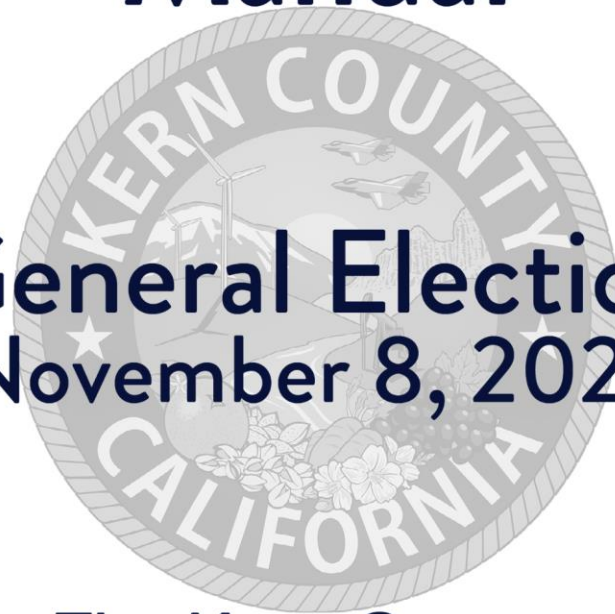# KERN
COUNTY
ELECTIONS DIVISION

Poll Worker Election Manual

General Election
November 8, 2022

The Kern County Elections Division

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INTRODUCTION TO THE KERN COUNTY
ELECTIONS OFFICER INSTRUCTION MANUAL

Thank you for taking on the important task of supporting democracy through your service as an elections officer. The goal of the Kern County Elections Division is to provide a fair and accurate election for the voters of this County. We want to make sure that every voter has a positive experience when voting. To us, this means providing clear and understandable information and the tools each voter needs to cast their ballot in a private and independent manner. We have prepared this manual, supplies and our videos with that goal in mind. Please be sure to review these materials carefully and ask lots of questions. Call us any time if there is something you need or don't understand.

Here are a few reminders…

▪ Every active registered voter will receive a ballot in the mail. **Voters will no longer need to vote provisionally if they do not surrender their mail ballot.**

If they are not registered, they <u>may conditionally register to vote and</u> vote Provisionally.

Voters may bring not only the Sample Ballot and State Voter Information Guide into the poll site but may also bring partisan voter guides with them into the poll site.

If you have questions, please ask them at your training session or contact the Elections Division at (661) 868-3590 or toll free at (800) 452-8683.

Thank you for your help to make sure we have a smooth and successful election.

Contents

Poll Site Staff Responsibilities

Code of Conduct

As an Election Officer, you represent the Kern County Elections Division. You must adhere to the California Elections Code and Kern County's policies. The following are mandatory and could result in dismissal if not followed:

- Professionalism, courtesy, and Non-Partisan at all times.
- Punctuality with assigned schedule (arrival, breaks, and lunch).
- Phones silenced and utilized on breaks or lunches only (Keep the poll site as quiet as possible for voters).
- Completion of tasks as assigned by Supervisor-Inspector or Site Supervisor (do not leave until all closing/cleaning procedures are completed).

Note: Staff are not allowed to work under the influence of drugs, marijuana, or alcohol. This is grounds for immediate removal.

Work Attire

- A badge identifying you as a poll worker should always be worn.
- Business casual – Clothing should be clean, tasteful, and in good repair (oversized pants, short shorts, plunging necklines, spaghetti straps, or midriff-baring tops, and t-shirts with printed slogans, graphics and photos, as well as clothing or items with reference to a candidate, measure, or proposition are examples of inappropriate garments.

Things to Keep in Mind

- Good hygiene practices should be exercised at all times.
- Refrain from wearing cologne or perfume.
- Bring snacks and water and remember you do get a meal break.
- Bring a seat cushion, if you wish.

Do Not Bring

- Your children to work with you.
- Pets/animals (service animals are allowed under ADA Title II)
- Campaign attire, hats, or bring any campaign material.
- Drugs, marijuana, and/or alcohol.

STAFFING

1. Each Polling Place will be assigned at least one (1) Site Supervisor or Supervisor-Inspector. The larger sites with 6-8 precincts will have one (1) Site Supervisor and an Inspector for each precinct board.

2. Sites should have one or more clerks at the check-in table and one (1) at each precinct table. There will be a clerk stationed at the ballot box at all times and a clerk at the provisional/ADA table.

3. Clerks will need to be flexible and work with their Supervisor-Inspector or Inspector to ensure that each position is covered throughout the day.

4. With one (1) Clerk seated at the precinct table, he or she will be responsible for issuing ballots and updating the street index.

Election Officer Roles

Site Supervisor/Supervisor-Inspector
Responsible for the overall operation and supervision of the entire polling site on Election Day.

Inspector
Responsible for his/her precinct board. Must have a cell phone for use on Election Day.

Check-in Clerk
Will check in voters on the ePollbook as they arrive and direct them to the correct precinct table. Will start the provisional process and direct provisional voters.

Precinct Clerk
Issues ballots at the precinct table and updating the street index.

Ballot Clerk
Oversees the ballot box.

Accessible/Provisional/CVR (APC) Clerk
Assists provisional voters and those voters who require accessible voting tools.
ADA Officer
Responsible for set up and tear down of ADA equipment and signage at the poll site.

Poll Worker Checklist

TASK	APPLIES TO	TIME PERIOD	DONE ✓
Attend an in-person training class.	All Election Officers	Within month prior to Election	
Pick up **RED** Supply Bag	Site Supervisors Supervisor-Inspectors	Week before Election	
Pick up **BLUE** Supply Bag	Supervisor-Inspectors Inspectors	Week before Election	
Check Contents of **RED** Supply Bag (page 14)	Site Supervisors Supervisor-Inspectors	Week before Election	
Check Contents of **BLUE** Supply Bag (page 15)	Supervisor-Inspectors Inspectors	Week before Election	
Call Inspectors	Site Supervisors Supervisor-Inspectors	Week before Election	
Call Clerks	Supervisor-Inspectors Inspectors	Week before Election	
Call Poll Site	Site Supervisors Supervisor-Inspectors	Week before Election	
Set up Polling Site (page 16-18)	All Election Officers	Day before Election	
Make Work Assignments for Election Day (page 19)	Supervisor-Inspectors Inspectors	Day before Election	
Replace any workers who did not show up – **CALL IMMEDIATELY IF DESIGNATED LANGUAGE SPEAKER DID NOT SHOW**	Site Supervisors, Supervisor-Inspectors & Inspectors	Day before Election and Election Morning	
Complete Accessible Device Day Before steps (page 20-22)	Two Election Officers	Day Before Election	
Update Security Checklist (page 23)	Two Election Officers	Election Morning	

Complete Accessible Device Election Day Set Up (page 23)	Two Election Officers	Election Morning	
Set Up ADA Signs and Supplies (page 25)	ADA Officer	Election Morning	
Complete Oaths (page 25)	All Election Officers	Election Morning	
Sign Payroll Form (page 25)	All Election Officers	Election Morning	
Complete Accessible Device Closing and Complete Site Security Checklist (page 41-43)	Two Election Officers	Election Night After Close of Polls	
Complete Reconciliation (page 44-46)	Supervisor-Inspector Inspector	Election Night After the Close of Polls	
Take Down and Pack ADA Signs and Supplies	ADA Officer	Election Night after the Close of Polls	
Pack Supplies (page 48-52)	All Election Officers	Election Night After Close of Polls	
Deliver Red, Blue, and Yellow Bags, and ePollbook case	At Least Two Election Officers	Election Night after Close of Polls	

Electioneering

It is the responsibility of EVERY Election Officer to Prevent Electioneering.

Electioneering is an action that might influence a voter.
Election Officers must not allow electioneering within 100 feet of the polling site and must continually watch for electioneering both inside and outside the polling site. Throughout the day, Election Officers must look for and remove any campaign literature or materials from the polling site. There should be no radios, televisions, newspapers, magazines, or activated cell phones within 100 feet of the polling site. (The cell phone restriction does not apply to elections officers using cell phones for official election usage. These cell phones must be turned on so we can communicate with you.) Note: this does not apply to voters taking "ballot selfies."
While the 100 feet restriction generally refers to 100 feet from the entrance to the polling location, the Election Officer must also watch out for and prevent any electioneering that can be seen or heard by voters within 100 feet of the voting area. For example, if there are any windows in the voting area, prevention of electioneering also reaches as far as the area within 100 feet of the window.

Elections Code Section 319.5.

"Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

(a) A display of a candidate's name, likeness, or logo.

(b) A display of a ballot measure's number, title, subject, or logo.

(c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.

(d) Dissemination of audible electioneering information.

(e) At vote by mail ballot drop boxes, loitering near or disseminating visible or audible electioneering information.

It should be noted that a campaign slogan or a political movement slogan (or the initials representing the campaign or political movement) does not constitute electioneering under the legal definition of electioneering as stated above.

Accordingly, the display of slogans on clothing, face coverings, and/or buttons is <u>not</u> prohibited.

Elections Code Section 18370.

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:
(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
(b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
(d) Do any electioneering as defined by Section 319.5.
As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

Cameras at Polling Places

As of January 1, 2017, state law now allows a voter to "voluntarily disclose how he or she voted if that voluntary act does not violate any other law."

A voter may now take a photograph of their ballot (a "ballot selfie") and share it on social media.

While "ballot selfies" are now allowed under California law, elections officials and elections officers will still need to exercise their discretion as to whether "ballot selfies" cause disruptions requiring a response.

Elections Code Section 18541 also addresses intimidation and photography/videotaping in the polling place:

> **18541.** Solicitation dissuading person from voting
> (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
> (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
> (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
> (3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.
> (b) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.
> (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Work with Observers

The Site Supervisor or Supervisor-Inspector will provide direction on which clerks can interact with observers.

The law allows any citizen to observe the election process. Election Officers must accommodate observers, inside or outside the polling site, as long as they do not electioneer, interfere with the voting process or intimidate voters. They can observe but may not talk to voters.

Observers may be at the polls before they open to the public, during polling hours, and after the polls close. Observers have the right to ask poll workers questions about elections procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the poll workers' duties, the poll workers can stop responding and direct the observers to the county elections office for further answers. (Section § 2300(a)(9))

Only poll workers and voters engaged in voting may be within the voting booth area when the polls are open. Other people may be in the polling place observing the process as long as they do not interfere with any voter's right to cast a secret ballot or a poll worker's ability to work.

Additionally, observer may not:

- Interfere with the conduct of the election. The election official is entitled to determine whether a person is interfering with the conduct of the election.

- Physically handle any voting materials or equipment.

- Move or rearrange tables, chairs, or voting booths.
- Sit at the official worktables or view confidential voter information.
- Use cellular phones, pagers, two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Communicate with voters within 100 feet of the entrance to, or inside of, a polling place by encouraging them to vote for or against a person or a measure, or regarding the voter's qualifications to vote. Exit polling is permitted, provided it is conducted at least 25 feet away from the entrance to the polling place.
- Directly challenge a voter.
- Display campaign material or wear campaign badges, buttons, or apparel.
- Talk to or attempt to stop poll workers while they are processing ballots.
- Touch election personnel.
- Eat or drink in the polls.
- Enter secure areas without express permission of the election official.

