

Workstation Instructions

Step by step guide to help you complete your duties.

Traffic Clerk



Santa Barbara County

ELECTIONS OFFICE

Station Supplies

- | | |
|--|---|
| <ul style="list-style-type: none">• Voter Directional List• Telephone Cards• Instructions to Poll Watcher Cards• Curbside Voter Cards• Orange Safety Vests | <ul style="list-style-type: none">• Alphabet Stickers• Workstation Instructions• Curbside Voting Clipboards• Traffic Clerk Workstation Quick Reference Translation Cards• Curbside Voting Supplies Envelope |
|--|---|

Overview of Duties

- Be impartial and maintain a positive attitude.
- Stand at the entrance to the polling place and direct each voter to the correct precinct table or assist them in finding their correct polling place.
- Assist voters who request Curbside Voting.

Tips to Getting Organized

- Become familiar with the procedures outlined in this guide.
- Prepare the Curbside Voting materials in advance so they are ready to use when a voter requests the service.
- Become familiar with the Voter Directional List, an alphabetical list of all voters at the polling place.
- Apply the Alphabet Stickers to the Voter Directional List.
- Become familiar with where each precinct table in the polling place is located and their Table ID.
- Become familiar with the polling place maps provided.
- Become familiar with the Instructions to Poll Watchers Cards, and Curbside Voter Cards located in your Voter Directional List Binder zipper pocket.
- If applicable, become familiar with the parking spot designated for Curbside Voting outside your polling place.
- Understand the guidelines for electioneering.

Traffic Clerks play an important role at the polling place. They work under the supervision of the Polling Place Supervisor.

The Traffic Clerk should be stationed at the entrance to the polling place with the Voter Directional List and near the Polling Place Map(s).

As the Traffic Clerk, you will greet each voter and direct them to their correct precinct table or assist them in finding their correct polling place. If there are any questions on the voting process, always direct the voter to the Polling Place Supervisor or one of the Inspectors.

Some voters will already know their precinct number. If they do, you can simply direct them to the correct table.

If the voter does not know their precinct number, they may have their County Voter Information Guide (CVIG) with them. If so, follow the procedures in the “Voter with County Voter Information Guide (CVIG)” section of this guide. If they do not have their County Voter Information Guide (CVIG), follow the procedures in the “Voter WITHOUT County Voter Information Guide (CVIG)” section of this guide.

You will also direct all voters returning their Vote by Mail ballots to the Ballot Reception Workstation.

If a voter uses the Curbside Voting service, you will be the first to respond. You will locate the voter in the parking lot and start the Curbside Voting process following the quick guide located on the back of the Voter Directional List Binder.

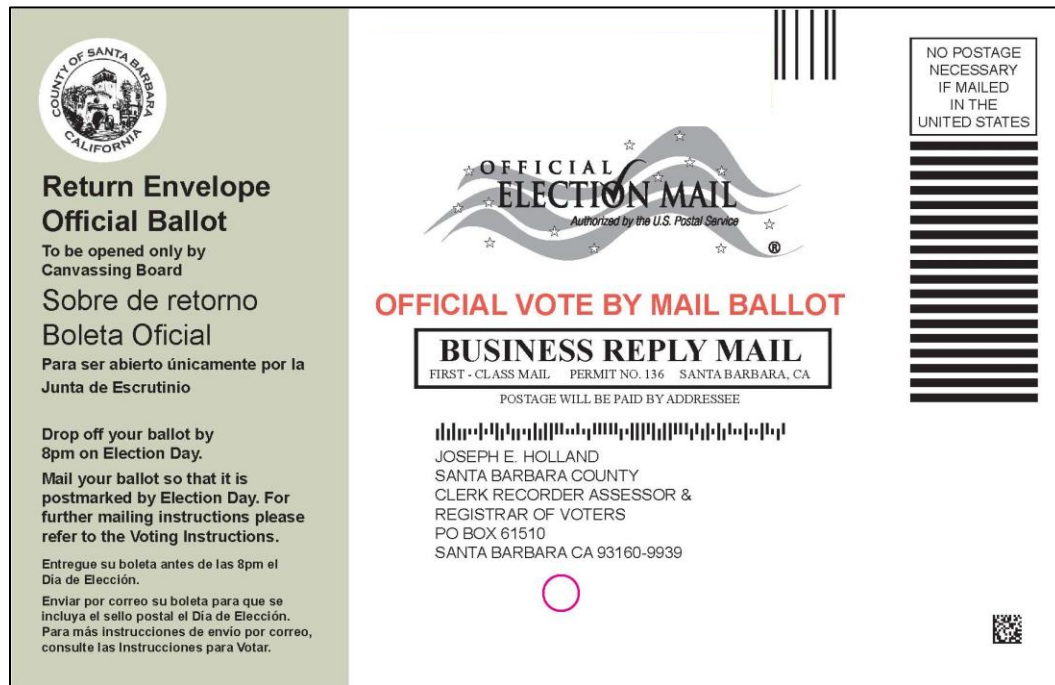
Because you are the first contact when the voters enter, please be aware of the rules regarding electioneering. As the Traffic Clerk, you must be aware and ask voters to remove or cover items if they are electioneering. You will also have Instructions to Poll Watchers Cards to provide to any individuals who are there to observe the process.

