

It is required by law a voter announces their name and address when wishing to vote at the polls. The poll worker must then repeat the name and address.

## Serving the Voter/Regular Duties



### Providing the appropriate ballot

#### Purpose

This will explain the steps to follow to provide the appropriate ballot to the voter.

#### Quick Steps

1. After you have located the voters name in the roster, determine the voter's ballot type and precinct number.
2. Issue the appropriate ballot based on these numbers.

#### Example:

The **Ballot Type** is located on the signature line in the roster.

TALLY	LAST NAME	FIRST NAME	SIGNATURE	RESIDENCE	TYPE	PARTY	BLT PTY	VOTER ID
	PARKER	PETER J.		1234 WEBBING WAY	2	PLR		 569003

The **Precinct Number** is found at the bottom of each page of the roster.

CUMULATIVE : 29,863	BLANCHARD FIRE STATION	Precinct # : 400035 - DON PEDRO
2016 GENERAL ELECTION	2990 HWY 132, LA GRANGE CA	TOTAL SIGNATURES AFFIXED =
R711.05	Page 26 of 37	

The **Appropriate Ballot** matches the precinct number and ballot type

OFFICIAL BALLOT - PRESIDENTIAL GENERAL ELECTION				BT: 2 400035	
A	County of Tuolumne	B	State of California	C	Tuesday, November 8, 2016

#### Why?

The ballot with the correct precinct number and ballot type will have the candidates and measures a voter is eligible to vote on based on their address.

## Serving the Voter/Regular Duties



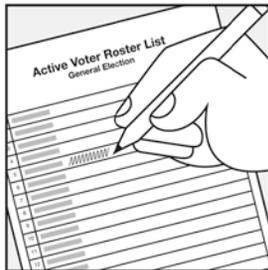
### Instructions for voting

#### Purpose

This will provide simple instructions to be given to a voter for voting at the polls.

This does not apply to a provisional voter.

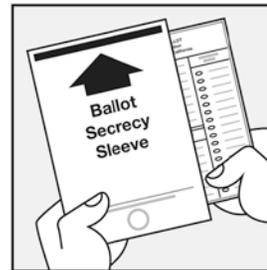
#### Instructions



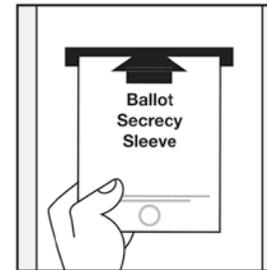
1. Sign the roster



2. Mark your ballot



3. Place ballot in a secrecy sleeve

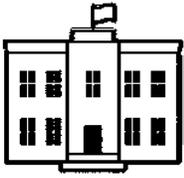


4. Take ballot to the ballot box



Anyone is welcome to use the accessible voting device located at every polling location. This will help mark your ballot independently and privately.

## Serving the Voter/Regular Duties



# Voting on the Automark

## Purpose

This will explain the steps to follow to prepare the Automark for voting, and instruct a voter how to use the device.

## Quick Steps

### Preparing the Automark for voting

1. Verify the screen reads, "Please Insert Your Ballot".
2. Insert the ballot any direction. The screen will show "Scanning, Please Wait..." The Automark may take up to 30 seconds to prepare for voting.

### Provide instructions to the voter

1. If the voter will be using the touchscreen, briefly explain they will:
  - **Touch** the candidate or yes/no vote to select their choice.
  - **Next, Back, and More** buttons at the bottom of the screen are used to navigate through the ballot.

If they the voter will be listening to the ballot options:

- On the front right bottom of the Automark, plug the headset into the audio port.
- Give a brief description of the buttons on the right panel.
  - **Up** and **Down** arrows are used to navigate to your choice.
  - **Select** button will select your choice.
  - **Screen** button is used to make the screen blank.
  - **Repeat** button will repeat the selections.
  - **Tempo** button adjusts the speed the selections are spoken.
  - **Volume** button adjusts the volume.



2. Inform the voter they should select "Mark Ballot" when they are done voting the ballot.



The "Exit – Return Ballot" button will eject the ballot without marking it.

## Serving the Voter/Regular Duties



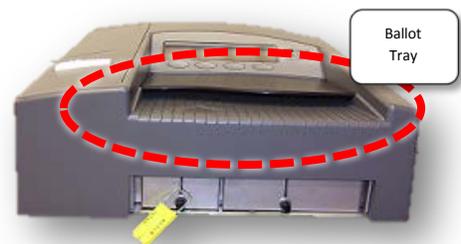
### Placing a ballot in the ballot counter

#### Purpose

This will explain the steps to follow when inserting a ballot into the ballot counter and into the ballot box.

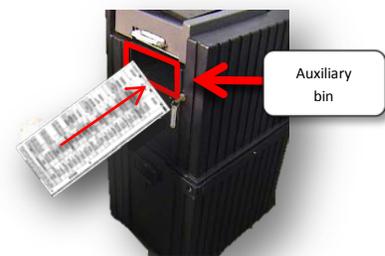
#### Quick Steps

1. With the ballot in the secrecy sleeve, make sure the top edge can be seen.
2. Verify the ballot stub has been removed.
3. Place the ballot with the secrecy sleeve in the top tray of the ballot counter
4. Push forward until the top edge enters the slot. The ballot will be automatically pulled into the machine.

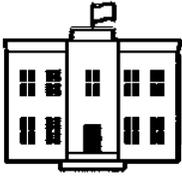


**If at any time you are unable to insert the ballot into the ballot counter, place the ballot in the auxiliary bin.**

**The auxiliary bin is located on front of the ballot box, directly below the ballot counter.**



## Serving the Voter/Regular Duties



# Hourly Responsibilities

## Purpose

This will explain the steps to follow when performing your hourly duties required of a poll worker.

## Quick Steps

### Update the street index (Done every hour until 6:00 pm.)

1. Using the street index on the official table, go to the outside street index with the pink cover.
2. Check the line next to the name of each voter who has voted.



**There are two street indexes by the entrance. Only update the index with the pink cover.**



### Inspect booths

1. Inspect the booths to make sure that only official signs and voting materials are in the booths.
2. Remove anything a voter may have left behind.
3. Fold the booth closed if there is anything written in the booth which cannot be removed.



This will prevent any inadvertent electioneering or campaigning and help keep the polling location clean.



## How do I help a voter when....?



### Their name is not in the roster

#### Purpose

This will explain what steps to follow when a voter's name is not found in the roster.

#### Quick steps

1. Ask the voter if they may be listed under a different name.
2. Ask the voter for their address.
3. Search this address in the street index.

And/Or

Search this address in the "Street Poll Place Lookup".

4. If the voter is found in the street index, they are assigned to your precinct. Find the name in the roster.

Or

If the address is found in the "Street Poll Place Lookup", and has been assigned a different polling location, inform the voter they have the option to go to this other location.

5. If they are not in your precinct, inform the voter they may vote a provisional ballot.

#### Why?

To vote and place a poll ballot in the ballot counter/M-100, they must be registered at an address in your precinct. Otherwise they may vote a provisional ballot, or go to the polling location where they are registered.

