

# Election Night and Midday Pickup Procedures Manual

**June 7, 2016**  
**PRESIDENTIAL PRIMARY  
ELECTION**



**Shannon Bushey**  
**Registrar of Voters**  
**Santa Clara County**

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**TEAM REFERENCE CHART**

<b>Team</b>	<b>Lead</b>	<b>Location</b>	<b>Sub-Teams</b>	<b>Color</b>	<b>Pages</b>
Ballot Counting	Svetlana Velyutina	Rooms 3 and 6	-	-	64-65
Blue VBM Bag	Alfred Gonzales Liz Oviedo	VBM Area	<ul style="list-style-type: none"> <li>• Opening &amp; Flattening</li> <li>• VBM Bag Handlers</li> <li>• VBM Delivery</li> <li>• VBM Final Sort</li> <li>• VBM Processing</li> <li>• VBM QC</li> <li>• VBM Scan &amp; Sort</li> <li>• VBM Signature Verification</li> <li>• VBM TrackIT</li> </ul>	-	57-64
Cartridge Bag Team	Carol Gomez	Auditorium Entrance	-	Orange	44-45
Command Center	Karin Accorinti	1553 Berger Dr., Bldg. 1	-	-	35-36
Copier	Svetlana Velyutina	Rooms 3 and 6	-	-	69
Election Night Coordinator	Michael Lopez	1555 Berger Dr., Bldg. 2	• Volunteer Check-In	-	7
Election Night Security	Michael Lopez	1555 Berger Dr., Bldg. 2	-	-	35
Election Processing Area Tracking and Search and Rescue	Vicky Bituin	Auditorium Stage	-	-	37
Envelope #1 (Roster Index)	Lillian Singh Nicole Rose	VRD Area	<ul style="list-style-type: none"> <li>• Roster Index QC</li> <li>• Roster Index Scan</li> </ul>	-	53
Envelope #2 (Provisional Ballots)	Maggy Smith Julia Saenz	Atrium Corridor	<ul style="list-style-type: none"> <li>• PV Envelope Runner</li> <li>• PV Prep</li> <li>• PV Scan &amp; Tally</li> </ul>	Blue with pink trim	54-57
Midday Ballot Bag Exchange Courier Teams	Mike Fong	Polling places	-	-	14-20
Midday Ballot Bag Exchange Courier Team Orientation	Mike Fong	1555 Berger Dr., Bldg. 2	-	-	14
Midday Ballot Bag Exchange ROV Delivery	Mike Fong	Parking area between Berger Dr. Bldgs. 1 and 2	-	Misc.	21-22
Midday Ballot Bag Exchange ROV Runners	Mike Fong	Parking area between Berger Dr. Bldgs. 1 and 2	-	Misc.	23
Midday Ballot Bag Exchange Traffic Control	Mike Fong	Parking Lot	-	Misc.	20

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<b>Team</b>	<b>Lead</b>	<b>Location</b>	<b>Sub-Teams</b>	<b>Color</b>	<b>Pages</b>
Midday Blue Ballot Bag Processing	Alfred Gonzales Liz Oviedo	VBM Area	<ul style="list-style-type: none"> <li>• Midday VBM PV Sort</li> <li>• Midday VBM QC</li> <li>• Midday VBM Receiving</li> <li>• Midday VBM TrackIT</li> </ul>	-	24-28
Midday Election Asset Tracking and Search and Rescue	Vicky Bituin	Auditorium Stage	-	-	10-11
Midday Optical Scan Ballot Inspection	Shawn Whiteman	Auditorium	<ul style="list-style-type: none"> <li>• Midday Ballot Runners</li> <li>• Midday Optical Scan Ballot Inspection</li> </ul>	Orange	32-34
Midday Orange Ballot Bag Processing	Carmelita Aldana	Auditorium	<ul style="list-style-type: none"> <li>• Midday Orange Ballot Bag Processors</li> <li>• Midday QC</li> </ul>	Orange	30-32
Midday Orange Ballot Bag Scanners	Trinh Dao	Inside Auditorium Entrance	-	Orange	30
Midday PV Processing	Maggy Smith Julia Saenz	Atrium Corridor	-	Blue with pink trim	29-30
Midday Security	Michael Lopez	Auditorium	-	-	9
Optical Scan Ballot Inspection	Shui Ling Chu	Auditorium	-	Green	49-50
Optical Scan Ballot Pickup & Delivery	Shui Ling Chu	Auditorium	-	Green	50
Optical Scan Ballot Prep	Shawn Whiteman	Auditorium	-	Orange	47-48
Orange Ballot Bag QC	Shawn Whiteman	Auditorium	-	Orange	48
Orange Ballot Bag Scanners	Trinh Dao	Inside Auditorium Entrance	-	Orange	46
Package & Seal	Svetlana Velyutina	VBM Area	-	-	66-67
Precinct Returns Handlers	Mike Fong	1555 Berger Dr., Bldg. 2 Entrance	-	Misc.	43
Red Inspector's Bag Procedures	Patricia Lopez	Atrium Corridor	<ul style="list-style-type: none"> <li>• Envelope Delivery</li> <li>• Inspector's Bag QC</li> </ul>	Red	51-52
Results Cartridge Counting	Svetlana Velyutina	Rooms 3 and 6	<ul style="list-style-type: none"> <li>• Cartridge Bag Pickup &amp; Delivery</li> <li>• Cartridge Readers</li> <li>• Results Cartridge QC</li> <li>• Results Cartridge Package &amp; Seal</li> </ul>	-	67-69
ROV Warehouse Dock & Bins	Mike Fong	Warehouse	-	-	69-70
Search and Rescue Procedures	Karin Accorinti; Vicky Bituin	Bldg. 1; Auditorium	<ul style="list-style-type: none"> <li>• Stage One</li> <li>• Stage Two</li> </ul>	-	37-39
Traffic Control	Mike Fong	Parking Lot	-	Misc.	42
Volunteer Check-In	Michael Lopez	1555 Berger Dr., Bldg. 2 Lobby	-	-	8

