

Traffic Controller - Entrance

Location

Your assigned location is at the entrance of the Return Center.

Duties:

Direct traffic at the entrance to the Return Center.

1. As Precinct Inspectors pull up, stop the vehicle and politely ask if they have another vehicle, for the same precinct, accompanying them. If NO, direct them into the return Center. If YES, ask if the second vehicle has any precinct supplies:
 - If NO, direct them out of the receiving lane of the Return Center.
 - If YES, instruct the driver to stay with the first vehicle.
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Traffic Controller – Unload Area

Location

Your assigned location is at the Unloading Area.

Duties

Safely manage traffic at the Unloading Area.

1. As the Precinct Inspector pulls up to the designated Unloading Area, you will direct them to **stop and turn off their engine**.
 2. Ensure the Precinct Inspector remains in his or her vehicle.
 3. When clearance is given by the Lane Chief, instruct the Precinct Inspector that they are clear to leave.
 4. Direct the Precinct Inspector onto Traffic Control – Shuttle Exit Area.
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Traffic Controller – Shuttle Exit Area

Location

Your assigned location is at the Shuttle Area of the Return Center.

Duties

Safely monitor the traffic at the Shuttle Area.

1. Monitor the merging of the shuttle vehicles and the regular flow of traffic (Precinct Inspector vehicles).
2. Direct Traffic out of the Return Center.

Unloader (Payload)

Location

Your assigned location is at the Unloading Area of the Return Center.

Duties

Unload Bright Orange “Box A”, containing Voted Optical Scan Ballots, from the Precinct Inspectors’ vehicles.

1. Locate and unload Bright Orange “Box A”, containing Voted Optical Scan Ballots, from the Precinct Inspector’s vehicle.
2. Report the precinct number on the Bright Orange “Box A” label to the Lane Chief.
 - If Bright Orange “Box A” is empty, notify the Lane Chief immediately
3. Once reported to the Lane Chief, deliver Bright Orange “Box A” to the Communication Officer Assistant.

Unloader (3-4 staff)

Location

Your assigned location is at the Unloading Area of the Return Center.

Duties

Unload ALL the Election materials from the Precinct Inspectors' vehicles.

1. When the vehicle has stopped and the engine has turned off, locate and unload the following items in a safe manner:
 - **Inspector's Bag** (containing **Cartridge Bag w/ Results Cartridge**) **
 - **VeriVote printers***
 - **Cell Phone**
 - **Rolling Precinct Supply Case**
 - **Unused Optical Scan Ballots (White) Box**
2. Report to the Lane Chief that the item you've received is present.

**** Inspector's Bag** (containing **Cartridge Bag w/ Results Cartridge**)

Verify and report to the Lane Chief that there is 1 Results Cartridge present.

- **If there is no Results Cartridge present, stop immediately and notify the Lane Chief.**

***VeriVote printers**

Verify that all VeriVote Printers are inside the printer bag (A full bag contains 3 VeriVote Printers).

- **Ensure that VeriVote printers are handled with the utmost care. VeriVote printers are extremely fragile.**
- Report the number of VeriVote Printers to the Lane Chief.

Once reported to the Lane Chief, deliver the printers to the Truck Driver.

3. Place the Inspector's Bag, Cell Phone, and Precinct Supply Case in the designated bin, tote or hamper.

Truck Driver

Location

Your assigned location is near the box of the truck at the Return Center.

Duties

Prior to 8:00 p.m.

1. Report to the Registrar of Voters' Warehouse, **no later than 6:30 pm**, to pick up the truck containing Return Center supplies and equipment.
2. Park truck and turn off engine in the location for your assigned Center.
3. Utilizing all available staff, unload all supplies, equipment, and help set up.
4. Provide the paperwork to the Return Center Lead.

After 8:00 p.m.

5. Ensure that VeriVote printer bags are **carefully** loaded in the box of the truck in an upright position and nearest to the cab, from left to right. **DO NOT THROW OR TOSS PRINTER BAGS.**

Ensure that VeriVote printers are handled with the utmost care. VeriVote printers are extremely fragile.