Voter Returning Vote by Mail Ballot

Voter Dropping off Completed Vote by Mail Ballot

If a voter is dropping off their completed Vote by Mail ballot, direct them to the Ballot Reception Workstation.

- Voters returning their Vote by Mail ballots will have envelopes with return information for Santa Barbara County.



- Voters are able to drop off their Vote by Mail ballot to any polling place in the State, so you may have voters from other counties returning their Vote by Mail Ballots, as well.
- Ballots may be in other colored envelopes depending on the election. Please always direct voters returning their vote by mail ballot to the Ballot Reception Workstation.

Voter Surrendering Vote by Mail Ballot and Voting at their Precinct

Voters have the option to surrender their Vote by Mail ballot at their precinct. They are then issued a new ballot that can be voted at the Polling Place.

Follow the steps below if a voter would like to surrender their Vote by Mail ballot:

- If they are listed in the Voter Directional List and do not have their County Voter Information Guide (CVIG), direct them to their precinct following the steps outlined in the “Voter WITHOUT County Voter Information Guide (CVIG)” section of this guide.
- If they have their County Voter Information Guide (CVIG) follow the steps in the “Voter WITH County Voter Information Guide (CVIG)” section of this guide.
- If they are not in your Voter Directional List and do not have their County Voter Information Guide (CVIG), please follow the “No CVIG and Not Listed in the Voter Directional List” section of this guide.

Voter WITHOUT CVIG

Step 1: Find the Voter in the Voter Directional List

- The Voter Directional List is in a binder and contains an alphabetical listing of all of the voters at the polling place along with their precinct number and Table ID.

