

March 5, 2024

Presidential Primary Election

# POLL WORKER



# MANUAL



SAN FRANCISCO  
ELECTIONS

## About this Manual

First, thank you in advance for devoting your valuable time and energy to poll worker training and service. Rest assured that your decision to prepare for and play this vital role will help voters maintain confidence in the integrity of our March 5, 2024 election and is very much appreciated!

Each of the four chapters in this manual explains how to carry out your assigned duties while providing excellent and respectful service to all voters at your polling place.

In **Chapter 1**, you will find general information about your role as a poll worker along with guidance on how to interact with and protect the rights of voters.

In **Chapter 2**, you will find specific procedures along with step-by-step Job Card instructions for setting up an accessible polling place in the hour before opening.

In **Chapter 3**, you will find specific procedures along with step-by-step Job Card instructions for processing voters during voting hours, 7 a.m. and 8 p.m.

In **Chapter 4**, you will find specific procedures along with step-by-step Job Card instructions for securing essential materials and closing up your site after voters leave.

To successfully carry out all of your duties on Election Day, you will need to read this manual carefully beforehand — cover to cover — and become familiar with its organization. In reading this manual, please pay special attention to information on the following topics:

- How to protect and secure vital election materials such as ballots and voting equipment.
- How to properly accommodate voters with different physical, linguistic, or cultural needs.
- How each voter's registered party preference affects their primary ballot options.

If, after reading this manual, you still have questions about completing your duties on Election Day, please call (415) 554-4395 or email [pw@sfgov.org](mailto:pw@sfgov.org). We are committed to ensuring that you feel prepared for your role!

Thank you in advance for helping the San Francisco Department of Elections make the upcoming election free, fair and functional. We sincerely hope you enjoy serving as a poll worker!

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# CHAPTER 1

## ELECTION FUNDAMENTALS



# 1. Election Fundamentals

## 1.1 Your Election Day Mission

The mission of the San Francisco Department of Elections is to conduct free, fair, and functional elections and to provide equitable access to voting and election-related services. As a poll worker, you can help the Department of Elections complete its mission by:

- Providing unbiased, excellent service to voters of all backgrounds
- Making your polling place a safe, politically-neutral place to vote
- Ensuring all voters are able to cast a ballot privately and independently
- Keeping track of and securing all ballots and other vital materials
- Following all rules and procedures in this manual carefully and exactly

## 1.2 Poll Worker Standards

On Election Day, you will serve as an official representative of the San Francisco Department of Elections and will need to follow these standards:

1. Stay focused on your work; you may only use your cellphone on a break and you may never use a TV or radio in a polling place.
2. Maintain political neutrality; at no time while on duty can you express your opinion about any candidate or measure on the ballot. w
3. Serve every voter at your polling place with equal respect; regardless of their race, color, ancestry, national origin, place of birth, sex, age, religion, creed, disability, sexual orientation, gender identity, weight, or height.

## 1.2.2 Respecting Diversity

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On Election Day, you may find yourself helping voters from many different backgrounds such as:

- Voters whose primary language is not English
- Voters with a variety of gender identities
- Voters with cognitive or motor challenges
- Voters without a fixed residential address

When assisting any voter, always project respect and a willingness to help.

## 1.2.3 Avoiding Assumptions

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Avoid making any assumptions while assisting voters. For example, do not assume a voter is able to read, write, or use certain technology. Do not assume they are fluent in English or any other language.

Do not assume they identify as male or female or that they do or do not have a disability. Instead, always provide thoughtful and responsive service.

For example, you can politely offer bilingual assistance and translated materials to a voter who is not fluent in English. You can offer to read or help complete a form for a voter who indicates they cannot do so alone. Finally, you can avoid the use of gendered pronouns by using full names as listed in the Roster of Voters instead.

# 1.3 Protecting Voter Rights

You will find many of the basic voting rights granted to California voters on the *Voter Bill of Rights Poster*. Please familiarize yourself with this poster, see Appendix 5.9, and post it at your polling place, both inside and outside. Some of the most essential voting rights are the right to cast a secret ballot and to vote in a place free of interference and intimidation.

On Election Day, you and your team must create an organized and inclusive voting environment for everyone. If you see anyone engage in improper behavior, please call the Election Center at 1-800-554-9934.

## 1.3.1 Preventing Electioneering

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To protect all voters from interference and intimidation, state law prohibits electioneering. This generally means using signs or sounds to encourage voting for

or against any candidate or measure on the ballot. Such activities are illegal within 100 feet of the entrance to a polling place, ballot drop box, or curbside voting area. On Election Day, you may need to address the following types of behaviors:

- Displaying any image of a current candidate's name, likeness, or logo
- Displaying any image of a ballot measure's number, title, subject, or logo
- Broadcasting any information about candidates or measures on the ballot
- Attempting to influence any voter's choices about contests on the ballot
- Asking voters to talk about, read about, and/or sign a petition of any kind

While electioneering is not permitted, you should know that voters can still express general political opinions. You should also know that physically helping a voter does not constitute electioneering. Some examples of permissible activity include:

- Wearing a "BLM", "AFL-CIO," or "Tea Party" t-shirt (as long as these are not on the ballot)
- Bringing official material, such as the Voter Information Pamphlet, into a voting booth
- A voter with a disability allowing another person to assist them with marking a ballot

If you do encounter electioneering, try to remain composed and diplomatic. Gently but firmly remind the person they cannot campaign at your polling place. But do not put yourself or anyone else in harm's way. If you need assistance addressing electioneering, please call the Election Center at 1-800-554-9934.

### 1.3.2 Preventing Criminal Acts

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To protect free and fair elections, state law prohibits corruption of the voting process. This can take many forms and is, in most cases, criminal. You and your fellow poll workers must intercept all of the following:

- Committing, attempting to commit, or aiding election fraud or illegal voting
- Bribing a voter or attempting to change a voter's selections or decision to vote
- Preventing or delaying voting or improperly challenging someone's right to vote
- Attempting to find out how another person voted (except for media exit polls)
- Holding, or directing another to hold, a firearm at an active voting site

- Tampering with a voting system or altering election results in any way
- Impersonating an elections officer or displaying an unofficial ballot drop box

If you witness any of these activities, please call the Election Center at 1-800-554-9934 immediately.

### 1.3.3 Observers and Media

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Observers and members of the media may visit your polling place at any time on Election Day. You must welcome and accommodate them as long as voters can continue to cast their ballots without intimidation or interference. You may also need to remind visitors and observers that:

- Observers can inspect, but not mark or remove, rosters, street indexes, etc.
- Observers cannot sit at the election table, process voters, or see marked ballots.
- Observers may ask poll workers a few questions about elections procedures.
- Observers with many questions should be asked to call the Election Center.
- Members of the media may speak to voters at least 25 feet from the polling place entrance.
- No one can take pictures of voters or voting activities without express permission.
- Voters may take "ballot selfies," provided they do not include other voters.

If you have questions about how to handle observers or their rights and responsibilities, please call the Election Center at 1-800-554-9934.

## 1.4 Election Security and Integrity

You and your team will need to keep track of all voting equipment and protect ballots and other vital materials at your polling place. You will also need to keep and make available records of all activity at your polling place.

### 1.4.1 Physical Protection of Materials

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It is your responsibility to help protect the integrity of the election! Some of the vital election materials you will need to keep track of include ballots, the Roster of Voters, voting equipment and its memory cards containing vote count data. You may need to remind visitors or voters that:

- Every California voter has the right to independently mark a secret ballot.
- Nobody can look at anyone else's secret ballot without express permission.
- Nobody can damage, destroy, or tamper with a voter's ballot.
- Only Department of Elections staff with official badges can repair voting equipment.
- No voter or visitor can touch any security seals on any voting equipment.

To report suspicious activity, please call the Election Center at 1-800-554-9934 immediately.

### 1.4.2 Creating a Public Record

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Your team will need to create a public record of all activity at your polling place using the following documents:

- Ballot-Scanning Machine Zero Vote Report, to be printed before the polls open
- Security Seals Sheet, to be completed according to the printed schedule
- Custody Transfer Form, to be updated whenever a transfer of ballot custody occurs
- Ballot-Scanning Machine Total Votes Cast Report, to be printed after the polls close
- Posted Ballot Statement, to be completed and posted after all closing activities are complete

## 1.5 Language Resources

Many San Francisco voters prefer to receive their ballots, election information, and voting assistance in languages other than English. A combination of federal, state, and local laws requires the Department of Elections to provide all these resources in specified languages. You must make all language resources available at your polling place and let all voters know they may choose to use them.

### 1.5.1 Translated Materials

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In all San Francisco polling places, all official materials, including posters, ballots, and guides, are available in Chinese, Spanish, Filipino, and English. In addition, all polling places will also have facsimile (reference) ballots in Burmese, Japanese, Korean, Thai, and Vietnamese.

If a voter has a language preference listed in the roster, be sure to offer them an official or facsimile ballot in that language. There should always be one in each available language posted on a wall as well as one available on the Election Table.

### 1.5.2 Bilingual Assistance

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With almost half of San Francisco residents speaking a language other than English at home, it is vital that all voters know that bilingual assistance is available. In fact, state law requires poll workers to wear in-language name tags and to check off all languages spoken by poll workers on site on the Voter Assistance Sign. To ensure voters at your site are well-informed and well-served, follow these rules:

- Do not remove or cover your polling worker name tag at any point on Election Day – your name tag helps voters identify you as a poll worker and the languages in which you can provide help.
- If any of the bilingual poll workers on the *Precinct Staffing and Bilingual Requirement Form* are absent in the morning, call the Election Center at 1-800-554-9934 immediately to request a replacement bilingual poll worker.
- Remember to update the Voter Assistance Sign in the morning so that it reflects the bilingual assistance available at your polling place.
- If a voter requests assistance in a language not spoken by any member of your team, you may use the translated scripts printed in Appendix 5.3 or call (415) 554-4375 for interpretive services.

### 1.5.3 Communication Tips

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When interacting with voters who are not fluent in English, keep these tips in mind:

- Speak slowly (not loudly) and use short phrases; avoid acronyms and idioms.
- If you have difficulty understanding a voter, ask the voter to write things down.
- Ask another poll worker to cover your tasks while you patiently help the voter.

## 1.6 Accessible Resources

Every voter has the right to vote privately and independently. As a poll worker, you must make all accessible voting resources available and let all voters know they may choose to use them!



## 1.6.1 Accessible Pathways

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Most San Francisco polling places have accessible entrances. Be sure to post all directional signs, including the “Vote Here” sign, outside of your site’s accessible entrance. During setup, allow for a 5 ft. wide path of travel throughout the voting area.

## 1.6.2 Ballot-Marking Device

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The accessible ballot-marking device allows voters to mark and print audio and/or touchscreen ballots. This device works with sip-and-puffs and head-pointers and has a braille keypad and headphones.

## 1.6.3 Accessible Voting Booth and Tools

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Any voter may choose to use a wheelchair accessible booth or a voting tool such as a signature guide (to enable voters with vision impairment to sign in the Roster of Voters), a page magnifier (to magnify the print on paper ballots), or a pen grip (to make marking paper ballots easier).

## 1.6.4 Curbside Voting Service

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Any voter unable or unwilling to enter your polling place may request curbside voting service. Simply follow the steps on Voting Job Card 5 (page 51) to bring a ballot and voting supplies to the voter outside.

## 1.6.5 Personal Assistants

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Any voter physically unable to mark a ballot can ask one or two other people to help them do so. (Though such an assistant cannot be a representative of the voter’s employer or union.) If you encounter this, you must note it in the *Assisted Voters Page* of the Roster of Voters. You must also remind the assistant not to influence the voter’s decisions, make choices for the voter, or reveal the voter’s choices to anyone.

## 1.6.6 Service Animals

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Any voter may bring any service animal to a polling place. If you guide the voter, please walk so that the animal is on one side and you are on the other. Do not engage with the animal without express permission.

### 1.6.7 Interacting with Voters with Disabilities

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The rules of etiquette and good manners apply when assisting every voter who enters your polling place. In general, you should also follow these rules when assisting a voter with a disability:

- Communicate directly with the voter, rather than with their companion.
- Offer assistance, but do not insist on providing it.
- Do not touch the voter or their property unless the voter asks you to do so.
- Do not distract or touch the voter's guide or service animal.
- Always ask how you may best assist rather than assuming you know best.
- Listen closely and follow all of the voter's instructions.
- Use people-first language, e.g., say "person with a disability."
- Do not finish the voter's sentences or guess what they need.
- If you do not understand, ask the voter to rephrase or repeat.
- If communication is difficult, try tools, such as pen and paper.
- If you are guiding the voter, point out obstacles along the way.
- Do not leave the voter abruptly; explain where you are going.

## 1.7 Election Day Roles

On Election Day, your team will most likely consist of three poll workers: two clerks and an Inspector.

All polling place teams will be supported by roving Field Election Deputies, District Support Drivers, and Voting System Technicians. All poll worker teams and others in the field will be supported by the Election Center. At closing, Deputy Sheriffs and SFMTA officers will assist with election results data and ballot collection.

To accomplish our joint mission of conducting a free, fair, and functional election, everyone must work together, understanding and respecting one another's roles:

- Clerks complete step-by-step tasks on their Job Cards, switching roles as necessary.
- Inspectors oversee operations at their sites, lead clerks, and bring vital supplies, including ballots.

- Field Election Deputies oversee activities at 7-9 sites, deliver supplies and help poll workers as needed.
- Roving District Support Drivers and Voting Systems Technicians resolve technical and facility issues.
- Deputy Sheriffs and SFMTA officers collect ballots and election results data after the close of polls.
- Election Center coordinators answer poll worker questions and resolve issues over the phone.

## 1.8 Preparing for Election Day

Make sure you are prepared to serve on Election Day by completing all of the pre-election tasks:

- ☐ Read this manual carefully and contact the Department promptly if you have questions.
- ☐ Confirm your polling place assignment at [sfelections.org/pwp](https://sfelections.org/pwp) (or call (415) 554-4395).
- ☐ Plan/practice commuting to your polling place in order to arrive by 6 a.m. on Election Morning.
- ☐ Carefully review your site-specific plan (log into [sfelections.org/pwp](https://sfelections.org/pwp) a week before Election Day).
- ☐ Get plenty of sleep the night before. Pack water and snacks. Dress in comfortable, warm layers.

If you are a clerk, you should also:

- ☐ Attend the optional hands-on voting equipment lab; to schedule, call (415) 554-4395.
- ☐ Answer the call from your Inspector and confirm your Election Day assignment.
- ☐ Notify the Department as soon as possible if you become unable to serve.

If you are an Inspector, you should also:

- ☐ Attend the mandatory hands-on voting equipment lab; to schedule, call (415) 554-4395.
- ☐ Pick up your Inspector bag with ballots after the lab and organize roster tabs before Election Day.

- ☐ Call clerks on your staffing form to confirm they will arrive by 6 a.m. on Election Morning.
- ☐ Answer the call from your Field Election Deputy and confirm your assignment.

Please keep these fundamentals in mind on Election Day. You can also refer to the tips and rules described in this first chapter as you are serving. Remember, if you have questions, call the Election Center at 1-800-554-9934!



Notes

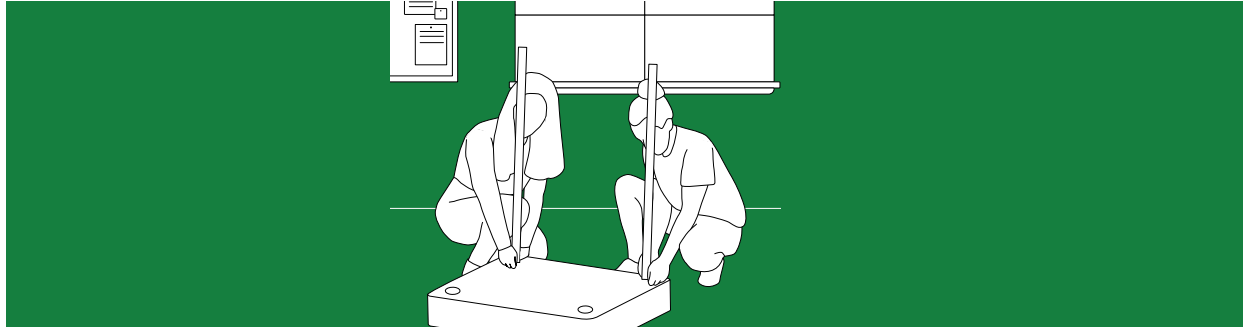


Questions

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## CHAPTER 2

# POLLING PLACE SET-UP



## 2. Polling Place Set-Up

### 2.1 Opening Timeline

Your team must begin setting up by 6:00 a.m. using Opening Job Cards and the site-specific plan (SSP).

*By law, every polling place must be ready for voters at 7:00 a.m. This timeline will help you open on time:*

**Between 6:00 and 6:30 a.m., all members of your team begin their assigned tasks:**

- The clerk with Job Card 1 will ready the election table and red box.
- The clerk with Job Card 2 will post all indoor posters and outdoor signs.
- The Inspector will use the Inspector Job Card to set up the voting equipment.

**Between 6:30 and 6:45 a.m., your team processes the FED delivery and sets up booths:**

- The Inspector and the clerk with Job Card 1 will secure extra ballots under the Election Table.
- The clerk with Job Card 1 will update the roster using the purple and orange pages as follows:
  1. Find the name of each person listed in the orange list in the white pages.
  2. Note in the white pages that each such voter has already returned a ballot.
  3. Place both the purple and the orange pages in the back of the roster.
- The other clerks begin voting booth setup once they have finished their tasks.



**Between 6:45 and 7:00 a.m., your team will ensure your site is ready for voters and sign forms:**

- The Inspector performs a final check and makes any needed last-minute adjustments.
- Everyone reads and signs the Declaration of Poll Workers and the Poll Worker Payroll Sheet.
- The Inspector distributes Voting Job Cards and reminds poll workers to wear their nametags.
- At exactly 7:00 a.m., the Inspector opens the site and announces, “The polls are now open!”

*It is crucial to open for voting by 7:00 a.m. **In the event you expect not to be able to open by 7 a.m., please call the Election Center at 1-800-554-9934 so we can quickly help or send field support to assist you.***

## 2.2 Opening Highlights

### 2.2.1 Using the Site-Specific Plan

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Each polling place will have a site-specific plan with instructions, including:

- A custom accessibility layout diagram (for 5 ft. path).
- Locking and unlocking instructions for your facility.
- Restroom location and sign placement information.
- Welcoming station instructions for extra clerks, if any.

### 2.2.2 Using the Ballot Organizer

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In every election, different areas in the City may have ballots with different contests, all of which must be available in three bilingual formats. But in this primary election, ballots will also vary by party preference.

That is, there will be six party ballots, one non-partisan ballot, and three ballots with presidential contests available to voters with no party preference. In total, your site will have 30 different official ballot types.

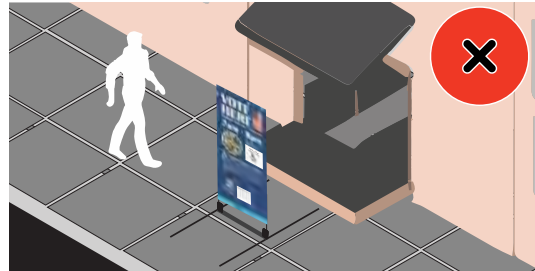
To keep ballot types organized, your team will use a Ballot Organizer -- with dividers separating ballots by language and party preferences. A clerk will transfer ballots from ballot boxes to the front of each section by matching the code on the lower right corner of each ballot pad to the divider with the same code.

To help ensure ballots are properly organized for voters, these dividers will also be color-coded: Green for English/Chinese ballots, orange for English/Spanish, and yellow for English/Filipino.

### 2.2.3 Setting up the Vote Here Sign

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New for this election, the Department has updated its Vote Here Sign to be more visible and durable. A clerk will place the Vote Here Sign, with its legs, in front of your polling place, as shown below:



It is important to place the Vote Here Sign in a way that doesn't obstruct the path of travel.



Notes

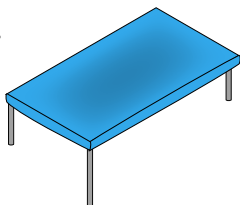
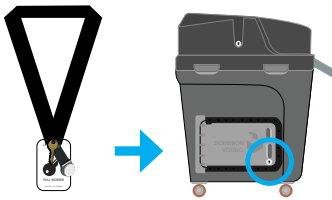
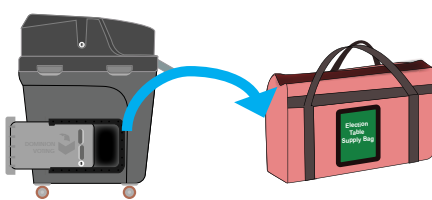
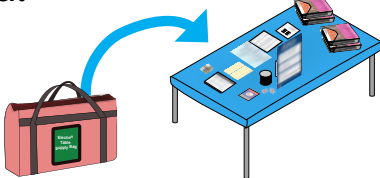
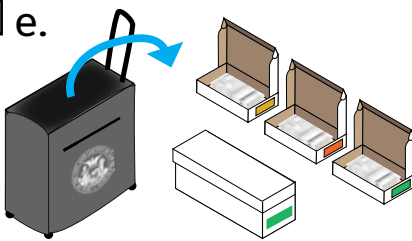
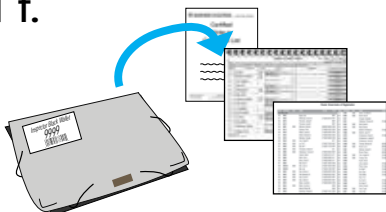


Questions

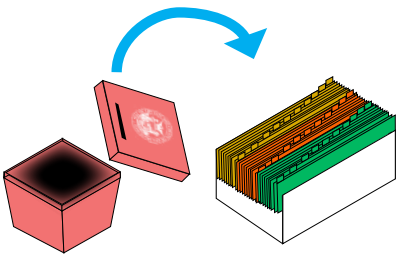
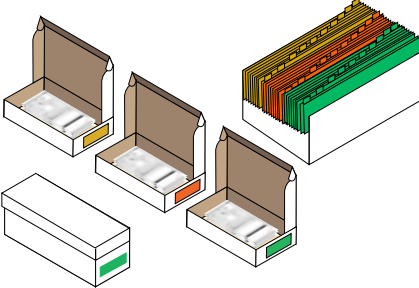
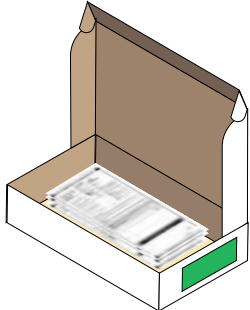
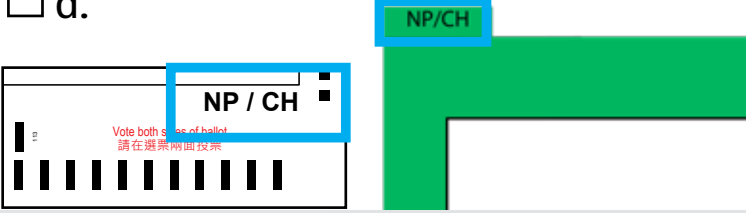

# Job Card 1: Prepare Election Table and Red Box

Your job at opening is to ready the election table and the red box, and to update the roster of voters.

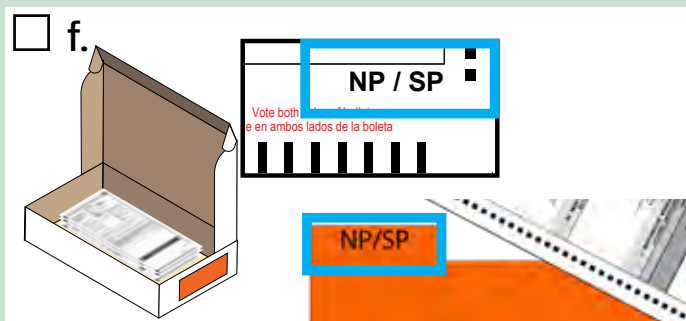
## 1. Set up the election table and retrieve election table supplies.

<input type="checkbox"/> a.  <p>Set up the 6-ft table in the location noted in your site-specific plan.</p>	<input type="checkbox"/> b.  <p>Ask your Inspector to unlock the main bin of the Ballot-Scanning Machine.</p>	<input type="checkbox"/> c.  <p>Retrieve the election table supply bag from the scanning machine.</p>
<input type="checkbox"/> d.  <p>Empty bag onto the election table and place the empty bag under the table.</p>	<input type="checkbox"/> e.  <p>Ask Inspector to give you the four ballot boxes from their Inspector Bag.</p>	<input type="checkbox"/> f.  <p>Ask Inspector for the Write-In Candidate list, roster, and a copy of the street index.</p>

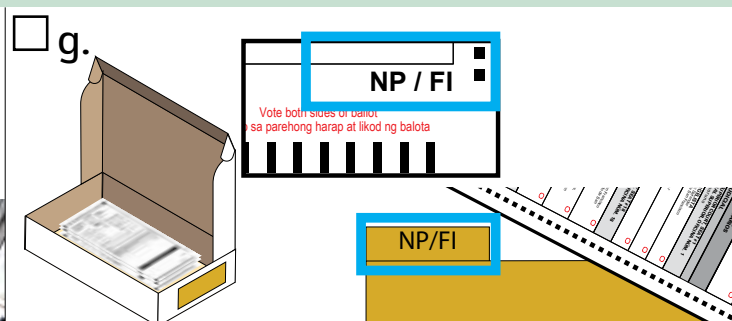
## 2. Assemble the Ballot Organizer

<input type="checkbox"/> a.  <p>From the Red Box, remove Ballot Organizer and place on Election Table.</p>	<input type="checkbox"/> b.  <p>Confirm you have all four boxes with ballot pads, and 30 types of dividers.</p>	<input type="checkbox"/> c.  <p>Open Box 1 (with 10 types of English/Chinese ballot pads).</p>
<input type="checkbox"/> d.  <p>Match the code on the bottom of the first ballot pad to the corresponding green divider.</p>	<input type="checkbox"/> e.  <p>Place one ballot pad with each code in front of each matching divider (all 10 types).</p>	

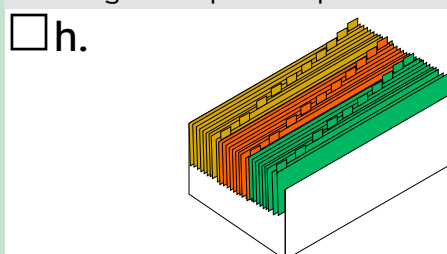
# Job Card 1: Prepare the Election Table and Red Box



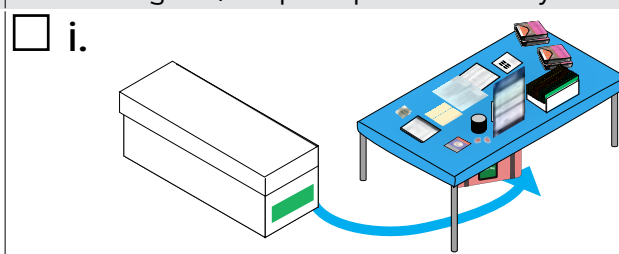
Complete Steps c-e for Box 2 (dividers for all 10 English/Spanish pads will be orange).



Complete Steps c-e for Box 3 (dividers for all 10 English/Filipino pads will be yellow).