## How do I help a voter when....?



### They have changed their surname

#### Purpose

This will explain what steps to follow when the voter's name is found on the roster, but they have changed their surname since last registering.

#### Quick steps

1. Have the voter sign using the previous name.
2. On the same line, have the voter sign again using their current name.
3. Have the voter write next to the signatures, "(This is one person)".
4. Provide a ballot to the voter.
5. Provide a voter registration card and encourage the voter to re-register for future elections.

#### Why?

It is required by law for a voter to sign both their prior and current name if different on the roster.

## How do I help a voter when....?



### Their address is different on the roster

#### Purpose

This will explain what steps to follow when a voter's name is found on the roster, but their address has changed since last registering.

#### Quick Steps

1. Ask the voter if they moved after Monday, October 24<sup>th</sup>.

If "Yes":

- A. Have the voter sign the roster
- B. Issue the appropriate ballot type and precinct to the voter.
- C. Provide a voter registration card and encourage the voter to re-register for future elections

If "No":

- A. Search this address in the "Street Poll Place Lookup".
- B. If the address is found in the Street Poll Place Lookup, and is assigned to your precinct, provide a provisional ballot.

Or

- C. If the address is assigned a different polling location, inform the voter they have the option to go to this other location or vote a provisional ballot.

Or

2. If the address is not found, provide a provisional ballot.

#### Why?

The last day to register to vote was October 24<sup>th</sup>. If they moved on or before this date, they will have to have reregistered. If they moved after October 24<sup>th</sup>, they can legally vote at their new or old polling location. But must vote a provisional at their new location.

## How do I help a voter when....?



### The roster shows “ID Required”

#### Purpose

This will explain what steps to follow when it shows “ID Required” next to a voter’s name on the roster.

#### Quick steps



**This is the only time a poll worker is legally allowed to ask for identification from a voter.**

1. Explain to the voter the roster shows “ID Required”.
2. Ask for identification from the voter.



See the section below “Acceptable forms of identification”

3. If the voter provides acceptable identification:
  - A. Enter the information or description on the last page of the roster.
  - B. Have the voter sign the roster.
  - C. Issue the appropriate ballot type and precinct to the voter.

Or

If the voter does not provide acceptable identification:

- A. Provide a provisional ballot

#### Why?

When registering to vote, a person is asked for their driver’s license number, identification number, or the last 4 digits of their social security number. This information is then verified with the DMV or SSA. If the voter did not provide this information, or it did not match existing records, before voting the first time in a federal election, a voter must provide identification at the polls.

## Acceptable forms of identification

Identification with their name and their photo is acceptable. This may include:

- Driver's license or identification card of any state
- Passport
- Employee identification card
- Credit or debit card (with a photo)
- Military identification card
- Student identification card
- Health club identification card
- Insurance plan identification card
- Public housing identification card
- Identification card provided by a commercial establishment

A document which has the voter's name and address, and is dated after November 4, 2014, is acceptable. This may include:

- Utility bill
- Bank statement
- Government check
- Government paycheck
- Document issued by a governmental agency
- Sample ballot or other official elections document issued by the county elections department or the state of California for this election
- Voter notification card issued by a the county elections department
- Public housing identification card issued by a governmental agency
- Lease or rental statement or agreement issued by a governmental agency
- Student identification card issued by a governmental agency
- Tuition statement or bill issued by a governmental agency
- Insurance plan card or drug discount card issued by a governmental agency
- Public transportation authority senior citizen and disabled discount cards issued by a governmental agency
- Identification documents issued by governmental disability agencies
- Identification documents issued by government homeless shelters and other government temporary or transitional facilities
- Drug prescription issued by a government doctor or other governmental health care provider
- Property tax statement issued by a governmental agency
- Vehicle registration issued by a governmental agency
- Vehicle certificate of ownership issued by a governmental agency
- **(Does not require date)** Discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence, or other matter.

## How do I help a voter when....?



### The roster shows “vote-by-mail voter”

#### Purpose

This will explain the steps to follow when the voter wishes to vote at the polls but it shows “Vote-By-Mail Voter” next to a voter’s name on the roster.

#### Quick steps

1. Ask the voter if they currently have the vote-by-mail ballot that was issued to them.
2. If “Yes”:
  - A. Accept the vote-by-mail ballot and check the name matches the roster.
  - B. On the back of the ballot, write “Spoiled, voted at polls”.
  - C. Place the vote-by-mail ballot in Envelope 4.
  - D. Follow the procedure to find a voter in the roster and have them sign.
  - E. Issue the appropriate ballot type and precinct to the voter.

If “No:

- A. Provide a provisional ballot.

#### Why?

If a voter votes at the polls, but still has a vote-by-mail ballot, they could potentially vote twice. Asking them to “surrender” the vote-by-mail ballot before voting at the polls prevents this from being possible. Otherwise they must vote a provisional ballot.

## How do I help a voter when....?



### Received a vote-by-mail ballot, but wants to vote at polls

#### Purpose

This will explain the steps to follow when a voter states they received a vote-by-mail ballot, but they are requesting to vote a ballot at the polling location.

#### Quick steps

1. Follow the procedure to find a voter in the roster.
2. If they are in the roster, continue with the following steps.

Or

If you are unable to find the name in the roster, issue a provisional ballot.

3. Ask the voter if they currently have the vote-by-mail ballot that was issued to them.

If “Yes”:

- A. Accept the vote-by-mail ballot.
- B. On the back of the ballot, write “Spoiled, voted at polls”.
- C. Place the vote-by-mail ballot in Envelope 4.
- D. Have the voter sign the roster.
- E. Issue the appropriate ballot type and precinct to the voter.

If “No:

4. Provide a provisional ballot.

#### Why?

If a voter votes at the polls, but still has a vote-by-mail ballot, they could potentially vote twice. Asking them to “surrender” the vote-by-mail ballot before voting at the polls prevents this from being possible. Otherwise they must vote a provisional ballot.

## How do I help a voter when....?



### They want to return a voted vote-by-mail ballot

#### Purpose

This will explain the steps to follow when the voter wishes to return a voted vote-by-mail ballot to the polling location.

A vote-by-mail ballot must be sealed in an identification envelope in order for it to be returned.

#### Quick steps

1. Verify the vote-by-mail envelope is signed.
2. Ask the voter if they are the person named on the envelope.
3. If yes, continue to following steps.

Or

If no, ask the person to complete the declaration on the back of the envelope. This starts with the language, "I am authorized by the voter..."

4. Accept the ballot and place it in the blue plastic bin.

#### Why?

A vote-by-mail ballot will be counted only if the envelope is in an identification envelope and signed by the voter.

Only specific people are allowed by law to return a vote-by-mail ballot for a voter. Those people are the:

- Spouse
- Child
- Parent
- Grandparent
- Grandchild
- Sibling
- Household Member (they live with the voter)

## How do I help a voter when....?



### They have a vote-by-mail ballot, but no envelope

#### Purpose

This will explain the steps to follow when the voter wishes to return a voted vote-by-mail ballot to the polling location, but does not have an identification envelope.

#### Quick steps



**DO NOT allow a vote-by-mail voter to place a ballot in the ballot counter.**

1. Provide a “Replacement Envelope” to the voter.
2. Have the voter complete all sections of the envelope.
3. Verify the vote-by-mail envelope is complete and signed.
4. Accept the ballot and place it in the blue plastic bin.