| Voter Direction List | | | | | | | |
|--|----------|-----------------|--------------------|----------------------------------|------------|------------|----------|
| Consolidated General Election - November 6, 2018 | | | | | | | |
| Duff Community Center | | | | | | | |
| VBM ID | Table ID | Voting Precinct | Name | Address | Birth Date | Reg Number | Voter ID |
| VBM B | | 222190 | Bacon, Chris.P | 142 San Miguel Santa Barbara | 01/07/1964 | 42ZB684315 | 126548 |
| B | | 222190 | Ball, Krystal | 142 San Miguel Santa Barbara | 05/05/1966 | 42ZD721326 | 325468 |
| B | | 222190 | Bar, Candy | 667 San Antonio Santa Barbara | 11/14/1984 | 42ZD458621 | 12647 |
| B | | 222190 | Barr, Clark | 667 San Antonio Santa Barbara | 08/12/1927 | 06 584624 | 65894 |
| VBM A | | 222180 | Basket, May | 818 San Lino Santa Barbara | 12/21/1956 | 59AH235486 | 123648 |
| A | | 222180 | Beach, Sandy | 818 San Lino Santa Barbara | 09/10/1989 | 42ZD568405 | 463215 |
| A | | 222180 | Bean, Coco | 818 San Lino Santa Barbara | 03/19/1930 | 00 562458 | 158745 |
| A | | 222180 | Bear, Ted.E | 818 San Lino Santa Barbara | 11/10/1925 | 00 562368 | 564310 |
| B | | 222190 | Bearer, Paul | 3324 Santa Rosa Santa Barbara | 11/30/1953 | 42ZB568426 | 15325 |
| B | | 222190 | Beaver, Igor | 3324 Santa Rosa Santa Barbara | 06/17/1985 | 42US535648 | 563715 |
| B | | 222190 | Bellum, Auntie | 7246 San Felipe Santa Barbara | 12/27/1950 | 42ZC059843 | 985461 |
| VBM B | | 222190 | Bellum, Sara | 7246 San Felipe Santa Barbara | 11/07/1936 | 42ZB786245 | 86242 |
| VBM B | | 222190 | Ber, Tim | 7246 San Felipe Santa Barbara | 10/02/1981 | 42ZD689642 | 63541 |
| B | | 222190 | Bet, Hugh | 7246 San Felipe Santa Barbara | 08/27/1956 | 00ZB653245 | 568426 |
| B | | 222190 | Betteroff, Ida.Ben | 7246 San Felipe Santa Barbara | 05/12/1954 | 42ZC865123 | 93642 |
| B | | 222190 | Bino, Al | 7246 San Felipe Santa Barbara | 06/08/1980 | 42ZD846875 | 846513 |
| B | | 222190 | Bird, Earl.Lee | 726 San Gregorio Santa Barbara | 03/13/1961 | 42ZD365428 | 756126 |
| B | | 222180 | Bird, Jay.L | 814 San Lino Santa Barbara | 12/30/1954 | 42ZD986245 | 586482 |
| B | | 222190 | Blower, Leif | 312 San Miguel Santa Barbara | 02/25/1926 | 00 568487 | 235469 |
| B | | 222190 | Board, Bill | 312 San Miguel Santa Barbara | 02/26/1930 | 00 568134 | 564313 |
| VBM B | | 222190 | Boat, Rhoda | 312 San Miguel Santa Barbara | 11/03/1982 | 42ZD876156 | 568431 |
| VBM B | | 222190 | Boddied, Abe.L | 852 Joaquin Rd Santa Barbara | 07/16/1951 | 42US876216 | 45694 |
| B | | 222190 | Body, Annie | 852 Joaquin Rd Santa Barbara | 08/30/1955 | 70CA364597 | 87162 |
| A | | 222180 | Bolic, Anna | 946 San Lino Santa Barbara | 02/25/1986 | 42ZD486512 | 565132 |
| A | | 222180 | Bomb, Adam | 946 San Lino Santa Barbara | 09/14/1952 | 42ZC875684 | 564864 |
| VBM A | | 222180 | Bomb, Cherry | 113 San Rafael Santa Barbara | 07/17/1976 | 42ZE487162 | 784313 |
| A | | 222180 | Bottom, Sandy | 113 San Rafael Santa Barbara | 02/25/1954 | 42ZC712456 | 864313 |
| VBM A | | 222180 | Bottoms, Belle | 287 San Nicolas Santa Barbara | 11/29/1950 | 42ZC964873 | 964311 |
| VBM A | | 222180 | Bow, Al | 287 San Nicolas Santa Barbara | 02/15/1978 | 70BE635748 | 123546 |
| VBM B | | 222190 | Bowl, Rose | 332 San Clemente Santa Barbara | 08/17/1981 | 42US366957 | 254584 |
| VBM B | | 222190 | Boye, Budd.E | 332 San Clemente Santa Barbara | 10/10/1968 | 04ZA756214 | 48531 |
| VBM B | | 222190 | Branch, Olive | 1108 Santa Cruz Santa Barbara | 07/11/1929 | 42ZC964751 | 621548 |
| A | | 222180 | Bread, Ginger | 1142 Santa Ynez Ct Santa Barbara | 08/08/1964 | 70GL256874 | 98542 |
| A | | 222180 | Bucket, Rusty | 1142 Santa Ynez Ct Santa Barbara | 05/18/1933 | 42ZC364015 | 887451 |
| A | | 222180 | Budd, Rose | 1142 Santa Ynez Ct Santa Barbara | 04/11/1930 | 42ZC364015 | 887451 |

