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Tab 1
### ELECTION DAY ONLY

Staff will be available to answer calls on these lines from 6am-9pm Election Day ONLY.

**IMPORTANT:** If you have questions before Election Day, please use the numbers listed in the “Before Election Day” section below.

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Election Officer Assistance</strong></td>
<td>1-866-447-8713 (All Areas)</td>
<td>Press and hold 3 on issued Polling Place Cell Phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Questions on any Elections Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ICX Troubleshooting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Questions regarding Electioneering/Poll Watchers</td>
</tr>
<tr>
<td><strong>Voter/Language Assistance</strong></td>
<td>1-844-348-8975 (All Areas)</td>
<td>Press and hold 2 on issued Polling Place Cell Phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify Voter’s Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Locate Voter’s correct Polling Place</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Interpreting Services in Most Languages</td>
</tr>
<tr>
<td><strong>Missing Supplies or Supply Needs</strong></td>
<td>1-866-447-8713 (All Areas)</td>
<td></td>
</tr>
<tr>
<td><strong>Precinct Officer Failed To Show Up</strong></td>
<td>1-844-259-0348 (All Areas)</td>
<td></td>
</tr>
</tbody>
</table>

### BEFORE ELECTION DAY

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Missing Supplies</strong></td>
<td>1-805-681-5419</td>
<td>All Areas</td>
</tr>
<tr>
<td><strong>All Questions</strong></td>
<td>1-844-259-0348</td>
<td>All Areas</td>
</tr>
</tbody>
</table>
Tab 2
Emergency Procedures Overview

If you have any incidents, please follow the procedures below.

- **ACCIDENTS**
- **MEDICAL EMERGENCIES**
- **IMMEDIATE THREAT TO SAFETY OR SECURITY**
- **UNSAFE OR UNUSUAL CONDITIONS**

Procedures:

- Call 9-1-1 if the situation is life threatening or if someone needs immediate medical attention.
- Call 1-866-447-8713 to report all such incidents and/or to request assistance.
- If we are unable to assist you by telephone, a Field Supervisor will be dispatched to your Polling Place.
- Please inform your Field Supervisor of any incidents so they can make a written record.

**Emergency Set-up Outside of Polling Place Supplies**
Tab 3
General Information

Election Officer Fails to Show Up

If there are any Election Officers who fail to show up on Election Day, call the Elections Office IMMEDIATELY. Refer to the Telephone Assistance section in Tab 1 of this guide.

Voting Hours

The polls are open 7:00 am to 8:00 pm. All Election Officers should report to their assigned Polling Place on Election Day at the time specified by the Inspector(s) and Polling Place Coordinator, but no later than 6:30 am. Plan to be at the Polling Place until approximately 9:00 pm. All closing procedures must be completed.

No Smoking

Smoking is not permitted on the Polling Place property. Please keep smoking breaks to a minimum.

No Food, Beverage, or Electronics at the Elections Table

Please keep food and beverages away from all election materials and workstations. No laptops, tablets, iPods, personal cell phones or other electronic devices are allowed at the precinct table or workstations at any time. Cell phone use must be limited to breaks and emergencies only.

Cameras and Video Equipment

Only News Media may have cameras and video equipment at the Polling Place. Exit Polling, where voters are interviewed about whom they voted for, is allowed as long as it is at least 25 feet from the Polling Place entrance.

Voters may use their cell phones to take selfies of themselves voting as long as it does not interfere with the voting process and the photos are not used to intimidate or coerce.

Pets/Service Animals

If a voter brings a pet with them, inform them it must remain outdoors.

If a voter uses a service animal, the animal is allowed inside the Polling Place and may even go in the voting booth with them. Do not interact with a service animal without the owner’s permission.

Election Officers MAY NOT bring pets to the Polling Place.

Compensation

In order to be paid, all Election Officers must sign the Election Officer Payroll Roster. The Field Supervisor will have the Payroll Roster for the entire Polling Place.

Please note, this is a separate document from the Election Officer Declaration on the inside of front cover of the Official Roster.

All Inspectors and the Polling Place Coordinator will also need to sign the bottom of the Payroll Roster at the end of the night verifying that the workers under their supervision worked their entire shift.

Checks will be sent out 3-6 weeks after the Election. Exceptions cannot be made.

Remember, any amount paid to you will be reported as earnings to the appropriate reporting agencies.
Public Relations

Be professional, courteous, and considerate at all times. Keep your voices at a reasonable level and avoid conversations that may make others uncomfortable. It is very important to maintain a comfortable environment for everyone at the Polling Place.

Always remain completely impartial, refrain from discussing politics, and advise all Clerks of the same. Political discussion can be construed as electioneering, which is illegal both inside and within 100 feet of a Polling Place. Review Tab 7 of this guide for information on Electioneering.

Remember:

- You and your precinct team are representatives of the Elections Office.
- Treat all voters as you would like to be treated.
- Maintain your composure, congeniality and a positive attitude at all times.

Respect for Differences

Given the diversity of the population in California, it is imperative Election Officers treat all voters with respect and respond to each individual’s needs to ensure each voter is able to comfortably participate in the voting process. Be sure to treat all voters the same way regardless of how they look or what language they speak.

Bilingual Requirement

Federal law requires elections information be provided in English and Spanish upon request. Notices advising voters of this are posted inside the Polling Place on Election Day. State law also requires us to provide voting materials in Chinese, Korean, and Tagalog at certain precincts in the county. If your precinct is required to provide information in these additional languages, a packet of language materials and instructions will be included with your supplies. Please be sensitive to these requirements.

Language assistance is available through our office. Call the Voter/Language Assistance number (on workstation instruction cover page) for interpreting services in multiple languages.

Voter Privacy

It is very important Election Officers respect the voter’s privacy. To ensure voter confidentiality, you must not watch a voter mark their ballot or look at their ballot once they have voted it.

Use the utmost discretion when informing other Election Officers of a voter’s party affiliation in a Presidential Primary Election while executing your duties.
General Information

Tips on Interacting with People with Disabilities

The Basics:
- Ask before you help.
  - Offer to help (opening a door, carrying packages) if it makes sense. Ask yourself, “Would I want help in a similar situation?”
  - People with disabilities are the best judge of what they can or cannot do.
- Be sensitive about physical contact.
  - Consider a person’s wheelchair, walker or other assistive device as an extension of their body.
- Communicate at their level.
  - Communication can be easier when people are at the same level. If someone is at a lower level than you, sit or stand back so they can make eye contact without having to strain their neck.
- Be Considerate.
  - Always speak directly to the person with a disability.
  - Treat the person with a disability as you would everyone else.
- Be aware of your environment:
  - Ensure your pathways and operational space allow for easy passage and maneuverability for wheelchairs and other assistive devices.
  - Use fragrance-free or scent-free products if possible.
- Respond graciously to requests.
  - If someone with a disability asks for assistance, accommodate their needs to the best of your ability.

Terminology Tip:
- Put the Person First.
  - Remember the disability does not define the person, examples of appropriate terminology are below:
    - Person with a Disability
    - People with Disabilities
    - Person who uses a wheelchair

For people who use Wheelchairs or other Mobility Devices:
- When speaking with someone using a wheelchair, sit at their level or stand a slight distance so eye contact can be made more easily.
- Consider a person’s wheelchair or walker as an extension of their body.
- If you offer a seat to a person who has limited mobility, keep in mind that chairs with arms or with higher seats are easier for some people to use.
- Remember some people may not have a visible disability, but still have needs related to their mobility.
Tips on Interacting with People with Disabilities

For people who are Blind:
- Identify yourself before you make physical contact with a person who is Blind. Tell them your name and your role if it is appropriate.
- People who are Blind may need their arms for balance, so offer your arm if they need to be guided.
- It is appropriate to guide the hand of a person who is Blind to a banister or the back of a chair to help direct them to a stairway or a seat.
- If the person has a guide dog, walk on the opposite side of the dog.
- If you are giving directions, give specific, non-visual information.
- If you need to leave a person who is Blind, inform them you are leaving and ask if they need anything before you leave.
- Use verbal answers to questions, remember people who are Blind cannot see a head nod.

For People who are Deaf or Hard of Hearing:
- Follow the person’s cues to find out if they prefers sign language, gesturing, writing, or speaking.
- When using a sign language interpreter, look directly at the person who is Deaf and maintain eye contact to be polite.
- Before speaking to a person who is deaf or has loss of hearing, make sure you get their attention.
- For lip reading, if after repeating sentences multiple times the person still does not understand, try rephrasing the sentences.
- Speak in a normal volume, if the person uses a hearing aid, it will be calibrated to normal voice levels.

People with Speech Disabilities:
- Give the person your full attention.
- If you are not sure whether you have understood you can repeat for verification.
- If, after trying, you still cannot understand the person, ask him/her to write it down or to suggest another way of facilitating communication.
- Be patient; take as much time as necessary to communicate effectively.
Disability Sensitivity at the Polls
California Secretary of State

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

Meeting a Person with a Disability

- Do not assume a person does or does not have a disability. Disabilities can be physical, psychiatric, intellectual, developmental, etc.
- Greet everyone with a smile, eye contact, and a spoken greeting. Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- Speak directly to a person with a disability, not just to others accompanying a person.
- Offer assistance, but do not insist on providing it. It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who has a disability.
- Don’t ask about or mention a person’s disability unless he or she talks about it or it is relevant to the conversation. Don’t praise someone with a disability for having “overcome” the disability. All voters are equal. Don’t patronize or talk down to someone with a disability.
- Keep your communications simple. Use plain language (i.e., “May I help you?” rather than “May I assist you?”). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you’re speaking with them, as they may be using body language to communicate.

