



ELECTION OFFICER TRAINING MANUAL

PRIMARY ELECTION
JUNE 7, 2016

NAME: _____

POSITION: _____

BRING THIS MANUAL WITH YOU ON ELECTION DAY!

Election Officer Hotline

1-408-299-POLL (7655)

Voter Hotline

1-408-299-VOTE (8683)

Training Hotline

1-408-282-3210

Online Training

WWW.SCCVOTE.ORG

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INTRODUCTION

SHANNON BUSHEY, REGISTRAR OF VOTERS



Welcome Election Officers!

On behalf of the Office of the Registrar of Voters, I would like to thank you for volunteering to serve the voters of Santa Clara County, as an Election Officer. The successful administration of an election depends on people, like you, who graciously volunteer their time to guarantee the continuation of free and fair elections. Many Election Officers return year after year because they share the fundamental belief that all voters should have an equal opportunity to cast their ballots, and they take pride in being able to facilitate democracy. Whether it is kindly greeting a first time voter, or providing an “I Voted” sticker to the child that came to the precinct with their parent to witness democracy in action, working as an Election Officer will bring you closer to your neighbors and strengthen your sense of community.

A Presidential Primary Election can be one of the most challenging and rewarding experiences for all of us involved in the process. The combination of extensive public awareness and excitement, along with a lengthy and varied set of ballot choices, can produce a very busy Election Day, with large numbers of voters exercising their right to vote. All voters should encounter a respectful, safe and knowledgeable voting environment, operating in an open and transparent manner. It is important to follow the instructions in this manual to accomplish this task. The manual will provide you with the most up-to-date processes and procedures that have been developed to ensure that all polling places operate in a consistent, nonpartisan and professional manner.

Be assured that we understand the challenges you will face, and know we will be by your side to provide support and guidance throughout the process. I encourage you to contact our Election Officer Support Hotline at 1-408-299-POLL (7655) at any time with any questions or concerns you might have. Together, we can overcome all challenges.

The role you play in the democratic process is an essential and vital one for our County and its voters. I hope you enjoy working as an Election Officer, and I hope to see you working again in future Elections. We could not conduct Elections without you!

Thank you,

A handwritten signature in cursive script that reads "Shannon Bushey".

Shannon Bushey
Registrar of Voters, Santa Clara County



ELECTION OFFICER OATHS AND EXPECTATIONS

Election Officer Oath

I (state your name) 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 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.



Commitment to Diversity Oath

I will respect and be responsive to the uniqueness of each voter. I will work effectively with people who are different from myself and create a polling place where all people feel welcome, respected and valued. I will assist the Registrar of Voters Office in providing quality services to every voter or person with whom I come in contact.

NOTICE OF APPOINTMENT LETTER

1555 Berger Drive, Bldg. 1, San Jose, CA 95128
Mailing Address: P.O. Box 62303, San Jose, CA 95169-2303

OFFICIAL NOTICE OF APPOINTMENT

April 3, 2016

Miniam Alonso Rodriguez
257 WEBSTER ST
PALO ALTO, CA 94301

Election Officer ID

Dear Election Officer:

Congratulations! You have been appointed to serve as a Clerk for the Presidential Primary Election on Tuesday, June 7, 2016.

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

Polling Place: Precinct: 0009999 Registrar of Voters Auditorium Off Oakland Rd. 1555 Berger Dr San Jose, CA 95112 1(408)XXX-XXXX	Training Class: Date: 4/23/16 - Time: 09:00 AM - 12:00 PM Registrar Of Voters Bldg. - Auditorium Off Oakland Rd. 1555 Berger Dr Bldg 2 San Jose, CA 95112
--	---

Please arrive at your training class on time, or you may not be admitted.

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, then select and click on "Election Officer Training", and select "Election Officer Training Online" link. Sign on using ID 9999 as your User ID and Password. *You will not be paid for training unless you work on Election Day.*

You will be paid \$20 for attending the in-person training class, \$10 for setting up the polling site on Election Eve, and \$115 for staffing the polling site on Election Day. *You will not be paid unless you work on Election Day.*

If you have questions, please call your Election Specialist:
John Miller at 1(408)XXX-XXXX or Johnmiller@XXX.XXXXX.com

Below are the Election Officers assigned to your precinct. This list may change prior to Election Day.		
Position	Name	Phone
Inspector	Nicole King	(408)XXX-XXXX
Clerk	Trinh Nguyen	(408)XXX-XXXX
Clerk	Miniam Alonso Rodriguez	(408)XXX-XXXX
Clerk	Hsiamong Chen	(408)XXX-XXXX
Clerk	Jarrett Anson Driever	(408)XXX-XXXX

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

We send all Election Officers a **Notice of Appointment Letter**, (N.O.A.) in the mail with some basic, yet important information - please review it to find out:

- The date, time and location of your training class.
- The location of your Election Day assignment.
- The name and contact information for your Precinct Inspector.
- The names and contact information for the Clerks serving with you.
- The name and contact information for the Registrar of Voters Office Election Specialist in charge of your placement and assignment.

If you have not received your N.O.A., please call 1-408-299-POLL (7655) and let us know.



YOUR ELECTION TEAM

It is important that all Election Officers have a good understanding of who they will be working with on Election Day. Here is a brief description of our volunteers and the roles they serve with us.

Precinct Inspectors: Precinct Inspectors serve as the polling place supervisor for one precinct. They have a variety of duties including the coordination of the Monday, Election Eve (E-1) Setup, the Saturday supplies pickup, determining provisional voters, returning supplies and overseeing the general conduct of the polling place.

Clerks: The majority of volunteers are clerks, typically 3-5 per precinct. They work with the Precinct Inspector to assist and process voters. Per State Law, Clerks may be U.S. Citizens or Legal Permanent residents.

Field Inspectors: Field Inspectors supervise 8-10 precincts. Going from precinct to precinct on Election Day, they can assist as needed and are there to ensure general election protocol is followed.

Stand-By Inspectors/Clerks: Same as regular Inspectors and Clerks, except they have not yet been assigned to a polling place. They are to report to their stand-by location listed on their N.O.A. letter and wait for an assignment.

Students: Same as clerks but E-1 Setup is optional and students cannot count ballots.

SUMMARY OF DUTIES				
	Pre-Election	Opening The Polls	Election Day Voting Hours 7AM - 8PM	Closing The Polls
<p>Field Inspector <i>Oversees 8-12 Precincts</i></p> 	<ul style="list-style-type: none"> Attends Field Inspector training. Contacts Precinct Inspectors before Election Day. Ensures all assigned precincts have performed the Monday E-1 Setup. 	<ul style="list-style-type: none"> Visits assigned polling places, ensuring all polling places are set up and ready to process voters by 7:00 AM. 	<ul style="list-style-type: none"> Monitors assigned polling places. Completes F.I./P.I. Checklist. Retrieves supplies in the event of shortages. 	<ul style="list-style-type: none"> Reports to precincts in most need of assistance, helps with closing process.
<p>Precinct Inspector <i>Oversees 1 precinct</i></p> 	<ul style="list-style-type: none"> Attends Election Officer training. Visits polling place and arranges access. Performs supplies pickup. Contacts clerks to coordinate Monday E-1 Setup, leads Monday E-1 Setup. Assigns meal breaks and team members. 	<ul style="list-style-type: none"> Administers Election Officer oath and payroll form. Ensures all clerks are wearing name badges. Leads opening procedures, working with clerks to complete all opening setup duties. Announces "Polls are Open", at 7:00 AM. 	<ul style="list-style-type: none"> Assigns officer positions to clerks, ensuring fair rotation of duties. Performs one of the four Election Officer duties. Determines PV voters. Primary contact with ROV main office through Precinct Cell Phone. 	<ul style="list-style-type: none"> Oversees closing procedures and assigns officer closing duties. Ensures proper placement of all Election supplies. Prepares supplies for assigned Courier Team or delivers to Return Center.
<p>Clerks/Students <i>3-5 per precinct</i></p> 	<ul style="list-style-type: none"> Attends Election Officer Training. Ensures P.I.'s have contacted them to coordinate Monday E-1 Setup time. Helps perform Monday E-1 Setup. 	<ul style="list-style-type: none"> After reading oath, signing payroll form and finding appropriate name badge, clerks perform one of two opening duties; assembling voting machine or organizing polling place/processing table. 	<ul style="list-style-type: none"> Performs one of the four Election Officer duties. Works with Precinct Inspector to assist or process all voters. 	<ul style="list-style-type: none"> Performs one of the closing duties (counting ballots or closing down machine). After, helps finish closing process.



DRESS AND DEMEANOR

- Remember to always treat everyone with respect and dignity.
- Dress appropriately and maintain personal hygiene.
- Wear layered clothing as temperature conditions vary during the day.
- Bring food, drinks and any medications needed for the day.
- Commentary or discussions of a political nature are not permitted in the Polling Place.
- Rude behavior towards anyone is unacceptable.
- Please DO NOT use any personal cell phones or other electronic devices in the Polling Place.

THREE COMMUNICATION TOOLS

1. *WAIT* - for someone to finish speaking. Then think about what they said before giving a respectful and informed response.
2. *RECOGNIZE* - other people's feelings, anticipate their needs, and be sensitive, accomodating and courteous in assisting them.
3. *LISTEN* - before speaking to understand exactly what the voter is feeling, seeing, needing and trying to communicate. Put your assumptions aside.

POLLING PLACE SAFETY

- Follow the instructions given to you in class and in this manual.
- Never try to move or assemble anything that is too big or heavy.
- When moving election supplies, work in teams of two.
- Do not do anything you think may be too stressful on your body.
- No weapon of any kind is permitted in a polling place per State Law.



IN CASE OF INJURY

If a voter, Election Officer, or anyone else at the Polling Place gets injured, immediately determine if they require professional medical assistance or care. If necessary, call 911 using any available phone including the precinct cell phone.

After attending to the injured person, call 1-408-299-POLL (7655), and inform the ROV of all the details relating to the injury. In addition to calling, please describe the event in the yellow Procedural Exception Log located inside the Roster Index Binder. Do this regardless if no physical harm was reported.



VOTER RIGHTS

The Santa Clara County Board of Supervisors and State Law guarantee that every citizen who is registered to vote has the right to vote.

- No citizen shall be denied this right on account of race, color, national origin, religion, gender, sexual orientation, age or disability.
- No citizen shall be denied this right because he or she is a member of a language minority group.
- No person shall intimidate, threaten or coerce any person who is exercising their right to vote.

SANTA CLARA COUNTY SEXUAL HARASSMENT POLICY



As an Election Officer working in a polling place on Election Day, you are an official representative of the Santa Clara County Registrar of Voter's Office, and therefore subject to County Sexual Harassment policy. Santa Clara County values each employee and strives to provide a nurturing environment where there is respect and mutual support. **No form of discrimination, sexual harassment or harassment because of sex, age, race, color, national origin, creed, disability, political beliefs, organizational affiliation, or sexual orientation can be tolerated.**

The County will maintain a discrimination-free environment. It is important for all to know that no form of sexual harassment will be tolerated and those who commit acts of sexual harassment will be subject to appropriate action including dismissal from service. The following describes the type of conduct which constitutes sexual harassment and is prohibited:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Such conduct has the purpose or effect of interfering with any individual's duties, performance or creating an intimidating, hostile, or offensive environment.

Retaliation against a person who complains of sexual harassment is prohibited.

If you encounter or witness sexual harassment as a part of your Election Officer service, please contact Karin Accorinti, Election Division Coordinator, immediately at 1-408-282-3092.



POLL WATCHERS & ELECTION OBSERVERS

Elections are intended to be a completely open and transparent process. As a result, volunteers from a variety of organizations (campaign workers, community organizations, individuals, etc.) may observe the procedures of any polling place.

Poll Watchers are more often than not working with one of the political parties or candidates. They go to precincts to observe the general procedures and conduct of Election Officers, examine the Precinct Street Indexes, observe the Roster Index and ask questions of Election Officers if necessary.

Election Observers are typically with nongovernmental agencies or community based organizations. Their primary goal is to observe the election process on the basis of state and federal law. Election observers typically monitor more than just Election Day. They will usually observe pre-election, post-election as well as Election Day activities.

See the chart below for a list of what Pollwatchers and Election Observers may or may not do:

MAY...

- Observe general procedures on Election Day.
- Observe the processing of voters by Election Officers.
- Observe the conduct of the Election Officers.
- Ask questions of the Election Officers if necessary.
- Look at the Precinct Street Indexes inside the Polling Place in view of Election Officers.
- Look at the Roster Index as long as they are not delaying the processing of voters.

MAY NOT...

- Disturb voters or interfere with Election processes in any way.
- Sit at, or go behind Voter Processing Table.
- Permanently remove posted Precinct Street Indexes from the wall.
- Handle any of the ballots.
- Act as, or sit in replacement of, an Election Officer.
- Use the Precinct cell phone.
- Remove the Roster Index from the polling place.

Election Officers may answer any questions about subjects covered in the Election Officer training materials. Questions that require an opinion or anything outside of the Election Officer training materials should be referred to the Election Officer hotline.

Don't feel like you are under a magnifying glass. Call us at 1-408-299-POLL (7655) if you have any questions or concerns regarding the conduct of a Poll Watcher or Election Observer.

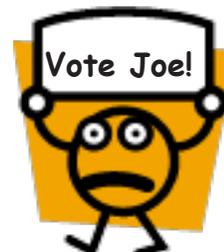


ELECTIONEERING

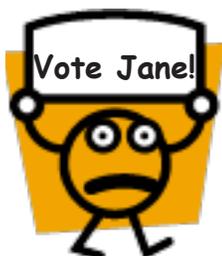
Electioneering is an audio or visual display of material expressing support or opposition to a candidate or measure on the ballot, within 100 feet of a polling place. Field Inspectors will have measuring tools to determine the 100 foot barrier.

The following items may not be displayed within 100 feet of a polling place:

1. Display of a candidate's name, likeness, or logo.
2. Display of a ballot measure's number, title, subject, or logo.
3. Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
4. Dissemination of audible electioneering information.



The following acts also violate Electioneering laws:



1. Circulating an initiative, referendum, recall, or nomination petition or any other petition.
2. Soliciting a vote or speaking to a voter on the subject of marking his or her ballot.
3. Placing a sign related to a voter's qualifications or speaking to a voter about his or her qualifications.
4. Photographing, video recording, or otherwise recording a voter entering or exiting a polling place (*excludes members of the press who have voter's permission*).

DEALING WITH PRESS & MEDIA



Members of the press **may** do the following as long as doing so does not interfere with the processing of voters:

- Visit and observe the polling place.
- Converse with Election Officers.
- Film inside a polling place, provided that anyone on camera has given consent.
- Conduct exit polls at least 25 feet away from the polling place.
- Observe the Roster Index and Precinct Street Indexes.

Members of the press **may not**:

- Act as Election Officers.
- Sit behind the Voter Processing Table.
- Handle ballots.
- Film a voter's completed ballot or any document with personal voter information.
- Film anyone without permission.

Exit polling must occur at least 25 feet from the polling place exit.



PRE-ELECTION DUTIES



PREPARING FOR ELECTION DAY

All Election Officers

REVIEW TRAINING MATERIALS

- To be both a productive and active member of your polling place, a good understanding of our procedures and policies is essential.
- Please take the time to read this manual and review the workbook received in training class before Election Day. Also, be sure to bring this manual with you for the E-1 Setup and on Election Day.



PRE-ELECTION

VOTE EARLY

Since there is no designated time to vote on Election Day, we recommend Election Officers vote early. There are a couple of ways to do this:



- **Vote by Mail:** The most popular method of voting in the County. Sign up for Vote by Mail by completing a Vote by Mail Request Form at www.sccvote.org or by calling the Voter Registration Division at 1-408-299-VOTE (8683). The last day to sign up for Vote by Mail is May 31, 2016.
- **Early Voting: Beginning Monday, May 9, 2016, through**

Election Day: Voters may go directly to the **Registrar of Voters office at 1555 Berger Drive, San Jose, CA**, Monday to Friday during the hours of 8:00 am to 5:00 pm - to vote. Early Voting will also occur on Saturday and Sunday, May 28 and 29, 2016 as well as Saturday and Sunday, June 4 and 5, 2016, at the **ROV** from 9:00am - 3:00pm and at the following five locations from 12:00pm - 5:00pm:

Education Park Branch, San Jose Library Joyce Ellington Branch, San Jose Library
Los Altos Library Santa Clara City Library Gilroy Library

Call 1-408-299-VOTE (8683) or visit our website at: www.sccvote.org for more information.

PLAN AHEAD

- Make sure you know how to get to your assigned polling place by 6:00 am.
- Pack food, water, extra clothes to stay warm, and any other items you might need the night before Election Day.
- Make arrangements for your children. Election Officers cannot bring children to the polling place.
- Get plenty of sleep before Election Day. This will help prepare you for a long day assisting the voters.

If you can no longer work on Election Day, please call 1-408-299-POLL (7655) immediately to let us know. Given proper and timely notice, we can try to replace you and avoid problems for the voters and other Election Officers working with you as a team. Failure to notify us may result in being fined.



PRECINCT INSPECTORS PRE-ELECTION CHECKLIST

At least a week before Election Day, Precinct Inspectors must:



Contact and Visit Your Polling Place

- ___ 1. Using the information provided in the Notice of Appointment letter, contact your polling place. If unable to make contact with your polling place, contact your Election Specialist (found on the Notice of Appointment Letter), or call 1-408-299-POLL (7655).
- ___ 2. Schedule an ideal time for the Monday, E-1 (Election Eve) setup (facility owner, custodian, etc.)
- ___ 3. Locate the preselected room(s) to be used on Election Day.
- ___ 4. Obtain keys to all rooms or if unable to get keys, get name and contact information for the person who will provide access on Monday and Election morning, along with emergency contact information.
- ___ 5. Locate the pre-delivered Election supplies. If items are not at polling place or cannot be found, call the Warehouse Hotline at 1-408-282-3063 for more information.
- ___ 6. Determine the location of the restrooms, parking and other areas of interest to your clerks.
- ___ 7. Evaluate the best areas for outdoor voting signs. See pages 39 - 40 for details.
- ___ 8. Inside the voting room, determine the best layout for the voting equipment (Voting Machine, Voting booths, processing table, extra tables, chairs, etc.). See pages 18 - 20 for sample layouts.
- ___ 9. Determine if there is any need to rearrange existing tables and chairs.
- ___ 10. Evaluate lighting conditions.
- ___ 11. Locate power outlets.

Contact All Election Officers

- ___ 1. Contact all Election Officers listed on your Notice of Appointment letter, including Student Election Officers.
- ___ 2. Make sure they have attended the Election Officer training class and are still committed to working on Election Day.
- ___ 3. Coordinate a time when all clerks can meet up and perform the Monday E-1 (Election eve) setup.
- ___ 4. Inform all Election Officers of any special directions (door/gate, parking lot, etc.) regarding the facility.
- ___ 5. If unable to contact any of your Election Officers, contact your Election Specialist (found on the Notice of Appointment Letter), or call 1-408-299-POLL (7655).





Election Supplies Pickup Checklist

- ___ 1. The Election Supplies Pickup date and time is Saturday, June 4, 2016, between 9:00 AM - 12:00 PM, *unless you have been contacted for an alternative date and time.*
- ___ 2. If you are unable to make this date and time, call your Election Specialist immediately.
- ___ 3. Precinct Inspectors will receive the following items:

Blue Ballot Bag



Contains:
Two red trays

Orange Ballot Bag



Contains:
Green tray containing Closing Packet (next four items)
Results Cartridge Bag containing white plastic seals and index card
Envelopes 1,2,3 & 4
Red Precinct Inspector's Bag
Rubber Bands
Header Card (tucked under instruction sheet on top - do not remove)

White Ballot Delivery Boxes



Contains:
All Optical Scan Paper Ballots
Unused Ballot Box Seals

Black Precinct Supply Case



Contains:
Roster Index Binder, *Poster/Forms Kit, Accessories Kit, Voter Assistance Tools Kit*, Precinct Procedures Binder, Inspector's Briefcase, Precinct Cell Phone Case.

Each of the above items contain a variety of smaller items within them.

Election Supplies Inventory Checklist



- ___ 1. After taking Election Supplies home, open the Black Precinct Supply Case and find the **Precinct Inspector's Supply Checklist** (see page 92) on top inside.
- ___ 2. Complete the multi-page inventory checklist to make sure you have all the supplies needed for Election Day, and also to familiarize yourself with the locations of all materials.
- ___ 3. **If you are missing anything from your supplies, please call the Warehouse Supplies Hotline immediately at 1-408-282-3063.**

Updating Rosters and Cell Phone Checklist

___ 1. After completing the inventory, **check for and update the Roster with the Inspector's Vote by Mail List.** If provided, find the names on the list and update your Roster Index by marking them as a Vote by Mail voter using a blue or black pen. See image at right.

NUM	NAME	PV	LANG	Residence of Voter
1	Arakaki, Eumiko		E	Vote by Mail
2	Alvarez, Nicole		S	
3	Brown, Brian		E	Vote by Mail

Using a blue or black pen and ruler, mark all voters from the Inspector's Vote by Mail List as Vote by Mail in the Roster Index.

___ 2. **If provided with a supplemental roster, sort individual sheets by alphabetical letters and insert into regular Roster Index alphabetically.** This will save you time on Election Day and better organize your Roster Index.

___ 3. **Insert Alpha Divider Sheets found inside the Roster Index Binder.** Go through the names in the Roster Index and insert each letter tab in its appropriate place. This will make locating voters in the Roster Index much easier on Election Day.



(3) Alpha Divider Sheets

___ 4. **Using the alphabetized sticker tabs found in the front of the Roster Index, place each letter tab at the side of the Precinct Street Index pages so each letter is visible.** Do this for each of your three copies of the Precinct Street Index.



(4) Alpha Tabs

___ 5. **Plug the Precinct Cell Phone into the wall charger provided and turn on and keep charged.** Your Precinct Cell Phone is the primary way for our office to contact you and your polling place regarding critical Election information and issues. Test your cell phone prior to Election Day and at your polling place. If you have any problems with your phone, call the Warehouse at 1-408-282-3063.



(5) Precinct Cell Phone

Never turn off your Precinct Cell Phone.



PRECINCT CELL PHONE



All Election Officers

Call quality depends on the signal strength in your area. The signal strength is indicated on the top left of the screen as the number of bars next to the antenna icon. If the signal quality is poor, move to an open area. If you are inside a building, the reception may be better near a window.

PRE-ELECTION



Turning the phone ON or OFF

Press and hold the END (Power) button for 3 seconds until screen turns on/off.



Making Calls

Make sure the phone is turned on and enter the phone number including the area code. Press SEND.



Receiving Calls

When the phone rings or vibrates, open the phone to answer. If phone is already open, press SEND to answer call.

Ending Calls

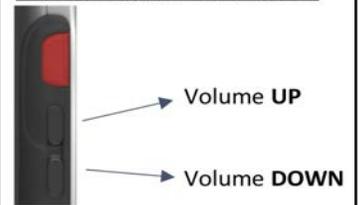
Press END.



Volume Adjustment

Located on the left hand side of the phone below the red button.

Volume Adjustment Buttons

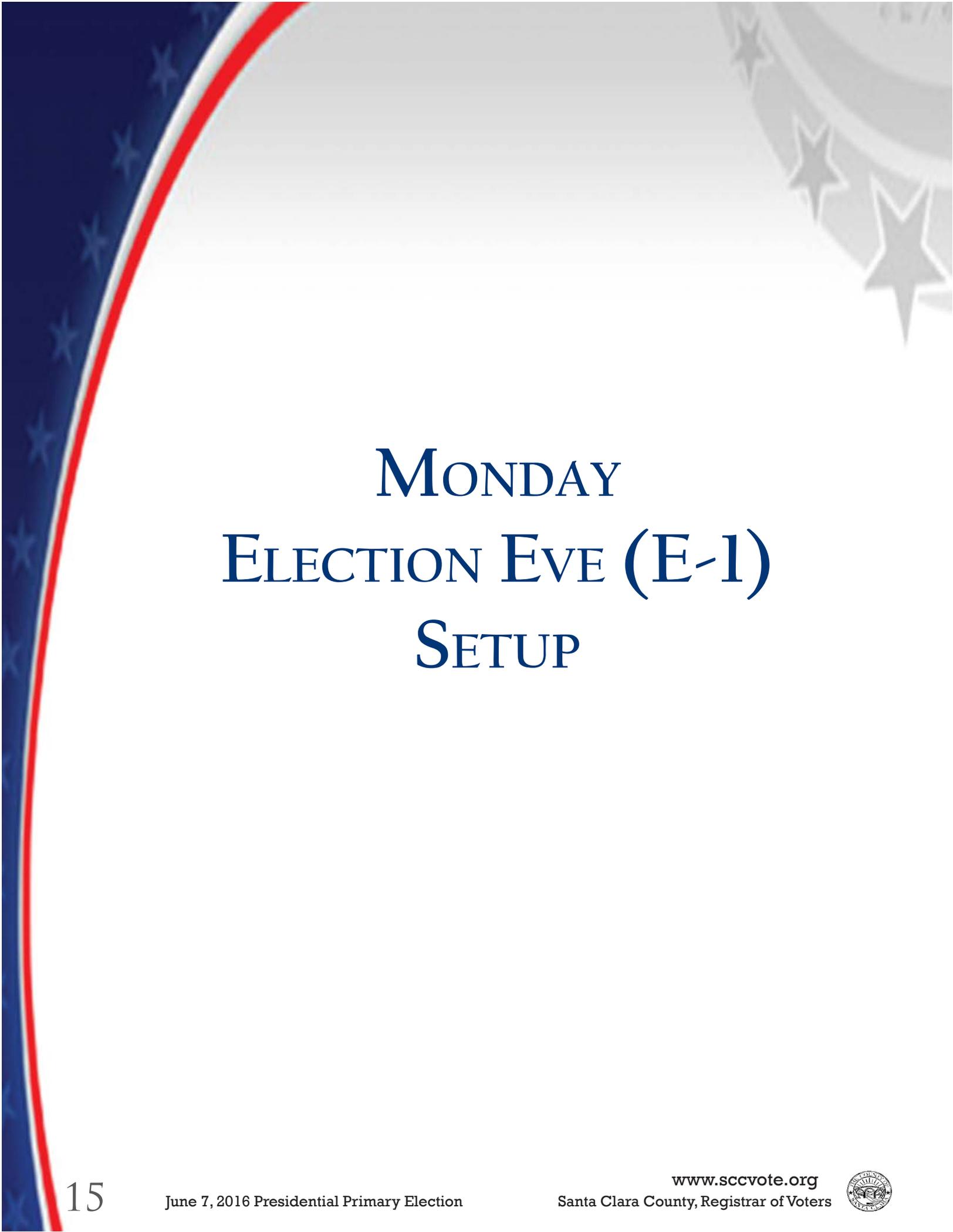


The Precinct Inspector should keep the cell phone with them at all times during Election Day, with the exception of leaving the Polling Place for meal breaks. When the Precinct Inspector leaves the Polling Place, they should give the cell phone to one of their most experienced Clerks. The Precinct Cell Phone should never be turned off.

NO VOICEMAIL

The Cell Phone Voicemail system is not setup and activated for use. It is important to answer the cell phone as soon as possible when it rings in the Polling Place. Incoming calls may be critical to insuring someone can exercise their right to vote, or may contain important updates that affect your Polling Place location.





MONDAY ELECTION EVE (E-1) SETUP



MONDAY E-1 SETUP: CHECKLIST

All Election Officers

Monday E-1 Setup Checklist



Use this checklist as you go through the Monday E-1 section of this manual. Check off duties as you perform them.

1. Meet fellow Election Officers/Precinct Inspector.
2. Find pre-selected storage location containing Voting Machine and other pre-delivered election supplies. (See page 17 for details)
3. Bring stored election supplies into voting room. (See page 17 for details)
4. Review "Making the most of your polling place" table on page 18 and the "Sample polling place layout" on page 20 for suggestions on polling place arrangement.
5. Set up Voting Booths by using chart on page 20. (*Do not setup Voting Machine and Voting Machine Table until Election Day morning*)
6. Set up two long tables, (if possible) side by side, for the Voter Processing Table. Arrange with 4 chairs.
7. The following forms are attached by paper clip to each voting booth:
 - a. "Voter Instructions For Optical Scan Voting System", multilingual, yellow pamphlets.
 - b. "California Elections Code Voter Provisions", multilingual, blue pamphlets.
 - c. "Tampering Warning Poster", multilingual, white page.
8. Ensure white plastic seals on Voting Machine Bag and Blue Printer Bag have not been tampered with.
9. Choose Team 1 and Team 2 members for E-Day and ask them to review duties.
10. Assign a one hour lunch break and a half hour dinner break to all Election Officers. (See page 23 for sample)

Upon completion of the Monday E-1 Setup:

11. **The Precinct Inspector** should take home the following items:
 - a. **Precinct Supply Case** (black bag w/wheels) containing: Roster and Street Indexes, Precinct Procedures Binder, Precinct Inspector's Briefcase and Secrecy Sleeves.
 - b. **All paper ballots in White Ballot Delivery Boxes AND Ballot Bags, if brought.**
 - c. **Precinct Cell Phone, always keep on.**
 - d. **Polling Place keys, if provided.**
12.  Before leaving, please contact our automated phone line to report that your polling place is setup. To access the automated system, call 1-408-299-VOTE (8683) and enter the code "8806" as soon as the welcome greeting begins. You will be asked to enter your four digit precinct number (ie. 1001). Finally you will be asked to confirm that you have setup the polling place by pressing "1". Also before leaving, please call your Field Inspector to inform them you have finished the polling place setup. As always, if you have any difficulties and/or need assistance, call 1-408-299-POLL (7655).



MONDAY E-1 SETUP

All Election Officers

The Monday E-1 Setup is a great opportunity to meet the people with whom you will be working with on Election Day - while at the same time becoming familiar with your polling place. **Remember, the Monday E-1 Setup time is not coordinated by the ROV office.** It is independently set up by the Precinct Inspector contacting the Polling Place and the clerks. If you have not heard from your Precinct Inspector, one week before the election, call your Election Specialist or 1-408-299-POLL (7655). We will contact your Precinct Inspector and ask him or her to contact you.

Inspector's Reminder for the Monday E-1 Setup:

- **Bring the Black Precinct Supply Case.**
- **Do not bring the ballots or Orange and Blue Ballot Bags.**
- **The Monday E-1 Setup is optional for Student Election Officers only.**

Items from Storage to the Voting Room



1. Find the storage room: After arriving at the polling place location and meeting your fellow Election Officers, find the stored pre-delivered items.

Bring the following items to the voting room:

- | | |
|---|--|
| ___ 1. Sealed Voting Machine Bag on hand truck (do not break seals on Monday). | ___ 6. Large white "A" frame. |
| ___ 2. Sealed Printer Bag (do not break the tamper proof seal on Monday). | ___ 7. White Supply Box. |
| ___ 3. Voting Machine Table. | ___ 8. Four (4) to six (6) collapsible voting booths including one ADA compliant voting booth. |
| ___ 4. Cardboard Voter Information Display. | ___ 9. Curbside Stand |
| ___ 5. Large items such as, tables, chairs, accessible curb/door ramp, etc. (If delivered). | |

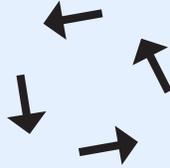
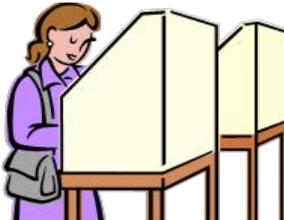
New Curbside Stand, placed outside polling place, provides Precinct Cell Phone number to potential Curbside Voters



2. Find the voting room:

- After gathering the items from storage, take them into the actual room where the voting will occur.
- Here, you will begin to set up the Polling Place for Election Day.
- Use the chart on the following page as a list of considerations to take into account when setting up.
- Remember to work in teams of two when lifting items.



Making the most of your Polling Place	
<p style="text-align: center;">Managing "Voter Flow"</p> <p>"Voter flow" refers to the route voters take when they enter the polling place, approach the Voter Processing Table, fill out and cast their ballot, and finally leave.</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> • Will voters entering or leaving the voting area pass closely by others casting ballots? • Is it possible to have voters enter through one door and exit through another? • Ensure that exits and entrances will not be blocked if a large line forms. • Keep voter path clear by moving any obstacles away from or outside the path of travel.
<p style="text-align: center;">Power Outlets</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> • All polling places require the use of power outlets. Locate the outlets and set the precinct up as needed. • Ensure voter safety by securing loose power cords or other items that may obstruct voters. • If needed, locate 3 prong adaptor in the Miscellaneous Precinct Supplies Bag (found in the Precinct Supply Case).
<p style="text-align: center;">Windows/Lighting</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> • Manage excess exterior lighting to reduce glare in the polling place. • Ensure there is adequate light for reading materials.
<p style="text-align: center;">Voter Privacy</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> • As much as possible, provide enough space between all Voting Booths and the Voting Machine so that if asked, an Election Officer can stand in between and provide the voter with assistance, always facing the voter, not their ballot.
<p style="text-align: center;">Noise</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> • When possible, keep the Voting Booths and Voting Machine away from noisy areas, while being sensitive to voter privacy concerns.

MONDAY E-1 SETUP

All Election Officers

SETTING UP THE VOTING BOOTHS

Voting Booths and Voting Machine Table: The ROV delivers 4 - 6 Voting Booths and one Voting Machine Table to each polling place. (*Remember: Voting Machine and Voting Machine Table are setup on Election morning.*)

Voter Processing Table: You will also use 1 - 2 rectangular shaped tables for the Voter Processing Table. These will either be provided by the facility or supplied by the ROV with the other pre-delivered items.