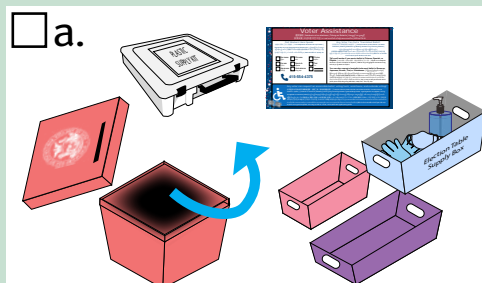


Confirm your organizer now contains one ballot pad in each section, for a total of 30.

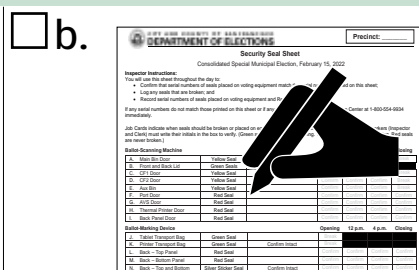


Store any extra ballots, including Box 4, under the Election Table.

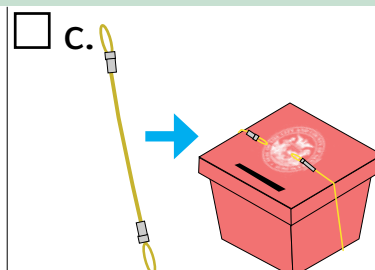
## 3. Empty and secure the red box.



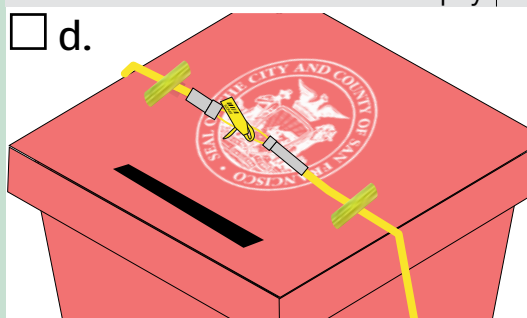
Empty remaining items from red box and ask all team members to confirm it is empty.



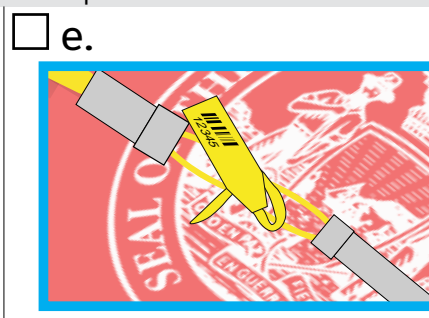
Have all team members sign **line Q** of the Security Seal Sheet, from the Inspector folder.



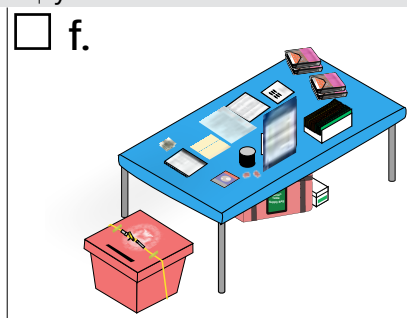
Place the lid back on the red box and wrap the yellow cable around it.



Secure yellow cable with a plastic seal and put security stickers on both sides of the seal.



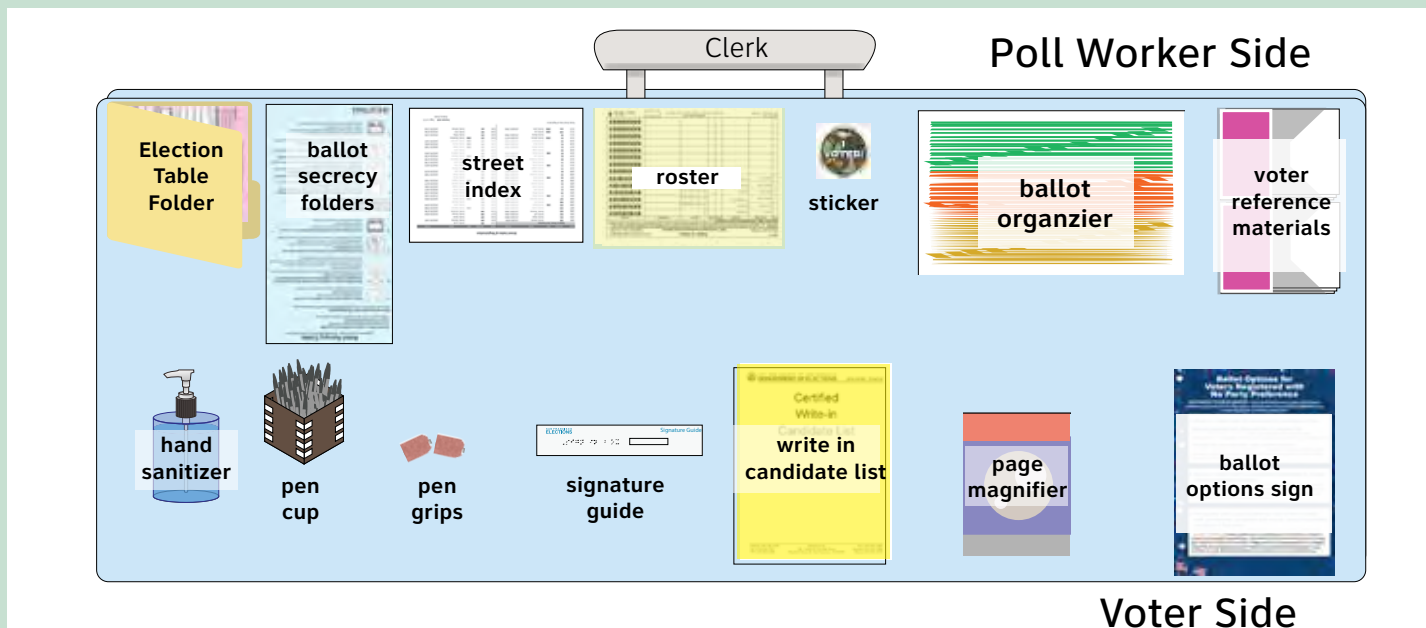
Record the yellow plastic seal number on **line O** of the Security Seal Sheet.



Place the red box near the Election Table, within clear sight of voters.

# Job Card 1: Prepare the Election Table and Red Box

## 4. Carefully organize the election table.



Once the steps above are complete, the election table should reflect the above diagram.

## 5. Update the Roster of Voters using pages delivered by FED.

☐ a.



Using the orange pages from FED, find the name of each voter in the roster white pages.

☐ b.

1 Avalon Ave Apt 567	VBMR	<input type="radio"/> NPP	<input type="radio"/> NP-AI
1 Avalon Ave Apt 567	VBMR	<input type="radio"/> NPP	<input type="radio"/> NP-AI
183 Madrid St Apt A	VBMR	<input type="radio"/> DEM	
119 Madrid St		<input type="radio"/>	

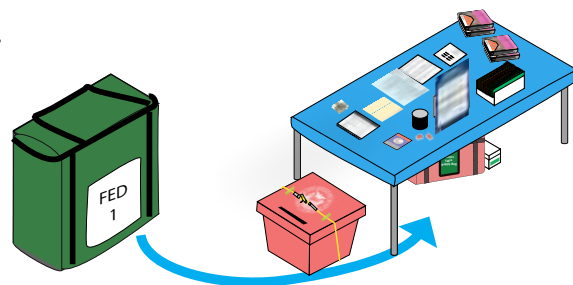
Next to each such name, note "VBMR" to indicate they have already returned a ballot.

☐ c.



Place the purple pages behind the white pages and the orange pages at the very end.

☐ d.



Place green FED bag under the Election Table.

Move on to Team Job Card to complete the setup.

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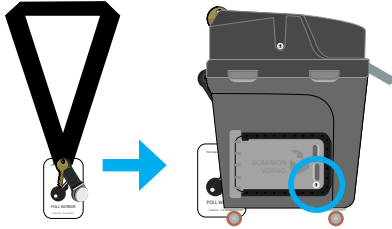


## Job Card 2: Post Polling Place Signage

Your main job at opening is to post all signs and notices, including the Voter Assistance sign. You will also need to distribute nametags. All of this is required by law!

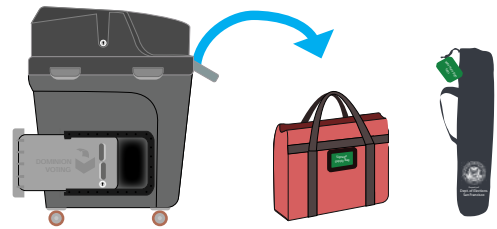
### 1. Retrieve all signage materials.

☐ a.



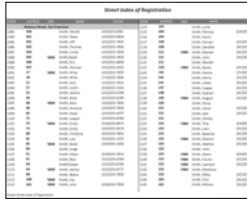
Ask the Inspector to unlock the ballot-scanning machine main bin.

☐ b.



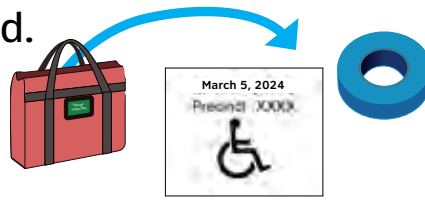
Remove the red signage supply bag and the Voter Here Sign legs from the bin and set it aside.

☐ c.



Ask the Inspector for a copy of the Street Index.

☐ d.



Remove the precinct card and blue tape from the sign supply bag.

☐ e.



From the red box, remove the Voter Assistance Sign and set it aside.

### 2. Set up all outdoor signs outside at entrance.

☐ a.



Bring all outdoor signage materials outside: Vote Here sign, Street Index, Precinct Number Card, arrow sign, How to Vote for President.

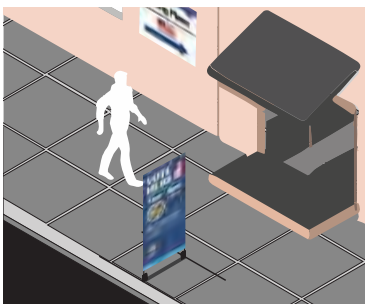
☐ b.



Gently lay the Vote Here sign on its side on the curb.

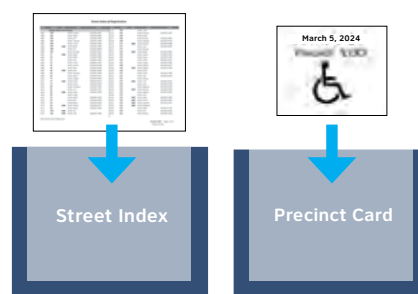
Attach two legs into the upward-facing part of the sign, repeat for other side.

☐ c.



Place the Vote Here and arrow signs for clear visibility without blocking the path of travel.

☐ d.



Slide the street index into the pocket labeled "street index" and the precinct card into the pocket labeled "precinct card" on the Vote Here sign.

☐ e.

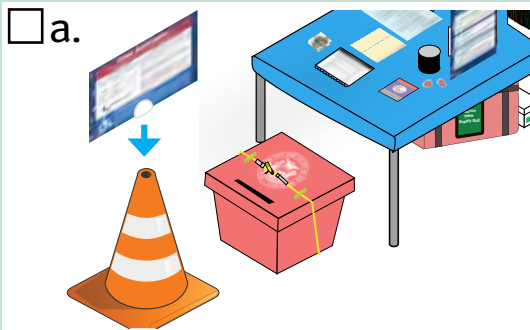


Tape one of the How to Vote for President signs near the entrance outside.



# Job Card 2: Post Polling Place Signage

## 3. Set up the Voter Assistance sign inside.



Insert the Voter Assistance Sign onto the orange cone and place it next to the election table.

☐ b.

Language	Chinese	Spanish	Filipino
Chinese			
Spanish			
Filipino			

Find the Precinct Staffing and Bilingual Requirement sheet in the Inspector folder.

Confirm sheet matches languages spoken at your site (if not, discuss with Inspector).

☐ c.

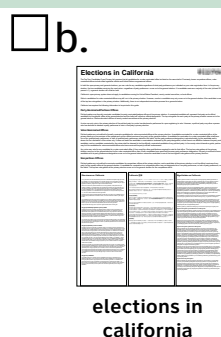
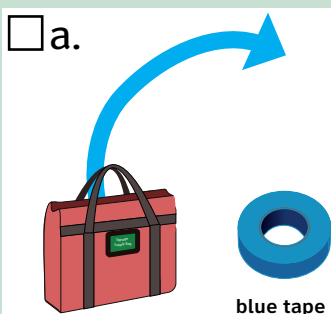
Language	Chinese	Spanish	Filipino
Chinese			
Spanish			
Filipino			

Remove the Voter Assistance sign from its holder and use the sheet to check off all spoken languages at your precinct on the sign. Place it back into its holder.



Distribute your team's bilingual nametags (which must match the sign you just updated).

## 4. Tape indoor posters and facsimile ballots.



Retrieve all remaining materials, including the blue tape, from the sign supply bag.

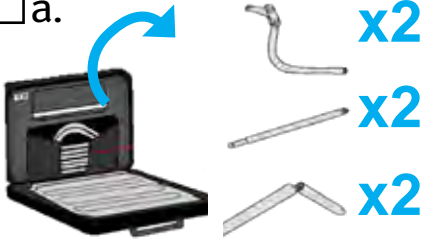
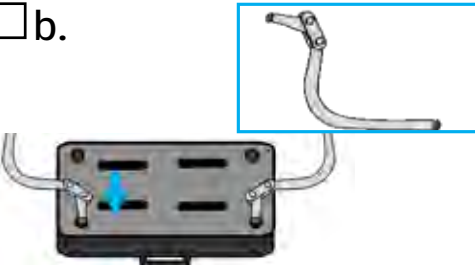
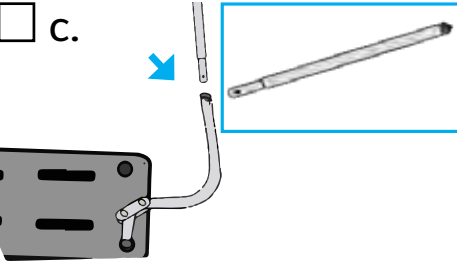
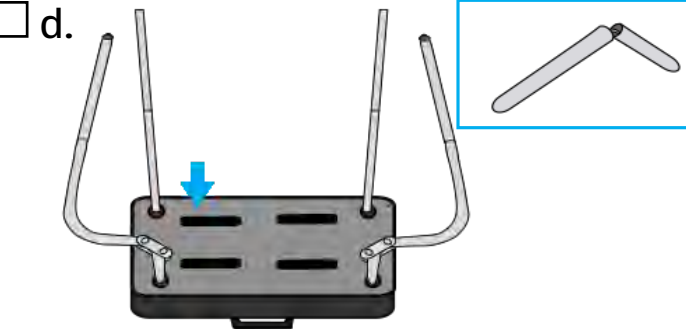
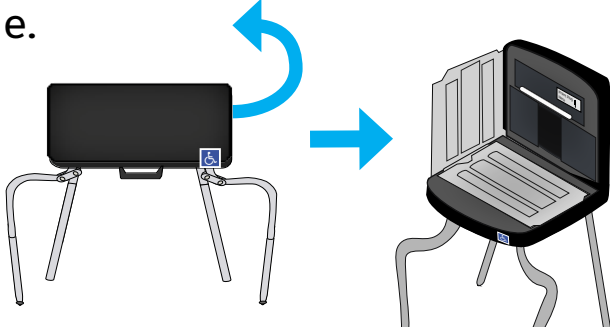
Use the blue tape to hang the following posters in a place that is visible to all voters at your precinct: Elections in California poster, Voter Bill of Rights poster, Voter Information poster, the other How to Vote for President poster and the five facsimile ballots.

Move on to Team Job Card to complete the setup.

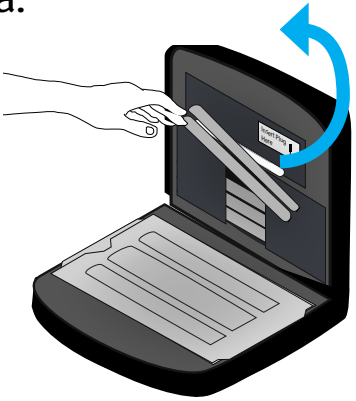
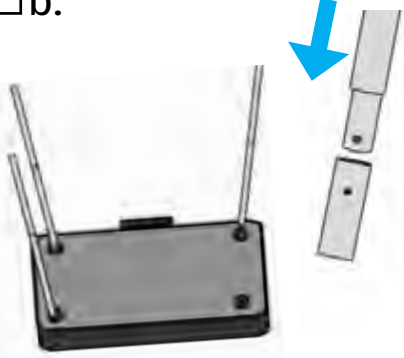
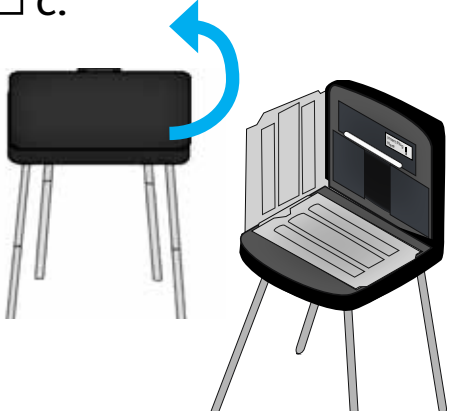
# Team Job Card: Set up Voting Booths

Once you complete your individual tasks, you can use this card to set up the booths together.

## 1. Set up the accessible voting booth.

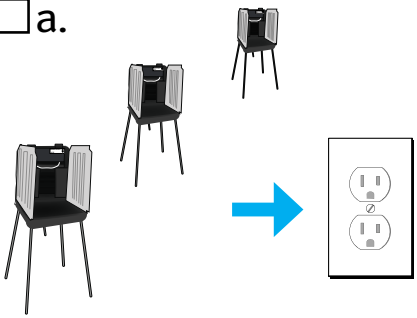
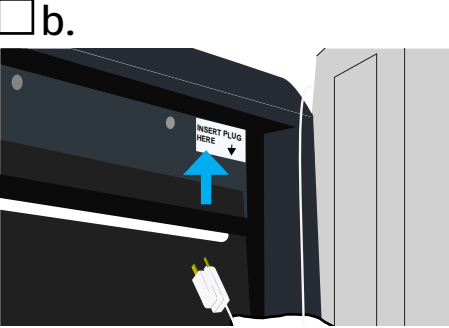
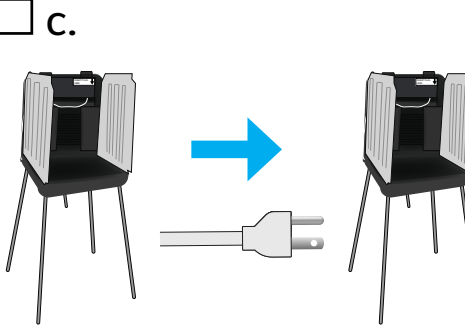
<p><input type="checkbox"/> a.</p>  <p>Open the case and remove the legs, then close the case and turn it upside down.</p>	<p><input type="checkbox"/> b.</p>  <p>Insert the two curved legs into the two indentations near the case's top handle.</p>	<p><input type="checkbox"/> c.</p>  <p>Connect each extension by pressing the button and rotating until it clicks into place.</p>
<p><input type="checkbox"/> d.</p>  <p>Insert the two straight legs into the two indentations opposite the case's top handle.</p>	<p><input type="checkbox"/> e.</p>  <p>Place booth upright, open case lid, and snap the privacy flaps into corner notches.</p>	

## 2. Set up all the other voting booths.

<p><input type="checkbox"/> a.</p>  <p>Open each case and lift up the inside flaps to remove all four legs, then close the case.</p>	<p><input type="checkbox"/> b.</p>  <p>Turn the case upside down and insert each of the four legs into a corner indentation.</p>	<p><input type="checkbox"/> c.</p>  <p>Place booth upright, open case lid, and snap the privacy flaps into corner notches.</p>
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## Team Job Card: Set up Voting Booths

### 3. Plug in the voting booth lights.

<p><input type="checkbox"/> a.</p>  <p>Plug in the voting booth closest to the power supply; it should light up.</p>	<p><input type="checkbox"/> b.</p>  <p>With the first booth lit up, plug the cord from the next booth into the first booth.</p>	<p><input type="checkbox"/> c.</p>  <p>Continue connecting booths in this manner until the last booth is connected and lit.</p>
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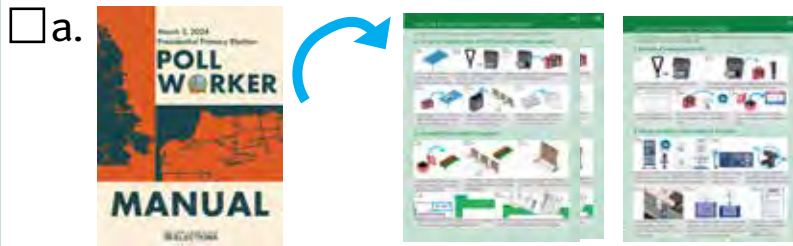
### 4. Offer to help your Inspector with any remaining tasks.

For any issues see page 31.

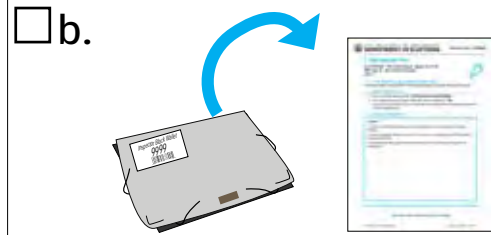
# Inspector Opening Job Card

To prepare for opening, you will distribute opening job cards, oversee clerk tasks, and set up voting equipment. If your site has more than two clerks, you may modify assignments as needed. Remember, you must open the polls at 7 a.m. sharp.

## 1. Distribute job cards and site-specific plans to clerks.

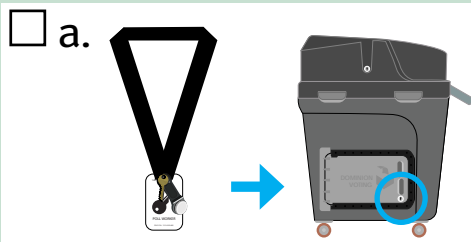


Tear out all opening job cards from your manual and distribute one job card to each clerk. The team job card your team should do together.

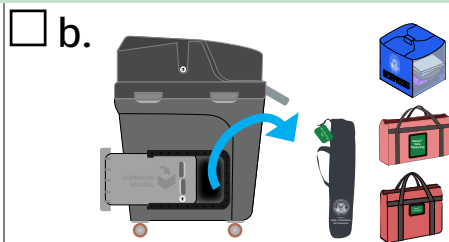


Take copies of the site-specific plan from your Inspector folder and distribute them.

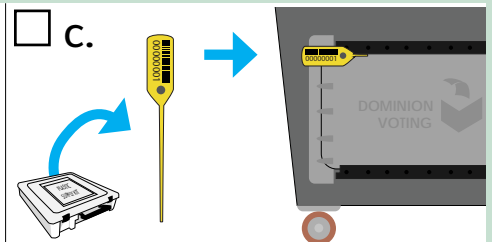
## 2. Empty the ballot-scanning machine bin.



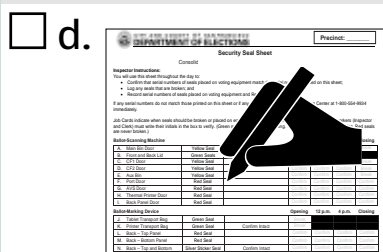
Unlock the main bin of the scanning machine using the metal key on your lanyard.



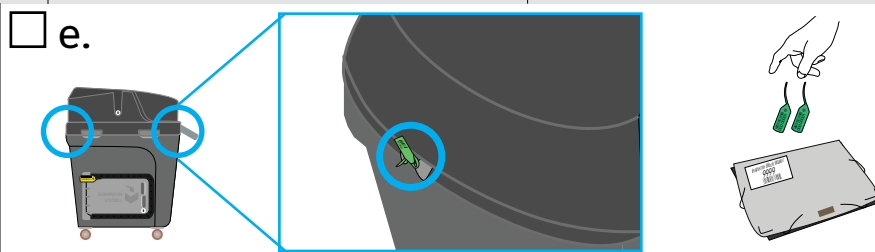
Empty the main bin and have all poll workers initial **line P** of the security seal sheet.



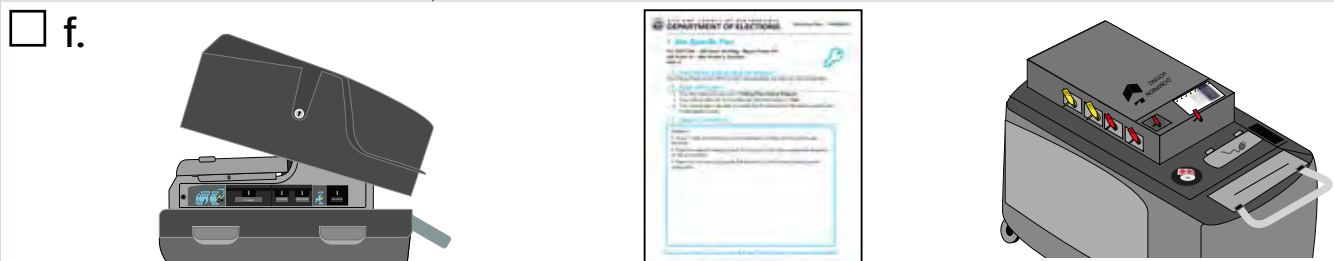
Relock the main bin using the key and seal it with a yellow seal from the supply kit.



Record the seal number of the main bin seal on **line A** of the security seal sheet.



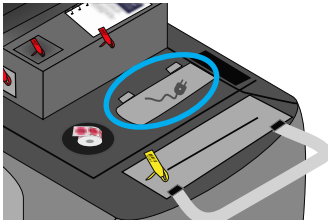
Confirm the green seals on the front and back of the scanning machine's lid are intact and match **line B** of the security seal sheet. Then break the green seals and place them in your folder.



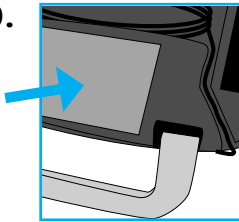
Unlock both sides of the lid and remove it. Then place the machine per the site-specific plan.

## Inspector Opening Job Card

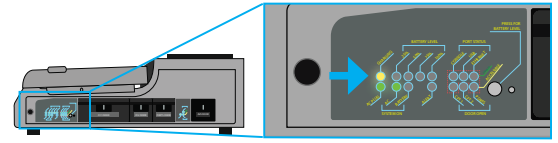
## 3. Turn on the ballot-scanning machine.

☐ a.

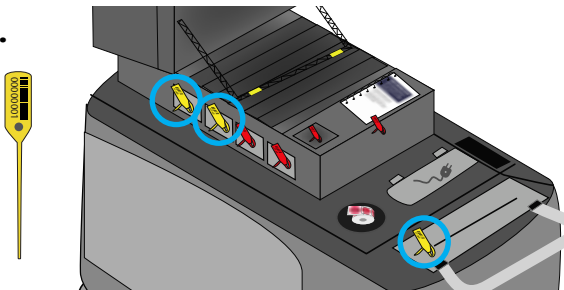
Remove the power cord from underneath the gray flap and plug it into an outlet or power strip.

☐ b.

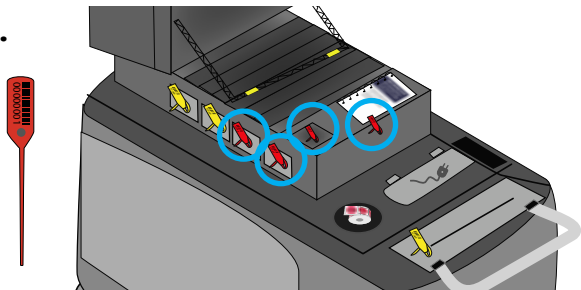
Secure the power cord by pressing it into the groove near the flap.