Interacting with a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

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

Meeting Someone with a Disability That Affects Speech

- Pay attention, be patient, and wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- Understand a person may use assistive technology such as an alphabet board or computer to communicate.
Meeting Someone Who Has a Visual Impairment

• **Guiding.** If asked to be a sighted guide, let the person know when you are placing your hand against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.

• **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don’t leave the person without saying you are leaving.

• **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner’s safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

Communicating with Someone Who Is Deaf or Uses an Assistive Hearing Device

• **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).

• **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

• Instead of disabled person, handicapped, or crippled, say **person with a disability**

• Instead of an able-bodied person, say **person without a disability**

• Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**

• Instead of the blind, say **person who is blind or visually impaired**

• Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**

• Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**

• Instead of epileptic, say **person with epilepsy**

• Instead of a Down’s person or Mongoloid, say **person with Down Syndrome**
Interacting Respectfully with Transgender, Genderqueer and Gender Non-Conforming (GNC) People

Definitions:

- **Transgender**: Umbrella term individuals, whose self-understanding of their gender, behavior, and how they present themselves in the world, is different from what society expects based on their assigned sex at birth.

- **Genderqueer/Gender Non-Conforming**: Term for individuals, whose presentation in the world is different than societal expectations regarding how they “should” present themselves.

Respectful Interaction at the Polling Place:

1. At the poll, if you are greeting a transgender/GNC person, you may recognize that their identity card does not match their presentation. If all other legal requirements are met, transgender/GNC people are entitled to their right to vote.
2. Do not assume if a person is male or female.
3. Never use words such as “it” or “whatever” when referring to someone who is transgender/GNC.
4. When you are not sure what pronoun to use, stick to the person’s first name or use the pronouns “they/them/their.” (i.e. “This is John’s ballot” or “This is their ballot.”)
5. Never ask a transgender/GNC person what is their “real name.”
6. If you make a pronoun mistake, acknowledge the mistake and apologize. Being honest about your non-familiarity with transgender/GNC people shows respect. It also lets the person know moving forward that you will recognize them as people exercising their right to vote, and will also use their preferred pronoun.
7. When you learn about an individual’s transgender/GNC identity, keep that private. It is privileged information. You should not “out” people by revealing their identity to others.
8. Validate how people present themselves by treating them respectfully just as you would for everyone else.
9. If you are a pollworker serving with a transgender/GNC pollworker, use non-gender specific language in conversation.
Polling Place Coordinator Duties

Before Election Day (Refer to Tab 4 of this guide for complete instructions)

- Contact the Polling Place at least 2 weeks prior to the Election to arrange a time to set up before Election Day if possible. Also make arrangements for access Election Day morning at 6:00 am.
- Contact the other Inspectors and the Traffic Clerk (if applicable) to arrange for help with pre-election setup and Election Day arrival.
- Attend a mandatory training class.
- Pick up supplies.
- Inventory supplies.
- Partially set up Polling Place and Ballot Reception Workstation the day before the Election if facility is available.

Election Day Before the Polls Open (Refer to Tab 5 of this guide for complete instructions)

- Complete the setup of the Polling Place and Ballot Reception Workstation.
- Post all items for display and set up the Voting Booths.
- Set up the ICX machine.
- Set up the Accessibility Equipment (if applicable).
- Inventory ICX Ballot Stock. The Ballot Stock is wrapped in plastic inside of the ICX Supply Envelope. Please do not take the Ballot Stock out of the plastic wrap. Instead, simply inventory the number of bundles and note the amount on the label on the outside of the ICX Supply Envelope.
- Sign the Election Officer Declaration and have the Traffic Clerk sign (if applicable).
- Review procedures with Traffic Clerk (if applicable) including the Curbside Voting process.
- Have the Traffic Clerk (if applicable) prepare the Curbside Voting supplies.
- Coordinate breaks with Inspector(s).

Election Day While the Polls Are Open (Refer to Tab 6 of this guide for complete instructions)

- Seal the White Ballot Box after the first voter verifies it is empty.
- Supervise the Traffic Clerk and operation of the Ballot Reception Workstation.
- Receive and tally all regular and Vote by Mail ballots for the Polling Place.
- Sign the Payroll Roster and make sure the Traffic Clerk signs (if applicable).
- IMPORTANT: The Inspectors and Polling Place Coordinator must coordinate their breaks to ensure the white Ballot Box and blue Vote by Mail Bag(s) are supervised at ALL times and all ballots deposited are tallied.
- Issue ballots for any voters who have requested to use the ICX machine.
- Supervise the Traffic Clerk and ensure all Curbside Voting Procedures are being completed correctly.

Election Day After the Polls Close (Refer to Tab 9 of this guide for complete instructions)

- Complete the Ballot Reception Summary using totals from each Inspector.
- Pack and seal the ballots.
- The first Inspector who has completed their closing procedures will return all ballots for the Polling Place (Ballot Transport Boxes and blue Vote by Mail Bag) and their supplies to the Reception Center in Dual Custody (two Election Officers).
- Complete Certificate of Packaging and Sealing. Give the yellow copy to a Clerk to mail back to the Elections Office.
- Close down and pack the ICX machine and all other related equipment, take down all Items for Display and voting booths, and take down the Accessibility Equipment for the Polling Place. Have Traffic Clerk (if applicable) assist in packing Polling Place supplies.
- Consolidate all Elections Equipment that will be picked up by the movers.
- Make sure the Polling Place is clean and secure.
- Return supplies to the Reception Center in dual custody. Two Election Officers must ride together in the same vehicle when returning supplies.
General Information

Mail Ballot Precincts
- Voters from Mail Ballot Precincts may come into your Polling Place.
- Mail Ballot Precincts are precincts with a small number of registered Voters that have a unique combination of districts.
- These voters are required to receive a ballot by mail and therefore are not assigned a Polling Place.
- They should be encouraged to vote their mail ballot if they have it because it will contain all of the races for their precinct, but they can always vote provisionally if they choose.
- If they are dropping off their completed Mail Ballot they should be directed to the Ballot Reception Workstation.

Election Officer Positions

Remember:
- Both the Inspector and Polling Place Coordinator positions have equal authority. Neither supervises the other.
- All Election Officers at the Polling Place must work as a team to make sure all voters are processed efficiently.

Field Supervisor
- The Field Supervisor is a representative of the Elections Office who will be available on Election Day.
- They will have several Polling Places in their area and make visits throughout Election Day to make sure procedures are being followed correctly and assist if any situations arise.
- Field Supervisors are in direct contact with the Elections Office and will have the ultimate authority at the Polling Place.

Polling Place Coordinator
- The Polling Place Coordinators will receive all regular ballots, regular ICX ballots, and Vote by Mail ballots for the Polling Place and have other duties relating to the Polling Place.
- They will also supervise the Traffic Clerk (if applicable) and ensure proper procedures for the Ballot Reception and Traffic Clerk Workstations are being followed.

Inspector
- The Inspector(s) will supervise the overall operation of the precinct where voters are processed and ensure proper procedures are being followed.
- They will also supervise the Clerks on their precinct board.
- The Inspectors typically work at one of the workstations at the precinct table as well.

Clerks
- There are typically three Clerks assigned to each precinct board who will assist in processing voters. At elections with a lower turnout, there may be two Clerks assigned to a board. At elections with a higher turnout, there may be more Clerks assigned to precincts with a large number of registered voters.

Traffic Clerk
- There may be a Traffic Clerk assigned to the Polling Place. They will direct voters to their correct precinct table or Polling Place.
- Traffic Clerks are assigned to Polling Places with two or more precincts and in our busier areas.
- Traffic Clerks also assist with the Curbside Voting process.
### Challenging a Voter

**YOU MUST CONTACT THE ELECTIONS OFFICE BEFORE ACTING ON ANY CHALLENGE!**

<table>
<thead>
<tr>
<th>WHY</th>
<th>A person attempting to vote on Election Day may be verbally challenged by a precinct board member on any, or all of the following grounds:</th>
</tr>
</thead>
</table>
|     | ➢ Voter is not the person whose name appears on the Index.  
|     | ➢ Voter is not a resident.  
|     | ➢ Voter is not a citizen of the United States.  
|     | ➢ Voter has already voted that day.  
|     | ➢ Voter is presently on parole for the conviction of a felony. |

| HOW | If a challenge is appropriate, contact the Field Dispatch Desk at 1-866-447-8713 and you will be given further instructions. |

| WHEN | A challenge shall be made AFTER the voter has signed the Official Roster but BEFORE the voter has received a ballot. |

| WHO | ONLY a member of the precinct board. |

| WHERE | Please record all names of challenged voters on the Challenged Voter Section located inside the back cover of the Official Roster. |

| NOTE | If someone insists on voting, it is better to allow him or her to vote a Provisional Ballot in order to avoid undue conflict at the polls. The Provisional Ballot will be researched to determine eligibility when received by the Elections Office. |

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**General Information**
Tab 4
Before Election Day

Appointment Letter
You should have received an Appointment Letter officially appointing you as a Polling Place Coordinator. This letter will have the names and phone numbers of the Inspector(s) and Traffic Clerk (if applicable) assigned to your Polling Place. Once you receive the letter, please verify all of your information is current and correct. If any changes need to be made, contact our office immediately.

Your Appointment Letter will also identify your training class date, time, and location, and the location of your Distribution/Reception Center where you will pick up your supplies the Saturday before the Election and return your supplies on Election Night. Please do not discard this letter until after Election Day as it contains information you will need.

Vote by Mail Application
If you are working outside of your voting precinct, you will need to vote by mail. If you are not a permanent Vote by Mail voter, complete the one time Vote by Mail application included with your Appointment Letter. Your application must be received no later than 7 days prior to Election Day.