- **Keep voting booths at least 15 feet from Voter Processing Table (if possible).**
- Directions are printed directly on voting booth box, use privacy guards.
- Place ADA compliant booth at one of the ends of the voting booth row (see page 20).
- Keep the wires of the voting booth lights out of the path of travel for voters.
- The printed materials needed for the inside of the Voting Booths are clipped to the privacy guards.
- You may leave the Voting Machine and Voting Machine Table in the storage room or voting room, but **DO NOT SETUP UNTIL ELECTION MORNING.**

Standard Voting Booths

4-6 per Precinct
Setup 15 feet from
Voter processing table



ADA Voting Booth

1 per Precinct
Look for ADA symbol
Setup legs properly

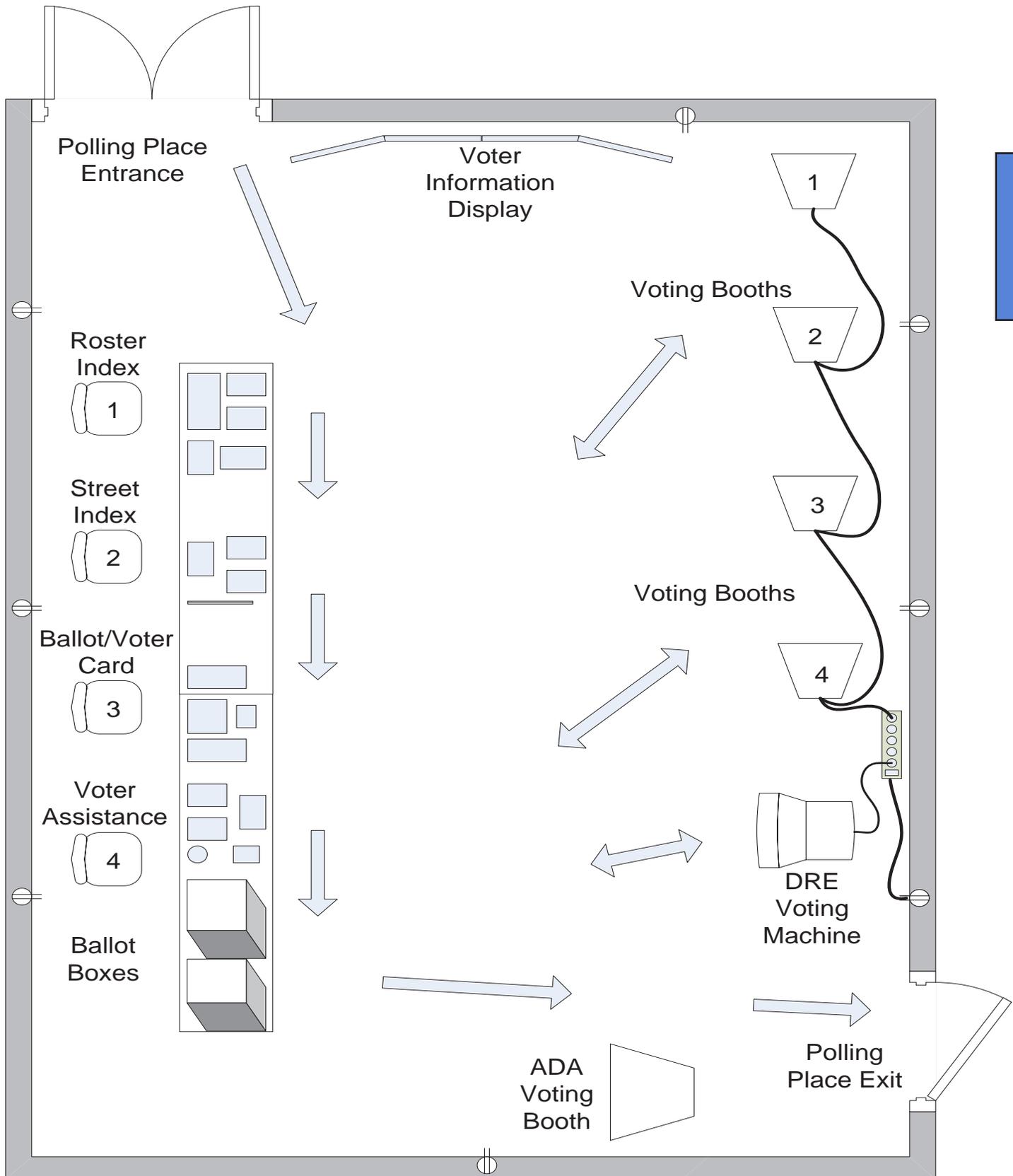


The International Symbol of Access will be printed on the box that contains the ADA compliant voting booth. Set the ADA voting booth at one of the ends of the voting booth rows.



SAMPLE POLLING PLACE LAYOUT WITH VOTER FLOW

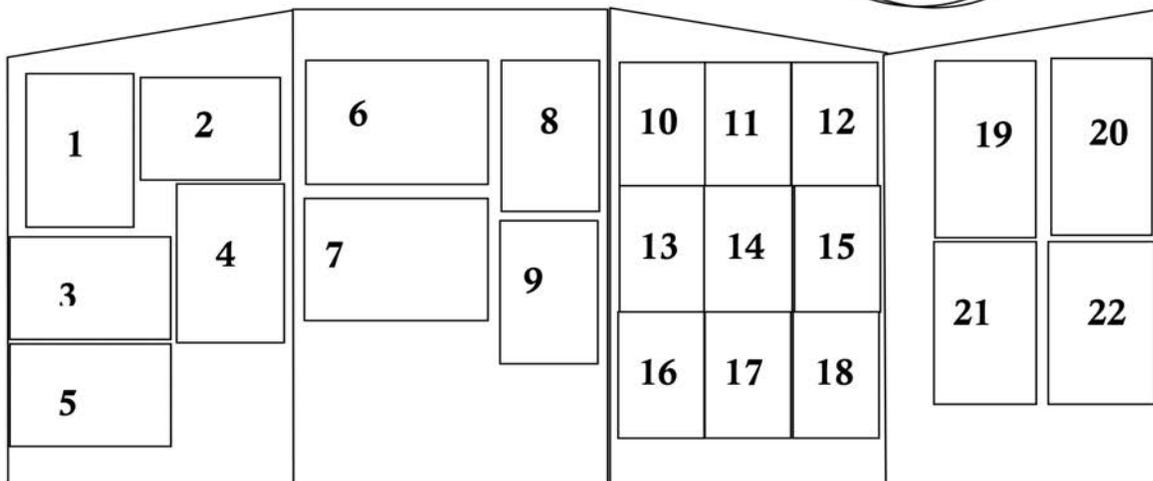
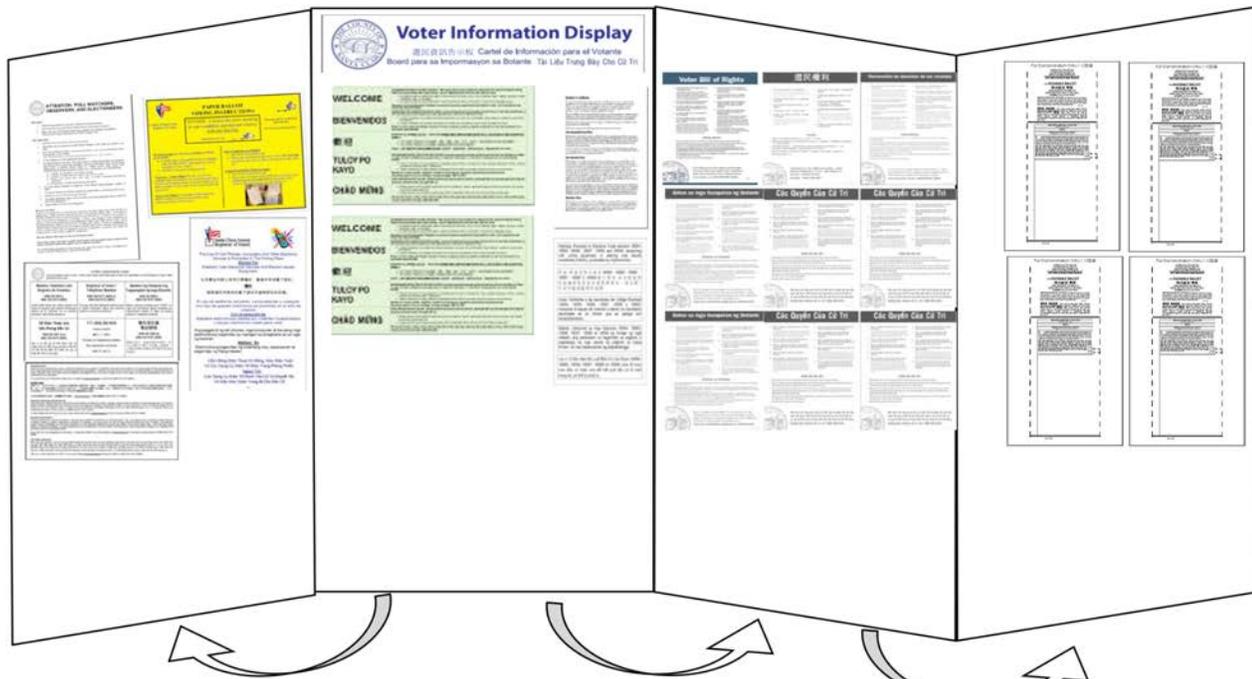
All Election Officers



VOTER INFORMATION DISPLAY

All Election Officers

(DISPLAY INSIDE POLLING PLACE BETWEEN VOTING BOOTH AND VOTER PROCESSING TABLE)



Display Documents: (All documents are in multiple languages)

- | | |
|--|--|
| 1. Attention Poll Watchers Posters | 8. Elections in California Posters
(each sheet is one language) |
| 2. Optical Scan Ballot Voting Instructions
(each sheet is one language) | 9. Tamper Poster |
| 3. Voter Assistance Card | 10 - 18. Voter's Bill of Rights in each language |
| 4. Use of Electronics Poster | 19 - 22. Facsimile Ballot Samples (if any) |
| 5. Redistricting Poster | |
| 6 - 7. Welcome Posters | |



DOUBLE BOARDED POLLING PLACES



All Election Officers

A Double Boarded Polling Place occurs when two different voting precincts share the same room at the same location. When this happens, the two Precinct Inspectors and all of the members of both precincts must be very careful in how they setup the voting room, and in directing voters to the correct precinct on Election Day.



E-1 SETUP

Here are a few tips to keep in mind if you are assigned to a Double Board:

Be Precinct Aware

- Precinct Inspectors from both boards should contact one another.
- If the other Precinct Inspector's name and contact information is not provided on or with the Notice of Appointment letter, contact your Election Specialist or call 1-408-299-POLL (7655) to obtain this information.
- If possible, Precinct Inspectors should schedule the E-1 Setup for the same time.
- During the E-1 setup, use the caution tape and safety cones that are provided by the ROV to clearly separate the precincts.
- The Voter Information Display Boards can also be used to help create a clear divide between the two precincts.
- If there are two separate entrances to the voting room that lead to the different voting precincts, direct voters to the appropriate entrance by using the two A-frame signs.
- If there is only one entrance, use signs to direct voters to the correct voting precinct, once they enter the voting room.

Be Voter Aware

- If a voter is not in the Roster Index, be sure they are at the correct Voting Precinct.
- If the voter does not know their precinct number, call 1-408-299-VOTE (8683), or use the provided Precinct Map.
- When handing voters their ballots, the Ballot/Voter Card Officer should remind the voters to return their ballot back to the same table where the ballot was issued.
- Make sure to check the precinct number on returned ballots if a voter spoils their ballot.
- If a voter approaches your table with a spoiled ballot and requests a new one, make sure to check the Precinct number on the ballot to verify that the voter is in the correct Precinct.



SCHEDULING ELECTION DAY ASSIGNMENTS

All Election Officers

Team 1 and Team 2 Assignments



Before leaving the polling place on Election eve, the Precinct Inspector should assign all Election Officers to one of the two teams that will be setting up and closing the polls on Election Day. This will save time on Election morning, and allow all Election Officers to review the specific duties of their assigned team before arriving at the polling place the next day.

Lunch, Dinner and Break Assignments Schedule



The Precinct Inspector should also assign a one hour lunch break and a one half hour dinner break for all Election Officers during Monday, E-1 Setup.

- All meal breaks should occur after 9am and before 5pm.
- Schedule the times of meal breaks so that there is always coverage at the polling place.
- When the Precinct Inspector is on break, most of the members of the precinct board should be at the polling place.
- The Precinct cell phone should remain in the polling place at all times, even when the Precinct Inspector is on break.

Below is a sample of a break schedule:

Role	Name	9am	10am	11am	12am	1pm	2pm	3pm	3:30pm	4pm	4:30pm	5pm
PI			Lunch						Dinner			
Clerk 1				Lunch						Dinner		
Clerk 2					Lunch						Dinner	
Clerk 3			Lunch						Dinner			
Clerk 4				Lunch						Dinner		
Clerk 5					Lunch						Dinner	

In addition to meal breaks, Precinct Inspectors should assign 15 minute breaks to Election Officers as needed if possible given voter turnout.





OPENING THE POLLS ELECTION MORNING (6:00 - 7:00 AM)



ELECTION DAY - ARRIVAL TIME: 6:00AM

Items for the Precinct Inspector to Bring on Election morning



1. Orange Ballot Bag



2. Blue Ballot Bag



3. Precinct Supply Case



4. White Ballot Delivery Boxes



5. Phone

All Election Officers should arrive at their assigned precinct at 6:00 AM.

- Election Officers who do not show up at 6:00 AM may only be replaced *with permission from the ROV command center*. If an Election Officer does not show up by 6:30 AM, contact 1-408-299-POLL (7655) and let us know. Note the Election Officer's absence in the yellow Procedural Exception Log in the Roster Index.
- If a replaced Election Officer shows up later, calmly inform them of the situation and call 1-408-299-POLL (7655) again; we will determine if the late arriving Clerk should stay.



OPENING OF THE POLLS: CHECKLIST

Opening of the Polls Checklist

UPDATED



All Election Officers

- ___ 1. **Arrive on time at 6AM.** (Unless assigned to half-day shift in the afternoon.)
- ___ 2. Precinct Inspector has brought all Election items received from the Supplies pickup. (see pg. 25)
- ___ 3. Enter Polling Place room.
- ___ 4. All Election Officers take the oath, sign the Election Officer Declarations Form and the bright green Payroll Form. Put on name badges, including appropriate bilingual badges. All of these items are found in the Roster Index binder. (see pg. 28)
- ___ 5. Separate Election Officers into Team 1 and Team 2.

Team 1

- ___ 6. Follow all instructions on the green Voting Machine Opening Audit form found in the Roster Index Binder. (see pg. 29)
- ___ 7. Return Voting Machine Opening Audit form back to the Roster Index when completed and signed.
- ___ 8. Assist Team #2 with the remainder of their duties if necessary.

Team 2

- ___ 9. Set up Voter Processing Table by placing all items at their appropriate station (Roster Index Officer, Precinct Street Index Officer, Ballot/Voter Card Officer, Voter Assistance Officer). (see pg. 31-38)
- ___ 10. Place Closing Packet (from Orange Ballot Bag) behind Voter Processing Table for use at the end of the night.
- ___ 11. Remove one red tray from Blue Ballot Bag, set behind Voter Processing Table for use at the end of the night.
- ___ 12. Using the blue tape from the Accessories Kit, display the American Flag so that it is visible to voters from the outside of the Polling Place with stars in the upper left hand corner and stripes running top to bottom.
- ___ 13. Place "VOTE" signs in a number of visible locations as needed to help voters find the polling place. Make sure to place signs along all paths that lead to the polling place.
- ___ 14. Place "Curbside Stand" (see pg. 17 & 40) outside the Polling Place at the closest curb location to the polling place entrance.
- ___ 15. Place white "A" frame sign at or near the primary entrance to the Polling Place.
- ___ 16. Precinct Street Indexes not in use, (11:00 AM - 3:00 PM and 3:00 PM - 6:00 PM) should be posted at or near the front entrance of the polling place, but within sight of the Election Officers.
- ___ 17. Selected precincts receive a braille room sign in the Black Precinct Supply Case. If you find a small manila envelope labeled "braille sign" in your supplies, follow the directions and post the sign close to the entrance of the Polling Place for visually impaired voters. (see pg 40)
- ___ 18. Unfold and place the Voter Information Display Board inside the Polling Place. Make sure this sign is in a highly visible area to voters. (see pg. 21)

(Continued next page)

OPENING



OPENING OF THE POLLS: CHECKLIST (CONTINUED)

Opening of the Polls Official Checklist (continued)



All Election Officers

- ___ 19. Review each Election Officer duty on the provided Procedure Cards, found in the Precinct Procedures Binder.
- ___ 20. Confirm the cell phone is on and fully charged.
- ___ 21. Confirm the Card Activator is plugged in and turned on.
- ___ 22. Confirm the Voting Booth lights are attached and switched on, if needed.
- ___ 23. Verify all Election Officers are wearing name badges, including appropriate bilingual badges.

At 7:00 AM:

- ___ 24. The Precinct Inspector announces: "It is 7:00 AM, and the Polls are now open!"
- ___ 25. In view of everyone present, show that the Orange and Blue Ballot Bags are empty. Then seal each bag with one white plastic seal.
- ___ 26. Begin to process voters.
- ___ 27. One Election Officer should contact the Field Inspector using the Precinct Cell Phone and let them know that they have completed the opening process.



ELECTION DAY - SIGN-IN

All Election Officers

The Election morning sign-in process is as easy as 1, 2, 3!



(All 3 items are found inside the Roster Index Binder)

1. Read and Sign the Election Officer Declaration Form.

Precinct Inspector leads Clerks in re-reading of oath found at top of Declarations Form. All Election Officers Sign. Return to Roster Index Binder.

ELECTION OFFICER DECLARATIONS
BEFORE ENTERING UPON THEIR DUTIES, the Inspector and Clerks must sign the following declarations. (Required by Section 12321, a, and b.) June 7, 2016 Primary Election

STATE OF CALIFORNIA
County of Santa Clara) ss. (use official one)

I do solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability faithfully discharge the duties of precinct board member for the election designated on the cover of this Roster Index.

Signed on Date _____

All Board Members Sign Below
Inspector _____
Clerk _____
Clerk _____
Clerk _____

Inspector and one Clerk Sign As Witnesses Below
Inspector _____
Clerk _____

ROSTER CERTIFICATE (Complete at end of closing process.)
WE HEREBY CERTIFY that all voters whose signatures appear hereafter in this Roster voted this day excepting the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote.

*NOTE: Election Officer must complete and sign this certificate below regardless of whether there are exceptions.

NO.	NAME	NO.	NAME
1		4	
2		5	
3		6	

WE FURTHER CERTIFY that the number of voters who voted in this precinct at this election is" _____ (Write out in words in full length) _____ (Figures)

and that the above list of voters, less those who did not vote as enumerated, constitutes the Roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected, spoiled, and canceled found in the ballot container and the number accounted for is as indicated on the Official Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

*NOTE TO ELECTION OFFICERS: (Section 14105, California Elections Code) The figure to be entered here is determined as follows, for example, 100 persons have signed the Roster during the day of election and 30 of these have been challenged. Of the 10 challenged, if 8 have been allowed to vote and 2 were not allowed to vote, then the total number actually voting would be 98.

All Board Members Sign Below
Inspector _____ Clerk _____
Clerk _____ Clerk _____
Clerk _____ Clerk _____

ELECTION OFFICER PAYROLL
PRIMARY ELECTION
JUNE 7, 2016

Polling Place: Registrar of Voters Office
1555 Berger Drive
San Jose, CA 95112

Precinct 9999

Name Address Monday Set-up? Donate Pay? (Please Circle One)

1. Inspector Yes / No Yes / No
Phone # _____ Signature: _____

2. Clerk Yes / No Yes / No
Phone # _____ Signature: _____

3. Clerk Yes / No Yes / No
Phone # _____ Signature: _____

4. Clerk Yes / No Yes / No
Phone # _____ Signature: _____

5. Yes / No Yes / No
Phone # _____ Signature: _____

6. Yes / No Yes / No
Phone # _____ Signature: _____

7. Yes / No Yes / No
Phone # _____ Signature: _____

8. Yes / No Yes / No
Phone # _____ Signature: _____

Alternate Election Officer Yes / No Yes / No
Name: _____ City: _____ Zip: _____
Address: _____
Phone # _____ Signature: _____

Alternate Election Officer Yes/No Yes/No
Name: _____ City: _____ Zip: _____
Address: _____
Phone # _____ Signature: _____

PAYROLL WILL BE SENT OUT APPROXIMATELY THREE WEEKS AFTER THE ELECTION DATE. PLACE THIS FORM IN THE ENVELOPE #1

2. Sign the bright green Payroll Form.

All Election Officers sign upon arrival including replacement Election Officers. Return to Roster Index Binder.

3. Write name on Name Badge and wear.

All Election Officers must wear name badges. Bilingual Name Badges are available for Bilingual Election Officers.



Now that you have completed the sign-in process, break into Team 1 and Team 2 and complete the Opening of the Polls.



ELECTION DAY - OPENING THE POLLS: TEAM 1, VOTING MACHINE SETUP

Team 1 is tasked with setting up, turning on and opening the polls of the Electronic Voting Machine, using the:

Voting Machine Opening Audit Form (Green)

To complete the Voting Machine setup, remove the green Voting Machine Opening Audit form from the Roster Index Binder. This document is two sided and folded in half, so make sure you use the side that says "Opening" at the top. Follow the directions on this form to set up the Voting Machine.

Voting Machine Opening Audit Form

(Do not follow this checklist or setup the Voting Machine until Election Day)

Precinct #: _____

WARNING: DO NOT REMOVE RED TAMPER-PROOF SEALS. IF THE BLUE TAMPER-PROOF SEALS ARE NOT INTACT ON THE RESULTS CARTRIDGE DOOR, POLLS OPEN/CLOSED DOOR, AND ALL PRINTERS, STOP AND CALL (408) 299-POLL (7655).

STEP A – ASSEMBLE VOTING MACHINE

1. Remove power strip and table from large white box labeled **Voting Machine Table**. Assemble table.
2. Open the **Orange Ballot Bag** and remove **Green Tray** containing the closing packet.
3. Remove **Results Cartridge Bag** (small clear bag with red trim) from **Green Tray** and keep nearby **Voting Machine Table**. Give remaining items in green tray to Team 2.
4. Confirm that the **Voting Machine Bag** is sealed with a white seal. Enter seal # here: _____.
5. Break white plastic seal and place broken seal inside **Results Cartridge Bag**.
6. Remove the **Card Activator** from bag and give to Team 2 for setup. Remove the **Audio Unit** and keep nearby voting machine table.
7. Using two people, remove **Voting Machine** and place on voting machine table with Edge logo facing up, with power sockets facing the back.
8. Undo the 4 latches on the sides of the voting machine carrying case and remove top cover.
9. Inside the voting machine cover, remove the **AC Power Cord**.
10. Place the **non-prong-end** of the power cord into the power socket at the back of the machine.
11. Plug the power strip into a wall outlet then plug the voting machine cord into the power strip. **DO NOT TURN ON** the voting machine yet.
12. The back of the voting machine should show a **green LED light** indicating the machine has power.
13. Remove the **Tamper Warning Poster** that is taped to the voting screen and tape it to the front of the voting table.
14. Remove the **Field Inspector/Precinct Inspector Review Checklist** that is taped to the voting screen and tape to the back of the voting table.
15. Break white plastic seal on **Blue Printer Bag** and place it inside **Results Cartridge Bag**.
16. Remove and attach one of the printers to the left side of the voting machine screen, hold the glass-covered paper upwards, and gently slide the printer onto the rail from the back to the front.
17. Lift up the voting machine touch-screen panel and lock it into the middle slots using the metal stand.
18. Run the printer and power cables under the voting screen's metal-support-stand and into the voting machine's printer port and power socket (labeled). Tighten screws.
19. Open the voting screen panels. Remove **Velcro Privacy Curtain** from inside the left of the screen and reattach to the outside covering the printer.
20. Locate and inspect 2 blue and 5 red tamper-proof seals on the voting machine to ensure they are not tampered with. If you find any tampered or **Voided** seals, **IMMEDIATELY** call your Field Inspector and (408) 299-POLL (7655).

STEP B – POWER VOTING MACHINE ON

1. On the back of the voting machine, lift the **POWER ON/OFF** cover, turn dial to **ON** position then close the cover.
2. Wait for the message **Ready to Open Official Election Polls** to appear on the front of the voting machine touch-screen before continuing. This may take a few minutes.

Continue to Next Page →

Santa Clara County, Registrar of Voters – June 7, 2016 - Primary Election

STEP C – OPEN THE POLLS ON THE VOTING MACHINE

1. On the back of the voting machine, remove the blue tamper-proof seal on the **POLLS OPEN/CLOSED** cover. Place the used seal onto the **Large Index Card** found in the **Results Cartridge Bag**, and return to the **Results Cartridge Bag** for later use.
2. Lift the cover to the **POLLS OPEN/CLOSED** and take out the new blue tamper-proof seal (stored around the switch). Hold onto this seal – it will be used shortly.
3. Turn the **POLLS OPEN/CLOSED** dial to the **OPEN** position. Wait for the message: **Official Polls Mode**.
4. Once in **Official Polls Mode** the printer will begin printing the **Zero Proof Report**.
5. If the printer does not print, make sure power and printer cables are properly connected. If printer still doesn't print, follow the printer replacement instructions on the back of the voting machine. Make a note of the change of printers on the **Technical Exception Log** form.
6. Close the **POLLS OPEN/CLOSED** cover and seal it with the blue tamper-proof seal you're holding.
7. Remove **Audio Unit** from bag and connect headphones to the bottom of the unit.
8. Connect the audio unit cable to the **AUDIO** jack located behind the touch-screen panel. The Plug will click into place and a green light will appear on the audio unit when properly connected. Store entire unit in the area behind the screen.
9. Return the **Results Cartridge Bag** to the green tray for use at the end of Election Day.

STEP D – VOTING MACHINE VERIFICATION

1. **WITHOUT REMOVING SEAL**, verify that the **Results Cartridge Door** on the back of the touch-screen panel is sealed with a blue tamper-proof seal.
2. Complete the chart below. (Find the **Public Counter total** and the **Protective Counter total** on the touch-screen's lower left corner).

Voting Machine Serial #	Results Cartridge Door Seal #	Was Polls Open/Closed door sealed?	Was Results Cartridge door sealed?	New Polls Open/Closed Door Seal #	Printer Seal #	Public Counter Total	Protective Counter Total
		Yes/No	Yes/No				

Verify that any numbers preprinted above match the numbers on your machine (Circle one): YES/NO

STEP E – TEAM 1 SIGNS OATH

All present Election Officers must verify the information on this form, read the oath and sign this form. *We, the duly appointed Election Officers of this Voting Precinct, do hereby certify that the numbers listed above are true and accurate, and that the Public Counter reads 0.*

INSPECTOR: _____ CLERK: _____

CLERK: _____ CLERK: _____

CLERK: _____ CLERK: _____

**RETURN THIS FORM TO THE ROSTER INDEX
FOR USE DURING CLOSING**

Santa Clara County, Registrar of Voters – June 7, 2016 - Primary Election

Upon completing the Opening Audit form, return it back to the Roster Index Binder, as it also contains the Closing Audit form that you will need at the end of the night to close down the Voting Machine. Team 1 may now assist Team 2 if necessary.



Team 1 Voting Machine Setup



Make sure to setup the Voting Machine on the Voting Machine Table. Front of table has a small cutout for better access (see photo at left).

OPENING

Voting Machine Seals: Blue and Red: *If you ever see "VOID" appear on any seal you have not removed, call 1-408-299-POLL (7655)*

<p>Red Seals: <i>Never remove</i> (Long rectangular & square)</p>	<p>Blue Seals: <i>Remove only when instructed</i> (Only long rectangular)</p>
	
	<p>This is an example of a bad seal, notice the word "VOID" appears throughout. Call 1-408-299-POLL (7655) immediately if you see this.</p> 



ELECTION DAY - OPENING THE POLLS: TEAM 2, PRECINCT BOARD SETUP



Setting up the Voter Processing Table

Remove and place all of the following items needed on the Voter Processing Table.

From the **Precinct Supply Case** remove the following **6 items:**

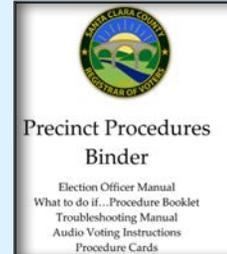


3. Roster Index

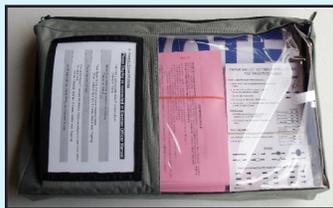
1. Voter Assistance Tool Kit



2. Precinct Procedures Binder



4. Poster/Forms Kit



5. Accessories Kit

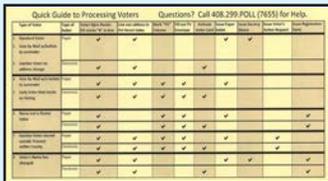


6. Inspector's Briefcase

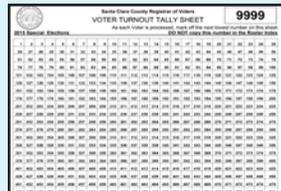


From the **Roster Index** remove the following **4 items:**

1. Quick Guide to Voters



2. Voter Turnout Tally Sheet



3. Precinct Street Indexes (Qty. 3)

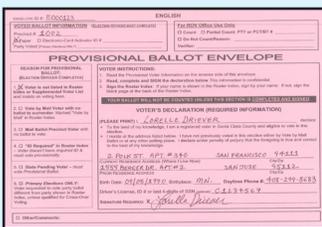


4. Precinct Locator Map



From the **Poster Forms Kit** remove the following **7 items:**

1. Provisional Ballot Envelopes



2. Ballot Practice Pad



3. Vote by Mail Applications



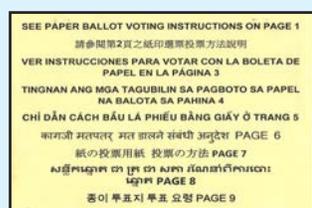
4. Voter Provisions



5. Secrecy Sleeves



6. Paper Voting Instructions



7. VOTE Signs



Setting up the Voter Processing Table

Remove and place all of the following items needed on the Voter Processing Table.

From the Accessories Kit remove the following 3 items:



__1. Rulers and Pens



__2. I Voted Stickers



__3. Blue Tape



From the Inspector's Briefcase remove the following 2 items:

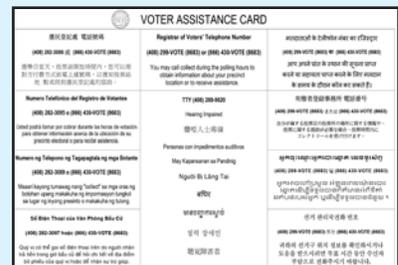
__1. Voter Registration Forms



__2. Voter Action Request Forms



__3. Voter Assistance Cards



OPENING

Bring the following 3 items to the Voting Table:

__1. White Ballot Delivery Boxes



__2. Orange Ballot Bags



__3. Blue Ballot Bags



Setting up the Voter Processing Table

Remove and place all of the following items needed on the Voter Processing Table.



From the **White Supply Box** remove the following **10 items**:



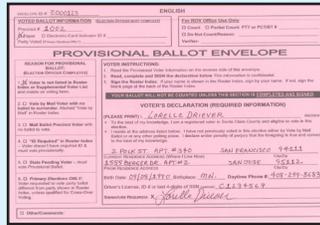
1. Flashlight



2. American Flag



3. Provisional Ballots



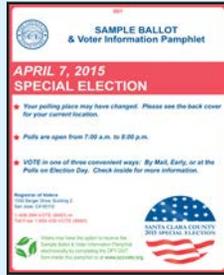
4. Voter Bill of Rights



5. Voting Booth Lights



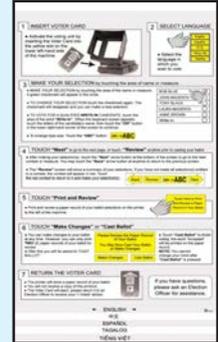
6. Sample Ballot



7. Permanent VBM Application



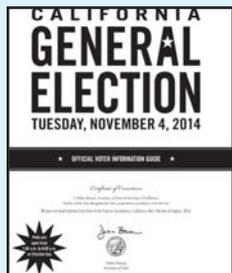
8. Voting Machine Instructions



9. Elections in California

- Elections in California - Page 1
- California 加州選舉 - 第 2 頁
- Elecciones en California - Página 3
- Mga Halalan sa California - Pahina 4
- Các Cuộc Bầu Cử tại California - Trang 5
- केरिफोर्निया में चुनाव - Page 6
- ការបោះឆ្នោតនៅកម្ពុជាសម្រាប់ប្រទេស - Page 7
- 캘리포니아 선거 - Page 8
- California州における選挙 - Page 9

10. Voter Information Pamphlet



Team 1 will bring you the following **2 items**:

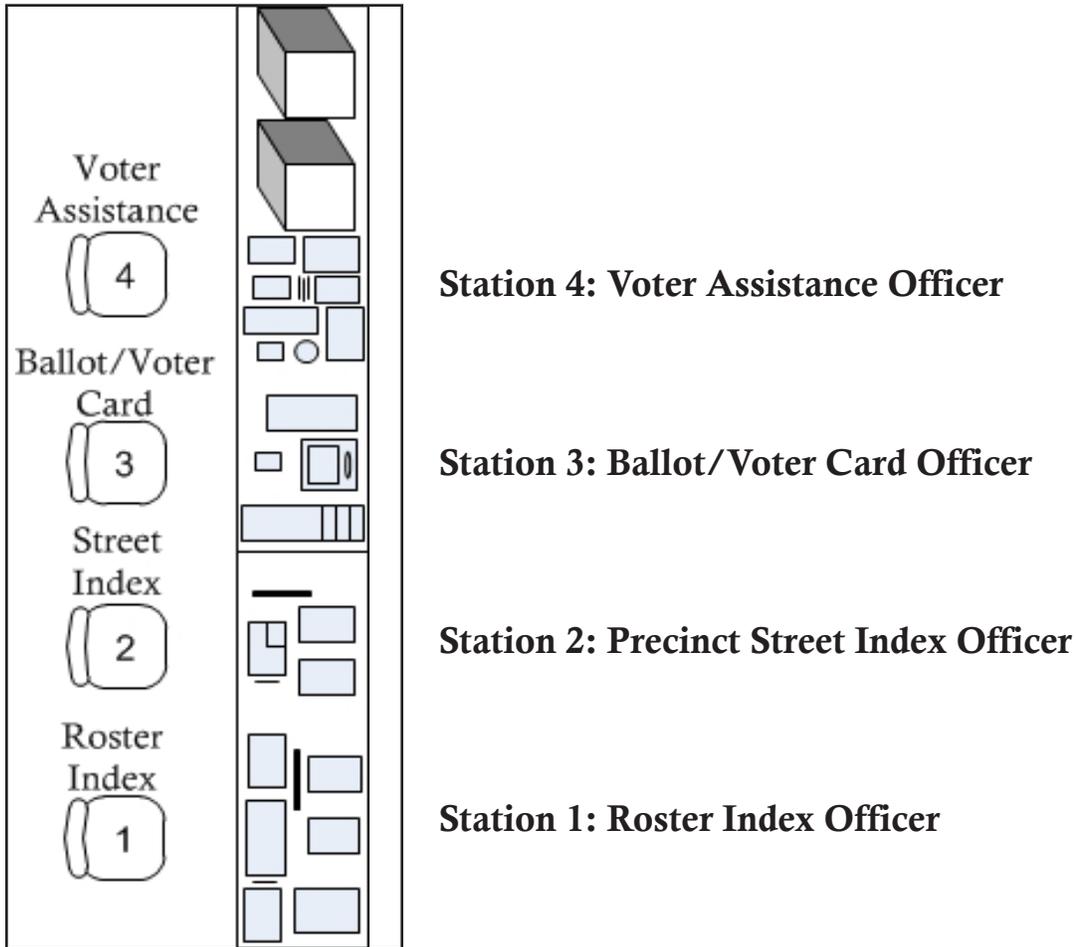
1. Card Activator



2. Box of Voter Cards



Once you find all the materials, it is time to setup the four stations for Voting:



OPENING

On the following 4 pages you will find a picture and diagram to setup each of these stations.

