



County of Tuolumne

Vote Center Worker Handbook

November 5, 2024 General Election



2 S Green Street, Sonora CA, 95370



Tuolumne Elections Department – (209) 533-5570
Voter Hotline – (800) 345-VOTE (8683)



elections@tuolumnecounty.ca.gov



www.co.tuolumne.ca.us/elections



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Your top responsibilities

A vote center worker has 4 top responsibilities when working in a vote center.

Assist the Voter

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

Verify the person is registered

By using the Poll Pad, a worker must verify the voter is a registered voter in Tuolumne County.

Issuing a ballot

By using the receipt, and ballot printer or card burner, issue the correct ballot to the voter.

Create a safe environment

A worker will help make the voter center a welcoming and comfortable environment for all voters.



Employee Information

Contact Information

Election Central

Tuolumne County Elections Department

2 S Green Street, Sonora CA, 95370

(209) 533-5570

elections@tuolumnecounty.ca.gov

Emergency

911

Tuolumne County Sherriff's Department

(209) 533-5815

City of Sonora Police Department

(209) 532-8143

Vote Center Worker Roles

Lead Worker: There may be a different lead for different days or shifts. Please respect their decisions.

Vote Center Worker: To assist voters or the lead in any way possible.

Shifts

Regularly, there are two shifts a day:

- Mornings 8:15 am to 12 pm
 - Afternoons 12 pm to 4:45 pm
- *On a location's first day, you will begin at 7:30 am

On Election Day, November 5th, the shifts are:

- Morning 6:30 am to 2 pm
- Afternoon 2 pm to 9 pm

Breaks and Lunches

All shifts have a 15-minute break.

If you are working a full day (2 shifts), you will have a ½ hour lunch break.

Prior to opening...



Checklist

Purpose

Use this checklist to prepare your vote center prior to opening. Leads may assign workers different tasks for set up. After step A, all tasks can be performed at the same time. All vote center workers should be present when reviewing these items.



The delivery persons may have set up some of the equipment and tables prior.

Call Election Central as soon as possible if an employee is more than 5 minutes late, the location is missing any items, or you have any problems. (209) 533-5570

Checklist

- A. ☐ Meet with your vote center worker team.
- B. ☐ Prepare the check-in station.
- C. ☐ Prepare the ballot station.
- D. ☐ Prepare the ICX machines.
- E. ☐ Arrange your voter assistance table.
- F. ☐ Set up signs and furniture inside the vote center.
- G. ☐ Set up outside of the vote center.
- H. ☐ Review for accessibility.



Assigning members of your vote center worker team to different tasks will make set-up smoother and quicker.

How do I...?



Meet with your vote center worker team

Purpose

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

Quick Steps

A

1. With directions from the lead worker, discuss all workers' break times during the day.



No workers should be on break or at lunch at the same time.

Break times are 15 minutes. If a worker is working a full day (morning and afternoon shifts) they will take a ½ hour lunch.

Supplies Needed

- Vote Center Binder
- Badges

2. In the Voter Center Binder, on the timecard sheet, print and sign your name, and enter the time you arrived. (Not completing this form will cause a delay in payment)

3. On an identification badge, write your name and vote center.



These badges must be worn while the vote center is open.

4. With directions from the lead worker, determine assignments for each task and your duties at the start of the day.

5. Reference this handbook and ask the lead for training, if necessary, on your duties.

Example break and lunch times

Morning breaks	9:30 AM	9:45 AM	10:00 AM	10:15 AM	10:30 AM	10:45 AM
Lunch	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM
Afternoon breaks	2:15 PM	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM
Dinner Break (Election Day)	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	7:00 PM

How do I...?



Prepare the check-in station

Purpose

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

Quick Steps

B

1. In the vote center log binder, in the “Check-in Station Log Sheet”, verify the seal number for the Poll Pad (lime green) case matches.
 2. Remove items from the Poll Pad cases and place on the check-in table:
 - Poll Pad (tablet)
 - Charging cord and plug
 - Base and arm
 - Receipt printer and power cord
 - Styluses
 3. Verify the numbers on the case, Poll Pad, and receipt printer all match.
 4. Attach arm to Poll Pad, then mount on base.
 5. Attach charging cord and plug to Poll Pad, then plug into power strip.
 6. Plug in power cord to receipt printer and wall. A green “power” light  on the front will appear.
- Supplies Needed**

 - Poll Pad cases
 - Power strip
 - Check-in receipt box
 - CVR envelopes
 - Skyus inseeego
-  Before attaching the power cord to the receipt printer, place the receipt printer on the front face. This will make it easier to access the port in the back for the power cord.
7. If the Poll Pad did not power on automatically, press the power button on the top right edge until you see the Apple icon ().
 8. In the top right corner, tap on the green printer icon, then tap “Print Test Receipt”. A test receipt will print.
 9. Plug in the Skyus “inseeego” router. The Skyus will power on automatically.
 10. On the Poll Pad, go to Settings > Wi-fi > Pollpad WiFi Secure-Mobile2018.
 11. Place the check-in receipt box on the table.

How do I...?



Prepare the Ballot Station

Purpose

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

The ballot station has 2 machines to set up, the ballot printer (MBP), and the card burner (ICVA).

Quick Steps

C

1. In the vote center log binder, in the “Ballot Station Log Sheet” and “MBP Cart Log sheet”, verify the seal numbers on the brown secure bag, and on the MBP Cart matches.

Setting up the ballot printer (MBP)

2. Break the two seals on the top of the MBP cart and slide the laptop shelf to the left.
3. Use the cart key to open the MBP laptop section.
4. Connect the MBP laptop to the printer, mouse, and power cable.
5. Power on printer and laptop.



The power button for the printer is on the bottom right side. You may need to press the button on the front top right to “wake up” the printer.

6. On the bottom left of the laptop screen, select “MBP User”.
7. Using the password in the Vote Center Binder, log onto the laptop.
8. On the bottom of the screen, click the “MBP” icon. The MBP app will open.
9. On the top left, select “File”, then “Open Project”. The “Open Project” window will appear.
10. Highlight this election and click “OK”.

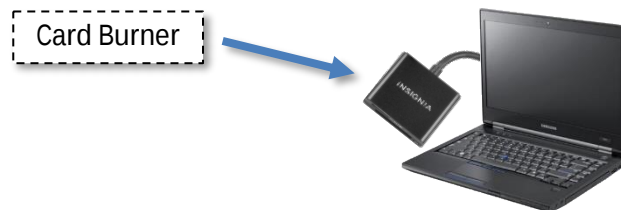
Supplies Needed

- Vote center binder
- MBP Cart
- ICVA laptop
- Poll Worker and Voter Smart Cards
- Passwords



Setting up the card burner (ICVA)

11. From brown secure bag, remove the ICVA laptop and poll worker smart cards and voter smart cards.
12. Power on the ICVA laptop.
13. Tally the poll worker smart cards and voter smart cards, in the Voter Center Log Binder, on the “Touchscreen Activation Card Log”, write the numbers.
14. Using the password in the Vote Center Binder, log onto the laptop.
15. On the bottom of the screen, click the “ICVA” icon. The ICVA app will open.
16. In the card burner, insert a poll worker smart card.
17. Using the pin in the Vote Center Binder, enter the poll worker pin. The “Please insert voter smart card” window will appear. The ICVA laptop is now ready to burn a card for a voter.



How do I...?



Prepare the ICX



Purpose

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

Quick Steps

D

1. On the back of the ICX, verify the top and bottom seals matches that notated in the Voter Center Log Binder, on the “ICX Seal Log Sheet”.

If the ICX is already powered on, do not perform the next 2 steps.

