



Leave in Supply Tub

INSPECTORS PROCEDURE MANUAL



County Clerk-Recorder, Elections Division

Precinct Worker Phone Numbers:
(805) 781-4989 or (800) 834-4636 ext. 4949

[e-mail: precinctworker@co.slo.ca.us](mailto:precinctworker@co.slo.ca.us)
www.slovote.com

Welcome from the Registrar of Voters



Dear Precinct Worker,

Welcome to the November 8, 2022, Statewide General Election! Thank you for your willingness to serve your community. Your role is essential to ensuring that elections are a success, and your preparation is the key to successful polling place operations.

We have designed this Election Procedural Manual with you in mind. It's just enough information to keep handy on Election Day. We hope that you find it practical and easy to use.

Again, thank you for being on the front lines of democracy.

With gratitude and appreciation.

A handwritten signature in cursive script that reads "Elaina Cano".

Elaina Cano
Registrar of Voters

PRECINCT WORKER MISSION STATEMENT

To assist every voter to cast a ballot.

To ensure each ballot is safely secured until it can be counted, and

To provide a witness to the accuracy and integrity of the election process.

VOTER BILL OF RIGHTS

- **The right to vote if you are a registered voter.** You are eligible to vote if you are:
 - a U.S. citizen living in California
 - at least 18 years old
 - registered where you currently live
 - not currently in state or federal prison for the conviction of a felony
 - not currently found mentally incompetent to vote by a court
- **The right to vote if you are a registered voter even if your name is not on the Roster of Voters.** You will vote by completing a voter registration form and using a Provisional CVR ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
- **The right to vote if you are still in line when the polls close.**
- **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.
- **The right to get a new ballot if you have made a mistake if** you have not already cast your ballot. You can:
 - **Ask an elections official at a polling place** for a new ballot,
 - **Exchange your vote-by-mail ballot** for a new one at an elections office or at your polling place; or
 - **Vote using a Provisional CVR ballot.**
- **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.
- **The right to drop off your completed vote-by-mail ballot at any polling place** in California.
- **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.
- **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
- **The right to report any illegal or fraudulent election activity** to an election official or the Secretary of State's office.

**If you believe you have been denied any of these rights,
or you are aware of any election fraud or misconduct, please call the
Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683)
or your local election official's toll-free number at (800) 834-4636 ext. 4989.**

This Manual will provide you with Inspector specific information. It is important that you also review the Precinct Worker training manual to ensure you are familiar with all of the job duties and processes at the polling place on Election Day.

CHECKLIST: INSPECTORS' PRE-ELECTION

Your Precinct Assistant will contact you prior to the election. They will be able to answer any questions you may have. In addition, the Precinct Assistant will have the equipment delivery schedule and will notify you of the approximate time equipment will be delivered to your polling place.

1. Week before Election

- Call all Board members.** Discuss the following items:
 - When to meet on Monday afternoon for set up of the polling place, if help is needed.
 - What time to arrive Election morning (no later than 6:30AM)
 - Explain the scheduling of break and mealtimes.
 - Do they have any special needs on Election Day (ex: day care pickup, sitting or standing restrictions, etc.)
 - Have they worked on previous elections and what roles did they fill?
 - Did they attend training?
 - Do they have any questions?

Additional Lead Inspector Duties

- Contact Polling place**
 - Find out how to access the facility on the Monday before Election Day and on Election Day
 - Request an after-hours contact number in case there is a problem opening or securing the facility.
 - Are there any specific restrictions for the use of the facility?
- Conduct an “on-site” visit of the polling place the week before the Election** if you are not familiar with the building/location. Check electrical outlet locations to determine the best spot to place the ICX equipment.
- Contact other Inspectors assigned to Polling Place**
 - Arrange time to set up polling place once equipment has been delivered

2. Election Supplies

- Pick up Precinct Specific Supply Tub and Ballots at Warehouse**

Inspectors will need to pick up their supply tubs from the County Clerk Recorder warehouse at 1475 Kansas Ave, San Luis Obispo. The days and times are listed below. If there is absolutely no way you can pick up your supply tub, please contact your Precinct Assistant to make other arraignments or if you have questions about the pickup. Instructions and directions to the warehouse are included in your appointment letter

November 2022

Wednesday - November 2	Thursday - November 3	Friday - November 4	Saturday - November 5
12:00pm - 4:00pm	9:00am - 12:00pm	11:00am - 3:00pm	9:00am - 1:00pm

- Inventory the Precinct Specific Supply Tub** using Supply Tub Contents List & Envelopes in Tub as soon as possible after it is picked up and no later than November 7th. Contact your Precinct Assistant if you are missing any items.

3. Update the Roster

- Insert Alpha Tabs in the binder** to assist finding voters.
- Insert colored Supplemental Roster, if any, BEHIND the Combined Roster.** This list contains voters whose record was updated after the Roster was printed. The supplemental roster will be mailed to very inspector by November 3.
- Write "Late Reg" or "LR" in RED** in the voter's signature space for each voter that appears on the Supplemental Roster with matching voter ID in your regular roster.

