



DISTRIBUTION CENTER

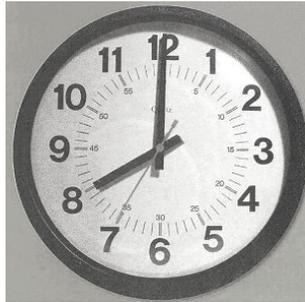
PROCEDURES

Safety First

***** All Distribution Center personnel MUST wear reflective vests and name badges.**

Any persons performing tasks requiring physical exertion and movement of materials must wear back support and gloves.

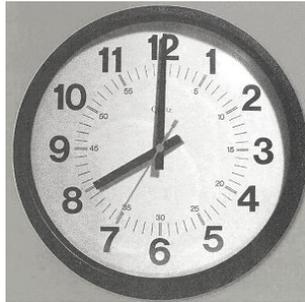




Prior to 9:00 a.m.



- Truck Driver will arrive at the Distribution Center with all of your materials no later than 8:00 a.m.
- Instruct the driver to park the truck in the area you have designated
- All available personnel unload all supplies including Precinct Inspector's supplies if weather permits



Prior to 9:00 a.m.

☎ Test the phone as soon as you receive it (call 408-282-3063)

🌐 Administer Oath to all Distribution Center Personnel

☑ Set-up the Distribution Center with signs, cones and American flag

✓ ALL Distribution Center personnel **LEGIBLY** and **COMPLETELY** fill out the payroll sheet.

 **PAYROLL AND OATH FOR DISTRIBUTION CENTER VOLUNTEERS**
NOVEMBER 4, 2014, GENERAL ELECTION

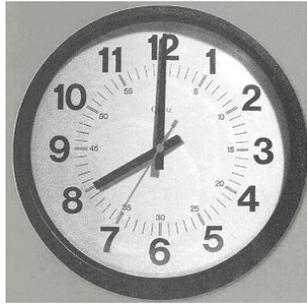
OATH OF ALLEGIANCE
I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign or domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

EQUAL EMPLOYMENT OPPORTUNITY POLICY
I do solemnly swear (or affirm) that I will support the policy of the Santa Clara County Board of Supervisors that no person shall be discriminated or retaliated against with regard to recruitment, selection, appointment, training, promotion, retention, discipline or other aspects of employment on the basis of race, religious creed, color, national origin, ancestry, sex, marital status, disability, medical condition, age, political beliefs, organizational affiliations, or sexual orientation.

ACKNOWLEDGEMENT OF PROCEDURES
I will follow the safety procedures provided to me and I will follow the instructions for my tasks as provided at the Distribution and Return Centers.

PLEASE PRINT NAME AND ADDRESS CLEARLY FOR PAYROLL

Name	Signature
Address	
City, Zip	Phone
Name	Signature
Address	
City, Zip	Phone
Name	Signature
Address	
City, Zip	Phone
Name	Signature
Address	
City, Zip	Phone
Name	Signature
Address	
City, Zip	Phone



Prior to 9:00 a.m.

- ☑ Assign tasks to all Distribution Center personnel
- ☑ Instruct staff that the center will be open until 1 p.m.
(Inspector letters state 12:00, which allows ROV staff time to make follow up phone calls)
- ☑ Ensure that all Distribution Center Personnel follow safety procedures

At 9:00 a.m. call your assigned ROV Contact to confirm that the Distribution Center is Open.

After 9 a.m.



Monitor ALL areas of operation at the Distribution Center.



Ensure that you call your assigned ROV Contact to report which precincts have picked up their supplies as often as possible.

Precinct Inspectors Pick-up Process

- The Precinct Inspector or representative, with the letter of appointment
- Each Precinct Supply will have a precinct number
- 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.



1553 Berger Drive, Bldg. I, San Jose, CA 95112
Mailing Address: P.O. Box 612350, San Jose, CA 95161-2350

OFFICIAL NOTICE OF APPOINTMENT

August 12, 2014

Michael Smith
123 Main Street
SAN JOSE, CA 95112



Election Officer ID

Dear Election Officer:

Congratulations! You have been appointed to serve as an **Inspector** for the **Gubernatorial General Election** on **Tuesday, November 4, 2014**. Please remember that you are required to pick up your supplies on **Saturday, November 1st between 9am and Noon**. For Pick-Up and Return instruction, see attached.

Your polling place assignment and mandatory training class date, time and location are listed below.

