

**County of Santa Clara
Registrar of Voters
November 8, 2016, 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. Prepare all supplies in numerical order for easy identification and pulling. Set-up the Distribution Center with signs, cones and American flag.
5. Distribute Name tags.
6. Have all Distribution Center personnel read the payroll document first then **LEGIBLY** and **COMPLETELY** fill out the payroll sheet.
7. Assign tasks to all Distribution Center personnel.
 - o Lane Chief - Monitor traffic in the loading area. Ensure that the vehicle engine is turned off before supplies are loaded. Confirms the precinct number on the Election Officer's appointment letter is the same as the number on the Black Precinct Supply Bag.
 - o Driver- Locate precinct supplies and help load all precinct supplies into Precinct Inspector's vehicle.
 - o Staff member #1- Assist driver in locating precinct supplies and load all precinct supplies into Precinct Inspector's vehicle.
 - o Staff member #2- Assist driver in locating precinct supplies and load all precinct supplies into Precinct Inspector's vehicle.
 - o Staff member #3- Assist the lead in handing out Election Night supply Check-In information sheet and recording precinct that have already picked up.
8. 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.
9. **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: Matt Moreles (Assistant Registrar of Voters), Philip Chantri, 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. (See attachment #1)**
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 OR to their designated Courier Team.**
6. **Remind to look for the Color reference & Instruction Sheet in the Precinct Supplies Check List and Precinct Binder. (See attachment #2)**
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 Orange Ballot Box
 - o Blue Ballot Box
 - 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

TRUCK SUPPLIES:

- | | |
|--|------------------------------------|
| ___ Barricades (2 ea.) | ___ Orange Traffic Cones (30 ea.) |
| ___ Cell Phone | ___ Card Table |
| ___ Chairs (4 ea.) | ___ Directional Barricades (4 ea.) |
| ___ Stop Signs (1 ea.) & Stop Engine Signs (1 ea.) | ___ |

SUPPLY BOX:

- | | |
|----------------------------------|-------------------------------|
| ___ Back Supports (6 ea.) | ___ Ponchos (6 ea.) |
| ___ Gloves (5 sets) | ___ Reflective Vests (6 ea.) |
| ___ Tarps (1 ea.) | ___ Plastic Trash Bag (2 ea.) |
| ___ | ___ |
| ___ Badges + 1 Lead Badge (6 ea) | ___ |
| ___ Pens - Ballpoint (12 ea) | ___ |
| ___ | ___ |

Distribution Center Binder:

- | | |
|-------------------------------------|--------------------------------|
| ___ Precinct Supply Receipts | ___ Maps / Layout |
| ___ Center Authorization | ___ Oath and Payroll / Payroll |
| ___ Job Description Flyers (1 sets) | ___ Procedures |
| ___ | ___ Safety Procedures |
| ___ | ___ |

Attachment #1 - **PRECINCT SUPPLIES RECEIPT**



County of Santa Clara
Registrar of the Voters

1555 Berger Dr., Bldg #2, San Jose, CA 95112
P. O. Box 612350, San Jose, CA 95108

*** RECEIPT FOR PRECINCT SUPPLIES ***
«szElectionDesc»
«dtElectionDate»

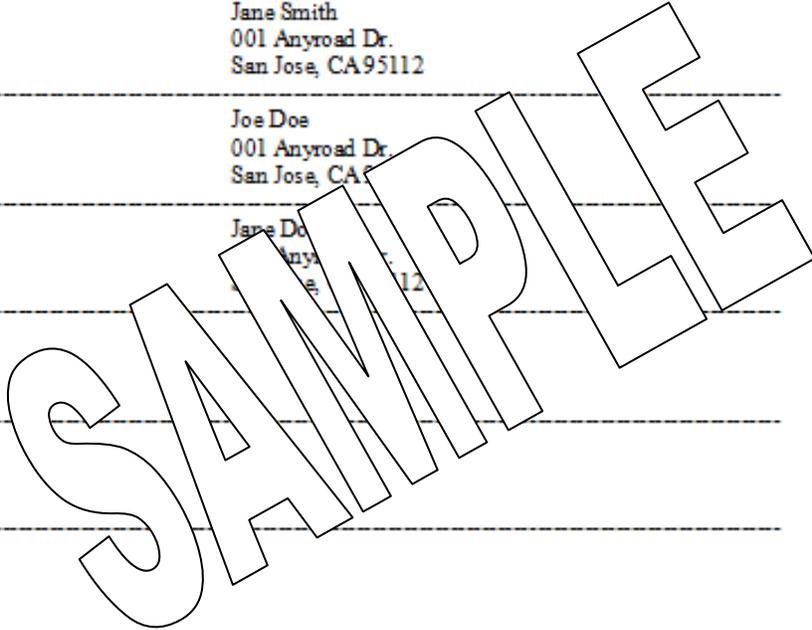
VOTING PRECINCT: **1001**

Inspector John Smith
001 Anyroad Dr.
San Jose, CA 95112

Clerk Jane Smith
001 Anyroad Dr.
San Jose, CA 95112

Clerk Joe Doe
001 Anyroad Dr.
San Jose, CA

Clerk Jane Doe
Any
e. 12



- COLORED PLASTIC VOTE SIGN/S
- BRIGHT ORANGE BOX A
- PRECINCT SUPPLY BAG CONTAINING: CELL PHONE
- BOX(ES) CONTAINING OFFICIAL OPTICAL SCAN BALLOTS

DATE: _____

RECEIVED BY: _____