2. Break the bottom seal only.
3. Under the back, bottom right compartment, press and hold the power button until the ICX powers on.
4. Insert the “Poll Worker” card into the ICX. A “Login” window will appear.
5. Referencing the Vote Center Binder, enter the activation pin. The “Poll Administration” screen will appear.
6. Verify the “AVS Controller” and “Manual Session Activation” boxes are checked.
7. If the Open Polls button appears, press it.



If it states “Close Polls” do not press it.

8. Remove the “Poll Worker” card. The initial screen will appear. The ICX is ready for use.

How do I...?



Arrange the voter assist table

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

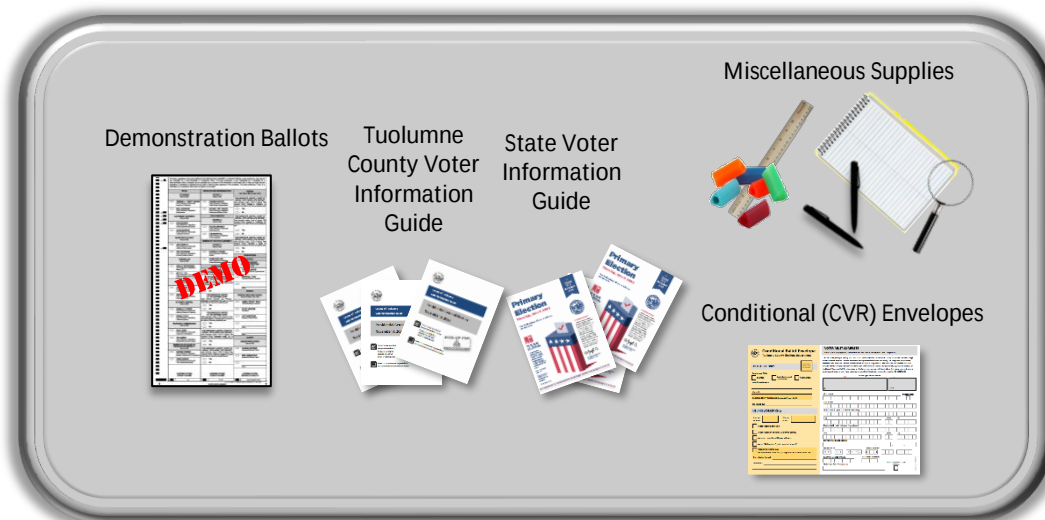
Below is a checklist of what items must be on your voter assist table.

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

Checklist

E

- ☐ Demonstration Ballots
- ☐ Copies of the Tuolumne County Voter Information Guide
- ☐ Copies of the State Voter Information Guide
- ☐ Conditional (CVR) Envelopes
- ☐ Miscellaneous supplies from supply bag



How do I...?



Set Up Signs and Furniture Inside

Purpose

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

Quick Steps

F

The furniture and chairs may have been set up already by the delivery persons or the team the day prior.

1. Place chairs behind each protective barrier. If extra, place others more than six feet away from the voting area.
2. Set up the ballot box near the entrance.
3. Set up polling booths. Place at least six feet away from the check-in station, ballot station, ballot box, and other booths.
4. Set up sign totem near check-in station.
5. Place or post all other signs in a noticeable area.

Supplies Needed

- Chairs
- Voting Booths
- Supplied Signs



Sign Totem



If you take a picture before you set up, you can use it to remind yourself where everything goes at the end of the day.

How do I...?



Set Up Outside of The Vote Center

Purpose

This will explain what steps to follow for Step (H) "Prior to opening...Checklist".

Quick Steps

G

1. In a visible location, hang cloth United States flag. Stars should be at the top left corner of the flag.
2. Post the "No Electioneering" sign.
3. Post the "Voter Bill of Rights" sign
4. In a parking space closest to the vote center entrance, place any signs for disabled persons and doorbell.
5. Place the feather flag outside in a location which will be seen by voters looking for the vote center.
6. Any other sign found in the blue ballot bin as appropriate.

Supplies Needed

- Signs and flag



Proper
position
for
hanging



Feather Flag

How do I...?



Review for Accessibility

Purpose

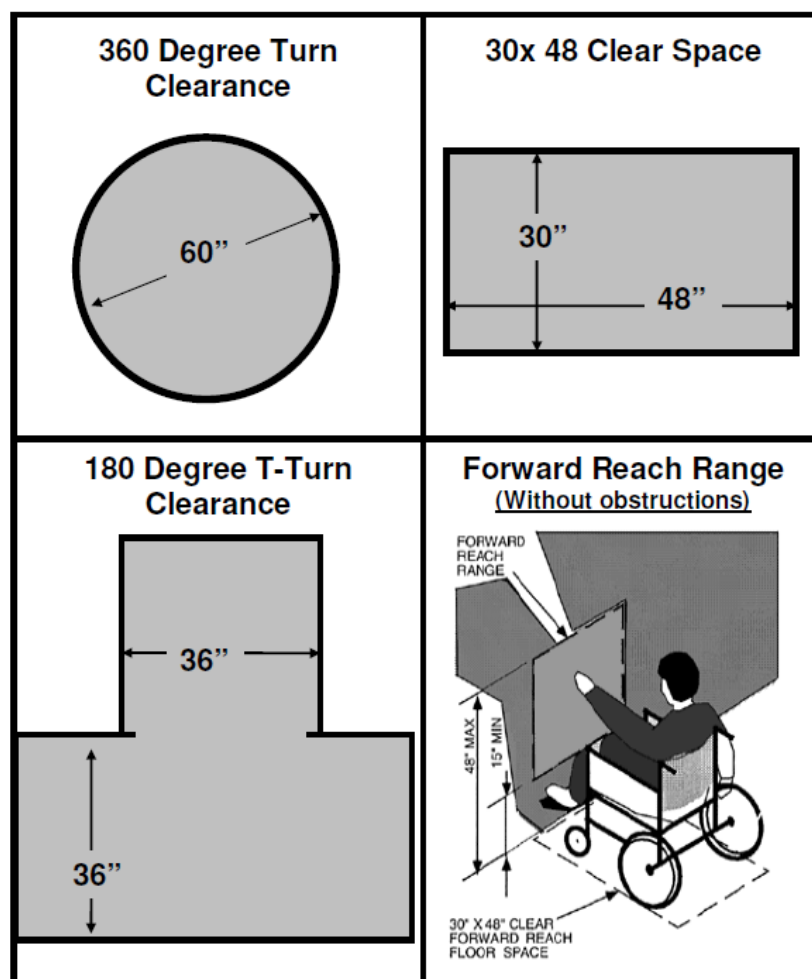
This will explain what steps to follow when performing Step (I) "Prior to opening...Checklist".

Review the vote center so that it is accessible for all voters.

Quick Steps

H

1. Use the chart below to review if all stations, ICX, and voting booths are accessible.





Opening the Polls

Purpose

This will explain the steps to follow when officially opening the vote center for voting.

Quick Steps

Open the vote center

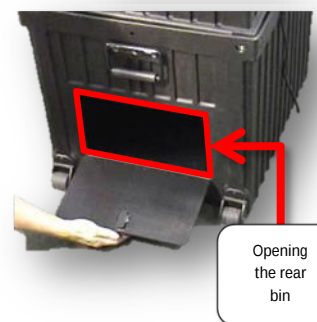
1. At the opening of the vote center (8:30 am before Election Day, at 7:00 am on Election Day), loudly announce “The Polls Are Open”.