How to Deal with Difficult Voters/Observers
- Maintain a professional manner and remain calm. Do not take complaints or comments personally.
- Ensure the issue stays on the topic of voting.
- Provide recommendations and steer conversation toward solutions.
- Focus on what is in your authority or allowed by law.
- If the issue escalates, refer them to the Supervisor-Inspector or Elections Division.

All questions on procedures are to be directed to the Elections Division.

Work with News Organizations

Election Officers must treat news organizations as any other election observer.

News organizations may:

- Observe the election inside and outside the polling site.
- Talk to Election Officers on non-political topics.
- Take pictures (except of voters in the voting area).
- Talk to voters who are beyond 100 feet from the entrance to the polling place.

News organizations may not do anything that interferes with the voting process or intimidates voters.

News organizations may conduct exit polls within 25 feet of the entrance to the polling site as long as it does not interfere with the voting process or intimidate other voters.

<u>DO NOT answer the media's questions or participate in any interviews.</u>

Week prior to the Election
If you have any problems, call us at (661) 868-3590.

Site Supervisor/Supervisor-Inspector Duties

- Schedule appointment to pick up Red and/or Blue supply bags

- Confirm contents of supply bag (see updated list in bag)

- Call Inspectors and Clerks

- Call Elections Division if a worker quits

- Call Poll Site – make sure you can get in to set up

- Coordinate Poll Site set up day before Election

Inspector Duties

- Schedule appointment to pick up Blue supply bag

- Confirm contents of supply bag (see updated list in bag)

- Call Clerks

- Call Elections Division if a worker quits

Clerk Duties

- Should be contacted by Supervisor or Supervisor-Inspector

Call the Elections Division at (661) 868-3590 if you have NOT been contacted.

Red Bag Contents

✓ if rec'd	Description of Item	Quantity in each RED Bag
	ADA Binder w/ Security Log Checklist Packet inside	1
	Sealed Envelope (Rubber Banded Around Soap Dish) Containing: Red wrist band w/ Ballot Box key(s) & Accessible Device Cart cable lock key. Soap Dish Containing: Sealed Envelope with wrist band w/1 Poll Worker Card for Accessible Device and Pin number.	1
	Provisional Labels	1
	Accessible Ballot Secrecy Sleeves (Small Folders)	10
	Plastic Bag for return of Spoiled Accessible Ballots (blue sheet inside)	1
	Trucking Firm Delivery Receipt	1
	"Election Returns" sign	1
	Election Officer Digest	1
	Collection Center Receipt	1
	End of Night—Packing Instructions	1
	Poll Worker Instruction Manual	1
	Pink Canvas Zip Bag for return of Provisional/CVR Envelopes (pink sheet)	2
	Additional Blue Bag for return of Provisional/CVR Envelopes	1
	Yellow Bag for return of Voted "Vote by Mail" ballots (yellow sheet)	1
	*Accessibility Packet	1
	**Seal Packet	1
	Night Light	1
	Wire Cutters	1
	Calculator	1
	"Voting Equipment Incident Report" forms	10
	Supervisor Checklist	1
	Set of Quick Reference Guides (QRG's) in Black Binder	1

✓ if rec'd	*Contents of Accessibility Packet:	Quantity in Packet
	International Symbol of Accessibility (Blue Wheelchair sign)	1
	Disposable Headphone Earpiece Covers	extra
	Magnifying Sheet	1
	Large Font Signage Set	1
	Graspable Pen	2
	Stylus	1

✓ if rec'd	**Contents of Seal Packet:	Quantity in Packet
	Yellow security seal for Accessible Device and Transport Bags	15
	Seals for Envelopes w/Soap Dish (flat, w/barcode)	10
	Black cable ties (to re-secure RED and BLUE bags)	6

Note: An updated checklist will be provided to Supervisors/Supervisor-Inspectors and Inspectors at the bag pick up.

Blue Bag Contents

✓ if rec'd	Description of Item	Quantity in each BLUE Bag
	Official Precinct Ballots	Varies by precinct
	Secrecy Sleeves (Large Folders)	15
	"How to mark your Ballot" sign	1
	Street Indexes	3
	"Remove Voter from Roll" purple forms	10
	"Change of Address" Forms	15
	"Challenge Vote Procedure" sheet	1
	Empty teal "Vote by Mail" Envelopes	20
	Poll Worker Instruction Manual	1
	Table Sign with Voting Precinct number	2
	Two (2) copies of Sample Ballot and Voter Information Pamphlet	2
	Two (2) copies of the Spanish Voter Information Pamphlet.	2
	Two (2) copies of the English and Spanish State Voter Guide.	2
	Blue Canvas Zip Bag for return of Binder	1
	Plastic Bag for return of Spoiled Ballots (yellow sheet inside)	1
	Provisional/CVR Envelopes English/Spanish	Varies by Location
	Magnifying Sheet	1
	Box labeled VOTED BALLOTS for return of voted ballots	Varies by precinct
	Bag containing tamper proof seals for voted ballot boxes and "Unused Ballots" stickers for boxes of unvoted ballots	1 bag
	Election Officer Notes envelope	1
	End of Night Packing Instructions	1
	Sealed Envelope (Rubber Banded Around Soap Dish) Containing: Black wrist band w/ Ballot Box key(s) & Accessible Device Cart cable lock key. Soap Dish Containing: Sealed Envelope with wrist band w/1 Poll Worker Card for Accessible Device and Pin number.	1

	Table Supplies:
	  Bundle of telephone cards
	  30 pens
	  1 Scotch tape
	  1 glue stick (for sealing Provisional/CVR ballot envelopes)
	  1 masking tape (blue)
	  2 rulers
	  1 notepad
	  4-Blank name badges & lanyards
	  3 paper badges
	  2 "I speak" buttons for each language required (varies by precinct)
	  2 rubber fingers
	  6 black cable ties (to re-secure RED and BLUE bags)
		1 bag

Note: An updated checklist will be provided to Supervisors/Supervisor-Inspectors and Inspectors at the bag pick up.

Confirm Poll Site Access

Site Supervisors and Supervisor-Inspectors
Call Poll Site to make sure you can get in to set up the night before and on Election Morning.

There will not be a list of Vote by Mail voters mailed to Inspectors because all voters have been mailed a ballot.

1. Three Street Indexes in the blue bag.
   - Make sure precinct number on indexes match precinct number on your table's precinct number sign.

2. Qualified Write-in Candidates List (If Applicable)
   - You must take this list with you to the polling site on Election Day and place on precinct table.

**IMPORTANT NOTICE TO
SITE SUPERVISORS, SUPERVISOR-INSPECTORS AND INSPECTORS:**

Monday before Election Day – If you do not have what you need to complete these tasks, CALL US IMMEDIATELY at (661) 868-3590.

If you have received all supplies and all tasks are completed, there is nothing further needed.

Monday Before the Election

Site Supervisor/Supervisor-Inspector Duties
- Make sure poll site is able to be opened no later than 6:00 a.m.
- Set up poll site – take Red and Blue Bags (page 14-15)
- Set up ePollbook and printer (see ePB guide)
- Set up Accessible Device (page 18)

Inspector Duties
- Set up poll site – take Blue Bag (page 15)
- Set up Accessible Device (page 18)

Clerk Duties
- Set up poll site
- Set up Accessible Device (page 18)

NOTE: All Election Officers must go to the Polling Site the day before the Election to set up Site. If Polling Site is not available on the day before the Election, then site setup must be done early in the morning on Election Day **BEFORE** opening the polls at 7:00 a.m.

<u>Locate Your Supplies</u>

<u>Site Security</u>
1. Find Site Security Checklist packet in ADA binder in Red Bag
2. Two Election Officers check seal numbers on the Accessible Ballot Marking Device transport bag and printer transport bag.
3. Match numbers on those on the Accessible Device Security Logs. If any numbers do not match, contact the Elections Division immediately at (661) 868-3590.
4. Place the Site Security Checklist and Accessible Device Security Log on the Accessible Voting Booth for use on Election morning.
5. Check contents of ADA/Supply Bin. Use Checklist in yellow tray of ADA bin to make sure you have all supplies.

<u>Site Set up</u>
1. Set up Check-in table and Precinct table.
2. Set up Provisional/CVR table. Use the picture in the ADA binder as a guide to set up the table.
3. Set up the Accessible Device Booth, follow directions in the QRG (page 20-22)
4. To set up the Accessible Device, follow directions on page 18.
5. Place ballot box(es) in a convenient place for voters to deposit ballots, Vote by Mail and Provisional/CVR envelopes.
6. Place a table near the ballot box for voters to place the secrecy sleeves and pens after casting their ballot.
7. Assemble the precinct sign and stand located in blue nylon bag inside the ADA bin. Place signs on the stands as shown on picture in the bag and place it behind table.
8. Inside the Ballot Box, you will find the INDOOR totem sign and wooden Street Index stand. Assemble both and place inside the entrance of the poll site.
9. Some sites may receive a 2nd INDOOR totem sign to accommodate additional language materials.
10. Be sure to place the precinct sign stand behind the Precinct Table with the precinct number sign at the top and the "Start Here" sign under that.

Some precincts will have an additional "Languages Spoken" sign to place underneath the "Start Here" sign on the precinct sign stand. It is very important that this sign is posted so voters can see it. This sign is found in the Blue Bag.

Important
When you have completed the site set up, contact the Elections Division to let us know you are done. If the site is unavailable to set up the night before Election Day, call us to check in and confirm the site will be set up in the morning BEFORE the polls open.

<u>The day before the election, the Elections Division will be staffed until 8:00 p.m. or until all sites have checked in.</u>
Call (661) 868-3590 if you are missing any supplies or have any questions. Delivery of missing items will either be made that evening or scheduled for early Election Day.

Set Up the Accessible Ballot Marking Device

Use the Quick Reference Guide on pages 23-25 (Day Before Setup) for set up instructions. Be sure that you have completed the "Night Before" section of the security checklist for each device.

1. Set up designated number of primary Accessible Devices. Follow instructions on the Quick Reference Guide for connecting power cords and USB cords on the Accessible Device and Printer correctly.

2. Set up Provisional/CVR table. Use picture in ADA Binder as a guide. Any questions contact the Elections Division at (661) 868-3590 or 1 (800) 452-8683.

3. After verifying the seal number on the back of the Accessible Device with the seal number on the Accessible Security Log, plug the device in and it will automatically power on. (page 23)

4. If the device does not power on, test the outlet by plugging in the nightlight provided. If the outlet has power, the device is connected correctly, and the device still does not power on, CALL THE ELECTIONS DIVISION IMMEDIATELY at (661) 868-3590 or 1 (800) 452-8683.

5. The ATI Controller is attached to the back of the Accessible Device. Take the controller out of the pouch and place it on the table next to the Accessible Device.

6. Once the device is powered on, follow the instructions on the Quick Reference Guide to finish the Day Before Setup and test the Printer and ATI Controller.

7. Place the Security Log next to the Accessible Device for Election morning setup.

8. Be sure to place Quick Reference Guides on the Provisional table.

ADA Set Up

1. Place the ADA binder in the ADA bin for the ADA Officer to use on Election morning (contents have already been verified). There will be one person who will be responsible for following the instructions in the ADA binder to complete the set up in the morning on Election Day.

2. The ADA Election Officer is to sign the Payroll Form that is included in the Roster of Voters. It is the Supervisor-Inspector's responsibility to ensure that this is completed.