Contact the Polling Place
As the Polling Place Coordinator, you must arrange access to your Polling Place. You will make arrangements to set up the Polling Place the day before the election if possible. Early setup of the non-critical items will help a great deal towards having the Polling Place ready when the polls open at 7:00 am on Election Day. You will also need to make arrangements to access the Polling Place on Election Day.

At least two weeks prior to the election, contact your Polling Place to make the following arrangements:

- Arrange access to the facility for setup the day before if possible (afternoon or evening) and arrange access for Election Day morning at 6:00 am.
- Will you need a key or a code to access the facility? If so, when/where will you get the key and how will it be returned?
- If they do not provide a key/code, who will open the facility Election Day morning and lock the facility Election Night? Get contact information if available.
- Will any gates need to be unlocked?
- If the facility is providing tables and chairs, can they make arrangements for them to be in the room prior to Election Day for set up?
- Who will be your contact person on Election Day if you cannot get into the room or if you have a problem during the day (electrical, etc.)?
- Where will the equipment delivered by the Elections Office be stored?

Call the Polling Place AGAIN a few days prior to Election Day to ensure arrangements have not changed. At this time ask if the Elections Equipment has been delivered and where it is being stored.

Contact Inspectors and Traffic Clerk
Once you have made arrangements with the Polling Place, contact the Inspectors and the Traffic Clerk (if applicable). Inform them of the time that has been arranged to partially set up the Polling Place the day before the election. Also, make sure the Traffic Clerk knows the location of the Polling Place and what time to arrive on Election Day.

You may also want to make prior arrangements with another Election Officer to ride with you to the Reception Center Election Night. All of your supplies must be returned in dual custody with another Election Officer.
Before Election Day

Meals and Breaks

Be prepared to schedule meals and breaks for you and the Traffic Clerk (if applicable). It is important for each Election Officer to take a short break (no more than 15 minutes), once in the morning and once in the afternoon. Each worker is also permitted additional breaks for lunch and dinner which, combined, are not to exceed one hour. It is important that each worker understands they are entitled to these breaks, but breaks will have to be taken at times that do not jeopardize the effectiveness of the team.

It is recommended lunch and dinner breaks be scheduled as early as 10:30 am and no later than 5:00 pm. Breaks should not be taken while the Polling Place is extremely busy. The entire team must be prepared to work straight through from 5:30 pm until the polls close since that is typically the busiest period.

IMPORTANT:
The Inspectors and Polling Place Coordinator must coordinate breaks to ensure the white Ballot Box and blue Vote by Mail Bag(s) are supervised at ALL times and all ballots deposited are tallied. Be sure to leave the cell phone with the Inspector covering the break.

The Traffic Clerk Workstation does not need to be covered while the Traffic Clerk is on break. Voters can be directed to look up their correct precinct and confirm their address in the Voter Directional List. Clerks from the Precinct tables can assist with Curbside Voting if the Traffic Clerk is on break.

Sample Break Schedule:

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Supply Pick-Up (Distribution Day)

Distribution Day will be the Saturday before the Election. Each Polling Place Coordinator will receive a green Polling Place Supply Bag, a polling place supply box, and the Ballot Transport Box(es).

A Supply Pick-Up Card will be included with the Appointment Letter. The card will include information on when and where to pick up your supplies on Distribution Day. Supplies will be returned to the same location Election Night. Please hold on to the card and bring it with you when you pick up your supplies. If you misplace or did not receive the card, please call the Elections Office.

Inventory Supplies

Use the checklists attached to the supply bags to verify the contents as soon as possible.

**IMPORTANT:** DO NOT inventory the ICX Ballot Stock until Election Day before the Polling Place opens. The seal cannot be broken until you arrive at the Polling Place on Election Day morning.

Verify the supplies you received are for your assigned Polling Place. If any supplies are missing, immediately call the “Missing Supplies” number in the “Before Election Day” section of this guide in Tab 1 under Telephone Assistance. For supply issues on Election Day, call the “Missing Supplies” phone number in the “Election Day ONLY” section.

If you call over the weekend, please leave a message. We will return the call Monday morning.

Supplies Delivered to the Polling Place

The following items will be delivered to the Polling Place prior to Election Day:

- White Ballot Box
- Provisional Ballot Box
- Blue Vote by Mail Bag(s)
- Voting Booths/Accessible Voting Booth
- Accessibility Equipment
- ICX Machine/Vote Booth
- Directional Signs (VOTE signs)
- Tables and Chairs (if not provided)
- Display Poster
- Curbside Equipment (if applicable)

Partially Set up the Polling Place the Day Before

Meet the Inspector(s), Clerks, and Traffic Clerk (if applicable) at the Polling Place at the arranged time. Refer to the “Polling Place Setup” section of this manual.
Tab 5
Set up the Day Before the Election if Possible

In many cases, it will be possible for you and the precinct board(s) to partially set up your Polling Place the day before Election Day. This will make your preparation on Election Day morning much easier.

If you set up the day before, please limit yourself to the following:

- Set up the Ballot Reception Workstation.
- Post Items for Display inside the Polling Place.
- Set up the Voting Booths.
- Set up the ICX and printer.
- Assist in setting up the precincts if the Inspector(s) need help.

**Complete instructions for these tasks are in this section of the guide.**

Everyone should assist in tasks such as setting up the voting booths and posting the items for display. Please ask the Inspectors if their Clerks can help with these tasks.

**IMPORTANT:** Items that CANNOT be left in the Polling Place overnight include:

**Polling Place Coordinators**
- ICX Ballot Stock
- Ballot Reception Tally Card
- Workstation Instructions for Ballot Reception and Traffic Clerk
- Polling Place Coordinator Guide Binder

**Inspectors**
- Rosters
- Indexes
- Regular Ballots
- Provisional Envelopes
- All Workstation Instructions for Precinct Table
- Inspector Guide Binder

**These items must be brought to the Polling Place Election Day morning. Please do not break any seals prior to Election Day.**

**Ballot Reception Workstation Example**

The important information to be displayed in the Polling Place may be on a Display Poster like the one in the picture to the left, or may be on a poster that you will hang on the wall.
Polling Place Example

When setting up the Polling Place work with the Inspector(s) to ensure there are easy and clear approaches to all of the Precinct tables, Ballot Reception Workstation, ICX, and Voting Booths.

- For any work surface that a voter may use you need at least 48 inches by 48 inches clear space in front of the work surface so wheelchairs can make a forward or side approach.
- If the Precinct tables and Voting Booths create an aisle in the room, be sure the aisle is at least 44 inches wide.
- If the Voting booths create an aisle with the wall, the aisle needs to be at least 36 inches wide.
- The Voting area must also have a clear space with at least a 60-inch diameter so a voter may make a turn and change directions in their path of travel.
Polling Place Setup

Ballot Reception Workstation

Location
The Ballot Reception Workstation should be set up so all voters can easily access the station as they are exiting the facility. This station will receive the following:

1. All Regular Voted Ballots
2. All Regular Voted ICX Ballots
3. All Voted 'Vote by Mail' Ballots

Supplies and Setup
Use one of the tables and a chair provided by or delivered to the facility. Listed below are the supplies specific to this workstation:

- Workstation Instructions
- White Ballot Box
- Blue Vote by Mail Bag(s)
- Green Vote by Mail Envelopes
- Pens
- "I Voted" Stickers
- Ballot Reception Tally Card
- Instructions to Poll Watcher Cards

Position the white Ballot Box and blue Vote by Mail Bag on the table so they can be easily accessed by voters. Either position the chair you will be using in front of the white Ballot Box and blue Vote by Mail Bag or plan to stand in front of them so voters do not have the opportunity to deposit their ballot before it is tallied.

You will also need a small area for a supply of the green Vote by Mail Envelopes, pens, and "I Voted" Stickers. The majority of the envelopes can stay in the green bag if you prefer. You will also need room for the Ballot Reception Tally Card that you will be marking as ballots are deposited. The Ballot Reception Tally Card will be on a clipboard.

Items for Display Inside
You may set up the County Voter Information Guides and State Voter Information Guides in all languages on the table if there is room.

If there is not enough room place the County Voter Information Guides and State Voter Information Guides in another area that can easily accessed by voters.

Hang the Polling Place Map(s) on a wall or on the table so voters can find their correct precinct and Polling Place.

Hang the Items for Display Poster on a wall that is easily accessible by voters.

Place the poster sized Voter Bill of Rights on a wall by the Polling Place Map and Items for Display Poster. The poster contains the Voter Bill of Rights in 10 languages.

If the Polling Place does not have a Traffic Clerk, set the Voter Directional List and Curbside Supplies near the Polling Place Precinct Map.

- If you Polling Place only has one Precinct assigned to it, you will still have a Voter Directional List for Curbside Voting purposes.
Voting Booths

The Voting Booths and the Accessible Voting Booth are delivered to the Polling Place with the other Elections Equipment, prior to Election Day. Place a chair next to the Accessible Voting Booth. The booths come in boxes similar to large pizza boxes. Use the following instructions to assemble the booths:

**Pollstar Voting Booth**

**STEP 1**
SLIDE PARTS OUT OF CONTAINER.

**STEP 2**
PLACE ON FLAT SURFACE.

**STEP 3**
INSERT LEGS GENTLY, BUT FIRMLY IN HOLES AS FAR AS CAN GO - USE TURNING MOTION.

**STEP 4 (& 5)**
SET BOOTH ON LEGS - SPREAD BOOTH LEGS SLIGHTLY TO INCREASE STABILITY.

**STEP 5**
INSERT SIDE PANELS OF SCREEN IN SLOTS.

ICX Setup

Polling Place Setup
Use the following instructions to set up the ICX Accessible Ballot Marking Device. You will need:

- ICX Machine
- Power Supply
- Printer
- ICX Voting Booth
- Chair for voters to use if needed

All of the larger items are delivered to the Polling Place prior to Election Day.

