



Election Plan

November 8, 2022, Consolidated General Election

Thursday, September 15, 2022

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I. Introduction

The mission of the Department of Elections (Department) is to provide equitable access to voting and election-related services and to conduct free, fair, and functional elections for the City and County of San Francisco. In upholding its mission, the Department must comply with all applicable federal, state, and local laws, including the minority language provisions of the Voting Rights Act of 1965, the accessible voting provisions of the Americans with Disabilities Act of 1990, and the general provisions of the Uniformed and Overseas Citizens Absentee Voting Act of 1986, the Help America Vote Act of 2002, the California Elections Code, the San Francisco Municipal Elections Code, and Chapter XIII of the City Charter.

The Department continuously works to ensure that every eligible San Franciscan has access to safe, barrier-free registration and voting options and to improve both its internal and public-facing programs with the goals of making them ever more efficient and responsive to the needs of San Francisco's communities. The Department strives to cultivate a workplace environment in which employees of all racial and ethnic backgrounds feel respected, valued, and supported in providing the fairest and most inclusive services possible to San Francisco residents.

Serving a registered voter base of approximately 500,000 residents, the Department:

- Facilitates the filing of local candidate nomination papers, ballot measures, and ballot arguments;
- Produces official ballots and voter information pamphlets in multiple languages and formats;
- Provides voter education and outreach to voters and potential registrants throughout the City;
- Administers a universal (automatic) vote-by-mail program for all locally registered voters;
- Secures and operates accessible neighborhood polling places for each election;
- Recruits, trains, and assigns poll workers to administer in-person voting on Election Day;
- Offers early in-person voting opportunities beginning 29 days before each election;
- Organizes the collection of ballots and election results data from polling places on Election Night;
- Provides vote count tabulation and election results reports to the public after Election Day; and
- Conducts a canvass (audit) of all votes cast to verify the validity of election results before certification.

San Francisco Charter §13.103.5 requires the Department to develop an Election Plan for every election. The Election Plan provides detailed information about the Department's plans to conduct the upcoming election in a manner that is free, fair, and functional. Following is the Election Plan for the November 8, 2022 Consolidated General Election.

II. Organizational Structure and Staffing

The Department is comprised of the following eight divisions: Administration, Ballot Distribution, Campaign Services, Election Day Support, Polling Place Operations, Information Technology, Voter Services, and Voter Information — each focusing on processes and programs required to administer an election. In the months leading up to the November 8 election, the Department will significantly expand staffing in most of its divisions, hiring and onboarding approximately 250 temporary employees to assist with a wide variety of election tasks. Such tasks include maintenance of voter records, vote-by-mail ballot envelope signature comparison, drafting of official election materials (ballots and voter guides in multiple languages), delivery of voter education and outreach, poll worker recruitment, preparation of polling places, processing and counting of returned ballots, and assistance with the post-election canvass.

For the upcoming election, the Department will continue to utilize various recruitment and hiring strategies. In advertising temporary positions, the Department will strive to reach as broad and diverse a pool of job seekers as possible by utilizing a wide variety of methods, including social media, the City's employment page, private recruitment sites (Indeed, LinkedIn, ZipRecruiter), and collaboration with community partners. Additionally, the Department will continue to maintain its [Employment and Volunteer Opportunities](#) page, which advertises Department employment opportunities, allows job seekers to sign up to receive automated job alerts, and provides information on how to get involved in serving as a poll worker or a polling place host. This webpage also features a "Careers at the San Francisco Department of Elections" video, with testimonials that highlight the Department's commitment to maintaining barrier-free voting and language access and to building an equitable and inclusive workplace in which all employees can thrive and succeed. The video is also included in the job announcements issued by the Department and posted at: sfelections.sfgov.org/employment-and-volunteer-opportunities.

To promote a sense of belonging and ensure all employees have the information they need to confidently begin performing their duties, the Department encourages all new hires to watch the Employee Orientation Presentation on their first day of employment. This presentation describes the Department's mission and the services provided by each division; uses 2020 U.S. census data to establish a foundational understanding of the ethnic and cultural diversity of the City; reviews vital legal and ethical duties of elections officials; points out some documents related to those duties; and takes a close look at the many resources available on the Employee Resources Portal.

To ensure access to important human resources related information for all Department personnel, the Department has recently expanded its Employee Resource Portal, which now features over one hundred links to and descriptions of webpages on City and Department employee programs, policies, and benefits. The Portal is organized into six main sections:

- The *Orientation and Essential Resources* section holds a link to the Employee Orientation Presentation, as well a link as to the city's main employee gateway. The city employee gateway, in turn, provides a

wealth of information about city employee programs, the employee handbook, union contracts, etc.; here employees can also review and update their payroll information.

- The *Official Policies and Information* section holds links to city employment policy documents, including those on equal employment opportunity, gender inclusion, and language diversity, and to Department employment policy documents, including those related to attendance and computer use, as well as the Department's 2021-23 Strategic Plan, 2021-23 Racial Equity Action Plan, and Statement of Incompatible Activities. This section also includes links to text for key local, state, and federal election laws.
- The *Career Planning and Professional Development* section holds resources for city employees and job seekers about employment processes, hiring protocols, open positions, exam plans, civil service rules, career related events, subsidized college education programs, and employee well-being programs.
- The *Payroll, Benefits, and Support Programs* section holds a link to the payroll calendar, the timesheet database, a direct deposit form, tax and retirement savings forms, and leave applications. This section also provides links to employee support programs and to pages that explain commuter benefits, which include carshare, bikeshare, emergency ride home program, and rideshare programs.
- The *Safety and Emergency Planning* section holds information about City Hall security, the Department's evacuation plan and map, disaster service worker training, personal emergency preparedness, medical treatment facilities, and worker's compensation.
- Finally, the *Health and Safety Policies* section includes links to COVID-19 related policies issued by the Department of Human Resources.

To ensure its Portal is truly accessible and informative to all staff, the Department periodically administers surveys with questions designed to assess employee experience with the usability of the Portal, as well as a space to provide freeform feedback and ideas for potential changes or additions.

To gather information on employee experiences, the Department developed a *Seasonal Employee Exit Survey* that will be offered to all temporary employees following the conclusion of their election assignments in November. This optional survey, which employees may fill out anonymously using paper or digital formats, contains several demographic questions as well as questions about each employee's experience working in the Department and a space to provide freeform suggestions and feedback on future policies and practices.

III. New and Modified Practices

While planning and preparing for any election, the Department makes a concerted effort to enhance its existing programs and to adopt more effective ways to serve all San Francisco's voters, with an eye toward improving operations for elections going forward. This section highlights several new practices and enhancements to existing programs and processes in effect for the November 8 election.

A. November Election Outreach Theme: *With many secure ways to cast a ballot this fall, make a plan to vote, one and all!*

The Department is engaged in an ongoing effort to motivate people to participate in local elections through a wide variety of outreach strategies described in Section X. of this Plan. To support this effort in the November 8 election cycle, the Department has debuted a new outreach theme: “*With many secure ways to cast a ballot this fall, make a plan to vote, one and all!*”



The November 8 election theme was, like the June election theme (“Make a difference in your city and state! Vote by Election Day, don’t be late!”), created first and foremost to remind voters and potential registrants that all eligible San Franciscans could participate in this citywide election.

The first part of November’s election theme, “With many secure ways to vote this fall,” was designed to reassure voters that they will continue to have access to a robust and trusted voting framework, with universal vote-by-mail ballots, an inclusive access to the Accessible Vote-by-Mail (AVBM) system, a recently expanded ballot drop box infrastructure, and a complete array of in-person voting options and assistance at both neighborhood polling places and the City Hall Voting Center. The first part also simply highlights the season

(fall) of the next election. Meanwhile, the second part of the theme, “Make a plan to vote, one and all!” was chosen in the hope of boosting a sense of solidarity between all eligible voters in all parts of the City and collective civic strength, all to encourage local voter turnout.

The theme’s color scheme and graphics were also chosen with purpose – with red, white, and blue elements and backgrounds utilized to evoke a sense of enthusiasm and engagement, with each of the four images included to illustrate the four main voting options available to all local voters. One image shows a voter’s hand dropping a ballot envelope into an official ballot box, while the second image shows a USPS mailbox with a person wearing an “I Voted” sticker next to it; both are featured to provide psychological support to the many local voters who chose to vote by mail in recent elections. The third image shows a series of occupied in-person voting booths intended to remind voters that this traditional method of casting a ballot is also available. Finally, the fourth image, which shows City Hall, with a pathway leading up to it, was included to boost early in-person voting at the City Hall Voting Center in the upcoming election.

This theme will be featured on the cover of the *Voter Information Pamphlet (VIP)* and the mailer that will be sent to every San Francisco’s household, as well as many other outreach materials, including the banner on the Department’s website homepage, most election-specific outreach flyers and presentations, and ads placed on Muni buses and in local newspapers. Finally, large posters featuring this theme will greet members of the public visiting the Department’s office and the City Hall Voting Center.

B. Redistricting and Reprecincting: Delivering Accessible and Equitable Voter Outreach

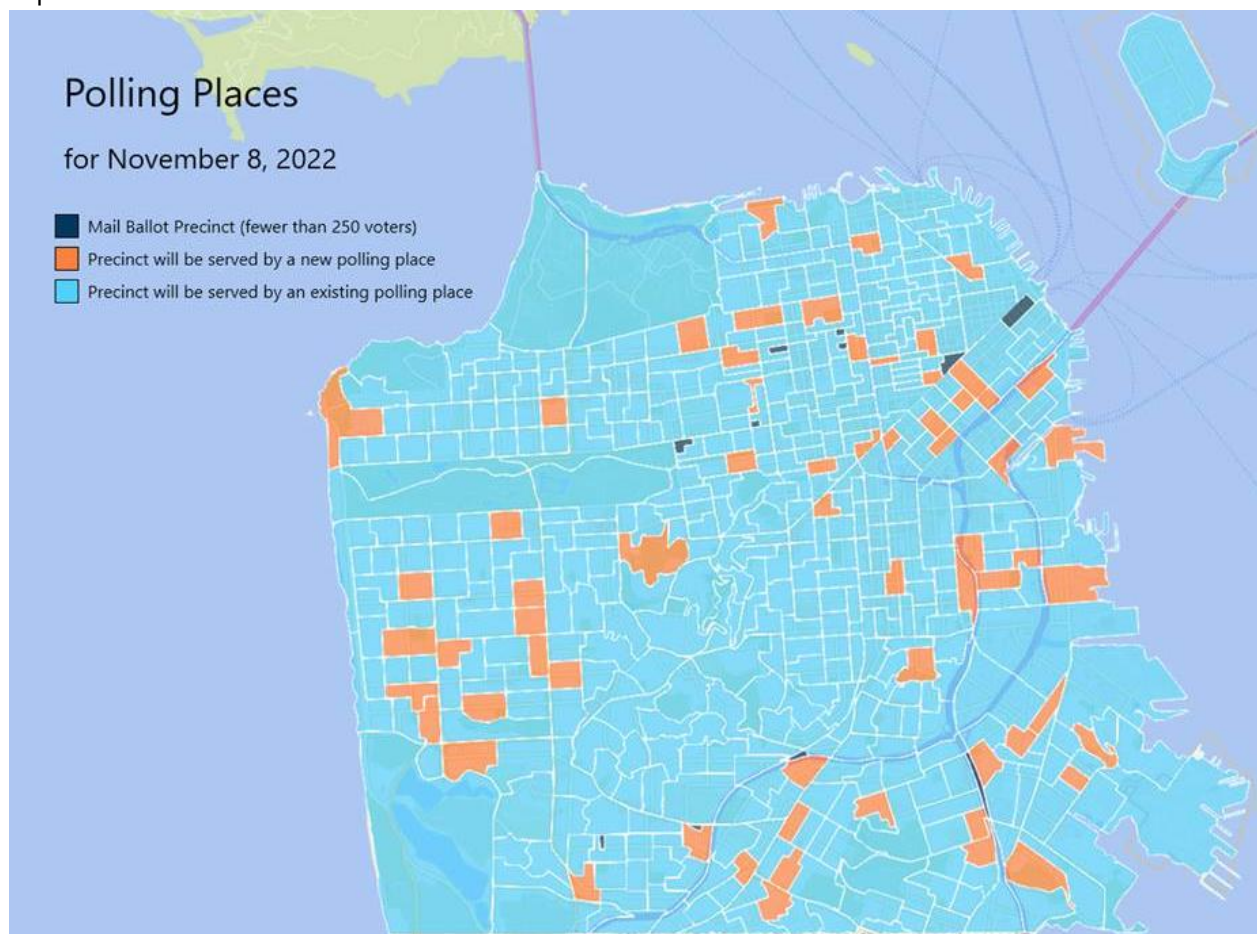
San Francisco is comprised of six types of voting districts: 1) Board of Equalization, 2) State Senate, 3) State Assembly, 4) U.S. Congressional, 5) BART, and 6) Supervisorial Districts. While two of these districts did not change following 2020 redistricting processes, namely San Francisco’s Board of Equalization District (2) and its State Senate District (11), the boundary lines of the State Assembly and U.S. Congressional Districts, all eleven local Supervisorial Districts, as well as those of three local BART Districts experienced changes.

The new maps of San Francisco’s U.S. Congressional and State Assembly Districts went into effect beginning with the June 7, 2022 election since contests to fill both of those types of offices appeared on the June ballot. The November 8, 2022 election will be the first election in which new Supervisorial and BART District maps will be in effect.

Since state law prohibits precinct boundary lines to cross voting district boundary lines, the Department has had to adjust San Francisco’s voting precinct map, and as a result, locate new polling places as necessary. While drawing the City’s new precinct map, the Department considered several factors, including 1) avoidance of natural barriers (e.g., reservoirs, parks) and artificial barriers (e.g., freeways, playgrounds), 2) maintenance of walkable distances within precincts, 3) maintenance or improvement in the level of voting services for neighborhoods with many people whose primary language is not English, unhoused or housing

insecure individuals, and other vulnerable populations, 4) conservation of whole census blocks, as defined by the U.S. Census Bureau, and 5) preservation of polling places with long histories.

Although the Department was able to retain long-serving polling place facilities in many newly-drawn precincts, voters in some precincts will find their polling place located at a new facility. In all, the Department will operate 501 neighborhood polling places on Election Day, approximately 65 of which will be located at new sites, with the remainder located at sites the Department has used in prior elections. To provide ample notice to voters, the Department will work diligently to secure all polling place locations well in advance of the publication of the Voter Information Pamphlet (VIP), which will provide the assigned polling place of each recipient, as well as all of the recipient's voting districts, on the back cover. (The Department will send supplementary notices to any voters whose polling place address changes subsequent to their receipt of the VIP.) In the map below, precincts with new polling places are shown in orange while precincts with no expected relocations are shown in blue.



In an effort to provide comprehensive and equitable voter education on the topic of these redistricting and reprecincting changes, the Department is utilizing a three-pronged approach. First, some strategies have been developed to directly reach all residents across the City with essential information about this topic. Second, some strategies have been developed to reach voters directly impacted by particular changes with specific information. Finally, some strategies have been developed to communicate key information to

members of the City’s vulnerable or hard-to-reach residents through partnership with local non-profit organizations.

i. Citywide Outreach on Redistricting and Reprecincting

To help ensure all local voters receive information about redistricting changes before the November 8 election, the Department will send a multilingual notice (shown below) to every City residence in early September. Approximately 400,000 recipient households will receive a postcard identifying their Supervisorial District and providing information about new Supervisorial District map. In addition, this citywide notice will explain available voting options, note key dates and deadlines, discuss options for those who are not yet registered, highlight recent changes to state law allowing people on parole for felony convictions to vote, and feature a message about poll worker service. In an effort to provide maximum saturation, the Department will send a digital version of this notice to the nearly 250,000 local voters who have email addresses on file.

Dear San Francisco Resident:

The Department of Elections encourages you to participate in the November 8, 2022 Election, so that you can help shape the future of our city and state.

In the upcoming election, voters will elect federal, state, and local officials, including Members of the Board of Supervisors for the City’s even-numbered (2, 4, 6, 8, and 10) Supervisorial Districts, and vote on state and local measures.

San Francisco’s New Supervisorial District Map

Earlier this year, the Redistricting Task Force redrew the boundary lines of San Francisco’s Supervisorial Districts. If your District has changed, you may see different contests and candidates on your ballot. The address to which this postcard was mailed falls within **Supervisorial District ___**. To review your current voting districts, please go to sfelections.org/myvotingdistrict or call (415) 554-4375.

Your Voting Options in This Election

1. Vote by mail

If you are already registered to vote in San Francisco, you will automatically receive a ballot packet in the mail around October 10. Simply follow the instructions enclosed in your packet and then promptly return your voted ballot by mail or drop it off at the City Hall Voting Center, a polling place, or one of San Francisco’s 24-hour ballot drop boxes. (To find a convenient ballot drop box location, go to sfelections.org/balлотdropoff or contact us.) Remember, to be counted:

- Ballots returned by mail must be postmarked by Election Day, November 8.
- Ballots returned in-person must be dropped off by 8 p.m. on Election Day, November 8.

2. Vote in Person

If you are eligible to vote in San Francisco, you may visit the City Hall Voting Center or a polling place to register to vote, cast a ballot, use accessible equipment, or receive assistance. You may vote in person:

- Weekdays from October 11 through November 7 at the City Hall Voting Center, from 8 a.m. to 5 p.m.
- Two weekends (October 29-30 and November 5-6) at the City Hall Voting Center, from 10 a.m. to 4 p.m.
- Election Day (November 8) at a polling place or the City Hall Voting Center, from 7 a.m. to 8 p.m.

If you choose to vote at your polling place, please check its address at sfelections.org/myvotinglocation or on the back of your Voter Information Pamphlet (mailed in October) as many polling places have changed.

Voter Registration

If you need to register to vote or update your registration information, go to registertovote.ca.gov or contact us for a paper registration form. To receive a ballot in the mail, you must register by October 24. After that date, you can register and vote provisionally at the City Hall Voting Center or a polling place.

Per local law, some non-citizen San Franciscans can register and vote in the November 8 School Board Election. For more information, please visit sfelections.org/hcv or call (415) 554-4375.

Per recent changes to state law, people on parole for a felony conviction can now register and vote.

San Francisco Needs Poll Workers!

It takes nearly 2,000 poll workers to facilitate in-person voting. You can help your community vote and earn up to \$295 by serving at a polling place on Election Day. Bilingual poll workers are especially needed! To apply, please go to sfelections.org/pwa or call (415) 554-4395.

For those who prefer to obtain election information online, the Department created a new webpage on redistricting that can be accessed from the home page or directly at: sfelections.org/newdistricts. A brief introduction to this page includes a link to a new online *Voting District Lookup Tool* (sfelections.org/myvotingdistrict) that provides an easy way for any local voter to find out if their federal, state or local voting districts have changed. Following the introduction, this webpage offers more detailed information via four sections: 1) Maps of New Voting Districts; 2) Video Presentation that answers key questions: “Which voting districts have changed in SF?”, “When will these changes take effect?”, “How can I find out if these changes affect me?”, and “Who made these changes?”, 3) Frequently Asked Questions, and 4) Feedback Options.

