



Poll Worker Manual

California Direct Primary Election

June 7, 2022

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Contact Information

The Humboldt County Office of Elections is committed to ensuring election workers and voters have the information and resources needed to make the 2022 California Direct Primary Election successful.

Election Office Contacts

Before the Election, election workers are encouraged to contact the Office of Elections with questions.

During the election, the Office of Elections will have a team of people available to answer questions, troubleshoot issues, deliver needed supplies.

Election Worker Hotline: [REDACTED]

The election worker hotline is available for election workers to call and verify or update voter ballot status.

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: [REDACTED]

The emergency hotline should be used in the event of an emergency. If polling place teams need to call 9-1-1, the second call should be immediately to the emergency hotline.

Natassia Harrison: 707-445-7481 (Office) / [REDACTED] (Work Cell - text okay)

Election workers should use the election worker hotline and main office phone number first. If a problem persists or you are not able to get through, Natassia is available on her election cell phone (text is okay) or email (nharrison@co.humboldt.ca.us).

NEW - Language Services:

Telephone Interpreter Services are available for voters who need assistance in a language other than English by calling [REDACTED]

Emergency Contact Information

Sheriff's Office

- Emergency Line: 9-1-1
- Non-emergency Line: 707-445-7251

Arcata Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-822-2424

Eureka Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-441-4060

Ferndale Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707 786-4025

Fortuna Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-725-7550

Rio Dell Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-764-5642

Trinidad Police Department

- Emergency Line: 9-1-1
- Non-emergency Line: 707-677-0223

Voters

Election workers should be able to answer most voter questions, but the Office of Elections will have a team of people to assist voters with needs that cannot be met at the polls. Voters are also encouraged to visit the Office of Elections' website where they can find current information on voting options, polling places and ballot drop box locations, voter registration, among other resources and information.

Humboldt County Office of Elections

2426 6th Street, Eureka

707-445-7481

<https://humboldt.gov.org/elections>

Emergencies

Please put safety first. If a medical issue or life-threatening emergency occurs, or if de-escalation is unsuccessful, contact law enforcement at 9-1-1. Then contact the Office of Elections immediately on the emergency hotline at [REDACTED] to report the emergency. Polling place team binders also include an emergency contact and resource list by geographical region, a guide on Natural Disasters and Emergency Response, plus contact names and numbers for the facility you are assigned to.

Election Worker Conduct

Election workers are the public face of the Humboldt County Office of Elections. Conduct at polling places reflect the professionalism of the Office of Elections. Election workers must strive to create a politically neutral zone. This includes refraining from the following activities at polling places:

- Wearing political clothing or accessories
- Discussing political issues
- Playing political social media, radio, or television programming

If team members are engaging in political activities or discussions, contact the Office of Elections immediately on the emergency hotline at [REDACTED]. Do not engage team members directly.

Election Worker Reminders

DO	DO NOT
<ul style="list-style-type: none">• Wear neutral clothing, nothing political.• Keep conversations with voters politically neutral.• Keep conversations with team members politically neutral.• Report any violations of this policy to the Office of Elections.	<ul style="list-style-type: none">• Wear political clothing or accessories.• Discuss political issues.• Watch political social media or television programming.• Listen to social media or radio political programming.

Voter Rights

Election workers take an oath to protect the integrity of the election. This includes protecting voting rights of all voters.

All voters have the right to:

- ✓ **Cast a ballot for all eligible elections.**
 - Every registered or conditionally registered voter has a right to cast a ballot. A valid registered voter means a United States citizen who is a resident in this state, who is at least 18 years of age and not serving a state or federal prison term for conviction of a felony, and who is registered to vote at their current residence address. (Elections Code, Section 2300(1)(B))
 - At all elections, a voter who claims to be properly registered, but whose registration cannot be established by examining the voter list for the precinct or the records on file with the county elections official, shall be entitled to vote a provisional ballot. (Elections Code, Sections 2300(a)(2), 14310)
 - A voter has the right to cast a secret ballot free from intimidation, which includes electioneering activities. Polling place staff must provide voters with disabilities and others requiring assistance the same opportunity for privacy all other voters have. (Elections Code, Sections 2300(a)(4), 18540; California Constitution, Article II, Section 7)
 - Voters who are in line at the Polling place at the time polls close are entitled to vote and must be allowed to exercise that right. (Elections Code, Sections 2300(a)(3), 14212, 14401, 14402)
- ✓ **Replace a spoiled ballot.**
 - All voters have the right to receive a new ballot if, prior to casting a ballot, a voter makes a mistake marking votes. A voter has the right to receive up to two replacement ballots. Polling place staff should alert a voter who spoils their initial ballot that they are only entitled to two more replacements and should exercise caution when casting a replacement ballot. (Elections Code, Sections 2300(a)(5), 3014, 3015, 14288)
- ✓ **Report fraud or illegal activities**
 - All voters have the right to report fraudulent or illegal activity to a local election official or to the Secretary of State's Office. (Elections Code, Sections 2300(a)(10))
- ✓ **Right to Cultural/Gender Sensitivity**
 - Voters of all backgrounds have the right to be treated with equal respect. Election workers should recognize and respond to cultural concerns and sensitivities of various voters, including but not limited to, voters who speak a language other than English, ethnic minorities, voters with physical or cognitive disabilities, religious affiliations, and

gender diversity. When interacting with voters, election workers should practice the principal of (1) wait, (2) recognize, and (3) listen.

1. **Wait:** Suppress the instinct to quickly respond or cut off a question. Wait first to process the question, then formulate a reasoned and respectful response.
2. **Recognize:** Focus on how to recognize other people's feelings, anticipate their needs, and be sensitive, accommodating, and courteous in assisting them.
3. **Listen:** Listen before speaking to understand exactly what the voter is feeling, seeing, needing, and trying to communicate. It is most important to remember to put assumptions aside to better hear and understand voter responses.

✓ **Receive assistance.**

- Voters who, for any reason, need or want assistance to vote have the right to receive help to mark a ballot. A voter may bring up to two people into the voting booth, or the voter may request assistance from a poll worker. The voter may not be assisted by their employer, agent of their employer or union representative. (Elections Code, Sections 14282(a))

✓ **Accessible voting devices.**

- Voters with disabilities have the right to vote privately and independently, the right to have a voting station reasonably modified, the right to have barriers removed from the voting process, and the right to receive additional aids and services. At least one accessible voting unit must be available in each Polling Place where an election is being conducted. (Help America Vote Act, Section 301(a)(3)(B); Elections Code, Section 19242(b))
- Voters with disabilities have the right to an accessible polling place location. A list of voters who have requested assistance must be maintained and returned to the elections official. (Elections Code, Sections 12280, 14282, 14283)
- Under federal anti-discrimination laws, polling place staff must permit a service animal to accompany a voter with a disability (e.g., a guide dog for a visually impaired person). Staff should walk on the side of the voter that is on the opposite side of the service animal. They should not pet or engage a service animal without permission from the owner. A service animal can be any trained domestic animal for the purpose of assisting the voter. Service dogs can be any breed or size. (28 Code of Federal Regulations, Section 35.136)
- A person with a disability who is unable to write may use a signature stamp (which must be approved by the county elections official or the Department of Motor Vehicles prior to Election Day), or authorize another person to use the stamp, on any elections-related document that requires a signature (including a Vote-by-Mail ballot envelope). A signature stamp on a Vote-by-Mail envelope is treated in the same manner as a written signature. (Elections Code, Section 354.5)

✓ **Curbside Voting**

- Curbside voting enables voters to have a voting experience outside the voting area when a voter assistance center is not accessible. Voters may use curbside voting from their vehicle or along the path of travel to the voting area. Election workers must bring to the voter the necessary materials to have a curbside voting experience to cast their ballot privately and independently.

✓ **Disability Sensitivity at the Polls**

- The Disability Sensitivity at the Polls is a reference guide provided by the California Secretary of State and designed to assist election workers to better serve voters, including voters that may have disabilities. A disability sensitivity etiquette reference guide is provided in the ADA Guide for each voter assistance center.

✓ **Vote free of intimidation.**

Voter Accessibility

The Humboldt County Office of Elections is committed to providing the most accessible voting opportunities to all voters in Humboldt County by providing services to increase access and encourage participation by all voters. All polling places have been surveyed for accessibility. Measures have been taken to mitigate potential barriers and to increase accessibility.