Language Accomodation

Any of the items listed on the next four pages with an asterick *, will be provided in all 5 supported languages.

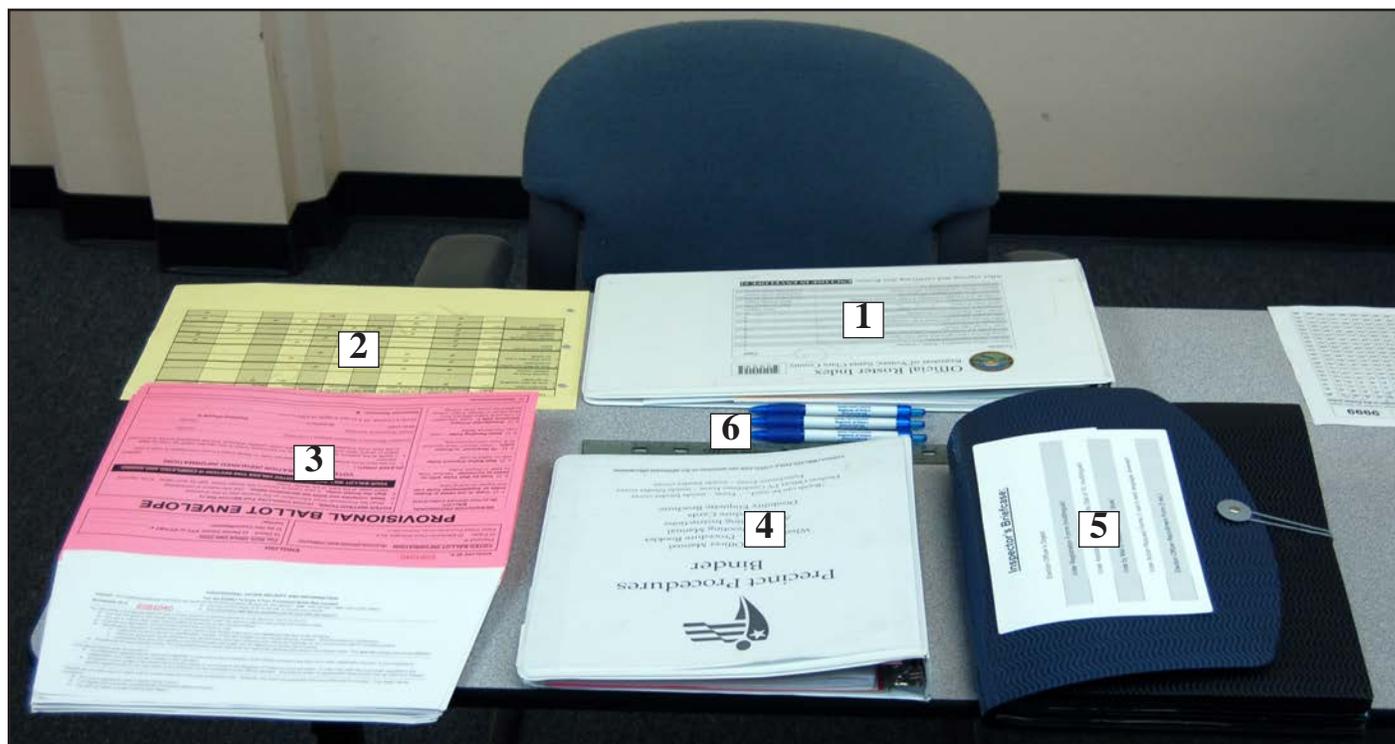
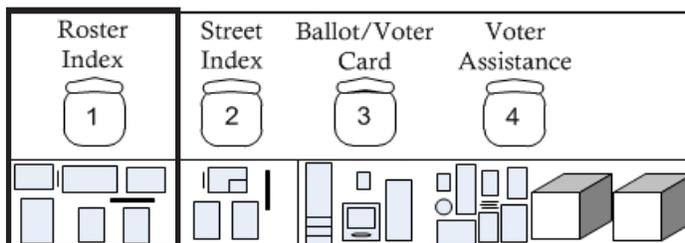
Be sure to have these forms in **ALL 5 OF THE PROVIDED LANGUAGES** visible to the voters.

The ROV provides ballots and printed materials in English, Spanish, Vietnamese, Chinese and Tagalog.

For more information on additional assistance provided in Hindi, Japanese, Korean and Khmer, see page 43.



STATION 1: ROSTER INDEX OFFICER



Roster Index Officer Checklist:

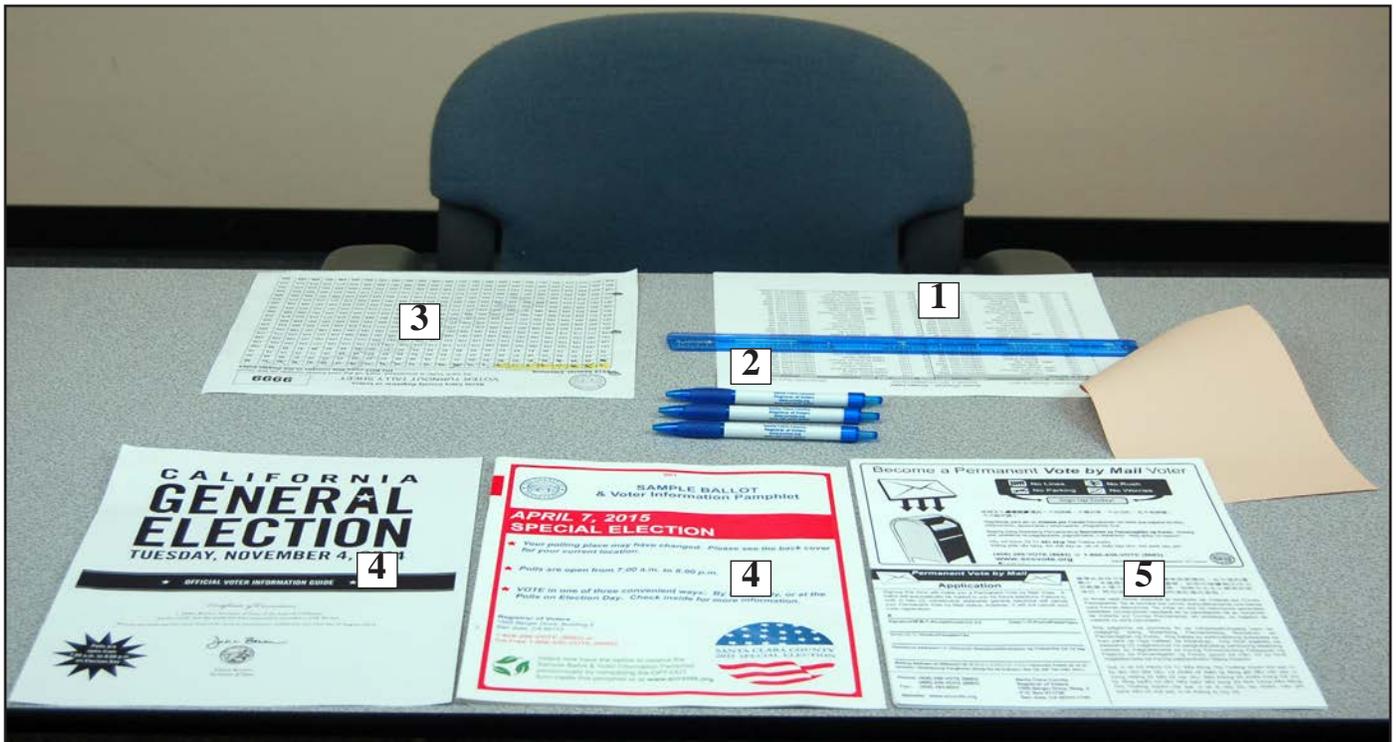
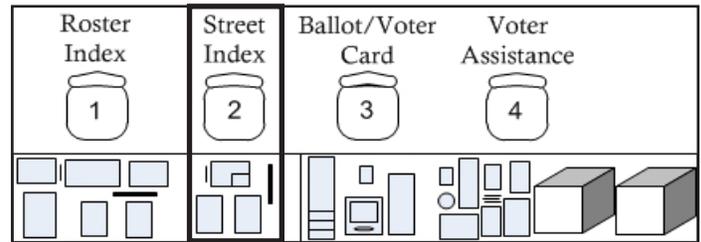


- | | |
|---|---------------------------------------|
| ___ 1. Roster Index Binder | ___ 4. Precinct Procedures Binder |
| ___ 2. Quick Guide to Processing Voters | ___ 5. Precinct Inspector's Briefcase |
| ___ 3. Pink Provisional Envelopes * | ___ 6. Ruler and Pens |

* All Languages



STATION 2: PRECINCT STREET INDEX OFFICER



OPENING

Street Index Officer Checklist:

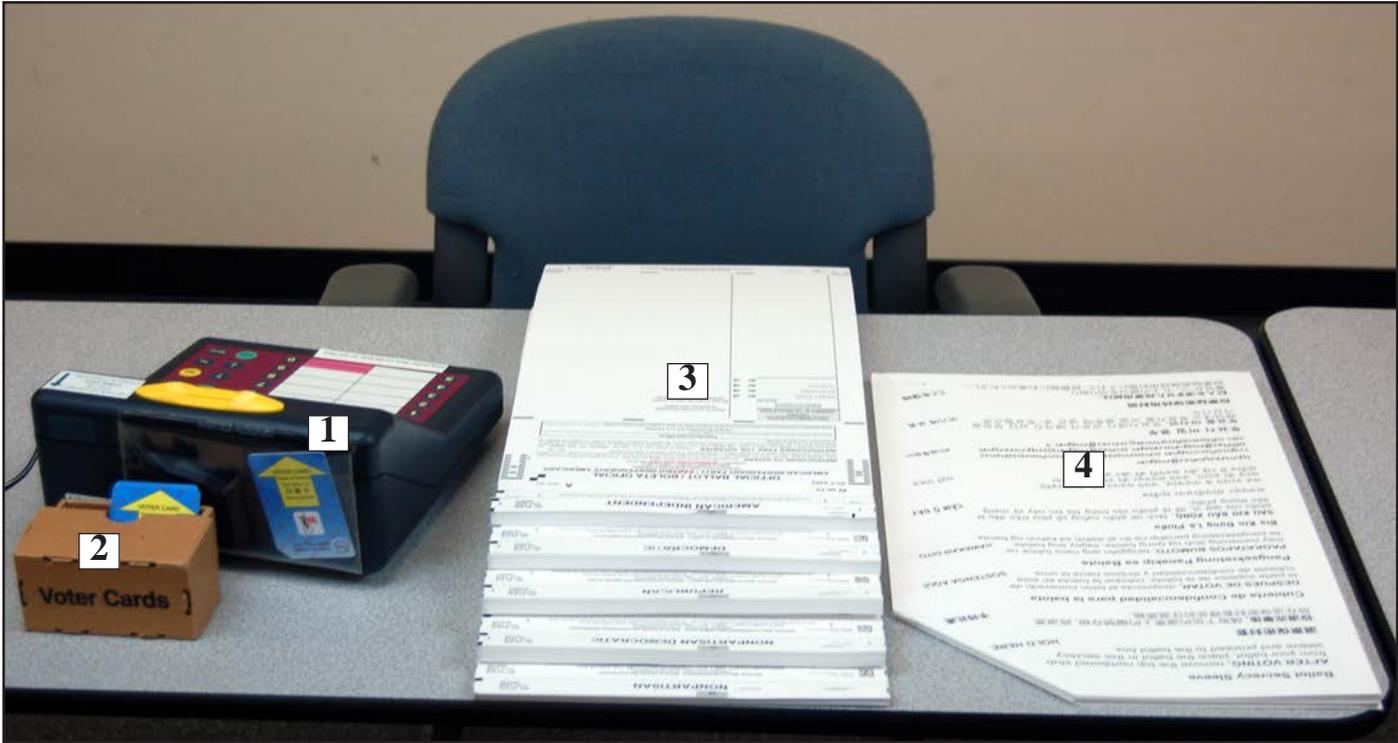
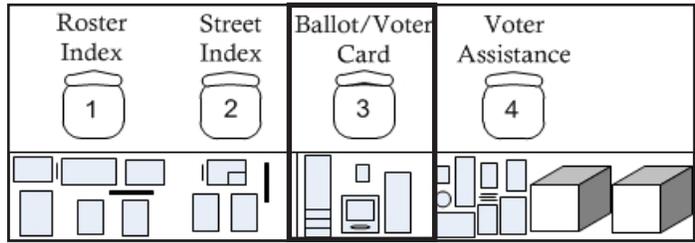


- ___ 1. Precinct Street Index (labeled 7am - 11am)
- ___ 2. Ruler and Pens
- ___ 3. Voter Turnout Tally Sheet
- ___ 4. Sample Ballots and Pamphlets County and State *
- ___ 5. Vote by Mail Applications *

* All Languages



STATION 3: BALLOT/ VOTER CARD OFFICER



Ballot/Voter Card Officer Checklist:

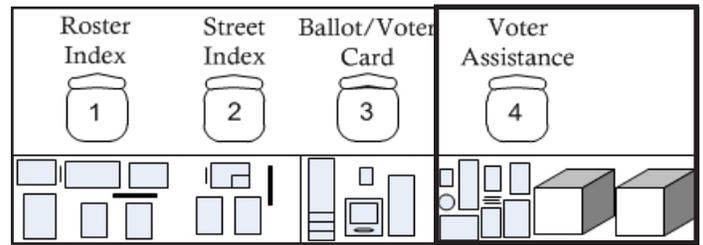


- 1. Card Activator
(plugged in and turned on)
- 2. Box of Voter Cards
- 3. Paper Ballots from White Ballot Delivery Boxes *
(all languages and all parties on table - ballot #1 on top)
- 4. Secrecy Sleeves

* All Languages



STATION 4: VOTER ASSISTANCE OFFICER UPDATED



Voter Assistance Officer Checklist:



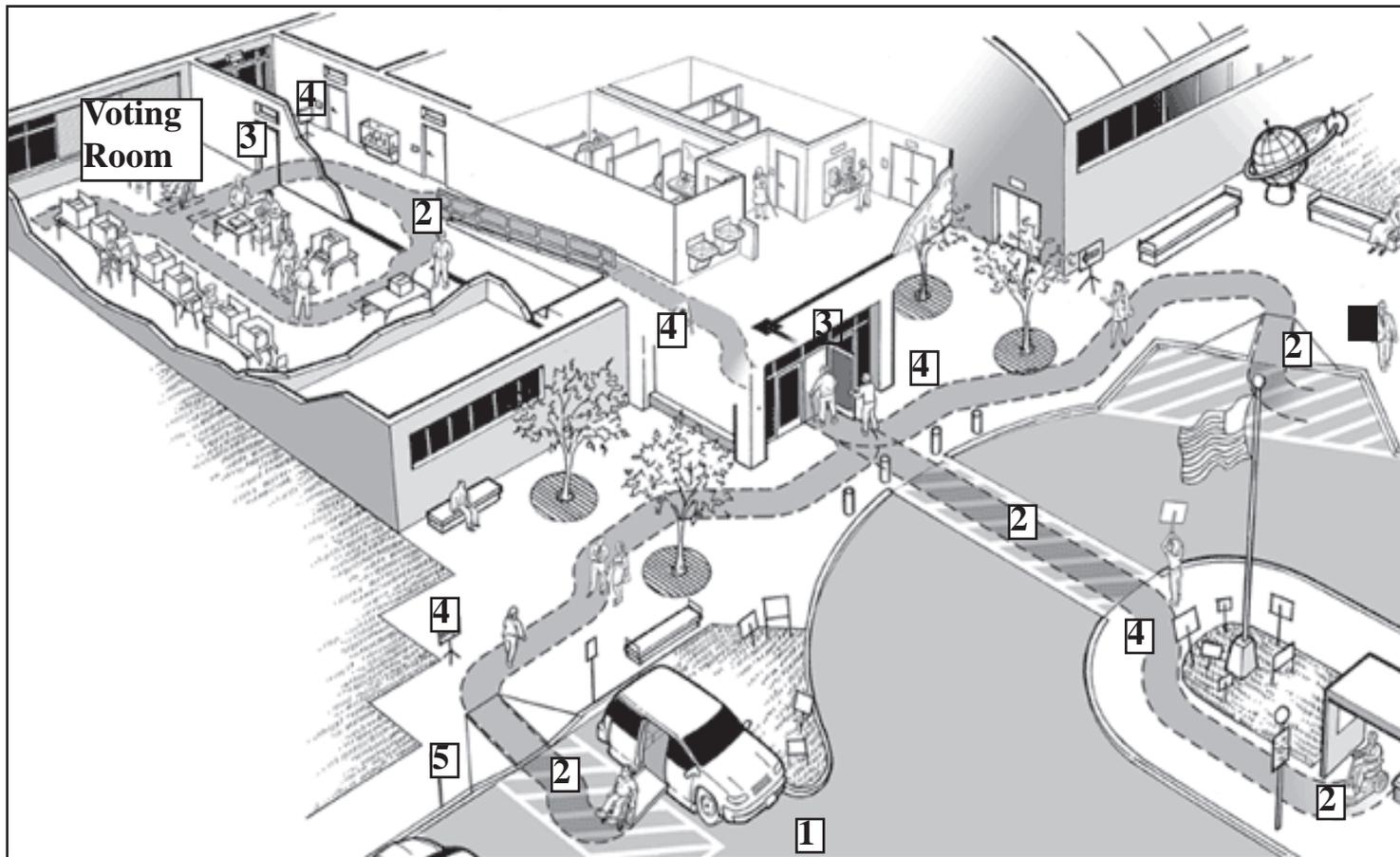
- 1. Voter Assistance Tools (Qty. 3)
 - 2. Locator Map
 - 3. Voter Bill of Rights *
 - 4. Voter Assistance Cards
 - 5. "I Voted" Stickers
 - 6. Blue Tape
 - 7. Pens
 - 8. VАРF Forms *
 - 9. Voter Registration Forms *
 - 10. Ballot Practice Pads *
 - 11. Paper Voting Instructions *
 - 12. Voting Machine Instructions
 - 13. Elections in California Form
 - 14. Voter Provisions
 - 15. Orange Ballot Bags (sealed)
 - 16. Blue Ballot Bags (sealed)
- * All Languages



SETTING UP OUTSIDE THE POLLING PLACE



Team 2 Precinct Board Setup



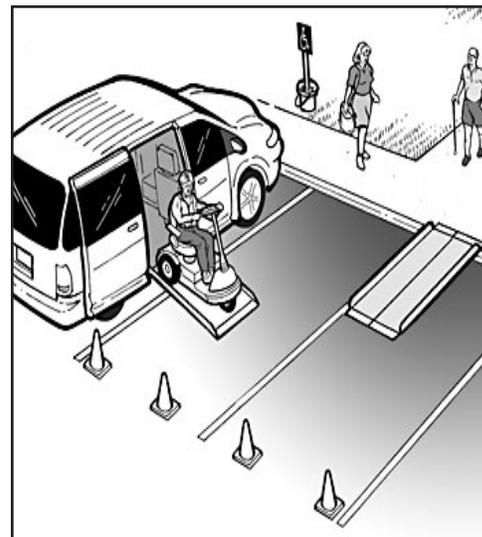
1. ADA Parking Spot is clearly marked in example above or can be created with cones below.

2. Path of travel to and through the voting room does not contain steps, and is free and clear of debris and clutter.

3. Entrances are at least 36" in width and handles are easily opened with closed fist and not excessively heavy. (If no, prop open.)

4. All approaches and doorways to the polling place should contain polling place or voting signage with an arrow indicating the correct path of travel. Consider putting up signage at the nearest cross streets if polling place is difficult to find.

5. The new Curbside Stand contains information regarding curbside voting, and should be placed outside the polling place close to the curb.



If you have questions regarding the outdoor setup of the polling place, please contact 1-408-299-POLL (7655) and our office staff will assist you.



OUTDOOR VOTING SIGNS



Team 2 Precinct Board Setup

All Election Supplies include basic signs designed to identify or direct Voters to the polling place location. Other signs may be related to ADA parking or path of travel. You may be given a sign written in Braille to post at the entrance of the Voting Room to identify the room to a visually impaired Voter.

When setting up signs outside the polling place, try to imagine yourself visiting the polling place for the first time. Place signs in locations that will most help the Voters find the polling place. If the polling place is at a hard to find location off the beaten path, consider placing signs at nearby streets or landmarks to direct Voters to your location. Also place signs along path of travel from different approaches to polling place.

Here are some of the signs we use on Election Day:



Small paper Vote signs (20) for use around the Polling Place.



Large Polling Place Vote Here sign (1). Put at main entrance to Polling Place.

OPENING



Small "A Frame" plastic Voting signs



ADA alternate entrance or path of travel sign.



ADA parking space sign

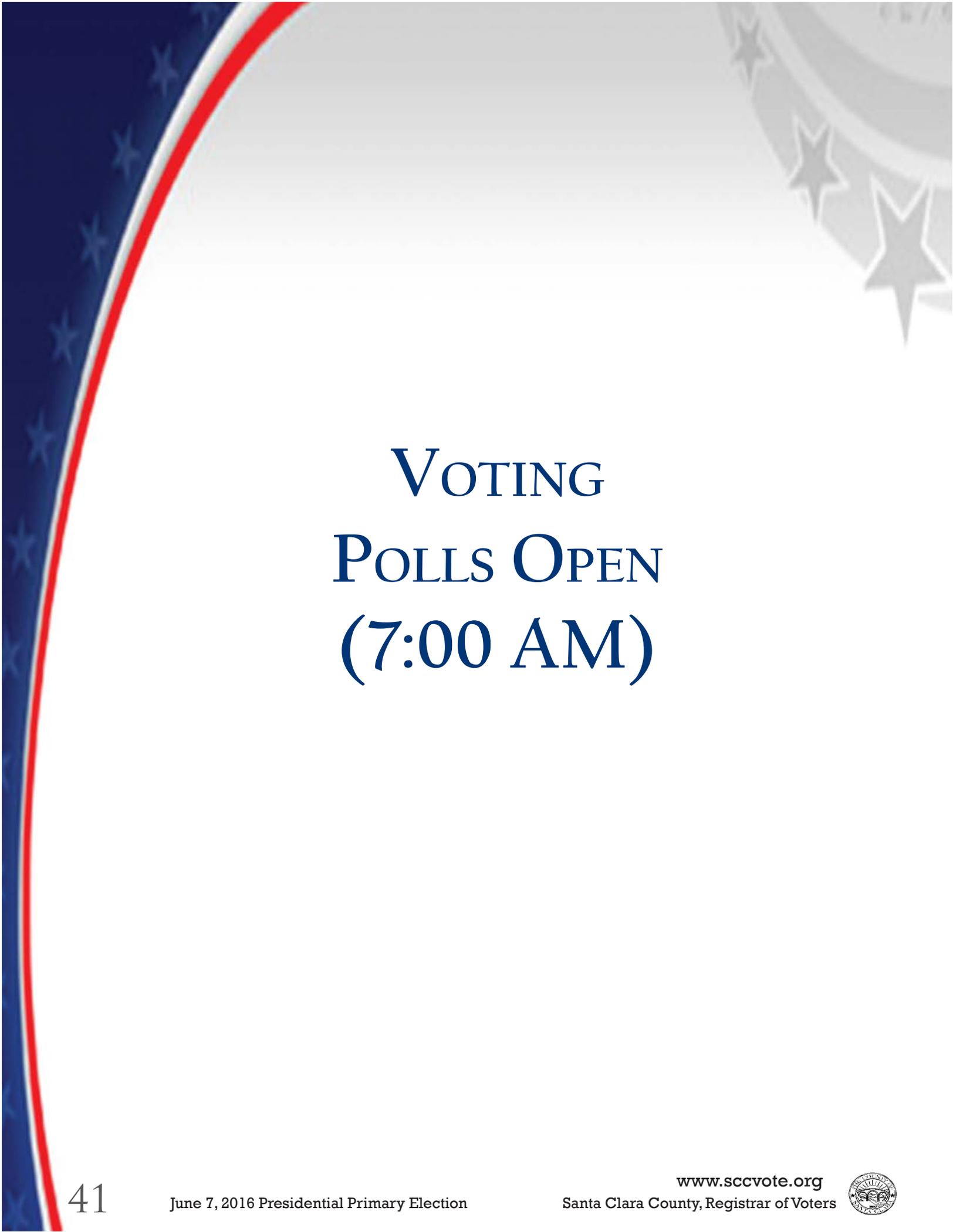


Braille location sign



Curbside Stand





VOTING
POLLS OPEN
(7:00 AM)



ELECTION OFFICER DUTIES



1. Roster Index Officer: The first person at the processing table, the Roster Index Officer, maintains control of the Roster Index and should be the most experienced Election Officer. Duties include:

- Greeting voters, asking their names and finding them in the Roster Index.
- Helping to determine (with Precinct Inspector) how to process each voter using the yellow **Quick Guide to Processing Voters** on page 50.
- Filling out and providing Provisional Ballot Envelopes to voters as required.
- Making sure every voter provided a ballot from the Voting Precinct signs the Roster Index.
- Making sure Election Officers do not use adhesives, markers, high - lighters or any unnecessary markings on the Roster Index.
- Contacting 1 (408) 299-POLL (7655) with any questions or confusion about voting procedures.

2. Precinct Street Index Officer: The second person at the processing table, the Precinct Street Index Officer, maintains control over the Precinct Street Indexes. Duties include:

- Locating voters in Precinct Street Indexes (*voters listed by address, not name. Listen for address from voter or get address from Roster Index Officer*).
- Crossing out voter's address and name with blue or black ink and ruler.
- Replacing Precinct Street Indexes at appropriate times.
- From 7AM - 11AM use Index marked 7AM - 11AM. At 11AM post this one and begin to use the Index marked 11AM - 3PM. Repeat this process with the three different Indexes until 6PM, at which point all 3 Indexes will be posted. Assist the other Election Officers as needed.
- Marking the Voter Turnout Tally Sheet each time a voter signs the Roster Index.

3. Ballot/Voter Card Officer: The third person at the processing table, the Ballot Voter Card Officer, is tasked with maintaining the paper ballots as well as activating Voter Cards for electronic voting. Duties include:

- Listening to Roster Index Officer to determine the correct language and party ballot needed for each voter.
- Issuing a paper ballot along with a Secrecy Sleeve to each voter unless voting provisional or electronic.
- Operating Card Activator (for electronic voting, see pages 56-61).
- Issuing new ballots to voters that have spoiled their original ballot, see page 55.
- Instructing voters to tear off ballot stub before placing voted ballot in ballot bag.

4. Voter Assistance Officer: The last person at the processing table, the Voter Assistance Officer, provides general assistance throughout Election Day. Duties include:

- Assisting voters on how to mark paper ballots or using the Electronic Voting Machine.
- Maintaining "voter flow," making sure long lines do not form.
- Making sure Vote by Mail drop-off voters are not waiting in line (these voters may skip to the end of the processing table and drop ballots in Blue Ballot Bag).
- Checking all Vote by Mail/Mail Ballot Precinct Envelopes for signature(s), date and residence.
- Checking Provisional Envelopes to make sure voter and Election Officers have completed appropriate information.
- Checking all paper ballots before they are cast to make sure voters have removed stubs.
- Performing duties from security checklist, page 65.



PREFERRED LANGUAGE VOTERS

Printed Ballot Languages

Santa Clara County provides ballots and sample ballots in the following languages:

1. English/Spanish (default ballot)
2. English/Vietnamese
3. English/Chinese
4. English/Tagalog

New Languages

According to the 2010 U.S. Census data, in accordance with State Law, Santa Clara County will provide additional bilingual language assistance in the following languages:

1. Hindi
2. Japanese
3. Korean
4. Khmer

For the June 7, 2016 Presidential Primary Election, and for the languages listed above, Santa Clara County will providing the following support:

- Bilingual Election Officers in targeted polling places.
- Bilingual ballot facsimiles
- Bilingual Telephone Assistance for Voters

Please see the back of this manual for a listing of Bilingual language support contact numbers.

Language Assistance

- Voters may change their preferred language on a Voter's Action Request Form, or VARF (See page 97), found in the Precinct Inspector's Breifcase.
- We provide each precinct with VARF's in all 5 supported languages, as well as other supporting documents including Registration Forms and Voter Assistance Cards, the form at right.
- Bilingual Election Officers wear name badges indicating which language they speak.
- Always be considerate of the extra time it may take voters who do not speak English as a first language.

 VOTER ASSISTANCE CARD		
選民登記處 電話號碼 (408) 282-3086 或 (866) 430-VOTE (8683)	Registrar of Voters' Telephone Number (408) 299-VOTE (8683) or (866) 430-VOTE (8683)	मतदाताओं के टेलीफोन नंबर का रजिस्टार (408) 299-VOTE (8683) या (866) 430-VOTE (8683)
選舉日當天，投票站開放時間內，您可以用對方付費方式致電上述號碼，以獲知投票站地點或得到選民登記處的協助。	You may call collect during the polling hours to obtain information about your precinct location or to receive assistance.	आप अपने प्रांत के स्थान की सूचना प्राप्त करने या सहायता प्राप्त करने के लिए मतदान के समय के दौरान कॉल कर सकते हैं।
Numero Telefónico del Registro de Votantes (408) 282-3095 o (866) 430-VOTE (8683)	TTY (408) 288-9820 Hearing Impaired 聾啞人士專線 Personas con impedimentos auditivos	有権者登録事務所 電話番号 (408) 299-VOTE (8683) または (866) 430-VOTE (8683)
Usted podrá llamar por cobrar durante las horas de votación para obtener información acerca de la ubicación de su precinto electoral o para recibir asistencia.	May Kapansanan sa Pandirig Người Bị Lãng Tai बधिर 聽覺障害者	自分が属する投票区の投票所の場所に関する情報や、投票に関する援助が必要な場合、投票時間内にコレクトコールを受け付けます。
Numero ng Telepono ng Tagapagtagala ng mga Botante (408) 282-3089 o (866) 430-VOTE (8683)	Số Điện Thoại của Văn Phòng Bầu Cử (408) 282-3097 hoặc (866) 430-VOTE (8683)	선거 관리국전화 번호 (408) 299-VOTE (8683) 또는 (866) 430-VOTE (8683)
Maaari kayong tumawag nang "collect" sa mga oras ng botohan upang makakuha ng impormasyon tungkol sa lugar ng inyong presinto o makakuha ng tulong.	Quý vị có thể gọi số điện thoại trên do người nhận trả tiền trong giờ bầu cử để hỏi chi tiết về địa điểm bỏ phiếu của quý vị hoặc để nhận sự trợ giúp.	귀하의 선거구 위치 정보를 확인하시거나 도움을 받으시려면 투표 시간 동안 수신자 부담으로 전화주시기 바랍니다.



TOP TWO CANDIDATES OPEN PRIMARY ACT

In 2010, California voters passed the **Top Two Candidates Open Primary Act**.

Although this Act *does not affect the U.S. President and County Central Committee races*, it brought major changes to our Election process:

Open Primary

- State and Federal elections are now "Open", meaning voters can vote for candidates from any political party.

Top Two Candidates

- The top two candidates who receive the most votes during the Primary Election, move on to the General Election ballot, regardless of party.

The following races are affected by the Top Two Candidates Open Primary Act:

Governor	Treasurer	State Senator
Lt. Governor	Attorney General	State Assembly
Secretary of State	Insurance Commissioner	U.S. Senator
Controller	Board of Equalization	U.S. Representative

REMINDER: The Top Two Candidates Open Primary Act does not affect the U.S. President and County Central Committee races.

Be ready to answer any voter's questions or concerns regarding the Top Two Candidates Open Primary Act, as some voters may wonder why they see candidates from another party on their ballot. Call (408) 299-POLL (7655) for further questions.

PRESIDENTIAL PRIMARY VOTING



During a **Presidential Primary**, voters are given a political party ballot containing the **Presidential candidates and County Central Committee candidates** from their chosen party.

For this Election, there are six qualified parties:

- American Independent (AI)
- Democratic (DEM)
- Green (GRN)
- Libertarian (LIB)
- Peace and Freedom (PF)
- Republican (REP)

No Party Preference voters, are given a Nonpartisan (NP) ballot, unless they request a "Crossover Ballot" (see page 49).



READING AND UNDERSTANDING THE ROSTER INDEX

A	B	C	D	E	F	G	H	I	J
NUM	NAME	PV	LANG	CROSS OVER	PARTY	Residence of Voter / Domicilio del votante Residência do Votante / Domicílio do votante	Signature of Voter / Firma del votante Assinatura do Votante		Affnum
1	<input type="checkbox"/> Balili, Jessica		T	AI DEM LIB	NP	Vote By Mail			 99X 1345678
2	<input type="checkbox"/> Cristobal, Liliana		E		DEM	Vote By Mail			 99X 1345678
3	<input type="checkbox"/> Dayne, Robert		E		REP	Vote By Mail			 99X 1345678
4	<input type="checkbox"/> Haru, Akira		J	AI DEM LIB	NP				 99X 1345678
5	<input type="checkbox"/> Keefe, Joshua		E	AI DEM LIB	NP				 99X 1345678
6	<input type="checkbox"/> Nguyen, Cindy		V		AI	Vote By Mail			 99X 1345678
7	<input type="checkbox"/> Owen, Arthur		E	AI DEM LIB	NP				 99X 1345678
8	<input type="checkbox"/> Palombi, Gilda		E	AI DEM LIB	NP	Vote By Mail			 99X 1345678
9	<input type="checkbox"/> Papoutsis, Stephen		E		GRN	Inactive Voter			 99X 1345678
10	<input type="checkbox"/> Sandhu, Rameet		H		PF	Early Voter			 99X 1345678
11	<input type="checkbox"/> Silan, Briana		S		DEM				 99X 1345678
12	<input type="checkbox"/> Tang, Phoebe		C		AI	ID Required			 99X 1345678
13	<input type="checkbox"/> Tran, Bao		V	AI DEM LIB	NP	Vote By Mail			 99X 1345678
14	<input type="checkbox"/> Womack, Aaron		E		REP	Vote By Mail			 99X 1345678
15	<input type="checkbox"/> Zoland, Jennifer		E		LIB	State Pending			 99X 1345678

A. **NUM:** Each voter listed will have a corresponding number next to his or her name. For ROV use only.

B. **NAME:** Voters' names, listed alphabetically. Be sure to mark an "X" in the box next to each voter's name as he or she signs the Roster Index. Voter's names with a line drawn through them are Vote By Mail voters.

C. **PV:** For Provisional voting. Mark an "X" in this column if the voter is voting Provisionally.

D. **LANG:** Language column. Issue ballots in correct language to voters according to this column. *T Tagalog, S Spanish, V Vietnamese, C Chinese, E English.*

E. **CROSSOVER:** No Party Preference voters choosing to vote American Independent, Democratic or Libertarian, should be checked off in this column.