This fall, the Department will also continue to disseminate pertinent redistricting information to the general public at in-person events. To engage attendees in discussions about their new districts, the Department’s Outreach Team will bring maps of the City’s new districts, along with layered, transparent versions of the City’s “old” and “new” maps which illustrate all changes to district lines. After identifying a voter’s precinct, outreach staff can use these maps to provide tailored explanations about redistricting changes and explain whether or not a voter’s residential address was impacted. At each of these events, staff will distribute a new *Voting District Lines* brochure, utilize a banner showing a QR Code linked to the Department’s online *Voting District Lookup Tool*, and where feasible, show the video presentation described above.

ii. Direct Outreach to Voters in New Supervisorial Districts

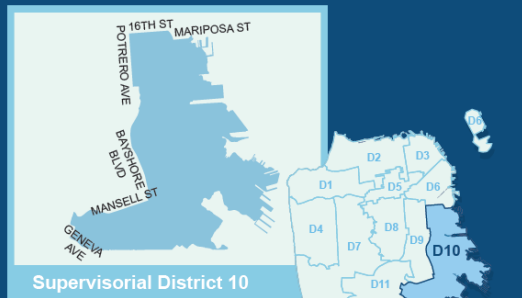
In August, the Department sent a multilingual notice to the approximately 30,000 registered voters now living in a new Supervisorial District as a result of local redistricting. Each of these notices featured a citywide map with new Supervisorial District boundaries along with a close-up image of the recipient’s Supervisorial District, and notified the recipient that their District had changed. Those recipients living in even-numbered districts were informed that a supervisorial contest will be on their November 2022 ballot, while recipients living in odd-numbered districts were informed that such a contest will appear on their November 2024 ballot instead. Shown on the following page is the front and back of a District 10 mailer.

Your Supervisorial District and your Supervisor have changed. You now live in Supervisorial District 10.

您的市議會選區和您的市議員已經有改變。您現在居住於市議會第10選區。

Su supervisor y distrito de supervisión han cambiado. Ahora pertenece al distrito de supervisión 10.

Nagbago na ang inyong Superbisoryal na Distrito at Superbisor. Nakatira na kayo ngayon sa Superbisoryal na Distrito 10.



DEPARTMENT OF ELECTIONS
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place,
City Hall, Room 48
San Francisco, CA 94102-4634
RETURN SERVICE REQUESTED

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
SAN FRANCISCO, CA
PERMIT NO. 4



<<szNameFirst>> <<szNameLast>>
<<ResAddress1>>
<<ResAddress2>>

Notice Regarding San Francisco's New Supervisorial District Map

關於三藩市新的市議會選區地圖的通知
Aviso sobre el nuevo mapa distrital de San Francisco
Abiso ukol sa Bagong Mapa ng Superbisoryal na Distrito ng San Francisco

Dear San Francisco Resident:

Earlier this year, the Redistricting Task Force redrew the boundary lines of San Francisco's Supervisorial Districts. As a result, your residential address will fall within a new Supervisorial District beginning with the November 8, 2022 Election.

Because you now live in an even-numbered Supervisorial District, you will see a Board of Supervisors contest on your ballot in the upcoming election. (Voters in odd-numbered districts will elect their supervisors in the November 2024 Election.) To review all of your current voting districts and elected officials, please visit sflections.org/myvotingdistrict.

親愛的三藩市居民：

今年較早時，選區重劃工作組重新劃定了三藩市的市議會分界線。因此，從2022年11月8日的選舉開始，您的住址將會隸屬於市議會的另一個選區。

由於您現在居住於市議會的双數選區，在即將舉行的選舉中，您的選票上會有市議員的選舉項目。（居住於單數選區的選民則於2024年11月選舉中投票選出他們的市議員。）如要查看您目前的各個選區和民選官員的資料，請到 sflections.org/myvotingdistrict。

Estimado habitante de San Francisco:

A comienzos de este año, el Grupo de Trabajo de Redistribución Distrital redefinió los límites de los distritos de supervisión de San Francisco. Como resultado, su dirección residencial ahora formará parte de un nuevo distrito de supervisión a partir de las elecciones del 8 de noviembre de 2022.

Su boleta de las próximas elecciones incluirá una contienda del Consejo de Supervisores ya que ahora pertenece a un distrito de supervisión con número par. Los electores que viven en distritos con número impar votarán para elegir a su supervisor durante las elecciones de noviembre de 2024. Para consultar sus distritos actuales y ver a sus representantes electos, sflections.org/myvotingdistrict.

Mahal Naming Residente ng San Francisco:

Nitong unang bahagi ng taon, iginuhit muli ng Task Force para sa Muling Pagdidistrito ang mga hangganan ng linya ng mga Superbisoryal na Distrito ng San Francisco. Bilang resulta nito, ang inyong address ng tirahan ay mapapaloob sa isang bagong Superbisoryal na Distrito simula sa Nobyembre 8, 2022 na Eleksyon.

Dahil nakatira na kayo ngayon sa tukol na bilang (even-numbered) na Superbisoryal na Distrito, makakikita kayo ng labanan para sa Lupon ng mga Superbisor sa inyong balota para sa paparating na eleksyon. (Ang mga botateng nakatira sa gansal na bilang, o odd-numbered na mga distrito, ay maghahalal naman ng kanilang mga superbisor sa Nobyembre 2024 na Eleksyon.) Para suriin at malaman ang lahat ng kasalukuyan ninyong pinagbobotohang mga distrito at halal na mga opisyal, magtungo sa sflections.org/myvotingdistrict.

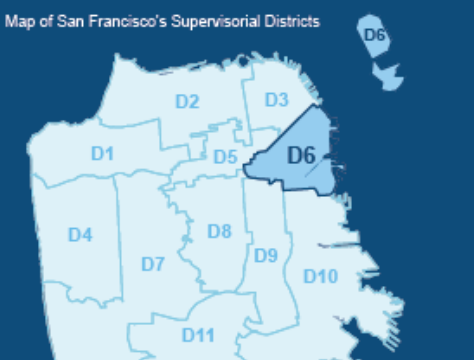
Questions? Call (415) 554-4375 or email sfvote@sfgov.org



With the same goal in mind, the Department has organized several two-person outreach teams whose purpose is to distribute hardcopy outreach materials explaining redistricting changes in neighborhoods affected by Supervisorial District changes. Members of these teams have been placing door hangers at affected voter addresses and affixing posters to utility poles and other common infrastructure on affected blocks. These printed materials are meant to also encourage voter participation in the November 8 election by alerting residents and passers-by that a particular block is within a new Supervisorial District and by noting whether or not voters on that block will have the opportunity to elect a Supervisor this November. Shown below is the front and back of a District 6 door hanger.

Have you heard?

San Francisco has a NEW voting district map! If you live on this block, you now live in Supervisorial District 6.



Map of San Francisco's Supervisorial Districts

Get ready to vote in the upcoming November 8, 2022 Election!

Visit sflections.org or call the Department of Elections at (415) 554-4375 to:

- Check your voting districts and representatives
- Find out about your voting options
- Learn how to register to vote or check your registration

Note: In the November 8 election, only ballots for voters living in even-numbered, (i.e., 2, 4, 6, 8 and 10) Supervisorial Districts will include a Board of Supervisors contest. (If you live on this block, your ballot will include this contest.)

您有否聽聞過？

三藩市有新的選區地圖！如果您住在這個街區，您現在住在在本市市議會第6選區。

請準備在2022年11月8日的選舉中投票！

到 sflections.org 或致電 (415) 554-4367 聯絡選務處：

- 查看您的選區和代表
- 了解您的投票方法選擇
- 了解如何登記投票或檢查您的登記

注意：在11月8日的選舉中，只有居住在雙數（即2、4、6、8和10）市議會選區的選民，其選票將包括市議員的選舉項目。（如果您住在這個街區，您的選票將包括這個選舉項目。）

¿Sabía que?

¿San Francisco tiene un NUEVO mapa distrital! Si usted vive en esta cuadra, ahora pertenece al Distrito de Supervisión 6.

¡Prepárese para votar en las elecciones del 8 de noviembre de 2022!

Visite sflections.org o contacte al Departamento de Elecciones al (415) 554-4366 para:

- Revisar sus distritos electorales y representantes
- Informarse sobre opciones para votar
- Aprender a inscribirse para votar o revisar la información en su registro

Aviso: la boleta de los electores que viven en distritos de supervisión con número par: 2, 4, 6, 8 y 10, incluirá una contienda del Consejo de Supervisores. Si vive en esta cuadra, su boleta incluirá esta contienda.

Narinig na ba ninyo?


May BAGONG mapa ng pinagbobotohang distrito ang San Francisco! Kung nakatira kayo sa bloking ito, kayo ngayon ay nakatira na sa Superbisoryal na Distrito 6.

Maghandang bumoto sa Eleksyon sa Nobyembre 8, 2022!

Pumunta sa sflections.org o tumawag sa Departamento ng mga Eleksyon sa (415) 554-4310 para:

- I-check ang inyong mga pinagbobotohang distrito at mga kinatawan
- Alamin ang inyong mga opsiyon sa pagboto
- Alamin kung paano magparehistro upang makaboto o i-check ang inyong rehistrasyon

Tandaan: Sa Nobyembre 8 na eleksyon, tanging ang mga balota para sa mga botanteng nakatira sa Superbisoryal na Distrito 2, 4, 6, 8, at 10 ang maglalaman ng labanan para sa Lupón ng mga Supervisor. (Kung nakatira kayo sa bloking ito, ang inyong balota ay maglalaman ng ganitong labanan.)



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS**

(415) 554-4375
 City Hall, Room 48
SFVote@sfgov.org
 sflections.org



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS**

iii. Partnered Outreach on Redistricting and Reapportioning

To supplement its direct efforts to educate San Franciscans about key election topics, including redistricting, the Department secured, through the City's budget process, grant funding for local organizations who are well-situated to help disseminate vital election information to members of the City's hard-to-reach and vulnerable populations. Accordingly, this year, the Department issued three 2022 Voter Outreach Partnership Request for Proposals (RFPs), and after reviewing responses, selected fifteen grant recipients.

2022 outreach grantees include A. Philip Randolph Institute of San Francisco; Allen Chapel AME Church; Arriba Juntos; Asian Pacific American Community Center; Bayview Hill Neighborhood Association; Chinatown Community Development Center; Chinese Progressive Association; Chinese Newcomers Service Center; the League of Women Voters of California; the Mission Economic Development Agency; Mission Neighborhood Centers, Inc.; National Coalition of 100 Black Women, Inc., SF Chapter; New Community Leadership Foundation; SF-Shanghai Association; and Tenderloin Neighborhood Development Corporation.

After selecting these organizations, the Department worked to execute a grant agreement with each organization. Following execution of all agreements, the Department conducted training sessions to help outreach grantees develop robust knowledge of voting services and programs and familiarize themselves with official materials to be distributed to San Francisco residents. Finally, the Department provided grantees with a variety of ready-to-use, multilingual, multi-format outreach materials for dissemination to the public and reporting templates. These outreach activities will continue up through Election Day, November 8.

C. Voter Notification Program: Encouraging Voter Participation

In every election cycle, the Department sends a series of multilingual postal and digital notices designed to enfranchise residents and encourage voter participation. In addition to adhering to all local, state, and federal voter notification laws, the Department also facilitates a supplemental voter notification program. These notices, while not required by law, nevertheless provide pertinent information to members of specific City populations about elections programs and services, help maintain up-to-date information in the voter rolls, and encourage eligible residents to register and vote.

To facilitate a robust voter notification program, the Department continuously works to enhance its queries to generate mailing lists for various election notices. As part of this effort, the Department has recently created several new spreadsheets, corresponding to specific mailing list criteria, that can identify intended recipients of the specific notice along with their language preferences, if any are on file, be refreshed in real-time, and lead to increased efficiency in the administration of the voter notification program.

i. Legally-Mandated Notices

As required by the National Voter Registration Act and the California Elections Code, every week the Department mails 1) a *Voter Notification Card* to every San Franciscan who successfully completed a new voter registration application, 2) a *Registration Confirmation Card* to every San Franciscan who successfully

updated their existing voter registration record, and 3) *Incomplete Registration Notice* to every San Franciscan who unsuccessfully attempted to complete a voter registration form (i.e., did not provide all required information on the form).

In every election cycle, state law also requires the Department to 1) mail the *Voter Information Pamphlet and Sample Ballot* to every locally registered voter via their preferred delivery method, 2) send a *Polling Place Change Card* to any local voter impacted by a polling place relocation, and 3) make a daily attempt to reach any voter with a challenged vote-by-mail or provisional ballot by email, postal mail, and telephone to provide instructions regarding how to cure the issue and render their ballot countable.

Until recently, the Superior Court of the City and County of San Francisco periodically furnished lists of people imprisoned to the Department and the Department used those lists to cancel the voter records of those persons. New state law now requires the Secretary of State (SOS) to send the Department a list of persons recently imprisoned along with a list of persons recently released from prison, both on a weekly basis. Having received these lists, the Department in turn will need to 1) cancel the voter record of each person on the first list and 2) notify each person on the second list (including anyone released on parole) of their right to vote being restored along with how to register to vote. Although the SOS has yet to begin providing the lists with records of individuals recently released, the Department has already taken several preparatory steps so that whenever the SOS initiates this process, the Department can begin sending registration eligibility restoration notices immediately.

ii. Supplemental Notices

Unregistered Household Notice. The Department developed this supplemental notice to reach as many eligible but unregistered City residents as possible, encouraging them to register and vote in the upcoming election. For the November 8 election, the Department sent this notice in August to residential addresses in the City at which there are no registered voters. As shown on the following page, this notice explains current state voter registration eligibility requirements, highlights changes resulting from the passage of Proposition 17, and encourages those residents who meet the current state requirements, including those on parole, to register to vote and participate in the November 8 election.

Dear San Francisco Resident:

The Department of Elections encourages you to register and participate in the November 8, 2022 General Election, so that you can help shape the future of our city and state! To be eligible to register to vote, you must be: 1) a United States citizen, 2) a resident of California, 3) at least 18 years old on Election Day, 4) not currently serving a state or federal prison term for the conviction of a felony, and 5) not currently found mentally incompetent to vote by a court.

Per recent changes to state law, people on parole for a felony conviction can now register and vote.

You may register or update your registration at registertovote.ca.gov or contact us to request a paper registration form.

親愛的三藩市居民：

選務處鼓勵您登記並參與2022年11月8日普選的投票，這樣您便可以協助塑造我們城市和加州的未來！要符合選民登記資格，您必須是：1) 美國公民，2) 加州居民，3) 在選舉日至少年滿18歲，4) 目前沒有因為被定為重罪而在州或聯邦監獄服刑，以及 5) 目前沒有被法庭認為精神上無能力投票。

根據最近修改的州法律，因重罪處於假釋期的人現在可以登記和投票。

您可以在 registertovote.ca.gov 登記或更新您的登記，亦可以聯絡我們索取選民登記申請表。

Estimado habitante de San Francisco:

El Departamento de Elecciones le invita a inscribirse y participar en las Elecciones Generales del 8 de noviembre de 2022, y de esta manera, pueda ayudar a definir el futuro de nuestro estado y nuestra Ciudad. Para inscribirse, debe cumplir lo siguiente: 1) ser ciudadano de Estados Unidos, 2) ser habitante de California, 3) tener al menos 18 años de edad cumplidos al Día de las Elecciones, 4) no estar cumpliendo una condena estatal o federal por haber cometido un delito grave, y 5) no haber sido declarado por un tribunal como mentalmente incompetente para votar.

Conforme a los cambios recientes a la ley estatal, las personas que cometieron un delito grave y están en libertad condicional pueden inscribirse y votar.

Puede inscribirse o actualizar su registro en registertovote.ca.gov o contactarnos para solicitar un formulario impreso.

Mahal naming Residente ng San Francisco:

Hinihikayat kayo ng Departamento ng mga Eleksyon na magparehistro at makilahok sa Nobyembre 8, 2022 na Pangkalahatang Eleksyon, para kayo'y makatulong na hubugin ang kinabukasan ng ating lungsod at estado! Para maging elihible na magparehistro upang makaboto, kailangang kayo ay: 1) isang mamamayan ng Estados Unidos, 2) isang residente ng California, 3) hindi bababa sa edad 18 taong gulang sa Araw ng Eleksyon, 4) hindi kasalukuyang nagsisilbi ng estado o pederal na termino ng pagkakabilanggo dahil sa hatol na felony, at 5) hindi napatunayan ng isang hukuman na kasalukuyang walang sapat na kakayahan ang pag-iisip para bumoto.

Dahil sa kamakailang pagbabago sa batas ng estado, maaari na ngayong magparehistro para bumoto ang mga taong parolado para sa hatol na felony.

Maaari kayong magparehistro o mag-update ng inyong rehistrasyon sa registertovote.ca.gov o makipag-ugnayan sa amin upang makahiling ng papel na form ng pagpaparehistro.

Questions? Call (415) 554-4375 or email SFVote@sfgov.org



Accessible Voting Materials Notice. The Secretary of State Voter Registration Form allows registrants to check a box next to the statement, *“I want voting materials in an accessible format,”* but provides neither information on available materials nor fields the registrant could use to specify which of those materials would be most helpful to them.

Consequently, the Department developed a notice to follow-up with voters who check the accessible voting materials box on the state Voter Registration Form. This notice, shown on the following page, explains the types of accessible voting resources available, how to access the *Voter Information and Sample Ballot* (VIP) in a variety of formats, including PDF, HTML, XML, MP3, large print, CD audio, USB, and National Library Service (NLS) cartridge, as well as how to request a large-print vote-by-mail ballot or access an audio, touchscreen, or screen-readable ballot.

Any recipient of this notice may request specific materials by completing a designated section of the notice and returning it in an enclosed postage-paid envelope. And, although Department staff attempt to follow up with those individuals who do not respond to this notice to once again draw their attention to available accessible resources, a voter's response is not required, in most cases, to be able to access such materials. Any local voter can read PDF, HTML, XML, or MP3 formats of the VIP online at sfelections.org/vip, access and mark an accessible ballot via the AVBM system, or contact the Department to request any accessible material at any time.



Notice Regarding Assessible Voting Materials

Dear San Francisco Voter,

Our records show you requested accessible voting materials when you registered to vote. As you may know, the San Francisco Department of Elections offers many accessible voting resources.

Any voter who prefers to cast a ballot in person may use an accessible ballot-marking device, voting tools, or personal assistance at any polling place or the City Hall Voting Center. Any voter who prefers to vote by mail may use either a) the vote-by-mail packet with an official ballot, instructions, and a postage-paid envelope or b) the *Accessible Vote-by-Mail* system available at sfelections.org/access, which offers screen-readable ballots and is compatible with personal assistive devices.

San Francisco's vote-by-mail packet is available in large print and its *Voter Information Pamphlet and Sample Ballot* is available in several formats. To ensure we provide your official election materials in your preferred formats, please complete the form below and return it using the enclosed, postage-paid envelope.