Supplies Needed

- Blue Key

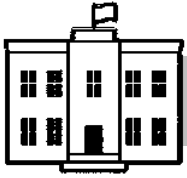
Show the first voter the ballot box is empty

1. Using the blue key, open front auxiliary bin by raising the front cover.
2. After the first voter verifies it is empty, close and lock it.
3. Using the blue key, on the back of the ballot box, open the rear bin. This is where all vote center ballots, vote-by-mail, and conditional ballots will be dropped.
4. After the voter verifies it is empty, close and lock it.
5. Return the key to the clear data bag.



Why?

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



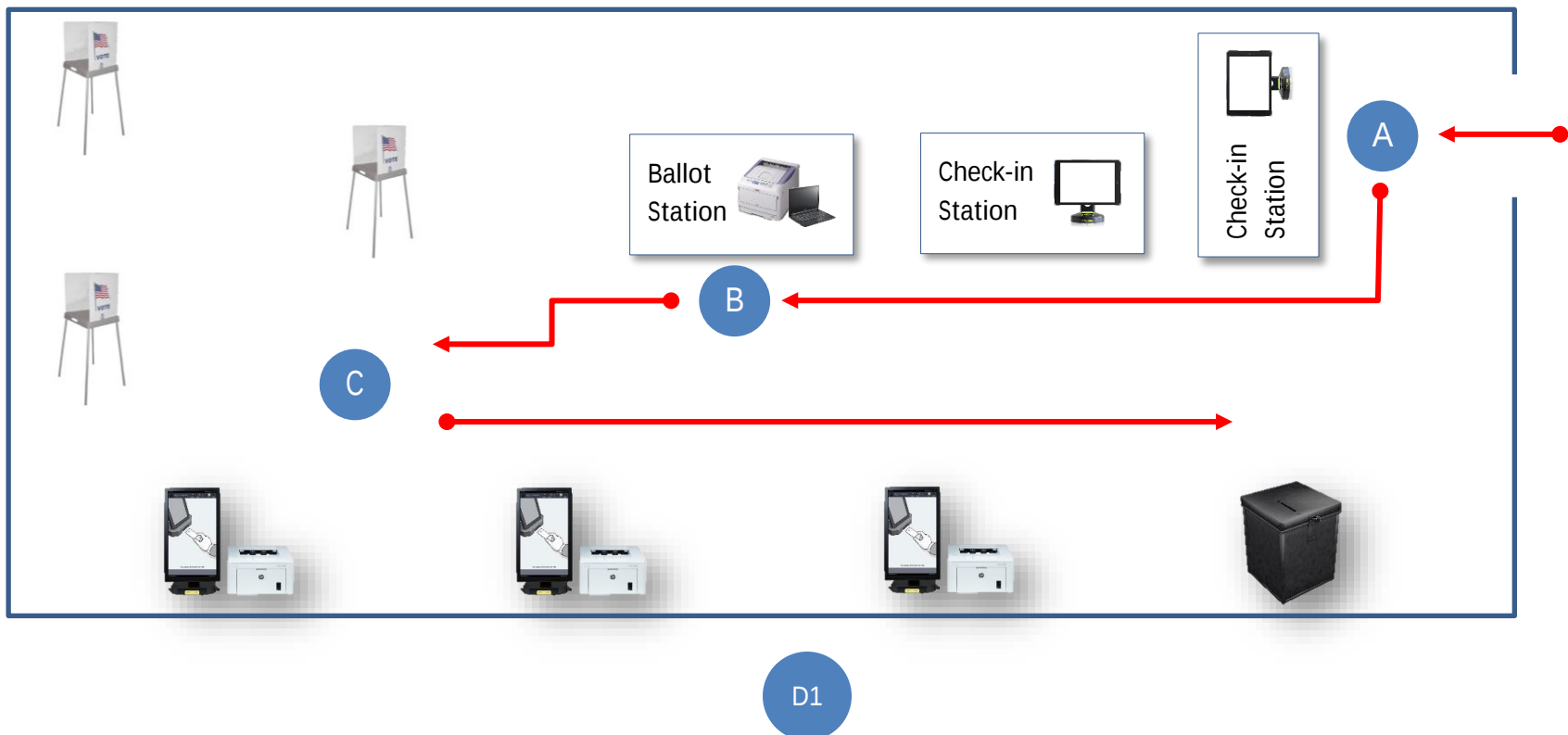
Vote Center Sample Layout

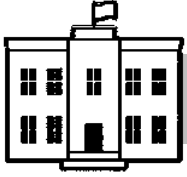
Purpose

This will summarize the process when a voter comes into the vote center to vote.

Below is an example of a vote center layout.

Summary





Voter's Path Through a Vote Center

A

Check-in Station

1. When a voter walks into a vote center, a worker will greet the voter.
2. The voter will provide their name and address.
3. Using the Poll Pad, the worker will search for and confirm the voter's information.
4. The voter will sign the Poll Pad.
5. The worker will print a receipt.

B

Ballot Station

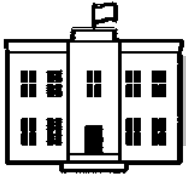
6. The voter will take the receipt to the ballot station.
7. A voter must choose to mark their ballot with a pen or by machine.
8. The worker will issue a paper ballot or voter card.

C

Vote

9. The voter will vote their ballot.
10. The voter will place the ballot in the ballot box.

Serving the Voter/Regular Duties



Checking In a Voter

Purpose

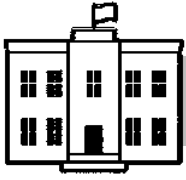
This will explain the steps to follow when checking in a voter.

Quick Steps

1. Ask the voter to state their full name out loud.
2. Using the Poll Pad, search for the voter's information.
3. Tap on the voter's information. The "Voter Confirmation" page will appear.
 If you are unable to find the voter, see the section "How do I help a voter when...Their name is not found."
4. Ask the voter to state their current address. If the address matches, repeat the information.
5. Tap the blue "Accept" button. The "Signature Confirmation" screen will appear.
6. Flip the Poll Pad over and have the voter, with a stylus, sign on the line.
7. Tap the blue "Done Signing" button. The "Poll Worker Confirmation" page will appear.
8. Ask how the voter would like to vote (paper or machine) and select the appropriate return method from the dropdown.
9. Tap the blue "Submit" button. The receipts will print.
10. Place the check-in receipt in the "check-in receipt" box.
11. Provide the ballot receipt to the voter and instruct them to go to the Ballot Station.

Why?

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



Using the Ballot Printer (MBP)

Purpose

This will explain the steps to follow when printing a ballot for the voter.

Quick Steps

1. Take the ballot receipt from the voter and verify they wish to mark their ballot using a pen.
2. If so, on the MBP laptop and in the MBP program, in the “Precinct Portion” box (the box with the green text), enter the four-digit number from the receipt. Then select the party from the receipt in the “Ballot Group” box. Two lines for each precinct should be left. Lines for English and Spanish.

 Example: 1002-DEM, 5003-REP

3. Verify which language ballot the voter would like to receive.
4. Click the line (once) for English or Spanish to highlight the language they wish to receive.

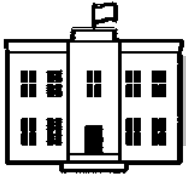
 Do not double click the line. This will produce a preview image that, if printed, cannot be machine counted.

5. In the top row, click the “Print” icon. The “Print Settings” window will appear.
6. Click the “Print” button. The ballot will print.

Why?

The voter may request either an English or Spanish ballot.

The contests on the ballot they receive is based on their residential address.



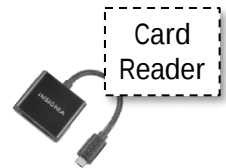
Using the card burner (ICVA)

Purpose

This will explain the steps to follow when burning a card for the voter. This card will later be inserted into the ICX by the voter. The ICX will then display the appropriate ballot for the voter to mark.