#### Why?

A vote-by-mail ballot must be sealed in an identification envelope and signed in order for it to be returned and counted.

Only voters who have signed the roster are permitted to place a ballot in the ballot counter.

## How do I help a voter when....?



### They make a mistake or damage their ballot

#### Purpose

This will explain the steps to follow when a voter has damaged or made a mistake on a ballot, and wishes to receive a new ballot.

A voter can request up to 3 ballots total. The original ballot and 2 replacement ballots.

#### Quick steps

1. Ask the voter to write “spoiled” on both sides of the ballot.
2. Accept the ballot from the voter.
3. Place the ballot in Envelope 4.



**Do not tear the ballot.**

4. Re-issue another ballot.

#### Why?

At times, a voter might accidentally vote for the candidate or measure they did not intend to, mark too many bubbles, or damage the ballot. By law, once a poll worker has received the “spoiled” ballot back from the voter, they are allowed to issue up to 2 replacement ballots.

## How do I help a voter when....?



### They bring children or dependent adult with them

#### Purpose

This will explain the steps to follow when a voter brings children or a dependent adult with them to the polling location.

Any child, or a dependent adult, who is under the care of a voter may accompany that voter to the booth.

#### Quick steps

1. Inform the voter the child or dependent adult is welcome to:
    - Join the voter in the booth.
    - Or take a seat at an available chair in the polling location.
-  **Only the poll worker team is allowed to sit at the official table.**
2. If the child or dependent adult is creating a disturbance, remind the voter of the need to keep the polling location a calm and safe environment.

#### Why?

Often, parents or caretakers will bring children or dependent adults with them to the polling location. If under the voters care, they are allowed to take them to the booth when voting. However, as a poll worker, it is your responsibility to maintain a safe environment for voting at all times.

A “dependent adult” is a person 18 years of age or older, who, as a result of a physical or mental condition requires assistance from another.

## How do I help a voter when....?



### They are issued a provisional ballot

#### Purpose

This will explain the steps to follow when a voter is issued a provisional ballot.

Reasons for voting a provisional ballot:

- Voter is not listed on the roster
- Voter is listed on the roster at a different address
- Voter shows “ID Required” on roster, but does not have ID
- Voter shows “Vote-By-Mail” on roster, but does not have ballot to surrender
- They wish to vote an emergency ballot

#### Quick steps

1. Instruct the voter to sign and complete the right portion of the envelope.
2. After the voter has finished, complete the left bottom portion of the envelope.
3. Issue the appropriate ballot and pink postcard to the voter.
4. After voting, instruct the voter to insert the ballot inside the envelope and seal.



**Do not place the ballot in the ballot counter/M-100.**

5. Place the envelope into blue plastic bin.

#### Why?

To place a poll ballot in the ballot counter/M-100, they must be registered at an address in your precinct, and/or “surrender” the vote-by-mail ballot issued to them.

Otherwise they must vote a provisional ballot.

## How do I help a voter when....?



### They want to vote an emergency ballot

#### Purpose

This will explain the steps to follow when an emergency worker wishes to vote an emergency ballot.

This only applies when the Governor has issued a state of emergency, and also has authorized emergency workers to cast ballots in Tuolumne County.

#### Quick steps

1. If a voter states they are an emergency worker currently located in Tuolumne County, ask the title of their vocation.
2. Follow the steps to issue a provisional ballot.
3. In the left bottom section, on the “Comment” line, write “Emergency Worker” and then the title of their vocation.

#### Why?

After issuing a state of emergency, the Governor may also authorize emergency workers to cast ballots in Tuolumne County. If this is authorized, a poll worker will provide a provisional ballot to the emergency worker. This ballot will then be sent to the emergency worker’s home county.

## How do I help a voter when....?



### They are unable to sign the roster



#### Purpose

This will explain the steps to follow when a voter is physically unable to sign the roster.

#### Quick steps

##### If the voter is able to hold a pen:

1. Have the voter make their mark on the signature line. This may be an “X”, line, or mark.
2. Next to the signature line, write the word “Witness”.
3. Sign your name.

##### If the voter is unable to hold a pen:

4. Next to the signature line, write the words, “Voter is unable to sign”.
5. Sign your name.

#### Why?

If a voter is unable to sign the roster, it must be witnessed by a poll worker.

## How do I help a voter when....?



### They are unable to enter a polling location



#### Purpose

This will explain the steps to follow when a voter is unable to enter a polling location due to any special need.

#### Quick Steps

1. Take the roster out to the voter.
2. Follow the procedure to determine if the voter's name and address is on the roster.
3. If the voter's signature line is blank, ask the voter to sign the roster.
4. Return inside to the official table, and on the street index, cross out this voter's name.
5. Take the appropriate ballot type and secrecy sleeve to the voter.
6. Provide instructions on voting.
7. Wait until the voter is finished voting.
8. In the secrecy sleeve, take the ballot into the polling location and place in the ballot counter.

#### Why?

When a voter is unable to enter the polling location due to a disability, we are required to assist the voter in a place that is as near as possible to the location that is accessible to them.

## How do I help a voter when....?



### They need help in the voting booth



#### Purpose

This will explain the steps to follow when a voter expresses they need help in the voting booth. Help could include reading the text or marking the ballot.

A voter is allowed 10 minutes in a voting booth, unless they request more time. If you believe a voter needs assistance in the booth, please ask.

A voter is always welcome to use the Automark if needed.

#### Quick steps

1. Complete the appropriate sections on the “Assisted Voter List” (in the Roster Binder) with the voter’s information.
2. Administer the oath on the “Assisted Voter List” to the voter.
3. Have the voter sign their name.
4. Provide assistance to the voter. This may include:
  - Reading out loud the text on the ballot
  - Helping mark their vote



#### **You are NOT permitted to:**

- ⊘ Explain the text of a measure
- ⊘ Provide an opinion
- ⊘ Offer advice

#### Why?

If a voter requests assistance they must take an oath attesting to this.

A poll worker is to provide assistance to voter at any time, but is not permitted to influence a voter in any way.

## How do I help a voter when....?



### They bring a person to help them



#### Purpose

This will explain the steps to follow when a voter brings a person to help them in the voting booth.

A voter is allowed up to 2 persons in the voting booth to assist them.

A voter is always welcome to use the Automark if needed.

#### Quick steps

1. Ask the person(s) assisting if they are:
  - The voter's employer
  - Agent of the voter's employer
  - Officer or agent of the voter's union
2. If they are, inform them they legally cannot assist the voter while voting at a polling location.

Or

If they are not, complete the following steps.

2. Complete the appropriate sections on the "Assisted Voter List" (in the Roster Binder) with the voter's information.
3. Administer the oath on the "Assisted Voter List" to the voter.
4. Have the voter sign.

#### Why?

If a voter requests assistance they must take an oath attesting to this.

A voter is allowed to bring up to 2 persons of their choosing with them to assist them in voting. However, by law, these persons cannot be the voter's employer, agent of the voter's employer, or officer or agent of the voter's union.