F. **PARTY:** The political party the voter has chosen to join when they registered to vote.

G. **RESIDENCE OF VOTER:** Have each voter write his or her street address in this column. Also, you will find gray printed information about the status of the voter in this column. (See next page)

H. **SIGNATURE:** Have each voter sign his or her full name in this column.

I. **AFFNUM:** For ROV use only.

J. **TOTAL SIGNATURES:** At the end of the night when Team 2 is counting the signatures in the Roster Index, record the total from each page in this box. Then tally all of the boxes together using the Signature count form at the back of the Roster Index.



VOTER STATUS



In the Roster Index, you will find important voter status information printed inside the Residence of Voter column.



8	<input type="checkbox"/>	Palombi, Gilda		E	AI DEM LIB	NP	A	Vote By Mail
9	<input type="checkbox"/>	Papoutsis, Stephen		E		GRN	E	Inactive Voter
10	<input type="checkbox"/>	Sandhu, Rameet		H		PF	B	Early Voter
11	<input type="checkbox"/>	Silan, Briana		S		DEM		
12	<input type="checkbox"/>	Tang, Phoebe		C		AI	C	ID Required
13	<input type="checkbox"/>	Tran, Bao		V	AI DEM LIB	NP		Vote By Mail
14	<input type="checkbox"/>	Womack, Aaron		E		REP		Vote By Mail
15	<input type="checkbox"/>	Zoland, Jennifer		E		LIB	D	State Pending

Voter status messages help us to correctly process voters. If one of the following messages is marked next to a voter's name, please review the appropriate information below to process that voter.



Vote By Mail

Vote By Mail voters are also noted by a line through their names. Voter has received full ballot set at home. To vote standard in polling place, voter must **surrender** full ballot set. If not, process Provisionally. (See page 54 for more details).



Early Voter

Voter has already voted at the ROV office or an Early Voting Center. If voter insists on voting again, process Provisionally.



ID Required

All first time federal voters will be required to show an ID to vote a standard ballot. Valid ID's are listed on the back of the Provisional Ballot Envelope. If voter does not have a valid ID, process Provisionally.

(Remember: DO NOT ask for I.D. from voters on Election Day. If they offer an I.D. return it to them saying: "Thank you, but an I.D. is not necessary. ")



State Pending

A State Pending voter has not yet had their California Voter Registration cleared by the California Secretary of State's Office. State Pending voters always vote Provisionally.

VOTING



E

Inactive Voter/Fail Safe Voting

An "inactive voter" is one who has not cast a ballot in two consecutive federal elections, or failed to return repeated mailed post cards from election officials seeking to verify the voters' address. This indicates the voter may have moved. Any registered voter who moves to a different precinct within the same county must be allowed to vote, even though he/she has not previously notified the Registrar of Voters office of the move. This provision is referred to as "Fail- Safe Voting".

Inactive Voter still living in voting precinct

Ask if the voter still lives in the precinct. If yes, process as a standard voter

Inactive Voter that has moved within the same County

If the voter moved within the same County within 15 days of Election Day, they should be directed to vote at their previous polling place.

If the voter moved within the same County more than 15 days before Election Day and did not reregister, find and direct them to their new polling place, where they should fill out a VARF (Voter Action Request Form), and vote Provisional.

Other Voting Scenarios

Voter that has moved outside of Santa Clara County.

If the voter moved to another County outside of Santa Clara County, they cannot vote in Santa Clara County. They must vote in their new County. Give them a registration form.

Voter that has moved to Santa Clara County from another County.

If the voter moved to Santa Clara County from another County and did not reregister, they cannot vote in Santa Clara County. Give them a registration form.

Voter's name is not found in the Roster Index

Always make sure to check the Supplemental Roster pages first. If you do not find it there, help the voter find their polling place by using the Precinct Cell Phone to call the Voter Registraton Division at 1 (408) 299-VOTE (8683)

*If a voter insists on voting out of their own precinct,
allow them to vote with a Provisional Ballot.*

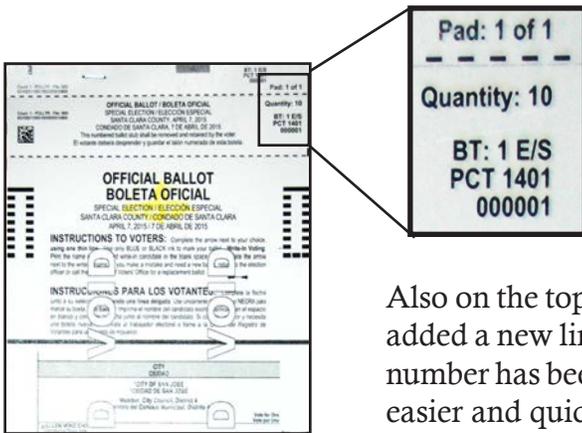


ISSUING PAPER BALLOTS



For the June 7, 2016 Primary Election, multiple Ballot cards will be printed on pads for **English/Spanish, English/Vietnamese, English/Chinese** and **English/Tagalog** Ballots. There are eight choices for Party ballot type for this Election: **American Independent, Democratic, Green, Libertarian, Peace and Freedom, Republican, Nonpartisan and Nonpartisan Democratic**. One pad of ballots for each language and Party should be displayed on the voting table. Voters should be given the correct language and party ballot according to the information contained in the Roster Index.

Always issue ballot cards to Voters starting with ballot card number 000001, found on the top right corner of the pad. Continue issuing ballot cards by removing the next ballot card number (000002) from the pad. **Do not tear off any extra ballots until the voter has signed the Roster Index and is ready to receive them.**



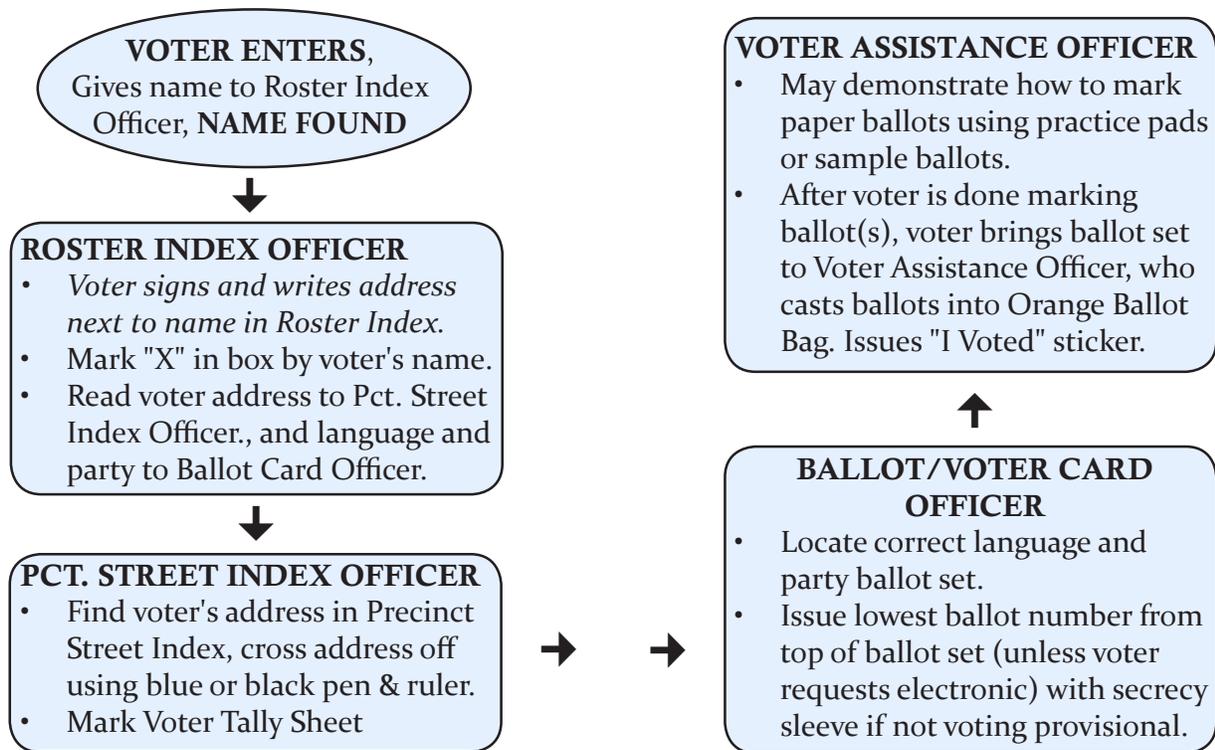
Quantity Number (only used for closing)

Ballot Number (begin with #000001)

Also on the top right hand corner of the Ballot card, you will see that we have added a new line reading: "Quantity:" followed by a number. The "Quantity" number has been added to make your closing count of the unused Ballot cards easier and quicker. We will talk about this more in the Closing procedures.

VOTING

PROCESSING STANDARD PAPER VOTERS



CROSSOVER VOTING



Crossover voters are **No Party Preference (NP)** voters who make a request to cast a vote on a party specific ballot. Each political party chooses to allow or not allow crossover voting.

For this election, the following parties have chosen to allow crossover voting:

- American Independent
- Democratic
- Libertarian

Processing a Crossover Voter (See "Reading the Roster Index" on page 45)



1. A No Party Preference voter will need to request a crossover ballot from the Roster Index Officer. (*Do not offer them a crossover ballot if they do not ask*).
2. Verify that the voter is a No Party Preference (NP) registered voter.
3. After the voter signs their name and writes their address in the appropriate row of the Roster Index, the Roster Index Officer must check the box next to the party the voter wishes to crossover to in the "CROSSOVER" column.
4. The Roster Index Officer should discreetly inform the Ballot/Vote Card Officer which crossover ballot to issue the voter.
5. A crossover Democratic voter will receive a specially marked crossover ballot marked "Nonpartisan Democratic".
6. A crossover American Independent or Libertarian voter will receive a standard American Independent Party or Libertarian ballot.
7. Ballot/Voter Card Officer issues appropriate ballot.

PARTY PREFERENCE CHART



June 7, 2016 Primary Election Party Preference Chart

PARTY PREFERENCE	ROSTER INDEX	OFFICIAL BALLOT TITLE VOTER RECEIVES	OFFICIAL BALLOT ABBREVIATION	CARD ACTIVATOR
American Independent	AI	American Independent Party	AI	AI
Democratic	DEM	Democratic Party	DEM	DEM
Green	GRN	Green Party	GRN	GRN
Libertarian	LIB	Libertarian Party	LIB	LIB
Peace and Freedom	PF	Peace and Freedom Party	PF	PF
Republican	REP	Republican Party	REP	REP
No Party Preference	NP	Nonpartisan	NP	NP
No Party Preference Crossover to American Independent	NPP column with "X" in AI Box	American Independent Party	AI	AI
No Party Preference Crossover to Democratic	NPP column with "X" in DEM Box	Nonpartisan Democratic	NPD	NPD
No Party Preference Crossover to Libertarian	NPP column with "X" in LIB Box	Libertarian Party	LIB	LIB

This chart will be issued to all polling places in the County. The Ballot / Voter Card Officer should use it when issuing paper and electronic ballots to the voters.

REMINDERS:

Only "No Party Preference" voters may request a Crossover ballot.
No Party Preference Democratic Crossover ballots do not contain County Central Committee contests.



QUICK GUIDE TO PROCESSING VOTERS



Making sure that all voters get the right information and materials needed to correctly cast their vote is one of the most difficult yet critical parts of working as an Election Officer. The **Quick Guide to Processing Voters** is a great tool added to the Roster Index Officer station that will help all Election Officers correctly identify and process most voters who arrive with a variety of requests and issues. You will be referencing this voter guide as a part of your training class and on Election Day. This laminated chart will be found in the Roster Index and will be placed on the voting table at the Roster Index Officer station as a part of the Team 2 Precinct Board setup.

Quick Guide to Processing Voters											Questions? Call 1-408-299-POLL (7655) for Help.
Type of Voter	Type of Ballot	Voter Signs Roster. EO marks "X" in box	Mark "PV" Column	Fill out PV Envelope	Mark "Crossover" Column	Line out address in Pct Street Index	Activate Voter Card	Issue Paper Party Ballot	Issue NP DEM Ballot	Issue Secrecy Sleeve	When to use the VARF and Registration Form
Party Specific and Non-Partisan Voting	1 Standard Voter	Paper	✓			✓		✓		✓	Voter Action Request Form (VARF): 1. Voter's name is misspelled 2. Voter moved within the County 3. Voter has changed their mailing address 4. Voter would like to change their preferred language 5. Voter would like to change Permanent Vote by Mail status 6. Cancel Voter Registration
	2 Vote by Mail w/ballots to surrender										
	3 "ID Required" with valid ID	Electronic	✓			✓	✓				
	4 Inactive Voter no address change										
	5 Vote by Mail w/o ballots to surrender	Paper	✓	✓	✓	✓		✓			
	6 "ID Required" without valid ID										
	7 Early Voter that insists on Voting	Electronic	✓	✓	✓	✓	✓				
	8 Name <u>not</u> in Roster Index (Voter signs on blank pages)	Paper	✓	✓	✓			✓			
Crossover Voting	9 NP Voter choosing to Crossover to AI or LIB	Paper	✓			✓		✓		✓	Voter Registration Form: 1. Voter has moved from outside of the county 2. Voter would like to change their Political Party 3. Voter had a legal name change
		Electronic	✓			✓	✓				
	10 NP Voter choosing to Crossover to DEM	Paper	✓			✓	✓		✓	✓	
		Electronic	✓			✓	✓	✓			

Note: Election Officers should not encourage or suggest Crossover Voting to a voter. NP voters must initiate the request to Crossover Vote.

VOTING

Reminder: Although the Quick Guide to Processing Voters is a great tool to help you on Election Day, it is not designed to answer all questions. If you have any questions regarding how to process any voter, please remember to call 1 (408) 299.POLL (7655) and our office staff will help you.



PROVISIONAL VOTING

Provisional voting is used by the ROV office to verify a voter's identity and/or status. Provisional voters must first complete the pink Provisional envelope (**with at least** their name, address and signature) - then place completed ballots inside. The ROV office will review every Provisional Vote to determine the voter's status after the election.

Here are the primary reasons voters vote Provisionally:

1. Listed in Roster Index as "Vote by Mail," but has no ballots to surrender.
2. Name not found in Roster Index or Supplemental Index.
3. Mail Ballot Precinct voter with no ballots.
4. Voter presents a State Pending Voter letter (*All State Pending Voters are provisional*).
5. Voter listed as an "Inactive Voter" and they tell you they have moved outside of precinct more than 15 days before Election Day.

Provisional Voting Procedures Checklist

Determining a Provisional voter is primarily the responsibility of the Precinct Inspector and the Roster Index Officer.



After the Precinct Inspector has determined the voter to be Provisional:

- ___ 1. Instruct the voter to sign their name and write their address in the Roster Index. Be sure to mark an "X" in the PV column next to voter's name.
 - If the voter is listed in the Roster Index, have them sign their name and write their address in the row next to their name.
 - If the voter is not listed, have them print their name as well as sign it, then write address on the Blank Signature page in the back of the Roster Index.
 - **Regardless, all Provisional voters must sign the Roster Index somewhere.**
- ___ 2. Then take a blank Provisional envelope and in the top section, **Voted Ballot Information**, write down the Precinct number, whether the voter is paper or electronic, and the Party Voted (*For Provisional electronic voting, see page 59. However make sure they still complete the envelope*).
- ___ 3. Check off the reason why you made that voter Provisional in the section "**Reason for Provisional Ballot**," directly on the envelope. If the reason is not listed, tell us the reason in the bottom section, "Other/Comments."
- ___ 4. Issue Provisional envelope and receipt to the voter. Instruct them to complete the section, "**Voter's Declaration**," (*The more information they provide the easier it is to verify their ballot*). Instruct the voter to return to the Voter Processing Table to receive ballots upon completing the envelope.
- ___ 5. After voter completes envelope, the Ballot/Voter Card Officer should issue the correct language and party ballot to the voter and instruct them to place the ballot inside envelope upon completion. Instruct voter to seal the envelope and bring to Voter Assistance Officer waiting behind the Blue Ballot Bag. **Do not issue a Secrecy Sleeve.**
- ___ 6. Once returned, Voter Assistance Officer should ask to see each Provisional envelope to ensure that all sections have been completed. Tear off the stub, or "**Provisional Voter Receipt**," from the back of the Provisional envelope.
- ___ 7. Issue "I Voted" sticker.



COMPLETING A PROVISIONAL BALLOT ENVELOPE

A. Voted Ballot Information: To be completed by an Election Officer. In this section record the precinct # and whether the voter is voting paper or electronic. If electronic, record the Electronic-Card Activator I.D. #. Also, write the name of the Party Voted.

VOTED BALLOT INFORMATION (ELECTION OFFICER MUST COMPLETE) ENVELOPE ID #: <u>E000001</u> PRECINCT #: <u>9999</u> <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Electronic-Card Activator ID # _____ Party Voted (Presidential Primary Elections ONLY): <u>PF</u> <u>A</u>		For ROV Office Use Only <input type="checkbox"/> Count <input type="checkbox"/> Partial Count: PTY or PCT/BT # _____ <input type="checkbox"/> Do Not Count/Reason: _____ Verifier: _____
PROVISIONAL BALLOT ENVELOPE		
B REASON FOR PROVISIONAL BALLOT: (ELECTION OFFICER COMPLETES) 1. <input type="checkbox"/> Voter is not listed in Roster Index or Supplemental Voter List and insists on voting here. 2. <input checked="" type="checkbox"/> Vote by Mail Voter with no ballot to surrender. Marked "Vote by Mail" in Roster Index. 3. <input type="checkbox"/> Mail Ballot Precinct Voter with no ballot to vote. 4. <input type="checkbox"/> "ID Required" in Roster Index – Voter doesn't have required ID & must vote provisionally. 5. <input type="checkbox"/> State Pending Voter – must vote Provisional Ballot. 6. <input type="checkbox"/> Presidential Primary Elections ONLY: Voter requested to vote party ballot different from party shown in Roster Index, unless qualified for Cross-Over Voting. <input type="checkbox"/> Other/Comments: _____	VOTER INSTRUCTIONS: 1. Read the Provisional Voter Information on the reverse side of this envelope. 2. Read, complete, and SIGN the declaration below. <i>This information is confidential.</i> 3. Sign the Roster Index: If your name is shown in the Roster Index, sign by your name. If not, sign the blank page at the back of the Roster Index.	
	C YOUR BALLOT WILL NOT BE COUNTED UNLESS THIS SECTION IS COMPLETED AND SIGNED. VOTER'S DECLARATION (REQUIRED INFORMATION) (PLEASE PRINT) I, <u>LORELLE DRIEVER</u> declare: ★ To the best of my knowledge, I am a registered voter in Santa Clara County and eligible to vote in this election. ★ I reside at the address listed below. I have not previously voted in this election either by Vote by Mail Ballot or at any other polling place. I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge. <div style="text-align: center; border: 1px solid black; padding: 2px;"> VOTING MORE THAN ONCE IN ANY ELECTION IS A FELONY. </div> CURRENT RESIDENCE ADDRESS (Where I Live Now) <u>SAN JOSE 95000</u> <u>2 POLK ST. APT # 37</u> City/Zip PRIOR RESIDENCE ADDRESS <u>SAN JOSE 95000</u> <u>1555 BERGER DR</u> City/Zip Birth Date: <u>9/8/90</u> Birthplace: <u>MI.</u> DAYTIME PHONE #: <u>(408) 299 8683</u> Driver's License, ID # or last 4 digits of SSN (optional): <u>C1234567</u> SIGNATURE REQUIRED: X <u>Lorelle Driever</u>	

B. Reason for Provisional Ballot: To be completed by an Election Officer. Determine the reason the voter must vote Provisionally, and "X" the box that applies. If you do not find the reason, tell us why you made the voter Provisional in the "Other/Comments" section below.

C. Voter's Declaration: To be completed by the voter. Voter must provide printed name, signature and address. However, the more information provided, the better likelihood that vote is validated.

D

INFORMATION ABOUT YOUR PROVISIONAL BALLOT & RECEIPT

You Are Entitled to Know if Your Provisional Ballot Was Counted. Your provisional ballot will be verified to determine your eligibility to vote in Santa Clara County. If it is found that you are entitled to vote, your ballot will be counted. Starting 30 days following the election, you can find out the results of your provisional ballot by internet: Go to www.sccvote.org & follow the quick link to Provisional Ballot Results for this election or Call: toll free 1-866-430-VOTE (8683). Use the ref. Envelope ID # on the left to access your results.

You are voting a provisional ballot for one of these reasons (Elections Code sections 14310 & 14311):

- You are not in the Roster Index or Supplemental Voter List & you want to vote.
- You are a Vote by Mail voter with no ballot to surrender to the Election Officer.
- You live in a Mail Ballot Voting Precinct & have no ballot to vote.
- "Identification Required" is printed next to your name in the Roster Index & you cannot provide any of the following:
 - o Driver's License or Identification Card from any state or current valid picture identification;
 - o Utility bill, paycheck, bank statement, or any government document showing your name & address dated since the last federal election.
- Presidential Primary Elections Only: You requested a party ballot that does not match your party preference listed in the Roster Index. *This will not change your party preference.*

Provisional ballots shall be counted if:

- The Registrar establishes the voter's eligibility to vote prior to the completion of the official canvass from voter registration records.
- Order by Superior Court to the Registrar of Voters to count the ballot. A voter may seek the court order regarding his or her ballot at any time prior to the completion of the official canvass. Any judicial action or appeal shall have priority over all other civil matters.

E

Use this pocket for:
 Completed Voter Registration Form
 or
 Voter's Action Request Form

D. Provisional Voter's Receipt: The one letter and six digit envelope ID # on the back flap provides a language preference and reference number for the voter. Tear off the flap and give it to the voter. Instruct the voter that they can contact our office 28 days after Election Day to find out if their Provisional Ballot was counted.

E. Voter Registration or VARF Pocket: If a Provisional voter fills out a Voter Registration Form or a Voter Action Request form (VARF), you should place them in the pocket on the back of the Provisional envelope.



VOTING

VOTE BY MAIL & MAIL BALLOT DROP-OFF

Vote by Mail/Mail Ballot Drop-Off: In Santa Clara County there are two kinds of voters that vote through mail. The most common are *Vote by Mail* (VBM) voters. These voters have opted to vote through the mail.

The other are *Mail Ballot Precinct* (MB) voters. These are voters who live in a precinct with under 250 registered voters, and therefore have no polling place. They must vote through the mail.

Each type of voter, VBM and MB, receive a sample ballot and a ballot by mail. The only difference is the color of the envelope. Vote by Mail receive blue envelopes and Mail Ballot receive green. Both of these voters may drop off their ballots, sealed in their envelope, at any polling place in the County. VBM and MB envelopes are now postage paid and will be accepted as long as they are postmarked by 8:00 p.m. on Election Day and received in our office within three days after the Election. If the voter has not, or thinks they have not signed their envelope, give them an Unsigned Ballot Statement found in the Precinct Inspector Briefcase. (See page 62 for full details.)

Drop-Off: If a voter just wants to drop off, have them go directly to the Blue Ballot Bag. Make sure "Drop-Off" voters don't wait in line, they can go directly to the Voter Assistance Officer. They do not sign the Roster Index.



Vote by Mail - Blue

Ask the voter for the envelope:

- ___ 1. Voter Assistance Officer inspects the back of the envelope to ensure the voter has signed, printed their address and written the date, see image at right. If not completed, hand the envelope back to the voter and instruct them to complete the information.
- ___ 2. Ensure the envelope is sealed.
- ___ 3. Election Officer or voter drops sealed envelope into Blue Ballot Bag.
- ___ 4. Hand Voter "I Voted" sticker if they would like.

The undersigned declares under penalty of perjury that he or she: (1) resides within the precinct in which he or she is voting; (2) is the person whose name appears on this envelope; and (3) has neither applied, nor intends to apply, for a vote by mail ballot from any other jurisdiction for the same election.

Con tu firma, declaro bajo pena de perjurio que (1) residio dentro del precinto electoral en el cual está votando; (2) es la persona que aparece nombrada en este sobre; y (3) no ha solicitado, o intenta solicitar una boleta para votar por correo en cualquier otra jurisdicción para la misma elección.

SIGNATURE (REQUIRED) / FIRMA (REQUERIDA)

X Keith R Stone

Signature must be in voter's own handwriting. (Do not print.) El votante debe firmar con su puño y letra. (No use letra de molde.)

3633 Buckley Drive 6/3

Residence address as registered in Santa Clara County. Dirección residencial tal como está registrada en el Condado de Santa Clara. Date / Fecha

IMPORTANT: Failure to SIGN the declaration will invalidate your ballot. This voted ballot MUST be returned by 8 pm on election day to be counted.

IMPORTANT: El no FIRMAR la declaración invalidará su boleta. Esta boleta con su voto DEBERÁ ser recibida a más tardar a las 8 pm el día de la elección para poder ser contada.

After you have voted your ballot: Place ballot inside this return envelope, seal it, sign name, print residence address as shown on your voter registration card and enter the date above.

Después de haber votado en su boleta: Coloque la tarjeta oficial de votación dentro de este sobre de retorno, cámbelo y firme, imprima el domicilio de residencia tal como se indica en su tarjeta de registro y ponga la fecha.

Dropping off for another voter: A voter may drop-off another voter's mail ballot. If a voter states they are dropping off a ballot that is not their own, or if someone comes in with multiple green or blue envelopes:



- ___ 1. Check that the voter (not carrier) has signed their name and written their address and date on the back of the envelope, as in the image above.
- ___ 2. Then make sure the authorization box on the right of the envelope is completed by both the voter and carrier, see image below.
- ___ 3. If the authorization box cannot be completed, write "No authorized signature" on the back of the envelope and cast into the Blue Ballot Bag.

Mail Ballot - Green

<p>VOTER AUTHORIZATION: Complete box ONLY if this ballot is hand delivered by someone other than the voter. I am unable to return my ballot in person and hereby authorize the following (circle one) spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in my household to return it in my place.</p>	<p>AUTORIZACIÓN DEL VOTANTE: Complete esto ÚNICAMENTE si esta boleta será entregada personalmente por otra persona que no sea el votante. No puedo regresar mi boleta en persona y autorizo a (elijá uno) mi esposo/a, hijo/a, padre, madre, abuelo/a, nieta/o, hermano/a o una persona que reside en mi hogar para entregarla en mi lugar.</p>	<p style="text-align: center;"><u>Sam P. Stone</u></p> <p style="text-align: center;"><small>Print Name of the Person Returning Ballot Nombre de la persona que está entregando la boleta</small></p> <p style="text-align: center;"><u>Sam P. Stone</u> X <u>Keith R Stone</u></p> <p style="text-align: center;"><small>Signature of person returning ballot Firma de la persona que está entregando la boleta</small> <small>Signature of Voter Firma del Votante</small></p>
--	--	---



VBM/MB IN-PRECINCT VOTING SCENARIOS

If Vote by Mail or Mail Ballot Precinct voters want to vote at a polling place, you must process them accordingly. Review the chart below to familiarize yourself with these procedures.



In-Precinct Voting Scenarios for VBM/MB Voters	
Vote by Mail (Blue envelope)	Mail Ballot Precinct (Green envelope)
<p>Voter would like to vote at their own precinct.</p> <ul style="list-style-type: none"> • Voter must Surrender all ballots. • Election Officer writes "surrendered" on all ballots, places ballots into blue envelope, then writes "surrendered" on blue envelope. Places blue envelope in envelope #4. • Process voter normally, page 48. 	<p>Voter would like to vote at a polling place.</p> <ul style="list-style-type: none"> • Regardless if this voter surrenders their ballots, a Mail Ballot Precinct Voter must either vote through the mail, Provisionally at any polling or regularly at the ROV. • There is no polling place that contains a Roster Index with these voters' names.
<p>Voter would like to vote at their own precinct without surrendering.</p> <ul style="list-style-type: none"> • Process voter Provisionally, page 51 & 52. 	<p>Voter made a mistake or misplaced their ballots.</p> <ul style="list-style-type: none"> • Surrenders all ballots and envelope, if possible. • Votes Provisionally.
<p>Voter would like to vote out of precinct.</p> <ul style="list-style-type: none"> • Since voter is out of precinct, their name will not be found in Roster Index. First offer to help the voter find their polling place. • If voter insists on voting in precinct, process Provisionally. <i>(Note. Even if a Vote by Mail surrenders their ballots, they must still vote Provisionally if their name is not listed in the Roster Index).</i> 	<p>Voter would like to vote an electronic ballot.</p> <ul style="list-style-type: none"> • Surrenders all ballots and envelope, if possible. • Votes Provisionally on the Electronic Voting Machine.
<p>Voter Requests an Unsigned Ballot Statement, (see page 62), believes they forgot to sign their VBM or MB Envelope, or needs a postage paid envelope for their Statement or Ballot.</p> <p>Blank Unsigned Ballot Statements in all supported languages are located in the Precinct Inspector's Briefcase. Postage paid blue and green envelopes are available if needed for Unsigned Ballot Statement (small blue envelope), VBM ballots (large blue envelope) and MB ballots (large green envelopes).</p>	

VOTING



SPOILED BALLOTS PROCEDURES



If a voter made a mistake on a ballot card, or requests another ballot card for any reason, we can "Spoil" the old ballot card, and issue them a new card. A voter can spoil up to three voter cards. If a voter should spoil a ballot twice and ask for a third ballot, you should inform them that this is the last ballot card you can issue to them, and also ask them if they should need any assistance. Ballots for this Election will contain multiple (possibly A, B and C) ballot cards. The cards will be part of one full ballot set.

Spoiled Ballots Checklist



- ___ 1. If the voter was originally issued A, B and C ballot cards, and made a mistake on only one of the ballot cards, ask the voter to return to you the one ballot card with the mistake.
- ___ 2. Ask them to keep the other two ballot cards. Never replace the entire set unless the voter has made a mistake on all ballot cards.
- ___ 3. Write "Spoiled" across the returned card, make a note of whether it was the A, B or C ballot card, and place into Envelope 4.
- ___ 4. Tear off a new complete A, B and C ballot set and give the voter the same ballot card that was spoiled.
- ___ 5. Take the other two ballot cards and write "Spoiled" across them and place them into Envelope 4.
- ___ 6. The voter may now fill out the new ballot card again.

Reminder: When you replace a voter's spoiled card, you should always have a full set of ballot cards that are "Spoiled" and placed into Envelope 4.

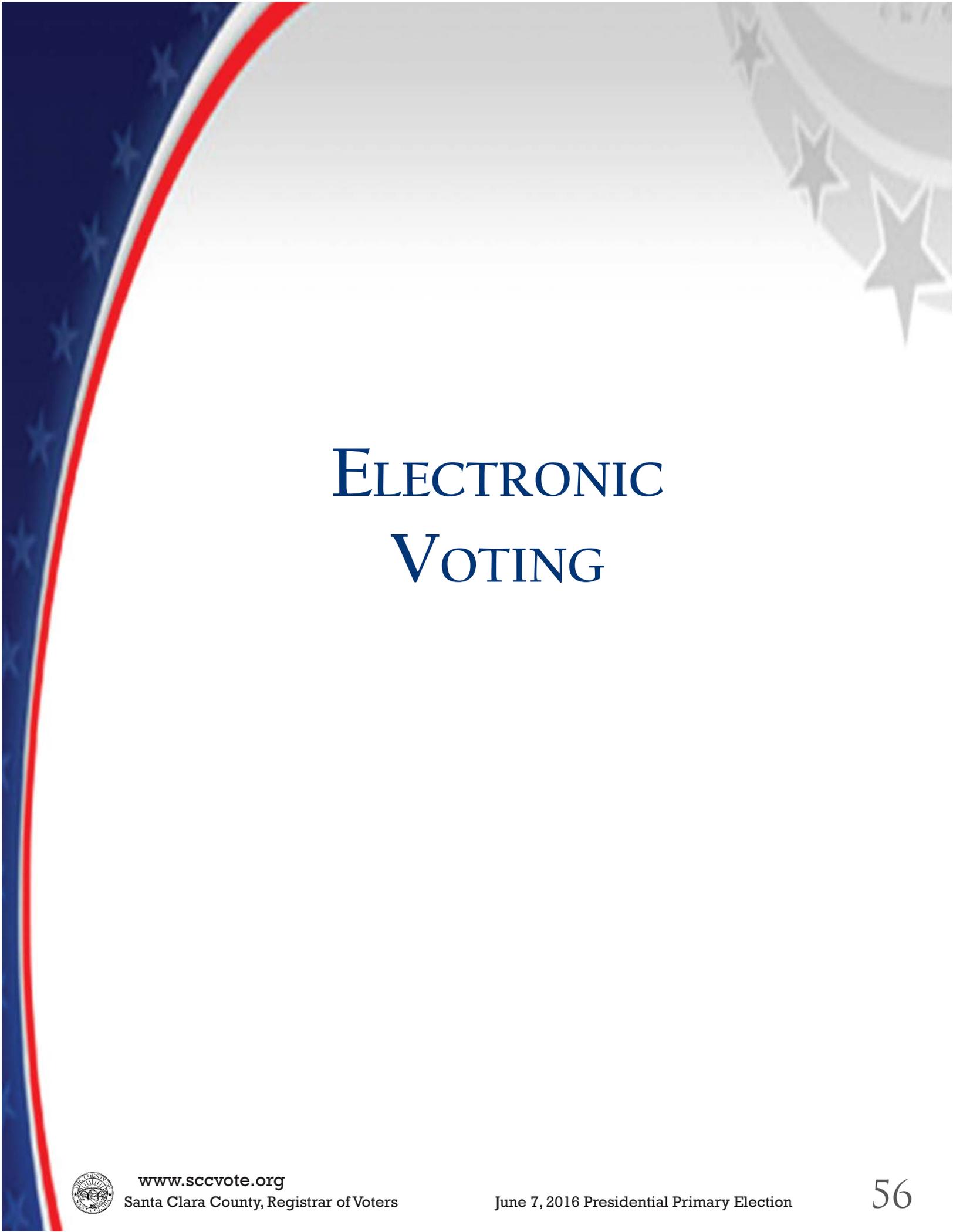


Surrendered ballots are always supplied through the mail to voters

SPOILED VERSUS SURRENDERED BALLOTS

Spoiled ballots are always supplied by the Polling Place to voters





ELECTRONIC VOTING



ELECTRONIC VOTING

Federal law requires all polling places come equipped with at least one accessible Voting Machine. Any voter may choose to cast an electronic ballot, however please remember, we only provide one Voting Machine per precinct - so assume voters would like paper ballots. If they ask to vote electronically, process them accordingly.



There are three methods of Electronic Voting:

1. **Standard** electronic voting. Someone who is simply voting a standard electronic ballot.
2. **Provisional** electronic voting. Be sure to complete a pink Provisional envelope before issuing a Voter Card to these voters.
3. **Audio** electronic voting. These are voters who require the use of the Audio Voting Unit to make selections.



*Audio
Voting
Unit*

General Rules for Electronic Voting:

- **All Electronic Voters must sign the Roster Index**
- If a voter is not listed in the Roster Index, have them fill out the Blank Signature Page in the back of the Roster Index. Voters not found in the Roster Index will be voting Provisional.
- Before signing, be sure to mark the small box next to each voter's name with an "X".
- For Provisional voters, mark the "PV" Column with an "X" next to the voter's name as well.