Step 2: Verify the Voter's Address

- Verify the voter's address listed in the Voter Directional List to confirm it is correct.
 - If the address matches:
 - Continue to Step 3.
 - If the address does NOT match:
 - Give the voter the following two options:
 - Call the elections office to find their correct polling place; or
 - Vote at their old precinct. However, the ballot at their old precinct may not contain all of the contests they are eligible to vote.
 - If they choose option 2, continue with step 3.

Step 3: Direct the Voter to the Correct Precinct Table

- Each precinct table will have a placard showing the precinct number and Table ID. In most cases the placard will be hanging on the wall behind the precinct table.
- Direct the voter to the correct table.

PRECINCT / RECINTO
22-2180
TABLE / MESA
A

★ ★ ★ ★ ★ ★ ★ ★

PLEASE PROVIDE YOUR NAME AND ADDRESS
POR FAVOR INDIQUE SU NOMBRE Y DOMICILIO

ELECTION CODE: 14216CÓDIGO DE ELECCIÓN 14216

BALLOT INFORMATION AVAILABLE IN
ENGLISH AND SPANISH
INFORMACIÓN DE LA BALOTA DISPONIBLE EN
INGLÉS Y ESPAÑOL

★ ★ ★ ★ ★ ★ ★ ★

CONSOLIDATED GENERAL ELECTION
ELECCIÓN GENERAL CONSOLIDADA

TUESDAY, NOVEMBER 6, 2018
MARTES, 6 NOVIEMBRE DE 2018

Voter WITH CVIG

Step 1: Find the Voter's Correct Precinct Number and Table ID on the Voter's County Voter Information Guide

| | | | | | |
|--|--|--|---|--------------------|------------|
| <p>YOUR POLLING PLACE LOCATION</p> | <p>If "No" appears below, your polling place is inaccessible to voters with specific needs. See page 7 for curbside voting option.</p> | <p>YOUR ADDRESS</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">BALLOT TYPE</td> <td style="padding: 5px; text-align: right;">017</td> </tr> </table> <p style="text-align: right; margin-top: 10px;">027</p> | BALLOT TYPE | 017 |
| BALLOT TYPE | 017 | | | | |
| <p style="text-align: right; margin-right: 10px;">YES</p> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> <p>PRECINCT: 22-2180 Table: A</p> <p>Duff Community Center 1425 N. Broadway Goleta, CA</p> </div> | | <p>JOHN W. SMITH 4440 CALLE REAL, SUITE A SANTA BARBARA, CA 93110</p> | | | |

- Note: If Table ID is not listed, go to Voter Without County Voter Information Guide Section.

Step 2: Verify the Voter's Name

- Verify the voter's name is on the County Voter Information Guide (CVIG).
 - **If the Name is the same.**
 - Continue to Step 3.
 - **If the name is NOT the same:**
 - Look up the voter in the Voter Directional List to see if they are at the correct Polling Place. If the voter is not in the Voter Directional List, then:
 1. Give the voter the following option to:
 1. Call the elections office to confirm they are registered and to find their correct polling place; or
 2. Vote provisionally at one of the precincts at this polling place location. The ballot may not contain all of the contests they are eligible to vote.
 - If they choose option 2, continue with step 3 and direct them to the least busy precinct table at the time.

Step 3: Direct the Voter to the Correct Precinct Table

- Each precinct table will have a placard showing the precinct number and Table ID. In most cases the placard will be hanging on the wall behind the precinct table.
- Direct the voter to the correct table.