☐ c.

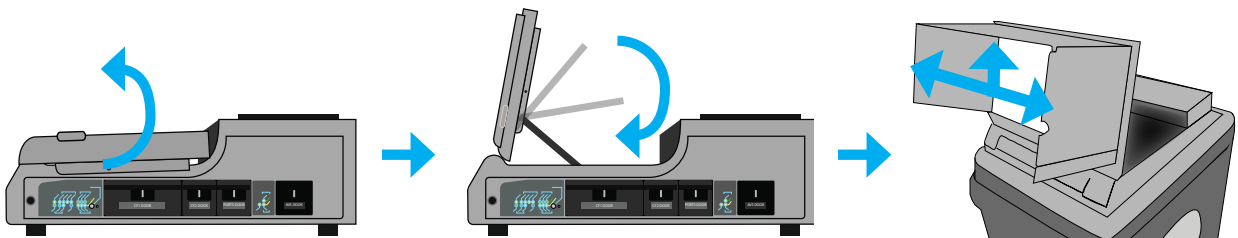
Confirm the right-side yellow charging light is on (if not, see Appendix 5.2 of the manual)

☐ d.

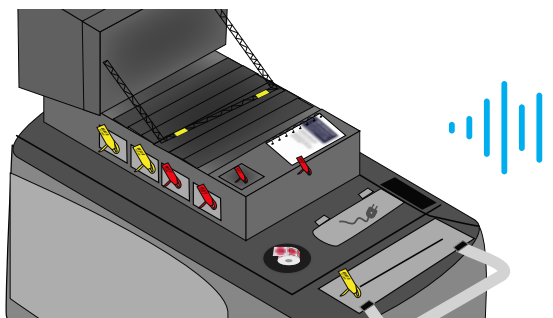
Confirm the yellow seals on CF1 and CF2 doors and the auxiliary bin are intact and match the numbers on **lines C, D, and E** of the security seal sheet.

☐ e.

Confirm the red plastic seals on the port door, AVS door, thermal printer door, and back panel door are intact and match **lines F, G, H, and I** of the security seal sheet.

☐ f.

Firmly pull up the screen, secure it using the stand, and snap all three flaps into place.

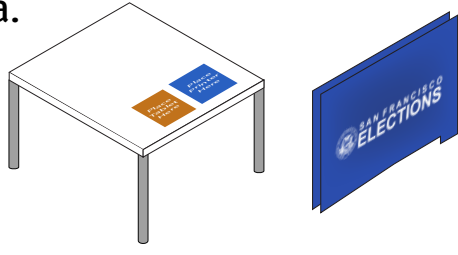
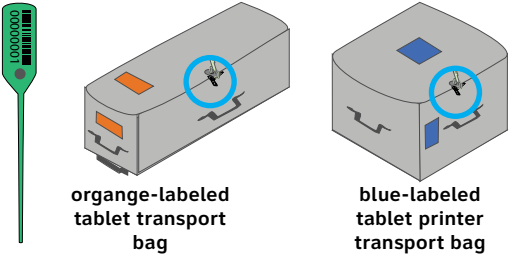
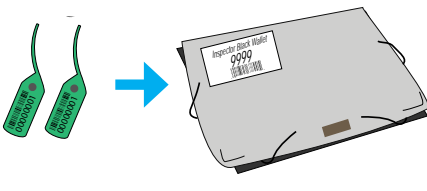
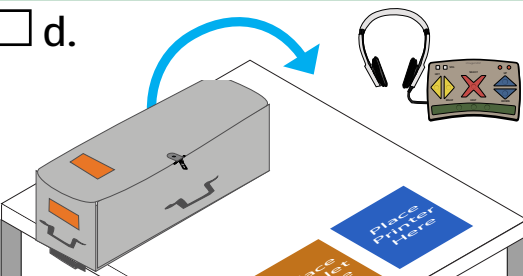
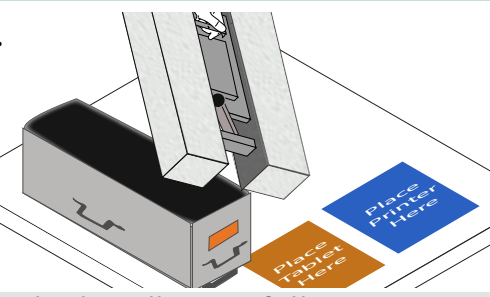
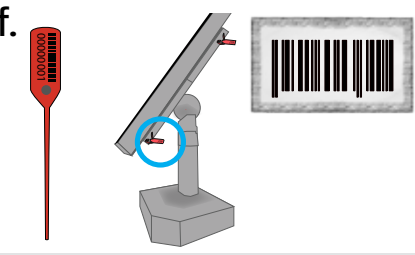
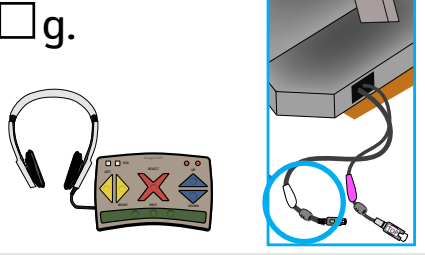
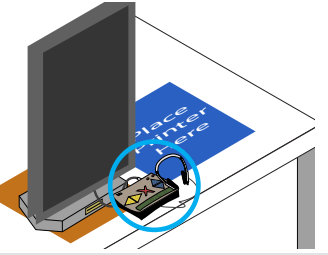
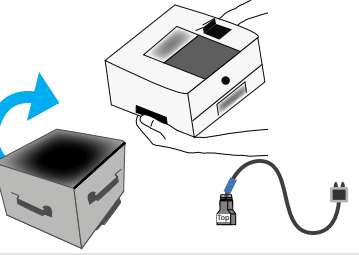
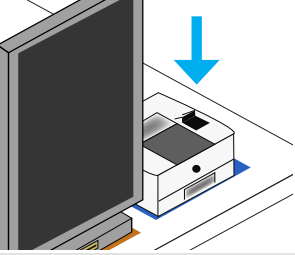
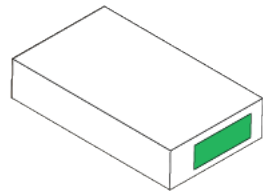
☐ g.

The machine will beep when it is ready for Step 6. Meanwhile, continue to step 4.

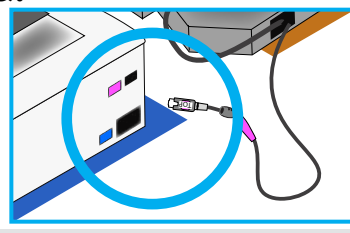
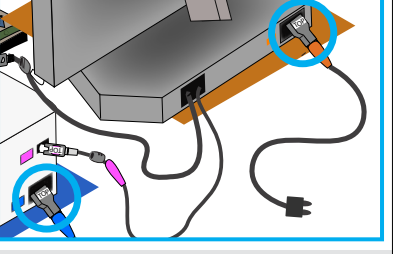
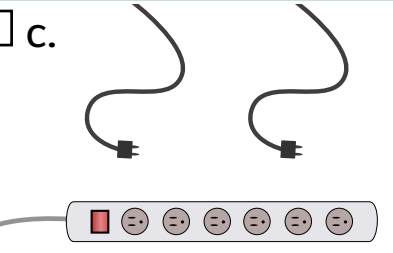
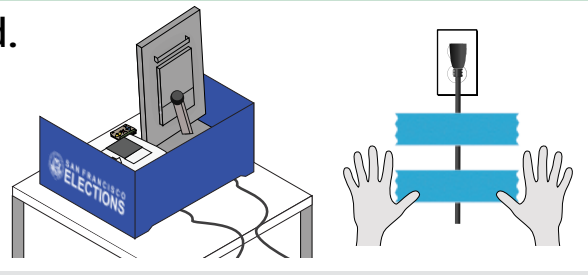
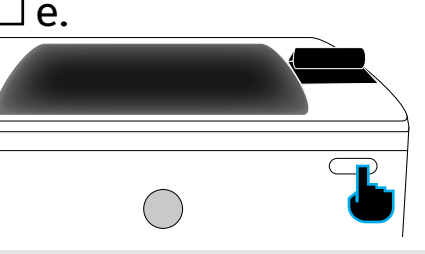
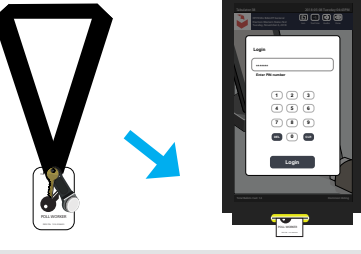
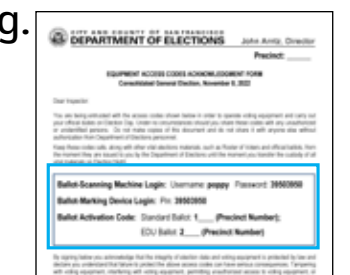
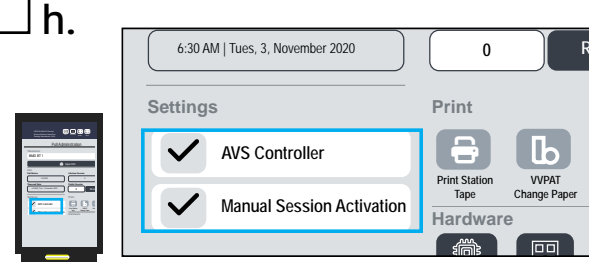
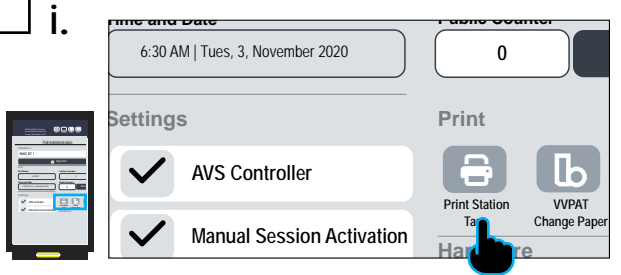

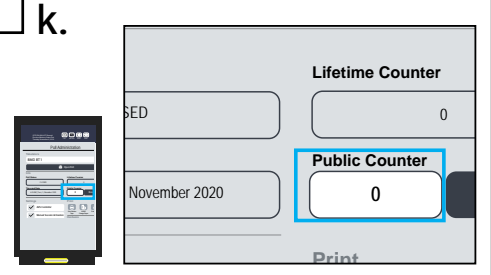
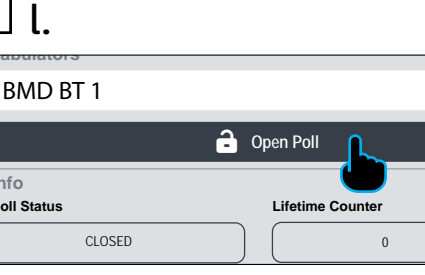


Inspector Opening Job Card

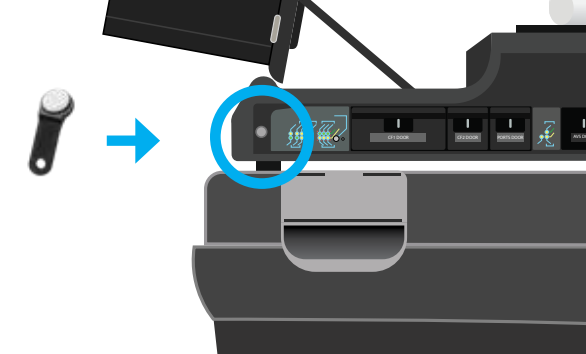
4. Set up the ballot-marking device.

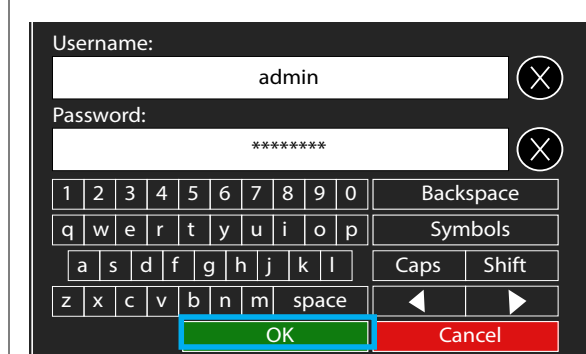
<input type="checkbox"/> a. 	<input type="checkbox"/> b.  orange-labeled tablet transport bag blue-labeled tablet printer transport bag	<input type="checkbox"/> c. 	<input type="checkbox"/> d. 	<input type="checkbox"/> e. 	
Set up and place the 3-ft accessible table per the site-specific plan. Set the privacy screen aside.	Confirm green seal numbers on tablet transport bag match <b>line J</b> . For the other bag, confirm green seal is intact on <b>line K</b> .	Break the green seals on the transport bags and place them in your Inspector folder.	Place the tablet transport bag on the table and remove all accessories.	Using the handle, carefully remove the tablet and place it on the <b>Place Tablet Here</b> sticker.	
<input type="checkbox"/> f. 	<input type="checkbox"/> g. 	<input type="checkbox"/> h. 	<input type="checkbox"/> i. 	<input type="checkbox"/> j. 	<input type="checkbox"/> k. 
Ensure the two red plastic seals and two silver seals on the back of the tablet are intact, then complete <b>lines L, M</b> and <b>N</b> of seal sheet.	Plug the input cord (white) into the keypad, and confirm headphones are connected.	Place the headphones and the keypad to the right of the tablet on the table.	From the printer tablet transport bag, remove the blue labeled power cord and printer.	Carefully place the printer on the Place Printer Here sticker.	Leave the Extra Ballot-Marking Device Paper in the printer transport bag.


5. Initialize the ballot-marking device.

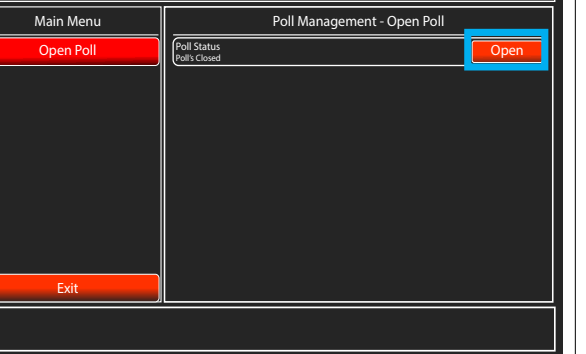
<input type="checkbox"/> a. 	<input type="checkbox"/> b. 	<input type="checkbox"/> c. 	<input type="checkbox"/> d. 	<input type="checkbox"/> e. 	<input type="checkbox"/> f. 
Plug the (pink) cord from the tablet into the printer.	Plug the tablet power cord (orange) and the printer power cord (blue) into those devices.	Plug the other ends of both power cords (blue and orange) into an outlet or power strip.	Set up the privacy screen and run cords through the opening on the back. Tape down loose cords on the floor for safety.	While the tablet is starting up, press the printer power button until it lights up.	Insert the poll worker card into the yellow slot of the tablet, facing upwards.
<input type="checkbox"/> g. 	<input type="checkbox"/> h. 	<input type="checkbox"/> i. 	<input type="checkbox"/> j. 	<input type="checkbox"/> k. 	<input type="checkbox"/> l. 
Enter your login credentials (on the Equipment Access Code Form) and tap <b>Login</b> .	Confirm "AVS Controller" and "Manual Session Activation" boxes are checked.	Tap <b>Hardware Test</b> then tap <b>Printer</b> then select <b>Print test page</b> . Then tap <b>Back to Menu</b> then tap <b>ATI</b> .	Then <i>follow the onscreen instructions</i> to test the keypad. Tap <b>Close</b> .	Confirm the public counter is set to zero (if not, call the Election Center).	Tap <b>Open Poll</b> , tap <b>Yes</b> to confirm, and remove the poll worker card.

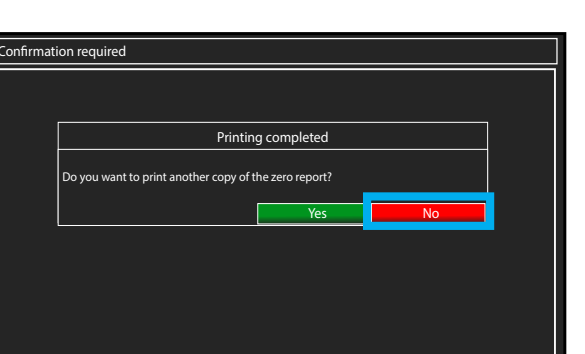
## 6. Initialize the ballot-scanning machine.

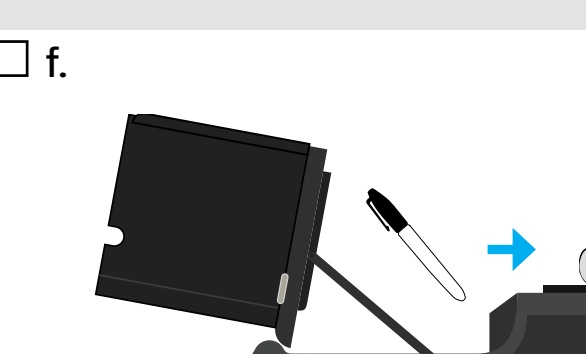
☐ a.   
Hold your key fob to the silver circle (right side) to stop the machine's beeping.

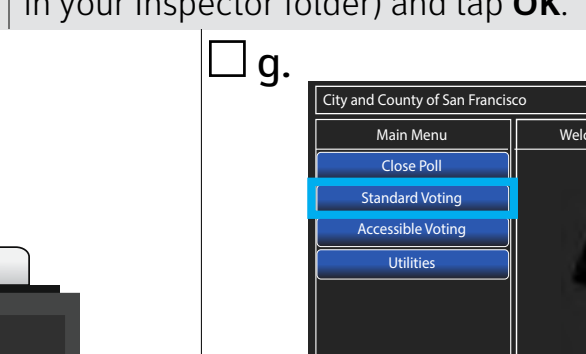
☐ b.   
Enter your login credentials (see Equipment Access Code Form located in your Inspector folder) and tap **OK**.

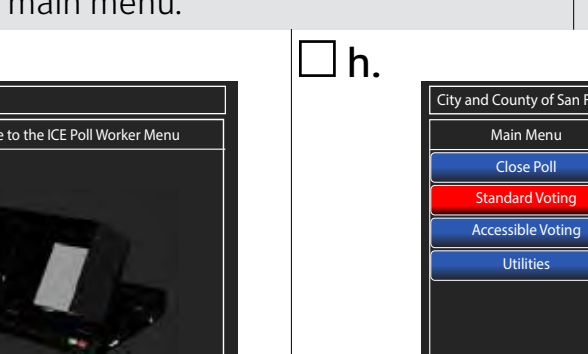
☐ c.   
Wait for the status screen to load and then tap **Open Poll** under the main menu.

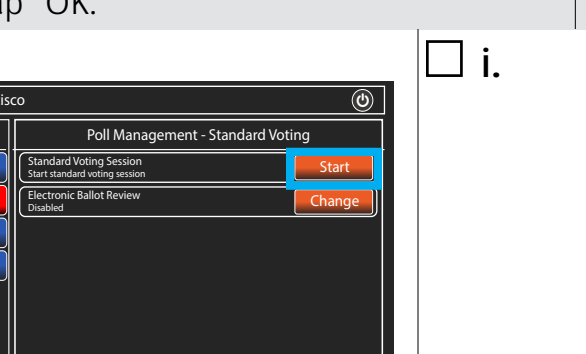
☐ d.   
Under Poll Management, tap **Open**. A confirmation screen will appear. Tap "OK."

☐ e.   
A zero report will print and the screen will read "Printing completed." Tap **No**. Don't tear out the report.

☐ f.   
Have everyone sign the report, roll it up and secure it with the paper clip located under the power cord lid. (If you tear off the report, you will need to reprint it.)

☐ g.   
Under Main Menu, tap **Standard Voting**.

☐ h.   
Under Poll Management, tap **Start**, then **OK**.

☐ i.   
When the screen reads "System Ready," it is ready to accept ballots.

## 7. Perform a final check and complete forms.

- a. Use the job cards and the site-specific plan's layout diagram to confirm all of the following:
  - ☐ All opening job card tasks are complete and all materials are secured.
  - ☐ The election table is placed and organized per the diagram and illustration (page 21).
  - ☐ The red box is properly placed and secured near the election table.
  - ☐ There is a 5-foot space in front of the election table, booths, and equipment.
  - ☐ The Vote Here sign is positioned so that its legs are parallel to the path of travel (page 18).
- b. Gather your team and complete the following forms:
  - ☐ Have all poll workers sign the Poll Worker Payroll Sheet in the Inspector folder.
  - ☐ Have all poll workers sign the Declaration of Poll Workers in the roster.
  - ☐ Discuss and complete the break schedule form in Appendix 5.5 of the manual.

- c. Transition your team to the voting phase of the day:
  - ☐ Remind poll workers to wear their nametags at all times during the day.
  - ☐ Confirm that pages in the roster have been updated using the supplemental orange pages.
  - ☐ Distribute and review Voting Job Cards.
  - ☐ Remind the Election Table Clerk to look for voters' names in the purple pages in addition to the white pages of the roster.
  - ☐ If you have a phone, set your alarm for opening at 7 a.m.



## 2.3 What-If? Scenarios

If you need any assistance during opening, please remember to call the Election Center at 1-800-554-9934.

### 2.3.1 What should a clerk do if they will be late or absent?

---

The clerk should call their Inspector immediately. If they don't have their Inspector's telephone number, they should call the Election Center. Depending on availability, the Election Center may send a substitute.

### 2.3.2 What should an Inspector do if they will be late or absent?

---

The Inspector should call the Election Center immediately. If the Inspector is not on site by 6:10 a.m., the Election Center will dispatch a replacement Inspector and/or deliver essential supplies to the site.

### 2.3.3 What should an Inspector do if one or more of clerks are not onsite by 6:10 a.m.?

---

The Inspector should distribute job cards to present clerks, so they can begin setting up right away. If there are concerns about being able to set up on time and open for voting at 7 a.m., the Inspector should call the Election Center immediately to request assistance.

### 2.3.4 What should clerks do if their Inspector is not present at the polling place by 6:10 a.m.?

---

A clerk should call the Election Center immediately. If the Inspector is not on site by 6:10 a.m., the Election Center will dispatch a replacement Inspector and/or deliver essential supplies to the site.

If your team is without an Inspector at 6:10 a.m., take the following emergency voting steps:

1. Locate the red box and open it to find the plastic supply kit and a poll worker manual inside.
2. Remove both the metal key and the poll worker key card from the kit.

3. Use the metal key to unlock the scanning machine main bin and empty it.
4. Lock the main bin and call the Election Center for login credentials.
5. Refer to page 29 for instructions on how to set up the ballot-marking device.
6. Start completing Opening Job Cards 1 and 2 with the supplies you have.
7. Move on to complete the Team Job Card with all the necessary supplies.
8. When the FED arrives, confirm they brought supplies along with the Site-Specific Plan.
9. Use the Site-Specific Plan to adjust the voting area setup if required.
10. Finish any clerk Job Card tasks you can with the supplies delivered by the FED.
11. If the FED is not able to stay and complete Inspector tasks, call the Election Center.

### 2.3.5 What should the Poll Worker Team do if they cannot find equipment or supplies?

---

First, check the Site-Specific Plan for special instructions. If this does not resolve the issue, ask the site representative/manager/owner for help or check the polling place supply list (see Appendix 5.1). If you are unable to locate or access any equipment or supplies by 6:10 a.m., call the Election Center immediately.

### 2.3.6 What should the poll worker team do if they cannot turn on/set up a voting machine?

---

First, confirm the voting machine is plugged in, then refer to the Voting Equipment Repair guide in Appendix 5.2. If these instructions do not resolve the issue, call the Election Center immediately.

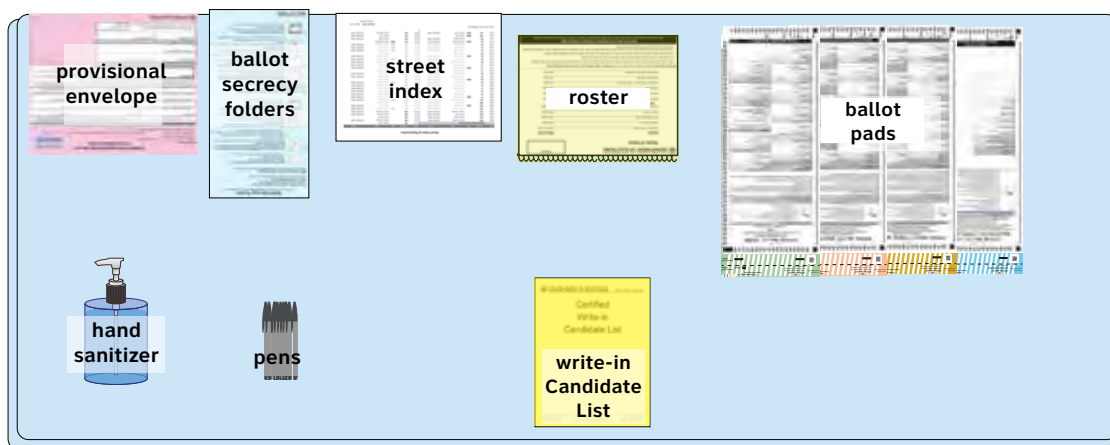
### 2.3.7 What should a poll worker team do if they are locked out?

---

First, check the Site-Specific Plan for instructions. If you don't have a hard copy, use your phone to log into your poll worker profile at [sfelections.org/pwp](https://sfelections.org/pwp). If that doesn't work, try knocking, looking for another entrance, or finding a site representative to assist. At 6:10 a.m., call the Election Center; keep trying to get in.

**If your team is still locked out at 6:10 a.m., take the following emergency voting steps:**

1. When the FED arrives, help them retrieve outdoor voting supplies from their van.
2. Set up the Election Table and place items as shown in the diagram below:



3. Use Opening Job Card 1 to ready and secure the red box for voters.
4. Place the Vote Here sign where passers-by and drivers can see it.
5. At 7:00 a.m., open the polls and start issuing ballots referring to Voting Job Card 1.
6. Direct voters to deposit all types of ballots into the red box for now.
7. When the polling place is unlocked, ask the FED to help set up inside.
8. When ready, transfer standard ballots only into the ballot-scanning machine.
9. Continue to collect vote-by-mail and provisional ballots in the red box.
10. When ready to process voters inside, ask the FED to remove all outdoor supplies.

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## CHAPTER 3

# PROCESSING VOTERS



## 3. Processing Voters

### 3.1 Overview of Voting Period

#### 3.1.1 Poll Worker Roles during Voting Hours

---

At 7 a.m. sharp, the Inspector must announce, "The polls are now open." Polls must remain open, and voting can never stop from 7 a.m. – 8 p.m.!

During voting hours, your team will inform voters about translated and accessible voting materials available at your location.

To complete these essential tasks, you must follow all job card steps and contact the Election Center at 1-800-554-9934 with any questions. Every member of your team will have a role to play:

- **The Election Table Clerk** will use Voting Job Card 1 to accept vote-by-mail ballots and issue ballots to voters who want to vote at your polling place.
- **The Ballot-Scanning Machine Clerk** will use Voting Job Card 2 to assist voters using the ballot-scanning machine.
- **The Inspector** will use the Inspector Voting Job Cards to support clerks and assist voters using the ballot-marking device or voting curbside.

No matter your role, it is important to follow your job cards to conduct a free, fair, and functional election for all San Francisco voters.

## 3.2 Processing a standard voter using the roster

As each voter arrives, the Election Table Clerk will search for the voter's name in the Roster and determine whether the voter should receive a Standard or Provisional ballot.