Quick Steps

1. Take the receipt from the voter and verify they wish to mark their ballot using a machine.
2. If so, on the ICVA laptop and in the ICVA program, verify that the screen states “Please Insert Voter Smart Card”.
3. Insert a “Voter Card” into the card reader. The “Activation Codes” window will appear with a list of ballots.
4. In the search bar, enter the precinct number. The list will narrow down to all selections with those numbers. Then select the party ballot they have been issued.



 Example: 1002-DEM, 5003-REP

5. Click the line (once) to highlight the ballot they wish to receive.
6. On the bottom right, click the “Activate Voter Card” button. The “Sessions Types” window will appear.
7. Select the appropriate type. The “Card successfully written” message will appear.

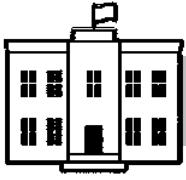
 If the voter indicates the wish to use the accessible features on the ICX, click the “Activate Accessible Session” button. Otherwise select “Activate Standard Session”.

8. Remove the card and provide it to the voter.

Why?

Any voter may use the ICX to mark their ballot. The ICX also has accessible features available as well.

Serving the Voter/Regular Duties



Hourly Responsibilities

Purpose

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

Quick Steps

Check for any electioneering/campaigning outside

1. Step outside the vote center and look for any possible electioneering or campaigning material. This may include signs or persons talking about for anything on the ballot.
2. Please take steps to remove any electioneering material and/or discuss the regulation with any person campaigning.

Inspect booths

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



Removing or covering voting or campaign material will help prevent any inadvertent electioneering.



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



Their Name Is Not Found

Purpose

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

Quick steps

1. Search for the voter using other methods:
 - Ask the voter if they may be listed under a different name.
 - Ask the voter for their address. On the search screen, tap "Advanced Options", then "Address."
 - Ask the voter for the date of birth. On the search screen, tap "Advanced Options", then "DOB."
2. If the voter's record is still not found, they must vote with conditional envelope (CVR). Follow the steps in "Voting with a conditional envelope".

Why?

To vote and place a ballot into the ballot box without an envelope, they must be currently registered in Tuolumne County. If you are not able to locate them on the roster (Poll Pad), you cannot verify they are registered.

If you cannot verify a person is registered in Tuolumne County, they must vote with a conditional envelope.

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



They Have Changed Their Surname

Purpose

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

Quick steps

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

Why?

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

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



Their Address Is Different

Purpose

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

Quick Steps

1. Have the voter complete the "Change of Political Party/Change of Address" form.
2. On the "Voter Confirmation" screen, tap the "Different Address or Party" button. The "Election Day Registration" will appear.
3. Enter the voter's name, then tap "Next". The "Voter's Address" screen will appear.
4. Enter the voter's *current residence* address then tap the "Next" button. The "Voter signature and confirmation" screen will appear.

 In the "Same as Mailing Address" field, leave the indicator as "Yes". There is no need to update this on the Poll Pad.

If you reach the "Mailing address" window, tap "Previous Step" and return to the previous screen.

If a voter needs to update their mailing address, have them complete a new voter registration card or contact the Elections Office.

5. Have the voter sign and tap "Submit". The "Voter Confirmation" window will appear.
6. Follow the steps to check in the voter and print the receipt.

 The voter does NOT need to complete a conditional envelope. The "Change of Political Party/Change of Address" form will be used to update their registration.

Why?

If they live at a different address since they last registered, they must complete the "Change of Political Party/Change of Address" form to update their address. By updating the address on the Poll Pad, we will be able to issue a ballot based on their new address.

They DO NOT need to complete a conditional envelope.

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



They are an Inactive Voter

Purpose

This will explain what steps to follow when a voter is labeled “Inactive”.

Quick Steps

1. From the search screen, tap the voter’s name. The voter’s information will appear with a banner stating, “This Voter is Inactive”.
2. Verify with the voter their current address.
3. If the address is the same as shown:
 - A. Tap the “Correct Address” button. A warning message will appear stating the voter will be changed from “Inactive” to “Active”.
 - B. Tap the “OK” button.
 - C. Follow the prompts to print the receipt and issue the ballot.

If the address is NOT the same as shown:

- A. Have the voter complete the “Change of Party/Change of Address” form.
 - ⚠ The voter does NOT need to complete a conditional envelope. The “Change of Party/Change of Address” form will be used to update their registration.
- B. Again, search for the voter, then tap the voter’s name.
- C. Tap the “Update Address” button. The “Election Day Registration” screen will appear.
- D. Verify the voter’s name and date of birth appear and click the “Next” button. The “Voter’s Address” screen will appear.
- E. Enter the voter’s current residence address. Indicate the mailing address is the same and tap the “Next” button. The “Voter Signature and confirmation” screen will appear.
 - ⚠ If the Poll Pad is unable to locate the address:
 - Have another worker look at the address and verify all information is in the correct fields. I.e. house number, street type, post direction, etc.
 - If the Poll Pad is still not able to locate the address, call the Elections Office for direction.

4. Have the voter sign and tap “Submit” (The voter is signing to approve the update). The “Voter Confirmation” window will appear.
5. Follow the steps to check in the voter and print the receipt.

Why?

An inactive voter status is when the Elections Department received notification from the post office (USPS) stating they cannot deliver mail at the voter’s address on file. This could be due to a change of address, a full postal box, mail indicated as “return to sender”, etc.

Once an inactive voter verifies their current address, they are eligible to vote.

If they live at a different address since they last registered, they must complete the “Change of Address” form to update their address. By updating the address on the Poll Pad, we will be able to issue a ballot based on their new address.

They DO NOT need to complete a conditional envelope.

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



Poll Pad Shows They Returned a VBM

Purpose

This will explain what steps to follow when a voter's record shows they have returned a VBM ballot.

After locating the voters record, the voter's information will appear with a banner stating, "Voter Has Returned a Mail Ballot".

Quick Steps

 Discuss with the voter their record indicates they have already returned a vote-by-mail ballot. If they still insist on voting in the vote center, follow the steps below to issue a conditional envelope ballot.

1. Give the voter a CVR envelope and instruct the voter to sign and complete the right portion of the envelope.
 2. After the voter has returned the completed envelope, complete the left bottom portion of the envelope.
 3. On the Poll Pad, search for the voter and tap the voter's name. The voter's information will appear with a banner stating, "Voter Has Returned A Mail Ballot".
 4. Tap the "Process as Conditional" button. The voter's information will appear with the banner "Conditional Voter".
 5. Verify with the voter their current address.
 6. If the address is NOT the same as shown:
 - A. Tap the "Different Address" button. The "Election Day Registration" screen will appear.
 - B. Verify the voter's name and date of birth appear and click the "Next" button. The "Voter's Address" screen will appear.
 - C. Enter the voter's current residence address. Indicate the mailing address is the same and tap the "Next" button. The "Voter Signature and confirmation" screen will appear.
-  If the Poll Pad is unable to locate the address:
- Have another worker look at the address and verify all information is in the correct fields. I.e. house number, street type, post direction, etc.
 - If the Poll Pad is still not able to locate the address, call the Elections Office for direction.

7. Have the voter sign and tap “Submit” (The voter is signing to approve the update). The “Voter Confirmation” window will appear.
8. Follow the steps to check in the voter and print the receipt.
9. Provide the voter with their ballot receipt and yellow postcard to the voter.
10. Instruct the voter, when finished voting, to insert their voted ballot inside the envelope and seal, and place in the ballot box.

Why?

Each voter is allowed one vote per election.

If it is indicated we have already received a ballot, but the voter has voted a conditional, the Elections Office will research and verify if a ballot was already received. If so, the conditional envelope ballot will not be counted.