Polling Place: Precinct: 1423
Sheppard Middle School Conference Rm
off Baton Rouge Drive
480 Rough and Ready Rd
San Jose, CA 95133
1(408)927-6000

Training Class: (Please arrive on time)
Date: 5/14/2014 – Time: 1:30:00 PM - 4:30:00 PM
Alum Rock United Methodist Fellowship Ha
Off Alum Rock Ave
30 Kirk Ave
San Jose, CA 95127-2214

If you wish to complete Online Training for this Election, it is available, **but does not eliminate the need to attend the mandatory training class listed above**. To access: visit www.sccvote.org, click on the "Volunteer" tab, select and click on "Election Officer Training", and select "Election Officer Training Online" link. Sign on using ID **54881** as your User ID and Password. *You will not be paid for training unless you work on Election Day.*

You will be paid **\$30** for attending the in-person training class, **\$20** for setting up the polling site on Election Eve, **\$120** for staffing the polling site on Election Day, and **\$10** for completing the closing paperwork and returning all cartridges, printers, and ballots to the courier team. *You will not be paid unless you work on Election Day.*

If you have questions, please call your Election Specialist:
Ed Morillo at 1(408) 282-3074 or Ed.Morillo@rov.sccgov.org

Below are the Election Officers assigned to your precinct. This list may change prior to Election Day.

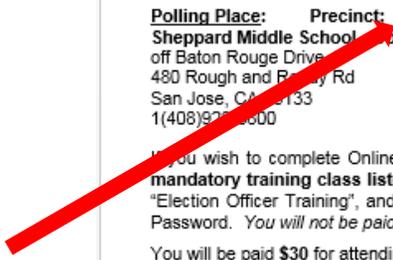
Position	Name	Phone
Inspector	Michael Smith	(408)299-7655
Clerk	John Smith	(408)299-7655
Clerk	Jane Smith	(408)299-7655
Student	James Smith	(408)299-7655

If you or a family member is a candidate in this Election, you are not eligible to serve. Per California Elections Code, "Any voter who filed an application for the position of, and has been appointed as a precinct board member and who without being excused by the county elections official, knowingly fails to act as a precinct board member, is guilty of a misdemeanor punishable by a fine not to exceed one hundred dollars (\$100)". In the event of an emergency for which you must be excused, please contact your Election Specialist or **1(408) 299-POLL (7655)**.

Thank you for agreeing to serve at the polls on Election Day. We look forward to seeing you in Training Class!

Download the free SCCVOTE mobile app for iPhone/iPad & Android: bit.ly/sccvote

4 digit
Precinct
Number



Precinct Inspectors Pick-up Process

✓ Have each Precinct Inspector sign the PRECINCT SUPPLIES RECEIPT

 If the person does not have an appointment letter call your assigned ROV Contact.

DO NOT release supplies without authorization.

 Give clear instructions to all Inspectors that their supplies must be returned on election night as outlined in the “Precinct Supplies to be Returned” sheet located at the back of the Precinct Binder in the supplies.

Precinct Inspectors Pick-up Process

Place the following supplies, **in a safe manner**, into the Precinct Inspectors Vehicle:

- Rolling Precinct Supply Case (Black)
- Sealed Optical Scan Ballot Boxes
- Ballot Bag (**BRIGHT ORANGE**)
- Vote by Mail Bag (Blue)
- Miscellaneous Polling Place Signs (if any)

Precinct Supplies to be Returned



Orange Ballot Bag
(Voted Optical Scan
Ballots and Results
Cartridge Bag)



Precinct Inspector Bag
(Envelopes 1 and 2 inside)



Blue Vote by Mail Bag
(Vote by Mail & Mail Ballot
Envelopes inside)



Unused Optical
Scan Ballots Box(es)



Printer Bag with
3 Printers



Cell



Precinct Supply Case

**** YOUR ASSIGNMENT INFORMATION IS IN YOUR CELL PHONE PACKET. ****

IF your precinct was assigned a **Return Center**, please deliver **ONLY** the above supplies back to the location indicated on the assignment card.

IF your precinct was assigned a **Courier Team**, please provide the above supplies to the Courier Team to be brought back to Registrar of Voters' Office. The Courier Team information is indicated on the assignment card.

- You will be contacted by the **Courier Team** on Election Day.
- The Courier Team may help organize the needed materials if able.
- Don't forget to use the **COURIER TEAM SUPPLIES CUSTODY LOG CHECK-OFF RECEIPT** to verify all required supplies are accounted for.
- Return the Key for the polling place, with the supplies, if one was provided by the ROV and if you no longer need it.

THANK YOU !!!

Open Until 1:00 p.m.

Precinct Inspectors Pick-up Process

At approximately 11:30 a.m., call your assigned ROV Contact and report which precincts have **NOT** picked up their supplies.

Precinct Operations will begin calling the Inspectors and will notify you about any changes to the pick up status.

You may have to wait until 1:00 p.m. for Inspectors.

Release of Center Personnel

Note: Distribution Center will remain open until given authorization to close. Do not just leave!

- 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: Matt Moreles (Assistant Registrar of Voters) or Karin Accorinti.
- Note: At this time, your ROV contact may ask to report the precincts that have **not** picked up their supplies again.

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.**



Any QUESTIONS???



A large American flag is shown waving against a clear blue sky. The flag is the central focus, with its stars and stripes clearly visible. The text is overlaid on the lower half of the flag.

**Thank You for
Your Support**