Basic Election Officer Work Assignments

The Site Supervisor/Supervisor-Inspector and Inspector Assigns the following duties:

Check-In Clerk	Use ePollbook to look up voters and have them sign in, directs voters to correct precinct table or to accessible device table for accessible voting, and starts the Provisional/CVR process when necessary (pages 26-33).
Precinct Clerk	Issue paper ballots. Collect Check-In Slips. Update Street Index.
Ballot Box Clerk **(Mandatory)**	Collects secrecy sleeves and pens and returns them to correct table. Monitors Ballot Box(es). **Ensures that no "loose" ballots are dropped in the ballot box.** All ballots should be in a secrecy sleeve or sealed in a provisional/CVR or VBM envelope.
Accessible & Provisional/CVR Clerk	Assists Provisional voters, CVR voters and those voters who require accessible voting tools. Ensures security of voting equipment.

NOTE: Some sites may have an additional Language Assistance Clerk.

Table Set Up

Each Precinct Table will be set up with the following on it:

Voting Precinct Sign	2 English State Voter Information Guides
2 Sample Ballot and Voter information guide	2 Spanish State Voter Information Guides
2 Spanish Voter Information Guides	Street Index
List of Qualified Write-ins	How to mark your Ballot Sign
Secrecy Sleeves	Manilla Envelope for Check-in Slips
Magnifying Sheet	Ruler and Pens

Do not place ballots on table until Election Day!

The Check-in Table will be set up with the following:
Start Here Sign
Provisional Envelopes
Provisional Labels
Extra Vote by Mail Envelopes
ePollbooks and paired printers. (Set up on table on Election Day Morning)

When you have completed the site set up, contact the Elections Division at (661) 868-3590 by 8 p.m. to let us know you are done.

KERN COUNTY ELECTIONS

Accessible Booth & Provisional Table

Quick Reference Guide – Day Before Setup

Each site will have one Accessible Booth and Provisional Table to set up. Some sites may have two, most will not.

1 — Be sure Accessible Booth is in a standing position.
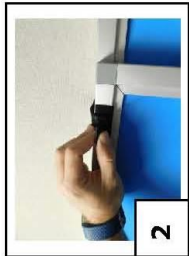
2 — Undo the Velcro strap on the top right corner of the booth.

3 — Open both sides of booth.

4 — Keep doors open wide enough to pull table up above latch openings.

5 — Align the latch openings underneath the table.

6 — Slide latch outward to secure booth table.

7 — Set Provisional table to correct ADA height. Be sure to tape ISA sign to the front of the table. Place voting booth, provisional envelopes, registration forms, ball point pen, Quick Reference Guides, accessibility kit, and container for accessible ballot authorization forms on table.

Accessible Ballot Authorization Forms Container

Be sure to set up Accessible Booth close to Provisional table so you are available to assist Accessible Voters when needed.

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Accessible Ballot Marking Device
Quick Reference Guide – Day Before Setup

1

Some sites may have been provided additional devices for use on Election day or as backup only to be set up if instructed by the Elections Office.

Locate the cart with the Accessible Device and Printer. Unlock the cable lock. (The lock can be tricky. An instruction sheet to help with the lock is provided in this binder.) Remove the Accessible Device and Printer transport bags with GREEN tags from the cart.

Some sites will have an additional bag with a red tag and a label that says "Backup". Only use if instructed by the Elections Office.

2

Next locate the Security Checklist packet from the front pocket of the ADA binder. Verify that the serial numbers on the transport bag seals (shown in inset) match those shown on the Security Log.

If any serial number(s) do not match or the transport bag seals are broken, contact the Elections Office immediately at 661-868-3590.

3

Remove Printer from the transport bag. Place on Accessible Booth.

4

Connect the Printer power cord (marked with Yellow stickers) to the printer.

5

Run Printer power cord through opening in the back right corner of the booth and plug it into the outlet.

6

Remove Accessible Device from the transport bag. Place on Accessible Booth.

7

Verify that the seal numbers on both the top and bottom panels on the back of the Accessible Device match those shown on the Security Log.

LEAVE SEAL INTACT.

8

Connect the USB cord (marked with Green stickers) from the Accessible Device to the Printer. Turn Printer on.

Be careful with Styrofoam pieces when removing Printer and Accessible Device. You will need them to properly pack up at the end of night.

9

Connect Accessible Device power cord (marked with Orange stickers) to the Accessible Device and the outlet. Accessible Device will power on.

KERN COUNTY ELECTIONS

Accessible Ballot Marking Device
Quick Reference Guide – Day Before Setup

10

Take ATI Controller and headphones out of pouch on the back of the Accessible Device and place next to device on the booth.

11

Find soap dish in Red bag. Remove envelope containing Poll Worker card and pin number. Verify that the seal number on envelope matches number on Site Security Checklist.


12

Insert Poll Worker Card into device and enter pin number on "Administrator Login" screen. Press "Confirm" to confirm date and time.
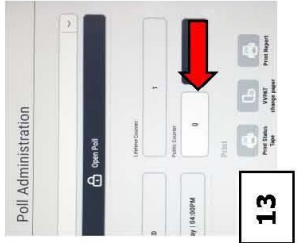
13

On "Poll Administration" screen, be sure the "Public Counter" is zero.

14

Be sure boxes next to "AVS Controller" and "Manual Session Activation" are checked.
Press "Hardware Test".
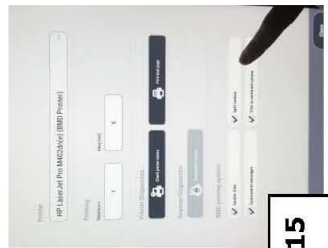
15

Check all four BMD printing options: Double-Side, Split contest, Continuation messages and Title in continued column.
Press "Print Test Page"
After test page prints, fold in half and place in Accessible Ballot Authorization Container located on Provisional/CVR table.
Press "Back to Menu"

16

Press "ATI"
Press each button on ATI Controller to be sure it is working properly.
Press "Close".
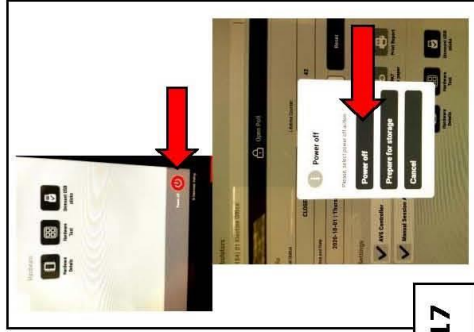
17

Power off the device by selecting the "Power off" option on the screen.
Power off device and unplug the power cable.

18

Place Poll Worker Card and pin number back into envelope and seal it with Blue Tamper Evident Seal.
Record new seal number on Site Security Checklist.
Place sealed envelope back in soap dish and into Red bag.
Turn Printer off.
Unplug the Accessible Device.

Election Day

ALL Election Officers must arrive at the polling site no later than 6:00. a.m. on Election Day. The cell phone(s) for Site Supervisors, Supervisor-Inspectors and Inspectors are required and should be powered on at this time and stay on throughout the Election. Turn cell phone ringer on high. **It is important that the Elections Division is able to reach you by phone** if necessary. No other cell phones are authorized.

Security Checklist Packet
1. Two election officers complete the Election Day questions on the Accessible Device Security Log. (Should have been placed with the Accessible Device during initial verification the previous night.) Whenever a Device is put into service, the Security Log must be completed.
2. Verify that the seals are intact, and the seal numbers match those listed.
3. When finished with the opening process, place the security checklist packet in the **RED** Bag until you need it at closing.
4. Some sites may have been provided additional Devices and Printers for use on Election Day or as back up. **Back up Devices should only be set up if instructed by the Elections Division.** In the event that back up devices are needed, the security checklist on the Accessible Device Security Log for the second device should be completed with the appropriate information.

Power on the Accessible Device and Printer
1. The ATI Controller should already be connected to the Accessible Device and placed next to it on the Accessible Booth.
2. Place the earphones next to the Accessible Device.
3. Verify the seal number on the back of the Accessible Device with the seal number on the Accessible Security Log.
4. Power on the Printer.
5. Plug the Accessible Device in and it will automatically power on. (page 24)
6. Remove Poll Worker Card and pin number from soap dish in Red Bag.
7. Be sure the Accessible/Provisional/CVR Clerk wears the wrist band with Poll Worker Card until the close of Polls.

NOTE: Poll Worker Card will be in a sealed envelope. Pin number will be underneath. Envelope is to be resealed at the end of night. Only ONE envelope at the poll site should be opened throughout the day.

Election Morning Quick Reference Guide

KERN COUNTY ELECTIONS

Election Morning
Quick Reference Guide – Opening Polls

1

Find Security Log behind the device. Hold the base and tilt Accessible Device screen all the way back to view the yellow security seal on the bottom panel.

Verify that the seal number matches the seal number recorded on the Security Log during day before setup.

2

Plug the Accessible Device into the outlet and it will power on. Turn Printer on.

3

Tilt screen forward. Find soap dish in Red bag. Remove envelope containing Poll Worker card and pin number. Verify that the seal number on envelope matches number recorded on Site Security Checklist during day before setup.

4

Insert Poll Worker Card into device and enter pin number on "Administrator Login" screen. Press "Confirm" to confirm date and time.

5

Press "Open Polls". Remove Poll Worker Card.
Be sure the "Public Counter" is zero. The Accessible Device is now ready for voting.

Be sure the Clerk stationed at the Provisional Table wears the wrist band with the Poll Worker card until the close of polls.

When First Voter Arrives
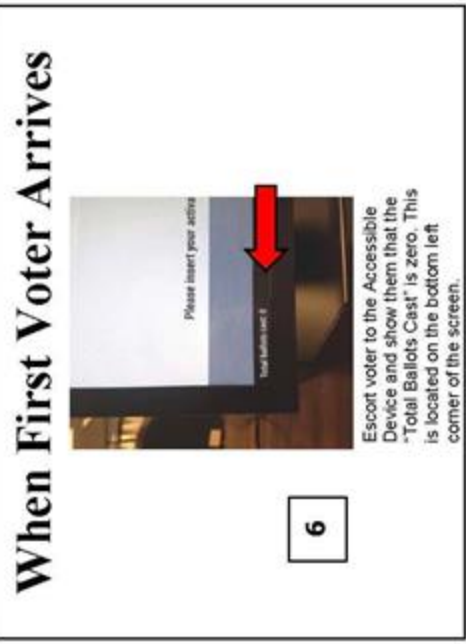
6

Escort voter to the Accessible Device and show them that the "Total Ballots Cast" is zero. This is located on the bottom left corner of the screen.

24

Post Outside Signs
1. Place OUTDOOR Totem Sign Stand outside the polling site entrance. The Totem Sign will be in the Black Ballot Box and the Totem Sign Stand will be in a green drawstring bag. See page 56 for assembly instructions.
2. The ADA set up person will use the ADA Binder to set up ADA materials with the help of other clerks assigned by the Supervisor-Inspector.
3. Place all other supplies behind precinct table.

Complete Oaths
Before issuing any Ballots, the following must be completed.
1. Each Election Officer takes oath - witnessed by the Site Supervisor or Supervisor-Inspector.
2. Each Election Officer signs the upper portion of the Declaration of Election Officers in the Precinct Binder.

Payroll
All Election Officers **must sign** the paper Payroll Form in the Precinct Binder after taking the oath or **you will not be paid.**

Complete Precinct Table Set Up
Place the pads of paper ballots on the precinct table. (Found in the BLUE Bag)

The Accessible/Provisional/CVR Clerk should have the Poll Worker card and be stationed at the Provisional table ready to assist voters with the Provisional/CVR process or Accessible voting.