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



They Want to Return A Voted Vote-By-Mail Ballot

Purpose

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

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

Quick steps

1. Ask the voter if they are the person named on the envelope.
2. If yes, continue with the following steps.

Or

If no, ask the person to complete the declaration on the back of the envelope. This starts with the language, “I am unable to return my ballot and hereby authorize...”.

3. Ask the voter if they signed the ballot. If they state “No”, have them sign their ballot.



Removing the “Security Flap” will not invalidate their ballot.

4. Ask the voter to place it in the ballot box.

Why?

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

Any person may return a vote-by-mail ballot on behalf of a voter, but the person returning the ballot must complete the section on the back stating who they are and the relationship to the voter.

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



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

Purpose

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

Quick steps

 DO NOT allow a vote-by-mail voter to place a ballot without an envelope in the ballot box *UNLESS* they go through the check-in process.

1. Offer a “Replacement Envelope” to the voter.
2. Have the voter complete all sections of the envelope.
3. Have the voter place the ballot in the envelope and seal.
4. Verify the vote-by-mail envelope is complete and signed.

 If the envelope does not have their name, address, and signature, it cannot be counted.

5. Ask the voter to place it in the ballot box.

OR

1. If the voter wants to drop their ballot into the ballot box, take them through the check-in process, but select “VBM In-Person” as their voting method.
2. Place both receipts that are printed into the “check-in receipt” box.
3. Allow the voter to place their ballot into the ballot box.

Why?

A voter must go through the check-in process if they want to drop their vote-by-mail ballot into the ballot box without an envelope, otherwise their vote-by-mail ballot must be sealed in an identification envelope and signed in order for it to be returned and counted.

Only voters who have signed the Poll Pad (and are not a CVR voter) are permitted to place a ballot in the ballot box without an envelope.

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



They Make a Mistake Or Damage Their Ballot

Purpose

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

A voter can request up to 3 ballots total. This includes the original ballot and 2 replacement ballots.

A vote center worker may re-issue a ballot to a voter who has checked-in at the vote center, NOT to a vote-by-mail voter.

Quick steps

1. Ask the voter to write “spoiled” on both sides of the ballot.
2. Accept the ballot from the voter and place the ballot in the Spoiled Envelope.
 Do not tear the ballot.
3. On the Poll Pad, search for the voter’s record.
4. Tap the gear icon (⚙️) and enter the passcode from the Vote Center Log Binder. Selections will appear.
5. Tap the white “Spoiled Ballot” button. The “Spoil Ballot” button will appear.
6. Tap the precinct number and the “Spoiled Ballot” buttons.
7. Tap the blue “Spoil Ballot” button. The receipt will print.

Why?

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

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



Voting With a Conditional Envelope

Purpose

This will explain the steps to follow when a voter must vote with a conditional envelope.

Reasons for voting a conditional ballot:

- Voter record is not found
- Voter record is in another California county
- Voter shows “ID Required”, but does not have ID
- Voter’s record says they have already voted, but insists on voting in the vote center.



Never say “You cannot vote.” The Elections Department will determine their eligibility using the conditional envelope.

Quick steps



If a voter’s record is found, but they must change their address, they are permitted to complete the “Change of Address” form. This will be used to update their registration record. They do NOT need to complete a conditional envelope.

Provide a conditional envelope:

1. Give the voter a CVR envelope and instruct the voter to sign and complete the right portion of the envelope.
2. After the voter has returned the completed envelope, complete the left bottom portion of the envelope.

On the Poll Pad:

3. Search again for a record. Then, on the top right of the screen, tap the “CVR” button.
4. Follow the prompts to enter the name and address of the voter and have the voter sign. The receipt will print with their conditional voter information.



This will add the voter to the Poll Pad list. DO NOT give the voter this receipt.

5. Place this receipt in the check-in receipt box.
6. Follow the prompts to process this voter and print the check-in and ballot receipt.
7. Provide the voter their ballot receipt and yellow postcard to the voter.
8. Instruct the voter, when finished voting, to insert their voted ballot inside the envelope and seal, and place in the ballot box.

Why?

To place a ballot in the ballot box without an envelope, they must be registered and live at the address on record.

If they are already registered, they may update their registration record using the “Change of Address” form.

Otherwise, they must vote with a conditional envelope.

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



They Bring Children or Dependent Adult with Them

Purpose

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

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

Quick steps

1. Inform the voter the child or dependent adult is welcome to:

- Join the voter in the booth.
- Or take a seat at an available chair in the vote center.



Only the vote center worker team is allowed to sit at the check-in table.

2. If the child or dependent adult is creating a disturbance, remind the voter of the need to keep the vote center a calm and safe environment.

Why?

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

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

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



They Are Unable to Sign the Roster



Purpose

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

Quick steps

If the voter is able to hold a stylus:

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

If the voter is unable to hold a stylus:

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

Ways to assist the voter

There are various ways to assist a voter when they have difficulty signing.

- The Poll Pad may be detached from the stand and placed flat on the table. This will provide a firm surface to sign.
- Signature guides will be provided in your supplies. This provides barriers to guide the stylus.

Why?

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

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



They Are Unable to Enter a Vote Center



Purpose

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

Quick Steps

1. Take the Poll Pad out to the voter.
2. Follow the procedure to determine if the voter's name and address is on record.
3. If the record is found, ask the voter to sign the roster.
4. Return inside to the check-in table and print the receipt.
5. At the ballot station, generate a ballot.
6. Provide the ballot and secrecy sleeve to the voter.
7. Wait until the voter is finished voting.
8. In the secrecy sleeve, take the ballot into the vote center and place in the ballot box.

Why?

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

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



They Need Help in The Voting Booth



Purpose

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

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

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

Quick steps

1. On the “Poll Worker Confirmation” page, tap the “Assistance Required” box.



If the voter has already checked in, you will not be able to enter this on the Poll Pad.

Complete the appropriate sections on the “Assisted Voter List” (in the Vote Center Logbook) with the voter’s information and have them sign.

2. Have the voter read the oath displayed.
3. Have the voter sign their name.
4. Provide assistance to the voter. This may include:

- Reading out loud the text on the ballot
- Helping mark their vote



You are NOT permitted to:

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

Why?

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

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

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



They Bring a Person to Help Them



Purpose

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

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

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

Quick steps

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

Or

If they are not, complete the following steps.

3. If you are aware of the assistant at check-in, on the "Poll Worker Confirmation" page, click the "Assistance Required" checkbox and have the voter sign the oath.

Or

If after check-in, complete the appropriate sections on the "Assisted Voter List" (in the Vote Center Logbook) with the voter's information and have them sign.

Why?

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

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

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



They need language assistance

Purpose

This will explain the steps to follow when a voter needs assistance in another language.



Any voter, for any reason, may ask for assistance in another language. If a worker is present who speaks the language, they are welcome to interpret.

A telephone interpreter service is available for many languages.