PRECINCT / RECINTO

22-2180

TABLE / MESA

A

☆☆☆☆☆☆☆☆

PLEASE PROVIDE YOUR NAME AND ADDRESS

POR FAVOR INDIQUE SU NOMBRE Y DOMICILIO

ELECTION CODE 14216/CÓDIGO DE ELECCIÓN 14216

BALLOT INFORMATION AVAILABLE IN ENGLISH AND SPANISH

INFORMACIÓN DE LA BALOTA DISPONIBLE EN INGLÉS Y ESPAÑOL

☆☆☆☆☆☆☆☆

CONSOLIDATED GENERAL ELECTION

ELECCIÓN GENERAL CONSOLIDADA

TUESDAY, NOVEMBER 6, 2018

MARTES, 6 NOVIEMBRE DE 2018

← PRECINCT

← TABLE ID

No CVIG and Not Listed in Voter Directional List

If the voter does not have their County Voter Information Guide (CVIG) and they are not listed in the Voter Directional List, they may be at the wrong Polling Place. If possible, it is best to get the voter to their correct precinct so they are able to vote on all contests they are eligible for. However, if they prefer, they can always vote provisionally at any precinct.

Step 1: Confirm Voter is Registered to Vote in Santa Barbara County

- Ask the voter if they are registered to vote in Santa Barbara County. If not or if they do not know, offer the voter a Telephone Card and inform them they may contact the elections office to find the correct polling place for their residential address or they may proceed to one of the precinct tables and complete a Provisional Ballot.

Step 2: Suggest the Voter Look at the Polling Place Map(s)

- Each polling place will have a Polling Place Map. The map(s) will show the area around the polling place. The voter can look at the map to find their correct precinct based on their residence address and then find their correct polling place.
- Some voters will find their residence address is within a Mail Ballot Only Precinct. If these voters would like to vote at the polling place they will need to vote provisionally.
 - If they choose to vote provisionally direct them to the least busy precinct table at the time.

Step 3: Suggest the Voter Call the Elections Office or check the County Website to Find Their Correct Precinct and Polling Place

- If the voter is unable to locate their correct precinct using the map, they can always call the elections office or use the county website to find the correct location.
- Offer the voter a Telephone Card. There will be a supply of Telephone Cards in the General Supply Box and in the zipper pocket located in the front of the Voter Directional List binder.
- If the voter does not have a cellphone, the Polling Place Supervisor will have a polling place cell phone provided by the elections office which the voter may use.

Step 4: Suggest the Voter Vote Provisionally at Any Precinct

- If possible, it is best for the voter to go to their correct precinct. However, you can never deny someone the right to vote.
- If the voter is unable to locate their correct precinct, or if they do not want to go to their correct precinct, they may vote provisionally at **ANY** precinct.
- Direct the voter to any precinct and they will be issued a Provisional Ballot.
- If the voter has questions about provisional voting, direct them to speak to one of the Inspectors at the polling place.

Curbside Voting

- Curbside Voting is offered at all of our polling places in the County. We have additional signage and accessible call buttons at the inaccessible polling places only.
- Curbside Voting is a service provided for voters who are unable to enter the polling place. This service allows the voter to vote their ballot in their vehicle.
- During set-up, organize the two curbside voting clipboards so that they are ready for use:
 - Familiarize yourself with the steps of the Curbside Voting Quick Guide on the Election Officer clipboard.
 - This clipboard will be for the Election Officer's use and will have the Curbside Voting Quick Guide taped to the front and back.
 - Familiarize yourself with the curbside voting supplies in the Voter Direction List Binder.
 - The Voter Directional List Binder will contain Telephone Cards, Blank Business Cards, pink bordered Voter Registration Form and Provisional Envelopes, Assisted Voter Cards, "I Voted" Stickers, and an additional pen.
 - Attach a Secrecy Sleeve and an "I Voted" Sticker to the Voter Clipboard.
 - This clipboard will be for the voter's use and you will attach the ballot for the voter to mark at a later point in the process.
 - Ensure the two clipboards are placed in an easily accessible location along with the safety vests so you can complete the curbside voting process efficiently.
 - Familiarize yourself with the curbside voting supplies in your Voter Directional List Binder zipper pocket.
 - The zipper pocket will have the Curbside Voter Cards, the Returned at Polls Vote by Mail Ballot Return Envelopes, and Telephone Cards.
 - Place the two (2) orange safety vests with the other curbside voting supplies. Any Election Officer that goes outside the polling place to assist a voter should be wearing an orange safety vest.