1. **SET UP the ICX Voting Booth** near an available power outlet, and in an area that would allow a voter in a wheelchair to have an easy, clear approach.
   a. **Take** the **ICX Vote Booth** out of its bag.
   b. **Remove** the blue privacy screen from the straps keeping it in place.
   c. **Undo** the Velcro holding the **Vote Booth** closed.
Polling Place Setup

d. **Open** the left and right sides of the base of the booth all the way.
e. **Lift** the tabletop into place and secure it into the base.

2. **ROLL** the **Power Supply** and place it next to the **ICX Voting Booth**. Be sure that the **Power Supply** does not block the space beneath the **ICX Voting Booth**. You must leave space for voters to sit.

3. **Plug** the **Power Supply** into the wall.

4. **TURN ON** the **Power Supply**. Press the power button above the LCD screen on the front of the device, then press the down button on the bottom right and then press enter button on the bottom left.

5. **PLACE** the square **Printer** bag on the floor next to the **ICX Voting Booth**, open the bag, and undo the Velcro straps.

g. **Unfold** the privacy screen and slot it into the appropriate slots.

h. **Push** the privacy screen backward in the slots so that it locks into place.
6. **REMOVE** the **Printer** and **Orange Star** marked power cable from the bag and place them on the **ICX Voting Booth**. There are handholds on the bottom of the **Printer** to help you lift it.

7. **PLUG** the **Orange Star** marked power cable into the back of the **Printer** in the **Orange Star** marked port and then plug it into **any** of the outlets in the back of the **Power Supply**. There is a hole in the voting booth to allow you to pass the cord through.

8. **PLACE** the rectangular **ICX** bag on the floor next to the **ICX Voting Booth**. Unzip the bag, remove the **ICX Supply Bag**, and place it on the **ICX Voting Booth**. Remove the **ICX** from the bag. There is a handle on the back of the device and a handhold at the base to help you lift it, but please be sure to help each other if you are unable to lift the machine out of the bag. The Styrofoam on both sides of the device will come with it, please do not worry. Remove the Styrofoam from both sides of the device and stow the pieces in the bag.

9. **PLACE** the **ICX** on the **ICX Voting Booth** next to the **Printer**.

10. **REMOVE** the **Blue Square** marked power cord from the **ICX Supply Bag**. Plug the **Blue Square** marked cord into the **Blue Square** marked port on the back of the **ICX** and then plug it into **any** of the outlets in the back of the **Power Supply**. There is a hole in the voting booth to allow you to pass the cord through.

11. There are cables tucked behind the screen of the **Accessible Ballot Marking Device**. Tilt the top of the screen back to access the cables and then unroll the cords.

**Polling Place Setup**
12. **PLUG** the **Purple Circle** marked cord into the **Purple Circle** marked port in the back of the printer.

13. **REMOVE** the **Accessible Voting Tool** and **Headphones** from the **ICX Supply Bag**. Place them on the **ICX Voting Booth**.
14. **PLUG** the **Yellow Hexagon** marked cord into the **Yellow Hexagon** marked port in the **Accessible Voting Tool**. You should hear a click if it is plugged in completely.

15. **PLUG** the **Green Triangle** marked headphone cord into the **Green Triangle** marked headphone jack on the **Accessible Voting Tool**. Be sure to plug the **Headphones** in completely.

The **ICX** is now ready for use. If the **ICX** does not turn on, tilt the top of the screen back until you can see the plugs in the bottom of the device. Press the button on the right-hand side. The button should light up in green once it is turned on.

**Polling Place Setup**
Tab 6
Arrival Election Day Morning

Arrive at the Polling Place at the time arranged and absolutely no later than 6:30 am.

If for any reason you will be unable to open your Polling Place by 7:00 am, you must contact the Elections Office immediately using the “Election Officer Assistance” number on the Telephone Assistance page in Tab 1.

If an Inspector or the Traffic Clerk has not contacted you and has not arrived by 6:30 am, call the Elections Office as soon as possible using the “Precinct Officer Failed to Show Up” number on the Telephone Assistance page in Tab 1.

Cell Phone Instructions

To turn on your phone:

- Hold the POWER/END (15) button, which is above the number 3 key, until the Screen lights up. Your phone is now ready to use.

To make a call:

- Enter the phone number you wish to dial (you may need to enter 805 first)
- Press SEND KEY (7) to dial the number
- When your call is completed, press the POWER/END (15) button to disconnect.
- If you make a mistake while entering the number, press CLEAR (14) to delete one digit at a time or hold CLEAR (14) to delete the entire number.

To call Programmed Numbers:

<table>
<thead>
<tr>
<th>Voter Assistance Line</th>
<th>Press and HOLD the number 2 button until the call begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Officer Assistance Line</td>
<td>Press and HOLD the number 3 button until the call begins</td>
</tr>
</tbody>
</table>

Receiving calls:

Your phone must be on to receive calls.

- When the phone rings, press the SEND KEY (7) to answer.
- When your call is completed, press the POWER/END (15) button

Charging

The phone has been fully charged prior to the election. Included in the cellular phone box is a charger. The charger is to be inserted into the CHARGER PORT (5) on the left side of the phone. You will need to open the port to insert the charger.

Problems

If you have problems with your cellular phone, please contact the Elections Office immediately using the numbers found on the Telephone Assistance page in Tab 1.
Election Day

Finish Setting up the Polling Place

Because some items could not be left overnight, complete the opening procedures and make sure everything is ready to process voters. Ask the Inspectors for Clerks to help with setup if needed.

The following tasks will still need to be completed:

- Inventory ICX Ballot Stock
- Set up the Accessibility Equipment and Curbside Equipment (if applicable) for the Polling Place.
- Post the Items for Display outside the Polling Place.
- Seal the White Ballot Box AFTER the first voter has verified that the Ballot Box is empty.

Use the instructions in this section to assist you in these tasks.

Inventory ICX Ballot Stock and Distribute Envelopes to the Inspectors

In the green Polling Place Supply Bag, you will have an ICX Supply Envelope. There will be an Official ICX Ballot Receipt and Statement label on the outside of the envelope. The ICX Supply Envelope will contain the following:

- ICX Ballot Stock
  - The Ballot Stock comes wrapped in bundles of twenty-five (25). DO NOT open the bundles unless needed. You will need to open the first bundle when a voter requests to use the ICX.
- ICX Spoiled Ballot Envelopes
- ICX Supply Envelope Seal

IMPORTANT: Do NOT break the seal until Election Day.

In the green Polling Place Supply Bag, you will have Blue ICX Return Envelopes bundled with a rubber band. The quantity of bundled envelopes will depend on the number of precincts and ballot types at your Polling Place.

After you arrive on Election Day, inventory the ICX Ballot Stock against the Official ICX Ballot Receipt and Statement. Each bundle of ICX Ballot Stock contains twenty-five (25) ballots. Verify the totals received and sign and date in the space provided. If any of the quantities do not match, or if ballots are missing, please contact the Field Dispatch Desk using the Election Officer Assistance number in Tab 1.

Divide the Blue ICX Ballot Envelopes to each precinct board. You should have one bundle of ICX Ballot Envelopes for each precinct.

If at any time you foresee an ICX Ballot Stock shortage for your polling place please contact the Elections Field Dispatch Desk immediately for further instructions.

Turn on the ICX and Open the Polls

Make sure that the Power Supply is plugged into the wall and the ICX and Printer are plugged into the Power Supply. The ICX and Printer should turn on automatically when plugged in.
Election Day

Log in to the ICX. Insert your Poll Worker card into the card reader slot. You will be prompted to enter a login code. Your login code for this Election will be on a card attached to your green lanyard with your Poll Worker Card. Once you enter your code, press “Enter” to log in.

Print a test page to ensure the printer is working by selecting “Hardware Test.”

Next, select “Printer.”

Finally, select “Print a Test Page.” A test page should now print. Please take this test page and place it in your ICX Supply Envelope. You will return this test page along with the other supplies in your envelope.
Return to the Polls Administration page by pressing the “Close” button in the bottom right-hand corner until you see the Polls Administration menu. To open the Polls, press “Open the Polls” at the top of the screen. The ICX is now ready to use.
Accessibility Equipment

Accessibility requirements for Polling Places have been set by the State of California. The Elections Office has surveyed each of the Polling Place we use to determine if they meet the requirements. Many of them are able to meet the specified guidelines if we use accessibility equipment to mitigate them.

All of the accessibility equipment is delivered to the Polling Place prior to Election Day. This may include:

- Cones
- Accessible Voter Parking Signs
- Threshold Mats
- Door Wedges
- Rubber Mats
- Curbside Voting Information Signs
- Curbside Voting Call Buttons
- “Curbside Only” Parking Signs
- Threshold Mats
- Curbside Voting Call Buttons
- Door Wedges

Instructions and pictures that show how to set up the equipment can be found in the Polling Place Supply Envelope in the green Polling Place Supply Bag. Ask the Inspectors at your Polling Place to provide Clerks to assist with the setup of the equipment if necessary.

Braille Sign

For all Polling Places where the room name is published in the County Voter Information Guide, we are now required to have a Braille sign displaying the room name.

Many of our facilities have allowed us to permanently affix a sign. For those who didn’t, we must hang a temporary Braille sign for Election Day.

The Accessibility Instruction Sheet for the facility will show whether or not a temporary Braille Sign is required. If required, the Braille Sign will be in the green Polling Place Supply Bag in the Polling Place Supply Envelope.

The placement of the sign is very specific. It must be affixed on the latch-side of the door. This is the side with the knob or hardware. The sign must be placed at 60” to the center of the sign when measuring from the ground. There will be a temporary adhesive already applied to the back of the sign.