Quick steps

(Please follow the steps on the next page)

Dial-In Instructions		Language Code		
For Spanish 1) Dial: 760-640-0562 2) Insert PIN #: 5539 9530 3) Choose Spanish Press "1" for Spanish 4) Connect with Interpreter 5) Answer Invoicing Questions <i>Caller's First and Last Name,</i> <i>and</i> <i>*LEP's Full name.</i>		For Other Languages 1) Dial: 760-640-0562 2) Insert PIN #: 5539 9530 3) Choose Other Press "2" for Other 4) Choose Language: <i>See Code Chart</i> 5) Answer Invoicing Questions <i>Caller's First and Last Name,</i> <i>and</i> <i>*LEP's Full name.</i>		
NOTES: Please provide clear and accurate answers to the invoicing questions. *LEP: Limited English Proficient; The person requiring interpretation services.		Updated 03.20.24		

Language	Code	Language	Code	Language	Code
Albanian	25	Hindi	21	Punjabi	27
Arabic	4	Hmong	22	Romanian	29
Bengali	26	Italian	33	Russian	8
Bosnian	16	Japanese	39	Serbian	38
Bulgarian	42	Karenni	36	Somali	10
Burmese	2	Kinyarwanda	66	Swahili	17
Cambodian	28	Kirundi	30	Tamil	59
Canadian French	32	Korean	11	Thai	34
Cantonese	12	Kurdish	51	Tibetan	57
Croatian	64	Macedonian	65	Tigrinya	23
Czech	63	Mandarin	5	Turkish	31
Dari	54	Mongolian	47	Ukrainian	46
Farsi	13	Nepali	6	Urdu	19
Filipino	48	Oromo	69	Vietnamese	3
French	7	Pashto	52	Yoruba	61
German	37	Persian	49	All other languages	0
Greek	43	Polish	20		
Haitian Creole	9	Portuguese	14		

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



They Need to Complete a Voter Registration Card

Purpose

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



A conditional envelope (CVR) is a registration card. If they are completing a CVR, they **DO NOT** need complete another registration card as well. These registration cards will not be processed until after the election.

This may be necessary if:

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

Quick steps

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

Why?

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

Closing the polls...



Closing The Polls

Purpose

This will explain the steps to follow at 4:30 pm each day, and 8 pm Election Day, when the voter center closes.

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

Quick steps

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

Why?

In California, the polls officially close at 8 pm Election Day. However, legally any person who is in the vote center, or in line to vote at closing is allowed to cast a ballot.

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

Closing the polls...



Checklist

Purpose

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

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

Checklist

- A. ☐ Process the spoiled ballot envelope
- B. ☐ Process the voter registration cards envelope
- C. ☐ Process the ballot box
- D. ☐ Ballot pick-up
- E. ☐ Shut down ICXs
- F. ☐ Pack up the ballot station
- G. ☐ Pack up the check-in station
- H. ☐ Seal brown secure bag
- I. ☐ Pack all the vote center supplies



Members of your worker team taking different tasks will make closing smoother and quicker.

Closing the polls...



How Do I...?

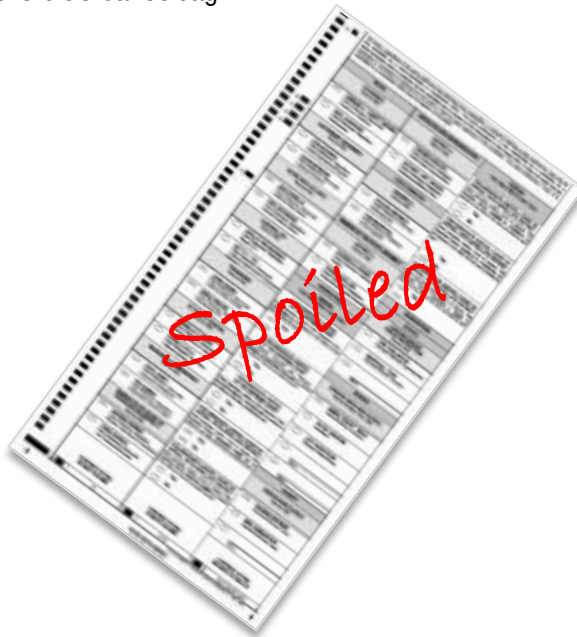
Purpose

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

A

Process the spoiled ballot envelope

1. In the spoiled ballot envelope, count the number of spoiled ballots.
2. Write the number on the “Spoiled Ballot Envelope Insert”.
3. Complete the additional fields.
4. Place the spoiled ballots into the envelope and seal.
5. Place the envelope into the blue ballot bag.



Closing the polls...



How Do I...?

B Process the voter registration card envelope

1. In the voter registration card envelope, count all cards.
2. Write the number on the “Voter Registration Envelope Insert”.
3. Count the total “Change of Party/Change of Address” forms.
4. Write the number on the “Voter Registration Envelope Insert”.
5. Complete the additional fields.
6. Place the cards and “Change of Party/Change of Address” forms into the envelope and seal.
7. Place the envelope into the blue ballot bag.

Voter Registration Card

Change of Party/Change of Address Form

Closing the polls...



How Do I...?

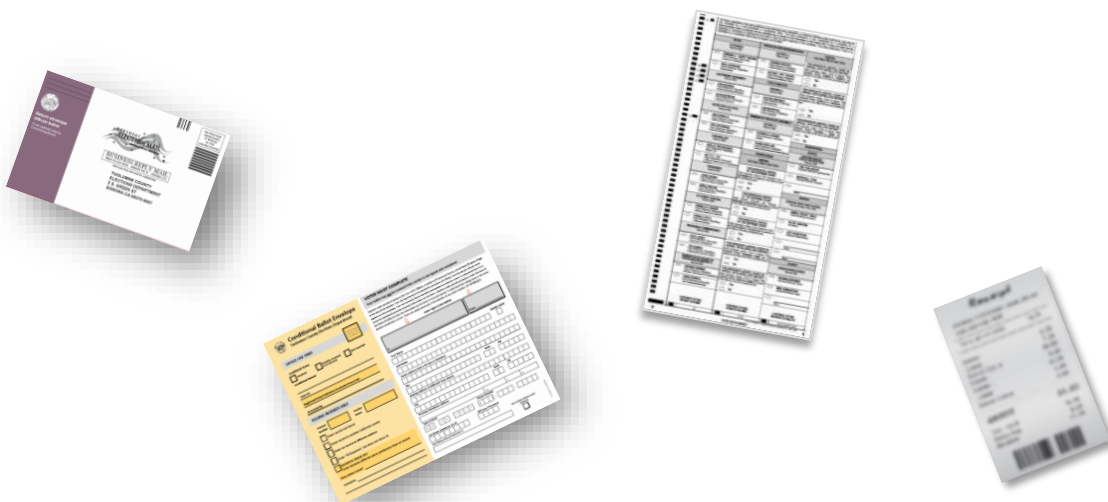
C

Process the ballot box

1. Remove all items from the ballot box. This should include:
 - o Ballots issued at the vote center
 - o Conditional in envelopes (CVR)
 - o Vote-by-mail ballots
2. Sort and count the number of each type.
3. In the Vote Center Log Binder, on the “Ballot Log Sheet”, enter the number of each.
4. Place all voted ballots in the blue ballot bag.
5. Place all check-in and ballot receipts in the blue ballot bag.
6. Seal the blue ballot bag with a yellow seal.
7. Log the yellow seal number and the bag number on the “Ballot Log Sheet”

Supplies Needed

- Blue Ballot Bag
- Yellow seal



Closing the polls...



How Do I...?

D

Ballot pick-up

Each day, the ballots will be picked up by 2 persons after the vote center is closed. On Election Day, the ballots will be picked up mid-day. You will need to greet them and log the information.

When they arrive:

1. When the ballot retrievers arrive, greet them at the door.
2. Ask to see their identification.
3. (Lead Worker) Publicly announce to all in the vote center that the ballots are being retrieved.
4. Provide the sealed blue ballot bag to the ballot retrievers.
5. (Lead Worker) Sign the “Ballot Retrieval Form” provided by the ballot retrievers.
6. In the Vote Center Log Binder, on the “Ballot Log Sheet”, log the names of the ballot retrievers and the time of pick up.

Supplies Needed

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

Closing the polls...



How Do I...?

E Shut down the ICX

1. Insert the poll worker smart card.
2. Click the “Log in” tab
3. Enter the poll worker pin from the Vote Center Log Binder.
4. Select the power icon at the bottom right of the screen.
5. Select the “prepare for storage” option.
6. Unplug the ICX
7. Return the poll worker smart card to the clear plastic card bag.