In presidential primary elections, a voter's party preference determines the contests that appear on the ballot. For this election, there will be thirty versions of the ballot, ten based on party preference with each available in three bilingual formats:

- Six qualified party ballots
- Three crossover ballots
- One nonparty ballot

With so many versions of the ballot, how do I determine which ballot to issue?

The Roster provides a roadmap to determine the correct ballot to issue. For voters listed on the Roster, there are three stops you must visit:

1. Voter Notes
2. Language Preference
3. Party Preference

### 3.2.1 Voter Notes are the first stop on the map:

---

At this stop, you will check the notes column for the following notes to determine whether to issue a standard or provisional ballot.

- Voters listed with no notes should receive a standard ballot.
- Voters listed with a "VBM" (vote-by-mail received) may have already returned a ballot. This type of voter must vote provisionally.
- Voters listed with an "IDR" (ID required) note have incomplete registrations. They must be shown the yellow *Help America Vote Act Registration Rules* page in the roster. If the voter presents the identification listed on this page, they should receive a standard ballot. If they cannot present identification, they must receive a provisional ballot.

### 3.2.2 Language Preference is the second stop on the map:

---

If the voter is voting a standard ballot, the next step is to check the voter's language preference listed in the roster.

- CH = English/Chinese
- SP = English/Spanish
- FI = English/Filipino

Voters with no language preference listed should receive an English/Chinese ballot.

Voters with the following language preferences should receive a ballot facsimile with a English/Chinese ballot:

- BU =Burmese
- JA = Japanese
- KO = Korean
- TH = Thai
- VI = Vietnamese

### 3.2.3 Political Party Preference is the third stop on the map:

---

At this stop, you will check the voter's party preference bubble(s), indicating the type of ballot the voter can receive. For voters voting a standard ballot, you will fill in a bubble and have the voter sign on the line.

Voters registered with a party preference will have one bubble:

- AI = American Independent Party
- DEM = Democratic Party
- GRN = Green Party
- LIB = Libertarian Party
- PF = Peace & Freedom Party
- REP = Republican Party



Voters registered without a party preference will have four bubbles:

- NP = nonparty ballot
- NP-AI = American Independent Party crossover ballot
- NP-DEM = Democratic Party crossover ballot
- NP-LIB = Libertarian Party crossover ballot

You will fill in the bubble of the voter's party preference and have the voter sign on the signature line.

### 3.2.4 Political Party Preference Change Form

If a voter wants a ballot of a different party, offer the Political Party Preference Change form. This option is only available for voters listed in the roster.

If this happens, fill the ballot bubble of the voter in the roster. If the voter has four bubbles, fill in the leftmost bubble. Once done, request the voter to sign on the signature line.

After the voter has completed the political party preference change form, provide them with the appropriate ballot and store completed form in back of the roster.

### 3.2.5 Issuing the ballot

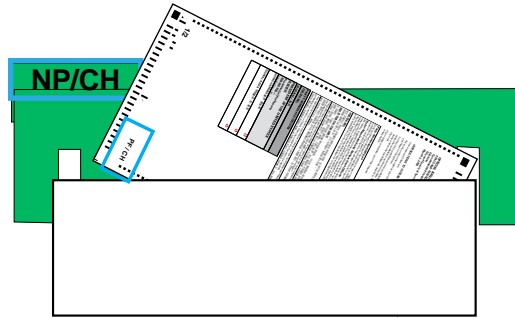
Once you are ready to issue the ballot, locate the section of the Ballot Organizer containing ballot pads in the voter's preferred language.



Next, match the party ballot abbreviation marked in the Roster to the party abbreviation printed on the divider, like so:

KREF#	VOTER NAME	ADDRESS	NOTES	LANG	BALLOT	SIGNATURE	VOTER ID
1	Haile Israel	289 Granada Ave		CH	<input checked="" type="radio"/> NPP <input type="radio"/> NP-AI <input type="radio"/> NP-DEM <input type="radio"/> NP-LIB		

Finally, remove the ballot pad in front of the divider. Confirm you have located the correct pad by looking at the language and party abbreviations at the bottom right of each card.



Tear off the correct number of ballot cards and corresponding receipts. Issue the ballot to the voter along with a blue secrecy folder and a pen.

### 3.3 Other Pages in the Roster

The Election Table Clerk may also use the following pages on an as-needed basis:

- Voters may update registration information on the Roster Changes or Corrections page.
- Poll Workers use the orange Assisted Voters pages to list voters who receive help marking their ballots.

### 3.4 Street Index

The street index lists voters registered in your precinct by address.

The Election Table Clerk must update the table copy of the street index each time a voter signs the roster. This clerk also updates the posted copy, located in the pocket of the Vote Here sign, once an hour until 6 p.m.

### 3.5 Checking Vote-by-Mail Ballots

Any voter may drop off their vote-by-mail ballot packet at any polling place in San Francisco. The Election Table Clerk must confirm the envelope is signed and sealed and then ask the voter to drop the envelope in the red box. The Election Table Clerk does not need to look for these voters in the roster or have them sign the roster, unless voters are exchanging their vote-by-mail ballot for a ballot at your polling place.

## 3.6 Ballot-Scanning Machine

The ballot-scanning machine tallies votes on standard (i.e., non-provisional) ballots.

**Only voters who signed the roster can use the ballot-scanning machine.**

A standard ballot card can be inserted into the machine in any orientation. After a \*ding\* sound, the "Ballot Counter" adds one for each ballot card, while the "Total Voters" counter adds one for each set.

If the scanning machine detects an irregular mark, a warning message will appear, and the voter can CAST the card as is or RETURN the card for correction.

For more information, refer to the Guide to Messages on the Ballot-Scanning Machine at your polling place.

## 3.7 Accessible Ballot-Marking Device

The accessible ballot-marking device allows any voter to mark, review, and print their ballot. Printed ballots are either scanned or put into a provisional envelope.

The device offers two modes:

- Touchscreen Mode: the voter can single-tap the screen to navigate and make selections.
- Assistive device mode: the voter may use headphones and assistive devices to navigate and make selections.

Supported devices:

- ATI keypad
- Personal paddle
- Sip-and-Puff device

## 3.8 Provisional Voting

By law, any voter whose eligibility to vote cannot be immediately verified must vote using a provisional envelope. This envelope serves as a registration application and allows the Department to verify the voter's eligibility before counting their ballot.

In this election, the most common reasons to vote provisionally are:

- The voter is not listed in the roster, either because the voter is at the wrong polling place or is not registered.
- The voter has already returned a ballot for this election (“VBMR” note).
- The voter has an incomplete registration (“IDR” note) and does not show an acceptable form of identification at the polling place.

Each provisional voter must complete the Voter Section on the envelope, mark their ballot, seal it inside, and deposit it into the red box.

Each provisional envelope has a detachable receipt the voter can use to check the status of their provisional ballot online or by phone.

### 3.9 Managing Voter Lines

If you experience a line of voters at your polling place, you must manage the line so you can process every voter in an orderly fashion.

Remind those in line that anyone dropping off a vote-by-mail ballot may skip the line and go to the red ballot box.

A line may form for obvious reasons (e.g., at rush hour after work), in which case voters must be patient. But, if a line is forming due to issues at the polling place, notify the Election Center at 1-800-554-9934 so we can resolve the issue.



Notes



Questions

Use this card to: 1) accept vote-by-mail ballots, 2) check in voters, 3) issue standard paper ballots and 4) update the street index.

Greet voter/accept drop-off. Say, "Welcome. Are you here to vote or drop off your ballot?"

A. If voter wants to drop off a vote-by-mail ballot:

- a. Say, "Please drop your signed ballot envelope into the red box."
- b. Hand the voter an "I VOTED!" sticker and thank them for voting.

B. If voter wants to vote at your polling place:

- a. Say, "I can help you with that. May I have your full name and home address?"
- b. Continue to the next step.

C. If voter wants to surrender their vote-by-mail ballot:

- a. To spoil a complete vote-by-mail packet or just a set of ballot cards or envelope, write "SURRENDERED" on both sides of the surrendered envelope or ballot cards, seal them inside the envelope if the voter has it, and place them in the red box.
- b. Continue to the next step.

1

Search by name and address

2




Check for notes

3

Check for language preference

4

Check for ballot options

XREF NUM	VOTER NAME	ADDRESS	NOTES	LANG	BALLOT	SIGNATURE	VOTER ID
1	Cobarrubias, Juan	1 Avalon Ave Apt 567	VBMR	SP	<div><div></div><div>NPP</div><div></div><div>NP-AI</div><div></div><div>NP-DEM</div><div></div><div>NP-LIB</div></div>		
2	Cobarrubias, Maria	1 Avalon Ave Apt 567	IDR		<div><div></div><div>NPP</div><div></div><div>NP-AI</div><div></div><div>NP-DEM</div><div></div><div>NP-LIB</div></div>		
3	Kelly, Barbara Sherman	183 Madrid St Apt A		CH	<div><div></div><div>DEM</div></div>		

1. Search Roster. Confirm name and address and say, "Thank you, I will look for your name in our roster now."

A. If the voter is listed:

- a. Say, "I found you listed."
- b. Continue to step 2.

B. If the voter is not listed:

- a. Say, "You are not listed in our roster. Although you can still vote here, our ballots may not match the ballots for your neighborhood. Would you like to go to your assigned polling place, go to the City Hall Voting Center, or vote a provisional ballot here?"
  - i. If the voter wants to vote elsewhere, use the precinct map or have the voter call (415) 554-4375.
  - ii. If the voter wants to vote a provisional ballot, go to Voting Job Card 1B.

C. If voter is listed, but their address does not match:

- a. Say, "I found you listed, but your address appears differently. Please fill out the Roster Change/Correction Form so that it is updated for future elections."
- b. Flip to the Roster Change/Correction Form located in the roster.
- c. Have voter fill it out.
- d. Continue to step 2.

2. Check the voter's notes, if the voter is listed with:

A. No notes the voter must vote a standard ballot.

- a. Continue to step 3.

B. A VBMR note, then the voter must vote a provisional ballot:

- a. Say, "It looks like the Department of Elections has already received your mail ballot. If you believe that is incorrect, you can call Elections to verify or vote provisionally here."
  - i. If the voter wants to call to verify, give the voter the number (415) 554-4375.
  - ii. If the voter wants to vote a provisional ballot, go to Voting Job Card 1B.

C. An IDR note, then gather information to determine ballot type:

- a. Show the yellow "Help America Vote Act Requirements" page located in the roster.
- b. Say, "The roster shows your registration is incomplete. You can complete your registration by showing any of the types of identification listed on this page."
  - i. If the voter shows an acceptable form of identification, continue to step 3.
  - ii. If the voter cannot show ID, go to Voting Job Card 1B to issue a provisional ballot.

3. Check language preference.

A. If the voter has no language preference:

- a. Say, "The roster shows you do not have a language preference. We will issue you the default ballot in English and Chinese unless you prefer a ballot with Spanish or Filipino."
- b. Continue to step 4.

B. If the roster shows a preference for CH, SP, or FI:

- a. Say, "All our official ballots are bilingual in English and Chinese, Filipino, or Spanish. The roster shows you would like a ballot in [language]. We will issue you a ballot in English and [language] unless you prefer a different one."
- b. Continue to step 4.

C. If the roster shows a preference for BU, JP, KO, THA, or VIE:

- a. Say, "We have a reference ballot in your preferred language."
- b. Issue English/Chinese ballot along with their preferred reference (fascimile) ballot found on the Election Table.
- c. Continue to step 4.

4. Check for ballot options.

A. If the voter is listed with one ballot option:

- a. Say, "The roster shows you are currently registered with this party [show the party next to the bubble in the roster]. We will issue you a ballot with that party's presidential candidates unless you want to change your party preference today by completing a short form. We would then issue the ballot of your new party."
- b. Fill in the bubble.
- c. Ask the voter to sign on the signature line.
- d. Continue to step 5.

B. If the voter is listed with four ballot options:

- a. Say, "The roster shows you are registered with no party preference. This means you have several ballot options. Review this Ballot Options sign and let me know which ballot you would like. Let me know if you'd like me to read this sign to you."
- b. Fill in the bubble of the voter's requested ballot.
- c. Ask the voter to sign on the signature line.
- d. Continue to step 5.

C. If the voter wants to change their party:

- a. Have the voter complete a Party Preference Change Form found in the Election Table folder.
- b. Place it in the back of the roster.
- c. Fill in the bubble (fill in the left-most bubble if voter has four).
- d. Ask the voter to sign on the signature line.
- e. Continue to step 5.

5. Offer an accessible ballot. Say, "I will issue you a paper ballot unless you would rather use an audio or touchscreen ballot on the accessible ballot-marking device."

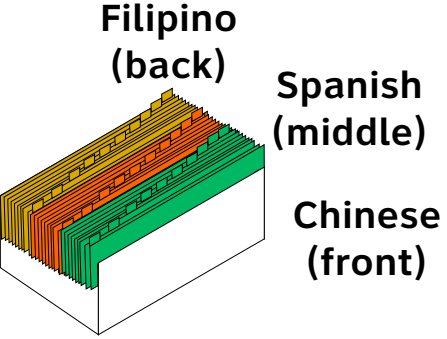
A. If the voter wants to vote a paper ballot:

- a. Continue to step 6

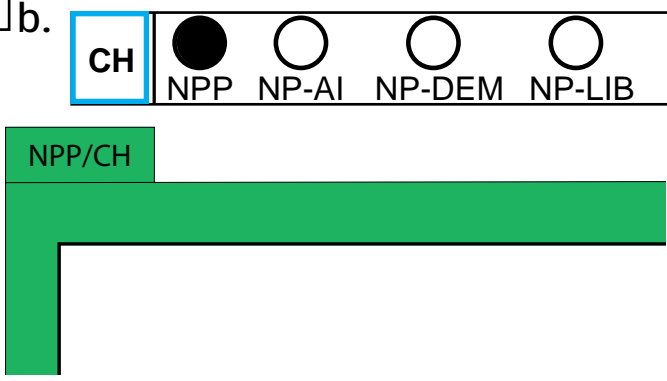
B. If the voter wants to vote an audio or touchscreen ballot:

- a. Notify the Inspector to assist the voter.
- b. Tell the Inspector the voter's language and party preferences.


6. Issue a standard paper ballot.

☐ a. 

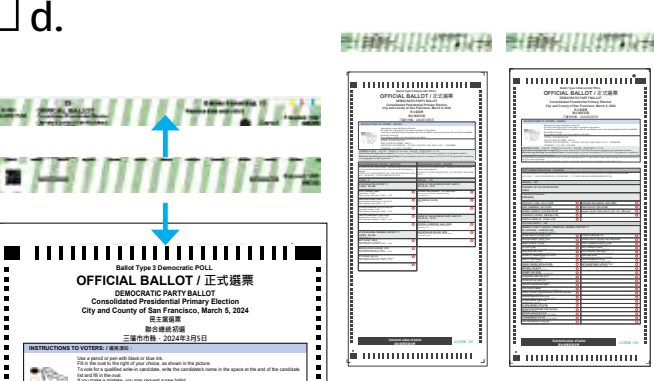
Locate the section of the Ballot Organizer containing ballot pads in the voter's preferred language (CH in front, SP in middle, FI in back).

☐ b. 

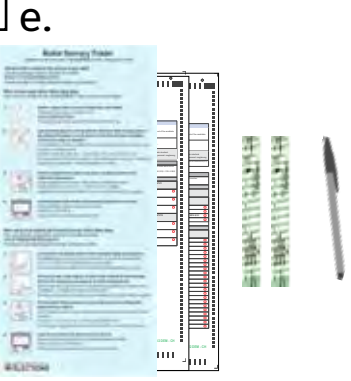
Locate the divider with ballot pads for the correct party. (Ballots for voters without a party preference start with "NP" and are behind the six qualified parties.)

☐ c. 

Remove the pad in front of this divider. Confirm you have located the correct ballot pad matching the voter's language preference and party preference.

☐ d. 

Tear off a full set of cards and corresponding receipts.

☐ e. 

Give the voter the ballot cards, receipts, pen, and secrecy folder.

A. If the voter is not using a reference ballot:

- a. Say, "After marking your ballot, place it into the secrecy folder and take it to the scanning machine. Please return the pen after voting. Please let us know if you need any assistance."

B. If the voter is using a reference ballot:

- a. Say, "You may use this reference ballot when marking your official ballot. After marking your official ballot, place it into the secrecy folder and take it to the scanning machine. Please return the pen and reference ballot after voting. Please let us know if you need any assistance."

7. Update street index

☐ a. 

XREF NUM	VOTER NAME	ADDRESS
1	Cobarrubias, Juan	1 Avalon Ave Apt 567

Find the cross-reference (XREF) number listed next to the voter's name in the roster.

☐ b. 


XREF#	ADDRESS	VBM	NAME
1	Avalon Ave, San Francisco		Cobarrubias, Juan

Find the matching XREF# on the table copy of the street index.

☐ c. 

XREF#	ADDRESS	VBM	NAME
<del>1</del>	<del>Avalon Ave, San Francisco</del>		<del>Cobarrubias, Juan</del>

Update it by striking a line through the number and name.

☐ d. 


Once an hour until 6 p.m., use the table copy of the street index to update the posted copy.



In addition to completing the primary tasks on Job Card 1A, you will also issue provisional and replacement ballots and accept surrendered vote-by-mail ballots.

## Issuing provisional ballots


## 1. Prepare the provisional envelope



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF ELECTIONS

Conditional Voter Registration Application and  
Provisional Ballot Envelope

123456789



SOS Affidavit # XXXXXXXXXX

Poll Worker, write Precinct # and check reason for provisional voting:  
 Precinct # 1101

☐ Voter is not listed in the roster    
 ☒ Roster shows "VBI Received" Note    
 ☐ Roster shows "ID Requested" Note    
 ☐ VBI ballot enclosed    
 ☐ Other \_\_\_\_\_

Write the precinct number and check off the reason for voting provisionally

- Check the roster for a language preference or if the voter is not listed in the roster, say, *"Provisional Envelopes are available in English with Chinese, Spanish, or Filipino. Which would you prefer?"*.
- Locate and retrieve the provisional envelope in the voter's preferred language. If voter does not have a language preference, locate the default EN/CH envelope.
- Write your precinct number on the top and check off the reason for voting provisionally (e.g., "VBM Received," not on the roster, etc.).
- Hand the voter the provisional envelope and a pen, and say, *"Please complete the fields in the voter's sections of the envelope, and return it to me when you are done. I will issue you a provisional paper ballot unless you would rather use a provisional audio or touchscreen ballot on the accessible ballot-marking device."*

## 2A. If voter wants a paper provisional ballot:

6	Political Party Preference: <input type="checkbox"/> American Independent <input type="checkbox"/> Green <input type="checkbox"/> Peace and Freedom <input type="checkbox"/> I do not want to choose a political party preference (go to Step 7) <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Other _____ (go to Step 7)
7	If you did not select a party preference or selected "Other" in step 6, you may request a ballot with presidential candidates from one of these parties: <input type="checkbox"/> American Independent <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> No Party (no presidential candidates)
8	Date of Birth (MM/DD/YYYY) <input type="text"/> -3 U.S. State or Country of Birth <input type="text"/> -15 CA Driver's License# Card # (If you do not have one, list last 4 digits of Social Security # if you have one)
9	Residential address (if different than home address) <input type="text"/>
10	My language preference for receiving election materials is: <input type="checkbox"/> Chinese (Mandarin) <input type="checkbox"/> Spanish (Español) <input type="checkbox"/> Filipino <input type="checkbox"/> Other _____

*Use the voter's political party and language preference to issue the correct ballot.*

- a. Review the envelope to make sure the voter completed the required sections and signed.
- b. Locate the section of the Ballot Organizer containing ballot pads in the voter's preferred language (CH in front, SP in middle, FI in back).
- c. Locate the divider that matches the voter's party selection on the envelope and remove the pad in front of that divider.
- d. Confirm you have located the correct ballot pad by matching the voter's language and party preferences on the envelope with the abbreviations on the ballot pad.
- e. Tear off a full set of cards and corresponding receipts from a ballot pad.
- f. Give the voter ballot cards, receipts, pen, and their completed provisional envelope.
- g. Say, *"Here is your provisional ballot. To mark your ballot, follow the instructions printed on each card. When you finish marking your ballot, place it in this envelope, seal the envelope and remove the receipt, then drop the envelope into the red box. Would you like any further assistance?"*
- h. Place ballot pad back into the Ballot Organizer in front of the matching divider.

## 2B. If voter wants an accessible provisional ballot:

- Review the envelope to make sure the voter completed the required sections and signed.
- Notify the Inspector and let them know which.

# 46 Job Card 1B: Election Table Clerk

## Issuing replacement ballots

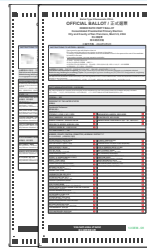
You can issue a replacement ballot to any voter who receives and mismarks a ballot:  
Say, "I can issue you a replacement. May I have your mismarked card(s)?"

☐ a.



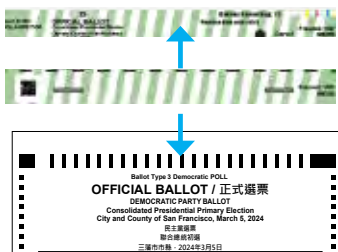
Write "VOID" across any returned mismarked cards.

☐ b.



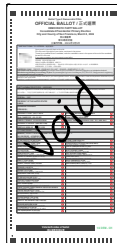
Tear out a new set of cards from the ballot pad that match language and party preferences of the voter.

☐ c.

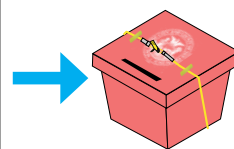
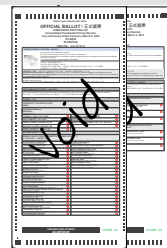


Give the voter the receipts from any replacement cards.

☐ d.



Write "VOID" on any unused cards from the new set.

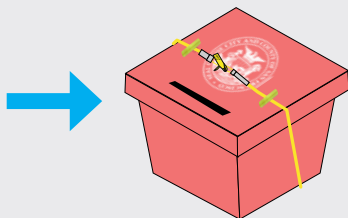
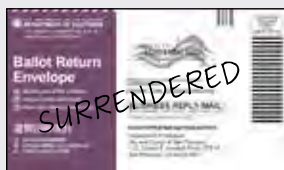


Put these in the red box along with any mismarked cards.

## Surrendered vote-by-mail ballots and envelopes

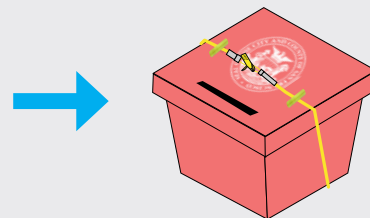
Although not required, some voters will want to surrender their unused vote-by-mail ballots at your polling place. To accept surrendered vote-by-mail ballots, follow instructions A or B, depending on whether the voter brought their vote-by-mail ballot packet (envelope and ballot cards) or just their ballot cards.

### With Packet



Seal the surrendered ballot cards inside the envelope, write "SURRENDERED" on both sides of the envelope, and place it in the red box.

### Without Packet



Write "SURRENDERED" on both sides of the surrendered ballot cards and place them in the red box.

Note that if a voter wants to cast their vote-by-mail ballot but does not have a return envelope, they must use a provisional envelope to do so. Refer to Voting What If 3.10.6 for instructions.



Your main tasks during voting hours will be to assist standard (non-provisional) voters with scanning their ballot cards and redirect provisional voters to the red box.

## Assisting voters at the Ballot-Scanning Machine.

### 1. Determine if the voter has a secrecy folder, provisional envelope , or neither.

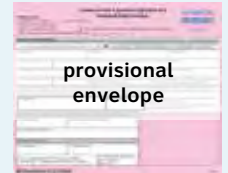
#### 2A. If the voter has a blue ballot secrecy folder:

- Confirm the machine's screen reads "System Ready/Please insert your ballot."
- Instruct the voter, *"Please insert your ballot cards one at a time. It does not matter which way they are facing. Although the default language on this machine is English, I can change it if you like."* If necessary, change the language (left menu) and then take one of the following actions:
  - If the ballot has no issues, the screen should return to the "System Ready" screen while dinging. Hand the voter an "I VOTED!" sticker and say, *"Thank you for voting. Please return the pen and folder to the Election Table."*
  - If there is any issue with the ballot, the screen will show a warning. In this situation, say, *"The machine detected an irregular marking. To correct your ballot, press 'Return' or to cast it as is, press 'Cast.' Would you like to review the machine's reference guide or receive my assistance?"*



#### 2B. If the voter has a provisional envelope:

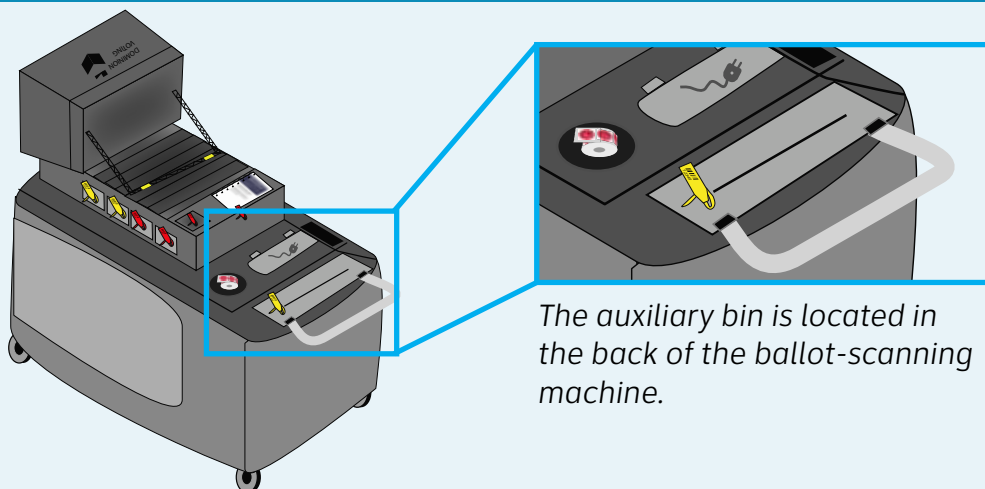
- Say, *"I see you have a provisional envelope. Please confirm you have removed your receipt, then return it to the clerk at the Election Table to cast it."*
- DO NOT LET PROVISIONAL VOTERS SCAN THEIR BALLOTS.



#### 2C. If the voter has neither a provisional envelope nor a blue secrecy folder:

- Say, *"I see you have no blue secrecy folder or ballot envelope. If you left it at the voting booth, please retrieve it and come back."*

Remember, voting cannot stop during voting hours! If the ballot-scanning machine malfunctions, ask voters to drop ballots into the auxiliary (aux) bin and call the Election Center at 1-800-554-9934.



# 48 Job Card 2: Ballot-Scanning Machine Clerk

## Warning Messages Displayed on Ballot-Scanning Machine.

When the ballot-scanning machine detects an irregular marking, a warning message will display. In most cases, the voter can choose to return the ballot card or cast the ballot card as-is.

### Blank Ballot:

No selections have been made on the entire ballot card. More selections were made than allowed for a contest.

OCEAN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOUNTAIN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GLACIER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Overvote:

FAVORITE FLOWER	
Vote for One	
DAISY	<input checked="" type="radio"/>
LILY	<input checked="" type="radio"/>
ROSE	<input type="radio"/>

### Overvoted Ranking:

Two or more candidates were ranked the same.

OCEAN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOUNTAIN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GLACIER	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Duplicated Candidate:

The same candidate was ranked multiple times.

OCEAN	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MOUNTAIN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GLACIER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Ambiguous Mark:

The machine detected one or more unclear marks and is unable to read the card.