Mitigation measures used may include, but are not limited to:

- Directional signage
- Temporary ramps
- Threshold mats
- Temporary parking spaces
- Curbside voting

Each polling place team binder has an ADA Guide for specific mitigation measures required for the team's assigned location. Required mitigation supplies will be delivered to the polling place prior to voting days. Some mitigation supplies may be in your blue supply box.

Accessible Voting Machine

Every polling place has a Touch Writer which is an accessible ballot marking device; any voter may use Touch Writer to make their ballot selections using either the touch screen, or the Verity Access (described below). Once a voter has finished voting and reviewed their choices, they will then print a paper ballot, marked with their choices, from the attached printer.

Verity Access is an Audio-Tactile Interface (ATI) used with both Touch Writer and intended for voters that cannot or prefer not to use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices).

Accessibility Utensils Bag

Each precinct board team receives an accessibility utensils bag with accessibility devices in the team's supply box. These devices include magnifying sheets, pen grips, etc. Place these devices on the table and make them available to voters.

Poll Worker Positions

There are three positions directly involved in working the voting precincts in an election.

Manager (Inspector): person in charge of a 4-6-person election board. The manager coordinates with polling place contact people and other managers if the polling place has more than one precinct, to ensure (1) that the election board(s) gain access to the polling place on election eve; (2) that the election supplies are secure at the site after set-up; and (3) that the election board(s) gain access by 6 am election morning. The manager calls potential poll workers to confirm that he/she has the requisite clerks on the board. He/she also makes sure that clerks know about training, election eve set-up, election day meals and breaks, and election day jobs. The manager will assign jobs either as all-day or by the shift. During election day, the manager will do one of the clerk jobs but will remain available to answer questions/help out when situations arise, and will communicate with the election's office before, during and after the election as necessary.

Clerk: Clerks help with set-up on election eve and election morning, do one or more of the jobs listed in the Jobs & Voting Stations section below, help with reconciling the precinct and taking down and packing up the voting supplies and equipment at the end of the night. They might help with returning voting equipment and the black transport bag at the end of the night.

Rover: The county is divided into geographical areas and rovers are assigned to a specific area. Rovers deliver election replenishment supplies to polling facilities, provide voting machine tech support and ensure ADA mitigation measures are in place. Rovers are on duty until after the polls close. The name and telephone number of the rover assigned to your precinct will be provided in your precinct binder.

High School Students as Clerks

High School students 16-17 years old with a GPA of 2.5 or higher are eligible to work on polling place teams as clerks. Although high school students can perform almost all clerk functions, by law high school students cannot:

- Tally votes
- Complete ballot statement
- Transport voting equipment

Jobs and Voting Stations

Polling place teams share responsibility for voting station jobs. The Office of Elections recommends team members rotate jobs to (1) ensure all team members can take needed breaks, and (2) create cross-training in the event a team member needs to leave unexpectedly.

- Voter Check-in (Poll Pad/ Main Roster)
- Ballot Handling Table
- Provisional Voter Check-in (Poll Pad/Provisional Roster)

- Provisional Ballot Processing
- Hanging Roster Maintenance
- Voting Machine Maintenance
- Vote by Mail Table

Security

Equipment Pick-up by Managers

Because we are back to single day polling locations, managers are responsible for picking up equipment prior to Election day. If you are in a polling location with more than one precinct board, please coordinate with your co-manager as to who will pick up the equipment. The following items will need to be picked up and stored in a secure location until Election morning:

- Scan
- Touch Writer
- Collapsible Ballot Box
- Poll Pad

Chain of Custody

The “Chain of Custody” refers to keeping complete control of all equipment from the time it has been set for an election until it has been returned to the Office of Elections and had its votes recorded. It is this requirement that makes it possible for the Office of Elections to distribute elections supplies and equipment before Election Day. A log shall be maintained of the serially numbered seals attached to each piece of equipment as well as the blue supply box. High school students cannot tally votes, complete the ballot statement, or transport voting equipment.

Security Seals & Logs

The Secretary of State requires that all voting equipment be sealed to maintain security before and after an election. The Office of Elections uses several types of numeric seals to secure voting equipment. Each is pictured and described below. Before removing any seal, verify the number on that seal with the number in the corresponding security log. Every seal that is removed during opening will be replaced by the same kind of seal after the close of polls. The serial numbers on the new seals will be noted in the security log.

IMPORTANT NOTE: The only seals a poll worker will remove are the exterior seals that allow you to open the case to access the voting equipment. **Do not break any interior seals on voting equipment.**

Yellow Beaded Seal

Yellow beaded seals will be used for blue supply boxes, Poll Pad case, Scan case, Touch Writer case, Blue vote by mail container, black transport bag, and in emergency situations when a seal is needed.



Tape Seal

Tape seals will be used for the printer drawers that serve the Touch Writer printers. Once blank stock is loaded into the printer, a blue tape seal must be applied to the drawer and the seal noted in the log.



Uline Seal

DO NOT REMOVE the red ULINE seal. You will not have to log this number; it is for Office of Elections use only. This seal is on the back of the screen tablet of the Touch Writer and Scans.



Intab Red Wire Seal

DO NOT REMOVE the red wire seal. Red wire seals are located on interior right-hand side of the Scan and Touch Writer. Opening morning, verify the seal number against the seal numbers recorded on the Security Log.



Opening/Closing Security Logs

During opening and closing activities, yellow-beaded seals and red-wire seals must be logged on the corresponding portion of the Opening/Closing Security Log.

Printer Security Log

Polling places will receive a printer that will serve the Touch Writer units. Record blue tape seals placed on printer drawers that serve the Touch Writer on the Printer Security Log.

Blue Supply Box Security Log

Polling places will receive blue supply box(es) that can be used as sealed containers for surrendered ballots, provisional ballots, or storing supplies and materials. Record yellow-beaded seals on the Blue Supply Box Security Log during setup, and during closing activities. All members of a polling place team must maintain security of the blue supply box and its contents.

Blue VBM Container

Place yellow beaded seal at opening of Election Day as per set up directions and record on Opening/Closing Security Log.

Election Eve Voting Area Set-up

Items Delivered to Polling Location

- Blue Supply tubs
- Voting Booths
- ADA Mitigation Measures
- Printer for Touch Writer
- Small Table for Touch Writer
- USPS Battery Back-up

It is important that all election workers participate in the set-up of the polling place. Set-up should be done no later than the night before voting starts. There will not be enough time Election morning to finish all the necessary tasks before you open the polls.

Oath of Office

Election workers are required to take an oath of office. By taking the oath of office election workers are affirming they will conduct themselves with professionalism as an extension of the Humboldt County Office of Elections and uphold the United States Constitution, California Constitution, and the laws of the State of California. The oath of office can be signed during set-up and is located in the precinct binder.

Blue Supply Tub Inventory

- Locate the blue supply box(es) and break the yellow beaded seal. Find the precinct binder and verify the seal number is the same as the number on the Security Log under Setup Day start.
- Locate the supply inventory checklist (should be on top of the contents contained within the blue supply box).
- Inventory all items in the blue supply box to ensure all items are present. If you find that something is missing, call the Office of Elections immediately at 707-445-7481. The Office of Elections will either deliver the missing item to you or send the item with your rover the following morning.
- Ballot containers have a “**Do Not Break Seal Until Voting Day**” tape seal that must remain intact until voting day when you will inventory the ballots. Leave the sealed containers of ballots and blank ballot stock in the blue supply box during set-up. Do not open and inventory until election morning.

NO VOTING EQUIPMENT will be set up prior to Election morning.

Polling Place Layout--Ideal Polling Place Design

Every polling place team binder has an ADA Guide with ideal design graphic to assist teams in staging the voting area. Staging the polling place includes (1) placing voting booths, (2) tables where indicated on the design graphic, and (3) voting equipment.

Setup Voting Booths

Polling place teams will setup voting booths in the voting area. The number of booths you set up will depend on the size of the facility. **See the ADA Guide for specific layout at each polling place.** Make sure voting booths are assembled, secure, and steady.

- Assemble regular voting booths and arrange to maintain voter privacy while marking ballot.
- Assemble provisional voting booth near the provisional table.
- Remove the Voting Booth bag from your blue supply box.
- Post required signs and instructions inside booths using blue masking tape (one per booth).
 - 10 Minute Rule Card
 - Ballot Marking Instructions
 - Notice to Voters

Setup Ballot Box

Remove the collapsed ballot box from the equipment black tote bag. Set-up up the ballot box following instructions located on the side of the ballot box.