At the End of Election Day

1. Insert the poll worker smart card.
2. Click the “Log in” tab
3. Enter the poll worker pin from the Vote Center Log Binder.
4. Click the “Close Polls” button. The “Close Poll Confirmation” window will appear.
5. Click “Yes”.
6. Select the power icon at the bottom right of the screen.
7. Select the “prepare for storage” option.
8. Unplug the ICX
9. Return the poll worker smart card to the clear plastic card bag.

Supplies Needed

- Poll worker smart card

Closing the polls...



How Do I...?

F

Pack up the ballot station

1. Power down both the ballot printer laptop and card burner laptop.
2. Secure the MBP laptop in the transport cart.
3. Place the ICVA laptop with cords into the laptop bag. (If not Election Day, you may leave the cords out for the next day's use.)
4. Place all poll worker smart cards and voter smart cards in the clear plastic card bag.
5. Power down the ballot printer.
6. Log and seal the transport cart.
7. Place all items into the brown secure bag.
 - o Laptop for card burner (ICVA)
 - o Clear plastic card bag

Closing the polls...



How Do I...?

G Pack up the check-in station

1. To power down the Poll Pad, press the power button on the top right edge until you see the slider, then slide to the right.
2. Disassemble all the items and pack into the lime green case. (If not Election Day, you may leave the stands out for the next day's use.)

Supplies Needed

- Yellow seal
- Vote center log binder



Make sure the number on the case, Poll Pad, and receipt printer all match.

3. Place a yellow seal through a hole at the front of the case.
4. In the vote center log binder, in the "Check-in Station Log Sheet", log the seal number.
5. Pack the Skyus "inseego" router into its box.
6. Store all items in the locked room (if applicable).



Closing the polls...



How Do I...?

H

Seal the brown secure bag



This will need to be performed after steps A - G

1. Select a blue seal
2. In the vote center log binder, in the "Ballot Station Log Sheet", log the seal number.
3. Place the Vote Center Log Binder in the brown secure bag.
4. Using a blue seal, seal the brown secure bag.

Closing the polls...



How Do I...?

I Pack all the voter center supplies

1. Place the pens, scissors, and other small miscellaneous supplies back into the Ziploc bag.
2. Place Ziploc bag and secrecy sleeves inside the blue supply bin.
3. Take down all items from outside.
4. Place the brown secure bag in the locked area. (dependent on location)



Only perform the following tasks on March 5th, election night:

5. Take down the booths and place them back in the proper boxes.
6. Inside, take down signs, flags, etc., and place inside the blue ballot bin.
7. Leaving the room as clean and tidy as possible.



If the room is left in poor condition, we may not be permitted to return next election.



Blue Supply Bin



Allowed vs. Not Allowed

Purpose

This will provide general guidelines for what is allowed and not allowed at a vote center.

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

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



Election Observers

Purpose

This will provide general guidelines for how to check-in election observers and what they are allowed and not allowed to do at a vote center.

Check In Procedures

1. All observers should report to the Vote Center Lead and sign the observer log.
2. An Election Observer Badge will be issued and must be worn at all times.
3. When leaving for the day, the observer should return the badge to the Vote Center Lead and log the time they leave.

General Rules

An Observer's function is to observe the election process, which means to watch, view, listen, take notes, or ask questions about election processes. An Election Observer shall not disrupt or interfere with the election process, or any activity being observed.

To minimize distraction or disruption, Election Observers are not permitted to:

1. Interfere with the:
 - a. retrieval of vote-by-mail ballots from vote-by-mail drop boxes and vote-by-mail dropoff locations, or the processing and counting of vote-by-mail ballots.
 - b. conduct of the election in general or disrupt any other elections activity or process.
2. Touch or handle any ballots.
3. Physically handle any voting equipment or voting materials.
4. Move or rearrange tables, chairs, or voting equipment or voting materials.
5. Sit at the elections official worktables or view confidential voter information on any computer terminal or document, except as provided in Elections Code section 2194(c)(2).
6. Engage in any electioneering activities.
7. Display any political party or campaign material or wear political party or campaign badges, buttons, or apparel.
8. Solicit a vote, speak to a voter on the subject of marking the voter's ballot while electioneering, or communicate with voters regarding their qualification to vote within 100 feet of the locations

identified in Elections Code section 319.5. However, an election observer may conduct exit polling of voters, provided it is conducted at least 25 feet away from the locations identified in Elections Code section 319.5. This provision shall not apply to a voter who has asked for assistance casting their ballot.

9. Wear the uniform of a peace officer, a private guard, or security personnel.
10. Stop or attempt to stop poll workers while they are processing voted ballots. However, the election observer shall retain the right to make a challenge, and the elections official shall determine whether the processing of the ballots shall be stopped.
11. Use the elections officials' phones, computers, or any other polling place equipment at polling places or the central counting site.
12. Eat or drink in a polling place without the express permission of the elections official.
13. Assist in operations at any polling place without the express permission of the elections official.
14. Intentionally prevent other elections observers from observing election materials or an elections process or activity.

Observers shall avoid physical contact with employees or volunteers.

All questions concerning a procedure should be directed to the supervisor or election official only.

Observers will be permitted access to a designated observation area, sufficiently close to observe whether individuals are following established procedures.

The number of observers may be limited so as not to interfere with the process.

Observers are to hold discussions and conversations outside of voting areas.

Operations will continue whether or not an observer is present.

If anyone is not adhering to these rules, notify the Elections Office immediately for direction.

What do I do when...?

A speech bubble icon with a black outline and a white background, containing the word "Help!" in bold black text.

A Voter Acts Inappropriate

Purpose

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

This may include:

- Disturbing other voters.
- Public intoxication.
- Electioneering. Which may include, discussing issues on the ballot, protesting, or wearing any item which is for or against any contest on the ballot. EC 319.5, 18370

Quick Steps

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

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

Why?

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

Your second priority is to keep the vote center an environment free of disturbances and distractions.

What do I do when...?

A speech bubble icon with a black outline and a white fill, containing the word "Help!" in bold black text.

You Challenge a Voter

Purpose

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

This challenge can be made when you believe either:

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

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

Quick Steps

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

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

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

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

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

- Call Election Central with any questions concerning the rules of “domicile” (claiming a place of residence).
- Ask the voter any appropriate question concerning their current residence address and date of moving if applicable.
- Ask “Are you a resident of this precinct, or did you move out of this precinct after February 18th, 2020?”

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

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

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

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

Or

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

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

Why?

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

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

What do I do when...?

A speech bubble icon with the word "Help!" inside, pointing towards the title.

The Power Goes Out or Machine Failure

Purpose

This will explain the steps to take when there is a power outage or machine failure in the vote center.

Quick Steps

Whenever there is an event such as power outage or machine failure, contact Election Central immediately at (209) 533-5570 to discuss a long-term alternate plan.

Power outage

Your first priority is always the safety of everyone in the vote center and the protection of the ballots.

1. (One worker only) Stand next to and protect the ballot box and direct voters.
2. Verify there is sufficient light for voters to continue voting. Open any doors or windows if necessary.
3. Continue to check-in voters using the Poll Pad until the battery is at 10%. You must handwrite the ballot receipts.
4. One ICX will have a back-up battery. Allow voters to use this ICX until it is out of power.

Checking in voters

1. If the Poll Pad is still operational, continue to check-in voters using the Poll Pad until the battery is at 10%. You must handwrite the ballot receipts with the precinct and ballot type.
2. If the Poll Pad is 10% or lower, have voters complete a conditional ballot envelope (CVR).
3. If your location has used all conditional envelopes, the voter must complete a voter registration card which must be stapled to the ballot.
4. To determine the voter's precinct and ballot type, use the street poll place look-up.