*Store all supplies in a secure inside location to safeguard against unwarranted access.
Immediately report discrepancies or missing items to your Precinct Assistant*

4. Day Before the Election

- Check that the following equipment has been delivered to the polling place:**
 - ICX and table (at least one per polling place),
 - Accessible and Regular voting booths
 - Tables and chairs
 - Any accessibility equipment assigned to your polling place
 - Generic Supply Tub
- Inventory the Generic Supply Tub.** This tub can be left at the precinct. Notify your precinct assistant if any items are missing.
- Set up the polling place as much as possible beforehand** to make Election morning run smoothly.
 - Designate separate entrance and exit so voters do not cross paths, if possible**
 - Post "Poster with Required Information" and any additional signs for the inside**
 - Set up voting booths at least 6 feet apart**
 - Station ballot box clerks near the exit**
- Assemble the ballot box but do not seal.**
- DO NOT LEAVE THE FOLLOWING AT THE POLLING PLACE**
 - Ballots**
 - Rosters**
 - Outside Indexes**
 - Provisional Envelopes/information**
 - VBM/Provisional Ballot Bag**
 - Small supply of pens/clipboards**
 - Small supply of secrecy sleeves**
 - Cell Phones**
- Plan a tentative schedule.** Include periodic rotations, breaks, and mealtimes. **MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5PM**

5. Additional Lead Inspector Duties

- Lead Inspectors will receive blank ICX ballots for the entire polling place. **Count ICX ballots and compare with the number on ICX Ballot Quantity Worksheet.** If the count does not match the ICX Ballot Quantity Worksheet, contact your Precinct Assistant immediately.
- Write the total number of blank ICX ballots on line 1 of the Ballot Statement.** (ICX Supply Envelope). Place ICX Ballot Statement, ICX Ballot Quantity Worksheet, and blank ICX ballots back in the ICX Supplies Envelope. Put envelope back in Supply Tub.
- Read instructions for specific information on where to set up accessibility equipment** if applicable. Call your Precinct Assistant with any questions.
- Assign a worker to assist voters with the ICX Ballot Marking Device and ensure they have attended ICX training.**

6. Precinct Worker Changes

- If there are changes to the precinct workers at the polling place, notification will be sent at the time the changes are made.
- If a worker does not show up, contact your Precinct Assistant immediately so a replacement worker can be deployed.
- Workers are scheduled for Full Day (6AM to approx. 9PM), AM Shift (6AM to 2PM), or PM Shift (2PM to approx. 9PM)

7. Payroll Information

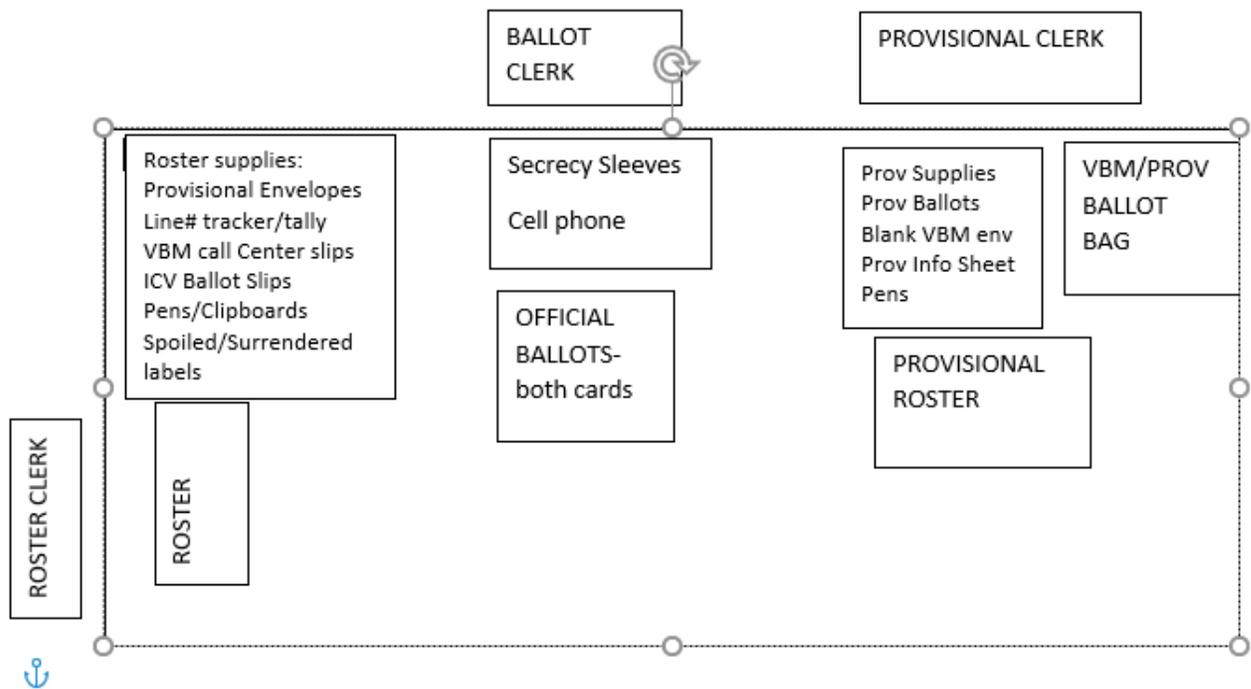
- Payroll Sheet will be in the VBM/Provisional Ballot Bag. When you inventory the supplies, if you do not have a payroll sheet, call your Precinct Assistant immediately. **All workers must sign the payroll sheet to be paid for working on Election Day.**
- Missing Worker:** If a worker does not show up for their shift, contact your Precinct Assistant immediately and write reason (sick, no show, etc.) in their signature space.
- Replacement Worker:** If a replacement worker was deployed, have that worker write in the following information and sign the payroll sheet: Name of worker as listed on voter registration; job title (AM clerk, PM Clerk, Full Day Clerk, Inspector, etc.); mailing address; signature.
- Processing Times for Payroll:** Approximately 2 weeks. If payroll is not received within 3 weeks or is incorrect, contact the elections office immediately. There is a limited amount of time to correct missing/incorrect pay amounts.