The Supervisor-Inspector's Election Day checklist is a useful tool to ensure your team is following procedures.

Name Tags
Each Election Officer must wear a name tag at all times on Election Day. Plastic badges with lanyards and labels have been provided.

Write the workers' names with the marker provided on the labels. Paper badges have been provided in case you need extra badges.

It is very important that the designated language speaker(s) for each precinct wear the "I Speak" button at all times.

Site Supervisor/Supervisor-Inspector
You must immediately notify the Elections Division at (661) 868-3590 if you will be unable to open your site and issue ballots to voters at 7:00 a.m.

Opening the Polls

Polls **must** open at 7:00 a.m. sharp. An Election Officer must go to the entrance to the polling site at 7:00 a.m. and announce that the polls are open.

First Voter
Bring the first voter over to each Ballot Box in the site, open the box(es) and show them that the box(es) are empty, and lock them all.
Then take the same voter to the Accessible Ballot Marking Device and follow the steps on the Quick Reference Guide (page 28) to show the voter that the Total Ballot count is zero.
Before checking in the first voter, show the voter that the check in total on the ePollbook home screen is zero.

Pens
Voters can use their own pen to vote their ballot, if it is not red ink or the clerk may hand them a pen to vote their ballot.

Check-in Table
All Voters will begin at the Check-in Table where the Check-in Clerk will process the voter and then direct the voter to the appropriate table.

The Check-in clerk will also be responsible for starting the Provisional process, issuing the voter a Provisional/CVR envelope, and placing a provisional label on both the Provisional/CVR envelope and the Provisional Check-in Slip.

Provisional/CVR Voter
If after checking in the voter on the ePollbook, it is determined that the voter will vote provisionally, the Check-in clerk will:

1. Place a provisional label on a Provisional/CVR envelope and a matching label on the Check-in slip.
2. The Check-in Clerk will fill out the back part of the envelope with their name, reason for provisional, and check box #9 if the voter will vote on the ICX. The Check-in Clerk will give the voter both the envelope and the Check-in slip and direct the voter to the Provisional Table.
3. The Check in Clerk will write the Precinct number under the Label. This number should match the ballot style selected for the voter during the check-in process. (It will also be printed on the affidavit of provisional).
4. Inform the voter that once they have completed their envelope they are to go to the precinct table as directed by the Provisional Clerk and Check-in Slip.

There are a few reasons a voter may be required to vote Provisionally/CVR. The most common reasons are written on the "Provisional/CVR Ballot Envelope".

Provisional/CVR voting is available to make sure that all eligible voters are allowed to vote and that their votes are counted. **Remember we cannot ask the voter to show ID (Unless they are a first time voter in a federal election and that we no longer require voters to "surrender" their Vote by Mail ballot in order to vote regularly.**

Provisional/CVR Voters

Determining if a voter must vote Provisionally will be decided at the Check-In table. There are a few reasons a voter may need to vote Provisional/CVR. The most common are listed here.

1. Conditional Voter Registration or CVR voters:

If a voter is not registered at the time of the Election they can be a Provisional / CVR voter, also known as "same day registration" voter. This can be done at the Elections Division or at any Polling site in the County. The Provisional envelope serves as a Registration form, allowing the voter to register and vote on Election Day.

2. Wrong Location:

If a voter cannot be found in the ePollbook search field, the voter may be at the wrong location and should be re-directed to the right location. If the voter insists on voting at your location, he or she MUST vote Provisionally.

3. First time voters-NO valid identification:

For Federal Elections, if a first-time voter does not present a valid form of identification (See Appendix G for valid forms of I.D.), he or she MUST vote Provisionally.

Note: In the rare event that a voter is shown as having already voted in the ePollbook and they insist they have not already voted, process the voter as a Provisional/CVR.

Provisional / CVR Voting Procedures
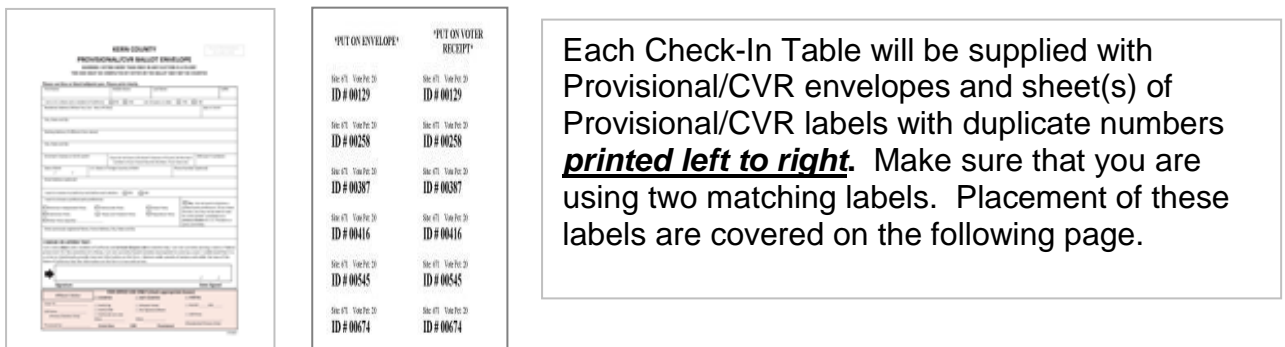
Each Check-In Table will be supplied with Provisional/CVR envelopes and sheet(s) of Provisional/CVR labels with duplicate numbers ***printed left to right*.** Make sure that you are using two matching labels. Placement of these labels are covered on the following page.

First Column: Place the label on the voter's Check-in Slip

Second Column: Place the label where it says "Place Provisional ID Label Here" in the upper right corner on the front of the envelope. Write the Precinct number below the provisional label.

Complete the following information on the back of the envelope:

a. Print name on line provided. **Make sure that you print, not sign**, so that if we need to contact you, we know who you are.

b. Reason for issuing a Provisional/CVR ballot.

KERN COUNTY

PROVISIONAL/CVR BALLOT ENVELOPE

WARNING: VOTING MORE THAN ONCE IN ANY ELECTION IS A FELONY
THIS SIDE MUST BE COMPLETED BY VOTER OR THE BALLOT MAY NOT BE COUNTED

Please use blue or black ballpoint pen. Please print clearly.

First Name	Middle Name	Last Name	Suffix
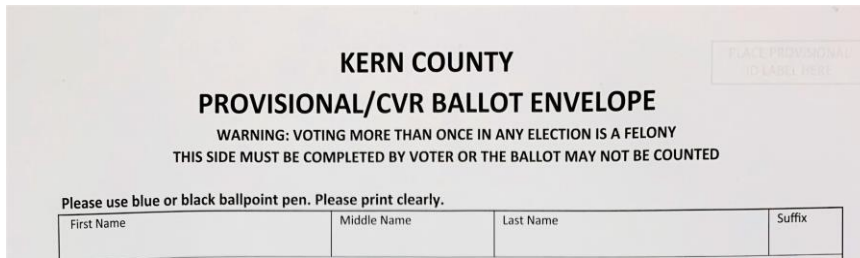
Ask the voter if they will be voting a paper ballot or if they require accessible tools to vote their ballot.

If voting an accessible ballot, check "YES" on box #9 on the back of the provisional envelope. Go to page 30 to complete the Accessible Provisional Process.

their ballot was counted.

8. ISSUE THE BALLOT of the ballot type and/or party listed (SEE STEP 3) to the voter.

9. IS this ballot from the ICX marking device?   ☑ YES   ☐ NO

10. TELL voter to place completed ballot in envelope and give to poll worker at the ballot box.

Poll Worker Comments: _____

_____
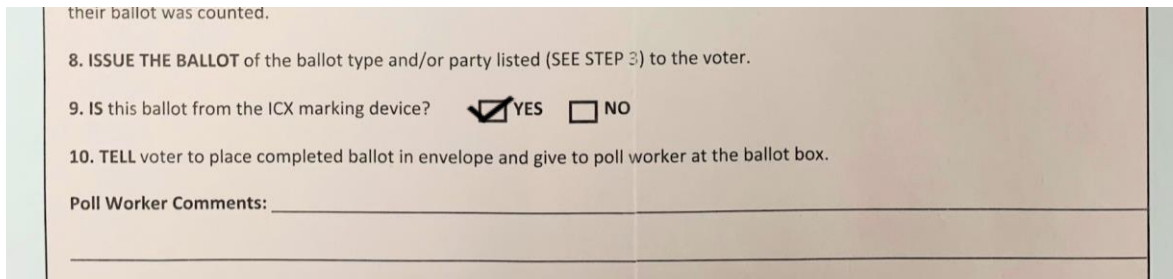
If Issuing a Paper Ballot…

(If Issuing an Accessible Ballot, go to page 30)

3. Send Voter to Provisional/CVR Table - **Voter does not go to the Precinct Clerk yet.**

    Check-In Clerk sends voter to the APC Clerk at the ADA table with the labeled Check-In Slip and Provisional envelope to fill out the front of envelope <u>COMPLETELY</u>.

4. Voter Completes Registration Form on front of Provisional/CVR Envelope.

    Please be sure the voter uses a Ball Point Pen <u>ONLY</u>.

    Tell the voter to fill in the required information as follows:

    - **Print name.**
    - **Birth Date.**
    - **Check the box that describes their citizenship.**
    - **Complete address portion.**
    - **Sign name.**

The following are not required, but these OPTIONAL fields will help us identify the voter.

    - **Phone number.**
    - **Driver's license information.**
    - **Last 4 numbers of Social Security Number**
    - **Party Preference**
    - **Vote by Mail Preference**

The Accessible, Provisional/CVR (APC) Clerk will review the envelope for completeness at the ADA Table

6. Review information

Once the voter fills out the envelope, the APC Clerk table must do the following:

Review voter information to make sure that it is complete. If all information needed is not given, return the envelope to the voter and have him/her give the missing information. MAKE SURE THE VOTER SIGNS THE ENVELOPE.

7. Return Envelope to Voter and Direct to the Precinct table indicated on their Affidavit of Provisional. If the voter is voting on the ICX, direct them to the ADA Table.

Precinct Clerk Completes the Following:
Verify the voter is at the correct precinct table.
Verify voter's residence AND SIGNATURE are provided.

Verify that the voter answered "NO", otherwise that voter will be voting on the accessible device (ICX).

Instruct voter to place folded voted ballot in the envelope and place inside ballot box.

Add any comments that would help explain why a Provisional/CVR ballot was given out and a reason the voter might be allowed to vote this way.

1. Fold the Ballot and give Provisional/CVR voter the Paper Ballot.
2. Put the Affidavit of Provisional in the envelope with the other check-in slips.

Do not give the voter a Secrecy Sleeve. Tell the voter that when finished voting to put their voted ballot into the Provisional/CVR envelope, seal the envelope, and return to the ballot box to cast their ballot.

Accessible/Provisional/CVR Voters

Check-In Clerk will check the "YES" box on number 9 on the back of the envelope. They then give the voter the Provisional/CVR envelope and Affidavit of Provisional slip, and directs them to the APC Clerk stationed at the ADA table.

APC Clerk

1. Voter Completes Registration Form on front of Provisional/CVR Envelope

Please be sure the voter uses a Ball Point Pen ONLY.

Tell the voter to fill in the required information as follows:
- **Print name.**
- **Birth Date.**
- **Check the box that describes their citizenship.**
- **Complete address portion.**
- **Sign name.**

The following are not required, but these OPTIONAL fields will help us identify the voter.