## How do I help a voter when....?



### They need to complete a voter registration card

#### Purpose

This will explain the steps to follow when a voter needs to complete a voter registration card.

This may be necessary if:

- The voter has moved to a new address
- The voter has changed their name
- The voter wishes to change their political party
- The voter has never registered before in Tuolumne County
- The voter record was canceled and they would now like to re-register in Tuolumne County

Please note, in order to be an eligible registered voter for this election, they would have had to have registered by Monday, October 24, 2016. However, if they registered after this date, their registration will be effective for the next election.

#### Quick steps

1. Provide a voter registration card to the voter.
2. Request they complete the information as completely as possible.
3. Once they have finished, review for all required information:
  - Full Name
  - Place of Residence (they cannot use a mailing address only)
  - Date of Birth
  - Political Party (If they do not mark a political party, verify they wish to be “No Party Preference”)
  - Signature
4. Remove the bottom stub and give it to the voter.
5. Place the voter registration card in Envelope 3.

A scan of a California Voter Registration Form for Tuolumne County. The form is titled "CALIFORNIA VOTER REGISTRATION FORM" and "TUOLUMNE COUNTY". It contains various fields for personal information, including name, address, date of birth, and political party affiliation. There are also checkboxes for "I am a U.S. Citizen" and "I am at least 18 years old on Election Day". The form is divided into sections for "Voter Information" and "Registration Information".

#### Why?

A voter must complete a registration card to become a registered voter, or to change their name, residence address, or political party, or update their signature.

## Closing the polls...



At 8:00 pm

### Purpose

This will explain the steps to follow at 8:00 pm when the polls officially close.

All members of the poll worker team must be present at the close.

### Quick steps

1. At 8:00 pm, at the entrance to polls, announce loudly, "The polls are closed!".
2. If there is a line to enter the polling location, stand at the end of the line.
3. Allow everyone in the polling location, or in line, at 8:00 pm to vote.
4. To any voter that arrives after 8:00 pm, explain the polls have closed. You are not allowed to accept any vote-by-mail ballots or vote a poll ballot.
5. After all voters have finished voting, begin the closing procedures.
6. The inspector will assign duties for the closing procedure to the poll workers.

### Why?

In California, the polls officially close at 8:00 pm. However, legally any person who is in the polling location, or in line to vote, at 8:00 pm is allowed to cast a ballot.

Rarely, a court order may be issued extending the time of closing. The Election Department will inform you if this occurs.

## Closing the polls...



## Checklist

### Purpose

Use this checklist to perform the closing procedure. All poll workers must be present during this process. Individual workers can be assigned separate steps.

Please refer to the “How do I ...?” sections for further instructions for performing these steps

### Checklist

- A.  Process the unused ballots
- B.  Process the Auxiliary Bin and Ballot Box
- C.  Process the Ballot Counter/M-100
- D.  Process Envelope 4
- E.  Process the Blue Ballot Bin
- F.  Reseal the Automark
- G.  Reseal the Ballot Counter
- H.  Balance totals on Balance Statement
- I.  Close the clear plastic data bag
- J.  Process Envelope 3
- K.  Seal and store all ballots and material
- L.  Pack all the polling location supplies
- M.  Deliver items to Election Central

## Closing the polls...



### How Do I...?

#### Purpose

This will explain the steps to follow when working through the closing procedure checklist. Individual workers can be assigned separate steps.



#### Process the Unused Ballots

Assigned To:



**This must be done before opening and processing any voted ballots.**

#### Supplies Needed

- Ballot Statement (in Roster Binder)
- Original box for the Official Ballots

1. Count the unused ballots.



Use the starting ballot pad quantities of 50 to calculate.

2. On Line 2 of the Ballot Statement, enter the number of unused ballots.
3. In the original box the ballots came in, place all unused ballots and any ballot stubs.

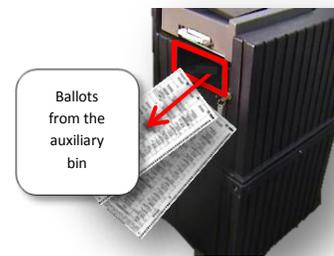
 **This must be done before processing the ballot counter.**

**Supplies Needed**

- Blue Key

**Auxiliary Bin**

1. Using the blue key, unlock the auxiliary bin of the ballot box.
2. Remove any un-scanned ballots.
3. If you have any voted ballots which were not scanned, attempt to enter these into the ballot counter.

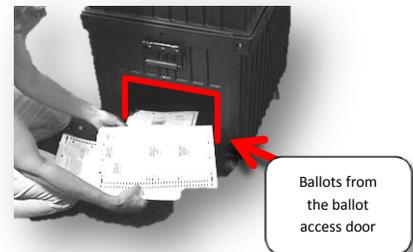
**Ballot Box**

4. Using the blue key, in the rear of the ballot box, unlock the ballot access door.
5. Remove the voted ballots and arrange them in a stack.



**All ballots must be stacked facing forward and with the cut corner on the upper right.**

6. Give the voted ballots (including those from the auxiliary bin) to the poll worker completing the ballot statement.





### Run the Total Report

1. On the top of the ballot counter, open the key access panel.
2. Using the red key, turn to "Open/Close Poll". In the bottom right corner of the LCD screen, "Close Polls" will appear.
3. Directly below "Close Polls", press the button. 2 copies of the "Totals Report Tape" will automatically begin printing.

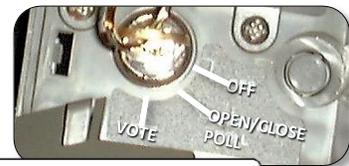


**An audit report will also print automatically. Place this in the white canvas bag.**

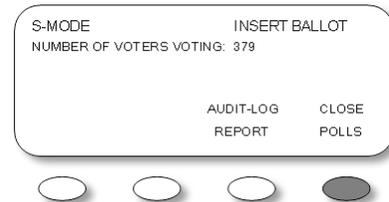
4. Have all poll workers sign the bottom of 1 copy of the Total Report tape.
5. On Line 5 of the Ballot Statement, write the number of voted ballots shown on the Total Report tape.
6. On the ballot counter, turn the red key to "Off".
7. Remove the red key and place in the clear plastic data bag.
8. In the clear plastic data bag, place the signed copy of the Totals Report tape.
9. Tape the second (unsigned) copy of the Total Report on the door to the polling location.

#### Supplies Needed

- Red Key
- Clear Plastic Data Bag
- Wire Cutters



Options on key switch



### Remove the Memory Card

10. On the front of the ballot counter, using the wire cutters, cut the yellow seal.
11. Raise the metal flap and push the eject button. The memory card will eject.
12. Place the memory card and the broken yellow seal in the clear plastic data bag.





### Process Envelope 4

Assigned To:

1. In Envelope 4, count the spoiled poll ballots.
2. On Line 3 of the Ballot Statement, enter the number of spoiled ballots.
3. On the front of Envelope 4, again enter the number of spoiled ballots.
4. Count the number of surrendered vote-by-mail ballots.
5. On the front of Envelope 4, enter the number of surrendered vote-by-mail ballots (this is not entered on the Ballot Statement).