## **ELECTION DAY KEY RULES**

- 1. Ballots - “Always two, never none”**  
Voted ballots, envelopes containing voted ballots, and results cartridges must always be accompanied by at least two people.  
Never leave voted ballots, envelopes containing voted ballots, or results cartridges unattended.
- 2. Empty bag - Tell your lead**  
If you are expecting a ballot bag to contain voted ballots but you discover that there are no ballots inside, notify your lead immediately.  
Your lead will notify the Search and Rescue Operator.
- 3. Misplaced items - Record precinct number and give to your lead**  
If you discover items that are not processed by your team, attach the precinct number to the items. If the items are ballots, write the precinct number near the top of the ballot, above the candidate list and not near the voting arrows. If the items are something other than ballots, write the precinct number on a Post-It and attach it to the items. Give the items to your lead.  
Your lead will deliver high-priority items to the correct processing team or Search and Rescue Operator, or will store the items for further processing at a later time.
- 4. Technology issues - Tell your lead**  
If you are having issues with any electronic equipment, notify your lead.  
Your lead will contact tech support.
- 5. Observer questions or challenges - Stop working and call your lead over**  
If an Election Observer asks you questions, challenges any process or procedure in which you are participating, or interferes with your work in any way, stop your work immediately and notify your lead.  
Your lead will contact the appropriate Registrar of Voters staff member to assist the Election Observer and may provide you with further instructions about how to proceed.
- 6. Unsure where to go - Contact the Election Night Coordinator**  
If you are unsure of where to go or what team you are working with, contact the Election Night Coordinator.  
The Election Night Coordinator can direct you to your team or assign you to a team.
- 7. Not covered in this manual - Contact your lead**  
If something occurs that is not covered in this manual, contact your lead.  
Your lead will determine the appropriate course of action.

## **OVERVIEW OF THE MIDDAY AND ELECTION NIGHT PROCESSES**

During the Midday Ballot Bag Exchange process and after the polls close on Election Night, transferring election assets from precincts to the ROV headquarters for processing involves a series of coordinated tasks. These tasks are divided into two stages and are generally overseen by the Election Night Coordinator:

1. **Stage One** consists of items being picked up from polling places and return centers, and called in and returned to the ROV, and
2. **Stage Two** consists of receipt, check-in, and separation of items at the ROV so that materials can be accounted for and ballots can be counted.

Election assets returned to the ROV are tracked in a software program called TrackIT. An item is tracked and entered in TrackIT for Stage One when the courier or another worker calls in to the ROV automated phone system or to an ROV staff member to report that the item has been picked up and is in the process of being transported to the ROV headquarters or to a return center. An item is entered into TrackIT for Stage Two when it arrives at the ROV headquarters and is scanned in by the appropriate processing team.

The highest priority items, such as the Orange Ballot Bags containing voted ballots, are tracked in TrackIT during both Stage One and Stage Two. Lower priority items, such as the voting machine printers, are tracked in TrackIT only during Stage One. The lowest priority items, such as the voting booths, are not tracked at either stage and are usually picked up from the polling places by ROV staff after Election Day.

After reaching Stage Two, the items are processed according to the procedures within this manual. For large elections involving upwards of 800 precincts, such as the June Presidential Primary Election, processing could take between four and eight hours to complete.