CHECKLIST: ELECTION MORNING SETUP

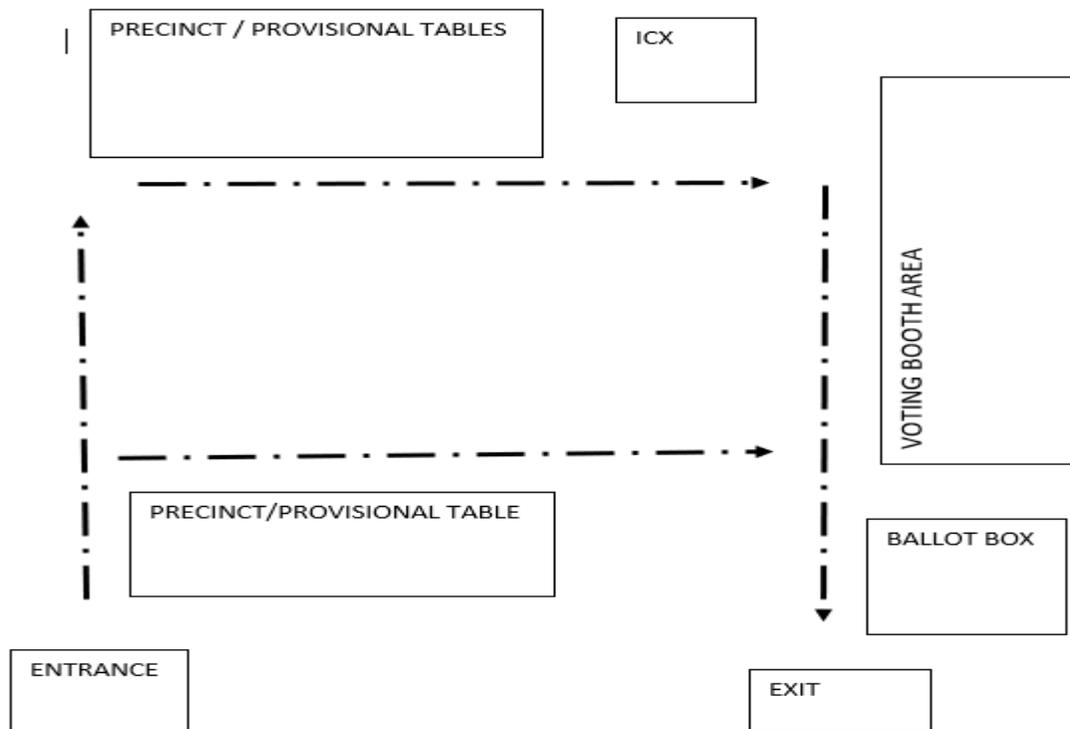
Inspectors: Assign the following set-up tasks to different workers to be completed before the polls open. If there is more than one precinct in the polling place, coordinate set up with the Lead Inspector.

One Worker	One Worker
<ul style="list-style-type: none"> <input type="checkbox"/> Set up and Prepare ICX. See ICX Manual for instructions. <input type="checkbox"/> Layout ICX supplies from the Supply Tub <input type="checkbox"/> Make sure ICX screen is facing away from voters passing by to ensure voter privacy. <input type="checkbox"/> Make sure privacy shield is set up and unit is set to "ON" <input type="checkbox"/> Set up any other accessibility equipment 	<ul style="list-style-type: none"> <input type="checkbox"/> Hang BOTH Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place. <input type="checkbox"/> Hang the flag, with the Union Jack (blue field of stars) in the upper left-hand corner, outside the polling place. <input type="checkbox"/> Place the VOTE HERE signs so voters coming from different directions can find the polling place entrance. If the ADA entrance is not the main door, place an ADA sign with the arrow to direct voter to the entrance. <input type="checkbox"/> Post "100 feet" sign and "Polling Place" sign with Precinct Number 100 feet from the entrance to the building. <input type="checkbox"/> Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box).
One Worker	One Worker
<ul style="list-style-type: none"> <input type="checkbox"/> Arrange voting booths for privacy. Post "Voting Instructions" in each booth, unless already posted. If there are multiple precincts in a polling place all voting booths can be positioned together <input type="checkbox"/> Post Poster, Return Ballots Here, Precinct Number, Facsimile Ballots (post one and put one on the table, with instructions) <input type="checkbox"/> Set out Voter Information Guides, Sample Ballots, and demonstration ballots on a separate table away from the check in tables. <input type="checkbox"/> Set out pens, disinfectant wipes, and hand sanitizer at Roster Clerk. <input type="checkbox"/> Review checklists to make sure all tasks have been completed 	<ul style="list-style-type: none"> <input type="checkbox"/> Set up precinct table: lay out Roster, Line # Tracker, one packet of ballots—start with lowest number, Certified Write-In list and any other supplies. <input type="checkbox"/> Seal ballot box and complete seal certificate from Seal & Certificates envelope. Double check perforation on ballot (which separates stub from ballot at top) is in correct place (at the top ¼ inch above dashed line). Call your Precinct Assistant if not correct. Double check the precinct and ballot type on the ballots against the roster. <input type="checkbox"/> Take Provisional voting supplies out of the Blue Bag and set up Provisional Table. <input type="checkbox"/> Seal Blue Bag (Seals & Certificates envelope)
<p>Remember: Each precinct has a Ballot Box. Each ballot box will be labeled with the precinct number and Precincts will have different colored secrecy sleeves which will match the tally sheet to ensure voters are depositing ballots into the correct box.</p>	