Setup Voter Station Tables

Use polling place layout and ADA Guide ideal design graphic to set-up voting stations, tables, and chairs. Setup the voting area to match the ideal design even if it is different than how previous team members have set-up the voting area for past elections. If there is a discrepancy between the layout, ideal design, and logistics of the polling place, contact the election office during set-up (Business Hours: 707-445-7481 / After Hours: [REDACTED] Christina Strevey).

Clear Path of Travel

Check for clear path of travel between voting stations. Create a one-way flow through the voting area with paths of travel at least six (6) feet wide. Do not set-up power cords or surge protectors in path of travel between table and voting area unless unavoidable. If set-up of power cords and/or surge protectors must be in the path of travel, use blue masking tape to secure cords to the floor.

Inside Signage

Post all **inside** signs and notices inside the polling place using blue masking tape.

- Remove the Inside Polling Place Signs bag from your blue supply box.

- Hang signage near the voter check-in table in a visible location.

ADA Mitigation Inside Voting Area

See the ADA Guide with specific accessibility mitigation measures that need to be taken at your polling place. Follow instructions in the ADA Guide carefully when setting up ADA mitigation.

- Remove the ADA Guide from your polling place team binder.
- Review the ADA Guide and set-up any mitigation measures required inside the voting area. Do not set-up outside mitigation measures until the morning voting will occur.

Observer Area

Set-up a seating area for observers. Refer to the polling place layout graphic in the team binder for specific location of the observer area in the voting area or determine a location out of the path of travel.

End of Election-Eve Setup

Remove a yellow beaded seal from the blue supply tub. Write the seal number on the Security Log setup day “end” section. Return your precinct binder to the blue supply tub. Close and seal the blue supply tub with the yellow beaded seal.

Election Morning Opening Procedures

All polling place teams (manager and clerks) must arrive at the polling location by 6 am on Election Day. There are many activities to complete between 6 am – 7 am before the polls open so it is crucial that all workers arrive on time.

Use the Scan time clock to determine when to open and close the polls.

No-Show Election Workers

If an election worker does not show up for work at the opening of the polls on Election Day, a member of the polling place team must call the poll worker. If the poll worker cannot be reached, contact Natassia Harrison at [REDACTED] or main election line at (707) 445-7481.

Verify Security Seals

When the polling place teams arrive to their assigned location at 6 am, the first priority is to verify security seals on Election Day voting equipment and blue supply box. All team members must verify seal numbers for each piece of voting equipment and the blue supply box. All team members must sign the Opening/Closing Security Logs confirming this verification. If you are sharing voting equipment with another team, both teams need to verify the security seals.

Voting Equipment

Voting equipment will be programmed for Election Day voting on June 7th. The manager, or team members who attended the machine lab will guide the team in setting up voting equipment.

Scans and Ballot Boxes

All polling places will have a Scan programmed for Election Day on June 7th. Setting up the Scan is a two person task. Follow the field guide instructions carefully to assemble the ballot box and situate the Scan on the ballot box.

Touch Writer and Printer

Setting up the Touch Writer is a two-person task. Follow the field guide instructions carefully to set-up the Touch Writer and printer.

Main Table Setup

The main table is where voters will be checked in. Arrange supplies for Poll Pad and main roster. Supplies include:

- Poll Pad and printer
- Paper Main Roster
- Hanging rosters
- Highlighters, sticky notes, and scratch paper
- Accessible items (e.g. pen grips, magnifiers)

Poll Pad Setup

Setting up the Poll Pad is a one (1) person task. Follow the field guide instructions carefully to set-up the Poll Pad(s).

Ballot Handling Table

Set up the ballot handling table with a small number of ballots for each precinct. Do not detach ballots until issuing the ballot to a voter.

- Single-use secrecy sleeves and pens.
- Accessible items (e.g. pen grips, magnifiers).

Setup Reminders

- Field guides, manuals, passwords, and keys are in a bag in the blue supply box. Power cords, and printer cables are also in the blue supply box.
- Before breaking exterior seals, record the serial number of the yellow beaded seals on your Opening/Closing Security Log. If seal numbers do not match, contact the Office of Elections immediately at 707-445-7481.
- Assembly works most efficiently when one person reads the voting equipment field guide and manual while a second person performs the assembly action.
- Carefully follow the step-by-step instructions in the voting equipment field guides and manuals. Stop after printing a zero tape.
- All polling place team members at the polling place must sign the zero tape. Place the zero tapes in the plastic zippered pouch in the precinct binder.

Convert Blue Supply Box to Provisional Ballot Box

Set up one of your polling place's blue supply boxes to be used as a provisional ballot box. Provisional ballots will be cast into the sealed and secured blue supply box. You may also use the same blue supply box to collect surrendered VBM ballots once the word "Surrendered" has been clearly written across the front of the envelope.

- Empty the contents one of your polling place's blue supply boxes.
- Seal the empty blue supply box with a yellow beaded seal.
- Record the yellow beaded seal on your Security Log for Provisional Ballot Box.

Setup Table for Vote by Mail Container

Remove the collapsed vote by mail container from the equipment supply inventory (it is a blue canvass bag). Setup a table to function as the vote by mail station. Setup the vote by mail container on the table. Follow instructions (found in the vote by mail container) to secure the vote by mail container to the table leg with metal cord and zip ties provided. Keep the vote by mail container secured to the table throughout the day. Seal the vote by mail container with a yellow beaded seal and record the seal number on the Opening/Closing Security Log.

Post Outside Signs

Post all signs and notices outside the polling place using blue masking tape. See the supply inventory checklist and Outside Signs Bag.

ADA Mitigation Outside the Polling place

See the ADA Guide with specific accessibility mitigation measures that need to be taken at your polling place. Follow instructions in the ADA Guide carefully when setting up ADA mitigation.

Morning Paperwork

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Complete required paperwork located in the team binder before the polls open.

- Any new team members will sign the oath.
- All team members will complete and sign Paysheet (see team binder).
- All team members must sign Poll Pad, Scan, and Touch Writer zero tapes.
- Team puts on nametags and election pins (see zipper pouch in team binder).
- Bilingual speaking team members put on bilingual identification button.

Blank Ballot Stock

Blank ballot stock will be used in the Touch Writer printer. You will find the ballot stock in the box labeled Blank Ballot Stock.

- Two (2) team members will retrieve the blank ballot stock box from the blue supply box.
- Count and record the number of sheets on the Ballot Stock Balance Statement in your binder. Compare number to number of sheets sent.
- Load paper and affix a blue seal to printer drawer. Put the remaining paper back in the box. Place box in secure location.
- Record the blue seal number on Printer Security Log.

Ballot Inventory

Pre-printed precinct and provisional ballots must be inventoried, recorded on the Ballot Statement and Certification form, and controlled throughout the day.

- Two (2) team members will retrieve the precinct and provisional ballots from the blue supply box.
- Count all the ballots and record the numbers on the Ballot Statement and Certification form. The number must match the number on the beginning ballot inventory.
- Set out a supply of pre-printed precinct ballots for each precinct at the ballot handling station. Keep pre-printed precinct ballots, and provisional ballots in a secure location.

When to Request Ballots and Blank Ballot Stock

Polling place teams should check ballot inventory throughout the day. If a team has 25% or less of its pre-printed precinct ballots or blank ballot stock inventories, contact the Office of Elections on the emergency hotline at [REDACTED]. If polling place teams are running low (25% or less of pre-printed ballots remaining) or run out of ballots, use blank ballot stock to print a precinct ballot from the Touch Writer.

Voting hours are 7 AM to 8 PM on June 7, 2022.

Polls Open at 7 AM

Just before 7 am, two (2) team members will inspect ballot box to verify it is empty (including the emergency ballot bag accessed on the back of the ballot box). Display the empty box to members of the public if there are any present. One (1) of the team members will use the ballot box key to seal

the empty ballot box. Team members take their stations. At 7 am, one (1) of the team members will announce, “The polls are open.”

Conduct at the Polls

Observers and Watchers

Polling places may be visited by observers and watchers. Observers are typically campaign and committee representatives, party central committee members, and state officials who are present to evaluate elections processes and best practices. Observers most often will provide identification and written documentation from the organization they represent. Watchers are general members of the public who are not affiliated with an organization. Observing polling activities is legal, so cooperation while maintaining control is important. Observers may inspect, but not mark or remove hanging rosters. They cannot sit at the election table, process voters, look at marked ballots or in any inhibit the processing of voters.