Refer to the Accessibility Instruction Sheet for complete instructions.
Curbside Voting Equipment & Signage

For all Polling Places designated inaccessible in the County Voter Information Guide, additional Curbside Voting Signage and Equipment will be delivered with the other accessibility equipment.

The Curbside Voting Information Sign will be place adjacent to the Curbside Voting Call Button Stand in the parking space on the driver-hand side of the parking space designated as the “Curbside Only” Parking spot.

The Accessibility Instruction Sheet for the facility will show which 2 spaces will be used for the Curbside Voting signs and Call Button. Place a cone at the base of the parking spot for the Curbside Voting Information Sign and Call Button to block anyone from trying to park in that spot.

There will also be Curbside Voting Directional Sign that are placed along the path from the entrance of the parking lot to the designated parking spots.

Refer to the Accessibility Instruction Sheet for pictures of exact placement and complete instructions.
Election Day

Items for Display (Post Outside the Polling Place)

VOTE SIGN(S) (LARGE WHITE/BLUE SIGNS AND LAWN SIGNS WITH STAKES)

- These will be delivered to the Polling Place prior to Election Day.
- These signs direct voters from the street to the room. The Accessibility Instruction Sheet will have specific instructions and pictures on where to place the signs.
- Polling Places that meet the Accessibility Guidelines will have ISA placards for one Plastic/Wooden Vote Sign. The placards will be attached to the Accessibility Instruction Sheet if required. Please slide them into the clear plastic pockets on each side of the sign, the ISA placards are double sided, ensure the wheelchair is heading in the same direction as the arrow, and place the sign in the location specified on the Accessibility Instruction Sheet.
- Lawn Vote Signs are provided to Polling Places with lawn or dirt. The Accessibility Instruction Sheet will have specific instructions and pictures on where to place the Lawn Signs.

Each of the items below are included in the “Items for display at the Polling Place” envelope.

AMERICAN FLAG
- When hanging the flag, the blue field should always be on the left side.
- The flag has a string which can be hung from a tack (in Polling Place Supply Bag), an existing hangar (like a nail), or it can be taped to an exterior surface.

VOTER DIRECTIONAL SIGNS
- These signs are posted on the property to direct voters to the correct room.
- They may need to be posted in several locations.

VOTER BILL OF RIGHTS (Letter Sized)
- Post one (1) English and one (1) Spanish copy outside the entrance to the Polling Place.
- Polling Places with Chinese, Korean, or Tagalog Packets will also post (1) Copy in the specified language outside the entrance to the Polling Place Room.

ELECTIONS IN CALIFORNIA
- Post one (1) English and one (1) Spanish copy outside the entrance to the Polling Place.
- Polling Places with Chinese, Korean, or Tagalog Packets will also post (1) Copy of the specified language outside the entrance to the Polling Place Room.
Election Day

Election Officer Declaration

Before the polls open, all Election Officers must sign the Declaration of Election Officers declaring their intention to serve. The Declaration for the Polling Place Coordinators and Traffic Clerks is attached to the Ballot Reception Tally Card in the green Polling Place Supply Bag. The Declaration MUST be signed and witnessed by the Polling Place Coordinator and Traffic Clerk before the polls open.

Payroll Roster

The Field Supervisor will have the Payroll Roster for the entire Polling Place. The Payroll Roster must be signed in order to receive payment. Each Election Officer will sign in the space provided. At the end of the day, all Inspectors and the Polling Place Coordinator will also sign at the bottom. This is to verify that all workers under their supervision worked their entire shift.
Coordinate Breaks

As the Polling Place Coordinator, you will be responsible for working at the Ballot Reception Workstation. Remember, you will need to coordinate your breaks with the Inspector(s) to ensure the white Ballot Box and blue Vote By Mail Bag are supervised at ALL times and that all ballots deposited have been tallied.

You will also be responsible for supervising the Traffic Clerk (if applicable) and will need to assign the break time. The Traffic Clerk Workstation does not need to be covered while the Traffic Clerk is on break, but voters should be directed to look up their correct table and verify their address using the Voter Directional List.

While the Traffic Clerk is on break one of the Clerks from the Precinct table(s) will assist any Voters requesting Curbside Voting.

You can use the blank break schedule under the Resources Tab.

Secure the Green Polling Place Supply Bag

The ICX Ballot Stock will be stored in the green Polling Place Supply Bag and must be kept secure throughout the day. The bag should be kept at the Ballot Reception Workstation so it can be monitored at all times.

Label the blue Vote by Mail Bag(s)

The blue Vote by Mail Bag(s) will be delivered to the Polling Place. Please remove the white card in the pocket on the top flap of the bag and place a Polling Place label on it. DO NOT place the label on the outside of the plastic pocket.

After the label has been affixed, return the card to the pocket. This will help us identify the bags when they are returned Election Night.

Insert Polling Place Identification Sheet into the blue Vote by Mail Bag(s)

The Polling Place Identification Sheet will be secured at the top of the documents on the clipboard in the green Polling Place Supply Bag. If you have two blue Vote by Mail Bags at your Polling Place, you will have two Polling Place Identification Sheets.

Verify the sheets have the correct Polling Place information on them. Then, deposit one sheet into each blue Vote by Mail Bag(s) prior to the polls opening.
Election Day

Open the Polls

Your Polling Place is now ready to receive voters when the polls open at 7:00 am.

IMPORTANT: Use the Polling Place cell phone in the green Polling Place Supply Bag for the official election time. The Polling Place must be opened promptly at 7:00 am.

If you are finished early, check to see if the Inspector(s) need any additional assistance with their duties prior to opening the polls.

Election Code 14212 states that the polls shall be open to voters at 7:00 am even if all opening procedures are not yet complete.

IMPORTANT: If you anticipate your Polling Place will not be operational by 7:00 am Contact the Field Dispatch Desk Immediately at 1-866-447-8713.

The Polling Place Coordinator must declare aloud: “The polls are now open.” (E.C. 14213)

Seal the White Ballot Box

The white Ballot Box will be delivered to your Polling Place with the other Elections Equipment.

When the first voter is ready to deposit their ballot into the white Ballot Box, open the box and show the voter the box is empty.

Remove the white plastic seal from the green Polling Place Supply Bag, put it through the holes on the front of the box and seal it BEFORE the voter deposits the ballot.

Election Day Role

On Election Day, you will be responsible for the following:

▪ Supervise the Ballot Reception Workstation AT ALL TIMES.
  ▪ If on break, an Inspector must be supervising the station.
▪ Supervise the Traffic Clerk (if applicable).
▪ Receive all regular voted ballots, regular voted ICX ballots, and all Vote by Mail ballots for the Polling Place (see Ballot Reception Workstation Instructions for procedures).
▪ Tally all Regular Ballots, ICX Ballots and Vote by Mail Ballots on the Ballot Reception Tally Card.
▪ Issue ICX Ballot Stock to the Inspector as needed.
▪ Collect and store any spoiled ICX ballots.
Tab 7
No electioneering (campaigning, talking to voters, holding signs, etc.) shall take place on Election Day within 100 feet of the polls (the distance from any edge of the room or rooms in which voters are signing the roster and casting their ballots). (E.C. 18 370)

What is Electioneering?
Electioneering is the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

This includes, but is not limited to:

▪ A display of a candidate’s name, likeness, or logo
▪ A display of a ballot measure’s number, title, subject or logo
▪ Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information
▪ Dissemination of audible electioneering information (ex: Talking about candidates or issues that appear on the ballot).
▪ Circulation of an initiative, referendum, recall, nomination or any other petition
▪ Solicitation of a vote or speaking to a voter on the subject of marking the ballot
▪ Placing a sign relating to voter’s qualifications or speaking to a voter on the subject of his or her qualifications
▪ Placing a sign endorsing a particular candidate or issue within 100 feet of a Polling Place

Be aware of persons talking about political issues, particularly in such a way that might influence another voter.

What to Do
If a voter is wearing a political hat, button, pin or sticker, ask the voter to remove the item while voting.
If a voter is wearing a political t-shirt or other article of clothing, ask the voter to turn the t-shirt inside out or cover the item in some way.
If the voter refuses to comply with your request and is otherwise not being disruptive, YOU MUST ALLOW THE VOTER TO VOTE and instruct the voter to exit the Polling Place immediately upon casting their vote.
If a poll watcher who is observing the voting process is in violation of the electioneering rules (i.e. wearing political buttons, pins, etc.) inform them that they must remove the item(s) or station themselves beyond the 100-foot boundary. If they refuse, contact the Field Dispatch Desk immediately at 1-866-447-8713.

What Not to Do
As representatives of the Elections Office, all Election Officers must be very careful that they do not electioneer in any way. Do not wear hats, t-shirts, stickers, pins or jackets endorsing a candidate or political issue.
Do not talk about the candidates, issues that appear on the ballot, or any political subject matter. It is important that Election Officers do not speak to any voter in such a way that may influence how that person votes on a particular contest or issue.
Cameras and Cell Phones

Camera and Cell Phone use is limited within the Polling Place. Only the News Media may film or take pictures of others inside the Polling Place. Individuals are allowed to take “ballot selfies”.

The California Elections Code 14291 states that a voter may voluntarily disclose how he or she voted if that voluntary act does not violate any other law.

- The “ballot selfie” cannot be used to intimidate or coerce others and the voter is not allowed to be disruptive to the voting process or compromise the privacy of others.

No person shall photograph, videotape, or otherwise record a voter entering or exiting a Polling Place with the intention of dissuading another person from voting. (Elections Code §18541)

- Notify the Elections Office immediately if someone is recording or attempting to record voters other than themselves and they are not with the media.

News Media-Pictures or Filming

If members of the media wish to take pictures or film inside the Polling Place, keep in mind that their activities must not interfere with the voting process.