Voter uses Call Button to Request Curbside Assistance

Step 1: Voter Presses Call Button from Designated "Curbside Voting Parking Only" spot

- At inaccessible facilities, a call button will be placed in the parking space next to the designated "Curbside Voting Only" parking spot. When pressed, the receiver located at the Ballot Reception Workstation will play a sound and flash to alert you someone needs assistance with Curbside Voting.
- Continue to Step 2.

Voter uses Phone Number Provided to Request Curbside Assistance

Step 1: Voter calls Phone Number to Request Curbside Voting

- The phone number for the elections office is published in our County Voter Information Guide and printed on the Curbside Voting Information Signs.
 - Voters may choose to call and make an appointment in advance
 - If on Election Day, the call button is unavailable or not working properly, they may call the number provided to request Curbside Voting assistance.
- When the Polling Place Supervisor receives the call from the elections office, they will be notified that there is a curbside voter waiting or the time the voter is expected to arrive and notify you.

Step 2: Retrieve the Curbside Supplies and Follow the Steps in the Curbside Quick Guide

- Follow the steps on the Curbside Quick Guide on the back of the Voter Directional List Binder and Curbside Clipboard to complete the Curbside Voting process.

Traffic Clerk Workstation Quick Guide

Voter without County Voter Information Guide (CVIG):

1. Find the voter in the Voter Directional List.
2. Verify voter's address.

| | |
|-------------------------|---|
| If the address matches: | If the address does NOT match: |
| Continue to step 3. | Give the voter the following option: <ol style="list-style-type: none"> 1. Call the elections office to find their correct polling place; or 2. Vote at their old precinct. The ballot at their old precinct may not contain all of the contests they are eligible to vote. If they choose option 2, continue with step 3 |

3. Find the voter's correct precinct number and Table ID.
4. Direct the voter to the correct Precinct Table.

Voter with County Voter Information Guide (CVIG):

1. Find the voter's correct Precinct Number and Table ID on the back cover.
2. Verify the name on the County Voter Information Guide (CVIG) is that of the voter.

| | |
|-------------------------|--|
| If the name is correct: | If the name does NOT match: |
| Continue to step 3. | <ul style="list-style-type: none"> ▪ Look up the voter in the Voter Directional List to see if they are at the correct polling place. If the voter is not in the Voter Directional List, then: <ol style="list-style-type: none"> 1. Give the voter the following option to: <ol style="list-style-type: none"> 1. Call the elections office to confirm they are registered and to find their correct polling place; or 2. Vote provisionally at one of the precincts at this polling place location. The ballot may not contain all of the contests they are eligible to vote. ▪ If they choose option 2, continue with step 3 and direct them to the least busy precinct table at the time. |

3. Direct the Voter to the Correct Precinct.

No CVIG and Not Listed in Voter Directional List:

1. Confirm the voter is registered in Santa Barbara County, if not or if they do not know, give the voter a Telephone Card to call for their correct polling place or direct to one of the precinct tables to complete a provisional ballot and envelope.
2. Suggest the voter look at the Polling Place Map to find their correct precinct.
3. Suggest the voter call the elections office or look on the county website to find their correct precinct.
4. Suggest the voter vote provisionally at any precinct.

Voter Returning Completed Vote by Mail Ballot and Return Envelope:

1. Direct the voter to the Ballot Reception Workstation.

Voter Surrendering their Vote by Mail Ballot:

1. If they are listed in the Voter Directional List, direct them to their precinct.
2. If they have their County Voter Information Guide (CVIG), direct them to their correct precinct.
3. If they are not in your Voter Directional List and do not have their County Voter Information Guide (CVIG), please follow the "No CVIG and Not Listed in the Voter Directional List" section of this guide.