Assigned Observer Area

Polling places should have an assigned observer sitting area. Observers must remain in this area. Refer to the polling place layout graphic in the team binder for specific location of the observer area in the voting area or determine a location out of the path of travel.

Electioneering

“Electioneering” is defined in the California Elections Code, Section 319.5 as: “visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, a vote center, an elections official’s office, or a satellite location under Section 3018.”

Prohibited Materials

Examples of prohibited materials include:

- Visual display of a candidate’s name, likeness, or logo.
- Visual display of a ballot or proposition measure number, title, subject, or logo.
- Buttons, hats, pencils, shirts, signs, lanyards, or stickers containing written or visual information about a candidate, measure, or proposition on the ballot.
- Audible broadcasting of information about candidates, measures, or propositions on the ballot, such as conversation, radio, social media, phone, tablet, or television.

Ballot Selfies

As of January 1, 2017, state law allows a voter to “voluntarily disclose how he or she voted if that voluntary act does not violate any other law.” Simply stated, voters may take a photograph of their ballot (a “ballot selfie”) and share it on social media.

Electronic Devices

State law allows voters and observers to use an electronic device at a polling place. Allowable devices include:

- Smartphones
- Tablets
- Other handheld devices

Cameras and Video Equipment

The Secretary of State’s office has historically taken the position that the use of cameras or video equipment at polling place is prohibited, except in limited circumstances.

Limited Cameras and Video Authorization

Any use of cameras and video/filming equipment in the polling place is only permissible for credentialed media organizations and requires the consent of the Office of Elections. An example of when the Office of Elections may permit the use of cameras or video/filming equipment at the polls is if a credentialed media organization wants to photograph or film a candidate voting at a polling place. If teams are approached with a request to photograph or film activities within the polling place, the team manager should contact the Office of Elections at 707-445-7481.

If the Office of Elections permits your location to allow camera or video use, election workers must obtain the consent of all persons inside the polling place. Additionally, you must ensure such activity does not interfere with voting, is not intimidating to any voters or any team member(s), and that the privacy of voters is not compromised.

Media may conduct exit polling and surveys as long as they are at least 25 feet from the voting area.

Types of Voter

Many types of voters will come into the polling location to vote. Election workers must apply various processes and consider various voter statuses to effectively check-in the various types of voters. All active, registered voters received a vote by mail ballot for this election.

Precinct Voters (Voters who Surrender their Vote by Mail Ballot)

Precinct voters received a vote by mail ballot from the Office of Elections and are surrendering (exchanging) their vote by mail ballot for a precinct ballot.

Vote by Mail Return Voters

Voters who received a vote by mail ballot from the Office of Elections and are returning their marked vote by mail ballot sealed within the return ballot envelope. Ensure the voter has filled out and signed the return envelope.

Provisional Voters

Provisional voters are voters who may be properly registered but are not eligible to receive a precinct ballot. Voters who have not yet registered to vote are also able to vote provisionally. Provisional voting enables the voter to cast a ballot at a polling place. When the provisional ballot is returned to the Office of Elections, the Office of Elections verifies the voter's eligibility to cast the ballot.

HAVA ID Voters and Acceptable Identification

Voters who must show an approved form of identification at the polls because identification was not provided at the time of registration. This is only applicable for first-time voters. California law requires voters to provide an approved form of identification at the original time of registration, or the first time they vote.

Inactive Voters

Voters who show up in the Poll Pad and on the main roster as inactive.

Name Change Voters

Voters who have changed their name and not reregistered with their new name.

Challenged Voters

Voters who are challenged by the polling place as not being eligible to vote a precinct ballot.

Voters who need language assistance

Facsimile ballots printed in both Spanish and Hmong are included in your supplies for voters who need assistance in filling out their ballot. Telephone interpreter services are also available free of charge by calling **(760) 548-3367, PIN #5539-9530**

Processing Voters

Voter Check-In (Poll Pad/Main Roster)

1. Greet Voter.
2. Ask voter for name and address. Repeat voter name and address to verify.
3. Locate voter on the Poll Pad and make sure information is up-to-date.
4. Because voters have been mailed a vote by mail ballot, they need to surrender their vote by ballot if they wish to vote a precinct ballot. Find the voter's name in the roster.
5. Surrendered vote by mail ballots must be in a return envelope. Ask the voter to fill out and sign the envelope, put their ballot inside, and seal the envelope. (Use yellow VBM envelope if they do not have original return envelope.)
6. Write "SURRENDERED – DO NOT COUNT" on the envelope.
7. Have the voter sign the main paper roster in the box next to their name. Verify.
8. Check the box on the Poll Pad screen verifying that the voter has signed.
9. Print Poll Pad receipt. Hand the receipt to the voter.
10. Direct the voter to the ballot handling table.

Note: If a problem occurs during any of these steps, there are different routes to take to allow the person to vote:

- Voter does not have their vote by mail ballot to surrender? Call the election worker hotline [REDACTED]. The call center will be able to verify if the voter has already voted, and if the voter has not, can void the voter's vote by mail ballot so that they can vote at the precinct. If the call center cannot do this, the voter can vote a provisional ballot.
- Voter's address incorrect? Use an address change form or provisional ballot.
- Voter is listed as inactive in the roster. The voter will not have a ballot to surrender. If the voter confirms that their address has not changed, allow the voter to vote a precinct ballot.

Ballot Handling Table

1. Greet voter.
2. Voter provides Poll Pad receipt. Keep all Poll Pad receipts and voter paper information.
3. Ask precinct voters if they would like a pre-printed precinct ballot or if they would like to use the Touch Writer to mark their ballot. Do not detach ballots from the tablet until issuing the ballot to a voter.
4. **NOTE:** If a provisional voter comes to the ballot handling table, direct them to the provisional ballot clerk.
5. If the precinct voter requests a pre-printed precinct ballot:
 - a. Pull one (1) ballot (2 pieces of paper) from the pre-printed pad of ballots.
 - b. Provide the voter with the following items:
 - i. Ballot receipt.
 - ii. Precinct ballot.

- iii. Single-use secrecy sleeve.
 - iv. Pen.
 - c. Direct the voter an available voting booth to mark their ballot and proceed to the voting machine (scan) clerk when finished.
6. If the precinct voter requests to use to Touch Writer to mark their ballot:
 - a. Direct the voter to the voting machine clerk for assistance with the Touch Writer and provide the voter with the following items:
 - i. Ballot receipt.
 - ii. Single-use Secrecy sleeve.

Provisional Voter Check-in

1. If the voter would like to vote provisionally, locate the voter's name on the Poll Pad.
2. Verify the voter's information on the Poll Pad screen is correct.
3. Voter signs the provisional roster.
4. Check the "provisional" box on the Poll Pad screen.
5. Check the box on the Poll Pad screen verifying the voter has signed the provisional roster.
6. Print a Poll Pad receipt. Hand the receipt to the voter. If you are unable to print a voter receipt with precinct, write the information on a piece of paper and hand it to the voter to give to the provisional ballot clerk. **DO NOT** yell precinct information across the voting area.
7. Direct the voter to the provisional ballot clerk.

Provisional Ballot Processing

The check-in station will direct provisional voters to the provisional table to complete a provisional envelope. Provisional voters will sign the provisional roster at the check-in station.

1. Greet voter.
2. Direct the voter to complete Side 1 of the provisional envelope.
3. Complete the election worker section of Side 2.
4. Each precinct is provided with a limited number of pre-printed provisional ballots. We encourage you to utilize the Touch Writer when issuing a provisional ballot.
5. Direct the voter to the voting machine station for assistance with the Touch Writer.
 - a. Direct the voter to return to the provisional ballot clerk once they have completed marking their ballot.
6. When the provisional voter returns with their marked ballot, verify that the ballot is
 - a. Inside the envelope.
 - b. Both the voter and election worker portions of the envelope are completed and signed.
 - c. The envelope is sealed.
7. Direct the provisional voter to the provisional ballot container (blue supply box secured with a yellow beaded seal) to insert their ballot into the container.

HanginRoster Maintenance

Hang one of the hanging rosters (list of names of voters at your precinct) outside the voting location. Beginning one hour after the polls open, and every hour on the hour a list of voters who have voted must be posted with the hanging roster outside of the voting area. Print a list of voters who have voted from the Poll Pad to post with the hanging roster every hour. Voters **do not** sign hanging rosters. **Do not** post roster pages with voter signatures outside of the polling place.