- They MAY NOT be in the area of the voting booths.
- Permission from the voter must be obtained prior to any filming or picture taking.
- If the media comes to your Polling Place, please call 1 (866) 447-8713 to let the Elections Office know.
- As Election Officers, you are not allowed to be interviewed by the media.
- Members of the news media may conduct exit polls and interview voters regarding the election outside the Polling Place, but must it must be done at least 25 FEET from the room where the voting takes place (Elections Code §18541).

Valuable Considerations for Voting or Not Voting

Elections Code sections 18521 and 18522 prohibit any voter from receiving “valuable considerations” for voting or not voting (i.e. NO Stubs For Grub, NO free entertainment or other services).

- Please notify the Elections Office if you are aware of any persons or organizations providing “valuable considerations” for voting.
Poll Watchers may be people working with campaigns or simply members of the public who are interested in observing the process. They may observe the processes at the Polling Place and examine the posted Index as long as it does not interfere with the operation of the Polling Place.

Poll Watchers MAY:

▪ Observe the processes at the polls, including opening and closing procedures.
▪ Obtain information from the Precinct Indexes that are posted near the entrance.
▪ Make notes and watch all procedures.

Poll Watchers MAY NOT:

▪ Stand behind the precinct table.
▪ Interfere with the conduct of any election.
▪ Converse with pollworkers or voters in such a manner as to interfere with or delay the voting process.
▪ Touch any materials or equipment or sit at the official precinct board table.
▪ Use the area between the official precinct board tables, voting booths and vote tabulating equipment as observation point/post.
▪ Intimidate or impede pollworkers or voters in any way.
▪ Directly challenge a voter. Only a member of a precinct board may do so, based on evidence presented.
▪ Interfere with the timely closing of polls.
▪ Converse with voters within 100 feet of the entrance relating to the casting of a vote or about their qualifications to vote.
▪ Display any campaign material or wear candidate badges within 100 feet of the entrance.
▪ Wear the uniform of a peace officer, a private guard, or security personnel.
▪ Use cellular telephones, pagers or two-way radios inside the polling place or within 100 feet of the entrance.
▪ Monopolize and/or remove the posted Precinct-Street Indexes so that others are unable to use them.
▪ Use Polling Place’s telephone or other facilities.
▪ Smoke inside the Polling Place.

Non-Compliance with Rules

▪ If the rules are not complied with, the Inspector or Polling Place Coordinator will ask the Poll Watcher to leave the Polling Place.
▪ If the Poll Watcher fails to leave, he/she will be contacted by law enforcement.

Law that Pertains to Poll Watching

▪ Any person who in any manner interferes with the officers holding an election or conducting a canvass, or with the voters lawfully exercising their rights of voting at an election, as to prevent the election or canvass from being fairly held and lawfully conducted, is punishable by imprisonment in the state prison for 16 months or two or three years. (E.C. Sec. 18502)

If the Poll Watchers have questions, have them contact the Elections Office at 1-800-SBC-VOTE
Meeting Voter Needs

Voters are entitled to receive assistance at the polls. Assistance may be required for voters who speak a language other than English, voters with special needs, or voters with low literacy skills. Remember that individuals may be much more independent than they appear to be.

**IMPORTANT:** *We are asking all of our voters if they need assistance in marking their ballot. However, never assume a voter requires assistance.*

**Items Available to Assist Voters with Special Needs**

- Magnifying Glass
- Easy-Grip Pen
- Accessible Voting Booth
- Language Assistance (See more details on the next page)
- ICX Device, Accessible Voting Tool and headset (See more details on the last page of this section)

**Who May Assist a Voter?**

- A voter who is unable to mark the ballot may bring up to two people to the polls for assistance.
- An Election Officer should assist voters when requested.
- Any person assisting a voter may be a friend, relative or an Election Officer.
- A person assisting a voter **cannot be:**
  - The voter’s employer
  - An agent of the voter’s employer
  - An officer or agent of the union of which the voter is a member

**Procedure for Assisting a Voter**

- Persons assisting the voter must be informed that they **CANNOT** influence the choices of the voter in any way.
- The “Assisted Voter” section inside the back cover of the Official Roster MUST be completed prior to a voter receiving assistance with marking their ballot (EC 14283).
  - Both the name of the voter and the name of the assistant must be recorded.
  - If the assisted voter is voting a Provisional Ballot, this information should be recorded in the Assisted Voter section in the Provisional Roster.
- If the voter is unable to sign the roster, the voter shall make their mark and one person shall print the voter’s name next to the mark, sign their name and write “witness.”
- If a voter has a signature stamp, and they used the stamp when they registered to vote, they may use it to sign the roster.
  - If a voter with a signature stamp is voting a Provisional Ballot, they may have someone assist them in writing their personal information on the Provisional Roster and on their Provisional Ballot Envelope.
Meeting Voter Needs

Language Assistance

Spanish
Santa Barbara County is a Bilingual English and Spanish County and by Federal Law is required to provide all Election Materials in both English and Spanish countywide. Election Officers bilingual in English and Spanish are assigned to most Polling Places and must wear a badge to notify voters that they are bilingual.

Chinese, Korean, and Tagalog
State Law requires Santa Barbara County to provide certain Elections Materials in Chinese, Korean, and Tagalog for specified precincts.
- Chinese language requirements are for specified precincts in Santa Barbara.
- Korean and Tagalog language requirements are for specified precincts in Santa Maria.

Santa Barbara County makes every effort to staff bilingual Election Officers at the polling places with the requirements. They must wear a badge to notify voters that they are bilingual.

If your precinct is one that falls under the State Law requirements you will receive a language packet that contains all of the required materials that are specific to your precinct. The documents will either need to be posted at your precinct table or provided to a voter who requests materials in the specified language.

The Polling Place Coordinator will also receive a language packet if there are any precincts within the Polling Place that require the specified language. The Polling Place language packet will contain materials that need to be posted inside and outside the Polling Place.
- Please note that all precincts in a Polling Place may not have the same language requirements.

Interpreter Services
If you have a voter who speaks a language other than English and an Election Officer who speaks the same language is not assigned to your Polling Place, you may use the Voter Assistance number found on the Telephone Assistance page in Tab 1 of this guide, for interpreter services available in most languages.
- Using a three-way conference call, our staff will be able to communicate with the voter in their preferred language.

Quick Reference Translation Cards
We have also provided a new “Quick Reference Translation Card” at most of the workstations at the Precinct table in addition to the Ballot Reception Workstation and Traffic Clerk Workstation.
- These Cards offer commonly used questions and phrases for the specified workstation translated into Spanish, Chinese, Korean, and Tagalog. You may use this card to help you communicate with a voter in one of these languages.
- All precincts will receive the translation cards even if they are not a precinct designated for one of the State mandated minority languages.
ICX

The ICX is a Ballot Marking machine, not a vote tabulation device, which provides privacy and accessibility to voters with special needs while protecting against mis-marked ballots. Some of the key features of the ICX are:

- Audio feature for all contests on the ballot
- Hidden screen feature displays a blank screen for privacy to voters who only need the audio feature
- High contrast feature: Black background with white type
- Feature to increase font size
- Warning for Over/Under vote
- Summary page for review of ballot
- Warns voters who have not viewed the whole contest

If a voter would like to use the ICX, the Inspector will activate the voting session by inserting their Pollworker Card and entering an activation code. Each Inspector will assist voters from their precinct as necessary.

Curbside Voting

What is Curbside Voting?
Curbside Voting provides voters with disabilities an option to vote from their car and requires two Election Officers to deliver and receive the materials and the ballot.

Setup
The Traffic Clerk will set up the Curbside Supplies (found in the green Polling Place Supply Bag) before the polls open so they are ready if a voter requests Curbside Voting. The instructions for setting up the supplies can be found in the Traffic Clerk Workstation Instructions.

Notification
Our inaccessible facilities will have additional signage and a call button that can be used to alert the Election Officers that a voter needs Curbside Voting. At locations without the call button, the voter can call the Elections Office who will then notify the Elections Officers by calling the Polling Place Cell Phone.

Overview of Process
The Traffic Clerk will start the process and then a Clerk from the precinct will assist and accompany the Traffic Clerk to finish the process. Any Clerk besides the Roster Clerk may assist.

Where to Find Instructions
The Traffic Clerk will complete some steps prior to getting the voter their Election Materials or will retrieve a voter’s Vote by Mail Ballot if using the Curbside Voting option to drop off their Vote by Mail Ballot. The instructions for these steps are outlined in the Traffic Clerk Workstation Instructions. They also have a Quick Guide located on the back of the Voter Directional List.
A Curbside Voting Quick Guide is provided on the Election Officer Clipboard which will be in the green Polling Place Supply Bag with the other Curbside supplies. The Quick Guide will include all of the instructions for the Traffic Clerk and Clerk to process the Curbside Voter. We also request they contact the Elections Office so we can walk them through the process.
Tab 9
Closing the Polls

Announce the Polls are Closed

The polls close at 8:00 pm.

Use the Polling Place cell phone in the green Polling Place Supply Bag for the official election time. The Polling Place must be open until 8:00 pm.

The Polling Place Coordinator (or another Election Officer) must announce aloud:

“The polls are now closed.”

- Anyone already in line at 8:00 pm must be allowed to vote.
- Inspector(s) will assign a Clerk to stand at the end of the line at their precinct to prevent voters from getting in line after 8:00 pm.

After the ballot from the last voter has been deposited in the Ballot Box, the Polling Place is officially closed.

- The door to the Polling Place may be closed, BUT DO NOT LOCK IT.
- If your Polling Place is required to prop the door open, the door must remain propped open after the polls are closed if observers or voters are present.
- Poll Watchers or members of the public may stay inside the Polling Place after it closes to observe the closing procedures.
- Remember, anyone observing MAY NOT interfere or assist with the closing procedures in any way.