#### Supplies Needed

- Ballot Statement (in Roster Binder)



### Process the Blue Ballot Bin

Assigned To:

1. Using the wire cutters, cut the blue seals on both ends of the blue ballot bin.
2. Place the seals in the Ziploc bag of miscellaneous supplies.

#### Supplies Needed

- Wire Cutters
- Miscellaneous Supplies Ziploc Bag
- Ballot Statement (in Roster Binder)

#### Provisional ballots

3. In the blue ballot bin, count the provisional ballots.
4. On Line 4 of the ballot statement, enter the total provisional envelopes.
5. On the front of Envelope 2, again enter the total provisional envelope.

#### Voted vote-by-mail ballots

6. In the blue ballot bin, count the voted vote-by-mail ballots (this does not include “spoiled” ballots).
7. In envelope AV-1, place the voted vote-by-mail ballots.
8. On front of the envelope AV-1, enter the total voted vote-by-mail ballots.



## Reseal the Automark

Assigned To:

1. Using the gold key, turn to "Off".
2. Unplug and roll up cord.
3. Wrap the Plastic Security Bag around the Automark.
4. Thread the red seal through the pink "Tamper" sign.
5. Close the red seal around the top of the bag.
6. On the Precinct Security Log, write the seal number and initial.
7. Notate the reason for the seal change as "Closed Polls".

### Supplies Needed

- Gold Key
- Red Seal
- Pink "Tamper" Sign
- Precinct Security Log (in Roster Binder)



## Reseal the ballot counter

Assigned To:

1. Wrap the Plastic Security Bag around the ballot counter.
2. Thread the red seal through the pink "Tamper" sign.
3. Close the red seal around the top of the bag.
4. On the Precinct Security Log, write the seal number and initial.
5. Notate the reason for the seal change as "Closed Polls".

### Supplies Needed

- Red Seal
- Pink "Tamper" Sign
- Precinct Security Log (in Roster Binder)





## Balance totals on the Ballot Statement

Assigned To:

1. Count all signatures on the roster (Do not include provisional voters). Enter on Line 7.
2. Add lines 2, 3, 4 and 5 and enter on line 6.
3. Verify line 1 and 6 balance.
4. Verify line 5 and 7 balance.
5. If they do not balance:
  - Check your addition of lines 2 to 5.
  - Recount each group a second time.

### Supplies Needed

- Roster (section with voter signatures)
- Ballot Statement (in Roster Binder)



**Do not count a third time. Continue to the next step.**

6. On the lines provided, write any explanation you believe for the difference.



## Close the clear plastic data bag

Assigned To:

1. Complete the data bag checklist and place inside.
2. Zip the black plastic tab to the right.
3. Insert the top black tab into the bottom black clasp and snap down.
4. Insert red data bag seal.
5. Place the clear plastic data bag, in the blue canvas bag.

### Supplies Needed

- Data Bag Checklist (inside Clear Plastic Data Bag)
- Red Data Bag Seal (inside Clear Plastic Data Bag)



Properly closed and sealed  
Clear Plastic Data Bag



Red Data  
Bag Seal



### Process Envelope 3

Assigned To:

1. Count the number of voter registration cards.
2. On the front of Envelope 3, enter the total number of voter registration cards.
3. In Envelope 3, place all voter registration cards and seal.



### Seal and store all ballots and material

Assigned To:

1. Complete the "Certificate of Completion" in the roster.
2. With the "Voted Ballots" seal, seal the box with the voted ballots.
  - Make sure the precinct number is visible on the side of the box.**
3. With the "Un-voted Ballots" seal, seal the box with the un-voted ballots.



**Make sure the precinct number is visible on the side of the box.**

4. All poll workers sign both seals.
5. Seal Envelope 2 (voted provisional ballots).
6. Seal Envelope AV-1 (voted vote-by-mail ballots).
7. Seal Envelope 4 (spoiled ballots).
8. In the blue canvas bag, place the:

Box of voted ballots

Envelope 2

Box of un-voted ballots

Envelope 4

Envelope AV-1

Clear plastic data bag

9. With the yellow seal, seal the zipper of the blue canvas bag.

10. In the white canvas bag, place the:

Roster Binder

All 3 copies of the street index

Street poll place lookup

#### Supplies Needed

- Certificate of Completion (in Roster Binder)
- Voted Ballots Seal
- Un-Voted Ballots Seal
- Yellow Seal



### Pack all of the polling location supplies

Assigned To:

1. Take down the booths and place them back in the proper boxes.
2. Place the pens, scissors, and other small miscellaneous supplies back into the Ziploc bag.
3. Take down signs, flags, etc., and place inside the blue ballot bin.
4. Place Ziploc bag and secrecy sleeves inside the blue supply bin.
5. Place all supplies in the vehicle delivering items to Election Central.



**Do not take: (they will be picked up later)**

- Polling booths
  - Automark
  - Ballot counter and ballot box
  - Handicap accessibility equipment
6. Leaving the room as you found it, close and lock the polling location.



### Deliver items to Election Central

Assigned To:



**Two (2) poll workers must deliver items together.**

1. Deliver items to:

Downstairs of the elections office



2 South Green St, Sonora, CA.



When arriving, please begin from Stockton Street (Highway 49) and take Green Street.



## Allowed vs. Not Allowed

### Purpose

This will provide general guidelines for what is allowed and not allowed at a polling location.

	Description	Allowed	Not Allowed
<b>Cameras (Photo or Video)</b>	Taking photos or videos of individuals in the polling location.	Photos and videos of voters from a distance are allowed.	Photos or videos inside the voting booths are not allowed. An individual must make every effort not to expose any voter's <u>voted</u> ballot.
<b>Children or a Dependent Adult</b>	An adult accompanied by a child or dependent adult.	Voters are welcome to bring their children or dependent adult with them into the polling location.	Poll Workers should not bring their children or dependent adult to the polling location.
<b>Computers</b>	Using their computer to research, type, watch, or listen.	Individuals may look up information on their computers as long as it does not interfere with any individual voting. Listening to music or a video with earphones is allowed but discouraged.	Listening to music or video without earphones is not allowed in the polling location.
<b>Electioneering</b>	Discussing, listening to, or displaying any information regarding a contest in this election.		This is strictly forbidden within 100 feet of the polling location.
<b>Food and Drink</b>	Bringing in and eating food or drink while in the polling location.	Food and drink, although discouraged, is allowed in the polling location. Every effort should be made to dispose of any trash and keep the polling location clean.	Food or drink is not allowed at the official table.