Voting Machine Maintenance

1. Greet voter who has finished marking their ballot.
2. Ensure voters are ready to cast their ballot. Provisional voters must return to the provisional ballot clerk.
3. Ensure ballots are in secrecy sleeves.
4. Instruct voters to feed protruding edge of the ballot into Scan machine. The ballot will be two sheets of paper and must be fed one sheet at a time.
5. Help with any kick-back of ballots out of the machine.
6. Give voter an "I Voted" sticker after casting their ballot.
7. Scan voter areas for secrecy sleeves and discard used sleeves.
8. Scan voter areas for used pens and place used pens in the used pen receptacle.

Vote by Mail Table

The vote by mail table will be located near the main entrance door or outside if weather permits. Follow instructions (found in vote by mail container) to secure the vote by mail container to the table using the metal cord and zip ties provided.

Before the polls open, the vote by mail container will need to be sealed with a yellow-beaded seal and placed on the vote by mail table. Record the seal in the security log. Keep the vote by mail container secured to the table throughout the entire day. During polling hours voters may approach the vote by mail table and insert their voted and signed ballot envelope into the vote by mail container. Voters **DO NOT** need to sign a roster. An election worker must always be present at the vote by mail table.

Vote by Mail Ballot Return Voters

All active registered voters will receive a vote by mail ballot for this election. Although vote by mail ballots are primarily returned to the Office of Elections by mail or at official drop box locations, vote by mail ballots can be returned at any polling place on election day.

Reminders

- Vote by mail ballots must be in return envelopes.
- Vote by mail envelopes must be (1) completed, (2) signed, and (3) sealed.

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- Vote by mail ballots DO NOT go through Scan.
- Anyone can turn in a vote by mail ballot for someone else.
- Vote by mail ballots from anywhere in California can be turned in at any polling place.

Extra yellow vote by mail return envelopes are included in the forms supply bag. If a voter does not have their vote by mail ballot in an envelope, provide the voter with a yellow vote by mail return envelope from your forms supply bag and instruct the voter to:

- Write their residential address
- Sign the envelope
- Insert their ballot into the envelope and seal the envelope, and
- Place signed and sealed envelope into the sealed vote by mail container.

Returning a Vote by Mail Ballot for Someone Else

Vote by mail ballot returns by someone other than the voter must be in a sealed vote by mail envelope that has been completed and signed by the voter.

If someone returning a vote by mail ballot for another person does not have a sealed vote by mail envelope completed and signed by the voter, inform the returner of the following options:

1. Return ballot envelope back to the voter to complete, or
2. Contact the voter to come to the polling place to complete and sign the ballot envelope, or
3. Ensure the voter's name and address are printed on the return envelope. The Office of Elections is required to reach out to voters who neglected to sign the return envelope to give them the opportunity to correct the error so their ballot can be counted.

Processing Voters in Wrong Precinct

Voters who are not registered to vote at your precinct must be processed as provisional voters.

- Advise voter that they are not at their correct polling place.
 - Ask voter if they would like to go to their correct polling location or vote a provisional ballot at the current location.
 - If the voter wants to go to the correct polling place: Print a Poll Pad printout with polling place name and location.
 - Hand the printout to the voter.
- OR**
- If the voter wants to vote a provisional ballot at the current polling place, follow provisional voting process above.

Processing Voters not on Poll Pad

Voters who do not appear on the Poll Pad, main roster, or supplemental roster must be processed as provisional voters.

If the voter IS NOT found on the Poll Pad or main roster, the voter can vote a provisional ballot at the current location or at the Office of Elections at 2426 6th Street, Eureka.

Inactive Voters

A voter is sometimes identified as being “Inactive.” Typically, this is because the Office of Elections received back undeliverable mail for the voter. Voter information needs to be verified before they can proceed to vote.

Processing Inactive Voters

- Voter provides name and address.
- Locate the voter’s name on the Poll Pad or main roster. Voter status will show as “Inactive.”
- Explain to voter their status is “Inactive” and you need to obtain their current address.

If Address is the SAME.

- Voter gives address and the address is the same on the Poll Pad.
- Process voter as a precinct voter.
- Verify the voter’s information on the Poll Pad screen is correct.
- Verify the voter signed the main roster.
- Check the box on the Poll Pad screen verifying the voter has signed the main roster.
- Print a Poll Pad receipt. Hand the receipt to the voter.
- Direct the voter to ballot handling table.

If Address is DIFFERENT.

- Voter gives address and the address is different from the Poll Pad.
- Process voter as a provisional voter.
- Direct the voter to complete Side 1 of the provisional envelope.
- Complete the election worker section of Side 2.
- Direct the voter to the Touch Writer to mark their ballot.
- Verify the voter sealed their voted ballot in the provisional envelope.
- Direct the provisional voter to the provisional ballot container (blue supply box secured with a yellow-beaded seal) to insert their ballot into the container.

Address Changes

To change residential address and vote a precinct ballot, the voter **must meet all of the following conditions:**

- Appear at their assigned precinct, and
- Change their residential address to another residential address **within the same precinct**, and
- Appear on the main roster and Poll Pad, and
- Surrender their vote by mail ballot.

If the voter **DOES** meet all of these conditions:

- Direct the voter to complete the **Address Change** form.
- Process the voter as a precinct voter: Check the voter in on the Poll Pad and direct them to sign the main roster.

If the voter **DOES NOT** meet these conditions:

- Issue the voter a provisional ballot.

Name Change Voters

A voter may have changed their name and not reregistered. If only the name has changed, the voter can vote a precinct ballot. If any other information changed, the voter must re-register and vote a provisional ballot.

Processing Voters with Name Change ONLY

- Greet voter.
- Voter provides name and address. Repeat voter name and address to verify.
- Voter surrenders their original vote by mail ballot.
- Voter signs name twice on the main roster next to their name where indicated.
 - First signature: previous name.
 - Second signature: current name.
- Instruct voter to put brackets around both names.
- Verify the voter's remaining information on the Poll Pad screen is correct.
- Verify the voter signed the main roster twice (see above).
- Check the box on the Poll Pad screen verifying the voter has signed the main roster.
- Print a Poll Pad receipt. Hand the receipt to the voter. If you are unable to print a voter receipt with precinct, write the information on a piece of paper and hand it to the voter to give to the Ballot Clerk. **DO NOT** yell precinct information across the voting area.
- Give the voter a blank voter registration to complete and return to the Office of Elections.
- Write "**SURRENDERED - DO NOT COUNT**" across the signature side of the VBM envelope.
- Place the vote by mail envelope in the side slot of your polling place's sealed and secured blue supply box.
- Direct the voter to the ballot table where they will hand their receipt to the ballot handling clerk.

Spoiling Ballots

Sometimes voters make a mistake when voting their ballot. If a voter makes a mistake and wants to vote a new ballot you will spoil one (1) two-sheet ballot and have the voter mark one (1) two-sheet ballot, resulting in one spoiled ballot and one marked ballot.

- Write “SPOILED” across the sheet with the mistake.
- Remove one (1) ballot from the pad of ballots. Remember each ballot has two (2) sheets.
- Hand the voter the sheet to replace their spoiled sheet.
- Write “SPOILED” across the remaining sheet not given to the voter.

When the transaction is complete, the voter will have one (1) complete ballot to mark and the election worker will have one (1) complete ballot with “SPOILED” written on both sheets. Place the spoiled ballot in the side slot of the sealed and secured blue supply box.

Voters shall not receive more than a total of three (3) ballots, including the original ballot issued, in this manner.

Curbside Voting

Curbside voting enables voters to have a voting experience outside the voting area when a polling place is not accessible or the voter cannot otherwise get into the polling facility. Voters may use curbside voting from their vehicle or along the path of travel to the voting area. Election workers must bring to the voter the necessary materials to have a curbside voting experience to cast their ballot privately and independently.

Curbside Voting for Precinct Voters

Use this procedure when assisting a precinct voter with curbside voting.