OCEAN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOUNTAIN	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
GLACIER	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

### Skipped Ranking/Undervote:

Fewer selections were made than available.

OCEAN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOUNTAIN	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
GLACIER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

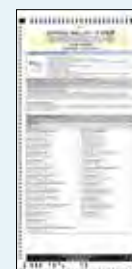
### Blank Contest/Undervote:

Fewer selections were made than available.

FAVORITE FLOWER	
Vote for One	
DAISY	<input type="radio"/>
LILY	<input type="radio"/>

### Misread Ballot/Invalid Ballot:

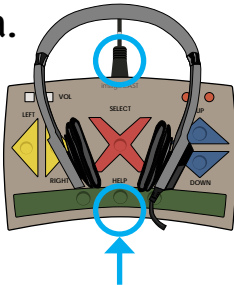
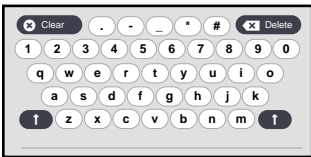
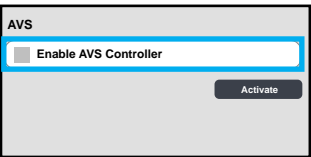
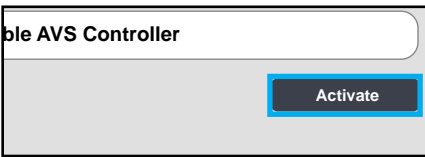
The machine is unable to scan the ballot.



Although the Inspector will start most accessible voting sessions, all clerks must be prepared to do so (for example, if the Inspector is busy or on break).

## Activating an accessible voting session.

Say, "Hello, I will help activate your ballot on the ballot-marking device. Audio or touchscreen instructions are available in English, Chinese, Filipino, or Spanish. You can use the touchscreen, keypad, or a personal assistive device to navigate and mark your ballot. Which would you prefer?"

<p><input type="checkbox"/> a.</p>  <p>Connect any equipment the voter will use. Confirm all connections are secure.</p>	<p><input type="checkbox"/> b.</p>  <p>Insert the poll worker card and enter the appropriate activation code*.</p>	<p><input type="checkbox"/> c.</p>  <p>If the voter is using any assistive device, check <b>Enable AVS Controller</b>. The keypad or another assistive device will not work if this is not checked.</p>	<p><input type="checkbox"/> d.</p>  <p>Tap <b>Activate</b>, remove the poll worker card, and select the language. Then, if the voter is using any assistive device, select the correct assistive device mode.</p>
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### \* Activation Codes:

DEM: 1 + your precinct number

NP-DEM: 2 + your precinct number

REP: 3 + your precinct number

AI: 4 + your precinct number

LIB: 5 + your precinct number

GRN: 6 + your precinct number

PF: 7 + your precinct number

NP-AI: 8 + your precinct number

NP-LIB: 9 + your precinct number

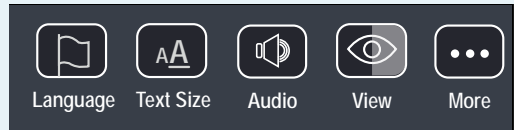
NP: 10 + your precinct number

Remember to offer help. Do not hover – allow the voter privacy unless the voter requests further assistance.

# 50 Job Card 3: Initiating an Accessible Voting Session

## Ballot-marking Device Assistance Tips

If a voter asks for your help using the ballot-marking device, here are some tips. No matter the issue, be sure to ask the voter's permission before approaching or touching a device in session.



*Image of the menu settings located at the top of the ballot-marking device.*

### Adjusting Settings:

- “Language”: choose English, Chinese (Cantonese or Mandarin audio), Spanish, or Filipino.
- “Text Size”: increase or decrease the font size of displayed text.
- “Audio”: adjust reading speed and headphone volume (in AVS controller mode only).
- “View”: adjust screen contrast (colors, light or dark backgrounds).

### Ballot-Marking:

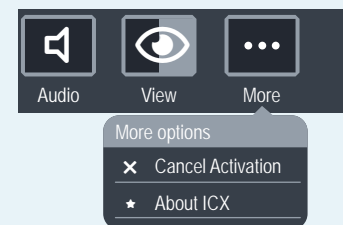
- To choose a candidate or measure, tap the gray square to the right of that option.
- To change a selection, tap the marked gray square to deselect, and then tap another.
- To review all currently marked selections, tap **Review** at any time.
- To modify selections, tap **Back to Ballot** from the **Review** screen.

### Ballot Navigation:

- Some contest pages are long, so touchscreen voters may need to scroll down, using the arrow at the bottom of the screen.
- Selecting **Next** in the lower right will take the voter to the next contest.
- Selecting **Previous** in the lower left will take the voter to the previous contest.
- Selecting a contest tab at the top will take the voter directly to that contest.

### Mode Changes:

1. Tap **More** in the top right-hand corner of the screen.
2. Tap **Cancel Activation**, then **Yes, cancel activation**.
3. Initiate a new session in audio or touchscreen mode.



### Cancellation:

1. Tap **More** in the top right-hand corner of the touchscreen.
2. Tap **Cancel Activation** then **Yes, cancel activation**.
3. If you have already printed, VOID the printout and place it in the red box.
4. If appropriate, ask the Election Table Clerk to issue a paper ballot.

Although the Inspector will conduct most curbside voting sessions, all clerks must be prepared to do so. Ensure that the Election Table and Red Box is NOT left unattended while conducting curbside voting. Call the Election Center with any questions.

## Greet the curbside voter.

Bring the Election Table Supply Box, a pen, and a piece of paper to the voter outside. Then say, *"I'm here to help you vote outside. Before we begin the check-in process, please let me know if you would like gloves or hand sanitizer and whether you would like to use a paper ballot or have an accessible ballot-marking device with audio and touchscreen features set up for you outside."*

- A. If the voter wants to use a ballot-marking device, call the Election Center for instructions at 1-800-554-9934.
- B. If the voter wants to use a paper ballot, offer pen and paper and say, *"Will you please write down your name, address, and preferred language so I can look you up in the roster?"*
- C. When the voter has given you their information, return inside and use Voting Job Card 1A (Election Table Clerk) to identify the correct ballot to issue – standard or provisional – then proceed to follow either the standard or provisional curbside instructions.

If the voter has an "ID Required" note, you will need to show the voter the Help America Vote Act Requirements page to determine whether to issue a standard ballot (if the voter shows ID) or a provisional ballot (if the voter does not).

## To process a standard curbside voter:

### 1. Bring the roster outside to the voter to confirm their ballot options:

- A. If the voter is listed with one ballot option:
  - i. Say, *"The roster shows you are currently registered with this party [show the party next to the bubble in the roster]. We will issue you a ballot with that party's presidential candidates unless you want to change your party preference today by completing a short form. We would then issue the ballot of your new party."*
  - ii. Fill in the bubble.
  - iii. Return inside with the roster and tear out a ballot in the voter's language and party preferences.
- B. If the voter is listed with four ballot bubbles, bring the Ballot Options sign with you:
  - i. Say, *"The roster shows you are registered with no party preference. This means you have several ballot options. Review this Ballot Options sign and let me know which ballot you would like [show Ballot Options sign]. Let me know if you'd like me to read this sign to you."*
  - ii. In roster fill in the bubble of the voter's requested ballot and ask the voter to sign on the line.
  - iii. Return inside with the roster and tear out a ballot in the voter's language and party preferences.
- C. If the voter wants to change their party:
  - i. Have the voter complete a Party Preference Change Form found in the Election Table folder.
  - ii. Place it in the back of the roster.
  - iii. In roster fill in the bubble (fill left-most bubble if voter has four). Ask the voter to sign on the line.
  - iv. Return inside with the roster and tear out a ballot in the voter's language and party preferences.

## 52 Job Card 4: Curbside Voting

### 2. Bring the ballot and blue secrecy folder to the voter:

a. Say, "Here are your voting materials. After marking your ballot, please place it in this secrecy folder. I will return in ten minutes to collect your ballot."

### 3. Return inside to update the street index and fill out the Assisted Voters page in the roster.

### 4. Return to the voter outside with an "I VOTED!" sticker:

a. Say, "If you are all done, I can take your ballot inside for scanning now. Would you like me to return to confirm your ballot was accepted by the machine?"

- i. If the voter wants confirmation, return after scanning the ballot, confirm the ballot was scanned, and give the voter an "I VOTED!" sticker, and say, "Thank you for voting today!"
- ii. If the voter does not want confirmation, give the voter an "I VOTED!" sticker immediately and say, "Thank you for voting today!"

## To process a curbside provisional voter:

### 1. Fill out the poll worker section of the provisional envelope.

### 2. Explain to the voter why they must vote provisionally.

Then say, "You can still vote provisionally today. If you believe this is an error, you can contact the Department of Elections. Otherwise you may cast a provisional paper ballot here, go to your assigned polling place or the City Hall Voting Center, or have an accessible ballot-marking device with audio and touchscreen features set up for you outside. What would you like to do?"

- A. If the voter wants to vote elsewhere, use the precinct map or call (415) 554-4375.
- B. If the voter wants to enquire about a roster note, give them the number (415) 554-4375.
- C. If the voter wants to vote a provisional ballot outside, hand the provisional envelope to the voter and say, "Please fill out the Voter Section of this envelope and I will issue a paper ballot."
  - i. Bring the filled out provisional envelope inside to the Election Table and tear off a full set of ballot cards and corresponding receipts based off the voter's language and party preferences.
  - ii. Bring the ballot, pen, and provisional envelope to the voter and say, "Here are your voting materials. After marking your ballot, please place it in your provisional envelope. I will return in ten minutes to check in on you."
  - iii. Return inside and update the Assisted Voters page in the roster.
  - iv. Return to the voter outside with an "I VOTED!" sticker and say, "If you are all done, I can collect your ballot now. Thank you for voting!" Hand the voter an "I VOTED!" sticker and return inside to drop the envelope into the red box.
- D. If the voter wants to use a ballot-marking device, call the Election Center for instructions at 1-800-554-9934.



During voting hours, you will be responsible for leading and supporting your team, taking primary responsibility for the tasks on Job Cards 3, 4, and the Inspector Voting Job Card while ensuring all clerks are following procedures, and completing the hourly checklist below.

Shortly before your polling place opens, you will have distributed Voting Job Cards 1-2 to two clerks, and assigned a third clerk to serve as a Greeter if your polling place requires one (check the site-specific plan). If you happen to have an extra clerk(s), you can choose to have them assist you with Job Cards 3, 4, and the Inspector Voting Job Card or with covering other clerks' breaks.

## 1. Support your team.

Over the course of the day, be prepared to support your team. Not only will you need to guide clerks so they can accomplish their assigned tasks, but you will need to be ready to complete any of these tasks yourself whenever a clerk is unavailable.

Politely remind your team to remain vigilant in following procedures and lead by example.

Always try to stay calm and patient in the face of any challenges and provide the knowledge and resources necessary to create a positive experience for voters and poll workers alike.

## 2. Complete these checklists hourly.

### Language and Accessibility Resources:

- ☐ Are poll workers wearing nametags identifying their language skills?
- ☐ Is the Voter Assistance sign located near the Election Table and visible to voters?
- ☐ Are facsimile ballots posted and placed in the pockets located under the Voter Assistance sign?
- ☐ Are the Chinese, Spanish, and Filipino Voter Information Pamphlets placed in the appropriate pockets underneath the Voter Assistance Sign?
- ☐ Are the pen grips, magnifying sheet, and signature guide on the Election Table visible to voters?
- ☐ Is the Ballot Organizer neatly filled with a ballot pad in front of each divider?
- ☐ Are there at least 5 provisional envelopes in each language?

*If any supplies run low or go missing, call the Election Center at 1-800-554-9934.*

### Voting Equipment Security and Logistics:

- ☐ Are all the seals on the voting equipment intact?
- ☐ Is the ballot-scanning machine receiving power (light next to the silver circle)?
- ☐ Does the "Total Ballots Cast" counter on the ballot-marking device read less than 25?
- ☐ Is the red ballot box less than 75% full?

*If the answer to any of these questions is no, call the Election Center at 1-800-554-9934.*

### Clerk Understanding of Procedures:

- ☐ Check that the Election Table Clerk is processing provisional and standard voters correctly.
- ☐ Remind the Election Table Clerk to always ask you to help voters who are using the ballot-marking device, or voting curbside.
- ☐ Remind the Ballot-Scanning Machine Clerk that only voters with blue secrecy folders can scan ballots. (Provisional voters cannot use the ballot-scanning machine.)
- ☐ Remind the Ballot-Scanning Machine Clerk to hand voters an "I VOTED!" sticker when voters cast their ballot using the ballot-scanning machine.
- ☐ Remind the Election Table Clerk to hand voters an "I VOTED!" sticker when voters cast their ballot using the red box.

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## 3.10 What-If? Scenarios

### 3.10.1 What if the power does not seem to be working?

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First, check all power connections and cords and/or ask a site representative for help. If neither of those solve the problem, call the Election Center. While the ballot-scanning machine can run on its battery for about two hours, the ballot-marking device must have continuous power– in either case, voting must continue! If either or both machines stop functioning, continue issuing ballots per the instructions below.

### 3.10.2 What if the ballot-scanning machine stops functioning?

---

If the machine is on, refer to the Voting Equipment Repair guide (see Appendix 5.2). If that does not solve the problem, call the Election Center. While the machine is not operational, have on-site voters cast their ballots into the aux bin. When the machine starts working again, call the Election Center to obtain permission to scan ballots from the aux bin.

### 3.10.3 What if the ballot-marking device stops functioning?

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If the machine is on, refer to the Voting Equipment Repair guide (see Appendix 5.2). If that does not solve the problem, call the Election Center immediately. While the machine is not operational, offer all voters a choice of using a paper ballot or going to another voting site to use the ballot-marking device.

### 3.10.4 What if a provisional voter signs the roster by mistake?

---

It's very important to correct this mistake – if you don't, the numbers on the Posted Ballot Statement you put up outside at closing will not match. To correct the mistake, draw a line through the voter's signature, then make a note so the clerk who counts roster signatures understands what happened.

### 3.10.5 What if a voter wants to *surrender* their VBM ballot with no envelope?

---

If a voter wants to vote at your polling place but doesn't have their envelope, write "SURRENDERED" on the front and back of each ballot card and put them in the red box. Then, check the roster to determine whether to issue a standard or provisional ballot and proceed as you would normally.

### 3.10.6 What if a voter wants to cast their VBM ballot with no envelope?

---

If the voter wants to cast their mailed ballot or printout from the accessible vote-by-mail system, but has no envelope, they must use a provisional envelope to enclose the ballot. Check the “VBM Ballot Enclosed” box on the provisional envelope. Then, ask the voter to fill out the rest of provisional envelope, seal their ballot inside, and drop the envelope into the red box.

### 3.10.7 What if a voter requests curbside voting?

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The first time this happens, call the Election Center; after that, you can follow the instructions on page 51.

### 3.10.8 What if we run low on supplies?

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Your polling place should have enough supplies to last through Election Day, so check your supply bags, plastic supply kit, and Election Table Supply Box before calling the Election Center if necessary.

### 3.10.9 What if a voter wants to update their registration for the next election?

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The voter can 1) fill out the Roster Change and Correction form in the back of the Roster, 2) re-register online, or 3) contact the Department of Elections to request a registration form be mailed to them. If a voter prefers to receive a form by mail, offer the Voter Support Line number: (415) 554-4375. Please note that voters can change their party preference for this election using the Party Preference Change form.

### 3.10.10 What if the red ballot box is full or close to full?

---

First, try shaking the box to settle the contents inside. If this has little effect, call the Election Center to obtain authorization for a ballot transfer, and then complete the following steps:

- a. Gather two purple vote-by-mail trays, two purple closing bags, the black Inspector bag, and two blue seals (you will find the seals in the plastic supply kit).

- b. Next, announce, "*May I have your attention please? Due to high turnout at this site, the red ballot box is almost full. We will transfer its contents into a secured bag for the Department of Elections.*"
- c. Break the yellow lid seal on the red box and place it in the Inspector folder. Remove **only** the vote-by-mail envelopes, leaving everything else in the box. Reseal the red box with a blue seal.
- d. Stack the vote-by-mail envelopes from the red box facing up and in the same direction, and place the stacks of vote-by-mail ballot envelopes neatly into one or both purple trays.
- e. Having organized the vote-by-mail envelopes, place purple tray(s) into purple bag(s), secure bag(s) with blue seal(s), and then place purple bag(s) into the Inspector bag.
- f. Finally, place the Inspector bag securely under the election table, reminding the clerk posted there to safeguard the bag until it is transferred to the Deputy Sheriff at closing.

### 3.10.11 What if there is a distressing but non-emergency situation at our site?

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If someone becomes agitated or refuses to follow rules, but is not violent or frightening, refer to the De-Escalating Guidelines in Appendix 5.6. Remain calm and composed, speak softly and empathetically, avoid mirroring aggressive or defensive gestures, and validate the person's concerns while trying to resolve the issue. If you feel uncomfortable or are unable to resolve the issue on your own, call the Election Center. In case of an emergency, i.e., if anyone is in immediate danger for any reason, see the next page.

### 3.10.12 What if there is a disaster, violent incident, or other emergency at our site?

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If anyone is in immediate danger from a natural or man-made emergency or disturbance, such that voting cannot safely continue, call 911 immediately, then call the Election Center. If you need to leave the polling place and it is safe to take vital materials, retrieve and secure those materials in the following order:

1. The Roster of Voters
2. Ballots in the ballot-scanning machine
3. Memory cards in the ballot-scanning machine
4. The red box (with all contents)
5. The tote bag (if it contains voted ballots)
6. Boxes and pads of unvoted ballots

## CHAPTER 4

# CLOSING THE POLLS



## 4. Closing Tasks

### 4.1 Official Poll Closing Announcement

At exactly 8 p.m., the Inspector must announce, “The polls are now closed!” By law, your team must assist all voters who are present before moving on to closing tasks. If there is a line at this time, a poll worker should stand at the end and politely inform any people who may arrive that it is too late for them to vote.

### 4.2 Overview of the Closing Period

It has been a long day, but you are in the home stretch!

The tasks you will perform during closing are crucial to the integrity of the election. With your team, you will organize and secure vital election materials. You will also transfer electronic vote data to an SFMTA officer and transfer paper ballots and other vital materials to a Deputy Sheriff. Finally, you will pack up everything else, check in with your FED and the Election Center, and lock up for the day.

The Inspector will distribute Closing Job Cards 1-3 (pages 63 – 68):

- Job Card 1 explains how to secure unused and voted poll ballots and how to process the roster.
- Job Card 2 explains how to secure the contents of the red box, including vote-by-mail and provisional ballots.
- The Inspector Job Card explains how to shut down equipment, transfer data, and complete forms.
- The Team Job Card explains how to take down signs and pack up all remaining items at your site.

Adult poll workers must stay until all closing tasks are complete, including both custody transfers. High school student poll workers may leave at 9:00 p.m. If you need help, call the Election Center at 1-800-554-9934.

## 4.3 Five Closing Forms

Closing forms provide a public record of activity at your polling place. They record accounting, security, and custody transfer procedures. By law, the Inspector must oversee completion of five forms at closing:

1. Posted Ballot Statement,
2. Posted Ballot Statement Certification Form,
3. Security Seal Sheet, and
4. Custody Transfer Form

### 4.3.1 Posted Ballot Statement

---

First, your team will count all unused, voted, and voided poll ballots, as well as all provisional and vote-by-mail ballots. Then, the Inspector will use the Posted Ballot Statement (PBS) to reconcile those counts.

Once your team has completed the PBS, you must tape it outside your polling place, near the entrance where the public can see it. If your team scanned 10 or more ballots you will also need to post the vote-totals tape from the scanning machine. (This will be true at most polling places.)

### 4.3.2 Posted Ballot Statement Certification Form

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Next, the Inspector will complete the Posted Ballot Statement Certification Form (kept in the roster). This form includes the Posted Ballot Statement Certification and the Certificate of Performance, both of which all poll workers must sign.

### 4.3.3 Security Seal Sheet

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After closing the polls, the Inspector will work with clerks to break yellow closing seals. Next, your team will secure materials in closing bags with blue seals. Following the Inspector Closing Job Card, the Inspector will use the Security Seal Sheet to confirm all relevant security seal numbers.

### 4.3.4 Custody Transfer Form

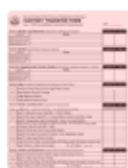
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When the Inspector transfers vote data and ballots to SFMTA and Sheriff's Department officers, respectively, both parties must complete the Custody Transfer Form, located in the Inspector Folder.

## 4.4 Custody Transfer Quick Reference Guide

### 4.4.1 The SFMTA officer takes custody of:

---



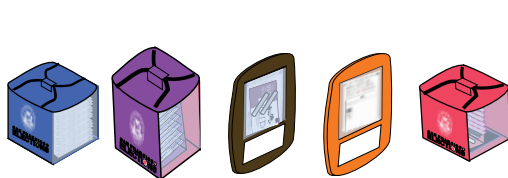
*Pink Custody Transfer Form*



*Red Results Bag containing closing report and 2 memory cards*

### 4.4.2 The Deputy Sheriff takes custody of:

---



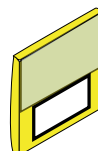
*Inspector Bag containing blue, purple, brown, orange, and pink closing bags, and any plastic closing bags that you may have used.*



*White and Green Custody Transfer Forms*



*Green FED Bag*



*Yellow Roster Bag containing the Roster and Inspector Lanyard*

## 4.5 Before You Go...

Once your team has finished all closing tasks, including both custody transfers, complete this check before you go:

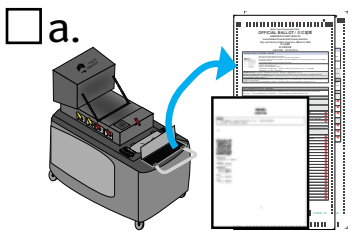
- ☐ Has the Deputy Sheriff picked up ballots?
- ☐ Has the SFMTA officer picked up memory cards with vote data?
- ☐ Did you call your FED to report the completion of both custody transfers?
- ☐ Are all closing job card tasks complete?
- ☐ Are all tables and chairs folded in a corner?
- ☐ Are you leaving your site the way you found it?
- ☐ Are all windows and doors closed and locked?

**If you can check all these boxes, congratulations!**  
**Thank you for your service as a poll worker!**

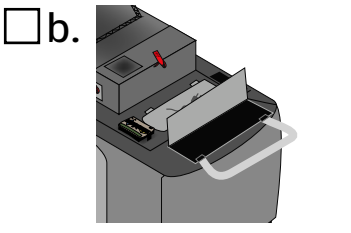


Note: All adult clerks must stay until all closing tasks are complete, including both custody transfers.

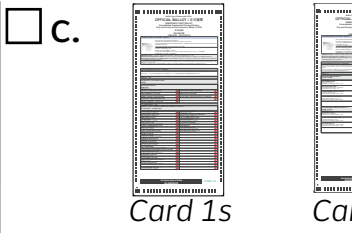
## 1. Secure ballots from the aux bin of the ballot-scanning machine.

☐ a. 

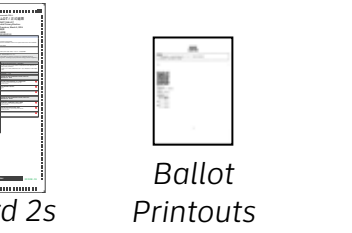
Remove all ballot cards and printouts.

☐ b. 

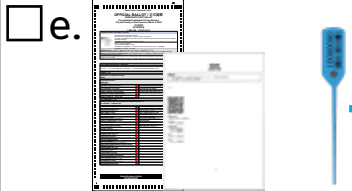
Double-check the aux bin is empty.

☐ c. 


Sort contents into three piles: *Card 1s*, *Card 2s*, *Ballot Printouts*

☐ d. 

Count Card 1s and Ballot Printouts. (Do not count Card 2s). Note total in line "H".

☐ e. 


Place all of the aux bin ballots into the orange closing bag.



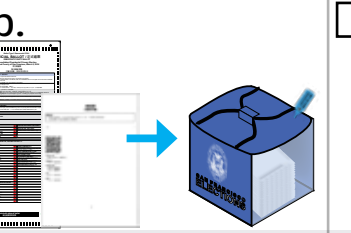
Seal the orange bag using a blue seal from the plastic supply kit.

**H** How many ballots were cast using the aux bin, if any?  
Count only Card 1s and Ballot Printouts! Inform Inspector to include on Posted Ballot Statement.


## 2. Secure ballots from the ballot-scanning machine's main bin.

☐ a. 

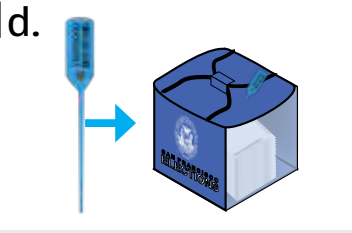
Remove all ballot cards and printouts from main bin.

☐ b. 

Place all ballot cards and printouts into the blue closing bag.

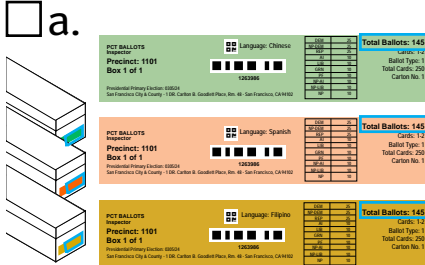
☐ c. 

Double-check the main bin is empty.

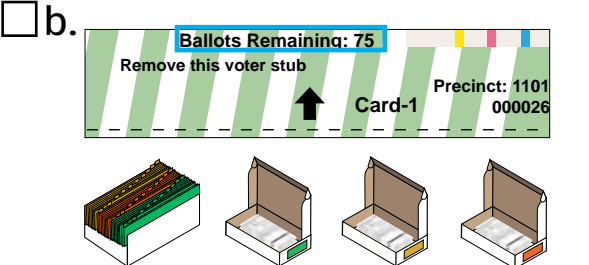
☐ d. 

Seal the blue bag using a blue seal from the plastic supply kit.

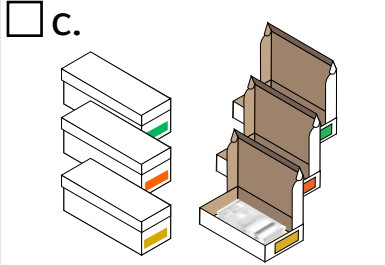
## 3. Count unused ballots.

☐ a. 

Count "Total Ballots" for all unopened ballot boxes and add together. Total **here**

☐ b. 

Gather, count all loose ballot pads from the Ballot Organizer and opened boxes by adding up "Ballots Remaining" number at top of each pad. Total **here**

☐ c. 

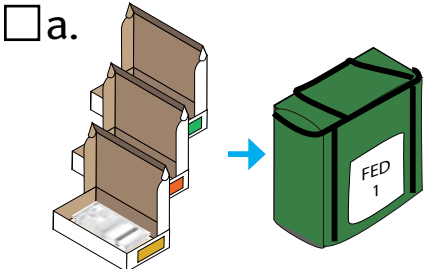
Add previous two totals for total number of unused ballots at your polling place. Note total in line "F".

**F** How many remaining unused ballots are left at your polling place?  
Add Totals from steps "a." and "b." Inform Inspector to include on Posted Ballot Statement.

# 64 Job Card 1: Process Ballots and the Roster

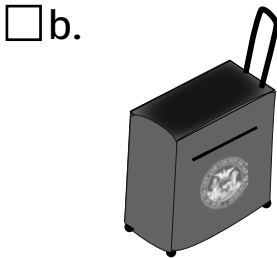
## 4. Secure unused ballots.