6. When released by Return Center Lead, you will return the truck containing VeriVote Printers, Return Center supplies, equipment and paperwork to Registrar of Voters' Warehouse.

TRUCK DRIVERS SHOULD NEVER BRING ANY BRIGHT ORANGE "BOX A", RESULTS CARTRIDGES, INSPECTOR'S BAGS, OR PRECINCT SUPPLY CASES BACK ON THE TRUCK TO THE WAREHOUSE.

Precinct Check-off Person

Location

Your assigned location is at the Precinct Number Board area of the Return Center.

Duties

1. You will cross off the precinct number on both whiteboards as the precinct numbers are being called out by the Communications Officer Assistant.
 - One whiteboard contains the precinct numbers in precinct order.
 - The other whiteboard contains the precinct numbers in Field Inspector order.

Communications Officer

Location

Your assigned location is at the Shuttle Area of the Return Center.

Duties

Communications Officer is to call the ROV Office designated staff member and report the precincts that has arrived every 5 precincts or 10 minutes which ever comes first.

1. Designated two types of Shuttle vehicles. First is **Ballot Shuttle** which will only deliver Bright Orange “Box A”, Inspector’s Bags containing the Results Cartridge Bag, and any Large Envelope #2 or #3 outside of Inspector’s Bag. Second is **Supply Shuttle** which will only deliver rolling Precinct Supply Cases and Unused Optical Scan Ballots Boxes (White).
2. Use the Return Center Check-off Receipt (RCCR) provided by the Lead to call in and report the precinct numbers. If the RCCR has notations of Search and Rescue item(s), report this information as well.
3. Record the precinct numbers for the Bright Orange “Box A”, Inspector’s Bags, rolling Precinct Supply Cases, and Unused Optical Scan Ballots Boxes (White) as they are loaded into the shuttle vehicle by the Communications Officer Assistant.
4. Call the ROV Office and report the precincts loaded on each shuttle every 5 precincts or 10 minutes which ever comes first.
5. Record time of shuttle departure on the Shuttle Log.
6. After shuttle is loaded and release the shuttle vehicle.
 - Shuttles are deployed every 15-20 minutes.
 - **There are two people per shuttle.**
 - **NEVER wait for “just one more precinct”.**
 - **There must always be a shuttle available at the Return Center.**
7. Receive and gather the Return Center Check-off Receipts, from the Lane Chief for the Lead for reporting, research and/or verification if requested by the ROV Office.

Communications Officer Assistants

Location

Your assigned location is at the Shuttle Area of the Return Center.

Duties

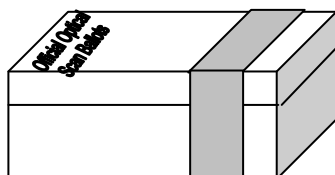
Communications Officer Assistants is to match precinct numbers on Bright Orange “Box A” to Inspector’s Bags and rolling Precinct Supply Cases to Unused Optical Scan Ballot Boxes (White) then call out matched precinct numbers to the Communications Officer and load the Shuttle Vehicles.

1. Go to Unloading Area and collect the Tote for Inspector’s Bags and the rolling Precinct Supply Cases.
2. Replace Tote for Inspector’s Bags with an *empty* tote (for next set of Inspector’s Bags).
3. Deliver Inspector’s Bags and rolling Precinct Supply Cases to the Shuttle Area.
4. Match the precinct numbers on the Bright Orange “Box A”, Inspector’s Bags, rolling Precinct Supply Cases, and Unused Optical Scan Ballot Boxes (White).
5. Announce precinct numbers to Communications Officer as you are loading the Bright Orange “Box A”, Inspector’s Bags, rolling Precinct Supply Cases, and Unused Optical Scan Ballot Boxes (White) into the shuttle vehicles.

oLoad Bright Orange “Box A” and Inspector’s Bags into the **Ballot Shuttle** vehicle.



oLoad the rolling Precinct Supply Cases and Unused Optical Scan Ballot Boxes (White) into the **Supply Shuttle** vehicle.