1. Take a pen and paper outside to the voter.
2. Ask for the voter’s name and address and write this information on the paper.
3. Voter surrenders their original vote by mail ballot.
4. Return to the voting area and find the Main Roster page with the voter’s name on it. Next to the voter’s name you will see a notation, “Vote by Mail Voter” or “VBM Voter.”
5. Take to the voter:
 - a. Main Roster page with the voter’s name on it
 - b. Official ballot
 - c. Voter Receipt
 - d. Security sleeve
 - e. Pen
 - f. Assisted Voter List form, if necessary
6. Show the voter where to sign the Main Roster. Have the voter sign.
7. Provide the voter with their official ballot and secrecy sleeve and wait while the voter marks the ballot.
 - a. If the voter has not already done so, put the ballot in the security sleeve

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8. Ask the voter to wait while you go back into the voting area to deposit the ballot into the ballot box. (If there is a problem such as an overvote, this will give you the opportunity to tell the voter so that they can make a correction or spoil the first ballot and vote a second one.)
9. Write "**SURRENDERED - DO NOT COUNT**" across the signature side of the VBM envelope.
10. Place the vote by mail envelope in the side slot of your polling place's sealed and secured blue supply box.
11. Return to the voting area and deposit the ballot into the ballot box.
12. Return to the voter to verify their ballot has been successfully cast.

Curbside Voting for Provisional Voters

Use this procedure when assisting a provisional voter with curbside voting.

1. Take a pen and paper outside to the voter.
2. Ask for the voter's name and address and write this information on the paper.
3. Return to the voting area and pull a blank provisional roster page from the precinct board team's binder.
4. Use the Touch Writer to print an unmarked provisional ballot.
5. Take to the voter:
 - a. Blank provisional roster page
 - b. Official unmarked provisional ballot
 - c. Voter Receipt
 - d. Provisional envelope
 - e. Pen
 - f. Assisted voter list form, if necessary
6. Show the voter where to complete and sign the provisional roster. Have the voter complete and sign.
7. Provide the voter with the official ballot and a provisional envelope and wait while the voter marks the ballot.
8. If the voter has not already done so, put the ballot in the provisional envelope.
9. Return to the voting area and deposit the provisional envelope into the sealed, and secure blue supply box.
10. Return to the voter to verify their ballot has been successfully cast.

Assisting a Voter

Voters who are unable to independently mark their ballot may have up to two (2) people assist them in marking their ballot. Person(s) assisting the voter can be anyone (e.g. friend, relative, poll worker) other than the voter's employer, an agent of the employer, or an officer or agent of the voter's union.

Voters requesting assistance to mark their ballot must take an oath that they are unable to independently mark their ballot and identify the specific person they authorize to assist them mark their ballot. A precinct board team member must administer this oath to each assisted voter. The assisted voter signs the Main Roster page and Assisted Voter form in the precinct binder. If the voter is unable to sign, the poll worker must write "Assisted Voter" in the area next to the voter's name in place of the voter's signature on both the Main Roster and Assisted Voter form.

HAVA Identification Voters

The Help America Vote Act (HAVA) is a federal program that requires all active registered HAVA voters to show identification when registering to vote for the first time. California law does not require voters to produce identification to vote.

The main roster and Poll Pad may have “HAVA ID” next to a voter’s name. Samples of acceptable ID are located on the Poll Pad drop down. The ID information will be recorded on the HAVA ID Information sheet. HAVA Information sheet is the last sheet of the sign in Roster.

Challenged Voters

Only a polling place team member can challenge a voter.

Reasons to Challenge a Voter

- Not the person registered.
- Not a resident of the precinct.
- Not a United States citizen.
- Has already voted in this election.
- Intimidating or coercing other voters.
- Tampering with a voting system.
- Disrupting the operation of a polling place.

If your polling place team challenges a voter for one of the above reasons, you must complete the challenge list form and must allow the challenged voter to vote a provisional ballot.

Important Reminders- Challenged Voters

- Allow the voter to vote a provisional ballot.
- Note the reason for your challenge on the provisional ballot envelope.
- Note the reason for your challenge on the challenge list form. All voter polling place members must sign the challenge list form.

Felony to Challenge a voter without Probable Cause

It is a felony for a polling place team member to knowingly challenge a person’s right to vote without probable cause or on fraudulent or false grounds, or to engage in indiscriminate and groundless challenging of voters for the sole purpose of preventing voters from voting. Election workers are not allowed to delay the voting process or misinform registered voters that they are not properly registered.

Election Night Closing Procedures

After a long day at the polling place, closing the polls can be challenging. There are a lot of activities to complete in a short period of time. It is important to stay organized, pay attention to details, and work together as a team to complete all closing activities.

Voters in line to vote or turn in a vote by mail ballot at 8 pm on Election Day when polls close will be allowed to vote or turn in their vote by mail ballot. Anyone who arrives after 8 pm will not be able to vote or turn in a vote by mail ballot. Use the Scan time clock to determine when to open and close the polls.

Polls Close at 8 PM

At 8 pm, the team manager will announce, “The polls are closed.” Voters inside the polling place or waiting in line when the polls close must be allowed to vote or turn in their vote by mail ballot. If there is a line outside your polling place, a team member should stand at the end of the line to indicate where the line for voting ends. After everyone has voted, begin the process of closing the polls. Observers (Poll Watchers) can be inside the polling place and observe the closing process.

Polling Place Closing Checklist

Each polling place will receive a closing checklist (located with the black transport bag) as a reference to guide your closing activities to ensure bags, ballots, forms, and anything else are packaged correctly so that everything comes back to the Office of Elections in a secure and timely manner.

Getting Organized

Polling place teams should create a game plan before the polls close at 8 pm to get organized and assign closing tasks. This organization will help your team complete closing activities more effectively and get home in a timely manner. Some considerations include:

- Who is inventorying unused ballots and blank ballot stock?
- Who is closing down voting equipment and printing equipment tapes?
- Who is collecting ballots from the black ballot box?
- Who is completing the ballot statement?
- Who is completing other Election Night paperwork (Opening/Closing Security Log, certificate of performance)?
- Where are the return bags 1 - 7?
- Who is breaking down voting equipment and booths?
- Who is taking down signage?
- Who is gathering accessibility mitigation supplies (cones, signs etc.) from outside and inside the polling place?

Equipment and Supplies

Some equipment and supplies will stay at the polling place and others will be returned to your assigned drop-off location. The polling place closing checklist summarizes where each item goes.

Store in the Blue Supply Box

Supplies that will be stored, locked and left at the polling place in the supply box include:

- All Unused pre-printed ballots in boxes in **Bag 1**
- All Unused Blank Ballot Stock in brown box(es)
- All supplies that were taken out at beginning of day

Leave at Polling Place

General supplies will be left at the polling place:

- Voting booths
- Mitigation supplies
- Parking signs
- All printers –(**blank stock must be removed, inventoried and stored in blue supply tub.**)

Secure and Return to Drop-Off Location

Voting equipment and ballots must be secured with seals and returned to the Office of Elections on Election Night:

- Scans
- Touch Writers
- Poll Pads
- Black Transport Bag

Closing Activities

Inventory Unused Blank Ballot Stock and Pre-Printed Precinct and Provisional Ballots

Unused blank ballot stock and pre-printed ballots must be inventoried and sealed in return **BAG 1** before remaining ballots are gathered and inventoried.

- Two (2) team members count all unused blank stock from the Touch Writer printer and any blank stock left over in the box they were delivered in.
- Place all unused blank ballot stock in the box.
- Run 2 copies of the Touch Writer Close Polls Report (One report will be sealed in the box with the unused blank stock. The second report will be used to help complete the **Blank Ballot Stock Statement** and will then be attached to the Certificate of Performance.).
- Place one copy of the report tape in the box with the unused stock, seal box and place box in **BAG 1**.
- Write the number of unused blank ballot stock on **BAG 1** label.

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- Count all unused pre-printed precinct and provisional ballots.
- Write the number of unused pre-printed precinct and provisional ballots on **BAG 1** label and place the ballots in **BAG 1**.

Shut Down Voting Machines

Follow the field guide and manual instructions **carefully** to shut down voting equipment (Poll Pads, Scans, Touch Writers and Printers). Field guides, manuals, passwords, and keys should be returned to the voting equipment manuals and supplies bag after closing activities are complete. The voting equipment manuals and supplies bag and all power cords and printer cables must be returned to the blue supply box.

- Print two sets of voting equipment tapes
 - Scan
 - Touch Writer
 - Poll Pad
- Place one set of voting equipment tapes (Scan and Poll Pad) in plastic pouch of Roster Binder.
- Attach the second Scan tape to the certificate of performance.
- Place one copy of the Touch Writer Report in the box with the unused blank ballot stock. Use the second report to fill out the Ballot Statement and Certification form.
- Post the certificate of performance outside the polling place. NOTE: If fewer than 10 voters voted, do not attach the tape to the certificate of performance.
- Secure voting equipment carrying cases with Security Seals. NOTE: Complete the Ballot Statement and Certification Form prior to affixing seals to allow rechecking of numbers if needed.
- Record seal numbers on Security Log located in the team binder. (If you are sharing equipment with another team, ensure that both teams record the security seal numbers on their Security Log.)