	<b>Description</b>	<b>Allowed</b>	<b>Not Allowed</b>
<b>Interviews</b>	Asking voters or poll workers questions about voting or the election.	Interviews of voters after they have left the polling location is allowed.	Interviews of voters before they enter or are in the polling location is not allowed.
<b>Music/Radio</b>	Listening to music or news on any device.	Listening to music or news with earphones is allowed but discouraged.	Listening to music or news without earphones is not allowed in the polling location.
<b>Observers</b>	Any individual who wishes to watch the general activities of the voters or precinct officers.	Observers who sit or stand quietly, keep a distance from voters in the polling location, and do not interfere with the voting process are allowed.	Observers are not allowed to interfere with the voting process.
<b>Pets</b>	Any animal in the polling location.	Service animals only.	No pet is allowed in the polling location. For the safety of the location, all individuals must leave their pets at home.
<b>Phones</b>	Talking on the phone or using the phone to look up information.	Individuals may look up information on their phones as long as it does not interfere with any individual voting.	All individuals should refrain from talking on the phone while in the polling location.
<b>Protesters</b>	Any individual who is expressing their disagreement with a contest on the ballot, the election in general, or any other issue.		This is strictly forbidden within 100 feet of the polling location.
<b>Sitting</b>	Sitting at an available seat inside the polling location.	Any individual waiting or observing is permitted to sit at a seat outside of the voting area.	No Individual waiting or observing is allowed to sit at the official table. The official table is for poll workers only.
<b>Talking</b>	Having a conversation, talking to other voters or precinct officers.	Necessary conversations should be kept to a low volume.	Conversations discussing any contests on the ballot are strictly forbidden.

## What do I do when...?



### Purpose

This will explain the steps to follow when any individual acts inappropriately.

This may include:

- Disturbing other voters.
- Public intoxication.
- Electioneering. Which may include, discussing issues on the ballot, protesting, or wearing any item which is for or against any contest on the ballot.

### Quick Steps

In any situation, your first priority is to keep the poll workers and voters safe. Below are suggested steps to prevent a situation from worsening. However, if necessary, do not hesitate to call 911.

1. Remind the individual this is a polling location. This environment needs to stay safe to allow each individual to vote calmly and quietly.
2. Inform the individual you may have to ask them to leave if the behavior continues.
3. If the behavior continues, ask the individual to leave the polling location.
4. Call Elections Central at (209) 533-5570.
5. Call the authorities:
  - County Sherriff's office: (209) 533-5815
  - City of Sonora Police Department: (209) 532-8143

### Why?

In any situation, your first priority is to keep the poll workers and voters safe. Above are suggested steps to prevent a situation from worsening. However, if necessary, do not hesitate to call 911.

Your second priority is to keep the polling location an environment free of disturbances and distractions.

## What do I do when...?



Help!

### You challenge a voter

#### Purpose

This will explain the steps to follow when you challenge a voter's qualifications to vote. Only a poll worker or election official can issue this challenge.

This challenge can be made when you believe either:

- The voter is not the person whose name is on the roster.
- That the voter is not a resident of the precinct.
- That the voter is not a citizen of the United States.
- That the voter has already voted in this election.
- That the voter is presently on parole for the conviction of a felony.

Before Election Day, if a poll worker has received any documents which suggest a voter should be challenged, they should immediately contact Election Central to discuss this information.

#### Quick Steps

If at any time, the challenge of a voter is causing a significant delay in voting or unwanted intimidation, the poll worker must stop the challenge and rule in favor of the voter.

1. Inform the voter you are challenging their qualifications to vote and state the reason for the challenge.
2. Inform the voter of the following rule: "If any person challenged refuses to take the oaths tendered, or refuses to be sworn and to answer the questions concerning the matter of residence, that person shall not be allowed to vote."
3. Follow one or more of the steps below, depending on the reason for the challenge.

If you believe the voter is **not the person whose name is on the roster**:

- Administer the following oath: "Do you swear (or affirm) that you are the person whose name is entered on the index?"

If you believe the voter is **not a resident of the precinct**:

- Call Election Central with any questions concerning the rules of “domicile” (claiming a place of residence).
- Ask the voter any appropriate question concerning their current residence address and date of moving if applicable.
- Ask “Are you a resident of this precinct, or did you move out of this precinct after Monday, October 24, 2016?”

If you believe the voter is **not a citizen of the United States**:

- Administer the following oath: “Do you swear (or affirm) that you are a citizen of the United States?”

If you believe the voter **has already voted in this election**:

- Administer the following oath: “Do you swear (or affirm) that you have not previously voted in this election, either by vote by mail ballot or at a polling place.”
4. If the voter answers “Yes” to the oath, the voter should be allowed to vote and asked no further questions.

Or

If the voter answers “No” to the oath, the voter is not allowed to vote a poll ballot. If insistent however, the voter may be issued a provisional. The challenge must be documented by the poll worker in the comment section on the provisional envelope.

5. Complete the “Challenge List” form in your Roster.

## Why?

If a poll worker or elections official believes a voter is not currently qualified to vote, they may issue a challenge. However, once the above steps are followed, and the voter wants to continue to vote, the matter should be documented and no further action on the challenge should be taken.

This challenge process should only be issued when there is a sufficient amount of evidence the voter is not qualified.

## What do I do when...?

**Help!**

### The power goes out

#### Purpose

This will explain the steps to take when there is a power failure in the polling location.

#### Quick Steps

Your first priority is always the safety of everyone in the polling location.

1. (One poll worker only) Stand next to and protect the ballot box and direct voters.



**Do not unplug the ballot counter.**

2. Verify there is sufficient light for voters to continue voting. Open any doors or windows if necessary.
3. Continue issuing ballots and instructing voters.
4. Continue placing ballots in the ballot counter until the ballot counter is out of power. The battery will last 2 hours.
5. If the ballot counter is out of power, place all ballots in the auxiliary bin.



**The ballots in the auxiliary bin will need to be run through the ballot counter once power is restored.**

6. Call Election Central with any issues at (209) 533-5570.

## What do I do when...?



**Help!**

## The Automark is not working

### Purpose

This will explain the steps to follow when you receive a message from the Automark that you do not understand.

Message on Screen	Possible Reason	Steps to Resolve
Ballot is Not Recognized	Unit did not recognize ballot.	<ol style="list-style-type: none"><li>1. Verify the ballot does not have stray marks or tears.</li><li>2. Verify the ballot is for this current election.</li><li>3. Reinsert the ballot.</li><li>4. If the ballot is damaged, spoil and re-issue new ballot.</li></ol>
Ballot Marked Successful	Voting was complete, but no printed ballot was ejected from unit.	<ol style="list-style-type: none"><li>1. Insert the key</li><li>2. Turn it to the "Test" position. At the top of the screen, touch the "Eject Ballot" bar.</li><li>3. The ballot will be returned.</li></ol>
Ballot Returned Unmarked	Ballot was ejected before it was printed.	<p>The "Exit Return Ballot" button may have been pressed before voting was complete.</p> <ol style="list-style-type: none"><li>1. Reinsert ballot.</li></ol>
Battery Low or Running on Battery	The unit is not receiving power. (The light above the "On" switch is yellow.)	<ol style="list-style-type: none"><li>1. Verify the Automark is plugged in.</li><li>2. Use another electric device to test the plug (ex. Phone, light)</li></ol>

## Message on Screen

## Possible Reason

## Steps to Resolve

Marked Ballot Inserted

An already marked ballot was inserted into the Automark.

A voter is welcome to reinsert the ballot to verify the AutoMark can read the choices.

However, no changes can be made.

If the voter wants to make a change:

1. Mark this ballot spoiled.
2. Reissue a ballot.

Paper Misfed

Ballot was not inserted properly.

Ballot has jammed.

Ballot was not returned after "Mark Ballot" was selected.