- **Phone number.**
- **Driver's license information.**
- **Last 4 numbers of Social Security Number.**
- **Vote by Mail Preference**

2. Once the voter fills out the envelope, the Clerk at the ADA table must do the following:

Review voter information to make sure that it is complete. If all information needed is not given, return the envelope to the voter and have him/her give the missing information.

3. Clerk at the ADA table will:

- Be sure the voter fills out the Provisional/CVR envelope completely, including their SIGNATURE.
- Take voter to the Accessible Device and activate a voting session for the Precinct shown on their provisional check-in slip. When the voter has printed their ballot, be sure they place it in the Provisional/CVR envelope.
- Direct or escort the voter to the Ballot Box to cast their ballot.

The Affidavit of Provisional slip is to be put in the envelope with the other ICX Check-in slips.

31

Inactive Voter

Inactive voters will be identified in the ePollbook with an "I" under Status on the Voter Eligibility screen. This is primarily for the Elections Division. **If the voter's information is the same, process the voter normally.** If a voter has a different address than what is in the ePollbook, follow the directions in the ePollbook to process the voter Provisionally. Have the voter go to the Provisional/CVR/ADA table to fill out a Provisional/CVR envelope. Once completed, have them go to the precinct table printed on their Check-In Slip.

First Time Voters – ID Required (Applies to Federal Elections Only)

Follow the prompts on the ePollbook. If the voter has provided the necessary identification, they will vote regularly. If not, they will vote provisionally.

Precinct Table Clerk

1. Ask for the voter's Check-in Slip and confirm they are at the correct table by verifying the precinct number at the bottom of the Check-in Slip.
2. Once the precinct number is confirmed, place the Check-in Slip in the manila envelope.
3. Give the voter a ballot, secrecy sleeve, and pen (keep the cap). DO NOT PRE-TEAR BALLOTS.
4. Give the voter instructions on how to mark the ballot using the "How to Mark Your Ballot" sheet. Be sure to tell the voter that:
    a. They must completely fill in the oval to ensure their vote is counted, and they may vote only for the number to be elected.
5. Direct the voter to the privacy booths and to the Ballot Box after voting.
6. After marking the ballot, the voter takes the ballot in the secrecy sleeve to the Ballot Box and casts their ballot.
7. The voter returns the secrecy sleeve and marking pen to the election officer stationed at the Ballot Box.

If Voter Needs an Accessible Ballot, then Follow the Steps Below:

1. Check-In Clerk will direct the voter to the APC Clerk stationed at the Provisional Table.
2. Clerk at the ADA Table will take the voter's Check-In slip and use the precinct number on the slip to activate a ballot on the ICX of the voter needs an audio ballot, refer to the Quick Reference Guide "Activating an Audio Session" (page 34) and follow the instructions.

3. Offer to go over voting procedures with the voter. Remind voters not casting an audio ballot to review their selections on the screen before printing their ballot. (Voters casting an audio ballot will have their choices repeated).
4. APC Clerk should be available for voters who need assistance or have questions.
5. After printing their ballot, the voter takes the ballot in a secrecy sleeve to the Ballot Box and casts their ballot.
6. The voter returns the secrecy sleeve to the election officer stationed at the Ballot Box.
7. APC Clerk will place the Check-in Slip with the other ICX Check-in Slips.

Note: If anything happened with the voting equipment, the incident must be logged on the Kern County Incident Reporting form provided. Please see Appendix E for an example of the form.

Street Index

Use the Voter's address on the Check-In Slip to locate the voter on the Street Index. Once the voter is located, you will see a cross-reference number by their name. Write the number on the pad of paper provided. Make a line through the voter's name on the Street Index. Update the Street Index on the Street Index Rack hourly until 6:00 p.m.
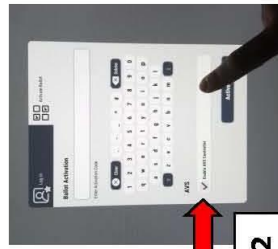
KERN COUNTY ELECTIONS

Activating A Voting Session

Quick Reference Guide – Election Day

1

Take Accessible Ballot Authorization Form and escort voter to Accessible Device.

2

Insert Poll Worker card.

Ask voter if they need to use any of the accessible options to vote their ballot.

If the voter says yes, check the box next to "Enable AVS Controller" and skip to step 5.

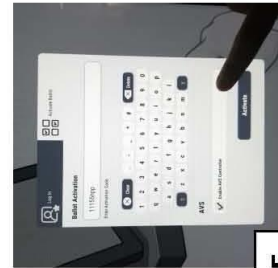If not, leave box unchecked and move on to step 3.

3

Enter precinct number and party code circled on the Authorization Form and press "Activate".

Remove Poll Worker card.

Have voter select their Language Preference.

4

Let the voter know that you will be at the Provisional/CVR table should they require any additional assistance. The ballot will be displayed in Large Text.

Remind the voter to review their selections before printing their ballot. Once printed, place in Secrecy Sleeve or Provisional/CVR envelope and proceed to Ballot Box.

For Voters Using Accessible Tools

To activate an Audio Voting Session, follow steps on next page.

5

On Activation Screen, enter precinct number on the Authorization Form as activation code and press "Activate".

Remove Poll Worker card.

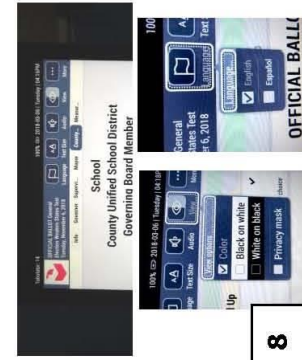Have voter select their Language Preference.

6

For voters with limited dexterity, the ATI Controller can be used together with headphones.

Voter may also use a Sip and Puff device by plugging it in to the ATI Controller.

7

If the voter selects "ATI", instructions will be displayed, and audio will play. Voter will select "Ok" and the ballot will appear on the screen.
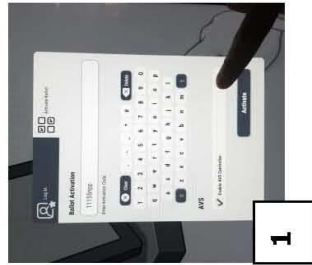
8

Show voter the top menu which has the High Contrast and Language options which they can change at any time while voting.

KERN COUNTY ELECTIONS

Activating An Audio Voting Session
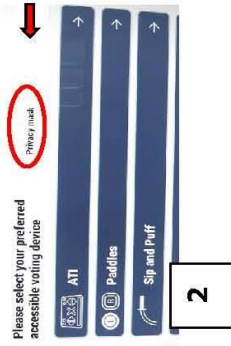*Quick Reference Guide – Election Day*

1

On Activation Screen, enter precinct number on the Authorization Form as activation code and press "Activate".
Remove Poll Worker card.
Have voter select their Language Preference.

2

To activate an Audio Ballot, select "Audio/Visual mode".
If voter wishes ballot to be hidden, select "Privacy Mask". For audio as an enhancement, it is not necessary.
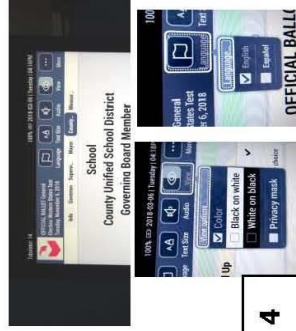If voter wishes to use ATI Controller, ATI Controller must be selected.

3

Connect headphones to ATI Controller.
Remind voter not to use ATI Controller if not previously selected.

4

Show voter the top menu which has the High Contrast and Language options which they can change at any time while voting.
The voter may also choose the "Privacy Mask" option if they do not want their ballot displayed on the screen.
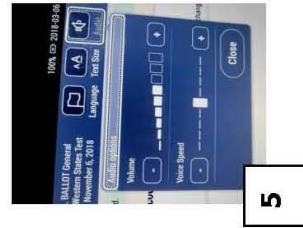
5

Show voter the volume can be controlled on the top menu bar or with the ATI Controller if activated.
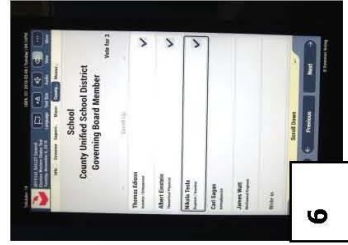
6

Instruct the voter that when voting on the screen, first touch will play the selection and the second touch will make the selection. Follow instructions.

Voting an Audio Ballot is a longer process.

Be patient!!

Vote by Mail Ballots

Turning in Vote by Mail Ballots
Vote by Mail Ballots may be turned in at the Elections Division, at any polling site in the state, or at any Official Ballot Drop Box.

Who can drop off Vote by Mail Ballots?
Anyone designated by the voter to return their Vote by Mail ballot may return it.

> **NOTE:** A person returning a "vote by mail" ballot for someone else <u>MUST</u> sign the back of the sealed "vote by mail" envelope.

What if the voter doesn't have their return envelope?

If a voter is returning their own "vote by mail" ballot without an envelope, the greeter will hand the voter a teal "vote by mail" envelope which is in the supplies and have them **complete and sign** the outside of the envelope. The voter will then deposit it in the Ballot Box.

Vote by Mail Ballots returned by the voter should be dropped by the voter into the Drop Box. Election Officers MUST NOT open Vote by Mail ballots turned in at the polling site.

Unable to locate the voter in the ePollbook
1. Use one of the other search criteria to see if the voter can be located (i.e. Last Name and Address). Check to see if the voter's name is spelled correctly, or if voter is using a different or hyphenated last name.

2. The ePollbook will show if the voter is at the wrong polling site.
    a. If they are at the wrong polling site, the voter can be re-directed using a printout with the correct precinct and polling site address. Direct voter to that site if they can go there and/or there is enough time.
    b. If the voter cannot be re-directed, they must vote provisionally.

5. If the voter insists on voting at this site or precinct, have them fill out a Provisional/CVR envelope and let them vote provisionally. See pages 26-33 for instructions on how to do this.

Spoiling a Ballot

If a voter spoils their ballot, they may have a replacement ballot. The voter will need to take their spoiled ballot back to the Check-in Clerk. The Check in Clerk will write "SPOILED" on the ballot, spoil the voter's check-in on the ePollbook, re-Check-in the voter, and issue a new Check-in slip. The Check-in Clerk will write "2nd issue" on the new Check-in Slip. The voter is then directed to the correct precinct table. If they spoil a second ballot, they may only be issued a third and **final** ballot. **The spoiled ballot will go in side B of the red bag, to be sorted to correct precinct table at the end of the night after polls are closed.**

Challenging a Voter

After the voter signs the ePollbook, Election Officers may challenge the voter for the following reasons:

1. The voter is not the person whose name appears in the ePollbook.

2. The voter is not a resident of the precinct.
3. The voter is not a citizen of the United States.
4. The voter has voted in that election.

Rather than challenge the voter and not allow them the opportunity to vote, have them vote provisionally. List the reason you believe the voter should not be allowed to vote. During the canvass, election office staff will investigate and make the final decision.

Request to Remove a Voter from Voter Roll (Purple)

Family members of a voter who is deceased or has moved from the county may complete a purple "Request to Remove Voter from the Voter Roll" form. If a person other than a family member completes this form, or the information is incomplete, the Elections Division will mail the voter a post card to verify the information. *Put all completed "Request to Remove Voter from the Voter Roll" forms in the Blue Canvas Bag inside the front pouch of the Binder at closing.*

Additional Diversity Considerations
Other Language Speaking Voters

The Elections Division assigns bilingual Spanish-speaking Election Officers in all polling sites. Make sure that Spanish-speaking officers are wearing buttons to identify themselves as Spanish-speakers.