Inventory Voted Precinct Ballots in Ballot Box

- Remove voted ballots from main (lower) area of ballot box. Precinct ballots printed on the Touch Writer will look the same as pre-printed precinct ballots, except they will not have the word "PRECINCT" printed on the bottom margin.
- Verify precinct numbers in the top right corner of ballots. If you share a scan/ballot box, remember to sort ballots by precinct.
- Count the total number of precinct ballots (separate the ballots into sheet 1 and sheet 2). This will be the combined total of pre-printed and blank ballot stock precinct ballots.
- Place voted precinct ballots in **BAG 2**.
- Write the total number of voted precinct ballots on the red and white tamper-proof seal and seal the box. Write the total number of voted precinct ballots on the **BAG 2** label. Seal **BAG 2**.
- All team members must sign the ballot seal.
- **BAG 2** comes back to the Office of Elections on Election night in the black transport bag.

Inventory Other Used Ballots

Separate other used ballots by precinct:

- Unread ballots (ballots that were not read by the scan machine)
- Provisional ballots (in envelopes)
- Spoiled ballots
- Vote by mail ballots (in envelopes)

Unread Ballots

Unread ballots have not been read by the Scan and can be found in the back compartment of the ballot box.

- Count the total number of unread ballots (voted but not read by Scan).
- Place unread ballots in **BAG 3**.
- Record the total number of unread ballots sheet 1 and sheet 2 on the **BAG 3** label. If there are no unread ballots: record “0” on the bag label.

Provisional Ballots

Provisional ballots are in provisional envelopes and can be found in the blue supply box where they were deposited throughout Election day.

- Count the total number of voted provisional ballots in envelopes. The total number of ballots equals the number of provisional voter signatures on the provisional roster.
- Place voted provisional ballots in **BAG 4**. Record the total on the bag label. If there are no provisional ballots: record “0” on the bag label.

Spoiled Ballots

Spoiled ballots will have “SPOILED” written across them.

- Count the total number of spoiled ballot sheet 1 and sheet 2.
- Place spoiled ballots in **BAG 5**. Record the total on the bag label. If there are no spoiled ballots: record “0” on the bag label.

Surrendered Vote by Mail Ballots in Envelopes

Surrendered vote by mail ballots are ballots in envelopes that have “SURRENDERED - DO NOT COUNT” written across them and can be found in the blue supply box along with the provisional ballots. Count the total number of surrendered vote by mail ballots. **Do not** record them on the Ballot Statement and Certification. Place the surrendered vote by mail ballots in **BAG 5**. Record the total on the bag label. If there are none: record “0” on the bag label.

Ballot Stubs

Bind ballot stubs with a rubber band. Place stubs from used ballots in **BAG 5**.

Returned Vote by Mail Ballots in Envelopes

Returned vote by mail ballots in envelopes are voted VBM ballots dropped off at the polling place and can be found in the vote by mail container. Count the total number of returned vote

by mail ballots in envelopes. **Do not** record VBM return ballots on the Ballot Statement and Certification. Separate the envelopes into 'Humboldt County' and 'Other Counties'. Rubber band the 'Other Counties' envelopes. Place all voted VBM envelopes in **BAG 6**. Record the totals on the bag label. If there are no voted VBM: record "0" on the bag label.

Hanging Rosters

Bring hanging roster and tapes inside the polling place. Place them all in **BAG 7**.

Voter Registration Cards

Place voter registration cards in **BAG 7**.

Voter Signed Forms

Place voter signed forms (e.g. signature verification, change of address, HAVA ID) in **BAG 7**.
NOTE: The Office of Elections is required to send a letter to voters who provided a signature that doesn't match or forgot to sign their VBM return envelope. Some voters may return their signature verification form to your polling location. Please assemble these throughout the day and put any returned signature verification forms in BAG 7 so that we may process the voter's ballot.

Closing Election Night Forms

Complete the Blank Ballot Stock Statement Form

1. Fill in the amount of unused blank ballot stock in the table under **Unused Stock** on the **Blank Ballot Stock Statement** which is found on **BAG 1** label.
2. Fill in the table at the bottom of the **Blank Ballot Stock Statement** with Precinct number(s) and amounts from the Touch Writer report tape.

Ballot Statement and Certification Statement

The ballot statement is a reconciliation of ballots and has two important uses:

1. Accounting for ballots sent to each polling place.
2. Comparing the number of ballots (voted, unread, spoiled, provisional and unused) to the number of signatures collected (main roster and provisional roster).

Ballot Types Recorded on Ballot Statement and Certification Form

Every ballot a voter votes at polling place must be accounted for in one of the following ways:

- Read (voted)
- Unread
- Provisional
- Spoiled

Every ballot cast should have a signature entry on either the main roster or provisional roster.

Information Needed to Complete Ballot Statement and Certification

- Ballot Statement and Certification form
- Blank Ballot Stock Statement
- Precinct ballots
- Unread ballots
- Provisional ballots
- Spoiled ballots
- Main roster
- Provisional roster

Complete the Ballot Statement and Certification Form

- Under **PRINTED BALLOTS**, record the number of unused ballots from **BAG 1** label.
- Under **USED BALLOTS**, record total number of voted precinct ballots sheet 1 and sheet 2 from **BAG 2** label.
- Record the total number of unread ballots sheet 1 and sheet 2 from **BAG 3** label.
- Record the total number of Provisional Ballots from **BAG 4** label.
- Record the total number of Spoiled Ballots from **BAG 5** label.
- Record the total number of signatures counted from the Main Roster.
- Record the total number of signatures counted from the Provisional Roster.
- Add Main Roster and Provisional Roster numbers together and enter in Total Roster Signatures.

Certification of Number of Voters Voting:

Fill in names and number on Roster of voters who signed the roster but did not vote.

Fill in the Precinct number and the number from Total Roster Signatures.

- All polling place team members must sign the ballot statement and certification form where indicated.
- Ballot Statement and Certification form is left in the binder and put in the black transport bag for return to the Elections Office.

Bags 2-7 are placed in the Black Transport Bag for transport to the Elections Office.

Breakdown Polling Place

1. Take down inside/outside signs, notices and flag. Return these items to the blue supply boxes.
2. Take down signs and notices from voting booths. Breakdown voting booths.
3. Gather accessibility mitigation supplies from outside the polling place, along interior paths of travel, and inside the voting area. Place these items with the blue supply boxes.
4. Clean up polling place areas used: voting area, kitchen, etc.

Election Night Ballot Return

After the polling place team has completed all closing activities, voting equipment and the black transport bag must be returned. Some polling place teams will deliver equipment and black transport bags to a drop-off location and other polling place teams will have a ballot transporter team (or Sheriff Deputy) pick-up equipment and black transport bag from the polling place. Yellow beaded seal numbers on equipment and transport bags will be checked at the time change of custody occurs. Two (2) team members must accompany equipment and black transport bag to drop-off location. See contact information section in team binder for Election Night ballot return information. Use the **Ballot Pickup Official Receipt** (located in precinct binder) when transferring equipment and voted ballots to your designated pickup officer.

Election Closing Support

The Office of Elections is on-call Election Night to troubleshoot closing procedures.

Office of Elections Main Line: 707-445-7481

Election workers should call the main line for voting equipment troubleshooting, process questions, and other general issues that arise.

Emergency Hotline: [REDACTED]

The emergency hotline should be used in the event of an emergency. If voter assistance center teams need to call 9-1-1, the second call should be immediately to the Humboldt County Office of Elections' emergency hotline.

[REDACTED] (hotline) / Natassia Harrison [REDACTED] (cell)

Christina Strevey [REDACTED] (cell)

Election workers should use the election worker hotline and main office phone number first. If you are not able to get through, cell numbers for both Natassia and Christina are provided above.

Appendices:

- **Ballot Statement and Certification Form**
- **Ballot Inventory and Official Receipt**
- **Blank Ballot Stock Statement**
- **Security Log Am/PM**
- **Printer Security Log**
- **Assisted Voter List**
- **Change of Address Form**
- **Challenged Voter List form**

BALLOT STATEMENT AND CERTIFICATION OF NUMBER OF VOTERS VOTING

PRINTED BALLOTS

	Sent	Received	Unused	Used
Precinct				
Provisional				

Received – Unused = Used

USED BALLOTS (does not include blank ballot stock)

	Spoiled	Unread	Voted	Provisional	Office Use
Sheet one					
Sheet two					

SIGNATURES

Main roster signatures	
Provisional roster signatures	
Total roster signatures	

CERTIFICATION OF NUMBER OF VOTERS VOTING

We hereby certify that all voters whose signatures appear hereinbefore in this roster voted this day excepting the following who, after signing the roster, failed to vote or were challenged and denied the right to vote.