PRECINCT TABLE CONFIGURATION



POSSIBLE POLLING PLACE SET UP



OPENING THE POLLS

Commence the Voting Process

At 7:00am promptly open the polls and proclaim aloud:

The Polls Are Now Open



First Voter Procedure

Open the Ballot Box for the first voter who will verify the Ballot Box is **EMPTY**.

Follow this procedure for ALL ballot boxes at your precinct (VBM/Provisional/ Voter Assistance Clerk and Outside Ballot Reception)



Place seal on the Ballot Box **before** voter places ballot in the Ballot Box.



CLOSING THE POLLS

At exactly 8:00pm, announce in a loud clear voice: "The polls are now closed."



Anyone in line by 8:00pm has the opportunity to vote. Voters arriving after the polls are announced closed cannot be allowed to vote. (EC §14402). Just before the polls close if there is a line, station one of the precinct workers behind the last eligible voter.

Begin closing procedures **after** the last voter has voted and deposited a ballot in the Ballot Box. Be aware that there may still be voters and be respectful of their presence in the polling place.

Any member of the public may view closing procedures. Public CANNOT touch any voting materials or voted ballots. Only Precinct Workers or Clerk-Recorder staff are allowed to handle ballots. Those viewing are not allowed to interfere with closing procedures.

DO NOT REMOVE BALLOTS FROM THE BALLOT BOX UNTIL THE UNVOTED BALLOT ARE ACCOUNTED FOR AND SEALED:

INSPECTORS:

Use the following checklists and instructions to complete closing quickly and efficiently.

CLOSING CHECKLISTS

Preparing For Closing:

Lay out the following items:

- Election Night Return Envelope
- Envelope for Spoiled and Surrendered Ballots
- Container(s) for **UNVOTED** Ballots
- Precinct Ballot Statement/Certificate of Packaging and Sealing Form
 - Found in **Seals and Certificates Envelope** in Supply Tub
- Signed Payroll Sheet
- Scissors to cut seals

- Give seals for containers for **VOTED** ballots and Envelope for Spoiled and Surrendered Ballots to Inspector

After the Polls Close and the last Voter has deposited their ballot in Ballot Box

TWO WORKERS- Perform the following tasks as the Unvoted Ballots Team

- Determine the number of **UNVOTED** Precinct ballots:
 - How to calculate the number of **UNVOTED** ballots:
 - Record the next ballot number on the *Precinct Ballot Quantity Worksheet* and follow the instructions to complete
 - Enter the total number of **UNVOTED** ballots on Line 6 of the *Precinct Ballot Sheet*
- Election staff must account for ALL BALLOTS, both **VOTED** and **UNVOTED**, during the canvass
- IF THIS STEP IS NOT COMPLETED, Elections Staff must go through the **UNVOTED** ballots for **every** precinct before the Election can be certified

BALLOT QUANTITY WORKSHEET EXAMPLE

	<i>Complete Prior to Opening Polls</i>	<i>To be Completed at Closing</i>	
Ballot Type	# of Ballots to Precinct (A)	Next Ballot # to be issued at closing (B)	Unvoted ballots remaining (C) <i>Formula: (A - B) + 1 = C</i>
1	20	10	20-10+1 = 11

- Complete the Label on outside of Box of UnVoted Precinct & Provisional Ballots with # the beginning and ending serial #s
- Receive Unvoted ballots from Provisional Clerk
 - Complete the Label for UnVoted Ballots with the beginning & ending serial #s
- Enter the total # of unvoted ballots (Precinct + Provisional) on the label on the box
 -
 - Serial numbers on both label will be the same, but the total number of ballots will be the number located in each container
 - Enter the number of box(es) i.e. 1 of 1 or 1 of 2, 2 of 2.
- Complete the Unvoted Ballot Seal Certificates
 - The same information as on the box label
 - Enter the # of the tamper evident seal being used to seal the box
 - All workers present at closing must sign
 - Place the seal certificate inside the box
- In the presence of all in the room, seal all **UNVOTED** pre-printed Ballots (Precinct and Provisional) in Box(es) for **UNVOTED** Ballots with a Tamper Evident Seal . Place the seal so the box cannot be opened without compromising the seal.**
- Place Sealed Box(es) for Unvoted Ballots in the Collection Center Return Bag**

ONE WORKER – Perform the following tasks:

- Clean up the voting booth area
 - DO NOTE disassemble booths or remove signs
- Remove and place Outside Indexes in Election Night Return Envelope
- Remove all posted materials inside and outside the polling place and place in supply tub
 - Be careful not to damage or tear signage. These will be used in the next election.
- Bring all accessibility mitigation equipment into the polling place

TWO WORKERS – Perform the following tasks as the VOTED BALLOTS TEAM once the Unvoted ballots are sealed:

- Locate cardboard box in the supply tub> This is the official **VOTED** ballot container.
- Cut the seal on the Ballot Box
- Separate out **VOTED** precinct ballots, voted ICX ballots, VBM envelopes and any forms into separate piles.
- Count **VOTED** precinct ballots (keep pre-printed and ICX ballots separate)
 - Bundle pre-printed ballots with rubber bands into batches of 50
 - Bundle any remaining pre-printed ballots with a rubber band and place a scratch piece of paper with the number of ballots on it under the band
 - Bundle any ICX ballots with rubber band and place a scratch piece of paper with the number of ballots on it under the band
 - When finished, give count of pre-printed and ICX ballots to the worker completing the Precinct Ballot Statement
- Complete the seal(s) for Container(s) for **VOTED** ballots
 - Complete seals with total number of ballots from the precinct and the number of containers being returned. Example: 700 ballots; Box 1 of 3, 2 of 3...
 - Write **TOTAL #** of **VOTED** ballots on the seals, NOT the number of ballots contained in that specific box
- Put ballots in Container(s) for **VOTED** ballots
 - Each box can contain up to 550 **VOTED** ballots
- Put Ballot Box Tally Sheet in Election Night Return Envelope
 - Do not affix seal(s) until the precinct ballot statement is balanced.
 - Affix tamper proof seal so Container(s) cannot be opened without breaking seal(s)
 - Place Container(s) for **VOTED** ballots in Collection Center Return Bag
 - Give VBM envelopes to Provisional/CVR Specialist who will put them into the Provisional/VBM Ballot Bag.
 - Place any completed forms in Election Night Return Envelope.

ONE WORKER- Completes the *Precinct Ballot Statement*: *This statement ensures the number of VOTED ballots equals the voters who signed the Roster*

- Line # 1:** Write total number of precinct ballots per *Precinct Ballot Quantities Worksheet*
- Line # 2:** Enter the total number of voters who signed the Roster
 - This can be taken from the tally on the last page of the Line# tracker/Voter Tally
- Line # 3a:** Enter the number of **VOTED PRECINCT** ballots reported by the Voted Ballots Team
- Line # 3b:** Enter the total number of **VOTED ICX** ballots reported by the Voted Ballots Team
- Line # 3:** Add lines 3a and 3b and enter here
- Line # 4:** Enter the difference between lines 2 and 3, if necessary
Reasons: If lines 2 and 3 do not match, take the following steps:
 - Count signatures in the roster AND recount voted ballots.
 - If there are multiple precincts in the polling location, check the precinct # on the ballots to ensure the ballots were deposited into the correct ballot box. If this is the case both precincts would be out of balance.
 - If the numbers do not match after counting signatures and ballots, write anything that might have contributed to the discrepancy on the Reasons line. This information will be helpful when the Elections staff balances the Rosters after the Election.**NOTE: Do not spend more than 30 minutes trying to balance.**
- Line # 5:** Enter the total number of **SPOILED** ballots
 - This is found on the front of the Line # Tracker/Voter Tally
 - Write the number of spoiled ballots on the Envelope for Spoiled and Surrendered Ballots in the space provided
 - If needed, count the **SPOILED** ballots located in Envelope for Spoiled and Surrendered Ballots
- Line # 6 ***:** Enter the number of **UNVOTED** precinct ballots
 - See the Precinct Ballot Quantities Worksheet to determine number
- Certificate of Packaging and Sealing:** Enter date and time.
 - All workers present at closing must sign this document
 - Place document in Election Night Return Envelope
- Complete the Closing Certificate (located in the roster)**
 - Write in the number of Voters in words and digits
 - All workers present at closing must sign this document
 - Place document in Election Night Return Envelope

One Worker- Completes the Provisional Ballot Statement and cleans up Provisional Workstation

- Complete the Provisional Ballot Statement (Back Side of Provisional Ballot Tally)
- Give Unvoted Provisional/CVR Ballots to the Unvoted Ballots Team along with Number of Unvoted ballots
- Drop Provisional Ballot Statement/Ballot Tally Sheet, Provisional Roster and Provisional Ballot Quantity Worksheet into the VBM/Provisional Ballot Bag with the ballots.
- Put any VBM ballots from the Ballot Clerk into the VBM/Provisional Ballot Bag
- Give VBM/Provisional Ballot Bag with seal intact to Inspector
- Put all other Provisional materials neatly in Supply Tub.

One Worker- Completes the ICX Ballot Statement, Closes ICX and Cleans up Workstation

- Follow the instructions in the ICX Manual for closing the polls
- Complete the ICX Ballot Statement
- Report Numbers to each precinct in the polling place
 - o # of Precinct ICX Ballots
 - o # of Provisional ICX Ballots
- Distribute materials
 - o Spoiled ICX Ballots- place in Envelope for Spoiled and Surrendered Ballots
 - o Place the following in the Election Night return Envelope
 - ICX Voter Slips
 - ICX Ballot Statement/Ballot Tally
 - ICX Seal Log
 - ICX Ballot Quantity worksheet
- Secure the ICX and Printer according to the ICX Manual
- Return the following to the ICX Envelope and place in Precinct Supply Tub
 - o Unused blank ballot stock
 - o ICX Manual
- Return the following to the Precinct Supply Tub
 - o Unused headphone covers
 - o Stylus
 - o Disinfectant wipes