These workers shall help Spanish-speaking voters as needed. If a bilingual Election Officer is not available, give the voter a copy of the voting materials in Spanish, which have been given to each precinct. Be sure to also give the voter a telephone card. If they need more help in Spanish, they can call our office OR the person with the cell phone being used for that site can call for them.

Certain sites are now covered for Tagalog, Ilocano, and Punjabi. We have given materials in those languages to those sites. We have also assigned workers to these sites who will be able to help.

It is very important that you <u>Call the Elections Division at (661) 868-3590 or 1 (800) 452-8683 immediately</u> if the Designated Language Speaker did not show.

Voters with Visual Impairment

Magnified Ballot

Voters who need help to see can vote on the Accessible Device that will display the ballot in Large Text. They can also choose the High Contrast option for an easier to see and more defined screen enhancement. Magnification sheets are on each precinct table and the Provisional/CVR table. The Provisional/CVR table also has a set of large font signs that are the same as the signs posted on the signage boards.

Audio Ballot

Voters who are visually impaired can vote on the accessible device using an audio ballot. Refer to the Quick Reference Guide (page 36) to make sure that you are properly activating a vote session for an audio ballot. **Voting an audio ballot is a longer voting process. PLEASE BE PATIENT.**

A voter may bring their own Mouth Stick or Sip and Puff device to use on the Accessible Device.

Voters with Other Physical Disabilities

Voters with Limited Reach and Ability to Reach

The Accessible Device is set up for wheel chair access. Additionally, voters with limited reach can use the device by voting using an audio ballot while the ballot is visible. The ATI Controller is to be given to the voter in manner that allows him/her to use when making selections. Refer to the Quick Reference Guide "Activating a Voting Session" (page 35) to ensure that you are properly activating a voting session for an audio ballot.

Voters may also use the Stylus available at the Provisional/CVR Table to vote on the Accessible Device.

Curbside Voting (Paper Ballot Only)

Curbside voting is for any voter who cannot come into the poll site and needs to vote their ballot in their vehicle.

1. Take the ePollbook out to the voter and have them sign.
2. Return the ePollbook to the Check-In table, go to the ballot table with Check-In Slip and have the voter's name marked off on the street index.
3. Two (2) election officers will take the voter a ballot, secrecy sleeve and pen, and wait while the voter marks the ballot.
4. After casting his/her ballot, the voter puts it in the secrecy sleeve and returns it to the election officer.
5. The officers return to the site and put the voted ballot in the Ballot Box.

Assisting a Voter

Voters have the right to be assisted by up to two (2) people if the voter declares under oath, given by a member of the Precinct Board, that the voter cannot cast their ballot without help.

a. Persons helping the voter **CANNOT be one of the following:**

1) The voter's employer.
2) An agent of the voter's employer.
3) An officer of the voter's union.
4) An agent of the voter's union.

b. The person assisting must enter and sign their name in the ePollbook, after reading the oath showing on the screen.

c. Any Election Officer can assist a voter if asked, unless the Election Officer is one of the above.

Please see "DISABILITY SENSITIVITY AT THE POLLS" provided by the Secretary of State, on following pages.

DISABILITY SENSITIVITY AT THE POLLS
CALIFORNIA SECRETARY OF STATE

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

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.

- **Speak directly to a person with a disability,** not just to others accompanying a person.

- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.

- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.

- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

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

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.

- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.

- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.

- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

DISABILITY SENSITIVITY AT THE POLLS
CALIFORNIA SECRETARY OF STATE

Meeting Someone Who Has a Visual Impairment

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

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

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

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

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

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

Use Appropriate Language

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

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

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

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

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

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

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

- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

Closing the Polls

- An Election Officer must go to the entrance to the polling site at 8:00 p.m. and announce that the polls are closed.
- If there is a line when the polls close, an elections officer should stand at the back of the line to let anyone who comes know that the polls have closed. Any voter who is in line when the polls close is allowed to vote.
- Any voter, who arrives after the polls have closed, cannot be allowed to vote.

Accessible Device Closing Procedures
Close the Accessible Device. It's simple! Just follow the Quick Reference Guide on page 42.

Complete Site Security Checklist
- Remove the Security Checklist from the RED Bag where it was placed during the opening process.

- Record the serial numbers for the seals placed on the Accessible Device transport bags for return to the Elections Division.

- ePollbook security check list (see ePollbook security packet).

KERN COUNTY ELECTIONS

Election Night
Quick Reference Guide – Closing Polls

1

Hold the base and tilt Accessible Device screen all the way back to view the yellow security seal on the bottom panel.

Verify that the seal number matches the seal number on the Security Log.
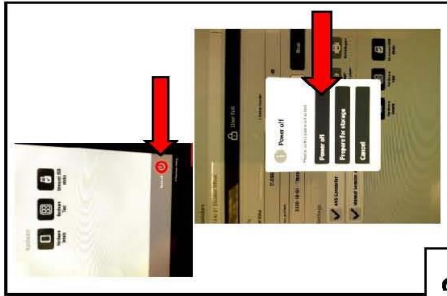
2

Power off the device by selecting the "Power off" option on the screen.
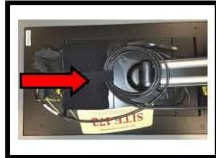Power off device and unplug the power cable.

3

Disconnect Accessible Device USB cord from Printer.
Wrap carefully and use Velcro band to secure cord to bottom of the ATI pouch on the back of Accessible Device.

4

Remove Accessible Device power cord from device and outlet.

Place back in cardboard box provided.

5

Place ATI Controller and Headphones back in pouch on the back of device. Secure with Velcro strap.

6

Carefully pack Accessible Device back into Styrofoam pieces.

7

Be sure to pack box containing the power cord with Accessible Device in the transport bag.

Secure transport bag with yellow security seal, record the new seal number on Security Log, and place transport bag on cart.
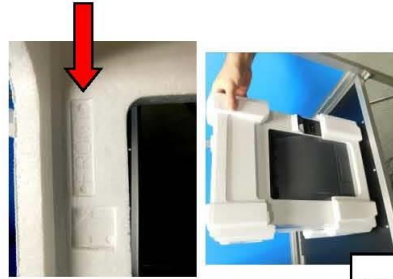
8

Disconnect Printer power cord from Printer and outlet.
Carefully pack Printer back into Styrofoam pieces.
Be sure to place the Styrofoam piece marked "Front" on the front of the Printer so it will fit properly into the transport bag.

Election Night

Quick Reference Guide – Closing Polls

KERN COUNTY ELECTIONS

11 — Place transport bags back on cart, secure with cable lock and return cart to where you found it.

10 — Pack the Printer power cord in the transport bag.

9 — Pack Printer in transport bag being sure to secure it with the Velcro strap.

15 — Secure booth with Velcro strap on top right corner.

14 — Fold right door of booth in first. Then, fold left door in.

13 — Lower table top to a flat position.

12 — Slide latch inward to release table.

Unused Ballots

1. Count the number of unused ballots.
2. Record the total on the appropriate line of the reconciliation form.
3. Pack Unused Ballots and Binding Stubs from ballots issued in unused ballot transport container.

4. Take the green "Unused Ballots" seals from the clear bag that has the ballot box seals in the BLUE Bag and seal the box with the unused ballots (and the binding stubs from issued ballots).
5. Place sealed box(es) of unused ballots in the BLUE Bag.

YOU CANNOT OPEN THE BALLOT BOX(ES) UNTIL ALL UNUSED BALLOTS AT EVERY PRECINCT TABLE ARE SEALED

Empty Ballot Boxes
1. The Supervisor/Supervisor-Inspector, along with one other Election Officer, will unlock the Ballot Box(es) and remove the contents. .
2. Sort Provisional/CVR envelopes, Vote by Mail envelopes, and papers ballots into separate stacks.
3. Sort ballots by voted paper ballots and voted accessible ballots by precinct. Take to the correct precinct table for counting. The precinct number is on the upper right-hand corner of the voted paper ballots in Green print. The precinct number is in the open space below the Official Ballot Heading on the right side of the voted accessible ballots in black print.
4. Provisional/CVR envelopes will go to Table A.
5. **All spoiled ballots must be distributed to the correct precinct for counting at the end of the night.**

Voted Provisional/CVR Envelopes (Table A Only)

1. Count the number of regular Provisional/CVR envelopes and record the total on the appropriate line on the reconciliation form.

2. Count the number of Accessible Provisional/CVR envelopes (they will have box number 9 checked "YES" on the back of the envelope) and record the total on form.

3. Find the Pink Canvas Bag and remove the pink sheet. (There will be 1 Pink Sheet and 2 Pink Canvas Bags for each site.)

4. Write the total number of Provisional/CVR envelopes contained in both bags on the pink sheet.

5. Put the Provisional/CVR envelopes and the pink sheet back in the Pink Canvas Bag. **Make sure pink sheet and number can be seen through clear plastic space on bag.**

6. Put all completed registration forms in the Pink Canvas Bag with the Provisional/CVR envelopes.

7. Close Pink Canvas Bags and put both in the **RED** Bag. (Even if one bag is empty, pack both bags in Red Bag.)

   NOTE: Each site will receive 2 Pink Canvas Bags and an additional BLUE Bag for the return of Provisional/CVR envelopes. Total the number of ALL Provisional/CVR envelopes received for site and write that number on the pink sheet of paper. Place the pink sheet of paper in a Pink Canvas Bag.

Vote by Mail Ballots/Envelopes

1. Count the number of "vote by mail" ballot envelopes turned in to the site. Write this number on the reconciliation form where indicated. A multi-precinct site reports this number to Table A. ONLY TABLE A will record this total on their reconciliation form.

2. Find the Yellow Bag and remove the yellow sheet.

3. Write the total number of ALL "vote by mail" ballots contained in the yellow bag(s) on the yellow sheet.

4. Put the "vote by mail" ballots and the yellow sheet back in the Yellow Bag. **Make sure yellow sheet and number can be seen through clear plastic space on bag.**

5. Close and seal Yellow Bag with a yellow seal, found in the **RED bag**.

NOTE: Total the number of ALL Vote by Mail ballots received for site and write that number on the yellow sheet of paper.

Voted Paper and Voted Accessible Ballots

1. Each precinct board will count the number of voted paper ballots for their precinct. Write the total for ballots on the appropriate line of the reconciliation form.

2. Each precinct board will count the number of voted accessible ballots for their precinct and write the total on the form.

3. Find the clear bag in the **BLUE** Transport Bag containing tamper proof white & red lined seals (this bag also contains green unused ballot seals).

4. Each precinct will place their voted paper ballots and voted accessible ballots into the ballot transport box marked VOTED BALLOTS which was shipped in the **BLUE** Transport Bag (but will go back in the **RED** Bag). **Be sure to place voted accessible ballots on top of the voted paper ballots in the ballot transport container.**

   (Additional containers were sent in the **RED** Bag if you need them.)