Activating Party Ballots for Electronic Voting

When a voter chooses to vote an Electronic ballot, it is important that we activate their ballot with the correct party name. For this Election, there are eight choices for ballots located on the front of the Card Activator. They are: **American Independent, Democratic, Green, Libertarian, Peace and Freedom, Nonpartisan, and Nonpartisan Democratic.**

Each particular electronic voter must be processed in their own way. Please review the next few pages to familiarize yourself with the procedures for processing each type of voter.



Standard Electronic Voting Instructions



1. Insert a Voter Card into the Card Activator, arrow down, until it clicks and locks.
2. Card Activator will read: **"Enter Ballot Code"** Press the number next to the voter's party type as indicated by the Roster Index (See graphic below).
3. After party selection is made, screen will display the Party selected. If correct, press the "YES" button.
4. Screen will then read: **"Activate this card?"** Press the "YES" button again.
5. Card Activator will finalize settings to Voter Card and eject.
6. Hand Voter Card to voter.
7. Voter will insert Voter Card into yellow card slot of voting machine, located directly below the screen to the left. The electronic ballot will appear automatically.
8. Ask the voter to return the Voter Card to the Voter Assistance Officer upon completion of electronic ballot.
9. Give the voter an "I Voted" sticker.

Card Activator

Please Insert Voter Card

1	Democratic (DEM)	Peace and Freedom (PF)	6	Status	Eject
2	Republican (REP)	Nonpartisan (NP)	7	▲	Yes
3	American Independent (AI)	Nonpartisan Democratic (NPD)	8	▼	No
4	Green (GRN)		9	Enter	Menu
5	Libertarian (LIB)	PROVISIONAL	0		

E-VOTING



Provisional Electronic Voting Instructions



- ___ 1. The Roster Index Officer records the Precinct Number and Party Voted on the Provisional Envelope.
- ___ 2. The Roster Index Officer records the Reason for Provisional Ballot on left hand side of the form
- ___ 3. The Roster Index Officer hands Provisional envelope to voter and instructs them to fill out section marked, **Voter's Declaration**. Instruct voter to return to Ballot/Voter Card Officer to receive Voter Card after marking envelope.
- ___ 4. Ballot/Voter Card Officer should insert a Voter Card into the Card Activator, arrow down, until it clicks and locks.
- ___ 5. Card Activator will read: *"Enter Ballot Code"* Press the number next to the voter's party type as indicated by the Roster Index (See Card Activator graphic on page 58).
- ___ 6. After party selection is made, screen will display the name of the Party selected. If correct, press the "YES" button.
- ___ 7. Screen will then read: *"Activate this card?"*
- ___ 8. Press button marked "0", **PROVISIONAL**.
- ___ 9. New screen message will read: *"Provisional Voter?"* Press "YES".
- ___ 10. New screen message will read: *"Copy I.D. and Press Enter..."* The I.D. given will begin with one letter and then a series of numbers. Example: A01001-004.
- ___ 11. Record this number onto the pink Provisional envelope at the top next to "Electronic-Card Activator ID #". Mark the box as well indicating an electronic voter on the PV envelope.
- ___ 12. Press "ENTER". Card ejects.
- ___ 13. Hand Voter Card back to voter and instruct them to insert card into the machine in the yellow slot just below the screen. Voting menu will appear automatically.
- ___ 14. When voter is done, have them remove and keep the Provisional receipt and return Voter Card and Provisional envelope to Voter Assistance Officer.
- ___ 15. Voter Assistance Officer should remind voter that they can use the information on the receipt to contact our office 28 days after Election Day to determine whether their Provisional Ballot counted.
- ___ 15. Voter Assistance Officer will place Provisional envelope into Blue Ballot Bag, and hand out an "I Voted" sticker.

AUDIO VOTING/LARGE TEXT

If you need assistance to help process an Audio Voter, please call 1-408-299-POLL (7655) immediately, and we will provide support and guidance.

Anyone may ask to vote using the Audio feature of the Voting Machine. Audio Voting can take several minutes to complete, please be patient when waiting for the voter to finish.

Processing an Audio Voter



- ___ 1. Insert a Voter Card into the Card Activator.
- ___ 2. Card Activator will read: *"Enter Ballot Code"* Enter the voter's party type.
- ___ 3. After party selection is made, screen will display the Party selected. If correct, press the "YES" button.
- ___ 4. After party selection is made, screen will read, *"Activate this card?"*
- ___ 5. Press "Menu" followed by "4" for Audio.
- ___ 6. Once Voter Card ejects, hand to the voter.
- ___ 7. Inspect the Audio Unit and headphones to ensure unit is plugged in properly to Voting Machine.
- ___ 8. Confirm volume is set to medium, and green light is lit at the bottom of the unit.
- ___ 9. Offer Audio voter a chair.
- ___ 10. Place Audio Unit and headphones in voter's right hand facing in the correct direction.
- ___ 11. Voter inserts Voter Card into the Voting Machine and begins voting.
- ___ 12. Voter returns Voter Card when finished voting.

Processing a Provisional Audio Voter



- ___ 1. If you have a Provisional voter who requests an Audio ballot, please call 1-408-299-POLL (7655) immediately for assistance.

Enabling Large Text on Touchscreen



- ___ 1. Insert Voter Card into the voting machine.
- ___ 2. Select language.
- ___ 3. On the bottom center of the screen press:
ABC → **ABC**
- ___ 4. Use the scroll bars on the right and bottom of the screen to navigate through the voting process.
- ___ 5. To revert back to the standard font size, navigate to the bottom of the screen and press:
ABC → **ABC** once again or finish voting.

A voter may also use the magnifying sheet found in the Voter Assistance Kit.



ELECTRONIC VOTING TROUBLESHOOTING

Correcting a Voter Card Activation:

- If a mistake is made when activating a Voter Card, simply press the "Eject" button on the Card Activator, the Voter Card will automatically eject.
- Insert the Voter Card back into the Card Activator to re-start the activation process. Using a new Voter Card is not necessary.

Verifying Voter Card Status

You may go back and check the status of a Voter Card after it has been activated.

Doing so will allow you to:



- Check the time the card was activated.
- Determine the Party Ballot Code activation.
- Determine if it was activated as a standard or Provisional ballot.
- Retrieve the Electronic Card Activator ID # (*for Provisional only*).

Simply follow these steps:

- ___1. Insert card into Card Activator, arrow down.
- ___2. The screen message will read, "*Enter Ballot Code?*" DO NOT enter code.
- ___3. Press the button marked "Status" on the Card Activator.

One of two messages will then appear:

"*Voted 10:23 SN: 12345 BC-1*" (Time, Voting Machine Serial Number and Party Ballot Code)

OR...

"*Activated 10:15 SN: 8472 BC-1*" (Time, Voting Machine Serial Number and Party Ballot Code)

"Voted" implies the card has been used to cast a vote. If a voter claims the card did not work, yet it shows "Voted" as the status, that voter may not vote again regularly. Their only option is Provisional. ***Voter must also sign the Roster Index again because they have received two ballots.***

"Activated" implies the card was activated properly but has not been used to cast a vote. You may activate this voter a new card, or re-activate the old card.



UNSIGNED BALLOT STATEMENT



The **Unsigned Ballot Statement** is a new form, sent by mail, in a postage paid, return blue envelope, to any voter who did not sign their Vote by Mail or Mail Ballot, before returning it to the Registrar of Voters Offices. Those voters are asked to fill out, sign and return the Statement to our office, within 8 days after Election Day (June 15, 2016). The completed Statement, with a valid signature, will be matched with the unsigned VBM or MB, and allow the ballot to be counted.

The Unsigned Ballot Statement may also be requested by anyone who thinks they or someone they know may have turned in a VBM or MB without a signature. On Election Day, you may encounter voters who request a Statement, or perhaps bring a Statement with them to your voting precinct.

Unsigned Ballot Statement Guidelines



1. If a voter shows up with an Unsigned Ballot Statement, with or without a blue postage paid envelope, take the form and place it into the Blue Ballot Bag.
2. The voting precinct has a supply of five Unsigned Ballot Statements for each of the supported languages (English/Spanish, English/Chinese, English/Vietnamese and English/Tagalog). They are located in the Precinct Inspector's Briefcase.
3. Always provide an Unsigned Ballot Statement to any individual who requests one.
4. Five postage paid blue envelopes will also be located in the Precinct Inspector's Briefcase for use in the case that anyone requesting a Statement cannot complete the form and turn it in at the voting precinct.
5. Remind anyone taking the Statement with them that they have until June 15 to get the form back to our office.
6. Contact your Field Inspector for additional Unsigned Ballot Statements and postage paid envelopes if needed.

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE STATEMENT. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY CAUSE YOUR BALLOT NOT TO BE COUNTED.

In order for your Vote by Mail Ballot to be counted, fill out the statement below and sign on the line above "Voter's Signature", and choose one of the following return options:

1. **Drop off your signed statement at a polling place within Santa Clara County on Election Day.** You may drop off your Unsigned Ballot Statement at any polling location in Santa Clara County before the polls close at 8:00 p.m. on Election Day. You may also return your Unsigned Ballot Statement at a drop-off site. Please visit www.sccvote.org for a complete list and schedule of drop-off sites.
2. **Come to the Registrar of Voters' Office in person.** You may come to our office at the address below, Monday through Friday 8:00 a.m. to 5:00 p.m. to SIGN your original Vote by Mail ballot envelope or return the Unsigned Ballot Statement. This must be done by 5:00 p.m. on the eighth day after the election.
3. **Mail your signed statement to our office in the enclosed postage-paid envelope.** The Unsigned Ballot Statement must be received by our office at the address below by 5:00 p.m. on the eighth day after the election. Postmarks will not be accepted.
4. **Fax the signed statement to our office.** Your faxed statement must be received by our office by 5:00 p.m. on the eighth day after the election. The Vote by Mail fax number is 1-408-293-6002.

UNSIGNED BALLOT STATEMENT

I, _____, am a registered voter of Santa Clara County,
State _____ (Name of Voter)

of California. I do solemnly swear (or affirm) that I requested and returned a vote by mail ballot and that I have not and will not vote more than one ballot in this election. I understand that if I commit or attempt any fraud in connection with voting, or if I aid or abet fraud or attempt to aid or abet fraud in connection with voting, I may be convicted of a felony punishable by imprisonment for 16 months or two or three years. I understand that my failure to sign this statement means that my vote by mail ballot will be invalidated.

(Signed) _____
Voter's Signature (power of attorney cannot be accepted)

(Witness) _____
If voter is unable to sign, he or she may make a mark which shall be witnessed by one person.

Dated this _____ day of _____, 2016.

Residence address: _____ Street Address City Zip Code

Mailing address: _____ Street Address City Zip Code

Santa Clara County Registrar of Voters
1555 Berger Drive, Building 2, San Jose, CA 95112
1-866-430-VOTE (Toll Free) - Fax 1-408-293-6002 - www.sccvote.org
Revised 2/18/2016

E-VOTING

Unsigned Ballot Statement



PROVIDING ASSISTANCE TO SPECIAL NEEDS VOTERS



Providing assistance to voters with special needs is a necessary requirement to being an Election Officer. If a voter is unable to vote unassisted, either because of a disability or language barrier, Federal law allows voters to be accompanied by another person into the voting booth, including an Election Officer.

If a voter is assisted in casting a ballot, please record the information in the Assisted Voter List, located in the back of the Roster Index binder.

DISABILITY SENSITIVITY AT THE POLLS

Please refer to the **Disability Sensitivity at the Polls** form developed by the California Secretary of State, located in your training class workbook (and also located in the Precinct Procedures Binder) for further information regarding engaging people with disabilities.

Here are a few guidelines for communicating politely and providing appropriate assistance:

- Keep your communication simple.
- Speak directly to a voter with a disability rather than to the person who may have accompanied the voter.
- If a voter has trouble standing for extended periods of time, offer them a chair.
- Before touching or moving a wheelchair, walker, cane or any other assistance device, ask first if you may do so, and how you should proceed.
- Greet a person who is visually impaired by identifying yourself as an Election Officer and staying where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the voter to take hold of your elbow and tell them when you are approaching steps, inclines of obstacles. Move slowly and be sure to avoid objects in the room such as tables, chairs or wires.
- Service animals are allowed to enter any polling place with their owner.
- Speak calmly, slowly and directly to a voter with a hearing impairment. Your facial expressions, gestures, and body movements can aid the voter's understanding. Do not shout or speak in the person's ear. If you are uncertain about whether a voter with a hearing impairment understands what you say, you may communicate through writing.
- Give your undivided attention to a person who has difficulty speaking. Be patient and wait for the other person to finish speaking.
- Be considerate of the extra time it may take voters who do not speak English as their first language.
- Voters with mental disabilities may require extra patience and diligence to process.
- Ask a yes or no question restating what you understood to clarify a voter's statement.

DISABILITY SENSITIVITY AT THE POLLS CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.



Here are a few of the tools provided for Voter assistance:

Pen and Paper



Braille Information



Audio Unit



Chairs



Pen Grip



Sip/Puff Voting



Magnifying Sheet



TTY Assistance



**Voter Unable to Leave Car?
Performing a "Curbside Vote"**



E-VOTING

Voters who are unable to physically enter the polling place can be processed by "Curbside Voting." If this occurs, the Precinct Inspector and one clerk take the Roster Index, a full ballot set, a Secrecy Sleeve and one pen outside to the voter. Process the voter according to the Roster Index.

1. Once the voter has signed the Roster Index, hand voter their ballot set and Secrecy Sleeve, or Provisional Envelope.
2. Wait for the voter to finish, then instruct the voter to place all ballots inside Secrecy Sleeve or Provisional Envelope upon completion.
3. Take ballots from voter, and hand them the "I Voted" sticker if they would like.
4. Take ballots into polling place and cast in Orange Ballot Bag.

Curbside Voters can locate the Precinct Cell Phone number on the Curbside Stand in front of the Precinct.



POLLING PLACE SECURITY

Polling Place Security Checklist



Every hour the Voter Assistance Officer must:

- ___1. Check the condition of RED and BLUE tamper-proof seals. If the word “VOID” appears call 1-408-299-POLL (7655) and your Field Inspector immediately.
- ___2. Verify that the Ballot Bag seals are in place and unbroken.
- ___3. Keep Ballot Delivery Boxes secured.
- ___4. Check the blue tamper-proof seal on the Polls Open/Closed door.
- ___5. Check that the cartridge door on the Voting Machine is sealed with a blue tamper-proof seal.
- ___6. Check that the Voting Machine printer connections are secure.
- ___7. Check that the blue tamper proof seal on the Voting Machine printer has not been voided.
- ___8. Keep Voter Cards secure.
- ___9. Check Voting Booths and Voting Machine for materials voters may have left behind.
- ___10. Do not allow any cell phones or electronic devices to be used in the Polling Place other than the precinct cell phone issued with your supplies.
- ___11. Allow disabled voters to use their own electronic devices as necessary.
- ___12. Ensure that no one interferes with and/or disrupts the voting process.





**MIDDAY
BALLOT PICKUP
(2:00 PM - 4:00 PM)**



MIDDAY BALLOT PICKUP



The Registrar of Voters Office will be testing a **Midday Ballot Pickup** pilot program designed to pickup voted ballots from approximately 200 voting precincts on Election Day, and return them to our offices for processing. The Midday Ballot Pickup will be conducted by 100 two person courier teams, with each team visiting two voting precincts. The ballot pickup will occur between the hours of 2:00 pm and 4:00 pm. Courier teams will contact the Precinct Inspector by phone to let you know they are on the way to your polling place. Contact information for your Midday Ballot Pickup courier team is contained inside your phone pouch. Once inside the Polling Place, Courier teams will work with the Precinct Inspectors at each location to seal, document, remove and replace the Orange and Blue Ballot Bags from the voting precinct, with no interruption of the voting process.

Midday Ballot Pickups will take place in the following locations:

Los Altos Los Altos Hills Los Gatos Monte Sereno Mountain View
Palo Alto Sunnyvale ...and a few precincts near our main office in San Jose

Midday Ballot Pickup Checklist

- ___ 1. Courier team will arrive at the polling place with ROV-issued ID badges, a set of replacement Orange and Blue Ballot Bags, and all of the paperwork needed for the procedure.
- ___ 2. Courier team will ask to speak with the Precinct Inspector, and wait until the Precinct Inspector is available to proceed.
- ___ 3. Courier team will hand the replacement Orange and Blue Ballot Bags to the Precinct Inspector and remove the "Midday Pickup Chain of Ballot Custody Log" (see next page) from their materials to document the process.
- ___ 4. Precinct Inspector should retrieve four white seals from the Results Cartridge Bag.
- ___ 4. Precinct Inspector should verify that no voters are approaching to return their ballots before proceeding to #5 below.
- ___ 5. Open and show the empty Orange and Blue Ballot Bags to anyone in the voting precinct.
- ___ 6. Zip up the sides of the Orange and Blue Ballot Bags, leaving the ballot slot zippers open to accept ballots.
- ___ 7. Seal both replacement Ballot Bags as you did when you opened the polling place. ***Do not seal the ballot slot.***
- ___ 8. At a time when no voters are approaching or inserting ballots into the original Orange Ballot Bag, replace the original Orange Ballot Bag with the replacement Orange Ballot Bag.
- ___ 9. Close the ballot slot zipper on the original Orange Ballot Bag.
- ___ 10. Place the original Orange Ballot Bag in a location that is still visible to everyone in the polling place.

(Continued next page)



MIDDAY BALLOT PICKUP

Midday Ballot Pickup Checklist (continued)

11. Repeat this process (#8 - #10) for the replacement of the original Blue Ballot Bag.
12. Give the other two white seals to the Courier team members.
13. Courier team will seal the two original Ballot Bags so that they cannot be opened, without removing the existing seals.
14. Courier team will record the white seal numbers on the Custody Log, and sign the form to acknowledge they are taking custody of the original Orange and Blue Ballot Bags.
15. Precinct Inspector should verify the seal numbers recorded on the Custody Log match the seals on the original Ballot Bags.
16. If Precinct Inspector is aware that one or both Ballot Bags contain no Ballots, they should mark the "Bag contains no ballots" box on the Custody Log.
17. Sign the line on the Custody Log acknowledging release of the original Ballot Bags, and record the time.
18. Remove the pink (bottom) copy of the Custody Log and place it in the front pocket of the Roster Index Binder.
19. Return the other (white and yellow) copies of the Custody Log to the Courier team.
20. Make sure the Courier team has both original Ballot Bags and the paperwork when they depart the polling place.

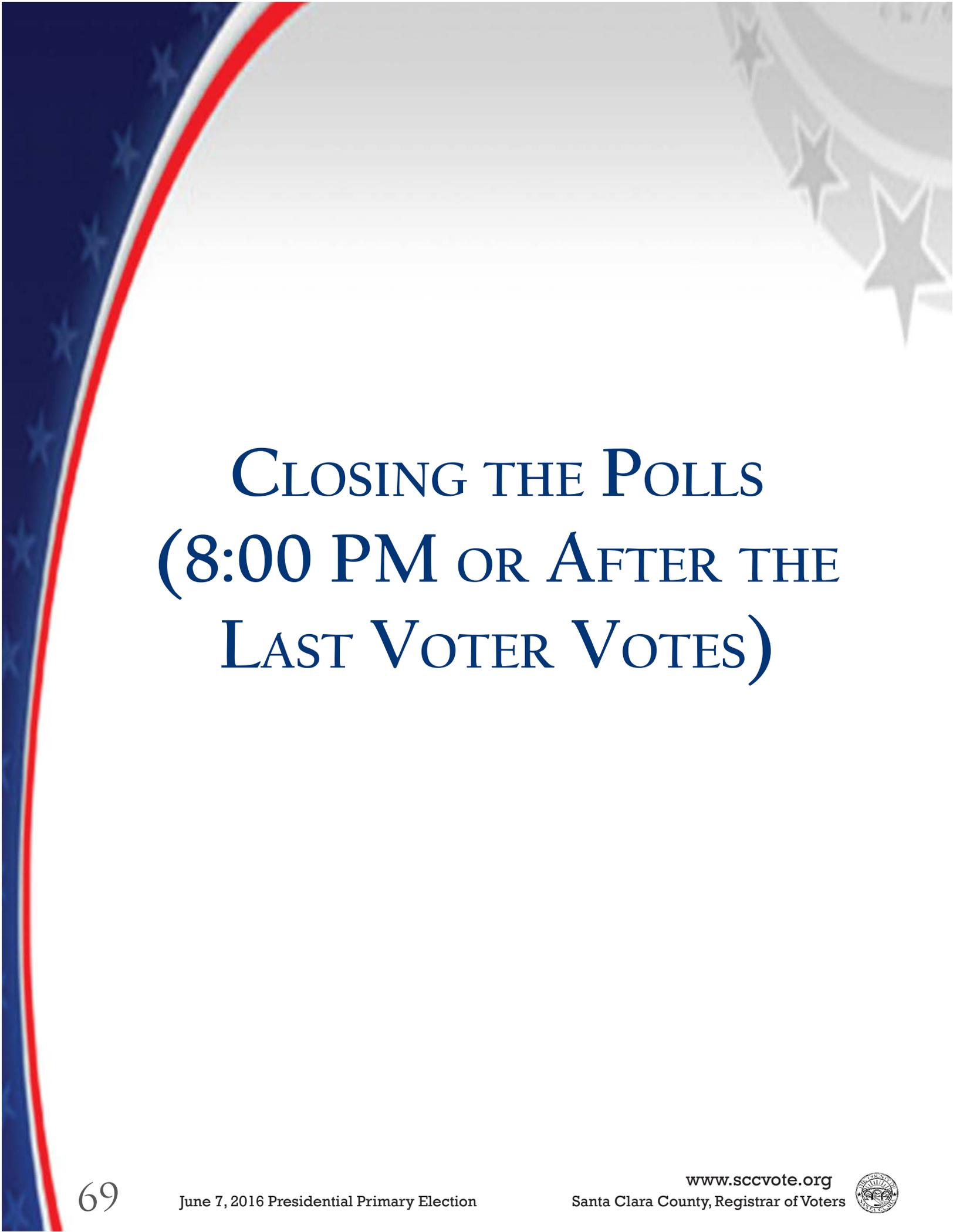
 June 7, 2016, Presidential Primary Election MIDDAY PICKUP CHAIN OF BALLOT CUSTODY LOG			
9999 Precinct Number		C03	
Courier Team Use Only		Precinct Inspector Use Only	
Polling Place Arrival Time		ROV Staff Use Only	
 Orange Ballot Bag (Bright Orange Bag) Seal Serial Number		Original Orange Ballot Bag contains no ballots.	ROV Berger Drive Arrival Time
 Blue Ballot Bag (Bright Blue Bag) Seal Serial Number		Original Blue Ballot Bag contains no ballots.	ROV Receiver Initials
		<input type="checkbox"/>	ROV Unload Time
		<input type="checkbox"/>	Check box to confirm seal is intact on Orange Ballot Bag at time of ROV unload.
		<input type="checkbox"/>	Check box to confirm seal is intact on Blue Ballot Bag at time of ROV unload.
The undersigned hereby verify that the ballot containers contain the seal serial numbers listed above at the time of pickup by election officials at the polling place, and that the sealed ballot containers will be delivered to the office of the County of Santa Clara Registrar of Voters (ROV).			
Courier Team Member #1 Signature			
Courier Team Member #2 Signature			
The undersigned hereby verifies that the ballot containers contain the seal serial numbers listed above at the time of pickup by election officials at the polling place, and hereby releases the original ballot containers to the election officials to be delivered to the office of the ROV, the designated counting center for the above election.			
Precinct Inspector Signature			
Time of Ballot Bag Exchange			
WHITE COPY – ROV		YELLOW COPY – COURIER TEAM	
		PINK COPY – ROSTER INDEX	

Midday Ballot Pickup Chain of Custody Receipt

MIDDAY PICKUP

REMEMBER: *The Midday Ballot Pickup should only occur when it does not disturb or interfere with voters, voting, or any of the other Precinct Inspector duties related to assisting the public. The Courier team has been instructed to wait until the Precinct Inspector is able to initiate the Ballot Pickup procedures.*





**CLOSING THE POLLS
(8:00 PM OR AFTER THE
LAST VOTER VOTES)**



CLOSING THE POLLS: CHECKLIST



Closing the Polls Official Checklist (8:00 PM or after last Voter votes)



Team 1

- ___ 1. Follow Closing Audit Form, found in Roster Index, to close polls and shutdown Voting Machine.
- ___ 2. Fill out and have all Election Officers sign the Certificate of Performance. Post bottom copy outside the polling place and return the top copy to the Roster Index binder. *Attach printed copies of the Results Reports only if you had ten or more votes on any Voting Machine.*
- ___ 3. Transfer **Qualified, Provisional** and total **Electronic Votes** from **Closing Audit Form** to the **Official Ballot Statement**.
- ___ 4. Place Results Cartridge Bag (containing Results Cartridge) inside front pouch of the Orange Ballot Bag with Results Cartridge visible. (Coordinate this with Team 2)
- ___ 5. After completing Closing Audit Form, pack up Voting Machine and place into blue Voting Machine Bag. Put Card Activator and Audio Voting Unit into their individual black bags, then place into blue Voting Machine Bag as well. This is a STORAGE item.
- ___ 6. Breakdown and pack Voting Booths and Voting Machine Table. These are STORAGE items.
- ___ 7. Pack and seal Voting Machine Printers into blue Printer Bag. Place by door as a RETURN item.
- ___ 8. Pack miscellaneous election supplies (flag, small signs, forms, etc) into White Supply Box, Precinct Inspector's Briefcase (Voter reg. forms, VARF), and Precinct Supply Case.

Team 2

- ___ 9. Check off the box at the top of the Official Ballot Statement if a Midday Ballot Pickup occurred.
- ___ 10. Count unused ballots using Unused Optical Scan Ballots Closing Worksheet, found in the Roster Index. Once completed, transfer total to Box 2 of the Official Ballot Statement. Seal unused ballots in their boxes with white copy of worksheet using the Ballot Box Seal. Return yellow copy to Roster Index.
- ___ 11. Count Spoiled/Damaged ballots in envelope 4, and record total in Box 3 of the Official Ballot Statement.
- ___ 12. Open Orange Ballot Bag, count paper ballot "A" cards, record to Box 4 of the Official Ballot Statement. Place all live paper ballots back into Orange Ballot Bag w/Header Card on top, rubber band together. Seal ballot bag with a white plastic seal (make sure Results Cartridge is visible in front pouch before sealing).
- ___ 13. Open Blue Ballot Bag, separate Vote by Mail (blue), Mail Ballot Precinct (green), Provisional envelopes (pink) and Unsigned Ballot Statements (with or without envelopes - smaller blue)
- ___ 14. Count total **paper** Provisional (not electronic) envelopes, record in Box 5 of the Official Ballot Statement. Place all Provisionals in Envelope 2.
- ___ 15. Count blue and green envelopes from Blue Ballot Bag. Count all Unsigned Ballot Statements. Record totals on the paper in the front of the Blue Ballot Bag. Place all VBM, MB and Unsigned Ballot Statements into red trays. Place trays into the Blue Ballot Bag and seal with a white seal.
- ___ 16. Count all signatures in Roster Index, including Supplemental Roster Index and Blank Roster Pages. Record total in Box 6 of the Official Ballot Statement.
- ___ 17. Copy the Electronic Ballot totals from the Voting Machine Closing Audit Form onto Box 7 of the Official Ballot Statement.

All Election Officers

- ___ 18. Initial the Official Ballot Statement
- ___ 19. Fill out and sign the Roster Certificate, found at the bottom of the Election Officer Declarations Form.
- ___ 20. Organize and pack correct items into the 4 envelopes. Seal. Place envelopes 1 & 2 in the red Precinct Inspector's Bag. Place envelopes 3 & 4 in the black Precinct Supply Case.
- ___ 21. **Set aside all 7 RETURN items. Give all RETURN items to your Courier Team, or load RETURN items into your vehicle and select a clerk to follow you to the Return Center. Never turn off the cell phone.**
- ___ 22. Return all STORAGE items to the storage area.
- ___ 23. **Call your Field Inspector and let them know you are done and leaving.**
- ___ 24. **Make sure room is returned to original condition and is cleaned up. Turn off all lights, and lock up all rooms possible (polling place room, storage room, bathrooms, etc.).**

CLOSING
INTRO



CLOSING THE POLLS: INTRODUCTION

Closing at 8:00 PM: All precincts must be closed at 8:00 PM. Accurate time can be determined from the Precinct cell phone only.

Allow any voter(s) in line before or at 8:00 PM to vote. If necessary, have the Voter Assistance Officer go to the back of the voter line to inform late arriving voters that voting hours have ended.

If all voting booths are occupied, voters may complete ballots at tables off to the side, if they wish.

When dealing with late-arriving voters, be patient and speak in a calm manner. Politely inform them that the polls have closed. If necessary, instruct the person to call 1-408-299-VOTE (8683) so that someone from the ROV office may speak with them. If the person becomes upset and you feel threatened, get assistance.



Once all voters are gone, you will need to break into two teams to go through the closing process. Follow the duties as laid out in this manual and check off each duty as you complete them on the "Closing of the Polls Checklist." Please stay in contact with your Field Inspector and 1-408-299-POLL (7655) if you have any issues.

Items for Return vs. Items for Storage: Throughout closing, at the end of each task, you will see one of two things written: "**Set aside for Return,**" which means the item **MUST COME BACK to the Registrar of Voters office on Election Night.** These items are given to a Courier Team on Election Night for transport to our office, or will be driven to the Return Center.

Or you will see "**Set aside for Storage,**" which means the item **DOES NOT come back Election Night.** These items are to be put back into the storage room, where you found items during the Monday E-1 Setup.

If an item designated as "**Set aside for Return**" is left at the polling place, we may have to perform a "**Search and Rescue,**" which would involve the ROV calling the Precinct Inspector and asking them to go back to the polling place to retrieve the missing item(s). Our goal is to avoid all "Search and Rescues."

Make Two Different Piles: Throughout the closing process, place items in their respective group, "Return" items and "Storage" items. Do not leave "Storage Items" in the polling place room. Place these items in the original location used for storage during the Monday E-1 Setup.



Closing Packet

The Closing Packet contains items needed for closing the polling place.:

- Clear plastic envelopes 1, 2, 3 and 4
- Red Precinct Inspector's Bag
- Results Cartridge Bag (small clear bag with red trim) containing:
 - a. White plastic seals
 - b. 5 1/2 by 8 1/2 Index Card
 - c. Rubber bands



Closing Packet

It is located in the Orange Ballot Bag, but should have been removed while opening the polls and stored behind the voter processing table. Find these items as you will need them to close down the precinct.

Courier Teams versus Return Centers

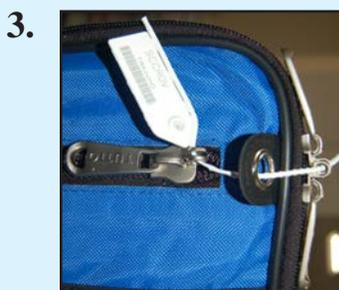
All precincts located outside of San Jose, and those precincts picking up their Election Supplies at the Registrar of Voters main offices at Berger Drive, will be assigned Courier Teams to transport the seven items to our office at the end of Election Night. All other precincts in San Jose, will be returning their seven items to a centrally located Return Center at the end of Election Night. For more information on the seven return items, see pages 87 & 88. For more information on Courier Teams and Return Centers, see pages 89 & 90.

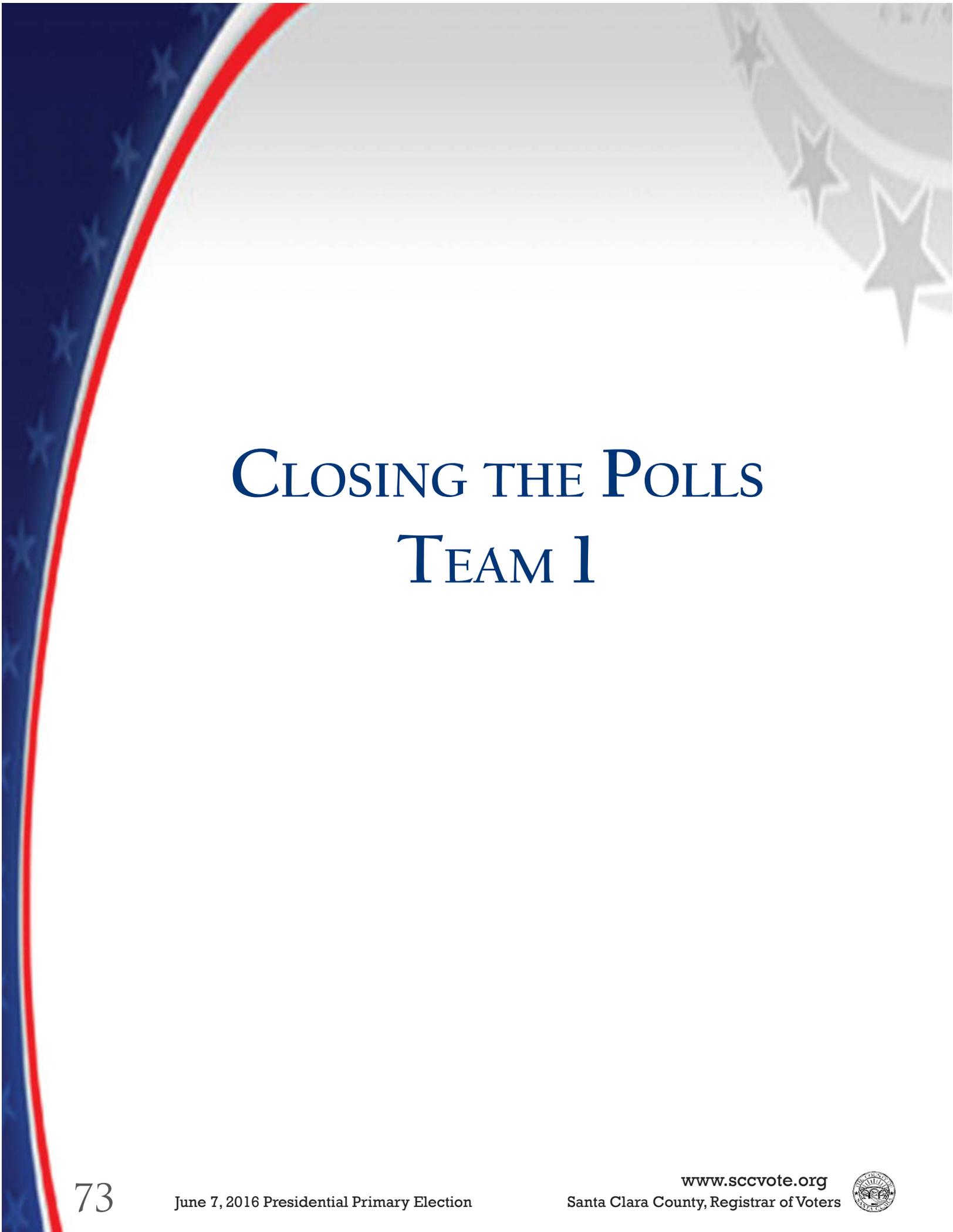
How to Seal the Return Items



You will be sealing the return items to secure their contents before handing them off to the Courier Team for transport to our office.

