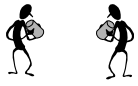




# PRECINCT OFFICERS' CHECKLIST & INSTRUCTIONS

SEE DESK REFERENCE FOR SPECIFIC INSTRUCTIONS FOR DISABLED ACCESS UNIT (DAU)



## CHECKLIST FOR INSPECTORS: BEFORE ELECTION DAY

- Attend class of instruction to receive Official Ballots and voting supplies. Sign and return ballot and equipment receipts.
- Record total number of ballots received on Line 1 of Ballot Statement (front cover of Roster). Number of ballots received is on copy of Ballot Receipt received at class.
- Verify supplies received with Supply Packing List (inside Supply Box lid). Check all containers for supplies; call ROV Office immediately if supplies are missing (565-6817 or 1-800-750-8683 toll free).
- Contact all clerks one week before Election Day (see Notice of Appointment for names and phone numbers). Remind them to report to the Polling Place at 6:00 a.m. on Election Day. If you are unable to contact a clerk, call ROV immediately (565-6816 or 1-800-750-8683 toll free). 
- Call polling place Contact Person (see Notice of Appointment) one week before Election Day to confirm you will have access to the Polling Place at 6:00 a.m. Election Day.
- Store ballots, equipment, and supplies in a dry, secure place. DO NOT tamper or practice with DAU equipment. Contact ROV if you would like to practice setting up/using the equipment.
- Charge cell phone and Election Assistant battery; practice using devices, as needed.

- Use list of voters who requested a Vote by Mail ballot and use the procedures below to update your Alpha Index and Precinct – Street Indices. Voters on this list requested a Vote by Mail ballot after the Alpha Index was printed. If a voter is marked “VBM” in the Alpha Index, that voter must surrender his/her Vote by Mail ballot to vote at polls, or vote a provisional ballot. 
  1. Locate names of Vote by Mail voters on Alpha Index; draw a line through each voter’s name; write “VBM” on the line next to voter’s name. **NOTE:** if a name appears on list, but you cannot find it on the Alpha Index, this is OK. These voters were added after the Index was printed. You do not need to write it in, or notify ROV.
  2. Locate names of Vote by Mail voters on Precinct – Street Index with blue ribbon by locating voters’ addresses; draw a line through each voter’s name.
- Review Safety section for other important information (in gray binder).
- Review “Special Circumstances at the Polls” (in gray binder). Discuss with clerks on Election Day. 
- Review “Polling Place Set Up” diagram (in gray binder).

## CHECKLIST FOR INSPECTORS & CLERKS: PREPARE TO OPEN THE POLLS

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- Set your watch to correct time.
  - Report to Polling Place at 6:00 a.m.
  - Turn on cell phone; do not turn off until you return supplies to Return Center.
  - To set up DAU, follow opening instructions (in gray binder) carefully.
  - Set up DAU booth and JBC in full view of Precinct Board; see instructions (in gray binder).
  - Set up voting booths approximately 2 feet apart and in full view of Precinct Board; refer to "Mark-A-Vote Booth Assembly Instructions" (in gray binder) to assemble voting booths.
  - Place Ballot Box in full view of Precinct Board.
  - Refer to "Polling Place Set Up" diagram (in gray binder) and place following items on Precinct Board table:
    1. "Start Here" sign
    2. pens, pencils, rulers
    3. Alpha Index and Roster, Curbside Roster, blue Vote by Mail and pink Provisional Sign In Sheets.
    4. Street Address Update List
    5. Official Ballots and secrecy envelopes
  - Using blue tape provided, post the following signs inside Polling Place:
    1. Voter's Bill of Rights (required by law)
    2. Blue "Permanent Vote by Mail" sign
    3. Pink Provisional sign
    4. "No Smoking, etc..." sign
    5. "Damaged ballots, Over Vote" sign
    6. "How to Mark Your Ballot" sign
    7. All other signs in "Signs for Posting" envelope
  - Using blue tape provided, post the following signs outside Polling Place:
    1. Voter's Bill of Rights (required by law)
    2. "Vote Here" signs
    3. American flag (blue field on left)
    4. Directional signs (green arrows)
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# INSTRUCTIONS FOR PROCESSING VOTERS

Announce voter's name and address.

Locate voter's name on Alpha Index.

**NOTE: In a Primary Election**, verify voter's political party.



1. **If "ID" is indicated** next to voter's name, ask voter to provide identification. See "Special Circumstances at the Polls" (in gray binder). If voter is unable to provide identification, issue a Provisional ballot. These voters registered by mail but *have not provided required information*; Federal law requires they do so before voting for the first time in a Federal Election.