☐ a.



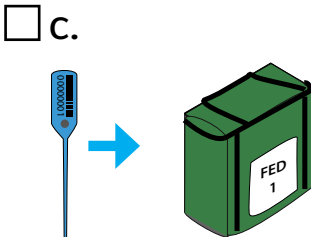
Put all unused ballots into the green FED bag(s).

☐ b.



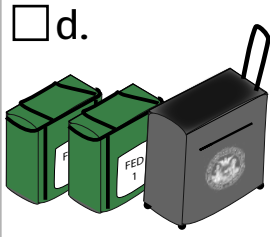
Put any ballot boxes that don't fit in the FED bag in the Inspector bag.

☐ c.



Seal the green FED bag(s) using a blue seal from plastic supply kit.

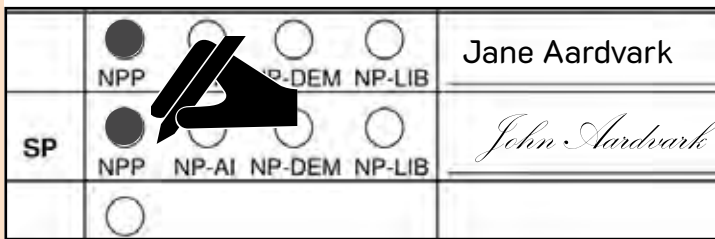
☐ d.



Hand bags over to the Inspector.


## 5. Count all valid signatures on all roster pages.

☐ a.



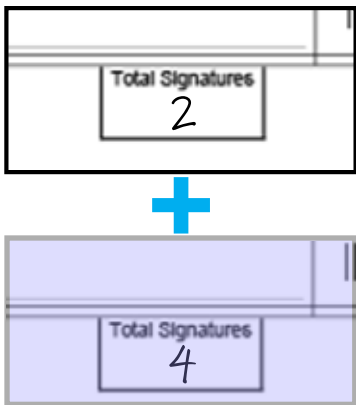
Fill in bubbles for valid signatures as necessary. (If four bubbles, fill in the left-most one)

☐ b.




Count the number of signatures on all white and purple pages, writing the count at the bottom of each page as you go along.

☐ c.



Add up all the counts to get the total number of valid signatures in the roster. Note total in line "G".

☐ d.



Remove and discard the alphabetical roster tabs and give the roster to the Inspector.

**G**

**How many signatures are in the roster?**

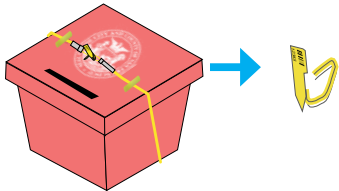
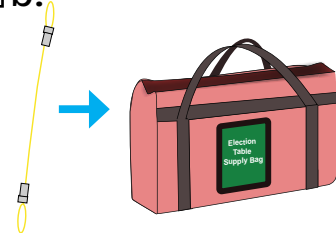
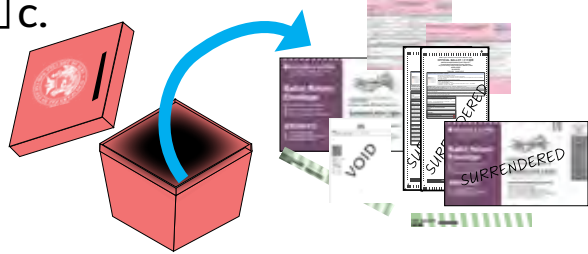
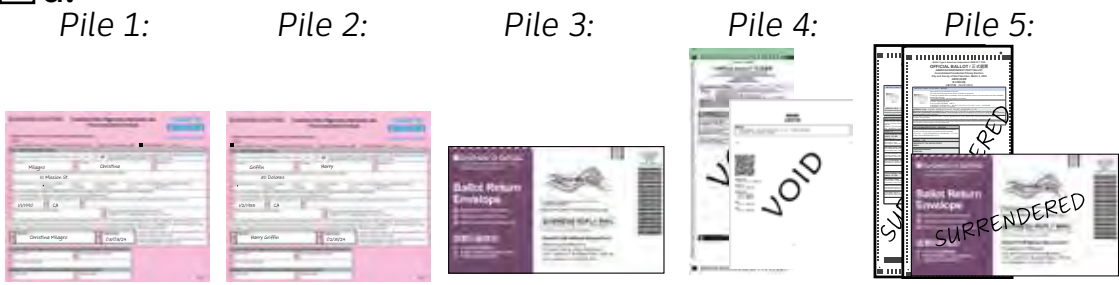
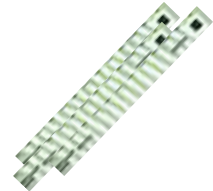
Add up totals from purple and white pages. Inform Inspector to include on Posted Ballot Statement.

\_\_\_\_\_



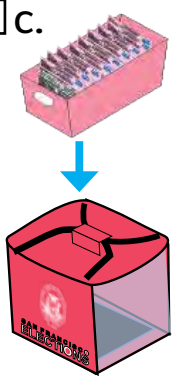


Move on to Team Job Card to complete the setup.

Note: All adult clerks must stay until all closing tasks are complete, including both custody transfers.

## 1. Open, empty, and sort contents of the red box.



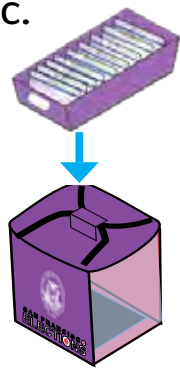
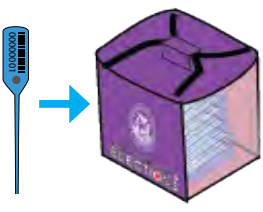

<input type="checkbox"/> a.  <p>Break the yellow seal and give it to the Inspector.</p>	<input type="checkbox"/> b.  <p>Place yellow cable in the Election Table Supply Bag.</p>	<input type="checkbox"/> c.  <p>Empty all contents from the box (double-check box is empty).</p>	
<input type="checkbox"/> d.  <p>Sort contents into five piles:</p> <p><b>Pile 1:</b> Voted provisional envelopes with "VBM Ballot Enclosed" checked.  <b>Pile 2:</b> All other voted provisional envelopes  <b>Pile 3:</b> Voted vote-by-mail envelopes  <b>Pile 4:</b> Ballot cards and printouts marked "VOID"  <b>Pile 5:</b> Envelopes and ballot cards marked "SURRENDERED"</p>			<input type="checkbox"/> e.  <p>Set any other materials from the box aside.</p>

## 2. Count voted provisional ballot envelopes.

<input type="checkbox"/> a.  <p>Count provisional envelopes except those with "VBM Ballot Enclosed" checked. Note total in line "J".</p>	<input type="checkbox"/> b.  <p>In the same orientation, neatly place counted envelopes into the pink tray. Confirm all are packed.</p>	<input type="checkbox"/> c.  <p>Confirm all envelopes are packed and neatly place the pink tray into the pink closing bag.</p>	<input type="checkbox"/> d.  <p>Seal the pink bag using a blue seal from the plastic supply kit.</p>	<input type="checkbox"/> e.  <p>Place sealed pink bag into the Inspector bag.</p>
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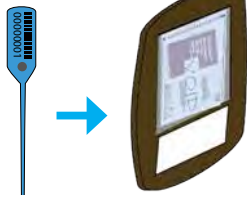

<p><b>J</b> How many provisional ballots did your polling place issue?          Don't include those with "VBM Ballot Enclosed" checked! Inform Inspector to include on Posted Ballot Statement</p>	<p>_____</p>
--	--------------

### 3. Count voted vote-by-mail ballots (all counties).

<input type="checkbox"/> a. 	<input type="checkbox"/> b. 	<input type="checkbox"/> c. 	<input type="checkbox"/> d. 	<input type="checkbox"/> e. 
<p>Count all voted vote-by-mail ballots and provisional envelopes with "VBM-Ballot Enclosed." Write total below in line "K".</p>	<p>In the same orientation, neatly place counted envelopes into the purple tray(s).</p>	<p>Confirm all ballots are packed and neatly place the purple tray(s) into the purple closing bag(s).</p>	<p>Seal the purple bag using a blue seal from the plastic supply kit.</p>	<p>Place sealed purple bag in the Inspector bag.</p>

<b>K</b>	How many vote-by-mail ballots were dropped off at your polling place? <i>Count all VBM ballots! Inform Inspector to include on Posted Ballot Statement</i>	
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### 4. Process and secure all voided and surrendered ballots.

<input type="checkbox"/> a. 	<input type="checkbox"/> b. 	<input type="checkbox"/> c. 	<input type="checkbox"/> d. 	<input type="checkbox"/> e. 
<p>Count voided ballot Card 1s and printouts. (Do not count Card 2s). Write total below in line "I".</p>	<p>Place all voided materials into the brown closing bag.</p>	<p>Place all "Surrendered" envelopes and ballots, along with any loose ballot pad stubs, into the brown closing bag. (Don't count these.)</p>	<p>Seal the brown closing bag using a blue seal from the plastic supply kit.</p>	<p>Place sealed brown closing bag into the Inspector bag.</p>

<b>I</b>	How many ballots did your polling place VOID? <i>Don't count Card 2s or Surrendered materials! Inform Inspector to include on Posted Ballot Statement</i>	
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Move on to Team Job Card to complete the setup.

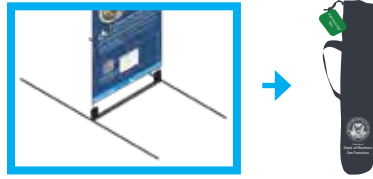
Note: All adult clerks must stay until all closing tasks are complete, including both custody transfers.

Once all tasks on Job Cards 1 and 2 are complete, clerks must work together to pack up remaining items and assist the Inspector as necessary.

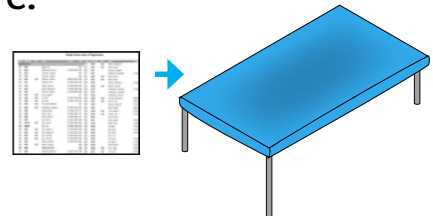
## 1. Take down and put away all signs.

☐ a.

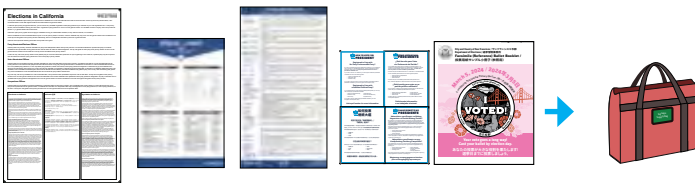

Bring outdoor signs inside.

☐ b.


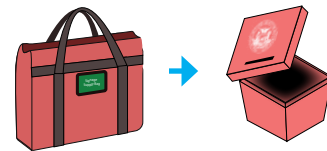
Remove all four legs from Vote Here sign and place them back into their bag.

☐ c.


Remove the street index from the Vote Here sign and place it on the election table.

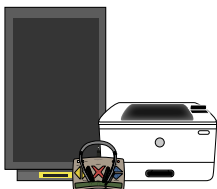
☐ d.


Carefully un-tape all signs and facsimile ballots from the walls, and place them in the signage supply bag.

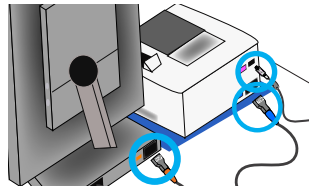
☐ e.


Confirm all signs are packed and place the signage bag in the red box.

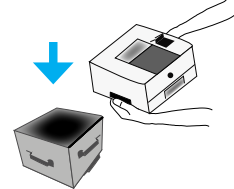
## 2. Pack up the ballot-marking device.

☐ a.


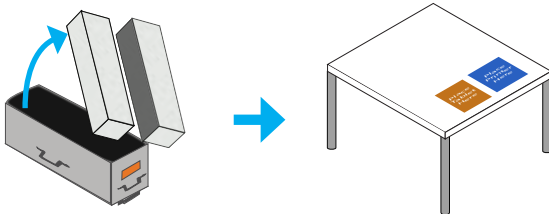
Confirm the Inspector has closed the polls and turned off the tablet.

☐ b.


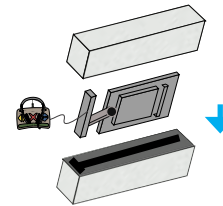
Unplug all of the tablet and printer cords (orange, blue, pink, and outlet).

☐ c.


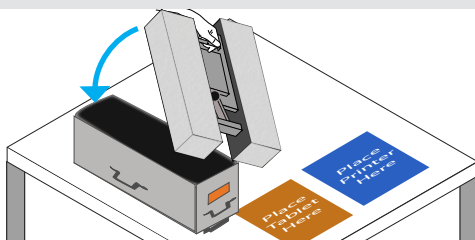
Carefully place the printer and its power cord into the printer transport bag.

☐ d.


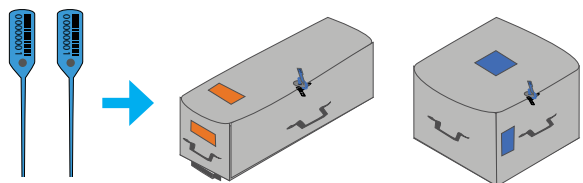
Remove foam casing from the tablet transport bag and place it on the table.

☐ e.


Keeping the ATI keypad and headphones attached, place tablet into foam casing.

☐ f.


Holding the handle, gently place tablet and cords into the tablet transport bag.

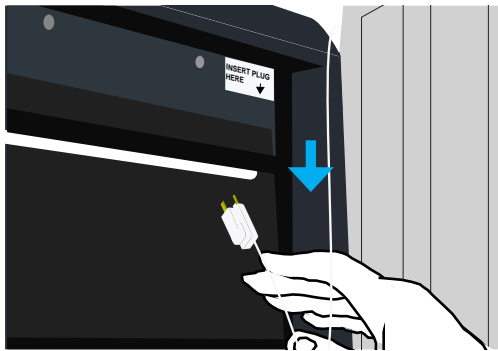
☐ g.


Secure the tablet and transport bags using blue seals from the plastic supply kit.

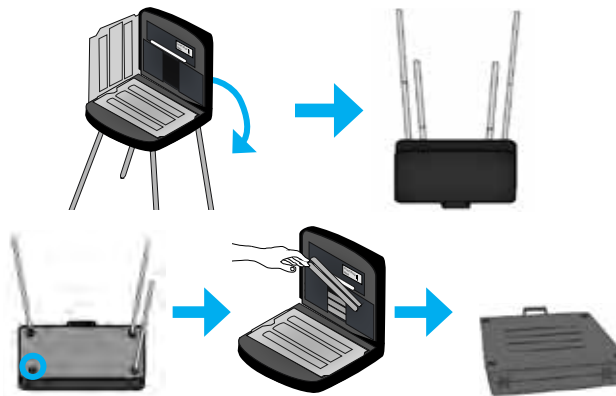


# Team Job Card: Pack and Tidy Up

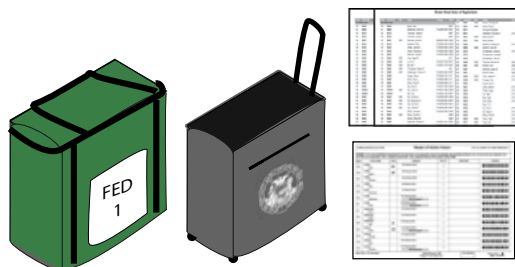
## 3. Pack up voting booths and tables.

☐ a.


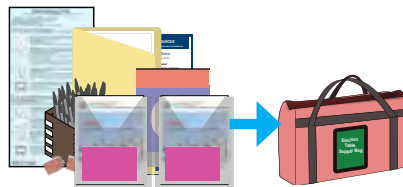
Unplug all cords from voting booths and the wall (this can be done in any order).

☐ b.


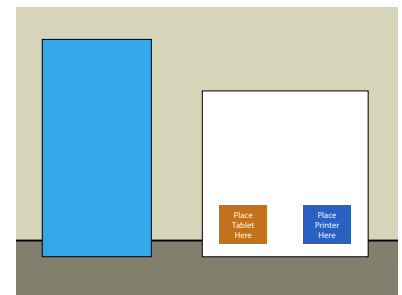
For each booth, fold down the privacy flaps and turn the unit upside down, then remove the legs, place them back in the case, and snap the case shut.

☐ c.


Confirm the Inspector has both the roster and street index and the green FED bag containing unused ballots, the black Inspector bag containing pink, purple, and brown closing bags.

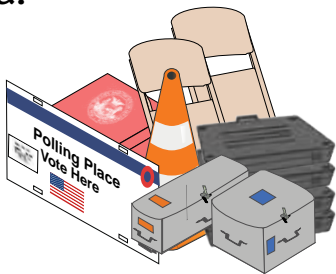
☐ d.


Return all other items from the election table to the election table supply bag.

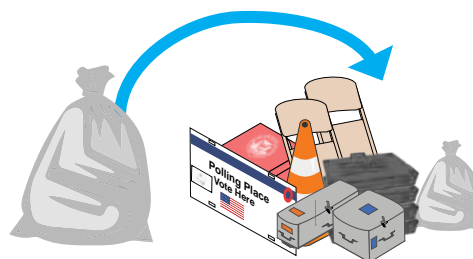
☐ e.


Fold up election and ballot-marking device tables and place them against a wall.

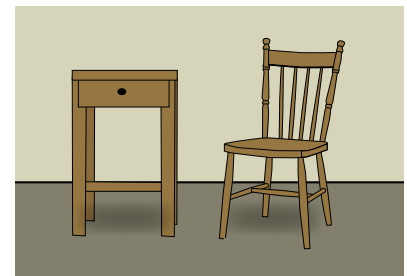
## 4. Tidy up and do a final check.

☐ a.


Place chairs, booths, red box, orange cone(s), and the Vote Here sign in a corner.

☐ b.


Collect all trash and place the trash bag with the other supplies in the same corner.

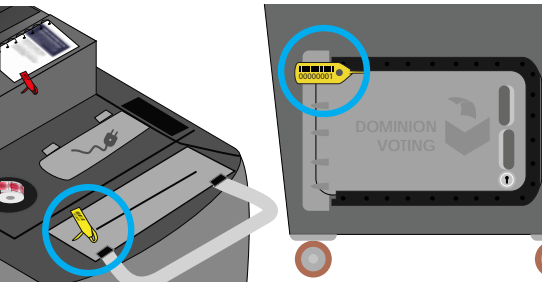
☐ c.


Return any moved furniture to its original location and close and lock any windows.

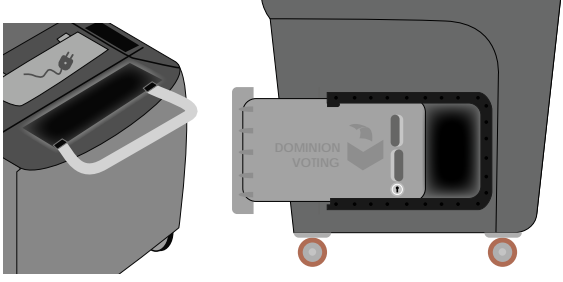
# Inspector Closing Job Card

Note: All adult clerks must stay until all closing tasks are complete, including both custody transfers. After distributing job cards, you can ask any of them to help with any of the tasks on this card as necessary.

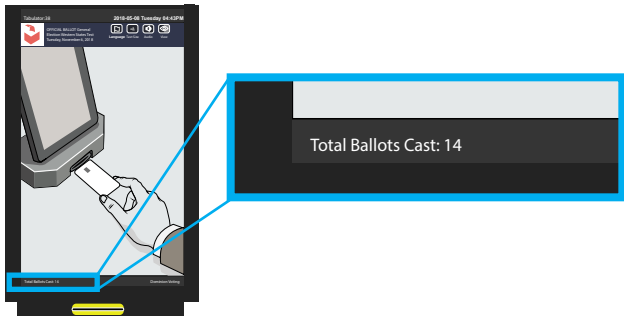
## 1. Open the ballot-scanning machine bins.

☐ a. 

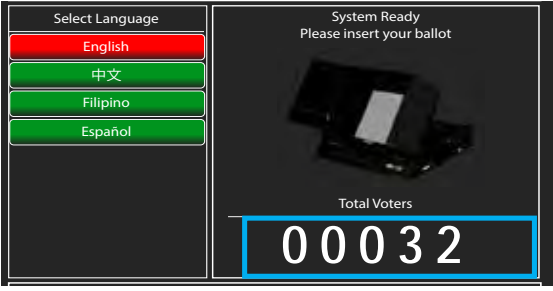
Break the yellow seals on the auxiliary and main bins and place seals in your inspector folder.

☐ b. 

Use your key to open the auxiliary and main bins for the clerk tasked with Job Card 1.

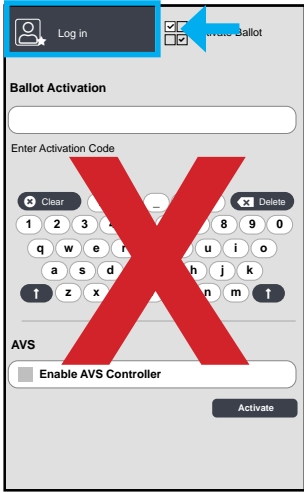
☐ c. 

Note the “Total Ballots Cast” count from ballot-marking device **here**

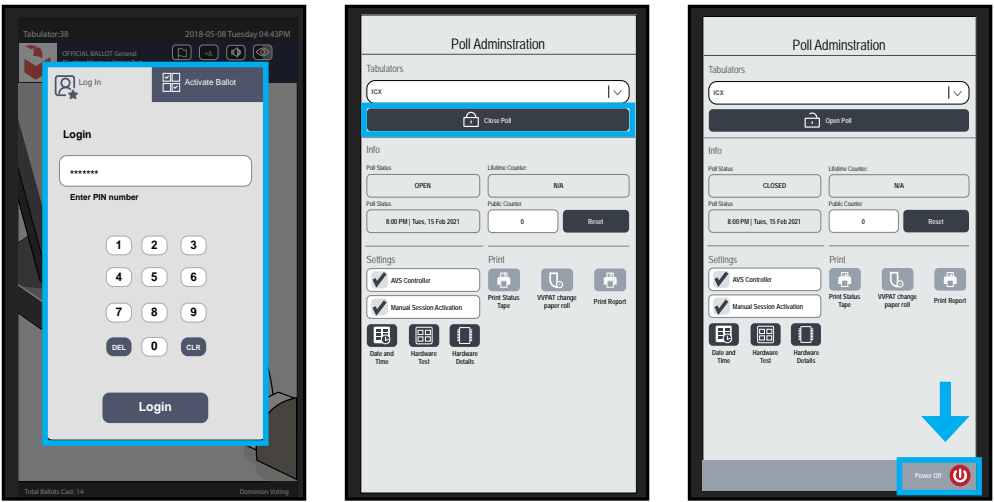
☐ d. 

Write the “Total Voters” count number from ballot-scanning machine **here**

## 2. Close the polls on the ballot-marking device.

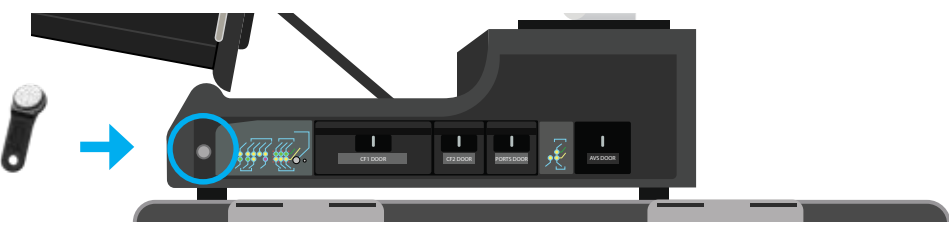
☐ a. 

Insert the poll worker card into the yellow slot, facing upwards and tap **Log in**.

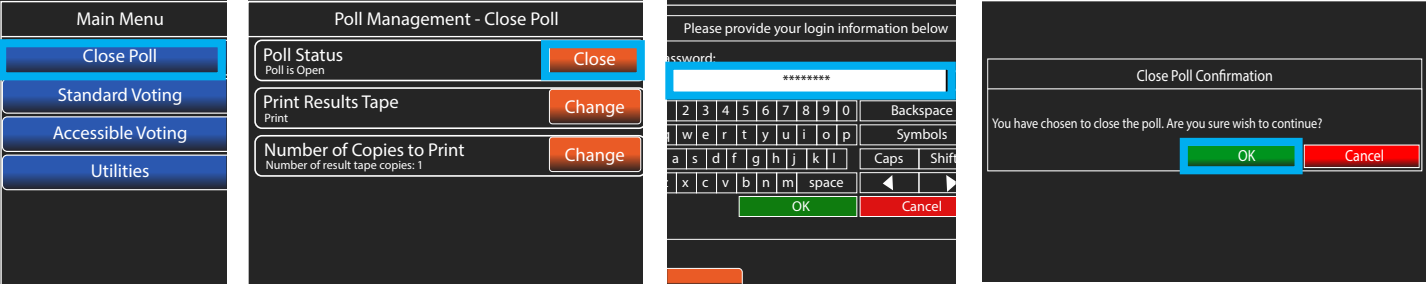
☐ b. 

Enter Administrator pin, tap **Login**, then **Close Poll**, then **Yes**. Then press the power icon in the lower right, then tap **Yes**. Remove the poll worker card.

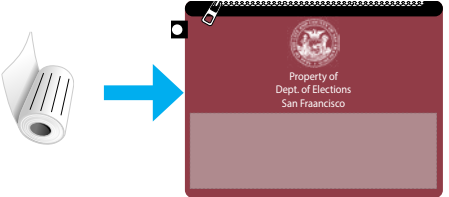
## 3. Close the polls on the ballot-scanning machine.

☐ a. 


Hold the key fob flat against the silver circle for 5 seconds, then input password from your equipment access form and tap **OK**.

☐ b. 

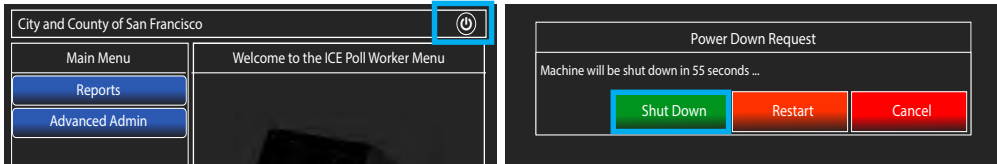
Tap **Close Poll**, then under Poll Management, tap **Close**. Enter your password again then tap **OK**. On the Close Poll Confirmation screen tap **OK**.

☐ c. 

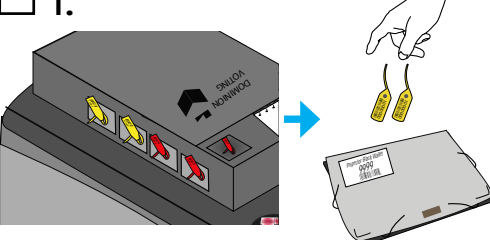
Tear off the report, have everyone sign it, and place it in the red results bag.

☐ d. 

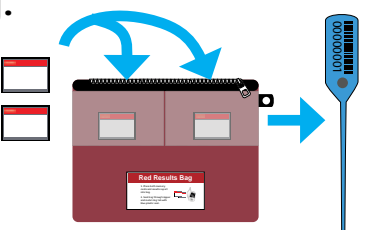
If more than ten people used the ballot-scanning machine, tap **Yes** to print a second report and then **No**. Tear off this report, have everyone sign it, then tape this copy outside visibly near the entrance of the polling place. If fewer than ten people used the machine, tap **No**.