Voter ID: [Voter ID]

1. I want to receive my vote-by-mail packet in the following format:

Large-print

2. I want to receive my Voter Information Pamphlet in the following format:

Large-print

Audio on National Library Service (NLS) "Talking Book" cartridge

Audio on USB flash drive

Audio on CD

HTML, PDF, XML, or MP3 (specify email address): _____

Instead of completing this form, you may call us at (415) 554-4375, TTY (415) 554-4386, or email us at sfvote@sfgov.org to provide this information. You may also visit sfelections.org/accessibility to learn more about accessible voting options.

English (415) 554-4375
Fax (415) 554-7344
TTY (415) 554-4386

sfelections.org
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48, San Francisco, CA 94102

中文 (415) 554-4367
Español (415) 554-4366
Filipino (415) 554-4310

Electronic Delivery of Election Materials Notice. As required by law, the Department of Elections distributes local Voter Information Pamphlet and Sample Ballot (VIP) to all local voters. The law also allows any voter to request to opt out of receiving a hard copy of the VIP in the mail and choose email delivery instead. The Department developed this digital supplementary notice in order to proactively inform local voters about their options for receiving the VIP. In September, the Department sent an email, shown on the next page, to all voters with email addresses on file who currently receive their VIP in the mail, providing steps for opting out of hard copy VIP mailing for the November 8 election.

Subject

Save paper - Receive your Voter Pamphlet Online

Dear San Francisco Voter,

This fall, the Department of Elections will distribute Voter Information Pamphlets for the November 8, 2022 Consolidated General Election to all city voters. You will automatically receive a hard-copy version of the pamphlet in the mail, unless you choose email delivery.

The paper version of the pamphlet will be over 250 pages due to the number of local ballot measures. To save paper and stop mail delivery, you may complete one of the following by Monday, September 19:

- Submit your request at sfelections.org/voterportal, or
- Call (415) 554-4375

If you choose to stop mail delivery, you will receive a link via email in early October to view your Voter Information Pamphlet on the Department's website.

For more information about the upcoming election, contact the Department of Elections at (415) 554-4375, reply to this email, or visit the Department's office in City Hall, Room 48.

Regards,

San Francisco Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
(415) 554-4375
sfelections.org

Translated Election Materials Notice. As in all recent elections, for the November 8 election, the Department will again provide official bilingual ballots and the Voter Information Pamphlets in English, Chinese, Spanish, and Filipino, along with facsimile ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. This notice, with the English portion shown on the following page, will thus serve to proactively inform recipients about the availability of translated election materials and to provide a convenient option for voters to submit their language preference to the Department.

This notice is sent to new registrants born in Chinese, Spanish, Filipino, Burmese, Japanese, Korean, Thai, or Vietnamese-speaking countries with no language preference in their registration records as well as to voters who did not provide their birthplace when registering to vote. It includes bilingual information about official and facsimile ballots as well as local Voter Information Pamphlet and state Voter Information Guide, and options for submitting a language preference. Any recipient of this notice may request specific materials by completing a designated section of the notice and returning it postage-paid. Department staff process these responses by adding language preferences to voters' records stored in the registration database which are then used for future election mailings.



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

[Date]

OFFICIAL NOTICE FOR VOTERS WHO PREFER TO RECEIVE TRANSLATED ELECTION MATERIALS

The San Francisco Department of Elections provides this notice to inform you of the availability of election materials in languages other than English.

- San Francisco's official ballot and the local Voter Information Pamphlet are available in **Chinese, Spanish, and Filipino**.
- Facsimile ballot (a copy of the official ballot translated into a particular language that a voter can reference when marking their official ballot) is available in **Burmese, Japanese, Korean, Thai, and Vietnamese**.
- The state Voter Information Guide is available in **Chinese, Filipino, Hindi, Japanese, Khmer, Korean, Spanish, Thai, and Vietnamese**.

Any voter may receive available materials in their preferred language by providing that language to the Department of Elections via one of the following actions:

1. Complete and return the postage-paid postcard attached to this notice
2. Submit request online at sfelections.org/language
3. Call the Department of Elections at (415) 554-4375

If you do not want to receive translated election materials, you may disregard this notice and you will continue receiving materials in English.

Pending Voter Notice. As previously noted, the Department sends weekly *Incomplete Registration Notices* to any registrants who submit affidavits lacking required information. Department staff then assign "Active" status to those who respond with the required information, and "Pending" status to those who do not. This notice, shown on the next page, serves to encourage residents who attempted to register in San Francisco within the past year, but who did not provide all of the necessary information, such as a signature or place of residence, to complete their registration, despite the Department's earlier attempts to contact them.

The Department also encourages all local voters to check their registration status prior to each election, to utilize self-help online tools such as the *Voter Portal*, and to contact the Department with any registration-related issues or questions.



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

John Arntz, Director

Notice Regarding Your Incomplete Voter Registration Application

Dear San Francisco resident,

You are receiving this letter because you submitted a Voter Registration Application to the Department of Elections (Department) in the past six months that could not be processed because it was missing required information.

The next election in San Francisco is the November 8, 2022, Consolidated General Election.

One important step that you can take to prepare for the upcoming election is to confirm that you are registered to vote and your registration information is up to date. To check your registration information, visit voterstatus.sos.ca.gov, call the Department at (415) 554-4375, or send an email to sfvote@sfgov.org.

If you are not yet registered to vote or you need to update your information, complete the enclosed Voter Registration Application and return it as soon as possible by mail (postage is pre-paid) or in person to the Department's office in City Hall, Room 48.

The deadline to register to vote for the upcoming election is October 24, 2022. Voters who miss the deadline can register conditionally and vote a provisional ballot, but will need to do so in person, either at the City Hall Voting Center from October 25 through Election Day, November 8, or at a polling place on Election Day. We encourage you to take action as early as possible to ensure that you are registered to vote.

Please visit sfelections.org for additional information about the November 8 election. If you have questions, please call (415) 554-4375 or send an email to sfvote@sfgov.org.

Sincerely,
San Francisco Department of Elections

18th Birthday Notice. On a daily basis, the Department activates the records of San Francisco pre-registrants (i.e., otherwise eligible residents who have registered to vote prior to their 18th birthday) who turn 18. Then, on a weekly basis, the Department sends this notice, shown on the following page, to inform these new voters that their registration has been activated and encourages them to vote in the next election. The notice also provides recipients with helpful reminders about their voting rights and responsibilities, and motivates them to further engage in elections processes by serving as poll workers or helping their friends or family members register to vote.



Happy 18th Birthday!
You are now a San Francisco voter!

Congratulations! You have reached an important chapter of your life – you are now eligible to vote! The Department of Elections has activated your voter record and you can participate in the next election scheduled on November 8, 2022.

Please look out for a postcard arriving in the next couple of weeks verifying your name, address, and party preference on file. You can also verify your registration information by visiting sfelections.org/voterportal.

As you get ready to vote in your first election, you may want to:

- ✓ Review some of your fundamental rights as a California voter at sos.ca.gov/elections/voter-bill-rights.
- ✓ Learn about student voting options* at sos.ca.gov/elections/voting-resources/voting-california/students.
- ✓ Update your voter registration information at registertovote.ca.gov or contact us for a paper form.
- ✓ Explore what will be on the ballot for future San Francisco elections at sfelections.sfgov.org/future-elections.
- ✓ Consider serving as a poll worker to earn money and gain experience for your resume – visit sfelections.org/pwa to apply.
- ✓ Encourage your friends and family to register or pre-register to vote!

**If you will be attending school outside San Francisco, but you want to remain registered in San Francisco, contact us about adding a mailing address to your file.*

If you have any questions, call us at (415) 554-4375, email sfvote@sfgov.org, or visit us in person in City Hall, Rm 48. We look forward to serving you in the next election!

Ballot Delivery Notice. California law permits any eligible resident, including an otherwise eligible resident without a fixed address, to register to vote using the state Voter Registration Form. In lieu of providing a fixed address, a registrant may provide a description of where they live, such as cross-streets. State law also permits, but does not require, a registrant without a fixed address to designate a mailing address, at which the voter will receive their vote-by-mail ballot and other official election materials.

To inform voters lacking both fixed and mailing addresses in their registration records about ballot delivery options, the Department developed a notice shown on the following page. This notice sent by email, explains how to vote in person and how to receive a vote-by-mail ballot packet (either by designating a mailing address, such as a shelter or general delivery, by picking up the ballot at the City Hall Voting Center, by using the online accessible vote-by-mail system, or by requesting emergency ballot delivery service).

Subject Notice Regarding Ballot Delivery

Dear San Francisco Voter,

Our records indicate you are unable to receive mail at the address you provided when last registering to vote. We are contacting you to provide your voting options in the upcoming November 8, 2022 election.

If you provide a mailing address, the Department of Elections will automatically mail your official ballot and other election materials to that address. To do so, respond to this email message, complete the online form at sfelections.org/registrationupdate, call (415) 554-4375, or email sfvote@sfgov.org.

If you do not add a mailing address to your voter record, you will not receive your ballot in the mail. However, you may still participate in the November 8, 2022 election via any of the following methods:

- Vote at the City Hall Voting Center, beginning Oct 11 (for details, go to sfelections.org/votingcenter).
- Vote at a neighborhood polling place on Nov 8 (for details, go to sfelections.org/myvotinglocation).
- Access, mark, print and return a ballot via sfelections.org/access, beginning Oct 11.

In the event of an emergency precluding use of any of the above methods, you may instead contact us to request ballot delivery. If you have any questions, please do not hesitate to contact us.

Would you like to help other San Franciscans exercise their right to vote and earn up to \$295? Apply to serve as a poll worker in the November 8, 2022 election at sfelections.org/PWA.

Regards,

San Francisco Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
(415) 554-4375
sfelections.org

D. Incarcerated Voting Program: Proving Outreach, Registration, and Voting Services to People Detained in County Jails

Any otherwise eligible person detained in county jail remains eligible to vote under California law provided they are not currently serving a sentence for a felony conviction. The Department protects the voting rights of those detained in San Francisco's currently operating jails – County Jail #2 and County Jail #3 – through its Incarcerated Voting Program (IVP), offering outreach, registration and voting services.

In all recent elections, the IVP program has been conducted in collaboration with the Sheriff's Office's Prisoner Legal Services (PLS), a law enforcement unit unique to San Francisco. Both those currently housed in jails and those recently released may request assistance from PLS. In addition to assisting justice-involved persons with access to courts, notary services, housing, and child custody issues, PLS also works with the Department to provide registration and voting services to this population.

As in any election, administration of the November 8 election IVP will necessitate management of three activities: 1) Maintenance of voter records, 2) Voter outreach and registration, and 3) Delivery of official elections materials and notices to voters. In addition, following a comprehensive review of this program, the Department will implement several enhancements to services within these activities. Specifically, for the November 8 election, the Department will: 1) deliver *Your Ballot Status* notices to all inmates, 2) provide a new outreach video and tailored voting instructions, and 3) deploy the official ballot boxes at county jails.

Following is a brief description of the three activities undertaken by the Department to facilitate IVP as well as information about service enhancements that will be in place for the November 8 election.

1. Maintenance of Voter Records

Approximately two weeks before the start of each early voting period, the Department sends PLS a list of voters who registered through the IVP in the previous election cycle and have not subsequently updated their registration. PLS then determines who on the old list is either still in custody or has been recently released and provides the Department with an updated list. Using the new PLS list, the Department updates the voter records in its Election Information Management System and prepares for printing, assembly, and delivery of ballots and Voter Information Pamphlets (VIPs) to voters on the new list – including both those currently in custody and those recently released.

Accurate maintenance of the records of voters in custody throughout each election cycle requires near-daily attention, as some voters who are part of the IVP two weeks before the start of early voting period may be released at any time before vote-by-mail ballots are set to be delivered, while others may become involved with the justice system at any time up through Election Day. Given this dynamic situation, the Department keeps in nearly constant contact with PLS staff throughout the election cycle to ensure those who are either still in San Francisco county jails or have recently been released receive their ballots and Voter Information Pamphlets.

2. Voter Outreach and Registration

Various safety rules are currently in place at local county jails to protect facility staff and visitors, as well as the incarcerated individuals themselves, some of which limit the extent and type of outreach activities the Department may conduct. To comply with these rules and provide outreach, the Department develops and provides to PLS staff various materials at the start of every election cycle. These materials include multilingual flyers with key election information, posters on the value of civic engagement and voter rights for justice-involved people, and pocket-size cards that explain the conditions under which justice-involved people can register to vote and vote (e.g., those on parole), as well as those under which justice-involved people may neither register nor vote (e.g., those currently serving a state or federal prison term for the conviction of a felony). PLS staff, in turn, place these election outreach materials in jail housing areas where they can be easily accessed by incarcerated individuals.

The Department also provides PLS staff with paper voter registration forms and training on how to help register individuals and conduct voter registration drives. This in-depth training covers voter registration eligibility requirements, key election dates and deadlines, and relevant laws about assisting others in completing voter registration forms. In addition to covering how to help someone register using a paper form, the Department also trains PLS staff to help incarcerated persons register using the Secretary of State's online registration form at registertovote.ca.gov.

3. Delivery of Official Election Materials and Notices

The Department provides vote-by-mail ballot packets and Voter Information Pamphlets to all registered local voters detained in San Francisco county jails, as it does for all other registered local voters. However, the method of delivery of these materials to incarcerated voters is different; instead of mailing vote-by-mail ballot packets and pamphlets to the jailhouse – which could lead to delays in distribution of materials to detainees – the Department arranges for PLS personnel to pick up these materials from the Department’s office at City Hall and hand-deliver them directly to IVP voters in jail. PLS staff make several such pickup and delivery trips in each voting period, also collecting marked ballots and delivering replacement vote-by-mail ballots as necessary.

For many years, the Department has been sending official notices by mail, email, and phone to local voters with challenged ballots (i.e., voters who need to take corrective action in order for their ballots to be counted). However, due to lengthy mail processing at corrections facilities, these channels are sometimes too slow to reach IVP voters in time to meet the applicable cure deadlines. To overcome this challenge, the Department uses custom queries to extract database lists of IVP voters with challenged ballots and then asks PLS staff to hand-deliver challenge notices to them. Similar queries allow the Department to generate lists of IVP voters with incomplete registrations so applicable notices can be delivered to them as well.

Your Ballot Status Notices. Given that voters in jail may not be able to easily call the Department or access its online tools to inquire about their ballot status, the Department has been coordinating with PLS staff for many years to notify any IVP voter who either returned a ballot that was subsequently challenged (so they have the opportunity to resolve the issue and have their ballot counted), or did not return a delivered ballot. As part of its concerted effort to provide equitable voting services, beginning with the November 8 election, the Department will also coordinate with PLS staff to provide notice to IVP voters whose ballots were received and counted. This notice, shown below, will be provided to any IVP voter who either successfully cast a vote-by-mail ballot, or successfully cured a ballot challenge.



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

John Arntz, Director

Your Ballot Status Notice

Dear Voter,

The Department of Elections has received and counted your ballot for the November 8, 2022 election.

Please contact the Department of Elections or Prisoner Legal Services if you have any further questions about voting or need to update your registration information (for example, to update your address when you are released):


San Francisco Department of Elections San Francisco City Hall, Room 48 (415) 554-4375 sfelections.org sfvote@sfgov.org	Prisoner Legal Services 850 Bryant Street, Room 442 (415) 558-2472
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We thank you for taking part in this election and hope you will continue exercising your right to vote in future elections.

Department of Elections Staff

New outreach video and tailored voting Instructions. To ensure outreach materials are accessible to all potential registrants in jails, regardless of their level of literacy, the Department will produce a short multilingual video with essential information on how incarcerated people can exercise their right to vote. This video will explain, as do the parallel print outreach materials, that otherwise eligible people in custody maintain the right to vote, unless they are currently serving a state or federal prison term for the conviction of a felony. This video will be provided to PLS staff for presentation to individuals in jail.

With the same goal of making outreach materials accessible and tailored to this population's circumstances in mind, the Department will develop an insert with voting and ballot return instructions to be enclosed with the vote-by-mail ballot packets delivered to people in jail. This tailored insert, shown below, provides pertinent information on how to return a ballot or request a new one while in jail, along with frequently asked questions.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

How to Vote By Mail from a San Francisco Jail Facility

November 8, 2022 Consolidated General Election

STEP ONE: Check and mark your ballot.


- ✓ Confirm this ballot packet is addressed to you.
- ✓ Carefully read the instructions on each ballot card.
- ✓ Use a pencil or pen with dark ink to mark your selections.
Do not write personal information, like your name, on the ballot.

STEP TWO: Prepare your ballot envelope.

- ✓ Remove all receipts (on the top of each ballot card).
- ✓ Seal all ballot cards inside your return envelope.
- ✓ Complete and sign the back of your return envelope.
To avoid processing delays, sign as you did when registering to vote.

STEP THREE: Return your ballot envelope.

- ✓ Place your ballot envelope in the official ballot box in your housing unit, OR
- ✓ Ask a deputy for help placing your envelope in the official ballot box.
For your ballot to be counted, you must return it to the ballot box no later than 8 p.m. on Election Day, November 8.



Show other San Franciscans you've voted to help encourage them to vote too!

Frequently Asked Questions

- ▶ **What contests will appear on my ballot?**
In the upcoming election, voters will elect federal, state, and local officials, including Members of the Board of Supervisors for the City's even-numbered (2, 4, 6, 8, and 10) Supervisorial Districts, and vote on state and local measures.
Please note that your address may now fall within new voting districts due to recent redistricting. You can view your current voting districts on the back of your Voter Information Pamphlet or call us at (415) 554-4375 for more information.
- ▶ **How can I learn about contests on the ballot?**
You will receive two separate booklets with information about contests and candidates appearing on the ballot. These include a San Francisco Voter Information Pamphlet, with information about local contests and measures, and a California Voter Information Guide, with information about state contests.
- ▶ **How will I know if my ballot was counted?**
The Department of Elections will deliver you a *Your Ballot Status Notice*.
- ▶ **How do I get a replacement ballot?**
Call Prisoner Legal Services at (415) 558-2472 or the Department of Elections at (415) 554-4375. You may also submit your request using a San Francisco County Jail Legal Request Form.
- ▶ **What if I am released before returning my ballot?***
If you are released before Election Day and have not yet returned your ballot, you may choose to return it by mail or by hand-delivery no later than Election Day, November 8, using any official drop box, voting center, or polling place in California. You can also vote in person at the City Hall Voting Center or any polling place.

*Whenever you are released, please be sure to update your voter registration with the Department of Elections by re-registering at register.to.vote.ca.gov or by contacting the Department of Elections to request a paper form.