Shuttle Transport Team

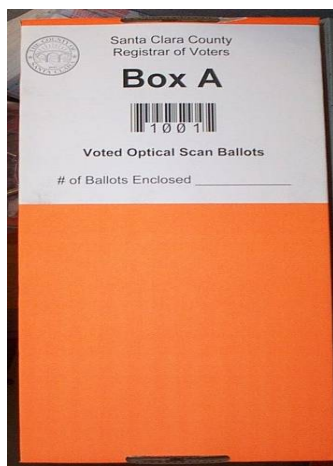
Location: Your assigned location is at the Shuttle Area of the Return Center.

BALLOT SHUTTLE

Duties

Ensure the **safe** delivery of the Bright Orange “Box A”, containing Voted Optical Scan Ballots and Inspector’s Bags containing the Results Cartridges from the Return Center to the ROV Office.

1. Report to the Communications Officer and follow his/her direction for the return of Bright Orange “Box A” and Inspector’s Bags containing the Results Cartridge Bag to the ROV.
2. Ensure that all items have been secured and protected in your shuttle vehicle.
3. Deliver, **without any delays**, Bright Orange “Box A” and the Inspector's Bags containing the Results Cartridge to the front of Building #2 (1555 Berger Dr.).
4. When you arrive at the ROV parking lot, please place the provided ORANGE glow stick on your dash board to indicate to the traffic controller that you are a **BALLOT SHUTTLE** and you’ll be directed accordingly.



★ California Elections Code requires that there must be **TWO** Return Center personnel with the precinct supplies **AT ALL TIMES**.

Shuttle Transport Teams

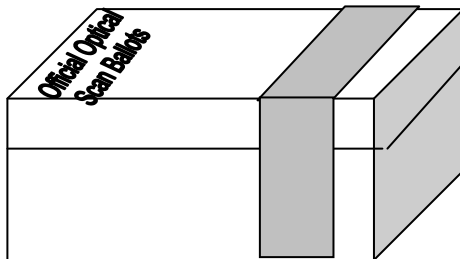
Location: Your assigned location is at the Shuttle Area of the Return Center.

SUPPLY SHUTTLE

Duties

Ensure the **safe** delivery of the Precinct Supply Cases and the Unused Optical Scan Ballots Boxes (White) from the Return Center to the ROV Office.

1. Report to the Communications Officer and follow his/her direction for the return of Rolling Precinct Supply Cases and Unused Optical Scan Ballots Boxes (White) to the ROV.
2. Ensure that all items have been secured and protected in your shuttle vehicle.
3. Deliver the materials to the Registrar of Voters Election Material Processing Facility (Warehouse) at the back of Building # 1 (1553 Berger Dr.).
4. When you arrive at the ROV parking lot, please place the provided BLUE glow stick on your dash board to indicate to the traffic controller that you are a SUPPLY SHUTTLE and you'll be directed accordingly.



- ★ California Elections Code requires that there must be **TWO** Return Center personnel with the precinct supplies **AT ALL TIMES.**

Lane Chief

Location

Your assigned location is at the Unloading Area of the Return Center.

Duties

Ensure that all precinct supplies are accounted for by utilizing the Return Center Check-off Receipts.

1. Greet, request to turn off the engine, and ask for Precinct number they are delivering.
2. On Return Center Check-off Receipt record the precinct number and the time of arrival.
3. As unloading team verifies and reports precinct items to you, check items off Return Center Check-off Receipt.
 - **If a precinct does not return a Bright Orange “Box A”, Inspector's Bags containing a Results Cartridge, or 3 VeriVote Printers, stop immediately and notify the Lead.**
 - If more than 1 Results Cartridge or 3 VeriVote Printers are received, make notation on Check-Off Receipt.
4. Once all items have been accounted for, give the **2nd copy (yellow)** of the Return Center Check-off Receipt to the Precinct Inspector and notify Traffic Controller, at the Unloading area, that the Precinct Inspector is clear to leave.
 - Provide the original copy to the Lead or the Communications Officer for reporting purpose, to be gathered, and returned to the ROV.