5. Write the total number of voted paper ballot cards and the total number of voted accessible ballots on the box lid. **It is absolutely required that both totals be recorded on the lid.**

6. If there's more than one box for a precinct, each box will have the same numbers (grand totals) on the seal.

7. Four election officers must sign and date the tamper proof seal on the lines provided.

8. Place the seal across the box so that seal must be torn when box is opened.

9. Take the sealed voted ballot box(es) to the Supervisor-Inspector who will put them in the **RED** Bag(s).
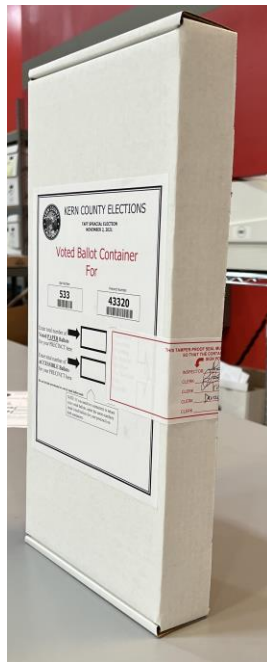
Precinct Reconciliation Process

Each precinct will complete 1 and 2 on the Precinct Reconciliation form located in Blue Bag. Only Table A will complete Section 3.

The site #, poll location, precinct #, and the number of ballots given to your precinct have already been filled out and this should not be changed.

1. Start with counting the number of unused and spoiled ballots, record totals on reconciliation form, and seal unused ballots and binding stubs in the unused ballot transport box.
2. Count number of voted paper ballots and voted accessible ballots, record totals on reconciliation form, and seal in the voted ballot transport box.

Table A will receive all the provisional/CVR and vote by mail envelopes, and record totals on reconciliation form. Table A will also record the number of signatures from the ePollbook check-in totals.

ALL PRECINCT BOARD MEMBERS MUST SIGN THE RECONCILIATION FORM.

End of Night Packing Instructions – Red Bag

✓ when packed	RED BAG(S)
	Sealed box(es) containing: <u>Voted</u> Official Paper and Accessible Ballots for all the voting precincts in your site. These should be boxed separately by precinct and the number of voted paper ballots and voted accessible ballots recorded on the seal on each box.
	Blue Canvas Bag from each precinct containing: Elections Binder Election Officer Notes Envelope Completed Purple & Yellow Forms Street Indexes
	Pink Canvas Bags and additional Blue Bag containing: All Provisional/CVR Ballots for your site
	Plastic Bag with any "Spoiled" Accessible Ballots
	Soap Dish containing: Sealed envelope with Poll Worker Card and Pin Number Sealed envelope with Keys (Rubber banded around Soap Dish)
	ADA Binder, Security Log/Checklist Packet
	Trucking Firm Delivery Receipt

*The Yellow Bag with Vote by Mail Ballots is packed separately and does not go in the Red or the Blue bag. It stands alone.

Red Bag End of Night Packing Illustrations

Pack the items below into the Red Bag (s)
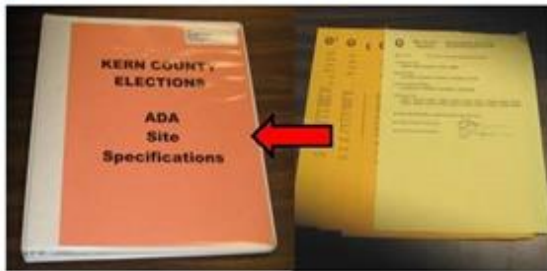
ADA Site Binder with Security Log/Checklist placed inside

Spoiled Accessible Ballots

Remove Voter/Street Indexes/Elections Officer Notes

Provisional Ballots

Voted Official Ballots

Soap Dish & Key With ALL Contents

End of Night Packing Instructions - Blue Bag

✓ when packed	BLUE BAG
	Unused Ballots and Binding Stubs in Ballot Transportation Container
	Unused Provisional/CVR Envelopes
	Plastic Bag with any "Spoiled" ballots
	Soap Dish containing: Sealed envelope with Poll Worker Card and Pin Number Sealed envelope with Keys (Rubber Banded around Soap Dish) (Not soap dish from RED Bag)
	Accessibility Packet and Seal Packet for site
	Stationary supplies

✓ when packed	LEAVE AT SITE
	Accessible Device(s) sealed in transport bags and locked to cart
	Printer(s) sealed in transport bag and locked to cart
	Ballot Box(es). Vote by Mail/Provisional Ballot Boxes (if any)
	Green Drawstring Bag
	"Americans with Disabilities Act" Bin & everything inside the Bin
	Voting Booths
	Accessible Voting Booth(s)
	Tables and Chairs.
	White Voting Booths and Provisional/CVR (ADA) Table
	Ramps, Orange Cones, Plates and Threshold Mats (if applicable). DO NOT MOVE 6' or 9' ramps with cones providing caution.

Note: Items not listed on the End of Night Packing Instructions are to go in the Ballot Box.
*The Yellow Bag with Vote by Mail Ballots is packed separately and does not go in the Red or the Blue bag. It stands alone.

Blue Bag End of Night Packing Illustrations

Pack the items below into the Blue Bag

Seal Packet

Soap Dish & Key With ALL Contents

Sealed Unused Ballots Box

Spoiled/Surrendered Vote By Mail Ballots

Handicapped Packet and Second Magnifying Sheet

Unused Provisional/CVR Envelopes

Packing Instructions - Other

Important Forms Included in the Elections Binder and to be returned to the Elections Division. All Precinct Board members must sign.

Precinct Reconciliation Certification
Completed "Remove from Voter Roll" Forms (Purple)
Binder is packed inside the Blue Transport Bag

Seal the Red, Blue, and Yellow Bag(s)
Everything is placed in the A side of the bags and the bags are sealed using one of the zip ties provided.

Seal the ePollbook case
Refer to the Security Checklist.

Delivering Red, Blue, and Yellow bags, and ePollbook case(s)
Two Election Officers from each polling site (not precinct) must deliver. The driver and passenger must note this information on the Payroll form.

Troubleshooting

Before the Polls Open

Accessible Device

1. What if the printer fails to print a test page?
   Make sure the printer cords are connected correctly and that the printer is turned on. If it still won't print, call the Elections Division.
2. What if there is no power cord packed in the Accessible Device transport bag?
   Make sure you've checked the brown cardboard box packed with the device. If you still can't find it, call the Elections Division to get one delivered.
3. What if the polling location shown on the Accessible Device is not yours?
   Turn the device off and call the Elections Division immediately.

During the Day

Accessible Device

1. **What if the device screen goes dark (turns off) while someone is voting?**

   Check the plug. If device comes back on, activate a new voting session for the voter. If the device is plugged in and still not on, take the device out of service. Call the Elections Division immediately.

2. **What if the screen on the device suddenly goes dark, whether or not there was a voter at the machine at the time?**

   Check power cord first. If it is plugged in, try unplugging it and plugging it back in. If it does not power on, take the device out of service and call us.

3. **What if the audio does not work on the device and controller that the headphones are plugged into?**

   First, make sure an audio session was activated. If the voting session was activated for an audio ballot, then check the connection from the headphones to the ATI controller. Check the volume level to be sure it is turned up loud enough for the voter.

   If an audio voting session was not created properly, cancel the voting session and activate a new voting session for an audio ballot.

   If that still does not fix the problem, contact us for help.

Note: A Voting Equipment Incident Report form is to be filled out to report any issues that come up when you are using the voting equipment provided. There is a sample form in Appendix E.

Appendix A: Trucking Firm Delivery Report

Note: The Site Supervisor or Supervisor-Inspector should physically look at items to confirm that the trucking firm has delivered everything to the site by the Monday before the election.
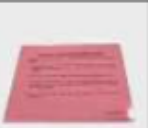
KERN COUNTY ELECTIONS OFFICE
RECEIPT FOR ELECTION SUPPLIES

April 2018 Special Election 4/10/2018

TRUCKING COMPANY: HANSEN

POLLING SITE: Royal Palms Mobile Estates - SITE # 84

608 Clubhouse Dr
Bakersfield, CA 9330
(661)325-3312

CONTACT: Royal Palms Mobile Estates,
(661)325-3312 /

ITEM	QTY:
Accessible Voting Devices	1
Accessible HP Printers	1
32" Walk-Through Mats	1
Accessible Voting Booths	1
ADA Bins	1
ADA Tables	1
ADA Van Accessible Kit Bags	1
Black Ballot Boxes	1
Chairs	6
Cone Weights	15
Cones	15
Green Totem Sign Stand Bags	1

Sample Trucking Firm Receipt

NOTE:
Packed in the RED Bag, you will find a
Trucking Firm Receipt which lists all
the items for delivery to your specific site.

Use that copy to confirm that
you have received all items.

If anything is missing, please look thoroughly around
your site. If you are still unable to find the item,
call us at (661) 868-3590 and report it so that we can
get items to you.

Appendix B Elections Ballot Box Contents

X if Rec'd	Description	Quantity in Each Black Box	
	'Start Here' Signs	10	
	Provisional Information Sheet	2	
	Voter Registration Forms	Bundle	
	Extension Cord x 25 ft each	2	
	Outlet Adapter for Accessible Device Power Cord (three to two prong)	1	
	Wooden Street Index Stand Set (round wooden top, square wooden bottom & 2 metal poles)	1	
	Totem Sign - 1 INSIDE with Red Sticker (no stand) - 1 OUTSIDE with Green Sticker (place over Totem Sign Stand found in Green Bag) *Colored stickers are located at the top on each sign board. Designated sites will receive a 3rd sign board	2	

Appendix C ADA Supplies
Americans with Disabilities Act/Precinct Supply Bin Contents List

County of Kern Elections Office	ADA Sign & Inventory Sheet Site: 196	First Baptist Church 8770 Lupine Loop Dr California City 93505-2061	Packed by:

Item	Qty	Item	Qty	Item	Qty
ADA Bin	1	Cone	12	Cone Weight	12
PVC Bottom Connector	9	Van Accessible Parking Sign	1	Van Accessible Parking Sign Kit With Base & 3 PVC Connectors	1
Voter Entrance Sign On Red Pole With Directional Arrow	1	Voter Entrance Sign Base With Red Connector Pole	1	Directional ISA Sign	6
100 Foot Polling Site Sign	1	Voter Designated Parking Sign	2	Blue Bag with Table Stand for Voting Precinct Sign - 1 Per Precinct	2
1/2"h x 6"l x 43"w Mat Ramp	1	Rubber Strip	1	Blue Tape	3
Gray Duct Tape	1	Caution Tape	1	Glue Dots	1
Door Stop	2	Door Grip	1	3' Measuring Stick	1

NOTE:
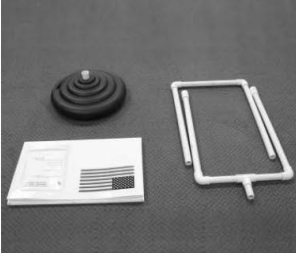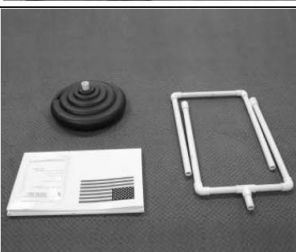
There is a contents list packed in the ADA bin. Use that to check your supplies.

Some items are too large to fit inside the ADA bin.
These larger items will be with the other election supplies.

If you've looked everywhere and can't find something, call us.