2. **If "Vote by Mail" (VBM) is indicated** next to voter's name, ask voter to surrender his/her Vote by Mail ballot. See "Processing Vote by Mail Voters" (next page) or "Special Circumstances at the Polls" (in gray binder). If voter is unable to surrender Vote by Mail ballot, issue a Provisional ballot.

3. **If you cannot locate voter's name on Alpha Index:**

- ask voter if he/she received a late registrant postcard. **If voter has a late registrant postcard**, remove the pre-printed label from card and place it on Supplemental List of Voters (inside front cover of Alpha Index).
- check back of voter's Sample Ballot for polling place; or
- use Election Assistant to look up voter's polling place; or
- or call ROV (565-6800 or 1-800-750-8683 toll free).

Line through voter's name on Alpha Index with a single line.

Ask voter to sign name and print residence address on next line of Roster.

Write line number from Roster (where voter signed name) next to voter's name in the Alpha Index ("Line No.")

Locate cross reference ("X-ref") number printed next to voter's name on Alpha Index.

Write cross reference number on the Street Address Update List in the space next to the number that corresponds to the line number where voter signed in Roster. **NOTE:** If voter had a late registrant postcard, there is no cross reference number, so write "X" instead.

Once each hour until 6:00 p.m. use Street Address Update List to cross voters who have voted off the Precinct – Street Index with blue ribbon.

When a voting booth is available, issue ballot card(s), Mark-A-Vote pen (without cap), and secrecy envelope to voter. **NOTE: In a Primary Election**, provide correct party ballot. Voters not affiliated with a qualified political party – marked "NP" (Non-partisan) on Alpha Index – may request a ballot of a political party that is allowing unaffiliated voters to vote in their Primary election. For these voters, check box to indicate party ballot issued.

After voter returns with ballot card(s) enclosed in secrecy envelope, retrieve Mark-A-Vote pen and replace cap.

Make sure all ballot card(s) are in secrecy envelope with stubs at the top. If any ballot card(s) are upside down, hand secrecy envelope back to voter for voter to correct.

Either voter or a pollworker may remove stub(s) from ballot card(s) and drop ballot (enclosed in secrecy envelope) into Ballot Box. Hand stubs to voter and give voter an "I Voted" sticker.

Repeat steps (above) until everyone who is in line up to and including 8:00 p.m. is allowed to vote.

At 8 p.m. declare polls closed. If there is a line at 8 p.m., post a pollworker at the end of the line to signify that polls are closed.



## INSTRUCTIONS FOR PROCESSING VOTE BY MAIL VOTERS

(for additional instructions, see  
"Special Circumstances at the Polls")

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- A Vote by Mail voter may return his or her own voted ballot, or anyone may return the voted ballot of his or her spouse, child, parent, grandparent, grandchild, sibling, or person residing in the household, to any Polling Place in Sonoma County.
- 1. If voted ballot is in original ID envelope, confirm that ID envelope has been signed by voter. If person delivering ballot is not the voter, verify "Authorization Statement" on ID envelope is completed. Ask voter or person delivering ballot to print and sign his or her name and print name of voter for whom ballot is being returned (if same write "self"), on blue Vote by Mail Sign In Sheet. Drop voted ballot sealed in ID envelope into Ballot Box.
- 2. If person delivering the voted ballot does not have the original ID envelope with the voted ballot, provide a blank ID envelope from supplies. Ask if person delivering ballot is the voter. If so, ask voter to insert ballot into envelope, print his/her name on ID envelope and sign envelope. Ask voter to print name and sign on blue Vote by Mail Sign In Sheet. Drop voted ballot sealed in ID envelope into Ballot Box. If person delivering ballot is not the voter, ask person to return ballot (inside ID envelope) to the voter so voter may print his/her name and address on ID envelope and sign the envelope and "authorization statement."
- 3. If voter has his or her Vote by Mail ballot but wants to vote at polls, write "surrendered" on ID envelope or ballot and place in plastic envelope with yellow Spoiled/Canceled label (in "Supplies for Closing" folder). Process voter as a regular voter (see previous page).
- 4. If Vote by Mail voter wants to vote at polls, but does not have Vote by Mail ballot to surrender, issue a "Provisional" ballot.