Prioritize Closing Procedures

Begin closing procedures as soon as the last voter has been processed. Please use the procedures in this section to assist you.

Your priorities upon close of the polls are:
1. Assign duties to the Traffic Clerk (if applicable).
2. Verify the Payroll Roster and Sign the bottom portion.
3. Pack and Seal the Ballots.
4. Get the totals needed for the Ballot Reception Summary from each Inspector.
5. Complete the Ballot Reception Summary.
6. Complete the ICX Ballot Statement.
7. Pack the ICX Machine and all related equipment.
8. Take down the Accessibility Equipment and Curbside Voting Equipment (if applicable).
10. Take down interior/exterior signs.
11. Prepare supplies for return.
12. Complete the Certificate of Packaging and Sealing.
13. Consolidate the Elections Equipment.
14. Clean and secure the Polling Place.
15. Return Supplies to the Reception Center.

If you need assistance, please ask the Inspector(s) for help from their Clerks.
Closing the Polls

Verify Payroll Roster & Sign the Bottom Portion

The Field Supervisor will have the Payroll Roster for the Polling Place. On the last visit from the Field Supervisor, sign the space on the bottom. This is verifying that any Election Officers under your supervision worked their entire shift.

Pack and Seal the Ballots

Regular Ballots and Regular ICX ballots in Ballot Transport Box(es)

The Polling Place Coordinator will cut the seal on the white Ballot Box after the last voter has deposited their ballot.

Remove all voted Regular Ballots and ICX Ballots from the white Ballot Box and place in smaller brown Ballot Transport Boxes.

DO NOT count or separate the ballots.
DO NOT separate the write-in ballots from the regular voted ballots.
DO NOT separate the ballots by precinct.
DO NOT separate the ICX ballots from the regular ballots.

Complete the Seal

- Name of the Polling Place
- Box Number
- Total Number of Ballots (from Ballot Reception Tally Card)

Affix the Seal to the Box.

The Polling Place Coordinator and three other Election Officers must sign.

Deposit Provisional, Vote by Mail in blue Vote by Mail Bag(s)

All Vote by Mail ballots should have been deposited into the blue Vote by Mail Bag(s) and tallied throughout the day.

At the end of the night, each Inspector will have a Clerk deposit the voted Provisional ballots in the blue Vote by Mail Bag(s).

If the blue Vote by Mail Bags are too full, contact the Elections Office for instructions on where to pack any remaining ballots.
Closing the Polls

Get the Totals from Each Inspector

Before the Inspectors leave to return supplies, make sure to get the totals needed to complete the Ballot Reception Summary.

The following totals will be needed:

- Total number of Regular Ballots and ICX Ballots (from the tally in the back of the Official Roster)
- Total number of Provisional Ballots (Total number of signatures in the Provisional Roster)

Returning the Ballots

The first Inspector who is finished with their closing procedures must return their supplies and all of the ballots for the Polling Place to the Reception Center in dual custody. This includes ALL Ballot Transport Boxes and ALL blue Vote by Mail Bags for the entire Polling Place. The Elections Office must still process all of the ballots and they must be returned to the Reception Center as soon as possible. Two Election Officers must ride in the same vehicle when returning any supplies or ballots.

**IMPORTANT:** There will be a yellow placard in the Polling Place Supply Envelope in the green Polling Place Supply Bag for the Inspector returning ballots. The placard should be placed on the rearview mirror before entering the parking lot.

Each Inspector is responsible for returning their own black Precinct Supply Bag, red Inspector Bag, and Provisional Ballot Box (even though it is empty).

If there is more than one Inspector, the remaining Inspector(s), Clerks and the Polling Place Coordinator will complete the remaining closing procedures for the Polling Place.
Closing the Polls

Complete the Ballot Reception Summary

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Ask each Inspector for the total number of regular ballots and ICX ballots issued at their precinct. They will give you the total from their tally cards in the blue Official Roster. Write the totals on lines 1-4 depending on the number of precincts at the Polling Place.</td>
</tr>
<tr>
<td>5</td>
<td>Add Lines 1-4 and write the total on Line 5.</td>
</tr>
<tr>
<td>6</td>
<td>Write the total number of ballots from the white Ballot Box. This is the number of ballots tallied on the Regular Ballot page of the Ballot Reception Tally Card.</td>
</tr>
<tr>
<td>7</td>
<td>Fill in the difference between Line 5 and Line 6 on Line 7. You are balancing the number of ballots issued at the precinct tables to the number of ballots returned and deposited in the white Ballot Box.</td>
</tr>
<tr>
<td>8-11</td>
<td>Ask each Inspector for the total number of Provisional Ballots at their precinct. This will be the total number of signatures in their Provisional Roster. Write the totals on lines 8-11 depending on the number of precincts at the Polling Place.</td>
</tr>
<tr>
<td>12</td>
<td>Add Lines 8-11 and write the total on Line 12.</td>
</tr>
<tr>
<td>13</td>
<td>Write the total number of Vote by Mail Ballots Returned from the Vote by Mail page of the Ballot Reception Tally.</td>
</tr>
<tr>
<td>14</td>
<td>Add Line 12 and Line 14 ONLY. Write the total on Line 14.</td>
</tr>
</tbody>
</table>

The Polling Place Coordinator and one Election Officer must sign in the spaces provided.

Use the box provided to write an explanation or comments if lines 5 and 6 are not balancing. Please document any issues that you may have experienced during the day that may have resulted in the difference.

Pack the Ballot Reception Tally Card and Summary in the green Polling Place Supply Bag.
The total amount of ICX ballot stock issued to you is already printed on Line 1 of the ICX Ballot Statement.

1. **ASK** each Inspector for the total ICX ballots voted at their precinct. Write those numbers on Line 2 of the ICX Ballot Statement. Then add them together for the Total Ballots Activated.

2. **COUNT** the total number of spoiled ICX ballots, if any, and write that number on Line 3 of the ICX Ballot Statement.

3. **PLACE** any spoiled ICX ballots in the ICX Supply Envelope.
Closing the Polls

4. REMOVE ICX Ballot Stock from the printer tray.
5. COUNT the total number of unused ICX Ballot Stock. This should be the total of any wrapped and unwrapped ICX Ballot Stock remaining. Please do not remove unused ICX Ballot Stock from its wrapping.
6. WRITE the total unused ballots on Line 4 of the ICX Ballot Statement.

<table>
<thead>
<tr>
<th>4</th>
<th>Total Ballots Unused</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Ballots remaining in bundles issued by Elections Office and in printer tray)</td>
</tr>
</tbody>
</table>

7. ADD Lines 2, 3 and 4 together and WRITE the result in the Total Box of the ICX Ballot Statement.

<table>
<thead>
<tr>
<th>5</th>
<th>Total Activated, Spoiled, and Unused</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Line 2+Line 3+Line 4)</td>
</tr>
<tr>
<td>=</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Total Ballots Received</td>
</tr>
<tr>
<td></td>
<td>(Line 1)</td>
</tr>
</tbody>
</table>

- This total should match Line 1 verified prior to the opening of polls.

8. PLACE the unused ICX ballots in the ICX Supply Envelope.
9. SIGN and SEAL the ICX Supply Envelope with the signed seal.
   - At least four (4) Election Officers must sign the seal; they can be from any of the precincts in your Polling Place.
10. PLACE the ICX Supply Envelope in the green Polling Place Supply Bag.
Closing the Polls

Complete the Certificate of Packaging and Sealing

The Certificate of Packaging and Sealing will be in the Administrative Envelope in the green Polling Place Supply Bag.

As instructed on the sheet, DO NOT use a Polling Place label. It is a carbon copy and the Polling Place name and precincts must be hand written.

The top half of the page is for the Inspectors.

- Before the first Inspector leaves with all of the ballots for the Polling Place and their supply bags, they must check that all the tasks listed in the gray box have been completed.
- All Inspectors at the Polling Place must sign and date in the spaces provided, certifying all steps have been completed for their precincts.

The Polling Place Coordinator will fill in the bottom portion with the following information:

- Regular Voted Ballots (From Line 6 of the Ballot Reception Summary)
- Vote by Mail Ballots (From Line 13 of the Ballot Reception Summary)
- Provisional Ballots (From Line 12 of the Ballot Reception Summary)
- ICX Ballots (From Line 14 of the Ballot Reception Summary)

Check that all tasks have been completed.

The Polling Place Coordinator must sign and date in the space provided at the bottom.

The white copy will be returned in the green Polling Place Supply Bag.

The yellow copy must be given to a Clerk along with the prepaid envelope. The Clerk will need to mail the certificate back to the Elections Office after the election.
Closing the Polls

Pack the ICX Machine

1. **TILT** the screen of the **ICX** so that you can see the bottom. You should see a flap with cables inside and a green button.
2. **HOLD DOWN** the button for 5 seconds to shut down the **ICX**.

3. **UNPLUG** the **Headphones** from the **Accessible Voting Tool**.
4. **UNPLUG** the **Yellow Hexagon** marked cable from the **Accessible Voting Tool**. Be sure to press the tab down when unplugging the cable so that you do not damage it.
5. **PLACE** the **Accessible Voting Tool** and **Headphones** back into the **ICX Supply Bag**.