1. & 2. Make sure to line up zipper eyeholes together. 3. Place seal through all three zipper eyeholes and the metal grommet tab. 4. Insert plastic end into wide part of seal with serial number, and pull until secure.





CLOSING THE POLLS TEAM 1



CLOSING THE POLLS: TEAM 1

Team 1 is tasked with closing the polls, shutting down and putting away the voting machine using two forms found in the Roster Index:

1. Voting Machine Closing Audit Form (Green) UPDATED

2. Certificate of Performance (Top and Bottom Copy) WHAT'S NEW?

To complete the Voting Machine Closing procedures, remove the green **Voting Machine Closing Audit Form** from the **Roster Index Binder** where you placed it in the morning. This document is two sided and folded in half, so make sure you use the side that says "Closing" at the top. Follow the directions on this form to close the voting machine and transfer Electronic Ballot information to the Official Ballot Statement.

Also remove the **Certificate of Performance** from the **Roster Index Binder**. Follow the directions to fill out this form and have all Election Officers sign. Make sure to note the white plastic seal # when closing the Voting Machine Bag. Post the bottom copy outside the polling place and return the top copy to the Roster Index. Attach printed copies of the Results Reports to both copies of the Certificate of Performance only if you had more than ten votes on any Voting Machine.

Voting Machine Closing Audit Form

Certificate of Performance

Voting Machine Closing Audit Form
(Follow these steps after 6:00 PM, after the last voter has voted)

STEP A – CLOSING THE POLLS

- Get the results cartridge bag (small clear bag with red trim, found in closing packet).
- At the back of the voting machine, remove blue tamper-proof seal on the "POLLS OPEN/CLOSED" cover, place used seal onto the large index card from inside the results cartridge bag.
- Turn the cover and turn the "POLLS OPEN/CLOSED" switch to the "CLOSED" position.
- The results report begins printing. Wait until it stops printing and results are displayed on the touch screen. Problems printing? Follow "Printer Replacement Instructions" found on the back of the voting machine screen, or call (408) 299-POL (7655) for assistance.
- After the Results Report has printed, COPY the "Qualified Votes", "Provisional Votes", and "Total Votes" from the touch-screen to the chart below.

Voting Machine Serial #	Qualified Votes	Provisional Votes	Total Votes

After completing this form be sure to transfer above information to the Official Ballot Statement.

- Do not turn off the voting machine. Keep the first "Results Report" sealed inside printer.
- Disconnect the audio unit from the voting machine; put the audio unit in its small black bag.
- Disconnect both printer cables. Remove privacy curtain from printer and Voters to make left panel.
- Lay touchscreen flat. Remove and return printer to small printer bag, then place in blue printer bag.

STEP B – CERTIFICATE OF PERFORMANCE

- Go to the Roster Index Binder and remove the Certificate of Performance form.
- Follow the instructions and fill out the form. Make sure that every Election Officer signs the form.

If you had LESS THAN TEN (10) ballots cast on all voting machines, follow the next three steps:

- Place the bottom (pink) copy of the Certificate of Performance on the outside of the Polling Place.
- Place the top (white) copy of the Certificate of Performance in the Roster Index binder.
- Skip Step C and proceed with Step D on the next page.

If you had TEN (10) OR MORE ballots cast on any voting machine, proceed to Step C:

STEP C - PRINTING, POSTING, RETURNING OF VOTE RESULTS

- Unplug touchscreen back to its upright position. Obtain an unused printer from the printer bag. Rest printer on the back of voting machine, printer side up.
- Connect printer and power cables to the voting machine.
- On the touch-screen, press the "Results Report" button to print a second copy of the report.
- Once the printing is complete, press the "Results Report" button again to print a third copy of the Results Report.
- Disconnect all printer cables from the voting machine, remove printer, bring to table.
- Remove the blue tamper-proof seal from the back of the printer, place used blue tamper-proof seal onto the index card in the results cartridge bag.
- Loosen and remove printer cover knob on the side of the printer. Remove printer cover.
- Gently unspool the paper roll until you find both Results Reports copies.
- Tear off and remove both Results Reports from the printer.
- All Election Officers sign at the bottom of both Results Reports.

Continue to Next Page →

Santa Clara County, Registrar of Voters - June 7, 2016 - Primary Election

- Take one signed Results Report copy to the bottom (pink) copy of the Certificate of Performance form and remove tape from back and place outside of the Polling Place.
- Take the second signed Results Report copy to the top (white) copy of the Certificate of Performance form and return to the Roster Index Binder.
- Replace printer cover, secure cover with the knob.
- Remove and return printer to the small printer bag, then place it in the blue printer bag.

STEP D – RESULTS CARTRIDGE COLLECTION

- Remove and set aside all unused white plastic seals from results cartridge bag for later use.
- On the back of the voting machine, open "POWER ON/OFF" cover.
- Turn "POWER ON/OFF" switch to "OFF".
- Remove blue tamper-proof seal from the Results Cartridge Door, located on the back of the touch screen (labeled).
- Place used blue tamper-proof seal onto index card in the results cartridge bag.
- Return index card to the results cartridge bag.
- Open the Results Cartridge door.
- Remove the results cartridge from the voting machine.
- Place the results cartridge in the results cartridge bag with barcode visible.
- SEAL the results cartridge bag with one white plastic seal.
- Place results cartridge bag inside the see-through front pouch of the Orange Ballot Bag.
- Ensure results cartridge is visible from the outside of the Orange Ballot Bag.
- Transfer chart information from Step A to the "Electronic Ballots" section of the Official Ballot Statement.

STEP E – ALL ELECTION OFFICERS SIGN BELOW

INSPECTOR: _____ CLERK: _____
 CLERK: _____ CLERK: _____
 CLERK: _____

STEP F – CONTINUE TEAM 1 DUTIES

- Go to page 66 in the Election Officer manual for instructions on how to disassemble the Voting Machine and complete the remaining tasks for Team 1.

STEP G -

RETURN THIS FORM TO THE ROSTER INDEX BINDER

Santa Clara County, Registrar of Voters - June 7, 2016 - Primary Election

CERTIFICATE OF PERFORMANCE

This Certificate of Performance is for Precinct _____, for the Primary Election, held on June 7, 2016.

WE HEREBY CERTIFY ONE of the following: (Please check only the one that applies.)

A

TEN (10) OR MORE BALLOTS WERE CAST ON THE VOTING MACHINE, AND THEREFORE THE RESULTS OF VOTES CAST ON THAT VOTING MACHINE ARE POSTED OUTSIDE THE POLLING PLACE.

Instructions: Run two copies of the results report. Attach one copy to each copy of this Certificate of Performance. Place the top copy in the Roster Index. Post the bottom copy outside the polling place.

B

RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN TEN (10) BALLOTS, HOWEVER, RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES THAT RECEIVED TEN (10) OR MORE BALLOTS ARE POSTED.

Instructions: Run two copies of the results report for the voting machine with ten (10) or more ballots. Attach one copy to each copy of this Certificate of Performance. Place the top copy in the Roster Index. Post the bottom copy outside the polling place.

C

RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN TEN (10) BALLOTS WERE CAST IN THE PRECINCT.

Instructions: Enter the total number of votes on the voting machine here: _____
 Place the top copy in the Roster Index. Post the bottom copy outside the polling place.

PLEASE FILL OUT THE INFORMATION BELOW FOR ALL VOTING MACHINES

Voting Machine Serial #	Voting Machine Opening Bag Seal # (found on Step A line 4 of Opening Audit Form)	Opening		Closing	
		Opening Counter Total	Protective Counter Total	Voting Machine Closing Bag Seal #	Closing Counter Total

All Board Members Sign Below and acknowledge Voting Machines are closed and sealed:

Inspector _____ Clerk _____
 Clerk _____ Clerk _____
 Clerk _____ Clerk _____

PLACE THIS COPY IN THE ROSTER INDEX BINDER

Transfer Qualified, Provisional and total Electronic Ballots, from Step A of the Closing Audit Form, onto section 7 of the Official Ballot Statement, found in the Roster Index.

7. Electronic Ballots

Copy the information below from the Voting Machine Closing Audit Form

Voting Machine #	Qualified Votes	Provisional Votes	Total Votes
	+	=	←

Official Ballot Statement

Precinct: 9222 June 7, 2016 Primary Election

Please check this box if Ballots were picked up from your Polling Place during Election Day.

Check and enter the following totals

1. Ballots Issued (Printed on Ballot)	→	<input type="text"/>
2. Unused Ballots Total (Unused Ballots and Optical Scan Paper) (Printed on Ballot Bag)	→	<input type="text"/>
3. Spoiled Paper Ballots (Printed on Ballot Bag) (Count all "X" marks from Spoiled Ballot Bag)	→	<input type="text"/>
4. Unused Paper Ballots (Printed on Ballot Bag) (Count all "X" marks from Spoiled Ballot Bag)	→	<input type="text"/>
5. Voted Provisional Ballots (Printed on Ballot Bag) (Count all "X" marks from Spoiled Ballot Bag)	→	<input type="text"/>
6. Roster Index Voter Signatures (Count Voter Signatures from the Roster Index, Equipment List and About Signature Paper)	→	<input type="text"/>

7. Electronic Ballots (Copy the information below from the Voting Machine Closing Audit Form)

Voting Machine #	Qualified Votes	Provisional Votes	Total Votes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Precinct Board Must Initial: _____



**Disassemble/Pack-Up
Voting Machine and Voting Booths**



Voting Machine

After completing the Closing Audit form, begin to disassemble the Voting Machine to get it back into the condition you found it on Tuesday morning.

- ___ 1. Close Voting Machine screen cover doors.
- ___ 2. Remove Tamper Warning Poster and Field Inspector/Precinct Inspector Review Checklist from front and back of the Voting Machine table and place in front pocket of Roster Index.
- ___ 3. Lower Voting Machine screen.
- ___ 4. If you haven't already, remove printer and return Voting Machine power cord to underside of Voting Machine cover.
- ___ 5. Attach Voting Machine lid to top of Voting Machine.
- ___ 6. Using two Election Officers to lift, place Voting Machine in blue Voting Machine bag

After packing up the voting machine:

- ___ 7. Place Card Activator in its small black bag (along with power cord and voting cards), place Card Activator into blue Voting Machine bag.
- ___ 8. Place Audio Unit in its small black bag, then place into blue Voting Machine bag.
- ___ 9. Use the white plastic seal set aside from the Certificate of Performance form to seal zippers on Voting Machine bag.
- ___ 10. Reattach sealed Voting Machine to hand truck.
- ___ 11. Set aside Voting Machine for polling place storage location. It does not return on Election Night.

Voting Booths/Machine Table

Disassemble and pack up Voting Booths/Voting Machine Table.

- ___ 12. Remove Voting Booth lights from privacy guards and return to White Supply Box
- ___ 13. Remove the privacy guards from the Voting Booths (Voting Machine table has no privacy guard).
- ___ 14. Remove each of the four legs from booths/table.
- ___ 15. Place each leg into underside of booth/table.
- ___ 16. Place plastic privacy guard on top of booth legs.
- ___ 17. Place orange extension cord(s) and power strip(s) inside of Voting Machine Table box.
- ___ 18. Slide assembled booths/table back into storage box(es).

Return Voting Machine bag, Voting Machine table and voting booths to STORAGE location.



CLOSING THE POLLS: Team 1

Return Printers to Blue Printer Bag



- ___ 1. Make sure the 3 provided printers are in their individual black bags. Then place all printers into the blue printer bag.
- ___ 2. Seal with white plastic seal.

Set blue Printer Bag aside for RETURN.



Blue Printer Bag.

Clear Polling Place



Typically Team 1 duties take less time than Team 2.
If this occurs, Team 1 should begin to clear the polling place.

- ___ 1. Remove American Flag.
- ___ 2. Remove outdoor signs, sort and stack.
- ___ 3. Take down, organize any ROV provided tables or chairs. (Set aside for STORAGE)
- ___ 4. Return non-ROV furniture/items to original locations.
- ___ 5. Return Secrecy Sleeves to POSTER/FORMS KIT (in the Black Precinct Supply Case).
- ___ 6. Place in the WHITE SUPPLY BOX:
 - ___ Flag ___ Sample Ballots ___ Electronic Voting Instructions
 - ___ Signs ___ Unused Forms ___ Paper Ballot voting instructions
 - ___ Unused Provisional Envelopes

Black Precinct Supply Case

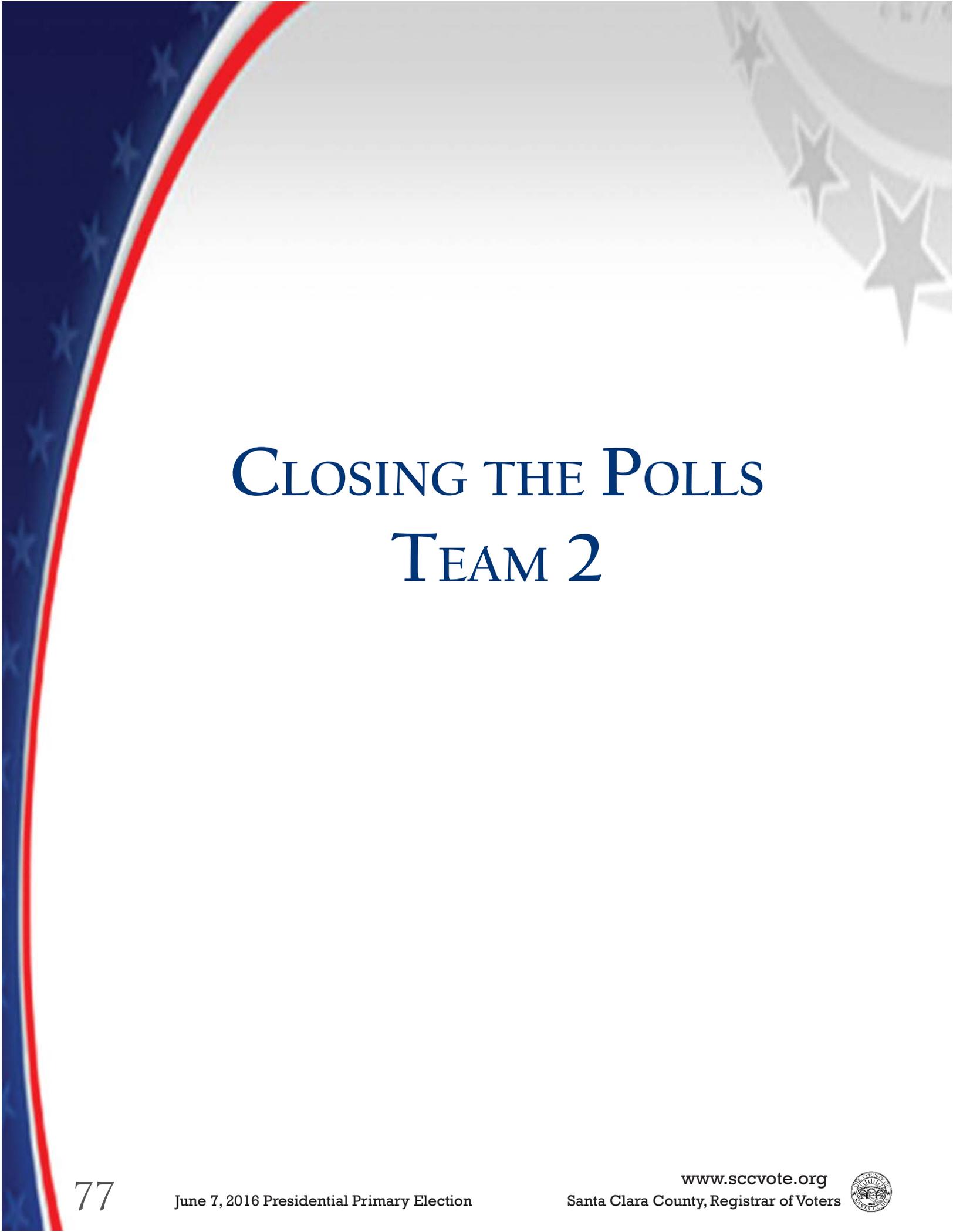


Place Gray Poster/Forms Kit in black Precinct Supply Case (black bag with wheels) and Set aside for RETURN.

The White Supply Box and Large items such as tables, chairs, ramps, signs, DO NOT come back on Election night, set aside for STORAGE.

White Supply Box





CLOSING THE POLLS TEAM 2



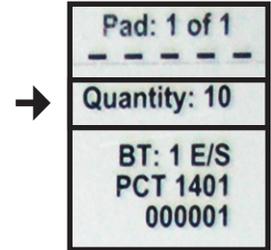
CLOSING THE POLLS: TEAM 2

Counting of the Unused Ballots (ROV must receive Election night)



The first duty of Team 2 is to get a count of the Unused Ballots. To do this, take out the **Unused Optical Scan (Paper) Ballots Closing Worksheet**, found inside the Roster Index Binder.

This form and the process of counting the unused Ballots has been changed to make the closing process easier. We will be using the "Quantity" number in the upper right hand corner of the Ballot card to count the number of unused Ballots. This form only works if you started with the lowest ballot # of each language set and removed ballots in ascending order throughout the day. If ballots are out of order, count each unused Ballot manually, add all unused ballots, transfer total to Box 2 of the Official Ballot Statement and make a note in the Procedural Exception Log.



CLOSING TEAM 2

Unused Optical Scan (Paper) Ballots Closing Worksheet

PRECINCT # _____	Unused Optical Scan (Paper) Ballots Worksheet June 7, 2016 Presidential Primary Election																																																																																																																														
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					<small>(Transfer to Box #2 of the Official Ballot Statement)</small>																																																																																																																										

Completing the Unused Optical Scan (Paper) Ballots Closing Worksheet

- Follow all instructions on the Unused Optical Scan (Paper) Ballots Closing Worksheet.
- Make sure to transfer the Total Unused Ballots to Box 2 on the Official Ballot Statement. (See next page).



Place white Ballot Delivery Boxes containing unused ballots aside for RETURN.



Keep in the Roster Index. **DO NOT REMOVE**

Official Ballot Statement

Precinct: 9999 June 7, 2016 Primary Election

Please check this box if Ballots were picked up from your Polling Place during Election Day.

Please enter the following totals

- Ballots Issued**
Filled in by ROV
- Unused Ballots Total**
Copy from the Unused Optical Scan (Paper) Ballots Worksheet
- Spoiled Paper Ballots**
Include damaged and spoiled "A" Card Ballots from Envelope #4
- Voted Paper Ballots**
Count all "A" cards from Orange Ballot Bag
- Voted Provisional Ballots**
Provisional Envelopes containing Voted Ballots from Blue Ballot Bag
- Roster Index Voter Signatures**
Count Voter Signatures from the Roster Index, Supplemental List and Blank Signature Pages
- Electronic Ballots**
Copy the information below from the Voting Machine Closing Audit Form

Voting Machine #	Qualified Votes	Provisional Votes	Total Votes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Precinct Board Must Initial: Precinct Inspector _____ Clerk _____ Clerk _____ Clerk _____

Remember to check this box if you had a Midday Ballot Pickup



Enter the Total Unused Ballots from the Unused Ballots Worksheet into Box 2



2. Unused Ballots Total
Copy from the Unused Optical Scan (Paper) Ballots Worksheet

Official Ballot Statement (OBS)

Counting Spoiled/Damaged Ballots (ROV must receive Election Night)



- Take out all Spoiled Ballots from Envelope 4.
- Count total Spoiled "A" Card Ballots.
- Record total Spoiled Ballots into Box 3 of the Official Ballot Statement. (See below)
- Once finished, place all Spoiled Ballots back into Envelope 4.
- Place all three Street Indexes into Envelope 4 and seal.

Put Envelope 4 containing Spoiled Ballots Surrendered Ballots and Street Indexes into the Black Precinct Supply Case for RETURN.

Record total Spoiled Paper Ballots to number 3 on Official Ballot Statement

3. Spoiled Paper Ballots
Include damaged and spoiled "A" Card Ballots from Envelope #4



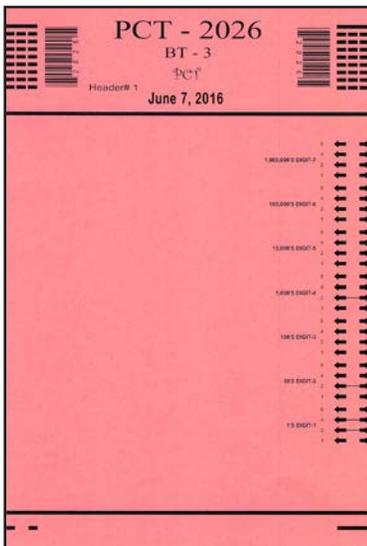
Counting Voted Paper Ballots (ROV must receive Election night)



- ___ 1. Open the Orange Ballot Bag containing all voted Optical Scan paper ballots.
- ___ 2. Remove any stubs from the top of paper ballots, do not throw away, keep with voted ballots.
- ___ 3. Count all "A" Ballots and record total in Box 4 of the Official Ballot Statement. (See below.)
- ___ 4. **Find Header Card from under instruction label on top of the ORANGE BALLOT BAG.**
- ___ 5. Stack all voted paper ballots together, **place header card on top of ballots.** Rubber-band all ballots together with the Header Card on top. Place ballots/Header Card back into the green tray inside the Orange Ballot Bag.
- ___ 6. Zip up Orange Ballot Bag. Seal all three zippers with white plastic seal. (*Remember, before sealing, make sure Team 1 has placed the Results Cartridge in the front of the Orange Ballot Bag as well.*)

Set Orange Ballot Bag containing voted paper ballots and Results Cartridge aside for RETURN.

Header Card



Record total Voted Paper Ballots Cards as well as total Provisional Paper Ballots to numbers 4 and 5 on Official Ballot Statement.

4. Voted Paper Ballots Count all "A" cards from Orange Ballot Bag		<input style="width: 60px; height: 30px;" type="text"/>
5. Voted Provisional Ballots Provisional Envelopes containing Voted Ballots from Blue Ballot Bag		<input style="width: 60px; height: 30px;" type="text"/>

Opening the Blue Ballot Bag, Counting Drop Off Mail Votes, Provisionals and Unsigned Ballot Statements



- ___ 1. Break the white plastic seal on the Blue Ballot Bag and remove the contents.
- ___ 2. Separate Vote by Mail (blue), Mail Ballot (green), Provisional (pink) and Unsigned Ballot Statements (small blue).
- ___ 3. Count the total number of Provisional **paper** ballots and record in Box 5 of the Official Ballot Statement. (See image above) (*DO NOT count Provisional electronic here, that will be recorded by Team 1 while they go through the Closing Audit form.*)
- ___ 4. Place all completed Provisional envelopes (paper and electronic) into **Envelope 2** and seal. Record the total (paper and electronic) number of pink envelopes on the Envelope 2 label.
- ___ 5. Place Envelope 2 into the Red Precinct Inspector's Bag.

(Continued next page)



CLOSING THE POLLS: Team 2

- ___ 6. Count all Vote by Mail and Mail Ballot envelopes together. Record total onto front ballot bag label next to VBM & MB. (See below.)
- ___ 7. Count all Unsigned Ballot Statements, both forms and envelopes. Record total onto front ballot label next to Unsigned Ballot Statements. (See below.)
- ___ 8. Find the red trays that were originally placed in the Blue Ballot Bag at the beginning of the day.
- ___ 9. Place all Vote by Mail, Mail Ballot and Unsigned Statements together in the red trays.
- ___ 10. Slide the tray into the Blue Ballot Bag.
- ___ 11. Seal the Blue Ballot Bag zippers with a white plastic seal.

Set Blue Ballot Bag and Envelope 2 containing Provisional ballots aside for RETURN.

Record totals for Vote by Mail and Mail Ballots along with the Unsigned Ballot Statements on the front bottom left part of the Blue Ballot Box.

<input style="width: 80%; height: 30px;" type="text"/>	VBM & MB Total
<input style="width: 80%; height: 30px;" type="text"/>	Unsigned Ballot Statements Total



Count all Signatures in the Roster Index

Using the signature count worksheet at the back of the Roster Index, count each individual signature from the Roster Index. *(Including all signatures in the Supplemental Roster Index or Blank Signature Pages.)*



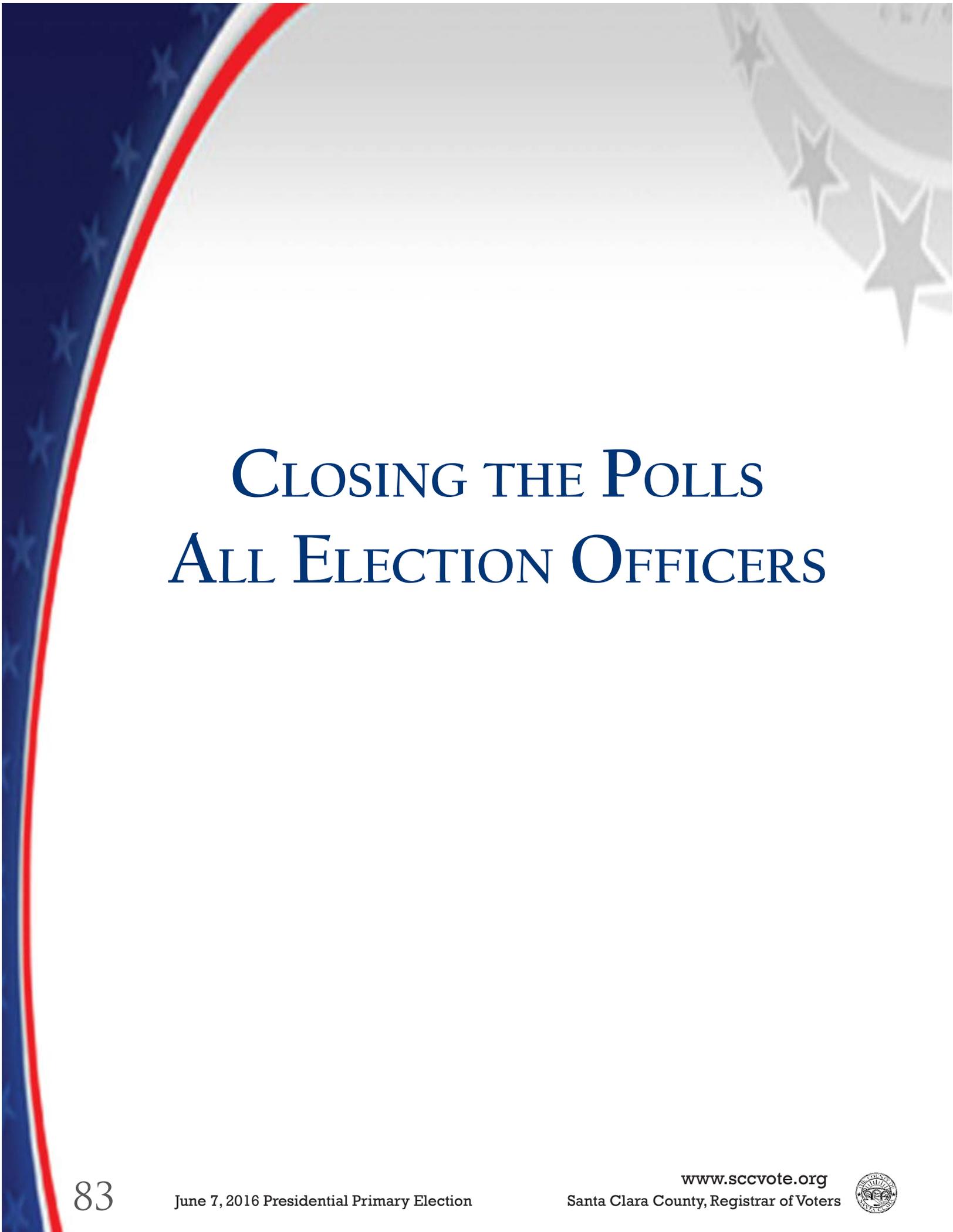
- ___ 1. Count the number of signatures on each Roster Index page and write the total number in the box at the top right of the page. (See image on next page.)
- ___ 2. Enter the number for each page into the Roster Index Signature Count Worksheet, (See image on next page.) then add all the numbers together to determine the Total Signatures.
- ___ 3. Enter the Total Signatures into Box 6 of the Official Ballot Statement. (See below.)
- ___ 4. Record any unusual closing information on the Procedural Exception Log.

Record total Voter Signatures to number 6 of the Official Ballot Statement.

6. Roster Index Voter Signatures
*Count Voter Signatures from the Roster Index,
 Supplemental List and Blank Signature Pages*

➔





CLOSING THE POLLS ALL ELECTION OFFICERS



CLOSING THE POLLS: ALL ELECTION OFFICERS

Initial the Bottom of the Official Ballot Statement



Once both teams have completed their duties, come together to finish the closing process. Go to the Official Ballot Statement.

- ___ 1. All present Election Officers initial at the bottom where it says, "Precinct Board Must Initial".
- ___ 2. DO NOT remove Official Ballot Statement, KEEP INSIDE ROSTER INDEX.

Precinct Board Must Initial

Precinct Inspector _____ Clerk _____ Clerk _____
 Clerk _____ Clerk _____ Clerk _____

Complete Roster Certificate



The Roster Certificate can be found at the bottom of the Declarations Form, which is the form all Election Officers filled out at the beginning of the day. This form can be found in the Roster Index.

- ___ 1. Write the names of all voters who signed the Roster and failed to vote or were challenged and denied the right to vote in section #1 shown below.
- ___ 2. Then write down, in words and numerically, the total number of voters in section #2 below. (this does not include mail drop off voters).
- ___ 3. At the bottom of the Certificate, all Election Officers sign the Roster Certificate.
- ___ 4. Leave Roster Certificate in Roster Index.

CLOSING ALL

ELECTION OFFICER DECLARATIONS

BEFORE ENTERING UPON THEIR DUTIES, the Inspector and Clerks must sign the following declarations: (Required by Section 12321, a. and b.) 2015 Special Elections

STATE OF CALIFORNIA
 County of Santa Clara) ss. (use official one)

I do solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability faithfully discharge the duties of precinct board member for the election designated on the cover of this Roster Index.

Signed on Date _____

All Board Members Sign Below

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Inspector and one Clerk Sign As Witnesses Below

Inspector _____

Clerk _____

ROSTER CERTIFICATE (Complete at end of closing process.)

WE HEREBY CERTIFY that all voters whose signatures appear hereinafter in this Roster voted this day excepting* the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote:

*NOTE: Election Officer must complete and sign this certificate below regardless of whether there are exceptions.

NO.	NAME	NO.	NAME
1		4	
2		5	
3		6	

WE FURTHER CERTIFY that the number of voters who voted in this precinct at this election is** (_____)
(Write out in words in full length) (Figures)

and that the above list of voters, less those who did not vote as enumerated, constitutes the Roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected, spoiled, and canceled found in the ballot container and the number accounted for is as indicated on the Official Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

**NOTE TO ELECTION OFFICERS: (Section 14108, California Elections Code.) The figure to be entered here is determined as follows, for example, 100 persons have signed the Roster during the day of election and 10 of these have been challenged. Of the 10 challenged, 8 have been allowed to vote and 2 were not allowed to vote, then the total number actually voting would be 98.

All Board Members Sign Below

Inspector _____ Clerk _____

Clerk _____ Clerk _____

Clerk _____ Clerk _____

1 →

2 →

3 →



ORGANIZE ENVELOPES 1, 2, 3 & 4

Do not seal the envelopes until you are sure all items have been placed inside. If you do seal the envelope and realize you forgot something, make a slight tear in the envelope using scissors, place the item inside, then seal the item securely using the provided tape. After you have placed all items in their appropriate envelope, seal the envelopes by removing the adhesive cover at the top, and folding over.

Put in Envelope 1

- 1. Roster Index Binder
- 2. Certificate of Performance (white copy)
- 3. Official Ballot Statement
- 4. Unused Ballot Worksheet (yellow copy)
- 5. Supplemental Roster Index
- 6. Inspector's Vote by Mail List
- 7. Voter Turnout Tally Sheet
- 8. Election Officer Payroll Form (neon green)
- 9. Voting Machine Opening/Closing Audit Form
- 10. Field Inspector/Precinct Inspector Review Checklist
- 11. Technical and Procedural Exception Logs



Envelopes 1 and 2 go into the Red Precinct Inspector's Bag



Put in Envelope 2

- 1. Provisional Ballot Envelopes (pink)

After ensuring all items are inside, seal Envelopes 1 and 2 and place them into the Red Precinct Inspector's Bag. Set aside for RETURN.

Put in Envelope 3, (if filled out):

- 1. Election Officer Feedback Forms
- 2. Election Officer Recruitment Forms
- 3. Vote by Mail applications
- 4. Voter's Action Request Forms
- 5. Voter Registration Cards



Envelopes 3 and 4 go into the Black Precinct Supply Case



Put in Envelope 4

- 1. Precinct Street Indexes
- 2. Spoiled Optical Scan Ballots
- 3. Surrendered Vote by Mail Ballots

After ensuring all items are inside, seal Envelopes 3 and 4 and place them into the Black Precinct Supply Case. Set aside for RETURN.



RETURN ALL 7 ITEMS

The night is almost done. All we must do now is designate which items are to be returned on election night, and which items stay at the polling place. The following items must come back on election night. Please give these items to the Courier Team.

Item #1: Orange Ballot Bag 

With the following items inside:

- ___ 1. All voted paper ballots, rubber banded
- ___ 2. Header Card placed on top of ballots
- ___ 3. Results Cartridge in see-through pouch
- ___ 4. Green Tray

Make sure the Orange Ballot Bag is sealed with one white plastic seal



Make sure the Results Cartridge is clearly visible from the outside of the bag, here. 



Item #2: White Ballot Delivery Boxes 

With the following items inside:

- ___ 1. All unused paper ballots
- ___ 2. Completed Ballot Receipt and top copy of Unused Optical Scan Ballots Closing Worksheet

Make sure each white Ballot Delivery box is sealed with the "Unused Optical Scan Ballot Box seal, found inside each individual Ballot Delivery Box.

Item #3: Blue Printer Bag 

With the following items inside:

- ___ 1. All three Voting Machine Printers, each stored in their own small black bag

Make sure the blue printer bag is sealed with a white plastic seal, found inside the Closing Packet.



CLOSING ALL



CLOSING THE POLLS: All Election Officers

Item #4: Red Precinct Inspector's Bag With the following items inside:



- ___ 1. Envelopes #1 & #2 (sealed)

Seal the Red Precinct Inspector's Bag with a white plastic seal, found inside Closing Packet.