Questions? Contact the Department of Elections or Prisoner Legal Services:

<p style="text-align: center; font-weight: bold; margin: 0;">Department of Elections</p> <p style="font-size: 0.8em; margin: 0;">☎ (415) 554-4375 📍 City Hall, Room 48 🌐 sfelections.org 📧 sfvote@sfgov.org</p>	<p style="text-align: center; font-weight: bold; margin: 0;">Prisoner Legal Services</p> <p style="font-size: 0.8em; margin: 0;">☎ (415) 558-2472 📍 850 Bryant Street, Room 442 📧 sfs-pls@sfgov.org</p>
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Official Ballot Box deployment. To make the experience of casting a vote-by-mail ballot from jail as close as possible to the experience of other voters, the Department will deploy 30 official red ballot boxes used by other San Francisco voters to the City's jails. Each such box will bear an American flag and the official seal of the City and County of San Francisco, will be marked "OFFICIAL BALLOT BOX", and will show multilingual instructions. These ballot boxes will be sealed with tamper evident seals, placed in jail housing areas, and supervised by a deputy sheriff at all times during the voting period. To ensure expeditious processing of ballots returned by individuals in custody, the Department will work with PLS staff to establish procedures and processes to support several secure ballot transfers at predetermined dates throughout the voting period up until 8 p.m. on Election Night.

In the November 8 election, the Department anticipates providing registration and voting services to approximately 500 people housed in San Francisco jails. Although the Department has been partnering with PLS to conduct the IVP for many years, the Department continues to look for ways to improve access to election services for justice system-involved individuals, to expand education for those who may be unaware or unsure about their right to vote, and ultimately, to increase voter participation.

In addition, the Department will continue to collaborate with a number of local agencies and organizations who serve justice-involved individuals, including the Delancey Street Foundation, Five Keys Schools and Programs, and the Reentry Council. Finally, this fall, the Department's outreach team will once again attend the 10th Annual Reentry Conference and Resource Fair to facilitate registration, provide information about participating in the upcoming election, and encourage justice-involved and crime-affected individuals and families to engage in community service through volunteering as a poll worker.

E. Non-Citizen Registration and Voting in School Board Election: Serving Eligible Residents

In 2016, San Francisco voters passed Proposition N, temporarily allowing any non-citizen resident of San Francisco who was of legal voting age, not in prison for a felony conviction, and who was the parent, guardian, or legally recognized caregiver of a child under the age of 19 who also lived in San Francisco, to register and vote in local Board of Education contests. Then, last year, the Board of Supervisors passed ordinance No. 206-21, amending local law to authorize non-citizen voting in all future Board of Education elections. However, following a lawsuit filed in the Superior Court of the City and County of San Francisco earlier this year, a judge declared the local law permitting non-citizen voting in Board of Education elections contrary to the State Constitution that requires voters to be U.S. citizens. Per the court's July 29 order, the Department of Elections immediately ceased administration of non-citizen registration and voting.

As part of complying with the July 29 Superior Court decision, the Department 1) suspended non-citizen voting outreach efforts and asked its outreach partners to do the same, 2) removed non-citizen registration applications and materials from its website and office, 3) replaced non-citizen voting webpages with a notice about the court's decision. Further, in light of the fact that 35 non-citizen residents had already registered to

vote in the upcoming November 8 School Board election, the Department sent a notice to these registrants explaining the court's decision and informing recipients that if the City successfully appealed the court's decision, the Department would contact them immediately.

When the California Court of Appeal did in fact issue a stay of the Superior Court's ruling on August 31, the Department sent a follow-up notice to non-citizen registrants, explaining that the court had effectively ruled that eligible non-citizens *could* participate in the November 8, 2022 School Board Election and that the Department of Elections would reactivate their registrations and send elections materials (vote-by-mail ballot packets and Voter Information Booklets) in early October. Following the August 31 Court of Appeals decision, the Department also resumed its outreach to eligible non-citizens and advised community partners to do the same, returned non-citizen applications and materials to its website and office, and began production of the official non-citizen ballot and non-citizen Voter Information Booklet.

For the upcoming election, in accordance with the current state of local law, the Department will incorporate non-citizen ("EDU") registration and voting into its election administration procedures; provide outreach on eligibility requirements and general voting processes; offer the same voting options to EDU voters as it offers to all other voters, i.e., voting by mail or in-person at the City Hall Voting Center anytime in the early voting period or at the polls on Election Day; and incorporate the votes cast by *all* voters in the School Board contests into final election results. Following are brief descriptions of the main components of the EDU registration and voting program.

EDU Voter Registration. Local law requires any non-citizen wishing to participate in a School Board election to submit a voter registration application specific to that School Board election. The state registration deadline — 15 days before an election — also applies to non-citizen registrants. After the registration deadline, conditional voter registration at the City Hall Voting Center and at all polling places will be available to both non-citizen and citizen voters.

Non-citizen voters cannot register by completing the California Secretary of State's online application, by making a qualified transaction (e.g., obtaining a driver license or registering a vehicle) at the DMV, or by completing the Secretary of State's paper application because each of those application methods require an attestation of U.S. citizenship. Therefore, as it has done for all San Francisco School Board elections conducted after the passage of Proposition N in 2016, the Department has produced a parallel set of registration materials for non-citizens wishing to participate in the November 8, 2022 School Board election.

These materials consist of a pre-addressed, multilingual, postage-paid *Non-Citizen Voter Registration Form* and a *Voter Notification Card* (mailed to non-citizen voters to confirm their registration has been processed). Per local law, the Department's *Non-Citizen Voter Registration Form*, available in print and downloadable format, shown on the following page, serves as the only means by which non-citizens can register to vote in School Board elections and includes a statement reminding applicants that registering for the School Board election does not entitle them to vote in any other local, federal, or state contests.



John Arntz, Director

Non-Citizen Voter Registration Form
November 8, 2022, San Francisco School Board Election

IMPORTANT NOTICE FOR NON-UNITED STATES CITIZENS

Any information you provide to the Department of Elections, including your name and address, may be obtained by Immigration and Customs Enforcement (ICE) and other agencies, organizations, and individuals. In addition, if you apply for naturalization, you will be asked whether you have ever registered or voted in a federal, state, or local election in the United States. You may wish to consult with an immigration attorney, an organization that protects immigrant rights, or other knowledgeable source before providing any personal information to the Department of Elections and before registering to vote in San Francisco Board of Education Elections. You can find a list of nonprofit organizations that specialize in protecting the rights of immigrants on sfelections.org.



INSTRUCTIONS

1. In **Section A**, review eligibility requirements and complete fields.
2. In **Section B**, affirm under penalty of perjury that you are eligible to vote in the School Board election and that all information is true and correct. Sign and date.
3. **Return this form to the Department of Elections.** To return by mail, fold the form to connect the red triangles on the left, and then connect the blue dots. Use tape to seal. To return in person, visit the Department's office in City Hall, Room 48.
 Once the form is processed, the Department will mail you a Notification Letter to confirm your registration. If you do not receive the letter within a week, call (415) 554-4375.

All registered voters in San Francisco will be mailed ballots for the November 8 election. In-person voting services will also be available at the voting center and polling places. For information, visit sfelections.org/NCV.

A

Eligibility Requirements: I am not a United States citizen; I live in San Francisco; I do not plan to move before November 8, 2022; I will be at least 18 years old on November 8, 2022; I am the parent, legal guardian, or legally recognized caregiver of a child who currently lives in San Francisco and will be under the age of 19 on Election Day, November 8, 2022; I am not in state or federal prison for a felony; I have not been found mentally incompetent to vote by a court.

First Name	Middle Name	
<input type="text"/>	<input type="text"/>	
Last Name (may include suffix, such as Jr., Sr., III)	Birth Date: Month / Day / Year	
<input type="text"/>	<input type="text"/>	
Home Address (where you live; cannot be a P.O. box)	Apt or unit #	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text" value="S"/> <input type="text" value="A"/> <input type="text" value="N"/> <input type="text" value="F"/> <input type="text" value="R"/> <input type="text" value="A"/> <input type="text" value="N"/> <input type="text" value="C"/> <input type="text" value="I"/> <input type="text" value="S"/> <input type="text" value="C"/> <input type="text" value="O"/>	<input type="text" value="C"/> <input type="text" value="A"/> <input type="text" value="L"/> <input type="text" value="I"/> <input type="text" value="F"/> <input type="text" value="O"/> <input type="text" value="R"/> <input type="text" value="N"/> <input type="text" value="I"/> <input type="text" value="A"/>	<input type="text"/>
Mailing Address, if different from Home Address above (can be a P.O. box)		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email (optional)		
<input type="text"/>		
Phone Number (optional)	Country of Birth (optional)	
<input type="text"/>	<input type="text"/>	

B



I affirm, under penalty of perjury, that I have read, understand and meet all the eligibility requirements to register to vote in the School Board election on November 8, 2022. I further affirm that the information on this form is true and correct. I understand that I can vote **ONLY** in the School Board election on November 8, 2022.

Signature _____ Date _____

Fold Here

EDU Voting Materials. For the upcoming election, the Department will produce an official voter guide and ballot for EDU voters. The *Voter Information Booklet* (VIB) will include a sample ballot along with general information about the election and candidates for Board of Education and will be mailed to all EDU registrants and posted on [sfelections.org](https://www.sfelections.org) in early October. The official EDU ballot (available in paper and accessible formats) will include only the Board of Education contest, with instructions and content appearing in English, Chinese, Spanish, and Filipino on the same card. As in other School Board elections, the Department will incorporate EDU ballots into its *Logic and Accuracy* testing of voting equipment to ensure all ballot-scanning machines can read and tabulate both regular and EDU ballots.

EDU Voting Options. For the November 8 election, the Department will provide the same three voting options to non-citizen voters that are available to citizen voters: voting by mail, voting at the City Hall Voting Center, or voting at a neighborhood polling place. This means any non-citizen voter may participate by mailing in their vote-by-mail ballot, marking and printing an EDU ballot through the Non-Citizen Accessible Vote-by-Mail System, or submitting a paper or accessible ballot at the City Hall Voting Center or a polling place.

The Department has also developed a supplementary EDU curriculum to train poll workers on this subject. This curriculum educates poll workers on non-citizen voting eligibility and rights, and covers procedures for processing both non-provisional and provisional non-citizen voters in detail. Poll workers are trained to follow “Job Card” instructions for serving non-citizen voters and not to discuss any voter’s citizenship or immigration status.

EDU Voter Records. For the upcoming election, the Department has again organized its separate Election Information Management System (EIMS) to maintain records for EDU voters. This separate EIMS integrates voter information into EDU election-related processes, allowing staff to generate EDU ballot types, assign polling places to EDU voters, issue EDU *Voter Information Booklets* and vote-by-mail ballots, produce EDU rosters and street indices for EDU voters, process EDU vote-by-mail and provisional ballots, and record EDU voting history.

EDU Voter Outreach. To ensure all eligible non-citizen San Franciscans understand their voting options in the upcoming School Board election, the Department will utilize a variety of strategies, including online and in-person distribution of outreach materials, the use of radio and newspaper ads, and interviews with local media, such as Telemundo 48, Univision, and KIQI 1010 AM.

The Department will collaborate with many local organizations and agencies to educate City residents about non-citizen voting – some of these partnerships have been in place for earlier School Board Elections, while others are new. In its EDU outreach efforts, the Department will collaborate with the *San Francisco Unified School District*, the *Office of Civic Engagement and Immigrant Affairs*, the *Latino Task Force*, the *League of Women Voters of San Francisco*, and the *Immigrant Parent Voting Coalition (IPVC)*, which in turn will work with all of the following organizations: the *African Advocacy Network*, the *Arab Resource and Organizing Center*, the *Central American Resource Center*, *Chinese for Affirmative Action*, *Coleman Advocates for*

Children and Youth, the La Raza Community Resource Center, the Mission Economic Development Agency, and Mission Graduates.

The Department has dedicated a page on its website to information related to non-citizen registration and voting in School Board Elections. This page features six drop-down panels, each of which allows users to read about a particular EDU subtopic in more detail. The first drop-down panel presents a legally-required “Important Notice” in 48 languages; the second lists eligibility requirements, explains how to register to vote, and hosts links to the EDU voter registration form; the third gives information about contests on the upcoming EDU ballot; the fourth discusses voting options; the fifth lists helpful links to various resources; and the last panel contains answers to *Frequently Asked Questions*.

Election Results. The Department will use the same voting equipment to tabulate ballots cast by both citizen and non-citizen voters. Both preliminary and final election results reports will include vote counts from both types of ballots

F. Poll Worker Training: Respecting Diversity and Providing Unbiased Service

Despite the fact that most San Francisco voters now vote by mail, some local voters nevertheless continue to prefer to cast ballots and take advantage of the convenient, multilingual, and accessible voting services at neighborhood polling places. And while the operation of polling places is not possible without poll workers, the provision of fair and legally-compliant voting services is not possible without thorough poll worker training.

The Department’s poll worker training program always begins with a consideration of the role of a poll worker, which is to help fulfill the Department’s mission by 1) providing equitable service to voters of all backgrounds and ethnicities, 2) protecting the right of every voter to freely cast a secret ballot without any interference, 3) safeguarding election fairness and integrity by securing all voter data, voting equipment, and voted ballots, and 4) ensuring that every election is functional by closely following all procedural instructions.

In recognition of the fact that City poll workers form the backbone of the in-person voting process, often making the difference between a positive voting experience and a difficult one, the Department makes a concerted effort to train all poll workers to make each voter’s experience as positive as possible.

To achieve this goal, the poll worker curriculum covers, among other topics, the most effective ways to exhibit cultural, language, disability, and gender sensitivity. The Department’s poll worker training also discusses the limits of poll worker authority (e.g., San Francisco poll workers are taught to provide provisional ballots to all voters whose eligibility is in question rather than challenging them for any reason.) Finally, training materials emphasize the fact that, because San Francisco is diverse and there is no “regular” local voter, poll workers can expect to assist voters who are not fluent in English, voters who present and express their gender in a manner that is different than what may be assumed based on their name in the roster, voters with mental or physical challenges who need assistance with voting, voters who do not have fixed residential addresses,

and voters from communities that may have experienced historical discrimination or bias in the administration of elections.

To prepare poll workers to serve in the upcoming election, the Department has revised the poll worker training curriculum, further expanding the section devoted to demonstrating a respect for diversity and providing unbiased service and introducing a new section explaining de-escalation techniques.

The selection of these two topics as focus subjects is in line with two of the Department's ongoing priorities: provision of equitable election services and the safeguarding of poll worker, voter, employee, and public safety. These sections will be included in the training curricula of inspectors and clerks, both new and returning, as well as training curricula of the roving field support personnel who serve as liaisons between poll worker teams and Department personnel on Election Day. (As in all recent elections, these roving field support personnel will be tasked with visiting polling places in their assigned territories throughout Election Day, first confirming the sites are set up and open, then monitoring statutory compliance and ensuring poll workers are properly and politely carrying out the tasks for which they were trained.) A brief overview of both of these sections follows.

Respect for Diversity and Unbiased Service. The section of the November 8 election poll worker training curriculum covering respect for diversity and unbiased service encompasses four chapters of the Department's poll worker training presentation. In the first of these chapters, 2020 U.S. census data is presented as a way of establishing a foundational understanding of San Francisco's demographics. In addition to providing raw statistics, this chapter touches on a couple of points regarding the ethnic and cultural diversity of the City, e.g., that it has a minority-majority population, with only about 38% of the population being non-Hispanic white.

The second chapter on this topic features images of San Francisco voters, and, while drawing attention to the diversity of San Francisco's electorate, reminds poll workers to serve every voter with equal respect, regardless of their race, color, ancestry, national origin, place of birth, sex, age, religion, creed, disability, sexual orientation, gender identity, or background. This chapter also reminds poll workers that poll worker teams are themselves diverse and that all of the standards for respectful behavior therefore also apply when communicating and collaborating with fellow poll workers.

The third chapter on this topic introduces several mock voting scenarios and explains how to best assist the voter in each scenario while reinforcing key points. Each such scenario was chosen to draw attention to the importance of respecting differences of all kinds. In each segment of this chapter, poll worker trainees first see how a poll worker team assisted a particular voter, and then review both the proper steps taken by that team as well as those that should have been handled differently.

The final chapter on this training topic emphasizes that it is not only improper, but potentially criminal, to intimidate voters, infringe on the rights of voters, or to interfere in any voting process. Poll worker trainees are reminded that anyone identified on Election Day as being noticeably rude or disrespectful to voters or to

poll workers should be immediately reported to the Election Center. They learn that the Election Center, in turn, will provide guidance on how to resolve the issue, including removing the poll worker from the site and/or future service.

De-escalation Techniques. In the first chapter about this new topic, poll workers see several examples of situations in which de-escalation techniques may prove useful. These examples include a situation in which a voter becomes agitated because they are asked to follow rules and a situation in which behavior of a member of the public creates a potential disruption at a polling place.

In the second chapter, poll workers learn how to de-escalate potentially confrontational situations. They are encouraged to stay calm as a way of decreasing the emotional, behavioral, and mental intensity of a situation; to speak in a soft, empathetic tone of voice; to avoid mirroring aggressive or defensive gestures; and to validate the person's concerns while trying to resolve the issue (e.g., "I understand this situation is very frustrating, but even if you are not registered, you can still vote").

The final chapter on this topic draws attention to what poll workers need to do if they are unable to resolve a situation on their own or do not feel comfortable handling it. These steps include calling the Department's Election Center and roving field support personnel for assistance. This chapter further emphasizes that in the event of any kind of emergency requiring professional intervention or posing an immediate danger, poll workers must call 911.

Off-Site Poll Worker Training. Although in every election conducted after the spring of 2020 (when the COVID-19 pandemic began), most poll workers have chosen to complete their training online, the Department has continued to offer in-person training classes at City Hall for those who prefer to complete instructor-led training. Beginning with the November 8 election, the Department plans to offer off-site in-person poll worker training. This additional poll worker training option has been developed with racial equity in mind and was designed to make future poll worker training as convenient as possible for poll workers living in neighborhoods across the City who wish to complete their training in person. In order to identify the most convenient locations for off-site poll worker classes, the Department aggregated residential address data for poll workers who have attended in-person training in the recent years. Analysis of this data suggested the following neighborhoods would be most convenient: Bayview, Hunters Point, Excelsior, Portola, Visitacion Valley, Sunset, and the Tenderloin. Since the Department can continue serving poll workers residing in the Tenderloin with in-person training at City Hall, the Department plans to organize off-site training at sites serving the other six areas: Lincoln High School (Sunset), Thurgood Marshall High School (Bayview/Hunters Point), Balboa High School (Excelsior), and Burton High School (Portola/Visitacion Valley).

Improved Incentives. To better recognize the ever-growing complexity of election procedures and the vital services performed by poll workers – while alleviating some of the persistent difficulties the Department has experienced in their recruitment – the Department secured, through the City's budget process, a \$55-\$65 increase in poll worker stipends beginning with the November 8 election. These new stipend amounts, which will range from \$235 to \$295, depending on poll worker assignments, could lead to at least short-term

economic outlook of those who serve our communities each Election Day. In addition, as part of its ongoing effort to help poll workers leverage their election experience into future careers, the Department continues to expand the career-related resources it provides to poll workers, which now include resume templates and official letters of service verification.

G. VoteCal and the Election Information Management System: Maintaining the Integrity of Voter Data

On a regular basis, Department staff use VoteCal, Election Information Management System, as well as several applications developed internally to perform voter record maintenance tasks. Such tasks include the processing of voter registrations, the recording of voter histories (e.g., participation in particular elections), and the documentation of all correspondence to and from voters, including Department notifications, voter requests, and voter preference updates (such as those for translated materials, accessible voting resources, or replacement vote-by-mail ballots).