Name of person signing the roster but not voting: _____, _____, _____ .

No. Name
No. Name
No. Name

We further certify that the number of voters who voted in precinct _____ at this election is _____ and that the above list of

Name of precinct
Total roster signatures

voters, less those who did not vote as enumerated, constitutes the roster of this precinct for this election. We further certify that the total number of ballots received, voted, rejected, spoiled and canceled, found in the ballot container and the number accounted for is as indicated on the ballot statement. We further certify that the assisted voters list and challenge list show a complete list of all voters assisted or challenged.

Manager	Clerk
Clerk	Clerk

BALLOT INVENTORY AND OFFICIAL RECEIPT

Statewide Primary Election

June 7, 2022

Precinct:

Beginning Ballot Inventory

Inventory ballots and ballot stock Election Morning and complete beginning ballot inventory portion.

IMPORTANT: If the number of ballots received DOES NOT match the number ordered, contact the Office of Elections immediately at 707-445-7481.

Pre-Printed Precinct Ballot Inventory

	Pre-Printed Precinct Ballots	Additional Pre-Printed Precinct Ballots	Total Pre-Printed Precinct Ballots
Ordered			
Received			

Provisional Ballot Inventory

	Provisional Ballots	Additional Provisional Ballots	Total Provisional Ballots
Ordered			
Received			

Blank Ballot Stock Inventory

	Blank Ballot Stock	Additional Blank Ballot Stock	Total Blank Ballot Stock
Ordered			
Received			

NOTE: Enter total precinct and provisional ballot inventory received on Ballot Statement and Certification Form

Total Ballot Inventory Received: _____

Official Receipt

All precinct board members must sign below verifying the above information is correct.

Clerk Signature

Clerk Signature

Clerk Signature

Inspector Signature

BLANK BALLOT STOCK STATEMENT

Polling Place: _____

ELECTION MORNING

- Count blank ballot stock in box. Fill in number in the table at the bottom of this page. Set up the Touch Writer and printer.
- Put 100 sheets of paper in the printer. Place a blue tape seal across the place where the tray and body meet.
- Record the seal number below.

END OF ELECTION DAY

- Inventory all unused blank ballot stock from the printer and in the box. Fill in number in the table below.
- Put all of the unused blank ballot stock in the box.
- Run the Touch Writer Close Polls Report. In the table below, fill in the precinct name(s) and corresponding number(s) from the report tape.
- Put the report tape in the box with the unused stock, seal box and place box in BAG 1.

Stock sent	Stock received	Unused stock	Precinct	TW Close Polls Report

- Sign this sheet and put back in binder.

Signature: _____

Signature: _____

SECURITY LOG AM

June 7, 2022

PRECINCT: _____

SETUP DAY

BLUE SUPPLY BOX ONLY

Yellow bead seal at start # _____

Yellow bead seal at end # _____

ELECTION MORNING

Blue Supply Box

Yellow bead seal at start # _____

Yellow bead seal at time polls open # _____

Blue VBM Canvass Bag

Seal No. Opening		
Seal No. Closing		

IMPORTANT: If any of the below equipment security seal numbers are incorrect, call the Office of Elections at 445-7481.

PollPad

Poll Pad ID	Carrying Case Lock

SCAN

Scan ID	Carrying Case Lock	vDrive Seal

Touch Writer

Touch Writer ID	Carrying Case Lock	vDrive Seal

We the undersigned have examined the serial numbers and security seals on all the above mentioned equipment and verify that all the seal numbers are correct.

SECURITY LOG PM

June 7, 2022

PRECINCT:

AT TIME POLLS CLOSE

Blue Supply Box

Yellow bead seal at time polls close # _____

AFTER POLLS HAVE CLOSED

Blue Supply Box 1 Seal # _____

Blue Supply Box 2 Seal # _____

Poll Pad Seal # _____

Scan Seal # _____

Touch Writer Seal # _____

Black Transport Bag Seal # _____

Black Transport Bag Seal # _____

We the undersigned have examined all security seals placed on equipment and containers after closing the polls and verify that the above listed numbers are correct.



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

BALLOT PICKUP OFFICIAL RECEIPT

Statewide Direct Primary Election
June 7, 2022

Precinct: _____

Manager Declaration

I, the undersigned, declare:

1. I am the inspector of the above precinct.
2. Unread precinct ballots for my precinct have been inventoried and accounted for on my precinct ballot statement.
3. Unread precinct ballots for my precinct have been placed into official ballot containers provided by the Office of Elections.
4. Tamper-proof seals have been affixed to ballot containers and signed by all precinct board team members.
5. Sealed containers have been placed into the black transport bag and sealed.
Seal Number: _____
6. The following Election Night Ballot Pickup Officers have shown photo identification and taken custody of this precincts' unread precinct ballots:

Name: _____

Name: _____

Manager (**print**)

Manager (**sign**)

Election Night Ballot Pickup Officer Declaration

We, the undersigned, declare that we showed official Humboldt County Office of Election photo identification or Sheriffs' Office department ID, and took custody of unread precinct ballots for the above-named precinct.

Election Night Ballot Pickup Officer (**print**)

Election Night Ballot Pickup Officer (**sign**)

Election Night Ballot Pickup Officer (**print**)

Election Night Ballot Pickup Officer (**sign**)

ASSISTED VOTERS LIST

Elections Code, Sections 14282-14283

When a voter declares under oath, administered by any member of the precinct board at the time the voter appears at the polling place to vote, that the voter is then unable to mark a ballot, the voter shall receive the assistance of not more than two persons selected by the voter, other than the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member.

Precinct board members shall administer an oath to, and keep a list of, voters requesting assistance in marking their ballots. This list shall be returned to the elections official and preserved with other election materials and records.

Oath to Administer

Precinct board members shall give the below oath to each voter who requests assistance in marking their ballot in the polling place.

"I solemnly swear or affirm that I am, at this time, unable to mark my ballot and request the assistance of the person/persons whose name and signature appear below to mark my ballot as I direct them."

List of Assisted Voters

Precinct Board members shall keep a list of voters requesting assistance in marking their ballots (below).

1. _____
Name of Assisted Voter

Signature of Assisted Voter
_____ Name of Person Assisting Voter

Name of Person Assisting Voter
2. _____
Name of Assisted Voter

Signature of Assisted Voter
_____ Name of Person Assisting Voter

Name of Person Assisting Voter
3. _____
Name of Assisted Voter

Signature of Assisted Voter
_____ Name of Person Assisting Voter

Name of Person Assisting Voter

CHALLENGED VOTERS LIST

A person offering to vote may be challenged within the polling place ONLY by a member of the precinct board. (Elections Code, Sections 14240-14253)

Challenged Person

Name	Voter ID	Address
------	----------	---------

Grounds for Challenge

Provide the name, address, and identification as a voter of each person offering information questioning challenged person's right to vote.

Name	Voter ID	Address
------	----------	---------

Name	Voter ID	Address
------	----------	---------

Name	Voter ID	Address
------	----------	---------

Determination

State the precinct board's determination. Return any evidence supporting the challenge to the Office of Elections.

Challenged Person

Name	Voter ID	Address
------	----------	---------

Grounds for Challenge

Provide the name, address, and identification as a voter of each person offering information questioning challenged person's right to vote.

Name	Voter ID	Address
------	----------	---------

Name	Voter ID	Address
------	----------	---------

Name	Voter ID	Address
------	----------	---------

Determination

State the precinct board's determination. Return any evidence supporting the challenge to the Office of Elections.



California Secretary of State
CHANGE OF ADDRESS
 (Elections Code § 2119.5)

This form may only be completed by a voter who is currently registered to vote in their current county of residence. This form is to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

First name _____

Middle name _____

Last name *(including suffix, such as Jr., Sr., III)* _____

Date of birth
 M M D D Y Y Y Y

Current residence address _____

Apt or Unit # _____

City _____

State CA Zip _____

I want to change my address. My previous address was:

Address _____

Apt or Unit # _____

City _____

State CA Zip _____

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X

/
/

Signature

Date signed

Month

Day

Year