Ensure the following items are in the Collection Center Return Bag

<input type="checkbox"/>	Sealed Container(s) for Voted Ballots
<input type="checkbox"/>	Election Night Return Envelope- see label on envelope for contents
<input type="checkbox"/>	Sealed Container(s) for Unvoted Ballots
<input type="checkbox"/>	Sealed Envelope for Spoiled and Surrendered Ballots
<input type="checkbox"/>	Cell Phones

Precinct Supply Tub:- LEAVE SUPPLY TUB AT THE POLLING PLACE

- All removed signage, ICX Supply Envelope, and all other precinct supplies.
- **DO NOT LEAVE ANY BALLOT, EITHER VOTED OR UNVOTED, AT THE POLLING PLACE.**

FOR INSPECTORS: After completing the Precinct Ballot Statement and accounting for **UNVOTED** ballots, verify all workers present at closing signed the required documents (see required signatures checklist). Refer to the **Envelopes, Collection Center Return Bag, and Precinct Supply Tub** checklists to double-check that everything is located in the correct place and what items to take to the Regional Collection Center.

CHECKLIST: SIGNATURES REQUIRED

The following instructions detail all the items that require a signature on Election Day:

What to Sign	Where to Locate	Who Signs	Where it goes now
<input type="checkbox"/> Declaration Page; should be signed when worker starts their shift	<i>Inside front cover of the Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT	Stays in the Roster (goes in Election Night Return Envelope after the Polls close)
<input type="checkbox"/> Payroll Sheet; should be signed when workers start their shift	<i>Loose in Blue Bag</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT	Election Night Return Envelope
<input type="checkbox"/> Closing Certificate	<i>Inside front cover of the Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Stays in the Roster (goes in Election Night Return Envelope after completion)
<input type="checkbox"/> Seal for Envelope for Spoiled and Surrendered Ballots	<i>Inside Seals and Certificates Envelope</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Place one on Spoiled and Surrendered Ballots Envelope so it cannot be opened without tearing
<input type="checkbox"/> Label for UNVOTED ballots	<i>On Container(s) for Unvoted Ballots</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	After sealing place Container(s) in Election return bag
<input type="checkbox"/> UNVOTED ballots Seal Certificate	<i>Inside Seals and Certificates Envelope</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	Place inside container(s) for Unvoted Ballots before sealing
<input type="checkbox"/> Precinct Ballot Statement/Certificate of Packaging & Sealing Form	<i>Inside Seals and Certificates Envelope</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	After completion place in Election Night Return Envelope
<input type="checkbox"/> Provisional/CVR Ballot Statement	<i>Reverse side of the Provisional/CVR tally sheet</i>	Inspector-Provisional/CVR Clerk	After completion, drop in slot in Blue ballot bag with provisional/cvr ballots
<input type="checkbox"/> ICX Ballot Statement (Lead Inspector only)	<i>Inside ICX supply envelope</i>	Lead Inspector/ICX Clerk	Place in Election Night Return Envelope

CLOSING CHECKLIST: LEAVING THE POLLS

Bring to the Collection Center

*(at least 2 people in the same vehicle,
EC §15201(3) & 15202)*

- Collection Center Return bag containing:**

- SEALED Container(s) for VOTED Ballots**
- Election Night Return Envelope**
- Sealed Container(s) for Unvoted Ballot**
- Sealed Envelope for Spoiled/Surrendered Cell Phones**

- VBM/Provisional Ballot Bag** - (sealed) - contains Provisional ballot envelopes, VBM ballot envelopes, provisional ballot statement/tally sheet/roster and provisional ballot quantity worksheet

- VBM Ballot Bag** (s)- (sealed) - Contains Vote-by-Mail ballots. Only provided to polling places with Voter Assistance Clerks and Outside Ballot Drop off

- Receipt for Precinct Supplies**

Leave at the Polling Place

for pick up by delivery crew

- Empty Ballot Box/Bag**

- ICX Ballot Marking Device, printer & Table.** Follow directions in ICX manual for powering down and securing ICX.

- Supply Tubs**
(ICX Supplies Envelope, removed signage and all other supplies)

- Voting Booths** (Do NOT disassemble or remove signs)

- Accessibility Equipment**
(bring inside polling place for delivery crew to disassemble)

**UNUSUAL CIRCUMSTANCES
WHAT TO DO IF?**

IF	THEN
You cannot get into the polling place on election morning?	Contact your precinct assistant Set up as best you can with ballots and rosters so you can assist voters at 7:00 am Use the VBM/Provisional Bag as the ballot box Once you can get into the polling place, the precinct assistant will help you with the transition
You have to evacuate the polling place	Contact your precinct assistant Take the following with you <ul style="list-style-type: none"> ➤ Ballots ➤ Roster ➤ Ballot boxes/bags with voted ballots ➤ Pens, Clipboards, secrecy sleeves, other supplies ➤ Provisional envelopes Set up outside as best you can to continue to assist voters When you can return to the polling place, the precinct assistant will help with the transition
Voter is disruptive at the polling place	If you can, attempt to diffuse the situation yourself or call your precinct assistant for help. Let the voter know that you have called your supervisor to assist the voter.
	If you feel that the voter is a danger to yourself or others, call 911. If you have to call 911, contact your precinct assistant so they and the elections office are aware of the situation REMEMBER - DO NOT PUT YOURSELF OR OTHER WORKERS IN HARMS WAY.
You are instructed that a court order has been issued extending voting hours	Let you workers know Follow instructions from the Elections office or precinct assistant
Other situations	See Emergency Procedures manual