VoteCal, a statewide voter database system, is used by elections officials across California to complete and synchronize certain voter data tasks in tandem with counties' voter database system. In 2016, the California Secretary of State (SOS) declared VoteCal the state's official system of record for all 58 counties. By making the exchange of voter information faster and easier between all counties, the introduction of VoteCal paved the way for secure implementation of several new services that now make registration and voting more convenient and accessible for many Californians. These include conditional voter registration and provisional voting up through Election Day, automatic voter registration at the Department of Motor Vehicles, and the mailing of vote-by-mail ballots to all voters.

Any county voter database system to be used in tandem with the statewide VoteCal must be certified for use by the SOS. Currently, only two such systems are certified: the Election Information Management System (EIMS) and the Data Information Management System (DIMS). San Francisco, as with the majority of other California counties, currently uses the EIMS database system. EIMS maintains complete voter data synchronicity or a real-time, two-way channel with VoteCal, which means any update made to a local voters' record in EIMS is automatically, and almost instantaneously, reflected in VoteCal, and vice versa.

EIMS was developed by DFM Associates, who regularly incorporates new processes, efficiencies, securities, functions, and features based on feedback from counties using EIMS and the SOS' VoteCal Team as well as in response to new laws and regulations. EIMS upgrades not only help improve the functionality of the system in general, but also help counties ensure they can efficiently comply with election laws and regulations. For example, in response to emergency regulations enacted in 2020 in response to the COVID-19 pandemic, DFM, in collaboration with VoteCal Team and county elections officials, introduced time-sensitive upgrades to support the mailing and processing of the many vote-by-mail ballots to be sent to all California voters. More specifically, this new functionality allowed counties to generate mailing extracts using

the records of all actively registered voters, and allowed more users to process vote-by-mail ballots simultaneously.

The Department has provided comprehensive training and managerial oversight to all staff members who interact with VoteCal and EIMS systems for many years. In addition, to help personnel of the Department’s Voter Data Analysis unit (most of whom regularly process voter records) organize resources and complete database tasks as efficient and accurately as possible, the Department recently developed and launched a new project management tool called the Voter Data Analysis Resource Portal (VDARP).

The VDARP dashboard, shown below, is meant to function as a companion to VoteCal and EIMS, providing easy access to relevant training, reference documents, and internal and external tools. For example, the “Address Review Tools” section lists four links to resources frequently accessed by staff who process voter address updates: 1) a Precinct Map of San Francisco; 2) an internal lookup tool which identifies the precinct for two intersecting cross-streets and thus aids in the processing of records of voters without fixed addresses; 3) the USPS zip-code lookup tool which aids in the processing of records of voters who have mailing addresses outside of San Francisco; and 4) the San Francisco Planning Department’s Property Information Map, which allows for quick validation of addresses within San Francisco.

While the “Address Review Tools” section provides resources that are used by personnel on a year-round basis, other sections focus on processes specific to an election. For example, the “Vote-by-Mail Ballot Processing” section is used to organize resources pertaining to processing returned vote-by-mail ballots. The first sub-section, “Signature Comparison”, provides essential training resources that all Voter Data processors receive prior to processing ballots, including a link to the Department’s comprehensive Signature Comparison Guidelines, a training document informed by SOS regulations for reviewing signatures;

Signature Comparison Examples, a presentation that features examples of both acceptable and non-acceptable signatures; and a Signature Comparison Hands-On Practice, a self-paced quiz that allows for assessment of processors' retention of guidelines. The second sub-section, "Vote-by-Mail Ballot Processing" contains instructions for reviewing vote-by-mail ballot images in EIMS during the First, Second, and Third passes of the process. The final sub-section features resources for processing ballots returned via fax by voters enrolled in the Military and Overseas (MILOS) program. A section on "Ballot-Related Outreach" provides a centralized link to all of the templates and scripts used to notify voters with challenged ballots via mail, email, and phone, along with procedures for generating ballot "cure" notices in EIMS. In this section, processors can also access steps for receiving and processing "cure" notices and transferring cured ballots to the next stage of the ballot counting process, along with the Ballot Custody Transfer Application, used to track ballots transferred between divisions within the Department. Also found in this section are procedures for forwarding any ballots returned by voters registered outside of San Francisco to their respective counties' registrars for processing.

The well-organized maintenance of voter records is a vital part of achieving the Department's mission of providing equitable access to voting and election-related services and conducting free, fair, and functional elections, and the highly-specialized software and procedures used by the Department to conduct this type of work are also fundamental to accomplishing its mission. To ensure all staff who interact with VoteCal and EIMS systems continue to have quick and easy access to the resources they need, the Department plans to continue providing comprehensive training and regularly updating and enhancing the VDARP.

While maintaining voter registration records is a core database function, the Department also uses EIMS to manage a myriad of other vital election processes, including the legally-compliant processing of local petitions, local candidate filings, and vote-by-mail ballots, the organization of poll worker and polling place assignments, street index and precinct administration, and other election preparation. By maintaining the use and support of functional and flexible technologies, the Department can continue to efficiently carry out the essential duties of ensuring the integrity of elections processes and complying with applicable elections law.

H. Election Surveys: Listening to San Francisco Voters

The Department is committed to providing San Franciscans with the best possible services and programs. To deliver on this commitment, Department staff continuously work on developing new ways to evaluate those services and programs. With this in mind, the Department will administer a series of short, anonymous surveys in the November 8 election cycle, each of which was designed to identify both what can be improved and what is already being done well. Following the November 8 election, Department staff will analyze the data collected, aggregate it according to voting population, and use it to evaluate quality of service, procedures, and training.

Each of these surveys will also include several demographic questions: 1) *In what San Francisco neighborhood do you live?* 2) *What is your racial or ethnic background?* 3) *Which language(s) do you speak*

at home? 4) *Do you have a disability?* and 5) *With which gender do you most identify?* – so that survey data can be aggregated. To better understand how to continue improving the equity and accessibility of its current processes and services and ensure that the experience of interacting with Department staff is positive for all San Franciscans, the Department will attempt to identify any notable correlations between demographics and experiences. Then, having identified any such correlations, the Department will consider its corresponding next steps. Brief descriptions of each of the ten surveys that will be conducted in the November 8 election cycle follow:

The *Filing Survey* will be offered to all candidates who complete filings of their nomination paperwork as well as to submitters of ballot measure arguments. Questions included in this survey solicit input regarding the efficiency of such filing processes, the courteousness and knowledge of staff, and the overall level of customer service. Those invited to complete this survey may complete the paper or the online version posted on the Department's website at sfelections.org/filingsurvey.

The *Voter Outreach Impact Survey* will be offered to all voters in San Francisco. Questions included in this survey will solicit information regarding how local voters receive election information, particularly about how to register and vote. All registered voters will be invited to complete this survey via the November 8 *Voter Information Pamphlet (VIP)*. A dedicated page in the VIP will explain the purpose of this survey, how to access the survey at sfelections.org/outreachimpactsurvey, as well as how to request a paper version.

The *In-Person Voter Survey* will be offered to all voters who visit the City Hall Voting Center or neighborhood polling places. It has been designed to gauge the importance of continuing to provide in-person voting services in San Francisco. Through this survey, the Department hopes to learn more about what kinds of voters still prefer to visit in-person voting locations and why (e.g., people who prefer to use in-person bilingual service or accessible voting machines), as well as what alternatives or substitutes (e.g., a voting center model) might serve the same or similar functions in the future.

The *Outreach Post-Presentation Attendee Survey* will be offered to all attendees of outreach events and presentations. It has been designed both to gauge presentation efficacy and post-presentation knowledge and to gather feedback on potential outreach strategies. Attendees may complete the paper or the online version of this survey at sfelections.org/presentationsurvey.

The *Voter Phone Bank Survey* will be offered to all members of the public who call the Department's public telephone line (operators speak Cantonese, English, Filipino, Mandarin and Spanish) at the conclusion of each interaction. It will solicit feedback on the operator's ability to answer the caller's question as well as on the quality of service.

The *Poll Worker Training Survey* will be offered to all poll workers following the completion of their training. This survey will ask about the effectiveness of both the online and in-person training components, as well as specific training materials, including the hands-on voting equipment practice sessions and the *Poll Worker Manual*. The results of this survey will be used to assess how well the training prepared poll workers to serve

on Election Day and to interact with different types of voters, and whether or not they were given adequate instructions to run polling places securely and efficiently.

The *Poll Worker Experience Survey* will be administered to all poll workers shortly after Election Day and will measure poll worker satisfaction regarding the level of support and communication with the Department on Election Day, how well the training they had received prepared them to succeed in their poll worker role, as well as their overall experience serving in the election. The results of this survey will help the Department modify its poll worker training, support, and assignment programs.

The *Polling Place Host Experience Survey* will be provided to hosts of polling places after Election Day and will assess their experience with delivery and retrieval of voting equipment and election supplies as well as their overall experience serving as a polling place. It will also be used, on an informal basis, as a gauge of which sites are likely to serve again in future elections.

The *Employee Exit Survey* will be administered to temporary employees following the conclusion of their election-specific assignments. This survey, which employees may fill out in paper or digital format, will contain several questions intended to gather information on employees' experience with hiring and onboarding process, working in the Department as well as their suggestions and feedback on future policies and practices.

The *Customer Service Survey* is accessible from every page of [sfelections.org](https://www.sfelections.org), with a link to the survey also being included in the email signature of all Department staff who interact with members of the public. This survey assesses the Department's services in a variety of categories while also providing a free form field for users to share additional details and allowing users the opportunity to request a follow-up by Department staff. Responses gathered via this survey continue to be useful in assessing the overall quality of the Department's services and programs.

Through all of these surveys, the Department intends to get input from San Franciscans to improve its services, resources, and planning for future elections. To maximize the reach of these surveys, the Department plans to disperse both paper and digital copies directly to their intended audiences throughout the course of the November 8 election cycle, as well as post digital versions on a year-round basis on a new page of the Department's website, [sfelections.org/surveys](https://www.sfelections.org/surveys). By maintaining a centralized survey hub on its website, the Department aims to provide ample opportunities for the public to reflect and share their feedback on the Department's services both during the election cycle and on an ongoing basis.

IV. Public Observations

The Department provides access to election observation to the fullest extent possible with consideration of legal and logistical requirements necessary to preserve voting system security and voter privacy.

For the November 8 election, to encourage involvement in public observation of election activities, the Department will send invitation letters to representatives from political party central committees, the Civil Grand Jury, League of Women Voters, the media, and other interested groups or individuals to join the Official Observer Panel.

As in previous elections, the Department will publish a schedule of observable activities, including those occurring in the weeks and months leading up to Election Day, those on Election Day, and those that occur after Election Day (see Appendix A). Election activities that can be observed by the public include, but are not limited to, the Logic and Accuracy testing of voting equipment, the processing of vote-by-mail and provisional ballots returned by voters, in-person voting activities at the City Hall Voting Center and neighborhood polling places, Election Night ballot tabulation and reporting, and the post-election Canvass.

To familiarize observers with election processes and observation guidelines, the Department provides an Observer Guide that includes observer rights and responsibilities, as determined by the California Secretary of State and California Elections Code. This Guide also provides a calendar of observable activities along with schedule and locations of such activities.

In addition to facilitating public observation in person at the Department's office in City Hall and the warehouse on Pier 31, the Department live streams election processes online at sfelections.org/observe.

V. Online, Telephone, and In-Person Services

The Department is committed to providing clear and up-to-date information to San Francisco residents who prefer to obtain information in-person and those who prefer to interact with the Department online or via telephone.

The Department provides an array of online tools and informational pages on its website, sfelections.org. When visiting the website, voters can access their registration information, view their Voter Information Pamphlet and sample ballot, track the journey of their vote-by-mail ballot from printing to counting, find locations of official ballot drop boxes or their polling places, or request translated election materials.

The Department's website features nearly 60 pages translated into Chinese, Spanish, and Filipino. To ensure easy access for people who prefer to receive election information in languages other than English, the site displays language options prominently and consistently, allowing for easy toggling between languages. The website ensures usability across different devices, browsers, and operating systems, and is designed to meet web accessibility standards.

To assist members of the public with additional questions, the Department administers a public email response mechanism: SFVote@sfgov.org. Voters living overseas who have questions can send their inquiries via SFVoteAbroad@sfgov.org.

The Department uses [Facebook](#) and [Twitter](#) to provide updates and inform the public about key election topics and deadlines and publishes press releases on [sfelections.org/newsroom](https://www.sfelections.org/newsroom) with election news and important information. The Department maintains a list of “interested persons”, which includes organizations, interested members of the public, and media and campaign representatives, who automatically receive press releases by email. Those who have subscribed to the Department’s email list also receive regular updates from the Department.

For voters who prefer to call for information, the Department staffs public telephone lines during business hours, with dedicated lines for Cantonese, Mandarin, Spanish, and Filipino speakers. The Department also contracts with a vendor to provide year-round over-the-phone interpretation in over 200 languages.

For each election cycle, the Department expands its phone and email assistance staff to ensure expeditious answering of telephone inquiries and managing of email correspondence through Election Day. All phone bank staff are trained for several days prior to beginning work, are provided a binder with a comprehensive set of materials related to commonly-asked questions, and are supported by one or more leads with extensive knowledge of elections processes and procedures.

To provide in-person services at its office in City Hall, the Department staffs its public counter during regular business hours. As in prior elections, the Department will extend its hours of operation on the registration deadline, October 24, and will also be open during the two weekends prior to Election Day to provide in-person services and assistance.

VI. Candidate and Ballot Measure Filings

To facilitate local candidate and ballot measure filings in advance of the November 8 election, the Department updated its legal filing deadline calendar to provide a complete listing of statutory filing periods. The calendar is posted at: [sfelections.org/tools/cscal_nov22/](https://www.sfelections.org/tools/cscal_nov22/)

The Department also prepared several guides, including a Guide to Submitting Ballot Arguments, a Guide to Qualifying Initiative Measures, a Board of Supervisors Candidate Guide, and a separate Candidate Guide for Board of Education, Community College Board, BART Board of Directors, District Attorney, Public Defender and Assessor-Recorder, all of which are available on the Campaign Services page of the Department’s website at: [sfelections.sfgov.org/campaign-services](https://www.sfelections.sfgov.org/campaign-services).

For the November 8 election, candidate filing activities commenced on March 21, when the submission period opened for signatures in lieu of filing fee for candidates running for Board of Supervisors seats. The submission period opened for signatures in lieu of filing fee for all other local offices on May 19. The nomination period for Board of Supervisors ran from May 20 through June 14, followed by the nomination period for all other local offices, which began on July 18 and ended on August 12.

When the nomination periods close for local offices, the Department posts final candidate lists in HTML and open data formats on the Department's website.

The Department also facilitated the intake of local ballot measures to be submitted to voters in the November 8 election. Ballot measures may be submitted to the Department by the Mayor, the Board of Supervisors, four or members of the Board, or by voters through the initiative petition process; certain other agencies may also submit ballot measures, such as the San Francisco Board of Education or the Community College Board. For the November 8 election, the submission deadlines varied depending on the type of measure, and submitter, with most falling in August and early September.

On August 15, the Department selected and assigned letters to identify each local measure that will appear on the November 8 election ballot. The Department assigns letters to measures in accordance with [CAEC §13109](#) and [MEC §505](#). (This ballot measure letter selection process was recorded and broadcast live via the Department's website.)

In August, the Department facilitated the intake of the ballot arguments (proponents', opponents', rebuttal, and paid) for inclusion in the Voter Information Pamphlet, in accordance with [MEC §530](#). To encourage complete and efficient submissions, the Department posted a Guide to Submitting Ballot Arguments in addition to the ballot argument forms.

Per [MEC §590](#), all candidate materials and ballot arguments are subject to a 10-day public examination period following the filing deadline. These public examination periods allow an opportunity to review and possibly challenge candidate materials or a proposed ballot argument before it is published on the ballot or in the Voter Information Pamphlet. As authorized by state election law, during each 10-day public examination period, registered voters may seek a court order requiring changes to or removal of materials related to a ballot measure on which they are eligible to vote.

Filing activities for the November 8 election will draw to a close on October 25, which is the deadline for any write-in candidates to file their Declarations of Write-in Candidacy and nomination paperwork.

VII. Official Ballot

In the November 8 election, San Francisco voters will vote on federal, state, and local offices, as well as seven state propositions and 14 local ballot measures. The following offices will appear on the November 8 ballot:

Voter-nominated offices

- Governor
- Lieutenant Governor
- Secretary of State

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- Controller
- Treasurer
- Attorney General
- Insurance Commissioner
- Board of Equalization Member, District 2
- United States Senator*
- United States Representative in Congress, District 11 and District 15
- Member of the State Assembly, District 17 and District 19

*There are two contests for U.S. Senate on the November 8 ballot. Voters may vote on both contests.

- One for a 6-year term ending January 3, 2029; and
- One for the remainder of the current term ending January 3, 2023

Non-partisan offices

- Chief Justice of the Supreme Court
- Associate Justices of the Supreme Court
- Presiding Justices of the First District Court of Appeals
- Associate Justices of the First District Court of Appeals
- Superintendent of Public Instruction
- Assessor-Recorder
- District Attorney
- Public Defender
- Member of the Board of Supervisors, Districts 2, 4, 6, 8, and 10
- Board of Education
- Community College Board**
- BART Board of Directors, District 8

**There are two contests for Community College Board Members on the November 8 ballot. Voters may vote on both contests.

- One for the 4-year terms ending January 8, 2027; and
- One for the remainder of the current term ending January 8, 2025

Seven State and 14 Local Ballot measures

For every election, the Department produces the official ballot in English and Chinese, Filipino, and Spanish, in both paper and digital formats, along with paper and digital facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese.

For the November 8 election, the paper ballot will consist of five double-sided cards, listing federal, state, and local offices, state propositions and local ballot measures.

Along with contests, the ballot will include voter instructions. As per requirements of the California Secretary of State (SOS), the Department also incorporated a notice on the November 8 ballot, explaining why there are two contests for the same seat in the United States Senate. This guidance was also implemented for the two Community College Board Member contests appearing on the November 8 ballot.

For the November 8 election, there will be thirty-one ballot types. Different ballot types are necessary in part because San Francisco is comprised of overlapping federal, state, and local voting districts; voters living in different parts of the City are eligible to vote for different combinations of contests. In this election, ballot types will differ by the following contests: United States Representative in Congress, State Assembly Member, Board of Supervisors Member (if applicable), and BART Board of Directors Member (if applicable).

For the November 8 election, ballot drafting and translation activities began approximately 120 days before Election Day. On August 15, the Department assigned letters to fifteen local ballot measures. Following the SOS's random alphabet drawing on August 18, the Department drew a random alphabet to apply to candidate rotations for the State Assembly District 19 seat. The Department transmitted candidate names and ballot designations shortly after they were received from the SOS on September 2.