Any voter who was not checked in on the Poll Pad must insert their ballot into a CVR. We must verify the identity of any voter before a ballot is counted.

Issuing a ballot

Issue a ballot using one of the following methods:

- A. If it is still operational allow voters to use this ICX until it is out of power.



One ICX will have a UPS battery back-up. This will last for up to 2 hours.

If the power is out, you will not be able to use the ICVA to burn a card. Please use the following method to access the correct ballot on the ICX for the voter.

1. Insert the "Poll Worker" card into the ICX.
2. On the "Activate Ballot" tab, referencing the ballot receipt, enter the precinct number and party.



Example: If it's precinct "1102" and democratic, enter "1002dem"

3. If the voter would like to use the AVS Controller, click the "Enable AVS Controller" checkbox.
4. Click the "Activate" button. The start of the ballot will appear.
5. Remove the "Poll Worker" card and allow the voter to vote.

B. If the power is out, or the ballot printer is not functional, provide a paper copy of back-up ballots.



A supply of ballot copies, printed by ballot type, will be in your supplies.

1. In the ballot copies provided, find the correct ballot type for the voter.



The precinct and ballot type will either have been provided by the Poll Pad or the street poll place lookup.

2. Write the precinct number for the voter in the top right corner of the ballot copy.
3. Issue the ballot to the voter.
4. If the voter has been checked in on the Poll Pad, they may put the ballot directly into the ballot box.

Or

If the voter could not be checked in with the Poll Pad, they will need to put the ballot in the conditional envelope, then the ballot box.

C. If the back-up battery for the ICX is out of power, and there are no more paper back-up ballots, provide a piece of paper for the voter to write their choices.

1. Write the precinct number for the voter in the top right corner of the piece of paper.
2. Provide the paper to the voter.
3. If the voter has been checked in on the Poll Pad, they may put the ballot directly into the ballot box.

Or

If the voter could not be checked in with the Poll Pad, they will need to put the ballot in the conditional envelope, then the ballot box.



Definitions

Purpose

This section will provide definitions and descriptions of commonly used terms and items used while working at a vote center.

Absentee Voter

Currently known as a “Vote-By-Mail Voter”. This is a voter who uses and vote-by-mail ballot to vote.

Ballot Access Door

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

Ballot Box

This is the container where voted ballots, conditional envelopes, and vote-by-mail ballots are stored.

Blue Ballot Bin

This bin is used for storing vote center supplies.

Blue Ballot Bag

After the vote center closes daily, all voted ballots, conditional envelopes, vote-by-mail, spoiled ballots, and registration cards will be stored in this bag for transport to Election Central.

Ballot Drop-off Location

This is a secure box where a voter can drop off their vote-by-mail ballot. This box is periodically emptied and ballots transported to Election Central.

Ballot Log Sheet

This is located in the Voter Log Binder. This contains the counts of ballots daily.

Ballot Printer

This printer and laptop, also known as Mobile Ballot Printer (MBP) are used to print ballots after the voter has checked-in.

Ballot receipt box

This box is where all ballot receipts are deposited after a voters ballot is printed.

Ballot retrievers

These are elections officials or designated individuals who are tasked with picking up and transporting ballots from the vote center or ballot drop-off location to Election Central

Ballot station

At this station, a voter decides if they would like to mark their ballot with a pen or on the machine. The worker then uses either the ballot printer (MBP) or card burner (ICVA)

Brown secure bag

This bag is used to store the laptops , blank ballot cards, and the Clear Plastic card bag nightly.

Card burner

The card burner, or ICVA, is used to program the voter smart card for use on the ICX.

Challenging a voter

This is when a worker or election official challenges a voter's eligibility to vote. Only a worker or election official can issue this challenge.

Check-in receipt box

This box is where all voter's receipts are placed after check-in.

Check-in station

This is where all voters start the process at a vote center. The voter's registration status will be checked on the Poll Pad then directed accordingly.

Clear Plastic Card Bag

After the voter center closes, the poll worker smart card and voter smart card will be stored in this bag.

Conditional Voter Registration

A voter who has not registered on or before 15 days before an election may register and vote a Conditional Voter Registration (CVR) ballot.

The ballot will be counted on the condition they are eligible and have not voted in any other county.

Dependent Adult

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

Election Central

This is the Tuolumne County Elections Department. The department is available for any questions or help during election time.



2 S Green Street, Sonora CA, 95370



(209) 533-5570



elections@tuolumnecounty.ca.gov

Electioneering

This is when a person visually or audibly advocates for or against any contest on the ballot within 100 feet of the polling location. This is strictly forbidden by law. EC 319.5, 18370

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

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

Emergency Ballot

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

ICVA

The ICVA, or card burner, is used to program the voter smart card for use on the ICX.

ICX

This device is used by voters to mark their ballot. The voter will indicate their choices on the screen, review, then print their ballot.

This device has many features which make it more accessible by all voters.

Identification Envelope

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

Lead worker

This is the head of the voter center worker team.

MBP

This printer and laptop, also known as Mobile Ballot Printer (MBP) are used to print ballots after the voter has checked in.

Mobile ballot printer

This printer and laptop, also known as Mobile Ballot Printer (MBP) are used to print ballots after the voter has checked in.

Over Vote

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

Poll Pad

This device contains the voter's registration and voting status and is used to check in the voter.

Poll Worker

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

Polling Location

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

Poll worker smart card

This card is used to access features by the vote center worker on the ICX and ICVA

Precinct Officer

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

Provisional Ballot

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

Receipt printer

This printer prints the receipts after the voter has check-in on the Poll Pad.

Red Seal

These seals will not be used this election.

Registered Voter

This is any person who has registered to vote, and is in current active status. Please see “Registered voter for an election”.

Registered voter for an election

This is any registered voter who registered on or before 15 days before an election, or completed a Conditional Voter Registration, and is in an active status.

Replacement envelope

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

Roster

This is a list of registered voters organized by last name. This is stored on a Poll Pad.

Seals

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

Secrecy Folder

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

Street Poll Place Look-up

This list is used to find the correct ballot type based on a voter’s residence address. This list is organized by street name.

Stylus

This is used by a voter to sign on the Poll Pad. They may also use their finger.

Surrender a Vote-By-Mail Ballot

This is when an un-voted vote-by-mail ballot is given to a worker. This is no longer necessary for a voter to vote in person.

Vote by mail

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

Vote-By-Mail Ballot

This is a ballot that is used exclusively by voters who vote by mail or who vote in the Election Department's office.

Vote-By-Mail Voter

Formally known as an "Absentee Voter". This is a voter who uses a vote-by-mail ballot to vote.

Vote Center

This is a location for a voter to vote in person, or return their vote-by-mail ballot. Any voter in Tuolumne County may vote at any vote center.

Vote Center Worker

This is any individual who works at a vote center.

Voter

This is any individual wishing to vote in an election.

Voter Assist Table

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

Voter registration card

This is used by a person to register to vote.

Voter registration card envelope

This is where all voter registration cards are stored throughout the day.

Voter cards

This card is used by the voter to access their ballot on the ICX.

Yellow Seal

These are used to seal the back, top compartment of the ICX, as well as the blue ballot bag when preparing for transport. Each seal will have a unique number.



Notes



Notes



Notes



Sections



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A



Employee Information

B



Start of Day

C



Vote Center Process

D



Serving the Voter/Regular Duties

E



How do I help a voter when...

F



End of day

G



Allowed v Not Allowed

H



What do I do when...? (Troubleshooting)

I



Definitions

J