Appendix D – Totem Sign Setup

Kern County Elections
Assembly Instructions for OUTDOOR Totem Sign Stand

#		Description	#		Description
1		The folded Totem Sign boards are in the Black Ballot Box. The PVC Connectors and Black Base are in a Green Drawstring Bag.	6		With one person holding each piece, slide the assembled PVC piece into the Totem Sign board as shown in the next photo.
2		We are sending out extra cone weights with your supplies. Use 2 to stabilize stand base. Three if necessary.	7		
3		Attach the top to the bottom piece. Please do not hammer them together. Doing so will make it difficult to separate when it is time to take down stand.	8		Attach the entire piece together to the base.
4		Using two people as shown push sides at the top and bottom this will cause board to open as shown in the next photo.	9		Place complete Totem Sign board outside.
5		**NOTE:** Indoor sign does not have base!!	10		When taking down Sign Stand fold and return the Totem Sign boards to the Black Ballot Box and the top & bottom PVC with detached Black Base to the drawstring bag.
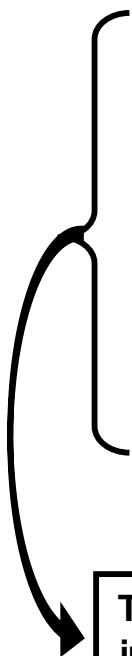
TO SET UP THE INDOOR SIGN – Follow just these two simple steps.

NOTE:
Some sites may receive a 2nd Indoor Totem sign to accommodate additional language materials

Appendix E

KERN COUNTY VOTING EQUIPMENT INCIDENT REPORT

Date/time of occurrence: _____   Incident #: _____

Polling place (or other location): _____

Equipment involved (including Serial Number): _____

_____

Report Completed by (name and telephone): _____

☐ Voter   ☐ Poll Worker   ☐Other: _____

Voter Name & telephone (if applicable): _____

Name/telephone of others who observed the incident: _____

_____

Incident Description

1. Type of problem:

   ☐ Equipment dead or power failed
   ☐ Equipment frozen or otherwise non-operational (*describe below*)
   ☐ Printer jammed
   ☐ Printer out of paper
   ☐ Incorrect ballot or contests displayed
   ☐ Audio not functioning
   ☐ Physical access issue
   ☐ One or more security seals compromised (*identify seal numbers below*)
   ☐ Other (*describe in detail below*)

2. Detailed description of problem/symptom: _____

   _____

3. Describe the actions leading up to the incident _____

   _____

   _____

4. Error message of code displayed (if any): _____

   _____

Appendix E (cont'd)

Action Taken

5. Was problem observed/confirmed? ☐ Yes   ☐ No   By Whom: _____

6. Was the elections office notified? ☐ Yes   ☐ No

    If yes, date/time: _____   Who was contacted: _____

    Instructions they provided: _____

    _____

7. Identify actions taken to resolve the problem: _____

    _____

    _____

    _____

8. Was equipment removed from service immediately? ☐ Yes   ☐ No

9. Was equipment replaced? ☐ Yes   ☐ No   If yes, the time: _____

10. Other information about the incident: _____

    _____

    _____

    _____

RECORD OF SECURITY SEALS		
Device/Location	*Failed Equipment*	*Replacement Equipment*

APPENDIX F - FIRST TIME VOTERS
KERN COUNTY ELECTIONS
INSTRUCTION MANUAL

I.   OVERVIEW

Federal Law requires that in **federal** elections, all first-time registered voters who registered by mail must show proof of identification (ID) at the polling site.

II.   PROCEDURES

A.   All "First-Time" voters will be identified in the ePollbook on the Voter Eligibility screen by a notation highlighted in yellow in the section below the Voter's name and address.

B.   Election officers must request ID from voters with the above notation.

Federal standards for proof of residency are shown on the following page.

C.   After showing ID, have the voter sign the ePollbook and issue them a ballot.

D.   Voters who are required to show ID, but cannot or will not show ID, **<u>MUST</u>** vote by provisional ballot (see page 33).

APPENDIX G: PROOF OF RESIDENCY (HAVA)

Acceptable forms of identification are ONE from this box:

A current and valid photo identification. These documents can include a:
- Driver's license or ID card of any state
- Passport
- Employee ID card
- ID card provided by a business
- Credit or debit card
- Military ID card
- Student ID card
- Health club ID card
- Insurance plan ID card

Or ONE from this box:

Document, which includes both the name and residence address of the voter. The document must be dated with a date that comes after the date of the last general election, unless this type of document is permanent.
- Utility bill
- Bank statement
- Government check
- Government paycheck
- Document issued by a government agency
- Sample ballot issued by a government agency
- Voter notification card issued by a government agency
- Public housing ID card issued by a public agency
- Lease/rental statement or agreement issued by a government agency
- Student ID card issued by a government agency
- Tuition statement or bill issued by a government agency
- Insurance plan card issued by a government agency
- Discharge certificates, pardons, or other official documents issued to a voter by a governmental agency in connection with resolution of a criminal case, indictment, sentence, or other matter
- Public transportation senior discount cards issued by a governmental agency
- ID documents issued by government homeless shelters and other government temporary or transitional facilities
- Drug prescription issued by a government doctor or other governmental health care provider
- Property tax statement issued by a government agency
- Vehicle registration or certificate of ownership issued by a government agency

The following pages contain:

Quick Reference Information

For

Election Day

**If you have any problems on Election Day,
call us at (661) 868-3590 or 1 (800) 452-8683.**

Our technical staff will help you.

Election Day Quick reference

How to Process a Voter

First Voter:

- Take the First Voter to each Ballot Box to confirm no votes have been cast.
- Take the First Voter to the Accessible Device and follow the procedures on page 26.
- Show the First Voter there have been "0" Check-Ins on the ePollbook home screen.

All Voters:

3. At the Check-In table, use 1 of 5 options to search for the voters. You can also scan the barcode on the voter's guide.

4. Find the person's name.

3. Show the voter where they should sign.

4. Have them sign their name, give them the printed Check-In Slip and direct them to the correct precinct table.

5. The voter will give the Check-In Slip to the clerk at the precinct table.

6. The voter is then given a ballot by the Clerk at Precinct Table.

7. Give them a paper ballot and explain how to use it. If they are voting an accessible ballot, the Check-In clerk should have directed them to the ADA table.

8. Give them the other items they need, send them to the voting area.

9. When voting is completed, take back the marking pen and secrecy sleeve.
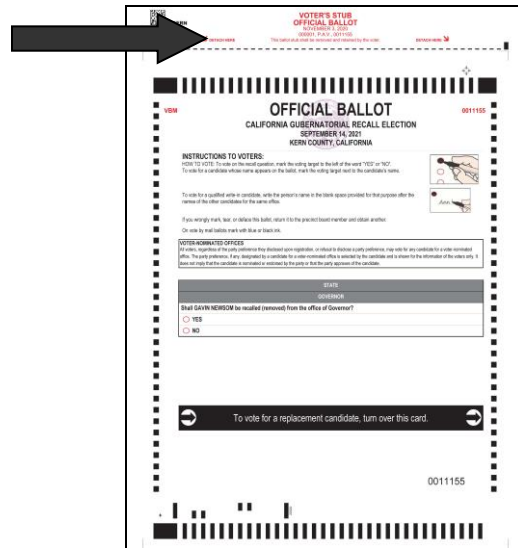
How to Tear Off a Ballot

1. Look at the top of the pad of Ballots. There are two stubs. One is the Voter stub and the other is the Binding stub.
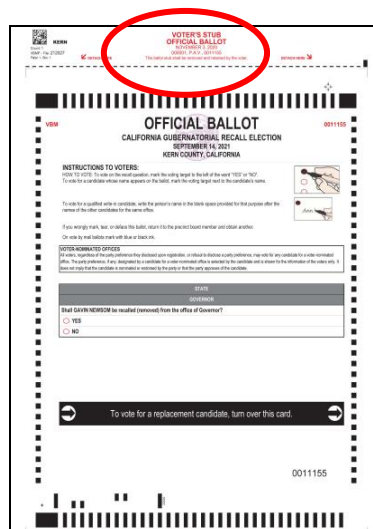
2. Carefully tear the ballot along with the Voter Stub, leaving the binding stubs with the Ballot. Note the Voter stub goes to the Voter.

3   Leave the binding stub on the pad.

1. Seal the binding stubs from used ballot pads in the box with the UNUSED BALLOTS after the close of polls.

How to process unused ballots

After announcing the polls are closed, count and seal all unused ballots. If possible, gather what you will need before the close of polls.

1. You are responsible for all ballots given to you.

2. Count the total of unused ballots.

3. Unused ballots must be sealed before voted ballots are handled.

4. Pack unused ballots and binding stubs from ballots issued in the transport container.

5. Write the number of unused ballots in the space provided on the green unused ballot seal. Have the workers sign the green seal before putting it on the transport container.

6. Put sealed box(es) of unused ballots in the BLUE Bag.

Note: You have extra seals in case your numbers do not reconcile, and you have to open the box to confirm the number of unused ballots.

<u>Closing Process</u>

1.   Announce the Polls are closed.

2.   Count the unused ballots and seal them in the ballot transport box ALONG WITH THE BINDING STUBS FROM BALLOTS ISSUED. (see procedure above).

3.   Follow the ePollbook and Accessible Device Closing Procedures.

4.   Complete the security check list.

5.   Empty Ballot Box(es):

- Sort by precinct and count voted paper and voted accessible separately.
- Count regular provisional envelopes and accessible provisional envelopes separately and report the number on Table A's report.
- Count the "vote by mail" envelopes and report the number on Table A's report.

6.   Complete the Reconciliation process.

7.   Use the packing instructions to pack the election items.

Two people in the same vehicle must deliver the ballots and ePollbook kits.

Glossary of Terms

Accessible Booth	Booth that holds the Accessible Device, Printer and ATI Controller.
ADA	Americans with Disabilities Act
ADA Officer	Election officer responsible for making sure ADA set up is done correctly according to the ADA Binder distributed by the Elections Division.
APC Clerk	Accessible/Provisional/CVR Clerk. Assists provisional voters and those voters who require accessible voting tools.
ATI Controller	Audio Tactile Interface Controller
Clerk	Officer who performs duties assigned by Site-Supervisor, Supervisor-Inspector, or Inspector.
Electioneering	An action that might influence a voter. The visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location.
ePollbook	Electronic Poll Book, for various functions at the Poll Site such as Voter Check-in, voter look up, provisional processing, and more. Operated by the Check-in Clerk.
Inspector	Officer responsible for his/her precinct board.
Observers	A person who comes to the poll site to watch the voting process.
Precinct Sign Stand	Sign stand placed behind Precinct Table that holds a "Start Here" sign, Precinct number sign. (Some Precincts may have an additional "Language" sign to post.)
Precinct Table	Table where two or three Election Officers are stationed, and voters are processed.
Provisional Table	Table set to ADA height. Provisional voters go to this table to fill out envelopes and registration forms. Voters voting an Accessible or Accessible/Provisional ballot go to this table to have a voting session activated.
Roster	List of registered voters who are eligible to vote at your precinct.
Site Supervisor	Officer responsible for the operation and supervision of the polling site.
Street Index	An index of all street names of registered voters at the poll site. One of the two indexes hanging on stand need to be updated every hour until 6 p.m.
Supervisor Inspector	Officer responsible for the operation and supervision of the polling site as well as his/her precinct board.
Totem Signs	Folded sign boards: One inside sign to be set up next to the entrance and does not have a stand. One outside sign to be set up on a stand. Some sites may receive a 3rd Totem Sign to accommodate additional language materials and should be placed inside next to the entrance.
QRG	Quick Reference Guide
Voting booth	Booth that allows for privacy while the voter is voting their ballot.

Notes