1. Insert the key  
Turn it to the "Test" position.
2. At the top of the screen, touch the "Eject Ballot" bar.  
The ballot will be returned.
3. Verify the cut corner is on the upper right hand side.
4. Verify the ballot is for this current election.
5. Reinsert the ballot.

Printer Malfunction

The ballot has become jammed in the Automark.

1. Insert the key
2. Turn it to the "Test" position.  
At the top of the screen, touch the "Eject Ballot" bar.  
The ballot will be returned.
3. Verify the stub has been removed.
4. Reinsert ballot.



If any issues persist, call Election Central at (209) 533-5570.

## What do I do when...?



**Help!**

## The ballot counter is not working

### Purpose

This will explain the steps to take when the ballot counter is not functioning properly. This could be during the setup, regular use, or closing procedure.

### Issue during set up

### Steps to Resolve

The seal on the memory card door is broken or missing

Call Election Central at (209) 533-5570

The Zero Report will not print

1. Verify the unit is plugged into the wall
2. Unplug and re-plug in the unit.
3. Use another electric device to test the plug (ex. Phone, light)

The Zero Report shows votes have already been casts

Call Election Central at (209) 533-5570

The Zero Report is printing, but the tape is not advancing

1. Gently pull on the tape to help the roll catch.
2. Verify the tape spool is pushed in place.

**Message on Screen****Possible Reason****Steps to Resolve**

Ballot Jammed	The ballot stopped moving through the ballot counter.	<ol style="list-style-type: none"><li>1. Gently pull out the ballot counter from the seating.</li><li>2. Clear any item which may be blocking the ballots path.</li><li>3. Verify the ballot counter is seated correctly in the mounting rails.</li><li>4. Once the ballot counter is again seated, attempt to reinsert the ballot.</li><li>5. If unable to reinsert, place ballot in auxiliary bin.</li></ol> <p>If problem persists, call Election Central at (209) 533-5570.</p>
Ballot Skewed	The ballot stopped moving through the ballot counter.	<ol style="list-style-type: none"><li>1. Gently pull out the ballot counter from the seating.</li><li>2. Clear any item which may be blocking the ballots path.</li><li>3. Verify the ballot counter is seated correctly in the mounting rails.</li><li>4. Once the ballot counter is again seated, attempt to reinsert the ballot.</li><li>5. If unable to reinsert, place ballot in auxiliary bin.</li></ol> <p>If problem persists, call Election Central at (209) 533-5570.</p>
Ballot Too Long	Ballot is longer than the counter is programmed to read.	<ol style="list-style-type: none"><li>1. Press the "Reject" button. The ballot should eject.</li><li>2. Remove the stub from the ballot.</li><li>3. Reinsert the ballot.</li></ol>

Message on Screen	Possible Reason	Steps to Resolve
Blank Ballot	The counter identified the ballot as blank.	<ol style="list-style-type: none"> <li>1. Inform the voter of the error message.</li> <li>2. Press the "Reject" button. The ballot should eject.</li> <li>3. Return the ballot to the voter.</li> <li>4. Ask the voter to darken their marks on the ballot to ensure the ballot is read.</li> <li>5. If the voter chooses to vote the ballot as is, reinsert the ballot.</li> <li>6. When the error message appears, push the "Accept" button.</li> </ol>
Error Reading Ballot	The counter is unable to read marks on the ballot.	<ol style="list-style-type: none"> <li>1. Inform the voter of the error message.</li> <li>2. Press the "Reject" button. The ballot should eject.</li> <li>3. Return the ballot to the voter.</li> <li>4. Ask the voter to darken their marks on the ballot to ensure the ballot is read.</li> <li>5. If the voter chooses to vote the ballot as is, reinsert the ballot.</li> <li>6. When the error message appears, push the "Accept" button.</li> </ol>
Error Reading Memory Card	Ballot counter is not recognizing the memory card.	Call Election Central at (209) 533-5570
Multiple Ballots Detected	Ballot counter identified two ballots were inserted at one time	<ol style="list-style-type: none"> <li>1. Check if multiple ballots are stuck together.</li> <li>2. Insert only one ballot at a time into the ballot counter.</li> </ol>

Message on Screen	Possible Reason	Steps to Resolve
Over vote contest [name of contest]	The number of votes in a contest exceeds the number allowed.	<ol style="list-style-type: none"> <li>1. Inform the voter of the message.</li> <li>2. Ask the voter if they would like to cast the vote, or correct the ballot.</li> <li>3. If they want to cast the ballot, push the "Accept" button. Or If the voter wants to correct the ballot, press the "Reject" button. The ballot should eject.</li> </ol> <p>Note: This ballot must be spoiled and a new ballot issued.</p>
Unable to close the election	Ballot counter is not recognizing the memory card.	Call Election Central at (209) 533-5570
Unidentified Marks	The counter is unable to read marks on the ballot.	<ol style="list-style-type: none"> <li>1. Inform the voter of the error message. Press the "Reject" button. The ballot should eject.</li> <li>2. Return the ballot to the voter.</li> <li>3. Ask the voter to darken their marks on the ballot to ensure the ballot is read.</li> <li>4. If the voter chooses to vote the ballot as is, reinsert the ballot.</li> <li>5. When the error message appears, push the "Accept" button.</li> </ol>
Warning: The unit is on Battery Power or No-AC	The ballot counter is no longer receiving power.	<ol style="list-style-type: none"> <li>1. Verify the unit is plugged into the wall</li> <li>2. Unplug and re-plug in the unit.</li> <li>3. Use another electric device to test the plug (ex. Phone, light)</li> </ol>

 If any issues persist, call Election Central at (209) 533-5570.



## Definitions

### Purpose

This section will provide definitions and descriptions of commonly used terms and items used while working as a poll worker during an election.

### Absentee Voter

Currently known as a “Vote-By-Mail Voter”. This is a voter that has been issued a vote-by-mail ballot. If a voter lives in an area where there is no polling location, or they vote by mail permanently, a vote-by-mail ballot will be sent automatically to them.

### Assistant Inspector

The assistant inspector takes the lead of the poll worker team when the inspector is not present or not available.

### Automark

This device assists voters mark their ballot. When using an Automark, you can use a touch screen, listen to the voting choices, enlarge font size, and review your votes before casting.

### Auxiliary Bin

This is the compartment on the front of the ballot box. It is used to place ballots which could not be read by the ballot counter.

### Ballot Access Door

This door is located in the back of the ballot box. Voted ballots which went through the ballot counter can be accessed through this door.

### Ballot Box

This is the container where ballots which are counted with the ballot counter are stored.

### Ballot Counter

Also known as the “M-100”. This machine sits on top of the ballot box. Poll Voters place their ballot into the machine, where it is counted, and then enters the ballot box.

### **Ballot Receipt**

This form is received by the inspector on “Pick Up Day”. It will list the types, serial numbers, and quantity of the ballots received.

### **Ballot Statement**

This form is used to balance the total number of ballots at the beginning of Election Day with the total number of ballots at the end of Election Day.

### **Blue Ballot Bin**

During Election Day, this bin is used for voted vote-by-mail and provisional ballots. Before and after the polls are open, this bin is used for storing polling location supplies.