Item #5: Black Precinct Supply Case

With the following items inside:



- ___ 1. Envelopes #3, and #4 (sealed)
- ___ 2. Poster/Forms Kit
- ___ 3. Accessories Kit
- ___ 4. Voter Assistance Tool Kit
- ___ 5. Precinct Procedures Binder
- ___ 6. Precinct Inspector's Briefcase
- ___ 7. Polling place key(s), place in the zippered side pocket (if you were given access keys)

Seal the zippers of the top of the black Precinct Supply Bag with a white plastic seal, found inside the Closing Packet.

Item #6: Blue Ballot Bag

With the following items inside:



- ___ 1. Vote by Mail Ballots (blue envelopes)
- ___ 2. Mail Ballot Precinct Ballots (green envelopes)
- ___ 3. Unsigned Ballot Statements (blue)
- ___ 4. Red Trays

Place all items into the red trays. Then slide the red trays into the Blue Ballot Bag. Make sure the Blue Ballot Bag is sealed with a white plastic seal, found inside the Closing Packet.



Item #7: Precinct Cell Phone

NEVER TURN IT OFF!



Storage Items



The following items **DO NOT** come back on Election Night.

Return these items to the polling place storage location.

This is the location where you originally found many of the items, such as the voting machine, during the Monday E-1 Setup.

- ___ 1. Blue voting machine bag with Voting Machine, Card Activator, and Audio Voting Unit inside and attached to the provided hand truck
- ___ 2. Voting Machine table inside storage box
- ___ 3. Accessibility ramp (if delivered)
- ___ 4. Cardboard Voter Information Display
- ___ 5. Voting Booth lights
- ___ 6. Extension cord and power strip
- ___ 7. Extra chairs, tables, etc. (If delivered)
- ___ 8. Voting Booths inside their individual black boxes
- ___ 9. Extra emergency lights (if delivered)
- ___ 10. White "A" Frame sign
- ___ 11. White Supply Box(es)
- ___ 12. Curbside Stand
- ___ 13. Any large items delivered by the ROV

COURIER TEAMS

Those precincts located outside of San Jose, and those precincts that pickup their supplies from the Registrar of Voters Office, on Saturday pickup day, are assigned Courier Teams for this Election. Courier Teams are composed of two members, and they service two polling places.

Courier Teams First Contact

At 7:00 PM, the Courier Team assigned for your Precinct will contact you and provide a phone number where they can be reached. The Courier Team will also let you know if you will be the first or second pickup. If you are chosen first, the Courier Team will arrive at your polling place at 8:00 PM. If you are chosen second, the Courier Team will arrive after picking up supplies from the first polling place.

Courier Teams are able to help with organizing and loading materials that are returning to the Registrar of Voters Office, however, they are not trained in closing the polls, and cannot help with that process. If you are having problems or need help, please contact your Field Inspector and our office at 1-408-299-POLL (7655).

Courier Team Custody Log Check-Off Receipt

Once the materials are all ready to go, the Courier Team will fill out and issue a "Courier Team Custody Log Check-Off Receipt" to verify all materials are packed into the Courier Team vehicle prior to leaving polling place.

The Courier Team will make a notation of where all election materials and Voting Machines are stored on the check-off receipt. They will collect the polling place key (if any) and make additional notations on the check-off receipt of how to get access back into the polling place in case of search and rescue operation.

Once the check-off receipt is filled out, a signed copy will be provided to the Precinct Inspector, and the Courier Team will continue on to the next polling place or proceed to the Registrar of Voters Office.

COURIER TEAM SUPPLIES CUSTODY LOG CHECK-OFF RECEIPT	
June 7, 2016 Presidential Primary Election	
	Precinct Number <u>0229</u> Inspector Signature _____
Courier team member #1 Signature _____	Courier team member #2 Signature _____
<input type="checkbox"/>	Ballot Bag (Bright Orange Bag) containing voted Optical Scan Ballots and Results Cartridge bag in front pocket
<input type="checkbox"/>	Inspector's Bag containing Envelope #1 - Roster binder, and Envelope #2 - Completed Provisional Envelopes (Pink)
<input type="checkbox"/>	Vote by Mail Bag containing Voted Vote by Mail Ballots (Blue and/or Green)
<input type="checkbox"/>	VeriVote Printers (Dark Blue bag) containing 3 printers inside
<input type="checkbox"/>	Precinct Supply Bag (Large Black Bag)
<input type="checkbox"/>	Ballot Delivery Boxes: containing Unused Optical Scan Ballots (White)
<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	Key (if any, to be returned to Registrar of Voters' Office)
Location where Supplies and Voting Machine are stored: _____	
Access back to Polling Place: _____	
Precinct departure time: _____	

Before You Leave...



- ___ 1. Confirm that all RETURN and STORAGE items are in their appropriate locations
- ___ 2. Confirm that all rooms are locked and lights are off (storage, polling place, restrooms, etc.).
- ___ 3. Non-ROV items have been placed back to their original setting and the room is cleaned up.
- ___ 4. **Call your Field Inspector and let them know that you have handed materials to the Courier Team and you are leaving the polling place.**



RETURN CENTERS

Those precincts located in San Jose, with the exception of those that pickup their supplies from the Registrar of Voters Office, on Saturday pickup day, will be driving their return supplies to a Return Center for this Election.

Before You Leave...



Make sure you have all of the return items outside and packed:

- 1. Orange Ballot Bag with Results Cartridge
- 2. White Ballot Delivery Boxes
- 3. Blue Printer Bag
- 4. Red Precinct Inspector's Bag
- 5. Black Precinct Supply Case
- 6. Blue Ballot Bag
- 7. Precinct Cell Phone (keep it turned on and available for use)

Make sure:

- 1. All RETURN and STORAGE items are in their appropriate locations.
- 2. The polling place room is cleaned up and everything is returned to original condition.
- 3. You have all personal items with you.
- 4. All rooms are locked and lights are off (storage, polling place, restrooms, etc.).

CLOSING ALL

Proceeding To The Return Center

Your Return Center location may have changed. Confirm that you are returning the return supplies to the correct Return Center. The Return Center name and address is printed on the Precinct Supply Case label. It is also listed on the Precinct Inspector's Notice of Appointment.

Driving In Separate Vehicles

The Precinct Inspector and one appointed clerk will drive in separate vehicles to the Return Center. Once the Precinct Inspector enters the Return Center drop off lane, the clerk can go home without waiting in line unless the vehicle has precinct supplies.

When You Arrive At The Return Center:



- 1. Pull over to the unloading area as directed by the Return Center personnel.
- 2. Turn off car engine, inform attendant of your precinct number.
- 3. Indicate where the supplies are stored: trunk, back seat, or both.
- 4. Step outside of the car to unlock/open trunk/doors if needed.
- 5. The attendants will unload and confirm whether all supplies have been returned to the Return Center.
- 6. Hand the ROV provided cell phone and Accessories Bag to the attendant; you will receive a receipt confirming items have been returned.
- 7. After the attendants confirm they have received all items from you, they will give you the green light to drive away.



IMPORTANT DOCUMENTS

In the top right corner you will see one of the following markings for each Important Document.

P Indicates a form used during **PRE-ELECTION**

O Indicates a form used to **OPEN** the polling place

V Indicates a form used by **VOTERS**.

EO Indicates a form used by **ELECTION OFFICERS**.

C Indicates a form used to **CLOSE** the polling place.



Precinct Inspector's Inventory Checklist

- Complete this multi-page inventory checklist to make sure that you have all the supplies needed for Election Day.
- The inventory will also help to familiarize you with the locations of all the materials.
- If you are missing anything from your supplies, please call the Warehouse Supplies Hotline immediately at 1-408-282-3063.
- *Found in the top inside part of the Precinct Supply Case when you pick up the supplies.*



Precinct Inspector's Inventory Check List



June 7, 2016, Primary Election

IMPORTANT

YOU MUST INVENTORY YOUR SUPPLIES.

Become familiar with supplies prior to Election Day. Use this list to verify that you have received all necessary items as soon as possible after picking up the supplies. Check the appropriate line next to each item that is verified. Call 1-408-282-3063 for any shortage in supplies.

Verify that the 4-digit Precinct Number on the Precinct Supply Case is _____ the same Precinct Number to which you were assigned.

Items Received at the Distribution Center



<<< **Ballot Bag – Bright Orange**
(Closing packet inside)



_____ **Vote by Mail Bag - Blue >>>**



Unused Ballot Delivery Boxes

The following items are inside:

- Official Optical Scan Ballots
- Box Seal for returning Unused Optical Scan Ballots



<<< **Rolling Precinct Supply Case**
(Containing precinct supplies)

_____ **Small Red or Yellow Vote Sign >>>**



DOCS

DECLARATIONS FORM & PAYROLL FORM

0

Election Officer Declarations Form

- Precinct Inspector leads clerks in reading of Election Officer Oath, found at the top of this form.
- All election officers sign.
- At the bottom is the Roster Certificate, which you complete during the closing process.
- **Found in the Roster Index binder.**



ELECTION OFFICER DECLARATIONS

BEFORE ENTERING UPON THEIR DUTIES, the Inspector and Clerks must sign the following declarations: (Required by Section 12321, a. and b.) June 7, 2016 Primary Election

STATE OF CALIFORNIA
County of Santa Clara) ss. (use official one)

I do solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability faithfully discharge the duties of precinct board member for the election designated on the cover of this Roster Index.

Signed on Date _____

All Board Members Sign Below

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Inspector and one Clerk Sign As Witnesses Below

Inspector _____

Clerk _____

ROSTER CERTIFICATE (Complete at end of closing process.)

WE HEREBY CERTIFY that all voters whose signatures appear hereinafter in this Roster voted this day excepting* the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote:

*NOTE: Election Officer must complete and sign this certificate below regardless of whether there are exceptions.

NO.	NAME	NO.	NAME
1		4	
2		5	
3		6	

WE FURTHER CERTIFY that the number of voters who voted in this precinct at this election is** _____ (Write out in words in full length) _____ (Figures)

and that the above list of voters, less those who did not vote as enumerated, constitutes the Roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected, spoiled, and canceled found in the ballot container and the number accounted for is as indicated on the Official Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

**NOTE TO ELECTION OFFICERS: (Section 14108, California Elections Code.) The figure to be entered here is determined as follows, for example, 100 persons have signed the Roster during the day of election and 10 of these have been challenged. Of the 10 challenged, 8 have been allowed to vote and 2 were not allowed to vote; then the total number actually voting would be 98.

All Board Members Sign Below

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

ELECTION OFFICER PAYROLL
PRIMARY ELECTION
JUNE 7, 2016

Polling Place: Registrar of Voters Office
1555 Berger Drive
San Jose, CA 95112

Precinct 9999

IF YOU WISH TO DONATE YOUR PAY, DESIGNATE RECIPIENT ORGANIZATION BELOW. (The Registrar of Voters does not issue checks to political campaigns or candidates.)

	Name	Address	Monday Set-up? (Please Circle One)	Donate Pay?	
1.	Inspector		Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
2.	Clerk		Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
3.	Clerk		Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
4.	Clerk		Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
5.			Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
6.			Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
7.			Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
8.			Yes / No	Yes / No	_____
	Phone # _____				Signature: _____
Alternate Election Officer			Yes / No	Yes / No	_____
	Name: _____				
	Address: _____	City: _____		Zip: _____	_____
	Phone # _____				Signature: _____
Alternate Election Officer			Yes/No	Yes/No	_____
	Name: _____				
	Address: _____	City: _____		Zip: _____	_____
	Phone # _____				Signature: _____

PAYROLL WILL BE SENT OUT APPROXIMATELY THREE WEEKS AFTER THE ELECTION DATE
PLACE THIS FORM IN THE ENVELOPE #1



Payroll Form (Bright Green)

- To be signed and completed on Election morning by all present Election Officers, ensuring they are entitled to their full stipend.
- Please mark Yes/No if you attended the Monday E-1 setup.
- If you would like to donate your stipend, please circle Yes and write the name of your chosen organization and contact information on the right hand side of this form.
- Have replacement Election Officers sign form as they arrive to ensure they receive their payment as well.
- **Found in the Roster Index binder.**



VOTING MACHINE OPENING/CLOSING O/C AUDIT FORM (GREEN) UPDATED

Opening/Closing Audit Form

- Use the two page **Opening Audit Form** on Election morning to open the polls on the voting machine.
- A copy of the **Opening Audit Form** is found in this manual on page 29.
- On the inside of the document is the two page **Closing Audit Form**, which you will use at the end of the night to close down the Voting Machine.
- A copy of the **Closing Audit Form** can be found in this manual on page 74.
- **Found in the Roster Index binder.**

DOCS

Voting Machine Opening Audit Form

(Do not follow this checklist or setup the Voting Machine until Election Day)

Precinct #: _____

WARNING: DO NOT REMOVE RED TAMPER-PROOF SEALS. IF THE BLUE TAMPER-PROOF SEALS ARE NOT INTACT ON THE RESULTS CARTRIDGE DOOR, POLLS OPEN/CLOSED DOOR, AND ALL PRINTERS, STOP AND CALL (408) 299-POLL (7655).

STEP A – ASSEMBLE VOTING MACHINE

- Remove power strip and table from large white box labeled **Voting Machine Table**. Assemble table.
- Open the **Orange Ballot Bag** and remove **Green Tray** containing the closing packet.
- Remove **Results Cartridge Bag** (small clear bag with red trim) from **Green Tray** and keep nearby **Voting Machine Table**. Give remaining items in green tray to Team 2.
- Confirm that the **Voting Machine Bag** is sealed with a white seal. Enter seal # here: _____
- Break white plastic seal and place broken seal inside **Results Cartridge Bag**.
- Remove the **Card Activator** from bag and give to Team 2 for setup. Remove the **Audio Unit** and keep nearby **Voting Machine Table**.
- Using two people, remove **Voting Machine** and place on voting machine table with Edge logo facing up, with power sockets facing the back.
- Undo the 4 latches on the sides of the voting machine carrying case and remove top cover.
- Inside the voting machine cover, remove the **AC Power Cord**.
- Place the non-prong-end of the power cord into the power socket at the back of the machine.
- Plug the power strip into a wall outlet then, plug the voting machine cord into the power strip. **DO NOT TURN ON** the voting machine yet.
- The back of the voting machine should show a green LED light indicating the machine has power.
- Remove the **Tamper Warning Poster** that is taped to the voting screen and tape it to the front of the voting table.
- Remove the **Field Inspector/Precinct Inspector Review Checklist** that is taped to the voting screen and tape to the back of the voting table.
- Break white plastic seal on **Blue Printer Bag** and place it inside **Results Cartridge Bag**.
- Remove and attach one of the printers to the left side of the voting machine screen, hold the glass-covered paper upwards, and gently slide the printer onto the rail from the back to the front.
- Lift up the voting machine touch-screen panel and lock it into the middle slots using the metal stand.
- Run the printer and power cables under the voting screen's metal-support-stand and into the voting machine's printer port and power socket (labeled). Tighten screws.
- Open the voting screen panels. Remove **Velcro Privacy Curtain** from inside the left of the screen and reattach to the outside covering the printer.
- Locate and inspect 2 blue and 5 red tamper-proof seals on the voting machine to ensure they are not tampered with. If you find any tampered or Voided seals, **IMMEDIATELY** call your Field Inspector and (408) 299-POLL (7655).

STEP B – POWER VOTING MACHINE ON

- On the back of the voting machine, lift the **POWER ON/OFF** cover, turn dial to **ON** position then close the cover.
- Wait for the message **Ready to Open Official Election Polls** to appear on the front of the voting machine touch-screen before continuing. This may take a few minutes.

Continue to Next Page →

Santa Clara County, Registrar of Voters – June 7, 2016 - Primary Election

STEP C – OPEN THE POLLS ON THE VOTING MACHINE

- On the back of the voting machine, remove the blue tamper-proof seal on the **POLLS OPEN/CLOSED** cover. Place the used seal onto the **Large Index Card** found in the **Results Cartridge Bag**, and return to the **Results Cartridge Bag** for later use.
- Lift the cover to the **POLLS OPEN/CLOSED** and take out the new blue tamper-proof seal (stored around the switch). Hold onto this seal - it will be used shortly.
- Turn the **POLLS OPEN/CLOSED** dial to the **OPEN** position. Wait for the message: **Official Polls Mode**.
- Once in **Official Polls Mode** the printer will begin printing the **Zero Proof Report**.
- If the printer does not print, make sure power and printer cables are properly connected. If printer still doesn't print, follow the printer replacement instructions on the back of the voting machine. Make a note of the change of printers on the **Technical Exception Log** form.
- Close the **POLLS OPEN/CLOSED** cover and seal it with the blue tamper-proof seal you're holding.
- Remove **Audio Unit** from bag and connect headphones to the bottom of the unit.
- Connect the audio unit cable to the **AUDIO** jack located behind the touch-screen panel. The Plug will click into place and a green light will appear on the audio unit when properly connected. Store entire unit in the area behind the screen.
- Return the **Results Cartridge Bag** to the green tray for use at the end of Election Day.

STEP D – VOTING MACHINE VERIFICATION

- WITHOUT REMOVING SEAL**, verify that the **Results Cartridge Door** on the back of the touch-screen panel is sealed with a blue tamper-proof seal.
- Complete the chart below. (Find the **Public Counter total** and the **Protective Counter total** on the touch-screen's lower left corner).

Voting Machine Serial #	Results Cartridge Door Seal #	Was Polls Open/Closed door sealed?	Was Results Cartridge door sealed?	New Polls Open/Closed Door Seal #	Printer Seal #	Public Counter Total	Protective Counter Total
		Yes/No	Yes/No				

Verify that any numbers preprinted above match the numbers on your machine (Circle one): YES/NO

STEP E – TEAM 1 SIGNS OATH

All present Election Officers must verify the information on this form, read the oath and sign this form. We, the duly appointed Election Officers of this Voting Precinct, do hereby certify that the numbers listed above are true and accurate, and that the Public Counter reads 0.

INSPECTOR: _____ CLERK: _____

CLERK: _____ CLERK: _____

CLERK: _____ CLERK: _____

RETURN THIS FORM TO THE ROSTER INDEX FOR USE DURING CLOSING

Santa Clara County, Registrar of Voters – June 7, 2016 - Primary Election

Voting Machine Closing Audit Form

(Follow these steps after 8:00 PM, after the last voter has voted)

STEP A – CLOSING THE POLLS

- Get the results cartridge bag (small clear bag with red trim, found in closing packet).
- At the back of the voting machine, remove blue tamper-proof seal on the **POLLS OPEN/CLOSED** cover, place used seal onto the large index card from inside the results cartridge bag.
- Lift the cover and turn the **POLLS OPEN/CLOSED** switch to the **CLOSED** position.
- The results report begins printing. Wait until it stops printing and results are displayed on the touch-screen. *Problems printing? Follow "Printer Replacement Instructions" found on the back of the voting machine screen, or call (408) 299-POLL (7655) for assistance.*
- After the Results Report has printed, COPY the "Qualified Votes", "Provisional Votes", and "Total Votes" from the touch-screen to the chart below.

Voting Machine Serial #	Qualified Votes	Provisional Votes	Total Votes

After completing this form be sure to transfer above chart information to the Official Ballot Statement.

- Do not turn off the voting machine. Keep the first "Results Report" sealed inside printer.
- Disconnect the audio unit from the voting machine; put the audio unit in its small black bag.
- Disconnect both printer cables. Remove privacy curtain from printer and Velcro to inside left panel.
- Lay touchscreen flat. Remove and return printer to small printer bag, then place in blue printer bag.

STEP B – CERTIFICATE OF PERFORMANCE

- Go to the Roster Index Binder and remove the **Certificate of Performance** form.
- Follow the instructions and fill out the form. Make sure that every Election Officer signs the form.

If you had **LESS THAN TEN (10)** ballots cast on all voting machines, follow the next three steps:

- Place the bottom (pink) copy of the Certificate of Performance on the outside of the Polling Place.
- Place the top (white) copy of the Certificate of Performance in the Roster Index binder.
- Skip Step C and proceed with Step D on the next page.

If you had **TEN (10) OR MORE** ballots cast on any voting machines, proceed to Step C.

STEP C - PRINTING, POSTING, RETURNING OF VOTE RESULTS

- Lift touch-screen back to its upright position. Obtain an unused printer from the printer bag. Rest printer on the back of voting machine, paper side up.
- Connect printer and power cables to the voting machine.
- On the touch-screen, press the "Results Report" button to print a second copy of the report.
- Once the printing is complete, press the "Results Report" button again to print a third copy of the Results Report.
- Disconnect all printer cables from the voting machine, remove printer, bring to table.
- Remove the blue tamper-proof seal from the back of the printer, place used blue tamper-proof seal onto the index card in the results cartridge bag.
- Loosen and remove printer cover knob on the side of the printer. Remove printer cover.
- Gently unspool the paper roll until you find both Results Reports copies.
- Tear off and remove both Results Reports from the printer.
- All Election Officers sign at the bottom of both Results Reports.

Continue to Next Page →

Santa Clara County, Registrar of Voters – June 7, 2016 - Primary Election

- Take one signed Results Report copy to the bottom (pink) copy of the Certificate of Performance form and remove tape from back and place outside of the Polling Place.
- Take the second signed Results Report copy to the top (white) copy of the Certificate of Performance form and return to the Roster Index Binder.
- Replace printer cover, secure cover with the knob.
- Remove and return printer to the small printer bag, then place it in the blue printer bag.

STEP D – RESULTS CARTRIDGE COLLECTION

- Remove and set aside all unused white plastic seals from results cartridge bag for later use.
- On the back of the voting machine, open "POWER ON/OFF" cover.
- Turn "POWER ON/OFF" switch to "OFF".
- Remove blue tamper-proof seal from the **Results Cartridge Door**, located on the back of the touch screen (labeled).
- Place used blue tamper-proof seal onto index card in the results cartridge bag.
- Return index card to the results cartridge bag.
- Open the Results Cartridge door.
- Remove the results cartridge from the voting machine.
- Place the results cartridge in the results cartridge bag with barcode visible.
- SEAL the results cartridge bag with one white plastic seal.
- Place results cartridge bag inside the see-through front pouch of the Orange Ballot Bag.
- Ensure results cartridge is visible from the outside of the Orange Ballot Bag.
- Transfer chart information from Step A to the "Electronic Ballots" section of the Official Ballot Statement.

STEP E – ALL ELECTION OFFICERS SIGN BELOW

INSPECTOR: _____ CLERK: _____

CLERK: _____ CLERK: _____

CLERK: _____ CLERK: _____

STEP F – CONTINUE TEAM 1 DUTIES

- Go to page 65 in the Election Officer manual for instructions on how to disassemble the Voting Machine and complete the remaining tasks for Team 1.

RETURN THIS FORM TO THE ROSTER INDEX BINDER

Santa Clara County, Registrar of Voters – June 7, 2016 - Primary Election



Ballot Voting Instructions and Practice Pads

- Ballot Practice Pads may be used by voters to practice marking the paper ballots; or by Election Officers to demonstrate how to mark the paper ballots.
- *Found in the Poster/Forms Kit.*



PAPER BALLOT VOTING INSTRUCTIONS AND PRACTICE SHEET

HOW TO MARK YOUR PAPER BALLOT:

- Use one thin line to complete the arrow next to your choice.
- USE BLACK OR BLUE color ink only and do not use permanent markers.
- Do not use circles or Xs.
- Do not sign or initial your official ballot.
- Do not vote for more candidates that the number to be elected for each contest.

Write-In Voting:

- Print the name of the qualified write-in candidate in the BLANK SPACE.
- COMPLETE the arrow next to the write-in name

Need a New Ballot?
If a mistake is made and a new ballot is needed, tell the Election Officer and a replacement ballot will be issued.

DO NOT

Practice connecting the head and the tail of the arrow:

8963 Rev. 2/10

001

SAMPLE BALLOT & Voter Information Pamphlet

**JUNE 7, 2016
PRESIDENTIAL PRIMARY ELECTION**

- ★ Your polling place may have changed. Please see the back cover for your current location.
- ★ Polls are open from 7:00 a.m. to 8:00 p.m.
- ★ VOTE in one of three convenient ways: By Mail, Early, or at the Polls on Election Day. Check inside for more information.

Registrar of Voters
1555 Berger Drive, Building 2
San Jose, CA 95112
1-408-299-VOTE (8683) or
Toll Free 1-866-430-VOTE (8683)

Voters now have the option to receive the Sample Ballot & Voter Information Pamphlet electronically by completing the OPT-OUT form inside this pamphlet or at www.sccvote.org.

Sample Ballots

- Sample Ballots contain general voting information on all the measures and candidates of the election.
- If voters are unfamiliar with some of the candidates or measures, issue one to them so they may familiarize themselves more with the election.
- *Found in the White Supply Box.*



VOTER'S ACTION REQUEST FORM (VARF)

V

A form used by voters to make changes or modifications to their voter file. Be sure to have them visible to voters, in all provided languages. Issue one for the following reasons:

1. The ROV has misspelled voter's name.
2. Moved within the County.
3. Voter's mailing address has changed (i.e. students, military service, etc).
4. Request Vote by Mail.
5. Request change in preferred language.
6. Cancel registration.
7. Declare voter deceased.



County of Santa Clara
Registrar of Voters
VOTER'S ACTION REQUEST FORM

FOR OFFICE USE ONLY

Voter ID: _____

Date Received: _____

Action by: _____

Instructions to the Voter:

- You must be a registered voter in Santa Clara County to use this form.
- Please print clearly.
- If requesting a name or party change, you must re-register.**
- If requesting an action for another voter, provide their information in the **VOTER INFORMATION** box.

VOTER INFORMATION – All information must be provided to complete your request.

Name:	Birth Date: _/ _/ _
Registered Address:	
Signature:	Date:

Sample Ballot & Voter Information Pamphlet (Opt-In/Out):

I want to use the on-line Sample Ballot & Voter Information Pamphlet. I no longer want to receive it by mail.

Email: _____

I want my sample ballot pamphlet by mail. I previously opted out of receiving it by mail.

Correct or update voter registration:

My name is misspelled. The correct spelling is in the **VOTER INFORMATION** box. The incorrect spelling is: _____

I moved to a **new residence** address within Santa Clara County (street address & city): _____

My residence is the same, but my mail goes to a different address. My **MAILING** address is: _____

Preferred Language: I want my voting materials in this additional language (*Voters selecting a preferred language will receive voting materials in English and their preferred language*):

Chinese Spanish Tagalog Vietnamese

I would like to receive the State Voter Information Guide in the following language:

Hindi Japanese Khmer Korean

Permanent Vote by Mail:

I want to be a Permanent Vote by Mail Voter.

I do not want to be a Permanent Vote by Mail Voter.

Cancel voter registration:

Please cancel my registration. Reason: _____

Voter named above is deceased. Information may be provided by family or caretaker.

Name of person reporting death: _____ Phone: _____

Signature of person reporting death: _____

To return to the Registrar of Voters

Fax: 1-408-998-7314 Scan/Email: registrar@rov.sccgov.org

Mail: Registrar of Voters, PO Box 611300, San Jose, CA 95161-1300

VARF E 051613
9043-E REV 9/13

Found in the Precinct Inspector's Briefcase.



After a voter has filled this out, place inside the clear Envelope # 3.

If the voter is voting provisional, place the registration card with the provisional envelope.



Voter Registration Forms

- Issue to voters to register with Santa Clara County.
- Also, voters must complete this form to change party affiliation, or notify the ROV of a name change.
- If the voter is voting provisional, place the registration card with the provisional envelope.
- After a voter has filled this out, place it into the clear Envelope # 3.
- **Found in the Precinct Inspector's Briefcase.**



**CALIFORNIA VOTER REGISTRATION FORM/FORMULARIO DE INSCRIPCIÓN DEL VOTANTE DE CALIFORNIA
SANTA CLARA COUNTY**

Fill out this form if you are a new voter, have moved or changed your name, or want to change your political party preference. You must be a U.S. citizen and at least 18 years old by the next election to use this form. Use blue or black ink. Print clearly. — *Llene este formulario si es nuevo votante, se mudó o cambió de nombre o si desea cambiar su preferencia de partido político. Para usar este formulario, tiene que ser ciudadano de EE UU y tener al menos 18 años de edad en la próxima elección. Use tinta azul o negra. Escriba en letra de molde y de manera clara.*

Your legal name: First name — *Nombre legal:* Primer nombre Middle name — *Segundo nombre*

1 Last name — *Apellido*

2 Home address — *not a P.O. Box or business address — (Number, Street, Ave., Drive, etc. Include N, S, E, W) Domicilio — no apartado postal ni dirección de trabajo — (Número, calle, avenida, camino, etc. Incluir N, S, E, O)*

3 Mr. — Sr. Mrs. — Sra. Ms. — Sra. Miss — Srta. *Not an unit # of Departamento o unidad*

4 City — *Ciudad* State — *Estado* Zip — *Código postal* California county — *Condado de California*

5 **C A**

6 If you do not have a street address, describe where you live (Cross streets, Route, N, S, E, W) *Si no tiene dirección con calle, describa dónde vive (entre cruz calles, ruta, N, S, E, O)*

7 Mailing address — *if different from above, or P.O. Box — Domicilio postal — si es distinto del que figura arriba o apartado postal*

8 City — *Ciudad* State — *Estado* Zip — *Código postal* Foreign country — *País extranjero*

9 Date of birth — *Fecha de nacimiento* U.S. state or foreign country of birth — *Estado de EE UU o país extranjero en que nació*

10 CA driver's license or CA ID card # — *Nº de licencia de manejar de California o tarjeta de identificación de California* *If you do not have a CA driver's license or ID card, list the last 4 numbers of your Social Security Number, if you have one. — Si no tiene licencia de manejar de California o tarjeta de identificación de California, escriba las últimas 4 cifras de su número de Seguro Social (SSN), si tiene uno.* SSN (Last 4 numbers) *SSN (las últimas 4 cifras)* *Phone numbers are posted at polling places on election day. — (Los números de teléfonos se publican en las mesas electorales el día de la elección)*

11 Email (optional) — *Dirección de correo electrónico (opcional)* Phone number (optional) — *Número de teléfono (opcional)*

12 Do you want to disclose a political party preference? — *¿Desea revelar preferencia de partido político?*

13 Yes, my political party preference is (check one). — *Si, mi preferencia de partido político es (marque uno):*
 American Independent Party Americans Elect Party Democratic Party Green Party
 Partido Americano Independiente Partido Americanos Eligen Partido Demócrata Partido Verde
 Libertarian Party Peace and Freedom Party Republican Party Other (specify):
 Partido Libertario Partido Paz y Libertad Partido Republicano Otro (especificar):
 No, I do not want to disclose a political party preference. *(If you check this box, you may not be able to vote for some parties/candidates at a primary election in U.S. President or party conventions) — No, no deseo revelar preferencia de partido político. (Si selecciona esta casilla, es posible que no pueda votar por los candidatos de algunos partidos en las elecciones primarias para Presidente de EE UU o el comité partidista.)*

14 To receive a vote-by-mail ballot in all elections, initial here: — *Para recibir una balota de votación por correo en todas las elecciones, ponga sus iniciales aquí:*

15 If you were registered to vote before, fill out below: — *Si se inscribió para votar antes, llene a continuación:*

16 First name — *Primer nombre* Middle initial *inicial del segundo nombre* Last name — *Apellido*

17 Previous address where you were registered — *Dirección en la que estaba inscrito anteriormente* City — *Ciudad*

18 State — *Estado* Zip — *Código postal* Previous county — *Condado anterior* Previous political party preference (if any) *Preferencia de partido político anterior (si corresponde)*

19 Are you a U.S. citizen? *¿Es usted ciudadano de EE UU?* Yes No *A "No" answer to either question means you CANNOT register to vote. Si responde "No" a cualquiera de estas preguntas, NO PUEDE inscribirse para votar.*

20 Will you be 18 or older by the next election? *¿Tendrá 18 años de edad o más en la próxima elección?* Yes No

21 **Read and sign below. — Lea y firme a continuación.**
 I am a U.S. citizen and will be at least 18 years old on election day. I am not in prison or on parole for a felony. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. — *Soy ciudadano de EE UU y tendré al menos 18 años de edad el día de la elección. No estoy en prisión ni en libertad condicional por haber cometido un delito grave. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjurio según las leyes del Estado de California que la información de este formulario es verdadera y correcta.*

22 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

23 Voter Signature — *Firma del Votante* Month—Mes Day—Día Year—Año

43 O 59311 16002

24 **Important!** To vote in the next election, you must mail or deliver this card at least 15 days before the next election. New voters who register by mail may have to show their ID at the polling place the first time they vote. *¡Importante!* Para votar en la próxima elección, debe enviar por correo o entregar esta tarjeta al menos 15 días antes de la próxima elección. Los votantes nuevos que se inscriban por correo quizá tengan que presentar su tarjeta de identificación en la mesa electoral cuando votan por primera vez.

25 Tear here and fold. Moisten edge to seal. Do not staple or tape. *Corte aquí y doble. Humedezca el borde para sellar. No use engrapadora ni cinta adhesiva.*

26 The bottom part is your receipt. Keep it until you receive a Voter Notification Card in the mail. *La parte inferior es su recibo. Guárdelo hasta que reciba una Tarjeta de Notificación de Votante por correo.*

27 As a registered voter, you may vote for any candidate for state or congressional office, regardless of the party preference or lack of party preference disclosed by you or the candidate. *Como votante inscrito, usted puede votar por cualquier candidato para cargos estatales o del congreso, sin importar la preferencia, o falta de, partido político que haya revelado usted o el candidato.*

28 For Elections Information Contact: *Para obtener información sobre las elecciones, comuníquese con:*

29 The law protects your voter registration information against commercial use. Report any problems to the Secretary of State's Voter Hotline: (800) 345-8683. *La ley protege su información de inscripción como votante del uso comercial. Informe cualquier problema a la línea directa para votantes de la Secretaría de Estado al (800) 345-8683.*

30 Registrar of Voters

DOCS



15 DAY REGISTRATION LETTER & STATE PENDING LETTER

V

15 Day Registration Letter

- ROV sends this letter to voters whose names we were unable to print in the Roster Index. If a voter presents this letter to you, carefully read the letter and follow the directions.
- Voters with this letter may vote regularly only at the precinct listed on the letter. If the precinct does not match, process Provisionally.

VOTER NOTIFICATION: REGISTERED 15 OR MORE DAYS BEFORE AN ELECTION
ELECTION DAY: June 7, 2016, 7:00 a.m. to 8:00 p.m.

VOTE HERE: 此為您的投票地點: VOTE AQUÍ: BUMOTO DITO: BẦU TÀI ĐẦY:

1555 Berger Drive, Room 181
San Jose, CA 95112



County of Santa Clara
The Office of the Registrar of Voters

1555 Berger Drive
P.O. Box 611360
San Jose, CA 95161
Information & Administration
Toll Free 1-866-430-VOTE (8683)
Election Officers 1-408-299-POLL
TDD 1-408-288-8620
Website: www.sccvote.org
Secretary of State:
www.sos.ca.gov

Unless you live in a Mail Ballot Only Precinct, your assigned polling place is located at the top of this letter. You are registered and eligible to vote in the upcoming election due to your recent registration or updated address. If you have any questions, please call Santa Clara County Registrar of Voters, toll free, at 1-866-430-VOTE (8683).