6. **UNPLUG** the **Blue Square** marked power cable from the back of the **Accessible Ballot Marking Device** and the **Power Supply**. Roll up the cable and place it in the **ICX Supply Bag**. Zip up the **ICX Supply Bag**.
7. **UNPLUG** the **Purple Circle** marked cord from the printer.
8. **ROLL UP** the **Purple Circle** and **Yellow Hexagon** marked cords and Velcro them together. The cords should be tucked behind the screen of the **Accessible Ballot Marking Device** as shown. Tilt the top of screen back to fit the cables and then tilt the bottom of the screen back to secure the cables.
9. **PLACE** the Styrofoam on both sides of the **Accessible Ballot Marking Device** as shown. The Styrofoam is labeled “Top Left” and “Top Right” for your convenience. When facing the back of the device, the piece labeled “Top Left” should be on your left-hand side.

10. **PLACE** the **Accessible Ballot Marking Device** face down in the bag. As a reminder, there are handles on the device to assist you. The base of the device should face the wheels. Then put the **ICX Supply Bag** on top of the device as shown. Zip up the bag.

11. **UNPLUG** the **Orange Star** marked power cable from the back of the **Printer** and from the **Power Supply**. Roll up and Velcro the cord.

12. Place the **Printer** in the bag and secure it with the Velcro straps. Place the **Orange Star** marked power cable on top of the printer and then zip up the bag.
13. **UNPLUG** then **Power Supply** from the wall.
14. **ROLL UP** the cord and stow it behind the device. To turn off the **Power Supply**, press the power button above the LCD screen on the front of the device. Then press the down button on the bottom right and the enter button on the bottom left. The device should now be powered off.

15. **DISASSEMBLE** the **ICX Voting Booth** and place it in its bag.

Leave the ICX equipment where you found it. The Elections Office will pick up the equipment after Election Day.
Closing the Polls

Take Down the Accessibility Equipment

The Accessibility Equipment must be brought in and placed with the other Elections Equipment that will be picked up by the delivery company.

IMPORTANT: If you had to temporarily affix a Braille sign, please remember to pack it in the green Polling Place Supply Bag.

If your Field Supervisor or an Elections Office Runner delivered any additional Accessibility Equipment or Signage, please consolidate this with the other items that will be picked up by the delivery company.

Take Down the Voting Booths and Interior/Exterior Signs

The Traffic Clerk (if applicable) or other Election Officers can assist in these tasks. The voting booths will also be picked up by the delivery company.

Prepare Supplies for Return

Use the tags attached to the bags to make sure all supplies are returned in the correct bag.

The following are important items that MUST be returned in the green Polling Place Supply Bag:

- Polling Place Coordinator Guide (binder)
- Election Officer Declaration
- Cell Phone
- Braille Sign (if applicable)
- Sealed ICX Supply Envelope
- Ballot Reception Tally Card and completed Summary
- Voter Directional List
- White Copy of Completed Certificate of Packaging and Sealing

Consolidate the Elections Equipment

The Elections Equipment that was delivered to the Polling Place must be consolidated to be picked up after the Election. Please return it to the same location where it was found. The Elections Equipment includes:

- White Ballot Box
- Voting Booths
- Accessible Voting Booth
- ICX Vote Booth
- Additional Equipment/Signs Delivered by your Field Supervisor
- ICX machine/Power Supply/Printer
- Accessibility Equipment
- Directional Signs (VOTE Signs)
- Tables/Chairs (if delivered)
- Curbside Signs and Call Button (if applicable)

Please note: Although the blue Vote by Mail bags and Provisional Boxes were delivered to the Polling Place with the Elections Equipment, they must be returned to the Reception Center with the ballots and other supply bags.
Closing the Polls

Closing the Polling Place

Tidy the Polling Place.
- We want to maintain good relationships with our Polling Places. Please pick up trash and make sure everything is left in the same order it was found. If a kitchen was available for use, please make sure that it is clean and that no food or spills are left behind.

Put Furniture Back in its Place
- If any furniture or objects were moved, please return them to their original place.

Lock all doors and gates.

Return Supplies to the Reception Center

Once the remaining closing procedures have been completed, the Polling Place Coordinator and remaining Inspector(s), if applicable, will return their supplies in dual custody to the Reception Center. There must be two Election Officers riding in the same vehicle when returning any ballots or supplies.

Reception Centers:

**Carpinteria / Summerland / Montecito**
Carpinteria City Hall Parking Lot
5775 Carpinteria Ave, Carpinteria

**Santa Barbara / Goleta**
Public Health Parking Lot
315 Camino del Remedio, Santa Barbara
(Turn onto N San Antonio Rd from Calle Real and follow directional signs)

**Santa Ynez / Solvang / Buellton**
Old Mission Santa Ines Parking Lot
1760 Mission Dr, Solvang

**Lompoc**
Santa Barbara County Administration Building Parking Lot
401 E Cypress Ave, Lompoc

**Santa Maria / Orcutt / Los Alamos / Guadalupe / Tanglewood**
Santa Barbara County Administration Building Parking Lot
511 E Lakeside Pkwy, Santa Maria

Thank you so much!
Your hard work is greatly appreciated!
Resources

Election Day/Night Checklist

Use the following checklist to verify all tasks have been completed.

Before Election Day (Refer to Tab 4 of this guide for complete instructions)
- [ ] Contact the Polling Place
- [ ] Contact the Inspector(s) and Traffic Clerk (if applicable)
- [ ] Request a Vote by Mail Ballot if necessary
- [ ] Pick up Supplies
- [ ] Inventory Supplies
- [ ] Set up Polling Place the Day Before (if applicable)

Election Day (Refer to Tab 6 of this guide for complete instructions)
- [ ] Turn on the Elections Cell Phone
- [ ] Inventory ICX Ballot Stock and sign ICX Ballot Receipt and Statement
- [ ] Complete ICX Setup
  - [ ] Turn on the ICX
  - [ ] Insert Poll Worker Card and enter your Login Code
  - [ ] Print a Test Page
  - [ ] Open the Polls
- [ ] Make sure Polling Place Coordinator and Traffic Clerk sign the Payroll Roster
- [ ] Complete Polling Place Setup
- [ ] Ensure the Traffic Clerk sets up the Curbside Supplies.
- [ ] Coordinate breaks to ensure White Ballot Box and blue Vote by Mail Bag(s) are supervised at all times
- [ ] Secure green Polling Place Supply Bag
- [ ] Label the blue Vote by Mail Bag(s)
- [ ] Insert the Polling Place Identification Sheet into the blue Vote by Mail Bag(s)
- [ ] Seal the white Ballot Box after the first voter has verified it is empty.

Election Night (Refer to Tab 9 of this guide for complete instructions)
- [ ] Sign the bottom portion of the Payroll Roster
- [ ] Pack and Seal Ballot Transport Box(es) containing all Regular Voted Ballots and Voted ICX Ballots
- [ ] Get the totals needed for the Ballot Reception Summary from each Inspector.
- [ ] Send the ballots with the first Inspector who has completed their Closing Procedures
- [ ] Complete the Ballot Reception Summary
- [ ] Complete ICX Ballot Statement
- [ ] Seal ICX Supply Envelope
- [ ] Complete the PPC portion of the Certificate of Packaging and Sealing
Verify that the following items are returned in the green Polling Place Supply Bag:

- [ ] Polling Place Coordinator Guide (binder)
- [ ] Election Officer Declaration
- [ ] Cell Phone
- [ ] Braille Sign (if applicable)
- [ ] Sealed ICX Supply Envelope
- [ ] White Copy of Completed Certificate of Packaging and Sealing
- [ ] Ballot Reception Tally Card and completed Summary
- [ ] Voter Directional List
The Canvass Process:

We get a lot of questions about when and how ballots are processed and counted. We figured you might get the same questions, so we wanted to provide you with additional information about our Canvass procedures.

This is an approximate timeline of when ballots are processed:

- Vote by Mail Ballots Start to be Processed 10 Business Days before the Election.
  - The Vote by Mail ballots are processed first.
  - For the ballots that are returned anytime from the time they are issued and prior to Election Day we are able to start opening and tabulating.

- Our goal is for all ballots received by the Saturday before the Election to be counted by Election Day.

- All Poll Ballots Cast at the Polling Places are Counted Election Night after the Polls Close.

- The days after the election, all Vote by Mail Ballots received after the Saturday before the Election are processed.
  - Rosters are also scanned and reviewed during this period.

- After we complete our Roster review, Provisional ballots are reviewed and processed.

- 30 Days after the Election, after every ballot is processed, The Election is Certified!
  - All Vote by Mail, Poll and Provisional Ballots must be processed before we certify the election.

<table>
<thead>
<tr>
<th>Close of Registration</th>
<th>Election Day!</th>
<th>Provisional Ballot Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 02/18/2020</td>
<td>Tuesday 03/03/2020</td>
<td>03/17/2020</td>
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</table>

<table>
<thead>
<tr>
<th>Supply Distribution</th>
<th>Roster Review &amp; Vote by Mail Processing</th>
<th>Election Certified!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 02/28/2020</td>
<td>03/04/2020 - 03/17/2020</td>
<td>04/02/2020</td>
</tr>
</tbody>
</table>

Statistics of Ballots Processed by Type for Prior Elections

<table>
<thead>
<tr>
<th></th>
<th>Presidential Primary Election 2016</th>
<th>Presidential General Election 2016</th>
<th>Gubernatorial Primary Election 2018</th>
<th>Consolidated General Election 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll Ballots</td>
<td>38,157</td>
<td>61,652</td>
<td>20,475</td>
<td>37,645</td>
</tr>
<tr>
<td>VBM Ballots</td>
<td>80,817</td>
<td>120,612</td>
<td>70,940</td>
<td>112,405</td>
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<tr>
<td>Provisional Ballots</td>
<td>7,821</td>
<td>11,174</td>
<td>3,334</td>
<td>10,479</td>
</tr>
<tr>
<td>Total Ballots Processed</td>
<td>126,795</td>
<td>193,438</td>
<td>94,749</td>
<td>160,529</td>
</tr>
</tbody>
</table>