After the SOS provides a certified and translated candidate list, the Department produces ballot files and sends them to its ballot printer, who in turn initiates the many processes required to mail ballot packets to approximately 10,000 MILOS voters no later than September 24 and to nearly 500,000 local voters by October 10.

In addition to printing official paper ballots, the Department's printing vendor assembles, addresses, and mails vote-by-mail ballot packets. This series of processes requires careful coordination between Department staff and the printing vendor because each ballot envelope must contain a ballot that correctly corresponds to the recipient voter's ballot type and language preference. Only after this coordinated process can ballot packets be packaged for delivery to the mail facility, scanned into the USPS mail tracking system, and finally delivered by postal carriers to the voters.

Simultaneous with work on paper ballots, the Department's ballot production team works on developing ballots for use with the online Accessible Vote-By-Mail (AVBM) System, which by law must be open to MILOS voters on September 24 and to all voters on October 10. In addition to the AVBM system, staff will also produce touchscreen and audio versions of the ballot to be used on accessible ballot-marking devices at the City Hall Voting Center and polling places.

VIII. Ballot Simplification Committee

Section 600 of the San Francisco Municipal Elections Code requires that for each election, a Ballot Simplification Committee creates plain-language summaries of proposed City measures that will appear on

the ballot. These summaries, or “digests,” which are prepared at public meetings, are printed in San Francisco’s Voter Information Pamphlet, which is provided to every registered voter before the election.

For the November 8 election, the Ballot Simplification Committee meetings commenced on Monday, July 25 and continued through Friday, August 5.

In accordance with public meeting laws, the Department facilitates the Committee’s meetings by publishing meeting times and agendas, and by compiling, posting, and sharing with the Committee members various materials before and after the meetings. Interested members of the public may view this information on sfelections.org/bsc and may attend meetings of the Committee. The Department also requests analyses on the Committee’s behalf from City departments likely to be affected by passage of proposed ballot measures and responds to inquiries from City agencies and the public about meeting logistics and procedures.

At the meetings, Committee members review the legal text of local ballot measures, which can range from a few paragraphs to many pages, as well as draft digests written by the Deputy City Attorney. They then collaborate in a public forum to distill the main ideas of the text into simple and neutral summaries for inclusion in the Voter Information Pamphlet. Interested representatives of City departments and members of the public often provide real-time or written comments and clarifications, which the Committee may incorporate into its final digests.

Ballot Simplification Committee members are volunteers and come from a variety of backgrounds, including journalism, education, and written communication.

IX. Voter Information Pamphlet and Sample Ballot

For every election, the Department develops a Voter Information Pamphlet (VIP) with information about local candidates and ballot measures, voting options in San Francisco, and a sample ballot. The VIP is available in hard copy and online in English, Chinese, Filipino, and Spanish, all in PDF, HTML, XML, and large-print formats; it is also available by request in English in MP3 and other audio formats, including USB flash drive, CD, and National Library Service (NLS) cartridge.

Elections law sets forth VIP content requirements for all elections. For the November 8 election, the VIP is expected to reach 256 pages and will include general information about voting and ballot contests, key election dates, a sample ballot, and other information required under state and local law.

The VIP will be provided to voters via their preferred delivery method (mail or email) in early October. To allow for maximum voter convenience when preparing for voting the official ballot, the mailing of the VIPs will coincide with voters receiving their vote-by-mail ballot packets.

All voters will receive a VIP in English. Chinese, Spanish, Filipino, and alternate-format VIPs will also be provided to those who have requested them. There will also be several supplemental mailings to voters who register after the initial mailing.

The Department began working on the November 8 election VIP in early August, first finalizing the content to be included in the common pages of the VIP, then, in early September, finalizing sample ballots in all languages. Following the finalization and typesetting of all VIP content, including sample ballots, the Department sent the final files to the printing vendor to initiate printing of the pamphlets.

Then, on or around September 23, the Department will send a voter file extract to the VIP printing vendor. The vendor will use this file to label the back cover of each VIP with the voter's name, address, and polling place information. For the November 8 election, to provide an easy access to voting district changes resulting from recent redistricting and reprecincting processes, the back cover of each VIP will also contain precinct and voting districts of the recipient.

Following the printing of the VIPs, the pamphlets will be sorted by postal carrier route and delivered to the USPS for mailing. During the mailing period, Department staff will act as a point of contact for both the printing vendor and the USPS Business Mail Entry Unit to facilitate deliveries. In addition to mailing and emailing the VIPs directly to local voters, the Department will make unaddressed copies available at the public libraries, its office in City Hall, and all voting sites.

X. Outreach Objectives and Strategies

i. Outreach Objectives

The primary objective of outreach for the November 8 election will be to provide San Franciscans with information about how to participate in the upcoming election, including 1) how to register to vote, 2) which contests will appear on the ballot, 3) how to cast a ballot by mail or in person, 4) which language and accessible voting resources will be available, 5) how to serve as a poll worker, and 6) how to observe elections processes. The secondary objective of outreach for the November 8 election will be to provide City residents with information about the impact of the recent state and local redistricting decisions, using strategies described in the *New and Modified Practices* section of this Plan.

All outreach strategies for the upcoming election were developed with three key goals in mind, namely: 1) providing equal access to safe, barrier-free registration and voting options to every eligible San Franciscan, 2) engaging with hard-to-reach and vulnerable communities, and 3) encouraging voter participation. Accordingly, voter outreach for the upcoming election will be multilingual and multiformat, and utilize both direct and indirect strategies. This section describes both direct and indirect strategies the Department will utilize to disseminate election information to the general public as well as to focus populations, including: a) seniors and people with disabilities, b) first-time voters, c) people whose primary language is not English, d) unhoused or housing insecure individuals, and e) individuals involved in the criminal justice system.

ii. Direct Outreach Strategies

Direct outreach strategies will include sending official notices, distributing print and digital materials at community events and resource tables, conducting in-person and virtual presentations, placing advertisements in print and digital media as well as on Muni buses, broadcasting public service announcements via television and radio, and publishing election information and news via the Department's website and social media channels.

Flyers, Posters and Brochures. For the upcoming election, the Department will disseminate hard copy outreach materials to San Francisco residents, visiting well-trafficked areas and service hubs such as food banks, low-income/multi-family residence buildings, charitable sites, navigation centers, churches, recreation centers, street fairs and festivals, assisted living facilities, and government and non-profit agencies. A wide variety of registration and voting related materials will be distributed by Department staff at these locations and will also be made available in English, Chinese, Spanish, Filipino, large print format, and/or PDF format via the Department's website.

Outreach Presentations. In addition to distributing outreach materials, the Department will also conduct live outreach presentations at strategically chosen locations throughout San Francisco, including community centers, residential hotels, schools, and places of worship. All of these locations were chosen to maximize exposure to diverse communities, including seniors and people with disabilities, first-time voters, monolingual residents, individuals with no fixed address, and other vulnerable communities. The Department offers a series of presentations that vary in content, which allows any organization or person to request information aligned with their needs, including, for example, an election specific presentation, a ranked-choice voting presentation, an accessible voting resources presentation, and a voter registration drive presentation. All of these presentations are also available in digital format via the Department's website.

Postal Mail and Email. In the coming months, the Department will continue to leverage its list of voter addresses (approximately 500,000) and its list of email addresses (approximately 250,000) to send official guides and notices regarding deadlines, voting options, redistricting, etc. Such mailings will include the *Voter Information and Sample Ballot*, multiple official notices (including those described in the section on redistricting-specific outreach strategies), and the vote-by-mail ballot packet.

Website and Social Media. For the upcoming election, the Department's website, *sfelections.org*, presented in English, Chinese, Filipino and Spanish, will continue to serve as an exhaustive source of elections information. In addition to being able to navigate to common topics of interest from the homepage, website visitors can gain quick access to frequently sought-after information via the "I WANT TO..." or "TOPICS IN FOCUS" sections. Website visitors can also utilize a number of self-help tools (e.g., the Voter Portal).

Since social media remains one of the most cost-effective ways to disseminate information, the Department will continue to utilize social media platforms to engage with City residents in the upcoming election. This fall, the Department will therefore post "bite-sized" bits of news, FAQs, and election updates on its Twitter, Facebook, Instagram, and NextDoor channels. To serve readers who prefer to receive additional, more

comprehensive information, many of these social media posts will include links to detailed informational pages and online self-help voter tools on [sfelections.org](https://www.sfelections.org).

Media. This fall, the Department will once again broadcast election news and information via TV, radio, print, and digital channels, air television and radio public service announcements (PSAs), conduct informational interviews, and secure voter education advertisements. Given that many San Franciscans prefer to receive their election news and information online, the Department will also secure advertisements via a variety of digital platforms. And, to reach residents who commute via public transit, the Department will place advertisements on local Muni buses in late September, saturating the City's transit routes with key election information. To ensure as many members of the City's non-English speaking communities as possible are reached, all of these strategies will be conducted in multiple languages as well as in English.

iii. Indirect Outreach Strategies

Indirect outreach strategies will mainly entail collaboration with the Department's voter outreach partners, including advisory committees, hospitals, schools, local jails, nonprofits, local businesses, government entities, and many other public and private sector organizations. Prior to the November 8 election, the Department will provide all partners with essential election information about the upcoming election, inviting them to collaborate with the Department to raise awareness about the upcoming election.

Advisory Committees. To support and foster inclusive electoral processes for all San Francisco language minority communities, the Department provides translated voting and outreach materials as well as robust language assistance in all elections. In the coming months, the Department will once again work with its *Language Accessibility Advisory Committee* (LAAC), a group comprised of language access leaders and interested members of the public, to disseminate current election information to voters from minority communities and improve language-related services offered by the Department.

Similarly, the Department will continue working with its *Voting Accessibility Advisory Committee* (VAAC), a group comprised of accessibility experts and interested members of the public, to expand the City's array of accessible election materials and services. In collaboration with the VAAC and other accessibility partners, the Department will continue to inform the community about the many services and resources available for voters with disabilities and seniors, including the Accessible Vote-by-Mail System, the emergency ballot delivery program, and the ballot-marking device offered at all in-person voting sites.

Schools. This fall, the Department will again work with San Francisco high schools and colleges, communicating with and through student advocates and administrators, to offer registration and voting resources to City residents. In September, the Department will conduct its *High School Student Ambassador Program*, through which many young people encourage their peers, family, and community members to register or pre-register to vote, participate in elections, or volunteer as poll workers.

Hospitals. The Department will continue to collaborate with a large number of care facilities and hospitals throughout San Francisco to provide election-related information and services. In September, as part of its

vote-by-mail ballot delivery service, the Department will reach out to nearly 135 such facilities to explain how patients and residents can register to vote and cast ballots by mail. Then, in the last week of the voting period, when it is too late to mail ballots, the Department will offer *Emergency Ballot Pickup and Delivery* for voters who find themselves unable to travel.

Local Jails. One of the outreach functions of the Department is to provide education to populations whose members may be unaware or unsure of their right to vote. To that end, the Department facilitates an Incarcerated-Person Voting Program (IPV) to provide election services, such as tailored outreach and materials, registration forms, and ballot delivery, to those in county jail or otherwise involved in the justice system who are eligible to participate in elections.

Job Training Sites. In the coming months, the Department will continue to work with local job training and vocational service providers. In addition to providing educational materials, the Department will distribute materials designed to inform work-seeking San Franciscans about temporary employment and poll worker service opportunities with the Department. And, to increase the visibility of election-related materials at locations providing essential goods and services, the Department will also work with merchants to display election posters in storefronts, with a particular focus on businesses in City neighborhoods with below-average voter turnout. Poster topics will focus on registration and voting options and highlight opportunities to serve as a poll worker.

Partnership Grantees. Finally, voters in this election will benefit from the focused efforts of the fifteen nonprofit organizations – A. Philip Randolph Institute of San Francisco; Allen Chapel AME Church; Arriba Juntos; Asian Pacific American Community Center; Bayview Hill Neighborhood Association; Chinatown Community Development Center; Chinese Progressive Association; Chinese Newcomers Service Center; the League of Women Voters of California; the Mission Economic Development Agency; Mission Neighborhood Centers, Inc.; National Coalition of 100 Black Women, Inc., SF Chapter; New Community Leadership Foundation; SF-Shanghai Association; and Tenderloin Neighborhood Development Corporation – working to reach San Francisco’s vulnerable and hard-to-reach populations through the Department’s *2022 Voter Partnership Grant Program*.

In the weeks leading up to September 20, National Voter Registration Day, the Department will collaborate with these partners to register eligible residents and encourage San Franciscans to cast their vote in the November 8 election. Department staff will also partner with local libraries, schools, and churches to host registration tabling events in the following neighborhoods: Civic Center/Downtown, South of Market, Bayview-Hunters Point, Portola, Visitacion Valley, Chinatown, Western Addition, Excelsior, Mission, and Ingleside. At these events, the Department’s Outreach Team will engage City residents by providing voter registration forms and facilitating online registration as well as distributing information about election-related services.

XI. Polling Places

For the November 8 election, the Department will support 501 polling places to serve San Francisco voters on Election Day.

Securing polling places is a multi-step process. First, the Department contacts the providers of facilities used in the previous election to determine which facilities are available for the upcoming election. If a polling place owner can no longer offer a facility, a team of two poll locators is dispatched to the precinct to find a suitable replacement for the site. The poll locators make every attempt to identify a centrally located site that complies with the ADA and other laws pertaining to accessibility as noted on the *Polling Place Survey Checklist*. Each poll locator is trained on how to use surveying tools, such as a digital slope level, laser distance measure, door pressure gauge, and a voltage tester for checking power outlets. Locators are also instructed on the types of temporary solutions (i.e. threshold ramps) that the Department may use to mitigate accessibility obstacles at otherwise suitable sites.

The Department takes steps to ensure that all facilities hosting polling places are unlocked and open by 6 a.m. on Election Morning so that poll workers can begin setting up voting equipment and preparing the polling place to serve voters when the polls open at 7 a.m. Specifically, the Department arranges with the providers of polling places for either a representative of the facility to open the site by 6 a.m. or to provide Department staff with keys or door codes to open the site on Election Morning. The Department also maintains a comprehensive emergency contact list of all polling place hosts which may be used in the event an issue arises at a facility throughout Election Day (e.g., site is not open at 6 a.m.)

XII. Facilitating Voting in Person

Voting Center services. The City Hall Voting Center will be open for in-person services during the early voting period. Between Tuesday, October 11 and Monday, November 7, the Voting Center will be open weekdays, 8 a.m. to 5 p.m. Weekend voting will be available on the two weekends before the election, October 29-30 and November 5-6, 10 a.m. to 4 p.m. On Election Day, November 8, the Voting Center will observe the same voting hours as polling places, 7 a.m. to 8 p.m.

The Voting Center will serve all City residents who wish to obtain personal assistance, use accessible voting equipment, pick up or drop off ballots, obtain replacement ballots, cast their ballots in person, or, after the registration deadline, register conditionally and vote provisionally.

At the Voting Center, the Department will provide accessible-marking devices but there will be no ballot-scanning machines onsite. During voting hours, voters will deposit voted ballots enclosed in vote-by-mail envelopes into sealed red ballot boxes monitored by Department personnel.

Polling place services. Each of the City’s 501 polling places will be open 7 a.m. to 8 p.m. on Election Day. All polling places will offer bilingual paper ballots in English and Chinese, English and Spanish, and English and Filipino, and provide language assistance from bilingual poll workers on request. At some polling places where voters may need assistance in additional languages, the Department will provide facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese. All polling places will also offer accessible ballot-marking devices with touchscreen and audio ballot formats, personal assistive device compatibility, and accessible voting tools such as page magnifiers, pen grips, and seated voting.

At all polling places, the Department will provide ballot-scanning machines that tabulate votes onsite. Voters for whom a Roster of Voters indicates that their vote-by-mail ballot has not been received by the Department, will be issued standard (non-provisional) ballots that can be tabulated by a ballot-scanning machine. Provisional voting will be available to voters whose names do not appear in the Roster (e.g., voters who missed the registration deadline).

XIII. Facilitating Voting by Mail

Under recent changes to state election law, all voters will now automatically receive their ballots in the mail for all future elections, including the upcoming election.

Approximately one month before Election Day, the Department, in collaboration with its ballot printing and assembly vendor and the USPS, will initiate vote-by-mail (VBM) ballot packet mailings to all registered San Francisco voters. The Department will continue mailing packets to new registrants and those who need replacement ballots up until four days before Election Day.

As in previous elections, voters will be able to track their ballots by inputting their credentials into the Department’s online lookup tool or by calling the Department’s toll-free line. When checking the status of their ballots using the Department’s Voter Portal, voters will be provided with current information as their ballots move through the following production, delivery, and processing steps:

1. The ballot is printed
2. The VBM packet has been assembled and is ready for mailing
3. The VBM packet is delivered to the USPS en route to the voter
4. The Department is in receipt of the voter’s voted ballot packet
5. The Department has verified the signature on the return envelope
6. The return envelope has been accepted and is ready to be opened
7. The Department has removed the ballot from the return envelope
8. The Department has counted the ballot.

The Department will continue to provide voters with an additional option to track the status of their ballots through the Secretary of State’s *Where’s My Ballot?* tool at wheresmyballot.sos.ca.gov. In addition to the

steps available through the Department's Voter Portal, *Where's My Ballot?* provides the date that the voter's ballot is expected to be delivered to the voter and allows voters to sign up to receive automatic ballot notifications via email, text, or voice message.

Vote-by-mail ballot drop box infrastructure. Pursuant to the provisions of Assembly Bill (AB) 37, the Department expanded San Francisco's vote-by-mail ballot drop off infrastructure beginning with the February 15, 2022 election. Although AB 37 required the Department to provide 17 such boxes (one per every 30,000 registered voters), the Department went beyond the law to install double that number. Consequently, San Francisco voters now have 24/7 access to 34 secure, accessible ballot drop boxes located in various neighborhoods throughout each 29-day voting period. For the November 8 election, the Department will again offer the same level of access to 34 ballot drop boxes to local voters.

To encourage usage of the ballot drop boxes and to make voters aware of the availability of boxes in their neighborhoods in the November 8 election, the Department has incorporated information about this service into numerous outreach materials, including digital presentations, the Voter Information Pamphlet, direct mailers and emails, print brochures, and media advertisements.

Any voter may choose to use an official drop box in San Francisco to drop off their ballot or the ballot of another California voter who has authorized them to do so. Ballot drop boxes provide voters with a secure, accessible, and contact-free method to return their ballots.

Each ballot box bears an American flag and the official seal of the City and County of San Francisco and is clearly marked as an "Official Ballot Drop Box". Each ballot box is located outdoors, placed on an accessible path of travel, and features a ballot deposit slot, which is positioned approximately 42 inches from the ground in order to provide maximally convenient access to voters using wheelchairs or other mobility aids. All notices on every box utilize a high-contrast and large-print font with an anti-glare finish designed to be legible to all voters, along with Braille-embossed instructions to guide voters to identify the location of the ballot deposit slot. All instructions are printed in English, Chinese, Spanish, Filipino, Burmese, Japanese, Korean, Thai, and Vietnamese.

Accessible Vote-By-Mail System. Any California voter may choose to use an accessible vote-by-mail (AVBM) system to access and mark their ballot.