### **Blue Canvass Bag**

This bag will contain the official ballots for this election.

### **Blue Key**

This key is used for the ballot box.

### **Blue Seals**

These are used to seal the blue ballot bin when the polls are open. Each seal will have a unique number.

### **Certificate of Completion**

This document is completed once the closing procedures are finished.

### **Certificate of Packaging and Sealing**

This document is no longer in use in Tuolumne County.

### **Challenging a voter**

This is when a poll worker or election official challenges a voter’s qualifications to vote. Only a poll worker or election official can issue this challenge.

### **Clear Plastic Data Bag**

After the polls close, this bag is brought to Election Central. See the closing procedures.

## Dependent Adult

A “dependent adult” is a person 18 years of age or older, who, as a result of a physical or mental condition requires assistance from another. Both children and dependent adults under the care of the voter are allowed in the voting booth with the voter.

## Election Central

This is the Tuolumne County Elections Department. The department is available for any questions or help before, on, or after Election Day.



2 S Green Street, Sonora CA, 95370



(209) 533-5570



[elections@tuolumnecounty.ca.gov](mailto:elections@tuolumnecounty.ca.gov)

## Electioneering

This is when a person visually or audibly advocates for or against any contest on the ballot within 100 feet of the polling location. This is strictly forbidden by law.

This includes any pins, t-shirts, and signs.

Individuals who are electioneering must be asked to remove any items before voting.

## Emergency Ballot

After issuing a state of emergency, the Governor may also authorize emergency workers to cast ballots in Tuolumne County. If this is authorized, a poll worker will provide a provisional ballot to the emergency worker. This ballot will then be sent to the emergency workers home county.

## Envelope AV-1

After the polls close, all voted vote-by-mail ballots are placed in this envelope.

## Envelope 2

After the polls close, all provisional ballots are placed in this envelope.

## Envelope 3

During Election Day, voter registration cards are placed in this envelope.

## **Envelope 4**

This envelope is used to store all spoiled or damaged poll ballots, and surrendered vote-by-mail ballots.

## **Gold Key**

This key is used for the Automark.

## **Identification Envelope**

A vote-by-mail ballot must be placed in an identification envelope which must show the voters name, address, and contain an affidavit of voting. This envelope must be signed by the voter in order to be counted.

## **Inspector**

The inspector is the lead worker on a poll worker team.

## **Judge**

A judge is a member of the poll worker team.

## **M-100**

Currently known as the "Ballot Counter". This machine sits on top of the ballot box. Poll voters place their ballot into the machine, where it is counted, and then enters the ballot box.

## **Official Table**

This is the location where all official voting material required by law must be placed. This includes the ballots, roster, and blue ballot bin used for placing vote-by-mail envelopes and provisional ballots.

## **Over Vote**

This is when a voter votes for more candidates than allowed in a contest.

## **Pick Up Day**

This is the day all inspectors are asked to come to Election Central and pick up the supplies for Election Day.

## **Plastic Security Bag**

These bags are placed around the Ballot Counter and Automark, and then sealed, before the polls open and after the polls close. This is used to identify if the machines have been tampered with.

## **Poll Ballot**

This ballot is used exclusively at a polling location for voting. It cannot be placed in a vote-by-mail envelope.

## **Poll Worker**

Also known as a “Precinct Officer”. This is any individual who has been assigned by the Elections Department to work at a polling location, and is a member of the precinct board.

## **Poll Worker Team**

Also known as a “Precinct Board”. This refers to all poll workers assigned to one polling location. This will include an inspector, assistant inspector, and judges.

## **Polling Location**

This is any location where a voter can enter and vote a poll ballot.

## **Precinct Board**

Also known as a “Poll Worker Team”. This refers to all poll workers assigned to one polling location. This will include an inspector, assistant inspector, and judges.

## **Precinct Officer**

Also known as a “Poll Worker”. This is any individual who has been assigned by the Elections Department to work at a polling location.

## **Precinct Security Log**

This log is used to record any changes to a unit, memory card, or seal. This is found in the Roster Binder.

## **Provisional Ballot**

This ballot is counted once it is verified a voter is registered and has not voted any other time during this election.

If a voter’s registration cannot be verified, and/or if they were issued and did not surrender a vote-by-mail ballot, they may be asked to vote a provisional ballot.

### **Rear bin**

This bin is located in the back of the ballot box. This is where all scanned ballots are dropped.

### **Red key**

This key is used for the ballot counter.

### **Red Data Bag Seal**

This seal is used to seal the clear plastic data bag after the closing procedures are completed.

### **Red Seal**

These are used to seal the Plastic Security Bags around the Ballot Counter and Automark. Each seal will have a unique number.

### **Red Sticker Seal**

This is used to seal the Automark from tampering. Each seal will have a unique number.

### **Registered Voter**

This is any person who has completed a voter registration card, and is in current active status. Please see “Registered voter for an election”

### **Registered voter for an election**

This is any registered voter who registered on or before 15 days before an election.

### **Replacement envelope**

This is an identification envelope used by any voter who would like to return their vote-by-mail ballot, but has lost or destroyed their envelope.

### **Roster**

This is a list of registered voters in a precinct organized by last name.

### **Seals**

Seals are used in the election process to show no one has tampered with an item. This may include a box, bin, machine, or bag.

### **Secrecy Folder**

A secrecy folder is used by the voter to conceal their voted ballot until they arrive at the ballot counter.

## **Street Index**

This is a list of registered voters organized by street name.

## **Street Poll Place Look-up**

This list is used to find the correct polling locations based on a voter's residence address. This list is organized by street name.

## **Surrender a Vote-By-Mail Ballot**

This is when an un-voted vote-by-mail ballot is returned to a poll worker because a person wishes to vote instead on a poll ballot.

## **Tamper Sign**

This sign is placed at the top of the Plastic Security Bags around the ballot counter and Automark. This warns tampering with election equipment is a felony offense.

## **Total Report**

This will print automatically after you have pressed "Close Polls" on the ballot counter. The report will show the total number of votes run through the ballot counter.

## **Vote by mail**

This is the option to receive and return your ballot by mail.

## **Vote-By-Mail Ballot**

This is a ballot that is used exclusively by voters who vote by mail or who vote in the Election Department's office. It cannot be placed in the ballot counter at a polling location.

## **Vote-By-Mail Voter**

Formally known as an "Absentee Voter". This is a voter that has been issued a vote-by-mail ballot. If a voter lives in an area where there is no polling location, a vote-by-mail ballot will be issued automatically to them.

## **Voter**

This is any individual wishing to vote in an election.

### **Voter Assist Table**

This table contains items to be provided to the voter to assist them in the voting process. This may include: demonstration ballots, sample ballot booklets, pens, magnifying glass, etc.

### **White Canvas Bag**

This bag will contain documents necessary on Election Day. For example, the roster, street indexes, and the street poll place look-up.

### **Yellow Seal**

These are used to seal the ballot counter memory card access, and the blue canvass bag once the closing procedures are completed. Each seal will have a unique number.

### **Zero Report**

When turning on the ballot counter before the polls open, this report prints as evidence no votes are currently tallied on the machine.





## Sections



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