Mail Ballot Precinct: Your residential precinct has 250 or less voters, therefore you *do not* have a polling place assigned to you. You must vote your ballot and return it by one of the methods listed in the instructions in your Mail Ballot Packet. If you prefer to vote at a polling place, you will be required to vote a Provisional Ballot. If you do not receive your Mail Ballot Packet, call the number shown above.

Permanent Vote By Mail Voters: If you do not wish to vote the ballot we mail you, take this letter and your Vote By Mail Ballot Packet to the polling place shown above and surrender the ballot to the Election Officer in order to vote a regular ballot. If you do not surrender your ballot, you will be required to vote a Provisional Ballot.

Election Information: Due to time constraints, voters registered or updated after 28 days prior to the election will not be sent a Sample Ballot and Voter Information Pamphlet for this election. You can view your Sample Ballot & Voter Information Pamphlet and your polling place on our website: www.sccvote.org

- * IF THIS LETTER CONTAINS A POLLING PLACE LOCATION, YOU MAY REPORT TO THAT LOCATION AND VOTE A REGULAR BALLOT. IF YOUR NAME IS NOT LISTED IN THE ROSTER INDEX, PLEASE SIGN AT THE BACK OF THE BOOK.
- * ELECTION OFFICERS: THIS VOTER **DOES NOT** VOTE PROVISIONALLY IF THE POLLING PLACE LISTED ON THIS LETTER MATCHES YOUR PRECINCT NUMBER.

除非您是居住在僅使用郵寄選票的選區內，您可在此信上方找到您的指定投票站地點。由於您最近辦理了選民登記或更新了地址，您已成為選民登記並有資格在即將到來的選舉中參加投票。如您有任何疑問，請致電 Santa Clara 縣選民登記處，免費電話為 1-866-430-VOTE (8683)。

郵寄選票選區：由於您所居住的選區內選民人數不超過 250 人，因此您將沒有指定的投票站。您必須使用您的選票投票，並以郵寄選票案件內的說明中所列方法之一交回您的選票。若您想要在投票站投票，您將被要求以臨時選票投票。若您並沒有收到您的郵寄選票案件，請撥上述的電話號碼查詢。

永久郵寄投票選民：若您不想使用我們郵寄給您的選票，請攜帶此信及您的郵寄選票案件前往上方所列的投票站，將該選票交給站點官員，便可使用正規選票投票。若您不退回您的選票，您將被要求以臨時選票投票。

選舉資訊：由於時間緊迫，在這次選舉中可能不會向在選舉日之前的 28 天辦理登記或更新資料的選民寄送選票樣本與選民資訊手冊。您可瀏覽本處網站參與您的選票樣本與選民資訊手冊及查看您的投票站地點，網址為：www.sccvote.org

- * 若您信載有投票站地點，您可前往該地點並以正規選票投票。若您的名字未列在選民登記名冊中，請在名冊的後頁上簽名。
- * 致選務員：若您所載的投票站與您的選區號碼相符，則這名選民不必以臨時選票投票。

See next page for ESPAÑOL, TAGALOG, and TIẾNG VIỆT

VOTER NOTIFICATION: STATE PENDING VOTER
ELECTION DAY: June 7, 2016, 7:00 a.m. to 8:00 p.m.

VOTE HERE: 此為您的投票地點: VOTE AQUÍ: BUMOTO DITO: BẦU TÀI ĐẦY:

Registrar of Voters Office
1555 Berger Drive, Building #2
San Jose, CA 95112



County of Santa Clara
The Office of the Registrar of Voters

1555 Berger Drive
P.O. Box 611360
San Jose, CA 95161
Information & Administration
Toll Free 1-866-430-VOTE (8683)
Election Officers 1-408-299-POLL
TDD 1-408-288-8620
Website: sccvote.org
Secretary of State: www.sos.ca.gov

Regarding State Pending Voter:

Kyoko Lin
1306 Columbia Ave
San Jose, CA 95112

*You are a State Pending voter or late registrant and are eligible to vote a provisional ballot in the upcoming election. **Bring this letter to the voting location shown above (VOTE HERE) on Election Day and receive a Provisional Ballot.** This letter is notification that you recently registered but need to provide identification.*

Because you are a State Pending voter or late registrant, you **will not** be sent a sample ballot or state pamphlet for this election only. You can view your Sample Ballot & Voter Information Pamphlet and your polling place on our website: www.sccvote.org

If you have already voted in the upcoming election either by a Vote By Mail ballot or at an early voting site, you are not eligible to vote again based on this new registration. **Voting twice constitutes a crime.**

- > POLLING PLACES OPEN AT 7:00 A.M. AND CLOSE AT 8:00 P.M.
- > YOUR NAME MAY NOT BE LISTED ON THE ROSTER INDEX, PLEASE SIGN AT THE BACK OF THE ROSTER INDEX AND VOTE A PROVISIONAL BALLOT.
- > YOU MUST RE-REGISTER WHENEVER YOU MOVE, CHANGE YOUR NAME, OR POLITICAL PARTY AFFILIATION.

您是非州府選民登記資料不全或是登記稍遲的選民，但有資格在即將到來的選舉中以臨時選票參加投票。請於選舉日(2014年6月3日)攜帶此信至如上所示的投票地點(此為您的投票地點)並要求一份臨時選票。每發此信通知您，您最近辦理了選民登記手續，但尚需提供身份證明。

由於您是州府選民登記資料不全或是登記稍遲的選民，因此僅在這次選舉中**不會**向您寄送選票樣本或州選民資訊手冊。您可瀏覽本處網站參與您的選票樣本與選民資訊手冊及查看您的投票站地點，網址為：www.sccvote.org

若您已在即將到來的選舉中使用郵寄選票投票或在提前投票站投票，則您無資格因這次的選民登記而再次進行投票。在每一選舉中投票兩次屬犯罪行為。

- > 投票站開放時間為早上 7 點至晚上 8 點。
- > 您的名字可能未列在選民登記名冊中，請在選民登記名冊的後頁上簽名並以臨時選票投票。
- > 每當您搬遷、更改姓名或改換所屬的政黨時，您均須重新登記。

Usted es un votante Pendiente Estatal o se registró tarde y es elegible para votar en una boleta provisional en la próxima elección. Trains esta carta al lugar de votación indicado anteriormente (VOTE AQUÍ) el Día de la Elección (3 de junio de 2014) y pide una Boleta Provisional (Provisional Ballot). Esta carta es una notificación de que usted recientemente se registró pero necesita proveer identificación.

Debido a que usted es un votante Pendiente Estatal o se registró tarde, **no** se le enviará una boleta de muestra ni el folleto estatal solamente por esta elección. Usted puede ver su Boleta de Muestra y el Folleto de Información del Votante y su puesto de votación en nuestro sitio web en: www.sccvote.org

Si usted ya emitió su voto para la elección que se avecina, ya sea con una boleta para votar por Correo o en un puesto de votación temprana, **este nuevo registro no lo hace elegible para votar otra vez. Votar dos veces es un delito.**

- > LOS PUESTOS DE VOTACIÓN ABREN A LAS 7:00 A.M. Y CIERRAN A LAS 8:00 P.M.
- > ES POSIBLE QUE SU NOMBRE NO ESTÉ INCLUIDO EN LA LISTA ELECTORAL (ROSTER INDEX), POR FAVOR PONGA SU FIRMA AL REVERSO DE DICHA LISTA Y EMITA SU VOTO CON UNA BOLETA PROVISIONAL.
- > USTED DEBE VOLVER A REGISTRARSE CADA VEZ QUE CAMBIE DE DIRECCIÓN, NOMBRE O AFILIACIÓN POLÍTICA.

State Pending Letter

- Sent by the ROV office to voters who have not been confirmed by the Secretary of State.
- Read the letter carefully and follow the directions.
- State Pending voters must vote Provisionally at all polling places in Santa Clara County.



FIELD INSPECTOR/PRECINCT INSPECTOR EO CHECKLIST (SALMON)

Field Inspector/Precinct Inspector Review Checklist

- Must be reviewed by Field Inspectors and Precinct Inspectors throughout Election Day.
- Contains a series of duties that are to be completed by each precinct.
- Form is found inside the front cover of the Voting Machine once you remove the cover. Remove and tape to the back of voting machine.
- Place in front pocket of Roster Index at closing.

Warning: Pursuant to Elections Code sections 18564, 18565, 18566, 18567, 18568 and 18569, tampering with voting equipment or altering vote results constitutes a felony, punishable by imprisonment.

警告：根據選舉法規第 18564、18565、18566、18567、18568 及 18569 節之規定，蓄意破壞投票設備或更改投票結果將構成一項重罪，可受到監獄監禁的處罰。

Aviso: Conforme a las secciones del Código Electoral 18564, 18565, 18566, 18567, 18568 y 18569, manipular el equipo de votación o alterar los resultados electorales es un crimen que se castiga con encarcelamiento.

Babala: Alinsunod sa mga Seksiyon 18564, 18565, 18566, 18567, 18568 at 18569 ng Kodigo ng mga Halalan, ang pakikialam sa kagamitan sa pagboto o pagbabago sa mga resulta ng pagboto ay isang krimen, na may kaparusahan ng pagkabilanggo.

Lưu ý: Chiếu theo Bộ Luật Bầu Cử của Đoạn 18564, 18565, 18566, 18567, 18568 và 18569, phá rối máy móc bầu cử hoặc sửa đổi kết quả bầu cử là một trọng tội, có thể bị phạt tù.

Tamper Warning Poster

- Warning poster for public that tampering with a Voting Machine is a felony punishable by imprisonment.
- Form is found inside the front cover of the Voting Machine once you remove the cover. Remove and tape to the front of voting machine.
- Place in front pocket of Roster Index at closing.



CHALLENGE LIST

EO



CHALLENGE LIST

(California Elections Code, Section 14252)

Person Challenged	Grounds for Challenge (check one)	Challenger's Information	(1) ROV/Board Determination: "allowed" or "denied" (2) Written Evidence Pertaining to Challenge: written and/or verbal statement from another voter in precinct, etc.
Name: _____	<input type="checkbox"/> not person listed in Roster	Name: _____	(1)
_____	<input type="checkbox"/> not a precinct resident	_____	
Address: _____	<input type="checkbox"/> not a U.S. citizen	Address: _____	(2)
_____	<input type="checkbox"/> already voted today	_____	
_____	<input type="checkbox"/> on parole for felony conviction	_____	
Name: _____	<input type="checkbox"/> not person listed in Roster	Name: _____	(1)
_____	<input type="checkbox"/> not a precinct resident	_____	
Address: _____	<input type="checkbox"/> not a U.S. citizen	Address: _____	(2)
_____	<input type="checkbox"/> already voted today	_____	
_____	<input type="checkbox"/> on parole for felony conviction	_____	
Name: _____	<input type="checkbox"/> not person listed in Roster	Name: _____	(1)
_____	<input type="checkbox"/> not a precinct resident	_____	
Address: _____	<input type="checkbox"/> not a U.S. citizen	Address: _____	(2)
_____	<input type="checkbox"/> already voted today	_____	
_____	<input type="checkbox"/> on parole for felony conviction	_____	

ASSISTED VOTERS LIST

(California Elections Code, Section 14283)

The precinct officers shall keep a list of the voters who have been assisted in marking their ballots. The list of assisted voters shall be returned to the elections official and preserved with other election materials and records.

Assistance Codes: V = Visual impairment H = Help with Language P = Physical limitation
 L = Literacy O = Other

Name of Voter Assisted	Assistance Code	Name of Person Assisting the Voter	Election Officer? (circle)
			Yes

2016 MF

Challenge List

- This form is to be used if you, the Election Officer, believe a person attempting to vote is ineligible. Review the listed reasons on the form.
- Call 1-408-299-POLL (7655) before challenging a voter and explain the situation to us.

Found at the back of the Roster Index.



DOCS

Assisted Voters List

- Complete this form any time a voter is assisted at the voting booth or voting machine.



FEEDBACK FORM AND RECRUITMENT FORM

EO

Election Officer Feedback Form

- New form can be filled out online or use the paper copy.
- Use this form to give us feedback about how things went. What went wrong? What did you like?
- *Found inside the Roster Index front Pocket.*



Election Officer Feedback Form

7. The Registrar of Voter's staff at 299-poll were knowledgeable and helpful
 Yes No
 Other (please specify) _____

8. The Precinct Inspector was knowledgeable and helpful
 Yes No
 Other (please specify) _____

9. Was your precinct fully staffed? (at least 1 Inspector and 3 Clerks)
 Yes No
 Other (please specify) _____

10. Did voters in your precinct require language assistance that was not provided by our office?
 Yes No
 Other (please specify) _____

11. Did your precinct receive all of the necessary supplies?
 Yes No
 Other (please specify) _____

12. Was your polling place accessible?
 Yes No
 Other (please specify) _____

13. Please let us know any other issues or comments you would like to provide.

14. Would you like a call from a ROV Staff Member?
 Yes No
 Phone Number: _____

Thank you for taking the time to complete this survey!

DOCS

The Santa Clara County Registrar of Voters
 invites you to participate in the democratic process as an
ELECTION OFFICER

NAME _____ EMAIL _____

HOME ADDRESS _____

DAY PHONE# () _____ ALT. PHONE# () _____ mobile
 evening

QUALIFICATIONS: Please check applicable boxes

<input type="checkbox"/> I am a U.S. citizen and a California registered voter, or	I am bilingual in English and
<input type="checkbox"/> I am a U.S. legal permanent resident	() Chinese
<input type="checkbox"/> I can work on Election Day: Tuesday from 6:00 AM to 9:30 PM	() Hindi
<input type="checkbox"/> I have internet access at home	() Japanese
	() Khmer
	() Korean
	() Spanish
	() Tagalog
	() Vietnamese

HIGH SCHOOL STUDENT:

<input type="checkbox"/> I am a high school student	
<input type="checkbox"/> I am over 16 years of age	
<input type="checkbox"/> I have a GPA of 2.5 or better	

(Please detach along the line and keep the lower portion for your reference. Thank you!)

We are Election Officers on Election Day
 Proudly serving our community!

Volunteer Stipend \$95 to \$180

Election Officer Training provided

(408) 299-POLL (408) 299-7655

If you are bilingual, please call:
 (408) 282-3086 Chinese
 (408) 282-3095 Spanish
 (408) 282-3089 Tagalog
 (408) 282-3082 Vietnamese

Mailing:
 PO Box 612350
 San Jose, CA 912350

Faxing:
 (408) 282-3115

Signing up online:
<http://www.sccvote.org>

**1553 Berger Dr., Bldg. #1
 San Jose, CA 95132**

Recruitment Forms

- Issue these forms to voters interested in becoming Election Officers. The person may fill the form out in the polling place and leave it with you.
- *Found inside the Precinct Inspector's Briefcase.*



CERTIFICATE OF PERFORMANCE



C

- Use this two part form with the Closing Audit Form as part of closing the Electronic Voting Machine.
- All Election Officers must sign the Certificate of Performance.
- Bottom pink copy of the form is always attached to the outside of the polling place.
- Top white copy of the form is returned to the Roster Index binder.
- If 10 or more ballots have been cast on any Voting Machine in the polling place, print two copies of the Results Report and attach one copy to the form outside the polling place, and the other to the copy in the Roster Index binder.
- **Found inside Roster Index binder.**



CERTIFICATE OF PERFORMANCE

This Certificate of Performance is for Precinct _____, for the Primary Election, held on June 7, 2016.

WE HEREBY CERTIFY ONE of the following: (Please check only the one that applies.)

A
TEN (10) OR MORE BALLOTS WERE CAST ON THE VOTING MACHINE, AND THEREFORE THE RESULTS OF VOTES CAST ON THAT VOTING MACHINE ARE POSTED OUTSIDE THE POLLING PLACE.
Instructions: Run two copies of the results report. Attach one copy to each copy of this Certificate of Performance. Place the top copy in the Roster Index. Post the bottom copy outside the polling place.

B
RESULTS OF VOTES CAST ARE NOT POSTED FOR VOTING MACHINES THAT RECORDED FEWER THAN TEN (10) BALLOTS, HOWEVER, RESULTS OF VOTES CAST ON ALL OTHER VOTING MACHINES THAT RECEIVED TEN (10) OR MORE BALLOTS ARE POSTED.
Instructions: Run two copies of the results report for the voting machine with ten (10) or more ballots. Attach one copy to each copy of this Certificate of Performance. Place the top copy in the Roster Index. Post the bottom copy outside the polling place.
Enter the total number of votes on the voting machine with less than ten (10) ballots here: _____

C
RESULTS OF VOTES CAST ARE NOT POSTED FOR ANY VOTING MACHINES BECAUSE FEWER THAN TEN (10) BALLOTS WERE CAST IN THE PRECINCT.
Instructions: Enter the total number of votes on the voting machine here: _____
Place the top copy in the Roster Index. Post the bottom copy outside the polling place.

PLEASE FILL OUT THE INFORMATION BELOW FOR ALL VOTING MACHINES

Opening (see Opening Audit Form)

Closing

Voting Machine Serial #	Voting Machine Opening Bag Seal # (found on Step A line 4 of Opening Audit Form)	Opening Public Counter Total	Opening Protective Counter Total	Voting Machine Closing Bag Seal #	Closing Public Counter Total	Closing Protective Counter Total

All Board Members Sign Below and acknowledge Voting Machines are closed and sealed:

Inspector _____ Clerk _____
Clerk _____ Clerk _____
Clerk _____ Clerk _____

PLACE THIS COPY IN THE ROSTER INDEX BINDER

```

*****
TRAINING RESULTS REPORT
*****
Date 02/03/2015      Time 2:13 PM
Serial Number      24156
Protective Counter  791
Public Counter     2

Poll Site
PCT 1302

Polling Place ID   1302
Ballot Version     0
Report Source      Internal Memory

CONSOLIDATED ELECTION
SANTA CLARA COUNTY
NOVEMBER 5, 2013

Candidate          Candidate Totals      Total
***               ***                ***
MR.. ORCHARD SD      (3)
STEPHANIE HILL      0
ALAN FONG            1
BAMBI FLEMING        0
HELEN LEUNG-YUEN    0
KARL JACOBSON        1
WRITE-IN             0
WRITE-IN             0
WRITE-IN             0
Undervotes           4

Write In Votes
No Write In Votes In Memory

Election Officers
Please Complete After Closing The Polls
We the undersigned Election Officers do
hereby certify that on the .....
day of ..... 20..... this board
under the scrutiny of each member
closed the polls from further voting.
obtained this printed record of votes
cast on this machine and that after the
polls closed, the Protective Counter
read 791, the Public Counter
read 2 and the machine has
been sealed with seal # .....

Signed:

.....
*****
S/N 24156      5.0.24 02/03/15 2:13 PM
    
```



UNUSED OPTICAL SCAN (PAPER) BALLOTS CLOSING WORKSHEET UPDATED

C

- Use this form at the end of the night to count all of the Unused Ballots.
- When you are done, place the top white copy of this form into one of the boxes containing the Unused Ballots and seal Unused Ballot Delivery Boxes with the Unused Ballot Delivery Box Seal (found inside the box). Return the bottom yellow copy of this form to the Roster Index.
- *Found inside Roster Index binder.*



DOCS

PRECINCT # _____	Unused Optical Scan (Paper) Ballots Worksheet June 7, 2016 Presidential Primary Election																																																																																																																															
<p>Instructions</p> <ol style="list-style-type: none"> 1. Remove all Ballot Pads from all Ballot Delivery Boxes 2. Separate pads by Language and Party 3. Stack each language numerically; Highest "Quantity" # on top 4. Fill in each box below with Highest "Quantity" # of each stack 5. Add the 4 numbers for each Party across to get a "Subtotal" 6. Add the subtotals downward to get the Total Unused Ballots 7. Transfer Total # of Unused Ballots to Box #2 of the Official Ballot Statement (OBS) 8. Place all unused Ballot Pads inside the Ballot Delivery Boxes with Top White Copy of this form 9. Seal each box with the Unused Ballot Box Seal stored inside each box 10. Return Bottom Yellow Copy of the form to the Roster Index Binder 	(Area below for ROV Office use Only)																																																																																																																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">American Independent</td> <td style="width: 15%; text-align: center;">E/C</td> <td style="width: 15%; text-align: center;">E/S</td> <td style="width: 15%; text-align: center;">E/T</td> <td style="width: 15%; text-align: center;">E/V</td> <td style="width: 15%; text-align: center;">Subtotal</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Democratic</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Green</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Libertarian</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Peace and Freedom</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Republican</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Nonpartisan</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Nonpartisan Democratic</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td colspan="5" style="text-align: center;">TOTAL UNUSED BALLOTS</td> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">↓</td> </tr> <tr> <td colspan="5" style="text-align: center; font-size: x-small;">(Transfer to Box #2 of the Official Ballot Statement)</td> <td></td> <td></td> </tr> </table> <p style="text-align: center; font-weight: bold;">TOP COPY (WHITE) – PLACE IN BALLOT DELIVERY BOXES</p>	American Independent	E/C	E/S	E/T	E/V	Subtotal			+	+	+	+	=	↓	Democratic	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Green	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Libertarian	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Peace and Freedom	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Republican	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Nonpartisan	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Nonpartisan Democratic	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	TOTAL UNUSED BALLOTS					TOTAL	↓	(Transfer to Box #2 of the Official Ballot Statement)								
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PRECINCT # _____	Unused Optical Scan (Paper) Ballots Worksheet June 7, 2016 Presidential Primary Election																																																																																																																															
<p>Instructions</p> <ol style="list-style-type: none"> 1. Remove all Ballot Pads from all Ballot Delivery Boxes 2. Separate pads by Language and Party 3. Stack each language numerically; Highest "Quantity" # on top 4. Fill in each box below with Highest "Quantity" # of each stack 5. Add the 4 numbers for each Party across to get a "Subtotal" 6. Add the subtotals downward to get the Total Unused Ballots 7. Transfer Total # of Unused Ballots to Box #2 of the Official Ballot Statement (OBS) 8. Place all unused Ballot Pads inside the Ballot Delivery Boxes with Top White Copy of this form 9. Seal each box with the Unused Ballot Box Seal stored inside each box 10. Return Bottom Yellow Copy of the form to the Roster Index Binder 	(Area below for ROV Office use Only)																																																																																																																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">American Independent</td> <td style="width: 15%; text-align: center;">E/C</td> <td style="width: 15%; text-align: center;">E/S</td> <td style="width: 15%; text-align: center;">E/T</td> <td style="width: 15%; text-align: center;">E/V</td> <td style="width: 15%; text-align: center;">Subtotal</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Democratic</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Green</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Libertarian</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Peace and Freedom</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Republican</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Nonpartisan</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: right;">Nonpartisan Democratic</td> <td style="text-align: center;">E/C</td> <td style="text-align: center;">E/S</td> <td style="text-align: center;">E/T</td> <td style="text-align: center;">E/V</td> <td style="text-align: center;">Subtotal</td> <td style="text-align: center;">+</td> </tr> <tr> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">+</td> <td style="text-align: center;">=</td> <td style="text-align: center;">↓</td> </tr> <tr> <td colspan="5" style="text-align: center;">TOTAL UNUSED BALLOTS</td> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">↓</td> </tr> <tr> <td colspan="5" style="text-align: center; font-size: x-small;">(Transfer to Box #2 of the Official Ballot Statement)</td> <td></td> <td></td> </tr> </table> <p style="text-align: center; font-weight: bold;">BOTTOM COPY (YELLOW) – RETURN TO ROSTER INDEX BINDER</p>	American Independent	E/C	E/S	E/T	E/V	Subtotal			+	+	+	+	=	↓	Democratic	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Green	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Libertarian	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Peace and Freedom	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Republican	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Nonpartisan	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	Nonpartisan Democratic	E/C	E/S	E/T	E/V	Subtotal	+		+	+	+	+	=	↓	TOTAL UNUSED BALLOTS					TOTAL	↓	(Transfer to Box #2 of the Official Ballot Statement)								
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OFFICIAL BALLOT STATEMENT UPDATED

C

- Use this form during the Closing Process to record the number of Unused Ballots, Spoiled Ballots, voted paper ballots cards, Provisional ballot votes, electronic votes and total signatures.
- **Failure to complete this form may result in a reduction of pay.**
- *Found in the Roster Index binder, DO NOT remove.*



Keep in the Roster Index. **DO NOT REMOVE**

Official Ballot Statement

Precinct: 9999

June 7, 2016 Primary Election

Please check this box if Ballots were picked up from your Polling Place during Election Day.

Please enter the following totals

1. **Ballots Issued**
Filled in by ROV ➔
2. **Unused Ballots Total**
Copy from the Unused Optical Scan (Paper) Ballots Worksheet ➔
3. **Spoiled Paper Ballots**
Include damaged and spoiled "A" Card Ballots from Envelope #4 ➔
4. **Voted Paper Ballots**
Count all "A" cards from Orange Ballot Bag ➔
5. **Voted Provisional Ballots**
Provisional Envelopes containing Voted Ballots from Blue Ballot Bag ➔
6. **Roster Index Voter Signatures**
Count Voter Signatures from the Roster Index, Supplemental List and Blank Signature Pages ➔
7. **Electronic Ballots**
Copy the information below from the Voting Machine Closing Audit Form

Voting Machine #	Qualified Votes	Provisional Votes	Total Votes
<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	+	<input style="width: 60px; height: 25px;" type="text"/>
		=	<input style="width: 60px; height: 25px;" type="text"/>

Precinct Board Must Initial

Precinct Inspector _____ Clerk _____ Clerk _____
 Clerk _____ Clerk _____ Clerk _____



SIGNATURE COUNT WORKSHEET

C

- Use this form during the Closing Process to count the total number of signatures on each page of the Roster Index and then total all signatures.
- **Found in the Roster Index binder, DO NOT remove.**



ROSTER INDEX SIGNATURE COUNT WORKSHEET

1. Count and write the number of signatures on each page of the Roster Index.
 2. Transfer the number of signatures on each page to the box next to the page number on this sheet.
 3. Total each column.
 4. Go to the Grand Total Section.

Column A		Column B		Column C		Column D		Column E		Column F	
Pg #	Signatures										
1		16		31		46		61		76	
2		17		32		47		62		77	
3		18		33		48		63		78	
4		19		34		49		64		79	
5		20		35		50		65		80	
6		21		36		51		66		81	
7		22		37		52		67		82	
8		23		38		53		68		83	
9		24		39		54		69		84	
10		25		40		55		70		85	
11		26		41		56		71		86	
12		27		42		57		72		87	
13		28		43		58		73		88	
14		29		44		59		74		89	
15		30		45		60		75		90	
TOTAL:		TOTAL:		TOTAL:		TOTAL:		TOTAL:		TOTAL:	

GRAND TOTAL SECTION:

5. Transfer the totals of each column to the box next to that column in the Grand Total box.

6. Total these numbers.

7. Write the total of all the columns on the Ballot Statement in the Roster Index.

GRAND TOTAL	
COLUMN	TOTAL
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
Blank/ Supplemental Pages	
TOTAL:	

Additional Signature Count Worksheet on the reverse side:

1. Count and write the number of signatures on each page of the Roster Index.
 2. Transfer the number of signatures on each page to the box next to the page number on this sheet.
 3. Total each column.
 4. Go to the Grand Total Section.
 5. Transfer the totals of each column to the box next to that column in the Grand Total box on the Front side of this sheet.

Column G		Column H		Column I		Column J		Column K		Column L		Column M		Blank/ Supplemental Pages	
Pg #	Signatures	Pg #	Signatures												
91		106		121		136		151		166		181		Blank 1	
92		107		122		137		152		167		182		Blank 2	
93		108		123		138		153		168		183		Blank 3	
94		109		124		139		154		169		184		Blank 4	
95		110		125		140		155		170		185		Blank 5	
96		111		126		141		156		171		186		Blank 6	
97		112		127		142		157		172		187		Blank 7	
98		113		128		143		158		173		188			
99		114		129		144		159		174		189		Suplmtl 1	
100		115		130		145		160		175		190		Suplmtl 2	
101		116		131		146		161		176		191		Suplmtl 3	
102		117		132		147		162		177		192		Suplmtl 4	
103		118		133		148		163		178		193		Suplmtl 5	
104		119		134		149		164		179		194		Suplmtl 6	
105		120		135		150		165		180		195		Suplmtl 7	
TOTAL:		TOTAL:		TOTAL:		TOTAL:		TOTAL:		TOTAL:		TOTAL:		TOTAL:	

DOCS



ROSTER CERTIFICATE

C

- Found at the bottom of the Election Officer Declarations Form, be sure to complete the Roster Certificate at the end of the closing process.
- You will record the number of voters that cast ballots at your precinct; then all Election Officers sign.
- **Failure to complete this form may result in a reduction of pay.**
- **Found in the Roster Index binder, DO NOT remove.**



ELECTION OFFICER DECLARATIONS

BEFORE ENTERING UPON THEIR DUTIES, the Inspector and Clerks must sign the following declarations: (Required by Section 12321, a. and b.) June 7, 2016 Primary Election

STATE OF CALIFORNIA
County of Santa Clara } ss. (use official one)

I do solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability faithfully discharge the duties of precinct board member for the election designated on the cover of this Roster Index.

Signed on Date _____

All Board Members Sign Below

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Inspector and one Clerk Sign As Witnesses Below

Inspector _____

Clerk _____

ROSTER CERTIFICATE (Complete at end of closing process.)

WE HEREBY CERTIFY that all voters whose signatures appear hereinafter in this Roster voted this day excepting* the following who, after signing the Roster, failed to vote or were challenged and denied the right to vote:

*NOTE: Election Officer must complete and sign this certificate below regardless of whether there are exceptions.

NO.	NAME	NO.	NAME
1		4	
2		5	
3		6	

WE FURTHER CERTIFY that the number of voters who voted in this precinct at this election is** (_____)
(Write out in words in full length) (Figures)

and that the above list of voters, less those who did not vote as enumerated, constitutes the Roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected, spoiled, and canceled found in the ballot container and the number accounted for is as indicated on the Official Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

**NOTE TO ELECTION OFFICERS: (Section 14108, California Elections Code.) The figure to be entered here is determined as follows, for example, 100 persons have signed the Roster during the day of election and 10 of these have been challenged. Of the 10 challenged, 8 have been allowed to vote and 2 were not allowed to vote, then the total number actually voting would be 98.

All Board Members Sign Below

Inspector _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Clerk _____



HEADER CARD (RED)

C

PCT - 2026

BT - 3

PCI

Header# 1

June 7, 2016

1,000,000'S DIGIT-7

100,000'S DIGIT-6

10,000'S DIGIT-5

1,000'S DIGIT-4

100'S DIGIT-3

10'S DIGIT-2

1'S DIGIT-1

8

4

2

1

8

4

2

1

8

4

2

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- Tucked into the top pouch of the Orange Ballot Bag.
- Do not take the Header Card out until the closing process.
- When instructed, place the Header Card directly on top of the voted ballots. Use a rubber band to keep the Header Card and ballots together.
- Then place the ballots and Header Card into the Orange Ballot Bag and seal with a white plastic seal.

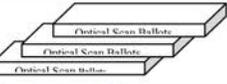
DOCS



COURIER TEAM RECEIPT

C

- This receipt will be handed to you by the Courier Team that picks up your 7 items that return to the Registrar of Voters Office on Election night.
- The Courier Team will check off all of the boxes on this form to make sure they have all of the items needed.

COURIER TEAM SUPPLIES CUSTODY LOG CHECK-OFF RECEIPT					
		June 7, 2016 Presidential Primary Election			
	 9999	C229			
Precinct Number		Inspector Signature			
_____ Courier team member #1 Signature		_____ Courier team member #2 Signature			
<input type="checkbox"/>		Ballot Bag (Bright Orange Bag) containing voted Optical Scan Ballots and Results Cartridge bag in front pocket <table border="1" data-bbox="1036 793 1247 919"> <tr> <td><input type="checkbox"/></td> <td rowspan="2"><i>Search & Rescue?</i></td> </tr> <tr> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<i>Search & Rescue?</i>	<input type="checkbox"/>
<input type="checkbox"/>	<i>Search & Rescue?</i>				
<input type="checkbox"/>					
<input type="checkbox"/>		Inspector's Bag containing Envelope #1 - Roster binder, and Envelope #2 - Completed Provisional Envelopes (Pink)			
<input type="checkbox"/>		Vote by Mail Bag containing Voted Vote by Mail Ballots (Blue and/or Green)			
<input type="checkbox"/>		VeriVote Printers (Dark Blue bag) containing 3 printers inside <table border="1" data-bbox="1036 1220 1247 1346"> <tr> <td><input type="checkbox"/></td> <td><i>Search & Rescue?</i></td> </tr> </table>	<input type="checkbox"/>	<i>Search & Rescue?</i>	
<input type="checkbox"/>	<i>Search & Rescue?</i>				
<input type="checkbox"/>		Precinct Supply Bag (Large Black Bag)			
<input type="checkbox"/>		Ballot Delivery Box(es): containing Unused Optical Scan Ballots (White)			
<input type="checkbox"/>		Cell Phone			
<input type="checkbox"/> Key (if any, to be returned to Registrar of Voters' Office)					
Location where Supplies and Voting Machine are stored: _____					
Access back to Polling Place: _____					
Precinct departure time _____					



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My Precinct Assignment

PRECINCT#: _____ CONTACT NAME: _____

PRECINCT NAME: _____

PHONE #: (___) _____ OTHER #: (___) _____

PRECINCT ADDRESS: _____

CROSS STREETS: _____ AND _____

MY ROV ELECTION SPECIALIST: _____

PHONE #: (___) _____ OTHER #: (___) _____

MY PRECINCT INSPECTOR'S NAME: _____

CELL #: (___) _____ OTHER #: (___) _____

FIELD INSPECTOR'S NAME: _____

CELL #: (___) _____ OTHER #: (___) _____

Pick up Appointment Information AND Courier Team Contact Information

LOCATION: _____

ADDRESS: _____

CROSS STREETS: _____

DATE: _____ TIME: _____

NAME: _____ CONTACT #: _____



Notes



NOTES



Important Phone Numbers

Emergency.....	911
Voter Hotline.....	1-408-299-VOTE (8683)
Toll Free Voter Hotline.....	1-866-430-VOTE (8683)
Election Officer Hotline.....	1-408-299-POLL (7655)
Toll Free Election Officer Hotline.....	1-866-430-VOTE (8683)
Training Hotline.....	1-408-282-3210
Hearing Impaired TTY.....	1-408-288-9820
Press and Media.....	1-408-282-3008
Warehouse.....	1-408-282-3063
Accidents and Injury Reports.....	1-408-299-7655
Secretary of State Voter Hotline.....	1-800-345-VOTE

Bilingual Hotlines

Chinese.....	1-408-282-3086
Spanish.....	1-408-282-3095
Tagalog.....	1-408-535-3916
Vietnamese.....	1-408-282-3097
Hindi.....	1-408-299-7655
Japanese.....	1-408-299-7655
Korean.....	1-408-299-7655
Khmer.....	1-408-299-7655