☐ e. 

Tap the power icon (upper-right), then “Shut Down” and unplug and store the power cord. Once it has shut down, close the privacy flaps and gently lower the screen.

☐ f. 

Break the yellow seals on the doors labeled “CF1” and “CF2” and put them in your Inspector bag.

☐ g. 

Place both memory cards into the red results bag and seal it with a blue seal.

[illegible]

# b.

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

## Posted Ballot Statement


March 5, 2024, Presidential Primary Election

PCT

Part 1: Machine Counts		#
<b>A</b>	What is the "Total Voters" count from the ballot-scanning machine? <i>This count is found on the main screen of the machine.</i>	_____
<b>B</b>	What is the "Total Ballots Cast" count from the ballot-marking device? <i>This count is found in the lower left of the device's screen.</i>	_____

Part 2: Unused Ballot Inventory		#
<b>C</b>	Ballots brought by Inspector	<b>500</b>
<b>D</b>	Ballots brought by FED	<b>500</b>
<b>E</b>	Extra ballots brought by FED, if any	_____
<b>F</b>	How many remaining unused ballots are left at your polling place? <i>The clerk with Closing Job Card 1 will help count these.</i>	_____

# C.



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

**PCT**

## Posted Ballot Statement

March 5, 2024, Presidential Primary Election


	Part 1: Machine Counts	#
<b>A</b>	What is the "Total Voters" count from the ballot-scanning machine? <i>This count is found on the main screen of the machine.</i>	_____
<b>B</b>	What is the "Total Ballots Cast" count from the ballot-marking device? <i>This count is found in the lower left of the device's screen.</i>	_____
	Part 2: Unused Ballot Inventory	#
<b>C</b>	Ballots brought by Inspector	<b>500</b>
<b>D</b>	Ballots brought by FED	<b>500</b>
<b>E</b>	Extra ballots brought by FED, if any	_____
<b>F</b>	How many remaining unused ballots are left at your polling place? <i>The clerk with Closing Job Card 1 will help count these.</i>	_____

	d.		
D	Ballots brought up by PCU		500
E	Extra ballots furnished by FED. if any		
F	How many remaining unused ballots are left at your polling place?		
G	The clerk with Closing Job Card I will help count these:		#
H	<b>Part 3: Polling Place Activities</b>		
I	How many signatures are in the roster? The clerk with Closing Job Card II will help count these:		
J	How many ballots were cast using the aux bin, if any? The clerk with Closing Job Card I will help count these. Count only Card 1's and BMD printouts!		
K	How many poll books were used in your polling place VOMD? The clerk with Closing Job Card I will help count these. Count only Card 1's and BMD printouts! Do not count surrendered VBM ballots.		
L	How many provisional ballots did you bring to your polling place issue? The clerk with Closing Job Card J will help count these. Do not count any provisional envelopes with VBM ballots inside.		
M	How many vote-by-mail ballots were dropped off of your polling place? The clerk with Closing Job Card J will help count these. Include ballots dropped off from other counties and any provisional envelopes with VBM ballots inside.		
N	<b>Part 4: Reconciliation</b>		
O	Add A and H together:	Does it match G? YES / NO (If no, please explain below.)	

☐ e.



1-800-554-9934



# f.

**PCT**

<b>1. Identification of the Applicant</b> <b>and the Invention</b> <b>and the Applicant</b> <b>and the Applicant's Representative</b>	
a)	Name of the Applicant (in full) (English)
b)	Name of the Applicant (in full) (French)
c)	Name of the Applicant (in full) (German)
d)	Name of the Applicant (in full) (Italian)
e)	Name of the Applicant (in full) (Japanese)
f)	Name of the Applicant (in full) (Korean)
g)	Name of the Applicant (in full) (Russian)
h)	Name of the Applicant (in full) (Spanish)
i)	Name of the Applicant (in full) (Swedish)
j)	Name of the Applicant (in full) (Turkish)
k)	Name of the Applicant (in full) (Ukrainian)
l)	Name of the Applicant (in full) (Vietnamese)
m)	Name of the Applicant (in full) (Zimbabwean)
n)	Name of the Applicant (in full) (Other)
o)	Name of the Applicant (in full) (Other)
p)	Name of the Applicant (in full) (Other)
q)	Name of the Applicant (in full) (Other)
r)	Name of the Applicant (in full) (Other)
s)	Name of the Applicant (in full) (Other)
t)	Name of the Applicant (in full) (Other)
u)	Name of the Applicant (in full) (Other)
v)	Name of the Applicant (in full) (Other)
w)	Name of the Applicant (in full) (Other)
x)	Name of the Applicant (in full) (Other)
y)	Name of the Applicant (in full) (Other)
z)	Name of the Applicant (in full) (Other)
aa)	Name of the Applicant (in full) (Other)
ab)	Name of the Applicant (in full) (Other)
ac)	Name of the Applicant (in full) (Other)
ad)	Name of the Applicant (in full) (Other)
ae)	Name of the Applicant (in full) (Other)
af)	Name of the Applicant (in full) (Other)
ag)	Name of the Applicant (in full) (Other)
ah)	Name of the Applicant (in full) (Other)
ai)	Name of the Applicant (in full) (Other)
aj)	Name of the Applicant (in full) (Other)
ak)	Name of the Applicant (in full) (Other)
al)	Name of the Applicant (in full) (Other)
am)	Name of the Applicant (in full) (Other)
an)	Name of the Applicant (in full) (Other)
ao)	Name of the Applicant (in full) (Other)
ap)	Name of the Applicant (in full) (Other)
aq)	Name of the Applicant (in full) (Other)
ar)	Name of the Applicant (in full) (Other)
as)	Name of the Applicant (in full) (Other)
at)	Name of the Applicant (in full) (Other)
au)	Name of the Applicant (in full) (Other)
av)	Name of the Applicant (in full) (Other)
aw)	Name of the Applicant (in full) (Other)
ax)	Name of the Applicant (in full) (Other)
ay)	Name of the Applicant (in full) (Other)
az)	Name of the Applicant (in full) (Other)
ba)	Name of the Applicant (in full) (Other)
bb)	Name of the Applicant (in full) (Other)
bc)	Name of the Applicant (in full) (Other)
bd)	Name of the Applicant (in full) (Other)
be)	Name of the Applicant (in full) (Other)
bf)	Name of the Applicant (in full) (Other)
bg)	Name of the Applicant (in full) (Other)
bh)	Name of the Applicant (in full) (Other)
bi)	Name of the Applicant (in full) (Other)
bj)	Name of the Applicant (in full) (Other)
bk)	Name of the Applicant (in full) (Other)
bl)	Name of the Applicant (in full) (Other)
bm)	Name of the Applicant (in full) (Other)
bn)	Name of the Applicant (in full) (Other)
bo)	Name of the Applicant (in full) (Other)
bp)	Name of the Applicant (in full) (Other)
bq)	Name of the Applicant (in full) (Other)
br)	Name of the Applicant (in full) (Other)
bs)	Name of the Applicant (in full) (Other)
bt)	Name of the Applicant (in full) (Other)
bu)	Name of the Applicant (in full) (Other)
bv)	Name of the Applicant (in full) (Other)
bw)	Name of the Applicant (in full) (Other)
bx)	Name of the Applicant (in full) (Other)
by)	Name of the Applicant (in full) (Other)
bz)	Name of the Applicant (in full) (Other)
ca)	Name of the Applicant (in full) (Other)
cb)	Name of the Applicant (in full) (

Post the yellow copy outside with the results report (other copies stay in the roster).

[illegible]

b.

Certificate of Performance (CAEC § 15250.6)

1

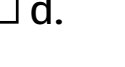
**certify (check ONE box):**

☐ (A) THE VOTING MACHINE VOTES CAST REPORT IS POSTED.  
 g machine votes cast report posted outside the polling place includes the total number of votes for each office and the total number of votes cast for and against each ballot measure.  
 g machine votes cast report provided to the county elections official shows the same number

☐ (B) ONLY THE NUMBER OF BALLOTS CAST IS POSTED.  
 g machine recorded fewer than 10 ballots, so only the number of ballots cast is posted outside the polling place.  
 g machine votes cast report provided to the county elections official shows the same number


Signature:	Clerk Signature:
Signature:	Clerk Signature:
Signature:	Clerk Signature:

☐ d.




The diagram shows a document titled "KONTRAKT" (Contract) with fields for "Name", "Address", "City", "Country", "Phone", "Fax", "E-mail", and "Signature". A blue arrow points from the document to a yellow folder icon, indicating the document is being scanned or stored.

☐ e.



The diagram illustrates the process of creating a forensic image. On the left, a stack of documents is shown, including a "OFFICIAL BILL OF SALE" and several spreadsheets. A large blue arrow points from these documents to a grey forensic storage bag on the right. The bag has a white label that reads "PC001 Data Only 0000 0000 0000".

☐ f.



Place Inspector folder in the red box and assist clerks as necessary.

The diagram illustrates the correct way to place a red results tag on a red results bag. On the left, a sample of a red results bag is shown. It is a white bag with a red header and a red footer. The header contains the text "Red Results Bag" and the footer contains the text "Red Results Bag". The bag is shown with a red results tag attached to it. The tag is a white tag with a red header and a red footer. The header contains the text "Red Results Tag" and the footer contains the text "Red Results Tag". On the right, a sample of a red results bag with a red results tag is shown. The bag is a white bag with a red header and a red footer. The header contains the text "Red Results Bag" and the footer contains the text "Red Results Bag". The bag is shown with a red results tag attached to it. The tag is a white tag with a red header and a red footer. The header contains the text "Red Results Tag" and the footer contains the text "Red Results Tag".

☐ b.

The diagram shows two types of voting equipment. On the left is a red ballot box with its lid open, revealing a slot for inserting ballots. The lid features the Seal of the Commonwealth of Massachusetts. On the right is a grey Dominion Voting System machine. A grey ballot tray is shown being inserted into the front of the machine, with a blue arrow indicating the direction of insertion. The tray is labeled 'DOMINION VOTING' and has a small '1' in a circle. The machine has a control panel at the top with several buttons and a small display screen. It is mounted on four wheels.

☐ d.



**FED**

Call your FED when both transfers and all closing tasks are complete.



## 4.6 What-If? Scenarios

If you need any assistance during closing procedures, call the Election Center at 1-800-554-9934.

### 4.6.1 What if the Deputy Sheriff or SFMTA officers have not shown up by 10 p.m.?

---

The collection officers will collect materials from 7-8 polling places as efficiently as possible. If you believe they are having trouble locating your site, use the glow stick from the plastic supply kit to help guide them. Activate the glow stick by snapping and then tape it up near the entrance – please remember to remove the glow stick before leaving the site.

### 4.6.2 What if the owner/manager wants to close the polling place before we are done?

---

Call the Election Center and then continue with the rest of your closing tasks to the best of your ability.

### 4.6.3 What if we run out of closing supplies or need more adult clerks to help?

---

If you need more help onsite or cannot find the necessary supplies, including closing bags and seals, call the Election Center at 1-800-554-9934.

### 4.6.4 What if someone shuts off the ballot-scanning machine before the counts are compiled?

---

Leave Line A on the Posted Ballot Statement blank. Break yellow seals on the “CF1” and “CF2” doors and place them in the Inspector folder; put memory cards in the red results bag and seal with a blue seal.

### 4.6.5 What if a clerk removes the CF memory cards while the scanning machine is still on?

---

The machine will automatically start shutting down. Secure the memory cards in the red results bag per the job card instructions and continue the rest of your closing tasks as best as you can.

#### 4.6.6 What if the total of lines A and H does not match line G?

---

In case the total number of signatures does not match the number of voters who used the ballot-scanning machine, including those who cast their ballot using the aux bin, it is possible that a provisional voter scanned their ballot, or a voter who signed the roster failed to cast their ballot. Please proceed with the rest of the closing tasks, and if you know how the error(s) may have occurred, kindly make a note on the Posted Ballot Statement.

#### 4.6.7 What if the total of lines B through E do not match the total of all blue lines?

---

Please make note of any possible errors that may have occurred during the voting hours on the Posted Ballot Statement. Once you have completed this task, you can continue with the rest of the closing duties. Please note that the Department will audit your precinct during the post-election canvass process.

# APPENDIX

## 5.1 Polling Place Supply List

When you arrive to your polling place, most supplies – except for large signs, tables, and the ballot-marking device – will be inside the ballot-scanning machine or the red ballot box.

### Supplies inside the Red Ballot Box

- ☐ Supply Kit\*
- ☐ Pink tray for provisional ballots (1)
- ☐ Purple tray for vote-by-mail ballots (2)
- ☐ Voter Assistance Sign in cone topper (1)
- ☐ Poll Worker Manual (1)
- ☐ Election Table supply box (1)
  - Face masks (10)
  - Box of gloves (1)
  - 25-ft extension cord (1)
  - Hand sanitizer (2)
  - Blank piece of paper (1)

### \*The Supply Kit Contains:

- |  |   |
|--|---|
| <input type="checkbox"/> Poll Worker pin (5)     | <input type="checkbox"/> Power strip (3)  |
| <input type="checkbox"/> Yellow plastic seal (2) | <input type="checkbox"/> Trash bag (1)  |
| <input type="checkbox"/> Blue plastic seal (15)  | <input type="checkbox"/> Green Glow Stick (1)   |
| <input type="checkbox"/> 3-prong adapter (2)     | <input type="checkbox"/> Red Emergency Keys bag <ul style="list-style-type: none"> <li>• Metal key (1)</li> <li>• Poll Worker card (1)</li> </ul> |
| <input type="checkbox"/> 6-ft extension cord (2) |   |

### Supplies Inside the Ballot-Scanning Machine

#### Under the lid

- |   |  |
|---|--|
| <input type="checkbox"/> Flipchart (1)  | <input type="checkbox"/> "I Voted" stickers (1 roll) |
| <input type="checkbox"/> Paperclips (2) |  |

#### Main Bin

- |   |  |
|---|--|
| <input type="checkbox"/> Signage supply bag (1)**         | <input type="checkbox"/> Purple closing bag (2)        |
| <input type="checkbox"/> Election Table supply bag (1)*** | <input type="checkbox"/> Pink closing bag (1)          |
| <input type="checkbox"/> Bag containing signage legs (1)  | <input type="checkbox"/> Yellow closing bag (1)        |
| <input type="checkbox"/> Blue closing bag (1)             | <input type="checkbox"/> Red results bag (1)           |
| <input type="checkbox"/> Orange closing bag (1)           | <input type="checkbox"/> Extra plastic closing bag (3) |
| <input type="checkbox"/> Brown closing bag (1)            | <input type="checkbox"/> Jumbo tote bag (1)            |

## 5.1 Polling Place Supply List

### **\*\*Signage Supply Bag Contains:**

- ☐ Voter Information poster (1)
- ☐ Voter Bill of Rights poster (1)
- ☐ Elections in California poster (1)
- ☐ How to Vote for President (2)
- ☐ Corrupting the Voting Process Warning poster (1)
- ☐ Electioneering Warning poster (1)
- ☐ Language and Accessibility Resources sign in blue stand (1)
- ☐ Facsimile (reference) ballot:
  - Burmese Facsimile booklet (1)
  - Japanese Facsimile booklet (1)
  - Korean Facsimile booklet (1)
  - Thai Facsimile booklet (1)
  - Vietnamese Facsimile booklet (1)
- ☐ Polling Place directional signs (3)
- ☐ Blue 3-in tape (1 roll)
- ☐ Precinct # card (1)
- ☐ Lanyards for Poll Worker nametags (6)
- ☐ Poll Worker nametags
  - English (8)
  - English/Chinese (4)
  - English/Spanish (4)
  - English/Filipino (2)
  - English/Burmese (1)
  - English/Japanese (1)
  - English/Korean (1)
  - English/Thai (1)
  - English/Vietnamese (1)
  - Multilingual (1)

### **\*\*\*Election Table Supply Bag Contains:**

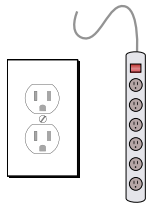

- ☐ Magnifying sheet (1)
- ☐ Signature Guide (1)
- ☐ Election Officer digest (1)
- ☐ Ballot Options sign in blue stand (1)
- ☐ Political Party Preference Change Forms (1 pad of 100)
- ☐ Blue Ballot Secrecy folder (50)
- ☐ Provisional envelope (Sets of 25: 15 EN/CH, 5 EN/SP, 5 EN/FI) (3sets))
- ☐ Ballot pens (combination of felt-tip and ballpoint pens) (75)
- ☐ Pen cup (1)
- ☐ Pen grip (2)
- ☐ "I Voted" stickers (1 roll)
- ☐ Security seals bag in small ziploc (1):
  - Yellow sticker seal (2)
  - Yellow plastic seal (1)
  - Yellow cable (1)
- ☐ Election Table folder (1)
  - City-wide precinct map (1)
  - Polling place list (1)
  - Precinct-specific map (1)
- ☐ Plastic pocket with Voter Information Pamphlets
  - English (1)
  - Chinese (1)
  - Spanish (1)
  - Filipino (1)
- ☐ Plastic pocket with Sample Ballot Booklets
  - English/Chinese (1)
  - English/Spanish (1)
  - English/Filipino (1)
- ☐ Plastic pocket with Facsimile Booklets:
  - Burmese (1)
  - Japanese (1)
  - Korean (1)
  - Thai (1)
  - Vietnamese (1)
- ☐ Plastic pocket with Voter Information Guides:
  - English (3)
  - Chinese (1)
  - Spanish (1)
  - Filipino (1)
  - Japanese (1)
  - Korean (1)
  - Thai (1)
  - Vietnamese (1)

## 5.2 Voting Equipment Repair Guide

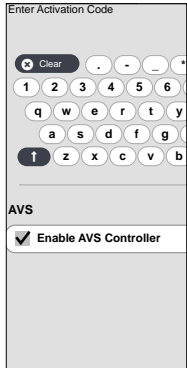
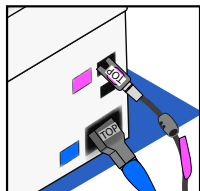
This Guide explains how poll workers can resolve simple voting equipment issues. If these instructions do not address the issue, call the Election Center, 1-800-554-9934, for assistance.

Do not allow anyone without official identification and clear authorization from the Department of Elections to "help" you repair voting equipment.


### A. Accessible Ballot-Marking Device

Symptom	Solution	
<b>1. Tablet Fails to Power Up</b>	<p>Verify the tablet is plugged into a functional wall outlet or power strip by plugging something else into the same socket and turning it on.</p> <p>If the socket is good but the tablet does not turn on, call the Election Center.</p>	
<b>2. Poll Worker Card Not Initializing</b>	<p>Reinsert the card with the words "Poll Worker" facing upwards as you push the card firmly into the yellow slot.</p> <p>If you have inserted the card correctly but nothing happens, call the Election Center.</p>	
<b>3. Incorrect Administrative Login Pin</b>	<p>Slowly type in the PIN, one digit at a time, or ask a team member to assist.</p> <p>After double-checking, if the correct pin is rejected, call the Election Center.</p>	
<b>4. Date/Time Incorrect</b>	<p>If the date/time displayed on the screen is incorrect, call the Election Center.</p>	

## 5.2 Voting Equipment Repair Guide


Symptom	Solution	
<b>5. ATI keypad/ Headphones/ Assistive Device Not Working</b>	<p>Verify the keypad is plugged in correctly by checking for a flashing green light next to the port.</p> <p>Next, check headphones and/or devices are plugged into the correct port(s).</p> <p>Then, verify the ballot has been activated in AVS mode with a voter's preferred device selected. If necessary, cancel and re-activate the ballot, making sure the Enable AVS Controller checkbox is selected.</p> <p>If the ATI keypad/headphones/assistive device still does not work, conduct a hardware test:</p> <ol style="list-style-type: none"> <li>1. Insert the poll worker card and log in.</li> <li>2. Tap "Hardware Test".</li> <li>3. Select ATI keypad and test each button.</li> </ol> <p>If all of these measures fail, call the Election Center.</p>	
<b>6. Printer is Not Printing</b>	<p>Verify the plug from the printer is connected to a functional wall outlet or power strip by plugging something else into the same socket and turning it on. [Press the power button if you have not already done so.]</p> <p>Verify that the printer cable coming from the tablet is plugged into the pink port on the back of printer.</p> <p>Make sure there is paper in the tray and that the screen reads "Ready" or "Sleep Mode is ON".</p> <p>If the printer still does not work, call the Election Center.</p>	
<b>7. Printer Out of Paper</b>	<p>Call the Election Center.</p>	

## 5.2 Voting Equipment Repair Guide

Symptom	Solution
<b>8. Touchscreen Malfunctioning or Frozen</b>	<p>Insert the poll worker card to start new a session or continue current session.</p> <p>If this does not work, call the Election Center.</p>
<b>9. Need to Cancel Session</b>	<p>Tap on the three dots in the upper right-hand corner and select "Cancel Activation," then "Yes".</p> <p>Activate a new accessible session or issue a paper ballot to the voter.</p> 


### B. Ballot-Scanning Machine

If the machine malfunctions during voting hours, be sure to store any voted, un-scanned ballots cast by voters in the aux bin. These will be scanned when the machine is operational again.

Symptom	Solution
<b>1. Machine Fails to Power Up/Yellow charging light is not on</b>	<p>Verify the machine is plugged into a functional wall outlet or power strip by plugging something else into the same socket and turning it on. Push the screen down, then pull it back up again.</p> <p>If this does not work, call the Election Center.</p>
<b>2. Login Screen Does Not Load</b>	<p>Push the flat part of the black key fob firmly against the silver circle on the right side of the machine, silver to silver. Hold for 5 seconds.</p> <p>If this does not work, call the Election Center.</p> 
<b>3. Incorrect Username/ Password</b>	<p>Slowly type in both the username and the password one digit/ character at a time, and/or ask a team member to assist. The username is case sensitive.</p> <p>If the correct username/password is rejected, call the Election Center.</p>



## 5.2 Voting Equipment Repair Guide

Symptom	Solution	
<b>4. Machine is Running Out of Paper</b>	If you see a colored band on the tape, the machine is almost out of paper; call the Election Center.	
<b>5. ERROR MESSAGE: Error Condition has Occured</b>	<p>If ballot card was returned, ask voter to straighten any wrinkles or folds and remove any stubs before reinserting the ballot.</p> <p>If ballot cards were not returned, push the flat part of the black key fob firmly against the silver circle on the right side of the machine, silver to silver. Hold for 5 seconds. Tap "OK". Tap "Standard Voting". Continue using the machine to cast ballots.</p> <p>If this does not work, call the Election Center. Meanwhile, have voters place ballots in the aux bin.</p>	
<b>6. ERROR MESSAGE: Ballot Misread</b>	<p>Ask voter to re-insert the ballot in a different orientation.</p> <p>If the ballot is returned again, issue a replacement ballot to voter. Call the Election Center.</p>	
<b>7. ERROR MESSAGE: Invalid Ballot</b>	The machine cannot recognize the ballot. Advise voter to get a replacement ballot at the election table. Call the Election Center.	
<b>8. ERROR MESSAGE: Thermal Print head is up</b>	Call the Election Center.	
<b>9. ERROR MESSAGE: Files on CF1 and CF2 do not match</b>	Call the Election Center.	
<b>10. ERROR MESSAGE: Failed to mount CF cards</b>	Call the Election Center.	

## 5.3 Translated Scripts

Job Cards contain scripts that poll workers will recite to voters at various stages in the voting process. The following translated scripts should be shown or read out loud on an as-needed basis when assisting voters who speak languages other than English.

### 1. Election Table Clerk

#### 1.1 Assisting voters dropping off their ballots.

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***"Welcome. Are you here to vote or drop off a ballot?"***

「歡迎！您來這裡是投票還是遞交選票？」

"Bienvenido. ¿Vino a votar o a entregar su boleta?"

"Maligayang pagdating. Nandito ba kayo upang bumoto o maghulog ng balota?"

***"Please drop your signed ballot envelope into the red box."***

「請將您簽了名的選票信封放進紅色箱內。」

"Por favor deposite el sobre con su boleta firmado en la caja roja."

"Mangyaring ihulog ang inyong napirmahang sobre ng balota sa pulang kahon."

#### 1.2 Finding the voter in the roster.

---

***"I can help you with that. May I have your full name and current home address?"***

「我可以幫您的。我可以知道您的姓名和目前的住址嗎？」

"Puedo ayudarle. ¿Cuál es su nombre completo y domicilio actual?"

"Matutulungan namin kayo. Maaari ba naming makuha ang inyong buong pangalan at kasalukuyang address ng tirahan?"

***"Thank you, I will look for your name in our roster now."***

「謝謝！我現在就在我們的選民名冊中尋找您的名字。」

"Gracias, ahora buscaré su nombre en la lista."

"Salamat, hahanapin ko na ang pangalan ninyo sa aming talaan."

***"I found you listed."***

「我在名冊中找到您的名字。」

"Ya lo encontré en la lista."

"Nakita naming nakalista kayo."

## 5.3 Translated Scripts

***"You are not listed in our roster. Although you can still vote here, our ballots may not match the ballots for your neighborhood. Would you like to go to your assigned polling place, go to the City Hall Voting Center, or vote a provisional ballot here?"***

「您的名字不在我們這份《選民名冊》裡。您可以在這個投票站投票，不過我們提供的選票類別可能與您的鄰里投票站的不一樣。您想返回選務處編配給您的指定投票站投票？前往市政廳投票中心投票？還是在這裡用「臨時選票」投票？」

"No aparece en la lista. Puede votar aquí, pero es posible que nuestras boletas no coincidan con las boletas de su vecindario. ¿Le gustaría ir a su lugar de votación asignado, ir al Centro de Votación del Ayuntamiento o votar aquí con una boleta provisional?"

"Wala kayo sa aming talaan. Bagaman maaari pa rin kayong bumoto rito, maaaring hindi tugma ang mga balota namin sa inyong komunidad. Nais ba ninyong magpunta sa inyong nakatalagang lugar ng botohan, magpunta sa Sentro ng Botohan sa City Hall, o bumoto gamit ang isang probisyonal na balota rito?"

### 1.3 Check for voter notes.

***"It looks like the Department of Elections has already received your mail ballot. If you believe that is incorrect, you can call Elections to verify or vote provisionally here."***

「看來選務處已經收到了您的郵寄選票。如果您認為這項資料是不正確的，您可以致電選務處查明核實，或您可以這裡用「臨時選票」投票。」

"Parece que el Departamento de Elecciones ya recibió la boleta que envió por correo. Si cree que es incorrecto, puede llamar al Departamento de Elecciones para estar seguro o votar aquí provisionalmente."

"Mukhang natanggap na ng Departamento ng mga Eleksyon ang inyong balota sa koreo. Kung sa tingin ninyo ay mali ito, maaari kayong tumawag sa Departamento ng mga Eleksyon para i-verify o bumoto nang probisyonal dito."



「名冊上的記錄顯示，您的登記不完整，尚欠一些資料。您可以通過出示本頁所列的任何類型身分證明文件來完成您的登記。」

"La lista electoral indica que su inscripción está incompleta. Presente cualquiera de las identificaciones que aparecen en esta página para completar su inscripción".

"Ipinapakita ng roster na hindi kompleto ng inyong rehistrasyon. Maaari ninyo itong ma-kompleto sa pamamagitan ng pagpapakita ng alinman sa mga uri ng identipikasyon na nakalista sa pahinang ito."