IF:	THEN
<p>Voter signed Roster and did not vote:</p>	<ul style="list-style-type: none"> • List the voter’s name on the Closing Certificate found on the inside back cover of the Roster. <p><i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i></p>
<p>Voter leaves with ballot:</p>	<ul style="list-style-type: none"> • List this voter’s name on the Closing Certificate. • Make a note on the Closing Certificate that a voter left with their ballot if the name cannot be remembered. <p><i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i></p>

ELECTION DAY: IMPORTANT INFORMATION

PHONE NUMBERS

<p>Emergency Assistance:</p>	<ul style="list-style-type: none"> • DIAL 911 for immediate assistance if in need of ambulance, police, or fire department. • Call the Elections Office immediately after calling 911 (805) 481-4106
<p>Non-Emergency Assistance:</p>	<ul style="list-style-type: none"> • (805) 781-4106 for Election Office assistance.
<p>If an accident has occurred:</p>	<ul style="list-style-type: none"> • YOU MUST CALL the Elections Office immediately: (805) 781-4106 for instructions

INSPECTOR REVIEW CHECKLISTS

All tasks include the question: Have you called Precinct Assistant or Election Office with questions or discrepancies? (Bolded Tasks apply to Lead Inspector only.)

PRE-ELECTION DAY

	Task
<input type="checkbox"/>	Reviewed Manual? Marked items of special interest?
<input type="checkbox"/>	Picked up Supplies
<input type="checkbox"/>	Checked supplies in Supply Tubs against Supply Contents List provided?
<input type="checkbox"/>	Roster assembled -- alphabetical tabs placed?
<input type="checkbox"/>	Received Supplemental Roster from Elections Office & placed in back of Roster?
<input type="checkbox"/>	Mark "Late Registrant" or "LR" in the signature space on the Roster for any voters located in the Supplemental Roster.
<input type="checkbox"/>	Reviewed and understand Provisional information in VBM/Provisional Ballot Bag?
<input type="checkbox"/>	Called workers? Attendance at training required! Set time to be at polling location Election morning? Set time for set up on Monday if needed. Discuss meal needs?
<input type="checkbox"/>	Building key/entry arrangement? Checked with other inspectors (if any) for help setting up polling place day before & Election Day coordination?
<input type="checkbox"/>	Day before set-up is planned?
<input type="checkbox"/>	Schedule of jobs and breaks for workers during day prepared?
<input type="checkbox"/>	If you have any 1 st time workers, practice session scheduled (if necessary)
<input type="checkbox"/>	Cell phone #'s exchanged?
<input type="checkbox"/>	Know how to work County issued cell phone?

MONDAY BEFORE ELECTION

	Task
<input type="checkbox"/>	Precinct set-up efficiently and following any Health and Safety advice.
<input type="checkbox"/>	Inside information posted
<input type="checkbox"/>	Generic supply tub delivered to precinct inventoried
<input type="checkbox"/>	**REMINDER!** Leave NO ballots or Rosters at polling place** REMINDER!**

ELECTION MORNING: SETUP

	Task
<input type="checkbox"/>	All necessary information posted?
<input type="checkbox"/>	Badges worn, <i>including precinct number (EC §14105(l))</i> ? Pins for all (or check with Precinct Assistant to obtain pins for all)
<input type="checkbox"/>	Precinct and table set up for efficient processing of voters?
<input type="checkbox"/>	One pack of ballots at a time starting with the lowest number placed on precinct table.
<input type="checkbox"/>	Ballot Bag ready for first voter to verify it is empty? Locking seal is available to seal box after verification?
<input type="checkbox"/>	Inside front cover of Roster signed and witnessed?
<input type="checkbox"/>	Payroll Sheet signed by all present at opening?
<input type="checkbox"/>	Provisional Clerk prepared; all supplies out?
<input type="checkbox"/>	VBM/Provisional Ballot Bag ready to be viewed by the first voter? Ready to be sealed?
<input type="checkbox"/>	Workers know job to begin the day?
<input type="checkbox"/>	Everyone knows lunch/dinner/break schedule but understands it may change?
<input type="checkbox"/>	Who the Provisional Clerk is, and which voters are referred to this person?
<input type="checkbox"/>	What the information on the roster means?
<input type="checkbox"/>	ICX set up and ready for the first voter?

ELECTION DAY: THROUGHOUT

	Task
<input type="checkbox"/>	Check hourly to make sure the Ballot Box Tally Sheets are being used correctly?
<input type="checkbox"/>	Check hourly to make sure the Line # Tracker/Voter Tally is being completed correctly?
<input type="checkbox"/>	Checking in with precinct workers to ensure they are taking breaks and lunches?
<input type="checkbox"/>	Marking out MARKED Outside Index hourly in RED?
<input type="checkbox"/>	Voting booths being checked after each voter? Voting booths are being cleaned periodically.
<input type="checkbox"/>	Provisional Clerk using process correctly? Ballot Box Clerk checking VBM envelopes? <ul style="list-style-type: none"> • VBM Envelope completed correctly? • Provisional envelopes completed correctly?