## INSTRUCTIONS FOR PROCESSING PROVISIONAL VOTERS

(for additional instructions, see  
"Special Circumstances at the Polls")



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- A voter may be issued a Provisional Ballot if his or her eligibility cannot be determined at the polls. Some examples of this are:
  1. A voter whose name does not appear on the Alpha Index.
  2. A Vote by Mail voter who wished to vote at the polls but who does not have his or her Vote by Mail ballot to surrender.
  3. A voter who claims to be registered with a political party other than that shown on Alpha Index.
  4. A voter who moved within the county but failed to reregister.
- Take a pink Provisional ballot envelope out of your supplies. Remove attached voter information slip and give to voter.
- Complete precinct and reason for issuing. Fill in political party (for Primary election only).
- Ask voter to complete voter's information on pink Provisional ballot envelope and have voter sign envelope.
- Ask voter to print name and sign on pink Provisional Sign In Sheet.
- When voting booth is available, issue Official Ballot card(s), Mark-A-Vote pen (without cap), pink secrecy envelope and pink Provisional ballot envelope to voter. **NOTE: in a Primary Election**, provide party ballot requested by voter if you are unable to verify voter's party information.
- After voter returns with ballot card(s) enclosed in pink secrecy envelope, retrieve Mark-A-Vote pen and replace cap.
- Ask voter to insert ballot into pink Provisional ballot envelope.
- Check to be sure all information on pink Provisional ballot envelope is complete and drop into Ballot Box.



# CHECKLIST FOR INSPECTORS & CLERKS: CLOSING THE POLLS




- At 8:00 p.m. declare polls closed. If necessary, place a clerk at end of line of voters. Allow everyone who is in line at 8:00 p.m. to vote; anyone who arrives after 8:00 p.m. shall not be allowed to vote.
- Remove all materials posted inside and outside Polling Place. Return posters to Supplies for Posting folder.
- Place Supplies for Closing folder on table. Remove contents as needed.
- Count and pack unused ballots; *you must complete steps 1-7 before opening Ballot Box.*
  1. Record beginning and ending serial numbers of all unused ballots (by party in Primary election) on Unused Ballot Container Seal; sign Seal.
  2. Arrive at number of unused ballots (use "Ballot Statement Worksheet"); record number on Line 2 of Ballot Statement.
  3. Count number of spoiled and canceled ballots in plastic Spoiled/Canceled Ballot envelope with yellow label; record number on front of envelope and on Line 3 of Ballot Statement.
  4. Count number of surrendered Vote by Mail ballots in plastic Spoiled Ballot envelope with yellow label; record number on front of envelope - do not record this number on Ballot Statement.
  5. Place spoiled, canceled, and surrendered Vote by Mail ballots back into Spoiled/Canceled Ballot envelope with yellow label and seal envelope.
  6. Place Spoiled/Canceled envelope, and all unused ballots and stubs from issued ballots into Unused Ballot Container. Close lid.
  7. Insert maroon locks through holes at each end of lid; lock each of the maroon locks. 
  8. Place signed Unused Ballot Container Seal across opening on lid.
- Open Ballot Box (break lock). Remove all contents and separate blue/pink envelopes from precinct ballots.
  1. Count voted blue Vote by Mail ballot envelopes. Record number on front of large plastic Vote by Mail envelope with blue label and Line 10 of Ballot Statement. If none, write "0." Place Vote by Mail ballots and blue Vote by Mail Sign In Sheet in large plastic envelope with blue label. Seal envelope.
  2. Count voted pink Provisional ballot envelopes. Record number on front of large plastic Provisional ballot envelope with pink label and Line 4 of Ballot Statement. If none, write "0." Place Provisional ballots and pink Provisional Sign In Sheet in large plastic envelope with pink label. Seal envelope.
  3. Count secrecy envelopes with voted ballots still inside. Record number on Line 5 of Ballot Statement, Line 1 of Certificate of Packaging and Sealing, and white label on top of "A box." Also, record number *in long hand and numerals* on Certificate of Completion (back cover of Roster).
    - Record number of voters who signed Roster plus Roster for Curbside Voting on Line 7 of Ballot Statement, and Line 2 of Certificate of Packaging and Sealing.
    - Open DAU "closing envelope." Follow closing instructions (in grey binder) carefully.
    - Complete DAU Reconciliation Log; record number of cast ballots on Line 8 of Ballot Statement.
    - Complete Ballot Statement using "Ballot Statement Worksheet." If totals do not match, count again. If they still do not match, stop counting, write explanation at bottom of Ballot Statement and continue with closing the polls procedures.
    - Sign Certificate of Completion (back cover of Roster). Confirm all declarations, oaths, certificates are been completed and signed.
    - Place following items in plastic Roster-Index envelope with white label and check off on label:
      1. Alpha Index
      2. Roster and Roster for Curbside Voting
      3. Precinct – Street Index (both copies)
      4. Street Address Update List
    - Remove ballot cards from secrecy envelopes. Bundle empty secrecy envelopes.
    - Organize voted ballot cards so all "corner cuts" are in upper left corner; place into "A Box. "
    - Complete Certificate of Packaging and Sealing. Record number from remaining red plastic lock on Certificate.
      1. Fold yellow copy and place inside "A Box."
      2. Fold white copy and place in small postage-paid white envelope addressed to ROV Office.
    - Complete and sign "A Box" Seal(s) (white paper seal(s) with spaces for signatures),
      1. If you have 1 "A Box," place seal across open edge(s) of box so that is is not possible to open box without removing or cutting seal. Do not cover the number of ballots enclosed, written on label. Do not enclose "A Box" in another container.
      2. If you have 2 "A Boxes," seal each box as explained above (even if one is empty), then tape boxes together using tape provided on lid of box. Do not enclose "A Boxes" in another container.