The Department will open its AVBM system to all registered San Francisco voters starting 29 days before the election (In accordance with federal election law, the AVBM system will be open for voters serving in the military or residing overseas no later than 45 days before the election.)

The AVBM system, which is compatible with many personal assistive devices such as head-pointers and sip and puffs, allows voters to download and mark screen readable vote-by-mail ballots. For security reasons, the AVBM system does not store or transmit votes over the internet. Consequently, voters must have access

to a printer to print and return their AVBM ballot printouts by mail or in person in a timely manner, just as VBM voters who use official paper ballots must do.

Voters may return AVBM ballot printouts by using the official ballot return envelope enclosed with VBM ballot packets or their own envelopes. If using their own envelopes, voters will need to complete and enclose a Ballot Return Form (available through the AVBM system), which will allow the Department to conduct the required signature comparison on the envelope with the signature in a voter's registration record while protecting the secrecy of the ballot during processing.

Voters serving in the military or residing overseas. Military and Overseas voters can choose to receive their ballot via email, fax, or postal mail. By law, the Department may begin sending ballots to military and overseas voters via their selected method of delivery 60 days before the election and must complete such deliveries no later than 45 days before the election.

All Military and Overseas voters can access their ballots via the accessible vote-by-mail system. Those with email ballot preference will receive a link to the system via email, concurrent with the sending of ballots to those with preference for fax or mail ballot delivery.

While most voters can only return their ballots in person, by mail, or via an authorized representative, military and overseas voters residing outside the territorial limits of United States may also return their voted ballots to the Department by fax. Voters who return a ballot by fax must also sign and transmit the Oath of Voter, which waives the right to cast a secret ballot. Department staff nevertheless take procedural precautions, such as covering the voter's selections during the review of the voter's signature and eligibility, to protect the secrecy of these ballots.

The Military and Overseas page on sfelections.org provides detailed information on how such voters can register and vote in a variety of specific circumstances. This section also provides a link to the Federal Voting Assistance Program, which can provide voters who do not receive a San Francisco ballot on time with a Federal Write-In Absentee Ballot (backup ballot) instead.

Voters residing in mail ballot precincts. As authorized by state election law, precincts with fewer than 250 registered voters do not have assigned polling places. For the November 8 election, there are 13 precincts designated as mail ballot precincts. Voters in these precincts will receive VBM ballot packets in the mail and may choose to vote by mail or in-person. Since these voters do not have an assigned polling place, the Department provides tailored instructions with their VBM packets that include the addresses of the two nearest polling places with the same ballot type.

XIV. Poll Workers

For the November 8 election, the Department will recruit and train approximately 2,000 poll workers to staff 501 polling places and 50 standby poll workers for dispatch to precincts that may require additional assistance on Election Day. Per San Francisco's current COVID-19 *Vaccination Policy*, poll workers serving in City elections will need to provide proof of COVID-19 vaccination to the Department.

Recruitment. In an effort to recruit a large and diverse group of regular and standby poll workers, the Department has contacted former poll workers who assisted in past elections and partnered with local organizations to disseminate information about the opportunity to serve as a poll worker to new prospective applicants. To further advertise the opportunity to serve as a poll worker, the Department plans to send email messages to voters residing in precincts where volunteers are needed, create ads for local radio and newspaper, and include pertinent information in the citywide mailer and the Voter Information Pamphlet.

As in previous elections, the Department will make a concerted effort to recruit and assign bilingual poll workers to polling places where language assistance is likely to be needed. In determining polling places for bilingual poll worker placements, the Department employs multi-step criteria that originate from a variety of sources, including an analysis and application of local voter data, application of data provided by the Secretary of State, and input from local community-based organizations and advocacy groups.

Assignment. For the upcoming election, each polling place will be staffed with at least three poll workers: one inspector and two clerks. When determining precinct assignments, the Department considers several factors, such as where the poll worker lives, how the poll worker will travel to the site, the bilingual staffing requirements required at the site, and the poll worker's requested preference for specific neighborhood(s).

When poll worker assignment is complete, the Department sends confirmation letters to all volunteers listing the sites to which they have been assigned.

In addition to receiving mailed communication from the Department, poll workers can use their online Poll Worker Profile to access the most up-to-date personalized election information at any time. By logging into their profiles, poll workers can view their training course, access the addresses of their assigned polling places and door-to-door directions from their homes, and review their Site-Specific Plans with custom layout diagrams intended to help set up accessible and efficient polling places on Election Morning. Inspectors can also view contact information for poll workers assigned to serve on their teams and be reminded to contact each clerk before Election Day.

Training. The Department will continue providing both in-person and an online training courses, through which newly recruited and returning poll workers can acquire necessary knowledge to serve on Election Day.

To accommodate poll workers who may not have computer or internet access, the Department has designated days when poll workers may complete training at the Department's office in City Hall or at off-site locations.

Among other topics, the training course covers: 1) poll worker mission and standards; 2) the rights of voters and language and accessibility resources; 3) proper setup and operation of voting equipment, 4) processing of voters, including standard, vote-by-mail, and provisional voters, and 5) custody procedures for voted ballots and other election materials.

The Department will continue offering optional online bilingual courses to help prepare bilingual poll workers to serve voters who require assistance in a language other than English. This training covers common election terms, language assistance resources available at the polling places, and polling place procedures. The course features a voice-over in the target language, interactive activities in English and the target language, quizzes, and a final quiz.

Poll Workers will have access to the online training, as well as the optional bilingual course, in October by logging into their Poll Worker profiles; in-person training classes will also be offered at that time.

The Department will also offer small group practice labs to all poll workers so that they have the opportunity to practice working with the voting equipment. While these labs are optional for clerks, inspectors are required to attend a lab prior to serving on Election Day. During labs, poll workers have the opportunity to independently complete the voting equipment procedures outlined in the Poll Worker Manual, as they will on Election Day. Participants set up both voting machines, print the zero reports on the ballot-scanning machine, perform hardware tests on the ballot-marking device, activate a touchscreen or audio ballot, run the end-of-day results tapes, and close the polls.

To help poll workers fulfill their mission and efficiently carry out their duties, the Department produces the Poll Worker Training Manual. The November 8 election edition of the Manual will consist of several chapters. Chapter 1 provides an overview of the fundamentals of serving as a poll worker on Election Day, describing the poll worker mission, standards for assisting voters, and pre-election day duties. Chapters 2-4 walk poll workers through specific procedures, including setting up an accessible polling place, processing voters during voting hours, and securing and transferring ballots and results after the polls close. The job cards in these chapters detail tasks that must be completed in each period of the day and the order in which those tasks should be done.

The Department will post the Manual on the Training Resources page of its website and mail print edition of the Manual to poll workers who request a standard or large-print copy.

Distribution of ballots to Inspectors. As in previous elections, Inspectors will be responsible for picking up supply bags containing official ballots and other materials prior to Election Day and transporting them to their assigned sites on Election Morning.

Inspectors will be required to pick up the bags following their scheduled training lab. Upon picking up the bags, Inspectors and Department staff will conduct an inventory of all contents to make sure all required items are included, and then complete a Custody Transfer Form to document the transfer of ballot custody.

XV. Election Day Field Support Personnel

For the upcoming election, the Department will hire and train approximately 70 roving Field Election Deputies (FEDs) to provide support to poll workers and deliver supplies on an as-needed basis, and to serve as liaisons between poll workers and Department staff in the Election Center. The Department will also hire and train approximately 22 roving District Support Drivers (DSDs) to monitor accessibility at polling places.

FEDs serve from 4 a.m. to approximately midnight, first confirming polling places are set up and opened on time, then monitoring procedural compliance and ensuring poll workers are carrying out their tasks properly. Each FED is responsible for a territory of approximately 7 to 9 polling places and is provided with a van and a smartphone.

FED smartphones are equipped with a custom-built application created for managing FED-specific tasks. These tasks include confirming that bilingual staffing requirements for each precinct are satisfied, that ballots have been dropped off, that signage is adequate, etc. Throughout the day, FEDs use the application to mark tasks as complete for each precinct, allowing Election Center personnel to monitor the status of FED's tasks in real time. On Election Day, FEDs will also use their application to report wait times at polling places, which will then be made available to users of the Department's online polling place lookup tool.

To prepare for Election Day, FEDs must complete several training sessions. The primary training session will consist of a course addressing a variety of common and less common Election Day situations. FEDs will also be required to complete an online poll worker training course and attend an in-person voting equipment practice lab, to gain a thorough understanding of voting procedures and poll worker duties. Finally, FEDs will complete a half-day route driving session, in which they familiarize themselves with assigned territories.

The team of DSDs is comprised of 22 equipment delivery and retrieval staff, all of whom receive comprehensive training on how to properly set up an accessible polling place. Each DSD is responsible for a territory of approximately 20-25 polling places and is provided with a van and a smartphone. DSD vans are supplied with a variety of ADA compliance items, such as directional signage, cones, clamp lights, electrical adapters, extension cords, caution tape, and extra voting booths and chairs.

DSDs serve from 5 a.m. to approximately 11:30 p.m. and complete a priority sheet for every polling place in their territory. Priority sheets detail tasks for each site, such as installing any necessary ADA improvements before the polls open at 7 a.m., confirming polling places have opened on time, and verifying that poll workers maintain polling place operations in full compliance with the ADA.

Both FEDs and DSDs conclude their assignments around midnight and then report to the Department's warehouse to return their vans and supplies.

XVI. Logic and Accuracy Testing of Voting Equipment

The Department conducts Logic and Accuracy (L&A) testing of all vote-tabulating equipment prior to each election. L&A testing is the process by which voting equipment is configured, tested, and certified for accuracy.

The voting machines that currently comprise San Francisco's voting system are the ImageCast Evolution ballot-scanning machine, ImageCast X ballot-marking device, and ImageCast Central (ICC) scanner, all of which are subject to testing. The testing verifies that the specific ballot information for each precinct is correct, checks the performance of the vote tabulating and marking equipment, and ensures that the equipment properly records and accurately tabulates all votes.

The Department appoints a Logic and Accuracy Testing Board, composed of registered voters from different fields, to oversee the testing. Once the Board is formed, Department staff host several meetings with the members. The first meeting provides an opportunity for the Board members to review and approve the test plan and schedule before the testing commences.

The test plan includes a timeline for voting equipment testing and a description of tests to be conducted on each voting machine. The Board members will reconvene once the testing is complete, no later than seven days before the election as authorized by [CAEC §15000](#), to review and certify the testing results.

As in previous elections, the Department will issue a press release and post a public notice with information on observation methods and testing dates and locations before the testing commences.

Testing of equipment used at polling places. The ballot-scanning machines and ballot-marking devices are stored in the Department's warehouse at Pier 31, where the testing takes place. Throughout the testing and the duration of the election cycle, all voting equipment is labeled with unique asset tags that allow tracking of each item by location.

There are two phases to the testing of the ballot-scanning machines. The first phase begins with a predetermined set of test ballots being run through each machine to generate a tabulation results report. Once the test ballots have been processed, the report is compared with the expected results by a team of proofers. If the results do not match with 100% accuracy, any discrepancies are investigated until the issue can be resolved.

Once the first test phase is successfully completed on each machine, the results data stored in the memory card is uploaded into the election database system and tabulation of the test ballot results occurs. A second review team proofs the combined tabulation results report for accuracy.

When the testing of the ballot-scanning machines is complete, staff return the memory cards to the machines and attach serialized tamper-evident seals to the memory card covers.

Next, the machines are closed and secured with another set of tamper-evident seals and stored in a secured staging area at the warehouse in preparation for delivery to the polling places.

The testing of the ballot-marking devices involves three steps. The first step involves manually marking a predetermined set of ballots using the touchscreen interface, and confirming that the selections match those recorded on the ballot printouts. Secondly, the printouts are tabulated using either a ballot-scanning machine or an ICC scanner to confirm that the ballot is accurately tabulated. The last step involves testing of other components including audio and the connectivity of the audio-tactile interface (ATI) controller, to ensure that all components are working properly.

After the results have been verified by a team of proofers, the ballot-marking devices and their components are sealed, packed in transport bags, and transferred to a secured staging area at the warehouse where the machines are staged for polling place and Voting Center delivery.

In addition to testing all voting machines and associated components that will be deployed to polling places and the City Hall Voting Center, the Department tests any machines that will serve as back up in case a replacement machine is needed on Election Day.

Testing of equipment used to tabulate vote-by-mail, provisional, and remake ballots. The ICC Scanners are located in the Department's ballot processing room in City Hall, where testing takes place.

The testing of the scanners is similar to the testing of the ballot-scanning machines. A predetermined set of test ballots that cover all ballot types are run on each scanner. Then, a results report is generated and compared for accuracy with the expected results.

XVII. Delivery of Equipment and Supplies to Polling Places

When confirming polling place availability, the Department offers polling place hosts morning and afternoon delivery windows beginning seven days before the election and ending the day before the election, and invites polling place owners to select all days and times they are available to accept voting equipment. When the responses are received, the Department assigns delivery dates and time windows to each polling place. Routes are then established with the goal of having the same number of routes and deliveries each day.

Daily delivery routes are constructed by importing site addresses and delivery dates and times into StreetSync, a mapping program that uses algorithms to determine the most efficient delivery routes.

The Department employs PollChief, a web-based asset tracking database system, to account for voting equipment at all times. All voting machines are affixed with asset tags containing a bar code that indicates the precinct number to which each piece of equipment is configured and assigned. Voting equipment is scanned whenever it changes custody.

Beginning 11 days prior to the election, all personnel involved in voting equipment delivery receive training on delivery procedures and instructions on how to use the PollChief application to capture delivery and custody transfer of each voting machine. Starting on October 28 and continuing to November 6, the Department will deliver voting equipment, red supply boxes, and additional supplies to polling places throughout San Francisco.

When the equipment is loaded for delivery, the bar code for each piece of equipment is scanned, and the machines are placed on rolling racks according to predetermined delivery routes. As they are loaded onto delivery trucks, staff cross-check the voting equipment precinct numbers and the polling place addresses using a route sheet.

When equipment is delivered to a polling place, the equipment is scanned again, to ensure delivery to the correct precinct and also to record the transfer of custody to the polling place owner. Delivery staff photograph the voting equipment to provide photographic record of delivery as well as to assist poll workers in identifying the location of the equipment on Election Morning, if necessary.

The voting machines are also affixed with tamper-evident seals to ensure they remain secure prior to Election Morning. Upon delivery, the serial numbers are recorded on the precinct route sheet. The recipients of the equipment sign the route sheets, confirming their receipt of the machines and other election materials. The security seals are verified again by poll workers on Election Morning to confirm that none of the equipment has been tampered with between delivery and Election Day.

During the seven days following Election Day, Department staff will retrieve the voting equipment from every polling place. On retrieval, voting equipment is scanned again by retrieval staff to record the transfer of custody back to the Department. When the equipment is unloaded, it is scanned one final time to capture the final transfer of custody back to the Department's warehouse.

XVIII. Pre-Election Day Ballot Processing

As authorized under state election law, the Department can commence vote-by-mail ballot processing 29 days before Election Day. Vote-by-mail ballot processing consists of four steps: 1) envelope scanning, 2) signature comparison, 3) ballot extraction, and 4) votemark scanning. As part of Step 2, Department staff

attempt to notify any voters who have submitted ballot return envelopes with missing or mismatched signatures, encouraging such voters to submit new signature samples so their ballots can be accepted. As part of Step 4, dedicated teams “adjudicate” (interpret ambiguous marks using standardized rules) or “remake” (duplicate valid votemarks on irregular ballots onto new ballots for counting). Each of these four and two ancillary ballot processing steps are described below.

1. Envelope scanning. The Department will begin scanning returned vote-by-mail envelopes as soon as it receives the first such envelope.

San Francisco’s official vote-by-mail return envelopes include barcodes with an ID number of the voter to whom the enclosed ballot was mailed. Upon receipt of each official return envelope, the Department uses an Agilis Ballot Sorting system to read the envelope’s barcode and to scan, upload, and link the signature on the envelope to the voter’s record in the Election Information Management System (EIMS registration database). Staff also use the Agilis system to divert unreadable return envelopes, separating them for manual review.

Vote-by-mail return envelopes successfully processed by the Agilis system, as well as those processed by manual envelope review teams, will be forwarded to the signature comparison team.

2. Signature comparison. The Department utilizes a multi-stage review process to compare each ballot envelope signature with the signatures on file for that voter. Using this method, no ballot is challenged for a signature-related reason unless the signature in question has been reviewed by three different staff members and compared to all signatures in the voter’s record.

In the first stage, a staff member compares the signature on a given return envelope to the signature image from the corresponding voter’s affidavit of registration and determines whether these two signatures compare by looking for common characteristics. If the signatures compare, the ballot is accepted and transferred to the extraction team for opening and tabulation. If the signatures do not compare, the ballot is placed on pending status and proceeds to the second stage.

In the next stage, a different staff member compares the voter’s signature on the return envelope to all other signatures in the voter’s file. Only when the signature does not compare to any signature on file, will the ballot proceed to the third stage. In this final stage, another staff member again compares the signature to all signatures in the voter’s records. If, after three attempts to find a comparable signature, staff still cannot verify the signature on the return envelope compares with one on any form signed by the voter to whom the ballot was sent, the ballot must be challenged and the voter notified.

i. Voter Notification Program. The Department attempts to contact voters with challenged ballots using several methods. First, the Department mails a bilingual cure form regarding the challenge and actions the voter must take to allow the Department to count the ballot, and a postage-paid return envelope. Second, the Department provides notification to voters with challenged ballots via the Department’s online Voter Portal,

which offers a digital version of the cure form. Finally, if the voter has an email address or telephone number on file, the Department attempts to contact the voter by email and/or telephone, generally within one working day of challenging the ballot.

Voters may return challenge cure forms by mail, email, or fax, as well as in person to any polling place or the City Hall Voting Center. Upon receipt of a challenge cure form, a staff member scans the voter's signature sample, links the scan image to the voter's file for future reference, accepts the voter's ballot, and forwards the ballot envelope on to the ballot extraction team.

3. Ballot extraction. After undergoing envelope scanning and signature comparison, accepted vote-by-mail envelopes will proceed to ballot extraction phase. The ballot extraction team will begin inserting ballot envelopes into the Opex high speed envelope extractors. After ballot envelopes are processed (slit open) by the machine, staff will manually remove and flatten individual ballot cards and ready them for scanning. Throughout the extraction process, staff will protect vote secrecy by keeping envelopes face down so that voter information is removed from view. After extraction and flattening, boxes of accepted ballots will be transferred to the votemark scanning team.

4. Votemark scanning. After ballot cards have been removed, staff will scan the cards for tabulation using ImageCast Central (ICC) scanners. When scanned ballots contain potentially valid over-votes, under-votes, blank contests, marginal marks, or write-in votes, ICC scanners divert such ballots for manual review and adjudication.

i. Ballot adjudication and remake. State law requires the Department to count irregular votemarks, provided the intent of the voter is clear. Therefore, when an ICC scanner detects a ballot with marginal or irregular markings or a write-in vote, an image of the ballot is sent to an adjudication team for review and interpretation.

