

County of Santa Clara Registrar of Voters

November 2, 2010 Gubernatorial General Election

Distribution Center Procedures



Distribution Center Mission Statement

The mission of the Distribution Center is to ensure the efficient and secure distribution of election supplies from the Registrar of Voters (ROV) on Distribution Day.

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Lead's Task List for Distribution Day

Always provide continuous coverage. DO NOT leave the Center unattended at anytime. Two workers must be present at all times.

❖ Prior to 9:00 a.m.

1. The truck driver will arrive at the Distribution Center with all of your materials no later than 8:15 a.m. **If the driver has not arrived by 8:15 a.m., contact the ROV Office @ (408) 282-3063 for further instructions.**
2. When the truck driver arrives at your center, instruct them to park the truck in the area you have designated for unloading. Ensure that you allow enough space for vehicles to stop and pick up election supplies.
3. Test the phone as soon as you receive it. **NOTE:** If the cell phone does not work, locate another phone and call **(408) 282-3063** for a replacement.
4. Unload all supplies if weather permits. Set-up the Distribution Center with signs, cones and American flag.
5. Administer oath to all Distribution Center personnel.
6. Distribute Election Officer Name tags. Ensure that all personnel print their names clearly.
7. Have all Distribution Center personnel **LEGIBLY** and **COMPLETELY** fill out the payroll sheet.
8. Assign tasks to all Distribution Center personnel.
 - Lead - Confirms the precinct number on the Election Officer's appointment letter is the same as the number on the Black Precinct Supply Bag.
 - Driver- Locate precinct supplies and help load all precinct supplies into Precinct Inspector's vehicle.
 - Staff member #1- Assist driver in locating precinct supplies and load all precinct supplies into Precinct Inspector's vehicle.
 - Staff member #2- Monitor traffic in the loading area. Ensure that the vehicle engine is turned off before supplies are loaded and help load all precinct supplies into Precinct Inspector's vehicle.
 - Staff member #3- Assist the lead in handing out Election Night supply Check-In information sheet and recording precinct that have already picked up.
9. Ensure that all Distribution Center personnel follow safety procedures provided. Any persons performing tasks requiring physical exertion and movement of materials must wear back support and gloves. All personnel MUST wear reflective vests and name badges.
10. **At 9:00 a.m. call the ROV designated contact to confirm that the Distribution Center is open.**

❖ 9:00 a.m. to 1:00 p.m.

1. Monitor ALL areas of operation at the Distribution Center.

Ensure that at least **every 20 minutes** you call your **ROV designated contact** to report which precincts have picked up their supplies.

2. **Field Inspectors presence**

Field Inspectors are encouraged to visit the Distribution Center in order to meet their assigned Precinct Inspectors. Please allow them safe access to the Precinct Inspectors away from vehicle traffic area.

3. **Distribution Center will remain open until given authorization to close**

The Precinct Inspector's Letter of Appointment states the Distribution Center is open 9:00 am to 12:00 pm. However the center will stay open to allow sufficient time for Inspectors to arrive in case they get lost or were recently reassigned.

4. **Release of Center Personnel**

Authorization to release Center personnel and to close the Distribution Center will be at the discretion of the designated members of the Registrar of Voters Management Team: Elaine Larson (Assistant Registrar of Voters), Philip Chantri, Matt Moreles or Karin Accorinti of the ROV Office.

Note: At this time, ROV designated contact may ask you to report the precincts that have **not** picked up their supplies.

5. **After the Distribution Center Closes**

- Use the provided trash bags to clean up the center. Do not put garbage in with precinct supplies and equipment.
- Ensure that the Distribution Center binder and cell phone is placed back in the Supply Box.
- Re-pack the truck with ALL Distribution Center supplies and equipment.

Precinct Inspectors Pick-up Process

1. The Precinct Inspector or representative will arrive with the letter of appointment to pick up his/her precinct supplies. Each Precinct Supply will have a precinct number attached to it.
2. **Confirm that the precinct number on the Election Officer's appointment letter is the same as the number on the precinct supply and on the receipt for precinct supplies.**
3. Have each Precinct Inspector sign the **PRECINCT SUPPLIES RECEIPT**.
4. **If the person does not have an appointment letter**, call your **ROV designated contact person**. **DO NOT** release supplies without authorization. When authorization is given, have the person print their name, address and phone number next to where they sign on the **Precinct Supplies Receipt** (a Drivers License/California ID is also required). Note: Do not give supplies to a Field Inspector unless instructed by the ROV.
5. Give clear instructions to all Inspectors that their supplies must be returned on Election Night **to the same location**.
6. Give each Inspector the Election Night supply Check-In information sheet.
7. Place the following supplies, **in a safe manner**, into the Precinct Inspector's Vehicle:
 - o Rolling Precinct Supply Case (Black)
 - o Sealed Optical Scan Ballot Boxes containing Optical Scan Ballots
 - o Box A (**BRIGHT ORANGE**)
 - o Miscellaneous Polling Place Signs
8. At approximately 11:30 a.m., call your **ROV designated contact** and report which precincts have **NOT** picked up their supplies. The ROV Office will begin calling the Precinct Inspectors and will notify you as soon as possible.

Remember: Distribution Center will remain open until given authorization to close.

DISTRIBUTION CENTER SUPPLY LIST

PRECINCT INSPECTOR SUPPLIES KITS:

- _____ Black Precinct Supply Case
- _____ Ballot Delivery Boxes (White)
- _____ Box A (BRIGHT ORANGE)
- _____ A-Frame Vote Signs (Red or Yellow)

TRUCK SUPPLIES IN HAMPERS:

- _____ Barricades
- _____ Election Supply Signs
- _____ Rollaway Carts (Grey)
- _____ Chairs (4)
- _____ Orange Traffic Cones (10)
- _____ Card Table

SUPPLY BOX:

- _____ Back Support (5 ea.)
- _____ Clipboard (1 ea.)
- _____ Ponchos (5 ea. total)
- _____ Stop Engine Sign (1 ea.)
- _____ Plastic Supply Bag
- _____ Cellular Phone with Charger (1 ea.)
- _____ Gloves (5 pairs)
- _____ Reflective Vests + 1 Lead Green Vest (5 total)
- _____ Tarps (2 ea.)
- _____ Distribution Center Binder

PLASTIC SUPPLY BAG (Inside Supply Box):

- _____ American Flag (1 ea.)
- _____ Highlighter Marker (1 ea.)
- _____ Plastic Trash Bag (1 ea.)
- _____ Roll of String (1 ea.)
- _____ Badges (Stickers) + 1 Lead (1 Sheet)
- _____ Pens (12 ea.)
- _____ Roll of Masking Tape (1 ea.)
- _____ Scratch Pad (1 ea.)

DISTRIBUTION CENTER BINDER(Inside Supply Box):

- _____ Authorization for Site Use
- _____ Maps / Layout
- _____ Procedures
- _____ Safety Procedures
- _____ Election Night supply Check-In information sheets (in cover pocket)
- _____ List of Precincts Assigned To Center
- _____ Oath of Allegiance / Payroll
- _____ Receipts For Election Materials