## 5.3 Translated Scripts

### 1.4 Issuing a paper ballot and offering the accessible ballot-marking device.

***"All our official ballots are bilingual in English and Chinese, Filipino, or Spanish. The roster shows you would like a ballot in [language]. We will issue you a ballot in English and [language] unless you prefer a different one."***

「我們的正式選票都是雙語的：包括英文配中文、英文配菲律賓文，或英文配西班牙文。《選民名冊》上的資料顯示，您需要 [語言] 的選票。除非您另有指示，我們將會發給您一份英文和 [語言] 的選票。」

"Todas nuestras boletas oficiales son bilingües (inglés y chino, español o filipino). Aquí dice que usted prefiere una boleta en español. Le daremos una boleta en inglés y español a menos que prefiera una diferente."

"Bilingguwal sa Ingles at Tsino, Filipino, o Espanyol ang lahat ng aming mga opisyal na balota. Nakalagay sa talaan na nais ninyo ng balota sa [language]. Bibigyan namin kayo ng balota sa Ingles at [language] maliban na lang kung pipili kayo ng ibang wika."

***"The roster shows you are currently registered with this party [show the party next to the bubble in the roster]. We will issue you a ballot with that party's presidential candidates unless you want to change your party preference today by completing a short form. We would then issue the ballot of your new party."***

「《選民名冊》上的資料顯示，您目前登記以這個政黨 [向選民展示名冊上圓圈側邊所示的政黨資料] 為您的「政黨偏好」。我們將會發給您一份有該政黨的總統候選人的選票。如您想更改您的「政黨偏好」，請填寫一份簡短的表格，這樣我們便可以按照您新的「政黨偏好」，向您發出該政黨的選票。」

"La lista muestra que está inscrito con este partido [show the party next to the bubble in the roster]. Le daremos una boleta con los candidatos presidenciales de ese partido a menos que quiera cambiar su preferencia de partido al completar este breve formulario. Le daremos entonces una boleta con su nuevo partido."

"Nakalagay sa talaan na kayo ay kasalukuyang nakarehistro rito sa partidong [show the party next to the bubble in the roster]. Bibigyan namin kayo ng balota na may mga kandidato para sa pagkapangulo ng partidong iyon maliban na lamang kung nais ninyong palitan ang inyong kinakatigang partido ngayon sa pamamagitan ng pagkumpleto sa isang maikling form. Pagkatapos ay bibigyan na namin kayo ng balota ng inyong bagong partido."

***"The roster shows you are registered with no party preference. This means you have several ballot options. Review this Ballot Options sign and let me know which ballot you would like. Let me know if you'd like me to read this sign to you."***

「《選民名冊》上的資料顯示，您登記時選擇了「無政黨偏好」。這表示您有幾種選票的選擇。請查看這個「選票選擇」的告示，並告訴我您想要哪款選票。若您想我把這個告示的資料讀給您聽，請告訴我。」

## 5.3 Translated Scripts

"La lista muestra que está inscrito sin preferencia de partido. Tiene varias opciones de boleta. Revise este letrero con Opciones de Boleta y avísame cuál le gustaría. Dígame si quiere que le lea el letrero."

"Nakalagay sa talaan na nakarehistro kayo nang walang kinakatigang partido. Ibig sabihin nito ay marami kayong opsyon para sa balota. Suriin ang sign na ito para sa mga Opsyon sa Balota at sabihin sa akin kung aling balota ang gusto ninyo. Ipaalam sa akin kung nais ninyong basahin ko itong sign para sa inyo."

***"I will issue you a paper ballot unless you would rather use an audio or touchscreen ballot on the accessible ballot-marking device."***

「我將會向您發出一份紙張印刷的選票，除非您另有指示，要求使用無障礙標記選票設備上語音或觸屏選票。」

"Le daré una boleta de papel a menos que prefiera usar una boleta de audio o pantalla táctil en el dispositivo accesible."

"Bibigyan namin kayo ng papel na balota maliban na lang kung mas gusto ninyo ng isang audio o touchscreen na balota sa aksesibleng aparato para sa pagmarka ng balota."

### 1.5 Issuing a provisional ballot.

***"Please complete the fields in the voter's sections of the envelope, and return it to me when you are done. I will issue you a provisional paper ballot unless you would rather use a provisional audio or touchscreen ballot on the accessible ballot-marking device."***

「請填寫信封上選民欄要求的選民資料，填妥後交給我。我將會向您發出一份紙張印刷的臨時選票，除非您另有指示，要求使用無障礙標記選票設備的語音或觸屏臨時選票。」

"Por favor complete los espacios en blanco en este sobre y devuélvame cuando termine. Le daré una boleta provisional de papel a menos que prefiera una boleta provisional de audio o pantalla táctil en el dispositivo accesible."

"Mangyaring kumpletuhin ang mga puwang sa seksyon ng sobre na para sa botante, at ibalik ito sa akin kapag kayo ay tapos na. Bibigyan kita ng probisyonal na balota sa papel maliban na lang kung mas gusto ninyong gumamit ng probisyonal na audio o touchscreen na balota sa aksesibleng aparato para sa pagmarka ng balota."

## 5.3 Translated Scripts

***"Here is your provisional ballot. To mark your ballot, follow the instructions printed on each card. When you finish marking your ballot, place it in this envelope, seal the envelope and remove the receipt, then drop the envelope into the red box. Would you like any further assistance?"***

這是您的臨時選票。請按照每張選票卡上所印的選民須知，標記您的選票。完成標記後，將選票放入信封，密封信封並撕下收據，然後將信封投入紅色箱內。您還需要其他幫助嗎？

"Aquí tiene su boleta provisional. Para marcarla, sigas las instrucciones de cada tarjeta. Cuando termine, deposítela en este sobre, séllelo y desprenda el recibo, y entonces deposítelo en la caja roja. ¿Necesita más ayuda? "

"Heto ang inyong probisyonal na balota. Para markahan ang inyong balota, sundan ang mga instruksiyon na nakaprint sa bawat kard. Pagkatapos ninyo sa pagmarka ng inyong balota, ilagay ito sa sobre, isara ang sobre at tanggalin ang resibo, pagkatapos ay ihulog ang sobre sa pulang kahon. Kailangan ba ninyo ng karagdagang tulong?"

### 1.6 Issuing replacement ballots.

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***"I can issue you a replacement. May I have your mismarked card?"***

「我可以補發一張選票給您。您可以把標記錯誤的選票卡交還給我嗎？」

"Puedo darle una reposición. ¿Puede entregarme la tarjeta que marcó mal?"

"Maaari namin kayong bigyan ng kapalit. Maaari ko bang makuha ang balota na may mga maling marka?"

## 2. Ballot-Scanning Machine Clerk

### 2.1 Assisting voters casting their ballot

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***"Please insert your ballot cards one at a time. It does not matter which way they are facing. Although the default language on this machine is English, I can change it if you like."***

請將您的選票卡逐一插入機器內。卡的底或面，朝哪個方向並不重要。雖然這部機器的設定語言是英文，如果您有需要，我可以替您更改。

"Inserte sus tarjetas una por una. No importa de qué lado. Aunque el texto de esta máquina aparece en inglés, puedo cambiar la configuración del idioma, si quiere".

"Paki-pasok nang isa-isa ang mga kard ng inyong balota. Hindi mahalaga kung saang direksyon sila nakaharap. Bagama't Ingles ang default na wika sa makina na ito, maaari ko itong baguhin kung gusto ninyo."

## 5.3 Translated Scripts

***Thank you for voting. Please return the pen and folder to the Election Table.***

感謝您的投票。請將筆和文件夾交回選舉桌。

"Gracias por votar. Por favor devuelva el bolígrafo y el folder en la Mesa Electoral."

"Salamat sa pagboto. Pakisauli ang panulat at folder sa Mesa ng Eleksyon."

***"The machine detected an irregular marking. To correct your ballot, press "Return" or to cast it as is, press "Cast". If you would like a pair of gloves, have questions, or would like to review the machine's reference guide, please let me know."***

「掃描機檢測到有不規則標記。要更正您的選票，請按「返回」或您想照舊地投下這份選票，請按「投下」。如果您想要一對手套、有問題或想查閱掃描機參考指南，請讓我知道。」

"La máquina detectó una marca irregular. Para corregir su boleta, presione "Devolver" o para emitir su boleta como está, presione "Emitir". Si desea un par de guantes, si tiene preguntas o si quiere revisar la guía de referencia de la máquina, por favor, avíseme."

"Nakakita ang makina ng maling pagkakamarka. Para itama ang inyong balota, pindutin ang "Bumalik" o para isumite ito nang ganoon na, pindutin ang "Isumite". Kung nais ninyo ng guwantes, may mga katanungan, o gusto ninyong suriin ang reperensyang gabay para sa makina, mangyaring ipaalam lamang sa amin."

***"I see you have a provisional envelope. Please make sure you have completed and signed the envelope and removed your receipt, then take it back to the clerk at the Election Table."***

「我看見您拿著一個臨時信封。請確定您已經填妥信封上所有資料並簽名，以及取回您的收據，然後帶這個信封到選舉枱交給工作人員。」

"Veó su sobre provisional. Por favor, asegúrese que completó y firmó el sobre y desprendió el talón de recibo. Después de eso entréguelo en la mesa electoral al trabajador electoral."

"Nakikita namin na mayroon kayong probisyonal na balota. Mangyaring siguraduhing nakompleto ninyo at napirmahan ang sobre at naalis ang inyong resibo, pagkatapos ay dalhin ito sa kawani sa Mesa ng Eleksyon."

***"I see you have no blue secrecy folder or ballot envelope. If you left it at the voting booth, please retrieve it and come back."***

「我見到您手上沒有藍色的保密文件夾或選票信封。如果您把它遺留在投票亭，麻煩您取回來給我。」

"Veó que no tiene sobre ni folder confidencial azul. Si lo dejó en la cabina de votación, por favor favor recójalo y regrese."

"Nakita kong wala kayong asul na pantakip na folder o sobre ng balota. Kung naiwan ninyo ito sa booth para sa botohan, mangyaring kunin ito at bumalik dito."



## 5.3 Translated Scripts

### 3. Initiating Accessible Voting Sessions

#### 3.1 Initiating an accessible voting session.

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***"Hello, I will help activate your ballot on the ballot-marking device. You can request audio headphone or touchscreen instructions in English, Chinese (Cantonese or Mandarin), Filipino, or Spanish, and navigate and mark your ballot using the touchscreen, the keypad, or a personal assistive device. Which would you prefer?"***

「您好！我將會在選票標記機啟動您的選票。您可以要求使用英文、中文（廣東話或普通話）、菲律賓文或西班牙文的耳機聆聽音頻或觸屏介面說明，並使用觸屏、鍵盤或個人輔助器材標記您的選票。您想用哪一種？」

"Hola, voy a ayudarle a activar su boleta. Las instrucciones están disponibles en audio o pantalla táctil, en inglés, chino (cantonés o mandarín) español o filipino. Puede navegar y marcar su boleta usando la pantalla táctil, el teclado o el dispositivo de asistencia personal. ¿Cuál prefiere?"

"Kamusta po, tutulungan namin kayong paganahin ang inyong balota sa ballot-marking device o aparatong nagmamarka sa balota. Maaari kayong humiling ng audio headphone o mga instruksiyon sa touchscreen sa Ingles, Tsino (Cantonese o Mandarin), Filipino, o Espanyol, at suriin at markahan ang inyong balota gamit ang touchscreen, keypad, o personal na nakatutulong na kagamitan. Alin ang mas gusto ninyo?"

***"When you finish marking your ballot, please print it out, place it in your secrecy folder, and bring it to the scanning machine. If you need any further assistance, just flag me."***

「當您完成標記選票，請把它列印出來，放入保完封套內，然後把它帶到掃描機。如果您需要任何協助，請向我示意。」

"Cuando termine de marcar su boleta, imprímala, póngala dentro de la cubierta de confidencialidad y llévela a la máquina de escaneo. Si hay algo más en lo que pueda ayudarle, por favor, avísame."



## 5.3 Translated Scripts

### 4. Curbside Voting

***"I'm here to help you vote outside. Before we begin the check-in process, please let me know if you would like gloves or hand sanitizer and whether you would like to use a paper ballot or have an accessible ballot-marking device with audio and touchscreen features set up for you outside."***

「我是來幫助您在室外投票的。在我們開始辦理登記手續之前，請告訴我您是否需要手套或洗手液，以及您是否希望使用印刷的紙張選票，或我們可以為您在室外安裝有音頻和觸屏功能的無障礙記票設備。」

"Estoy aquí para ayudarle a votar afuera. Antes de comenzar el proceso de registro, dígame si quiere guantes o desinfectante de manos, y si le gustaría una boleta de papel o prefiere que traiga un dispositivo accesible para marcar su boleta con funciones de audio o pantalla táctil."

"Nandito ako para tulungan kayong bumoto sa labas. Bago tayo mag-umpisa sa proseso ng pagcheck-in, mangyaring ipaalam sa akin kung nais ninyo ng guwantes o hand sanitizer at kung nais ba ninyong gumamit ng papel na balota o isang aksesibleng aparato sa pagmarka ng balota na may audio at touchscreen na nakaset-up para sa inyo sa labas."

***"Will you please write down your name, address, and preferred language so I can look you up in the roster?"***

「請寫下您的姓名、地址和首選語言，以便我在《選民名冊》中查找您的資料。」

"Por favor, ¿puede escribir su nombre, dirección y el idioma que prefiere para buscarlo en la lista?"

"Maaari bang pakisulat ang inyong pangalan, address, at gustong wika upang mahanap ko kayo sa talaan?"

#### 4.1 Standard Curbside Voter.

***"Here are your voting materials. After marking your ballot, please place it in this secrecy folder. I will return in ten minutes to collect your ballot."***

「這是您的投票材料。標記好您的選票之後，請將選票放進這個保密文件夾裡。我將於十分鐘後回來收取您的選票。」

"Aquí están sus materiales electorales. Después de marcar la boleta, póngala en el folder confidencial. Regresaré en diez minutos para recoger su boleta."

"Heto ang inyong mga materyales sa pagboto. Pagkatapos markahan ang inyong balota, mangyaring ilagay ito sa folder na pantakip. Babalik ako matapos ang sampung minuto para kunin ang inyong balota."

## 5.3 Translated Scripts

***"If you are all done, I can take your ballot inside for scanning now. Would you like me to return to confirm your ballot was accepted by the machine?"***

「如果您已經填妥選票，我可以把您的選票拿回票站室內掃描。您需要我回來向您確認機器是否接受您的選票嗎？」

"Si ya terminó, puedo escanear su boleta adentro. ¿Le gustaría que regrese y confirme con usted que la máquina la aceptó?"

"Kapag tapos na kayo, maaari kong kunin ang balota sa loob para mai-scan na ngayon. Nais ba ninyong balikan ko kayo upang kumpirmahin na tinanggap ng makina ng inyong balota?"

### 4.2 Provisional Curbside Voter.

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***"Please fill out the Voter Section of this envelope and I will issue a paper ballot."***

「請填寫本信封的「選民部分」，我將向您發出一份紙張選票。」

"Por favor complete la Sección del Elector en este sobre y le daré una boleta de papel."

"Mangyaring kumpletuhin ang Seksyon para sa Botante ng sobrang ito at bibigyan ko kayo ng isang papel na balota."

***"Here are your voting materials. After marking your ballot, please place it in your provisional envelope. I will return in ten minutes to check in on you."***

「這是您的投票材料。標記好您的選票之後，請將選票放進這個臨時信封裡。我將於十分鐘後回來查看您的情況。」

"Aquí están sus materiales electorales. Después de marcar la boleta, deposítela en el sobre provisional. Regresaré en diez minutos para ver cómo va."

"Heto ang inyong materyales sa pagboto. Pagkatapos markahan ang inyong balota, mangyaring ilagay ito sa inyong probisyonal na sobre. Babalik ako pagkatapos ng sampung minuto para kumustahin kayo."

***"If you are all done, I can collect your ballot now. Thank you for voting!"***

「如果您已經填妥選票，我現在可以收回您的選票。感謝您今天來投票！」

"Si ya terminó, puedo recoger su boleta ahora. ¡Gracias por votar!"

"Kapag tapos na kayo, puwede ko nang kunin ang inyong balota ngayon. Salamat sa pagboto!"

## 5.4 Posted Ballot Statement



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF ELECTIONS

### Posted Ballot Statement

PCT

March 5, 2024, Presidential Primary Election

Part 1: Machine Counts		#
<b>A</b>	What is the "Total Voters" count from the ballot-scanning machine? <i>This count is found on the main screen of the machine.</i>	_____
<b>B</b>	What is the "Total Ballots Cast" count from the ballot-marking device? <i>This count is found in the lower left of the device's screen.</i>	_____
Part 2: Unused Ballot Inventory		#
<b>C</b>	Ballots brought by Inspector	500
<b>D</b>	Ballots brought by FED	500
<b>E</b>	Extra ballots brought by FED, if any	_____
<b>F</b>	How many remaining unused ballots are left at your polling place? <i>The clerk with Closing Job Card 1 will help count these.</i>	_____
Part 3: Polling Place Activities		#
<b>G</b>	How many signatures are in the roster? <i>The clerk with Closing Job 1 will help count these.</i>	_____
<b>H</b>	How many ballots were cast using the aux bin, if any? <i>The clerk with Closing Job Card 1 will help count these. Count only Card 1s and BMD printouts!</i>	_____
<b>I</b>	How many poll ballots did your polling place VOID? <i>The clerk with Closing Job Card 2 will help count these. Count only Card 1's and BMD printouts! Do not count surrendered VBM ballots.</i>	_____
<b>J</b>	How many provisional ballots did your polling place issue? <i>The clerk with Closing Job Card 2 will help count these. Do not count any provisional envelopes with VBM ballots inside.</i>	_____
<b>K</b>	How many vote-by-mail ballots were dropped off at your polling place? <i>The clerk with Closing Job Card 2 will help count the these. Include ballots dropped off from other counties and any provisional envelopes with VBM ballots inside.</i>	_____
Part 4: Reconciliation		
Add A and H together: _____ Does it match G? YES / NO (If no, please explain below.)		
Add B, C, D, and E together: _____		
Add A, F, H, I, and J (all blue lines) together: _____		
Does it match the count in the row above? YES / NO (If no, please explain below.)		
Describe any issues with your counts:		

Leave pink and white copies in the roster. Post yellow copy outside.

The Inspector may modify the suggested schedule (in green) based on voter traffic. When setting up the schedule for your team, follow these directions:

1. No breaks before 9:00 a.m. or after 6:00 p.m.
2. Adult poll workers (who stay later) have first choice of break times.
3. When Inspector is on break, all clerks must be present at polling place.
4. Agree upon two 15-minute breaks for each person.
5. Agree upon two 60-minute breaks for each person.
6. Print each person's initials in the first column below the position.
7. Mark breaks. Each cell corresponds to 15 minutes.

## Please Note:

- If possible, leave the phone that has the designated phone number of your polling place so the Election Center can still contact your polling place.
- Do not be late returning from break. Your team depends on you!
- Confirm nametag is on when returning from break.
- When the Inspector is on break, the Inspector must designate a Clerk to fulfill the Inspector's duties and give that Clerk a lanyard with the voting machine keys and the Inspector's Job Card.

[illegible]

## 5.6 De-Escalation Guidelines

While serving as a poll worker on Election Day, you may find yourself dealing with a tense or upsetting situation involving a voter or member of the public. If this happens to you, begin by attempting to diffuse the situation by taking these steps, then call the Election Center (1-800-554-9934) for help if necessary. **If anyone is in immediate danger, call 911 immediately.**

### 1. Use non-aggressive body language.

- Use a non-threatening posture and expression
- Do not mirror aggressive gestures or expressions
- Do not approach an agitated person too suddenly
- Try to match the other person's eye contact habits
- Respect personal space and maintain a safe distance
- Avoid standing directly in front of an agitated person
- Move the situation away from others, if possible

### 2. Be polite and helpful to everyone.

- Introduce yourself in a calm, neutral way
- Quietly listen to the person's statements
- Avoid interrupting or changing the subject
- Speak in a gentle, clear tone of voice
- **Validate the person's concerns**
- Offer one or more resolutions, if possible
- Do not engage in back and forth argument

#### Example validation statements:

*"I understand this situation is very frustrating, but you can still vote today even if your name is not on the roster."*

*"I understand you are feeling tired, but we need to keep this space clear for voters; let's find a better place for you to rest."*

*"I understand you are passionate about this issue, but the law prohibits electioneering at a polling place."*

### 3. Take good care of yourself too.

- Remember you are not alone and ask for help if necessary
- Try not to take difficult or offensive behavior too personally
- After you deal with a tense situation, take a short break
- As soon as possible, try deep breathing or a brisk walk
- Remember that people value your service as a poll worker

**Accessible**

Can be used by people with disabilities (polling place, seated voting booth, Ballot-Marking Device).

**Assisted Voters List**

Page that must be filled out if the voter receives assistance in marking a ballot. Located in the Roster of Voters.

**Ballot**

There are two types of ballots for voters: paper cards that a voter marks to vote and a touchscreen and audio version available on the Ballot-Marking Device upon request.

**Ballot-Marking Device**

The accessible ballot-marking device allows any voter to mark, review, and print a ballot privately and independently via touchscreen and audio ballots.

**Ballot-Scanning Machine**

The ballot-scanning machine tallies votes on standard (i.e., non-provisional) ballots.

**Custody Transfer Form**

A document used for the transfer of ballots and materials. Inspector receives this form when picking up the Inspector Supply Bag. It is filled out and signed every time custody of ballots is transferred.

**Declaration of Poll Workers**

Oath printed inside the front cover of the Roster. Poll Workers must take the oath and sign the Declaration before polls open.

**Deputy Sheriff**

Officer who picks up ballots and election materials after polls close.

**Election Center**

Telephone hotline for poll workers to call for assistance.

**Electioneering**

Any audible or visible material advocating for or against any item on the ballot within 100 feet of where voting is occurring.

**Exit Polling**

Asking a voter how they voted within 25 feet of where voting is occurring.

**Field Election Deputy**

(FED) In-field supervisor providing support to polling places on Election Day.

**Inspector Folder**

Folder containing various Election Day materials such as the Custody Transfer Form, Equipment Access Codes Acknowledgment Form, site-specific plan, staffing and bilingual requirement form, poll worker payroll sheet, security seal sheet, Roster of Voters, two copies of the Street Index, etc.

**List of Qualified Write-In Candidates**

Contains name of qualified write-in candidates. Only votes for qualified write-in candidates can be counted.

**Posted Ballot Statement**

Official Election Day record stating the number of ballots received, cast, unused, and void. This record is located in the back of the roster.

## 5.7 Glossary

### **Provisional Envelope**

Envelope filled out by poll worker and provisional voter. Voter receives envelope and receipt with information about why they are voting provisionally and a reference number to check status of vote after election.

### **Red Ballot Box**

During voting hours, the red box stores voted ballots in vote-by-mail and provisional envelopes, spoiled and voided ballots and other materials.

### **Roster of Voters**

List contains names, addresses, and registration information of voters in precinct, including active voters (white and blue pages) and late-but-eligible voters list (purple pages).

### **Secrecy Folder**

Given to voters who signed the roster to protect the privacy of their ballot.

### **Security Seal Sheet**

Located in the inspector folder, this sheet lists the security seals to be verified throughout the day.

### **SFMTA Officer**

Officer who picks up electronic vote data from the ballot-scanning machine after the polls close.

### **Site-Specific Plan (SSP)**

Special instructions specific to your polling place. These instructions are located in the inspector folder.

### **Street Index**

List containing names of voters at a precinct in order of reference number listed in the Roster of Voters.

### **Voter Assistance Hotline**

Telephone line to answer voter questions, look up registration information, and redirect voters to home precinct if needed.

### **Voter Information Pamphlet**

(VIP) Pamphlet containing legally required election information including sample ballot and local ballot measure summaries.

### **Voting, Curbside**

Voting conducted outside the polling place for voters unable to enter it.

### **Voter, ID Required**

First-time voter who registered by mail, but did not provide ID required by HAVA.

### **Vote-by-Mail Ballot**

Vote-by-Mail ballots (VBM) in sealed envelopes may be dropped off at any San Francisco polling place or drop box.



## 5.8 Closing Bag Reference Guide

Use this reference guide that breaks down what each closing bag should contain at the end of Election Day.



**Orange Closing Bag** containing ballots and printouts from the auxiliary bin of the ballot-scanning machine



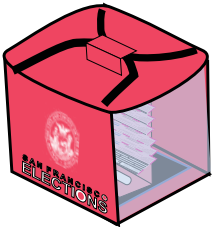
**Purple Closing Bag** containing vote-by-mail envelopes from any county in California and provisional envelopes marked, "Other - VBM Enclosed"



**Blue Closing Bag** containing ballots and printouts from the main bin of the ballot-scanning machine



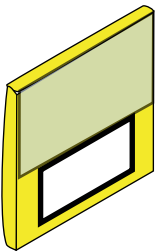
**Brown Closing Bag** containing voided ballots and printouts, spoiled vote-by-mail ballots and envelopes, and discarded election materials such as ballot pad stubs



**Pink Closing Bag** containing provisional ballot envelopes, excluding those marked, "Other-VBM Enclosed"



**Red Results Bag** containing closing report and 2 memory cards



**Yellow Closing Bag** containing the roster of voters and the Inspector Lanyard.



# 5.9 Voter Bill of Rights

## VOTER BILL *of* RIGHTS



### YOU HAVE THE FOLLOWING RIGHTS



1. **The right to vote if you are a registered voter.** You are eligible to vote if you are:

- ★ a U.S. citizen living in California
- ★ at least 18 years old
- ★ registered where you currently live
- ★ not currently serving a state or federal prison term for the conviction of a felony, and
- ★ not currently found mentally incompetent to vote by a court

2. **The right to vote if you are a registered voter even if your name is not on the list.**

You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.

3. **The right to vote if you are still in line when the polls close.**

4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.

5. **The right to get a new ballot if you have made a mistake**, if you have not already cast your ballot. You can:

**Ask an elections official at a polling place** for a new ballot.

**Exchange your vote-by-mail ballot** for a new one at an elections office, or at your polling place, or

**Vote using a provisional ballot.**

6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.

7. **The right to drop off your completed vote-by-mail ballot at any polling place** in California.

8. **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.

9. **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.

10. **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.

#### SPECIAL NOTICE

- Polls are open from 7:00 a.m. to 8:00 p.m. on the day indicated in the posted county Voter Information Guide.
- Specific instructions on how to vote, including how to cast a provisional ballot, can be obtained from a poll worker or by reading the information mailed to you by your local elections official.
- If you are a newly registered voter, you may be asked to provide appropriate identification or other documentation according to federal law. But please note that every individual has the right to cast a provisional ballot even if he or she does not provide the documentation.
- It is against the law to represent yourself as being eligible to vote unless you meet all of the requirements to vote under federal and state law.
- It is against the law to tamper with voting equipment.

**If you believe you have been denied any of these rights**, call the Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683).

On the web at [www.sos.ca.gov](http://www.sos.ca.gov)

By phone at **(800) 345-VOTE (8683)**

By email at [elections@sos.ca.gov](mailto:elections@sos.ca.gov)

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## Additional Training Resources

You can find additional training resources such as training videos via your poll worker profile at [sfelections.org/pwp](https://sfelections.org/pwp) or scan the QR Code below:



# Election Center

# (800) 554-9934

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## Questions before Election Day?

(415) 554-4395

[pw@sfgov.org](mailto:pw@sfgov.org)

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## Voter Support Hotline

English:

(415) 554-4375

Chinese:

(415) 554-4367

Spanish:

(415) 554-4366

Filipino:

(415) 554-4310

Other Languages:

(415) 554-4375

TTY:

(415) 554-4386