Some types of irregularly marked ballots require Department staff to remake ballots on ballot-marking devices so votes can be read and tabulated properly by ICC scanners. These include provisional ballots with invalid votes (e.g., those cast by voters using ballot types containing contests in which they are not eligible to vote) and physically damaged vote-by-mail ballots (such as partially torn ballots).

To ensure consistent processing, both tasks, adjudication and remake, are completed by two-person teams using illustrated guides with standardized rules.

After processing and tabulation, original, adjudicated, and remade ballots will be securely transferred and stored at the Department's warehouse for the duration of the archival period.

XIX. Election Center

For every election, the Department organizes personnel to work in the Election Center. Election Center staff liaise with poll workers and field support personnel via a telephone and computer network. Election Center staff also dispatch in-person assistance and supplies to polling places as necessary.

The Election Center team is comprised of a combination of core Department employees from various divisions and temporary employees. Several monitors with extensive knowledge of the Department's processes provide guidance to phone bank coordinators throughout Election Day. There are four phone banks in the Election Center:

- Coordinators in the incoming phone bank answer procedural questions from poll workers and dispatch field support personnel as necessary.
- Coordinators in the outgoing phone bank proactively monitor polling place activity and support field support personnel who, in turn, support polling places.
- Coordinators in the precinct services phone bank assist district support drivers tasked with monitoring accessibility of polling places.
- Coordinators in the Dominion Voting Systems phone bank answer technical questions and dispatch technicians to polling places as necessary.

Phone bank coordinators use the custom-built Incident Reporting Information System (IRIS) database to log new issues, route issues to appropriate teams, update progress on open issues, and close issues as they are resolved. Open issues are displayed on a screen in the Election Center, which allows observers to monitor polling place activities.

Four Elections teams are connected with Election Center personnel via IRIS:

- The campaign services team, stationed at the Department's front counter, receives and resolves calls from campaign representatives and questions related to electioneering.
- The public phone bank, stationed in the Department's office, receives calls directly from voters.
- The dispatch team, located in City Hall, South Light Court, receives and processes back-up poll worker or supply dispatch requests made by the incoming phone bank and routed via IRIS.
- The IT team, stationed in the Department's office, works in tandem with the dispatch team to transport additional voting equipment to polling places as needed.

To prepare for Election Day, incoming and outgoing phone bank coordinators complete approximately 16 total hours of instruction, taking an online poll worker training course and/or a field support personnel training course, completing at least two IRIS training sessions, and taking part in a Department-wide mock election. Phone bank coordinators also receive resource binders containing detailed instructions and procedures, copies of various forms, and essential reference information for Election Day.

On Election Day, personnel in the incoming phone bank are tasked with responding to many calls in quick succession. Accordingly, incoming coordinators are instructed to log only issues that require the assistance of other teams. When answering simple procedural questions, coordinators simply clarify instructions over the phone and direct poll workers to relevant pages in the Poll Worker Manual.

All calls logged into IRIS become a part of the public record; as such, all coordinators are instructed to be mindful of how they describe issues in the database, particularly those involving personnel matters. Providing excellent customer service is also addressed in phone bank training. Coordinators are advised to be patient, friendly, and courteous with each caller. For issues requiring the assistance of field support personnel, coordinators are advised to always inform the caller of the Department's next steps as well as the estimated time of resolution.

An important component of providing efficient and accurate support as a phone bank coordinator is knowing when to rely on the monitors, who are available at all times to help answer less common or more difficult questions. To maintain a professional atmosphere in the Election Center, in which approximately 50 people may be handling calls simultaneously, coordinators and monitors use brightly colored paper flags to get one another's attention quickly and easily.

Finally, Election Center staff are taught to follow the guiding principle that voting must continue nonstop, 7 a.m. - 8 p.m. at each polling place. To this end, coordinators are instructed to confirm with all callers that voting is in fact continuing and, if necessary, to guide poll workers and field support personnel through emergency voting procedures using the relevant section(s) of their resource binders.

Election Center activities generally conclude shortly before midnight, when all polling places have reported the successful collection of memory devices and voted ballots by MTA and Deputy Sheriff Officers.

XX. Retrieval and Receipt of Vote Data and Ballots

At polling places, the Department provides ballot-scanning machines that tabulate votes onsite. All voted ballots and memory cards from the ballot-scanning machines are transported to the Department after the close of the polls.

After the polls close on Election Night, poll workers print two copies of a report from the ballot-scanning machine listing all votes cast at that precinct. After posting one of these reports publicly and securing the other for Department records, the polling place Inspector breaks the machine's security seals and removes its memory cards.

In addition to preparing the memory cards for transfer to the Department, poll workers collect, count, and secure paper ballots from the scanning machine and the Red Box and place these ballots in closing bags. Poll workers also reconcile the number of roster signatures with the number of voted ballots and complete

the Posted Ballot Statement (PBS), an itemized account of all of ballots at the polling place. A copy of the PBS is posted outside the polling place, as required by SF Charter §13.107.5.

Before leaving, poll workers transfer memory cards from the scanning machine, ballots, and other vital election materials to Municipal Transportation Agency (MTA) Officers and Deputy Sheriffs. Custody Transfer Forms document all such transfers.

The Department will organize two collection points to facilitate the return of voted ballots and election materials from the polling places on Election Night. The Data Collection Center, which receives memory cards from the ballot-scanning machines, is located at City Hall's McAllister Street entrance. The Processing Center, which receives voted ballots, rosters of voters, and other vital election materials, is located at the Department's warehouse at Pier 31. These two sites are staffed by approximately 50 workers who unload, log, and organize materials delivered by nearly 200 Municipal Transportation officers and Deputy Sheriffs.

XXI. Election Results

Reporting preliminary results after the close of polls on Election Night. The Department intends to release the first preliminary summary report of election results at approximately 8:45 p.m. This report will provide the results from VBM ballots that the Department received and processed before Election Day.

With this first summary report, the Department will also release a preliminary Statement of the Vote, ranked-choice reports, and Cast Vote Record data.

At approximately 9:45 p.m., the Department intends to release a second summary report of results that includes votes cast at the polling places. At approximately 10:45 p.m. the Department intends to release a third summary report of results.

After all polling places have reported results, the Department will release a fourth summary report, as well as a second preliminary Statement of the Vote, ranked-choice reports, and Cast Vote Record data.

Election results will be available from the following sources:

- On the results page of the Department's website, sfelections.org/results – all results reports, including the preliminary Statement of the Vote and the Cast Vote Record data, will be posted.
- Department of Elections, City Hall, Room 48 – printed copies of results reports will be available at the Department's front counter (the preliminary Statement of the Vote will not be printed due to its length)
- On Twitter @sfelections and Facebook.com/sfelections

Statewide Election results will be available at sos.ca.gov and on SFGTV, Channel 26 in a news ticker during SFGTV programming.

The Department will post a sample “zero” summary report on the Results page of the website in October. This zero report will include a navigation path to the webpages that will display the preliminary results posted on Election Night and after Election Day.

Reporting preliminary results after Election Day. Ballot processing continues after Election Day until the Department has counted the votes on all ballots. At 4 p.m. every day on which the ballots are counted, the Department will release updated results reports. On any days during which no ballots are counted, the Department will post a notice on its website stating that no update will be issued for a specified day or days.

During the first and last reports on Election Night, and at 4 p.m. on any day after Election Day during which ballots are counted, the Department will release the following reports:

1. Statement of the Vote, showing a precinct-by-precinct breakdown of votes cast at polling places and by mail, including neighborhood and district breakdowns in the following formats:
 - a. PDF
 - b. Excel
 - c. XML
2. Ranked-choice reports for the ranked-choice voting contest, showing elimination of candidates until only two candidates remain, in the following formats:
 - a. Round-by-round elimination reports in PDF, Excel, and XML formats
 - b. Detailed round-by-round elimination reports in PDF, Excel, and XML formats
3. Cast Vote Record is the raw data of all votes cast in the election, available in the following format:
 - a. JSON

Reporting final election results. The Department will release the final election results no later than December 8, 2022 – the deadline to complete the canvass period.

After certifying the election results, the Department will deliver the certified statement of the results and associated attachments to the Clerk of the Board of Supervisors and the Secretary of State, and will post the documents on sfelections.org/results. Additionally, the Department will issue a press release and Twitter and Facebook notifications that the election results are certified.

Along with final results, the Department will post images of voted ballots, allowing members of the public to view each voted ballot cast in the City.

The Department will apply SHA512 cryptographic function to all results files, ballot card images, and transaction logs to establish the integrity of the results in a verifiable manner.

Voting system transparency. For the November 8 election, the Department will again post a “Cast Vote Record”, which lists how votes for all contests and ballot measures were recorded on each ballot card. Data provided in the Cast Vote Record is captured from ballots as they are scanned by the voting equipment and

before vote tabulation occurs, allowing members of the public to tabulate votes from specific precincts, districts, etc. and compare against the official election results.

The Department will also post images of voted ballots, allowing members of the public to view images for each voted ballot cast in the City. In addition to capturing images of voted ballot cards during processing, the voting system appends an “audit log” showing how the voting system interpreted and tallied each vote mark appearing on the images, and when applicable, how the markings were adjudicated by Department personnel. These “AuditMarks,” available alongside ballot images at sfelections.org/results provide interested members of the public with information about how the voting system operates and counts votes, and enables the comparison of each digital image to the individual ballot card’s Cast Vote Record in order to verify that the system correctly tallied ballots.

Prior to posting ballot images for the November election, the Department will again redact any identifying information voters may have placed on their ballot cards. Redacted ballot files will be sorted by precinct and type (vote-by-mail or in-person voting) and posted with election certification documents.

The Department will also post transaction logs from the voting equipment used in the November 8 election. These logs record the operation of equipment during scanning and processing tasks, further informing members of the public regarding the system’s operation.

XXII. Post-Election Ballot Processing

Department staff continue to process ballots received before or on Election Day, including vote-by-mail and conditional voter registration ballots cast at the Voting Center, polling place ballots with write-in votes, and provisional ballots, until all such ballots have been counted. In addition, after Election Day, the Department will process vote-by-mail ballots postmarked or dated on Election Day and received within seven days of Election Day, and any challenged ballots timely cured by voters.

XXIII. Canvass

California Elections Code requires an Official Canvass, which is an internal audit of the election to ensure the accuracy and validity of the results. The Canvass entails numerous processes that verify the accuracy of the computer count, including a hand tally of random ballot samples. For the November 8 election, the deadline to complete the official canvass is December 8.

Approximately 30 employees are engaged in Canvass processes that include the inspection of materials and supplies returned by poll workers, reconciliation of the number of signatures in the rosters of voters with the number of ballots recorded, and tallies of ballots cast in one percent (1%) of precincts participating in an election, as well as 1% of the vote-by-mail ballots and other ballots cast in an election. The Canvass is conducted primarily at the Department’s warehouse at Pier 31. The Canvass area is secured by Deputy

Sheriffs and is accessible only to authorized personnel and observers. When necessary, security is arranged to transfer ballots between the secured Canvass area and City Hall.

Inspection of materials. Department staff account for all closing bags returned from the polls inside the inspector transport bags using a tablet-based application. Staff record the presence of each closing bag, whether the bag is empty or includes ballots, and for some bags, the number of ballot cards inside the bag. Each team processes materials from one polling place at a time, emptying the inspector bag and checking for unused ballots in the field support bag. Any items that should have been delivered to City Hall on Election Night, such as bags with vote-by-mail ballots or provisional ballots are given to the supervisor for transfer to the ballot processing room in City Hall.

Reconciliation of signatures in the rosters with ballots recorded on the Posted Ballot Statement. Rosters of voters will be processed by Department staff the day after the election. First, rosters are prepped by removing alpha tabs, binding, and staples, and then scanned by high speed scanners. The software analyzes the roster pages and captures voter ID barcodes for which a signature and a filled-in bubble are present. If a signature or a bubble is missing or the software is not confident about a mark, the record is marked for manual verification. Verification takes place concurrently with the scanning. Once verified, the roster information is uploaded into EIMS to update the voters' voting history. For each precinct, the roster signature count is compared with the number of ballots cast listed on the Posted Ballot Statement (PBS). If the number of roster signatures does not match the number of ballots on the PBS, the Canvass team takes steps to reconcile the ballots received from that precinct's polling place with the number of ballots cast.

Ballots from auxiliary bins. During the Canvass process, Department staff review any ballot cards that were inserted into the auxiliary bin of the ballot-scanning machine and transferred to the warehouse on Election Night. Ballots that have not yet been counted are transported to the ballot processing room in City Hall and processed using the ICC scanners.

One percent manual tally. As part of the Canvass, a one percent manual tally is conducted to verify the accuracy of the machine count of votes.

To randomly select ballots for manual tally, the Department uses 10-sided dice. After dice are rolled, the numbers facing up are matched to numbers assigned to an itemized list of precincts for which the Department will manually tally cards voted at a number of polling places equal to one percent of all precincts.

Next, the Department will roll the dice to select a number of batches of vote-by-mail and other ballots that equals one percent of the batches processed. These batches most likely include ballots from multiple precincts. For this latter category of ballots, the numbers from the rolled dice are referenced to a list of batch numbers.

The selection of ballots can be viewed in person or via live stream on sfelections.org/observe. Following the selection of ballots, the Department will post a recording of the process on sfelections.org/observe.

The Department will compare the manual tallies against the results reports issued from the voting system.

The purpose of conducting the manual count and then comparing those results to vote totals tabulated by the voting equipment is to verify that the equipment properly tabulated ballots.

Record retention. Upon certification of election results, the Department secures ballots and other election materials in labeled boxes, each safeguarded with a tamper-evident seal. The boxes are labeled with the election title and date, the contents, the destruction date set by state law, and a box reference number. The sealed boxes are stored inside a secure fenced area in the warehouse for the retention period required under state law.

Appendix A: November 8, 2022 Consolidated General Election Calendar of Observable Activities

Before Election Day			
Activity	Details	Time	Location
Voter Outreach Presentations	Contact Matthew Selby (415) 554-4376 for details, time, and location.		
Designation of Letters for Ballot Measures	Designation of Letters to identify each local measure that will appear on the ballot.	August 15, 11 a.m.	City Hall, Rm 48
Random alphabet drawing	The resulting order of letters is used for determining the order of candidates' names on the ballot. CAEC sections 13111(e) and (i) , and 13112	August 18, 11 a.m.	City Hall, Rm 48
Proponent and opponent argument drawing	Selection of official proponent and opponent arguments if more than one proponent's or opponent's argument are submitted.	August 18, 2 p.m.	City Hall, Rm 48
Logic and Accuracy Testing	Testing of ImageCast Central (ICC) Scanners and other media devices.	September 21 – September 29	City Hall, Rm 48
	Testing of ImageCast Evolution Ballot-Scanning Machines	September 30 – October 13, 9 a.m.–5 p.m.	Warehouse, Pier 31
	Testing of ImageCast X Ballot-Marking Devices.	September 21 – September 28, 9 a.m.–5 p.m.	Warehouse, Pier 31
Poll Worker and Field Support Training	Contact Matthew Selby (415) 554-4376 for details, time, and location.		
Voting Center	Any voter may vote or drop off their vote-by-mail ballot at the City Hall Voting Center beginning 29 days before the election.	October 11–November 7, Monday–Friday, 8 a.m.–5 p.m. October 29-30 and November 5–6, 10 a.m.–4 p.m.	City Hall, in front of Rm 48
Vote-by-Mail Ballot Processing	Sorting, scanning, and verifying signatures on vote-by-mail ballot envelopes in preparation for ballot counting.	As early as September 26, following transmission of ballots to military and overseas voters, until complete	City Hall, Rm 48
	Opening of vote-by-mail ballot envelopes, ballot extraction, ballot scanning in preparation for tabulation.	October 11 until complete	City Hall, Rm 48
	For activity on a specific day, contact Matthew Selby (415) 554-4376.		
Ballot Adjudication and Remake	When ballots contain valid votes, including cases in which a ballot has been irregularly marked, torn, bent, or otherwise damaged and unreadable, the Department reviews and adjudicates these ballots. When necessary, ballot remake is conducted	October 11 until complete	City Hall, Rm 48
Official Ballot Drop Boxes	Any voter may return their vote-by-mail ballot to any of San Francisco's official ballot drop boxes.	October 10 – November 8	For locations, visit sfelections.org/balлотdropoff
Mock Election Day Support Center	An internal practice of logging and resolving inquiries and issues in a simulated environment similar to Election Day.	November 5, 10:30 a.m.–12:30 p.m.	Rm adjacent to City Hall café

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On Election Day			
Activity	Details	Time	Location
Voting Center / Polling Places	The City Hall Voting Center and 501 polling places are open to local voters who wish to register to vote or vote in person, use accessible voting equipment, receive personal assistance, or return their vote-by-mail ballots.	Election Day, November 8, 7 a.m.–8 p.m.	For locations, visit sfelections.org/MyVotingLocation
Official Ballot Drop Boxes	Any voter may return their vote-by-mail ballot to any of San Francisco's official ballot drop boxes.	Open until 8 p.m. on Election Day, November 8	For locations, visit sfelections.org/balлотdropoff
Election Day Support Center	Provides support to poll workers and dispatches in-person assistance to polling places when needed.	5:30 a.m. to approximately midnight	Rm adjacent to City Hall café
Processing Center	Receives voted ballots, rosters of voters, and other materials from polling places.	Begins after 8 p.m. and continues until all polling place materials have been received	Warehouse, Pier 31
Data Collection Center	Receives memory cards from polling places.	Begins after 8 p.m. and continues until all polling place memory cards have been received	City Hall, McAllister St. entrance
Election Night Results Reporting	Results are available at: - sfelections.org/results -Department of Elections, City Hall, Rm 48 -San Francisco Government Television SFGTV, Channel 26	First preliminary results released at approximately 8:45 p.m. with updates released at approximately 9:45 p.m. and 10:45 p.m.	City Hall, North Light Court

After Election Day			
Activity	Details	Time	Location
Ballot Processing and Tabulation	Ballots include vote-by-mail ballots that voters returned to polling places and official ballot drop boxes, and that the Department received in the mail within seven days of Election Day; vote-by-mail ballots that were timely remedied by voters; provisional ballots; and ballots with write-in votes. For activity on a specific day, contact Matthew Selby (415) 554-4376	Continues until all ballots have been counted and the results are certified (no later than December 8)	City Hall, Rm 48
Results Reporting after Election Night	The Department holds press briefings and posts updated results on its website on any day ballots are tabulated.	Daily at approximately 4 p.m.	In front of Rm 48 and at sfelections.org/results
Canvass	An internal audit of the election to ensure the accuracy of results.	November 10 until complete but no later than December 8, 8 a.m.–5 p.m.	Warehouse, at Pier 31
1% Manual Tallies Random Selection	Random selection of precincts and batches for manual tallies.	November 15, 10 a.m.	City Hall, Rm 48
1% Manual Tallies	Manual count of ballot cards from random selection.	November 17 until complete but no later than December 8, 8 a.m.–5 p.m.	Warehouse, at Pier 31