ELECTION DAY: PREPARING FOR CLOSING

	Task
<input type="checkbox"/>	Reviewed Closing Procedure in manual? Reviewed Closing Checklist below?
<input type="checkbox"/>	Regional Collection Center location known (on back page of Manual)?
<input type="checkbox"/>	Inspector knows who goes with them to the Regional Collection Center in the same car?
<input type="checkbox"/>	Know which forms/seals need to be signed?
<input type="checkbox"/>	Workers know jobs after closing? Know where to look for those supplies?
<input type="checkbox"/>	Closing Ballot Box Procedure known?
<input type="checkbox"/>	Closing ICX procedure known?
<input type="checkbox"/>	Know how to secure building?
<input type="checkbox"/>	Voter Assistance Clerk (if assigned to polling place) knows to give you the sealed Ballot Bag at closing?
<input type="checkbox"/>	Outside Ballot Drop Off (if assigned to polling place) knows to give you the sealed Ballot Bag at closing?

ELECTION DAY: CLOSING

	Task
<input type="checkbox"/>	Unvoted ballots procedures followed before opening the ballot box?
<input type="checkbox"/>	Voted Ballots Team procedure followed?
<input type="checkbox"/>	Other workers continuing with other closing procedures?
<input type="checkbox"/>	Seals completed and signed? <ul style="list-style-type: none"> • Seal(s) for Container(s) for Voted Ballots • Seal for Envelope for Spoiled and Surrendered Ballots • Seal(s) for Container(s) for Unvoted ballots.
<input type="checkbox"/>	Payroll Sheet signed by all workers?
<input type="checkbox"/>	Roster Closing Certificate signed & number of voters written in?
<input type="checkbox"/>	Precinct Ballot Statement completed & signed?
<input type="checkbox"/>	Container(s) for Voted and Unvoted Ballots sealed with Tamper Evident Seals?

<input type="checkbox"/>	Written on seal of the box: <ul style="list-style-type: none"> • Total number of ballots contained in the box? (ex: 700 ballots) • Box number out of total number of boxes? (ex: box 1 of 2, box 2 of 2)
<input type="checkbox"/>	Sealed Containers for Voted and Unvoted Ballots in the Collection Center Return Bag for delivery?
<input type="checkbox"/>	Election Night Return Envelope contains all documents listed on the envelope and is placed in Collection Center Return Bag?
<input type="checkbox"/>	Sealed Envelope for Spoiled and Surrendered Ballots placed in Collection Center Return Bag for delivery?
<input type="checkbox"/>	Cell phones turned off and in Collection Center Return Bag
<input type="checkbox"/>	All inside & outside signs removed carefully, placed in Supply Tub?
<input type="checkbox"/>	All other materials returned to Supply Tub?
<input type="checkbox"/>	ICX is powered off and secured per instruction manual. Left at the polling place.
<input type="checkbox"/>	ICX Supplies Envelope put separately in Supply Tub?
<input type="checkbox"/>	Voting booths left up with Supply Tub for the County Crew to collect?
<input type="checkbox"/>	Two people returning Collection Center Return Bag, VBM/Provisional Ballot Bag and VBM Ballot Bag(s), if Voter Assistance Clerk and/or Outside Ballot Drop off) assigned to precinct , to Collection Center in the same car?
<input type="checkbox"/>	Secured the building?

PRECINCT WORKER REMINDERS & TIPS

The physical “amenities” at each polling place vary widely. For your own comfort, consider the following:

- Wear clothing in layers—temperatures can vary widely during the day. Some places may require their door to be open for accessibility purposes.
- Bring a watch set to the correct time in case there is no clock at the polling place. Many cell phones also give the time.
- Furniture varies—bring a cushion or a chair that is comfortable for you.
- If you need to take medication during the day, be sure to bring it with you.
- Bring food and drinks; be sure to keep it off the tables and the ICX.
- A flashlight can come in handy if there is a power outage.
- NON-POLITICAL reading materials (no newspapers or books that contain political references), knitting or something to work on, in case part of the day is slow. Remember voter assistance is our first priority.
- Locate the restrooms first thing in the morning. Restrooms are not open to the public on Election Day.
- Plan for and take breaks and meals throughout the day. The voters will be better served if you are rested and relaxed.
- Bring patience. Each Election brings its own challenges as well as the rewards of community service.
- Don't forget your sense of humor.
- Use your resources—contact your Precinct Assistant—they're there to help you help voters or call the Elections Office (805) 781-5228. There's no such thing as a stupid question.

SUGGESTIONS/FEEDBACK

We enjoy hearing from you regarding your experiences and any situations encountered on Election Day. Your feedback helps us plan future elections. Many of the ideas contained in this manual came from precinct workers at previous elections.

Please share your thoughts, ideas, and suggestions by email mailto: precinctworker@co.slo.ca.us.

REGIONAL COLLECTION CENTER

Please stay in your vehicle when returning items to the Regional Collection Center.

COLLECTION CENTER	CONSOLIDATED PRECINCTS
Highlands Church 215 Oak Hill Rd Paso Robles	101, 102, 103, 104, 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119 201, 202, 220
North County Clerk- Recorder's Office (New Atascadero Library) 6565 Capistrano Atascadero	105, 107, 120, 121, 122, 123 203, 204, 205, 206, 207, 208, 209, 210, 211, 215, 216, 218
Morro Bay Veterans Building 209 Surf St Morro Bay	212, 213, 214, 217, 219 301, 302, 303 502, 503, 504, 505, 506
County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo	304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314 408 516, 517, 518, 519
South County Regional Center 800 W Branch St Arroyo Grande	401, 402, 403, 404, 405, 406, 407, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419 501, 507, 508, 509, 510, 511, 512, 513, 514, 515