## CHECKLIST FOR CLOSING THE POLLS CONT'D

- Disassemble DAU booth and JBC. See instructions (in gray binder).
- Disassemble voting booths. See "Mark-A-Vote Booth Assembly Instructions" (in gray binder).
  1. Place legs under elastic straps inside lid of booth.
  2. Label booth handle with note if damaged or defective (e.g. broken light).
  3. Set aside all 4 leg extenders from wheelchair accessible voting booth.
- Pack Ziploc supply bag with the following:
  1. Poly sleeve signs (from outside)
  2. Flag
  3. Magnifying sheet
  4. Styrofoam ball
- Pack list of Vote by Mail Voters and miscellaneous supplies that were removed from Election Supplies Box back into box.
- Pack Election Assistant & charger into *clear* transport pouch.
- Pack charger for cell phone into *clear* transport pouch. Do not turn off phone or place in pouch until you reach assigned Return Center. Do not pack *clear* pouch into any other container.
- Place the following items into Ballot Box:
  1. Election Supplies Box
  2. Gray binder
  3. Roster-Index Envelope with white label
  4. Vote by Mail Envelope with blue label
  5. Provisional Envelope with pink label
  6. Ziploc supply bag
  7. Voting booth leg extenders from wheelchair accessible Mark-A-Vote booth (4)
  8. Empty secrecy envelopes, bundled.
- Lock Ballot Box with red plastic lock.



## INSTRUCTIONS FOR INSPECTORS & CLERKS: TRANSPORTING BALLOTS & SUPPLIES

- Confirm you have the following *separate* items ready to transport to Return Center:
  1. "A box" (containing voted ballot cards; yellow copy of Certificate of Packaging and Sealing)
  2. Ballot Box (containing Election Supplies Box; Gray binder; Roster-Index envelope with white label; Vote by Mail envelope with blue label; Provisional envelope with pink label; Ziploc supply bag; Voting booth leg extenders (4); Empty secrecy envelopes bundled; surge protector)
  3. Unused Ballot Container (containing unused ballots and stubs; Spoiled/Canceled Ballot envelope with yellow label)
  4. Voting booths, JBC, and DAU booth (w/ lock on DAU handle)
  5. Wire frames (from outside signs)
  6. Door wedge (if provided)
  7. Cell Phone – turned on and readily available
  8. Clear transport pouch with Election Assistant and charger, and cell phone charger
  9. Postage-paid envelope (containing white copy of Certificate of Packaging and Sealing)
- Select one clerk to mail postage-paid envelope *on the way home*. If no mail box is convenient, envelope may be mailed from home the next day; it must be received by ROV promptly. 
- Select a different clerk to accompany Inspector to transport ballots and supplies to *assigned* Return Center (see Letter of Appointment or call ROV for location). The law requires that two people transport voted ballots (same vehicle).
- At Return Center, proceed single file. Follow traffic markers and directions from Return Center staff who will remove and inventory supplies and ballots.
  1. Place cell phone in its *clear* transport pouch, then give pouch to Field Support Officer.
  2. Obtain Receipts for supplies.
- Return clerk to his/her vehicle left at polling place, if necessary.



*Your Election Day Shift is Now Over! Thank You For Your Service!*