If any unresolved issues remain from the Midday Pickup process after all courier teams have returned and all items have been processed, report these issues to the affected Election Night team.

**KEY ROLES**

The following individuals serve key functions or have broad supervision duties throughout the Midday Ballot Pickup Process and Election Night:

<b><u>Position</u></b>	<b><u>Name(s)</u></b>	<b><u>Location</u></b>	<b><u>Description of Duties</u></b>
Election Night Coordinator	Michael Lopez 408-687-8924	1555 Berger Dr., Bldg. 2	Oversees the overall Midday Ballot Pickup and Election Night processes.
Command Center Coordinator	Karin Accorinti	1553 Berger Dr., Bldg. 1	Oversees phone banks for 299-POLL and 299-VOTE. Communicates with precincts and field inspectors. Conducts Stage One search and rescue operations.
Search and Rescue Operator	Vicky Bituin	Auditorium	Monitors TrackIT progress. Makes search and rescue determinations and initiates operations when necessary.
Assistant Registrar of Voters	Matt Moreles 408-425-4143  Virginia Bloom 408-318-9829	Varies	Oversees designated portions of processes. Assists search and rescue operations. Responds to complaints, inquiries, or other issues as they arise.
Technology Support	Techlink Center 408-918-7000	Varies	Provides tech support for most issues. For escalation in the event of an emergency or time-sensitive issue, contact Sudeshna Chand at 408-282-3057.
Media Coordinator	Philip Chantri	Media Room 408-282-3008	Responds to media inquiries. Arranges photo ops. Arranges media and public observers.

**VOLUNTEER CHECK-IN PROCESS**

Volunteers arriving at the Registrar of Voters' office to help during the Midday Ballot process or on Election Night should check in at the volunteer check-in desk in 1555 Berger Dr., Building 2, near the Auditorium entrance.

Volunteers must complete and provide some or all of the following paperwork or documentation, depending on the tasks that the volunteer will be performing:

- Election Night Worker Oath and Payroll Form
- Outside Employment/Incompatible Activity form
- W-4 form
- Driver's license and insurance

**MIDDAY BALLOT PICKUP AND PROCESSING PROCEDURES**

**MIDDAY SECURITY**

<b><u>Lead</u></b>	<b><u>Time and Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Mike Lopez	ROV Headquarters, Building 2, 1st Floor	2	Security Personnel

**Job Summary**

Administrative Support Officer: Arrange for security personnel for Midday election processing. Determine patrol locations in partnership with Election Night Coordinator. Coordinate orientation, payment, and release of security personnel.

**Security Personnel:**

The Administrative Support Officer (ASO) will arrange for two security personnel to be present at the Registrar of Voters (ROV) Berger Drive facility on Election Day between approximately 2 p.m. and 6 p.m. The Election Night Coordinator will notify the ASO when all ballots picked up from polling places during the afternoon pickup runs have been securely delivered to their designated processing stations at the ROV. The ASO will coordinate the release of the security personnel upon the completion of ballot delivery for counting.

The security personnel will be stationed at one or more of the following locations at the Berger Drive facility:

1. The hall between Rooms 3 and 6.
2. The foyer, main lobby and atrium areas.
3. In or outside the front doors to Building 2 and the Auditorium.

The same or new security personnel will staff the Berger Drive facility for Election Night processing, beginning at 6 p.m.

**Security:**

All Midday election workers, including volunteers, must wear an identifying badge with their name.

**MIDDAY ELECTION ASSET TRACKING AND SEARCH AND RESCUE**

<b><u>Lead</u></b>	<b><u>Time and Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Vicky Bituin Mike Fong	Approx. 2 p.m. until last midday precinct arrives; Auditorium Stage	3	Search and Rescue Operator Midday Ballot Bag Exchange Courier Team Lead Search and Rescue Assistant

**Job Summary**

Search and Rescue Operator: Ensure election assets have arrived at the ROV by monitoring TrackIT. Research chain of custody documents when Orange Ballot Bags have not checked into TrackIT within the expected time frame. After confirming Courier Teams have not delivered Orange Ballot Bags to the ROV within the expected time frame, notify Midday Ballot Bag Exchange Courier Team Lead (Mike Fong).

On Election Day afternoon, ROV Courier Teams will pick up the original Orange Ballot Bags and Blue Ballot Bags from approximately 200 precinct polling places and exchange them with empty replacement ballot bags. The ballots retrieved from these original ballot bags at the ROV will be processed prior to the 8 p.m. Election Night close of polls and release of initial election results.

After leaving their last pickup polling place, Courier Teams will call into the ROV's automated phone system to confirm they are returning to the ROV to deliver the original ballot bags. ROV staff will use TrackIT during the midday ballot bag return timeframe as follows:

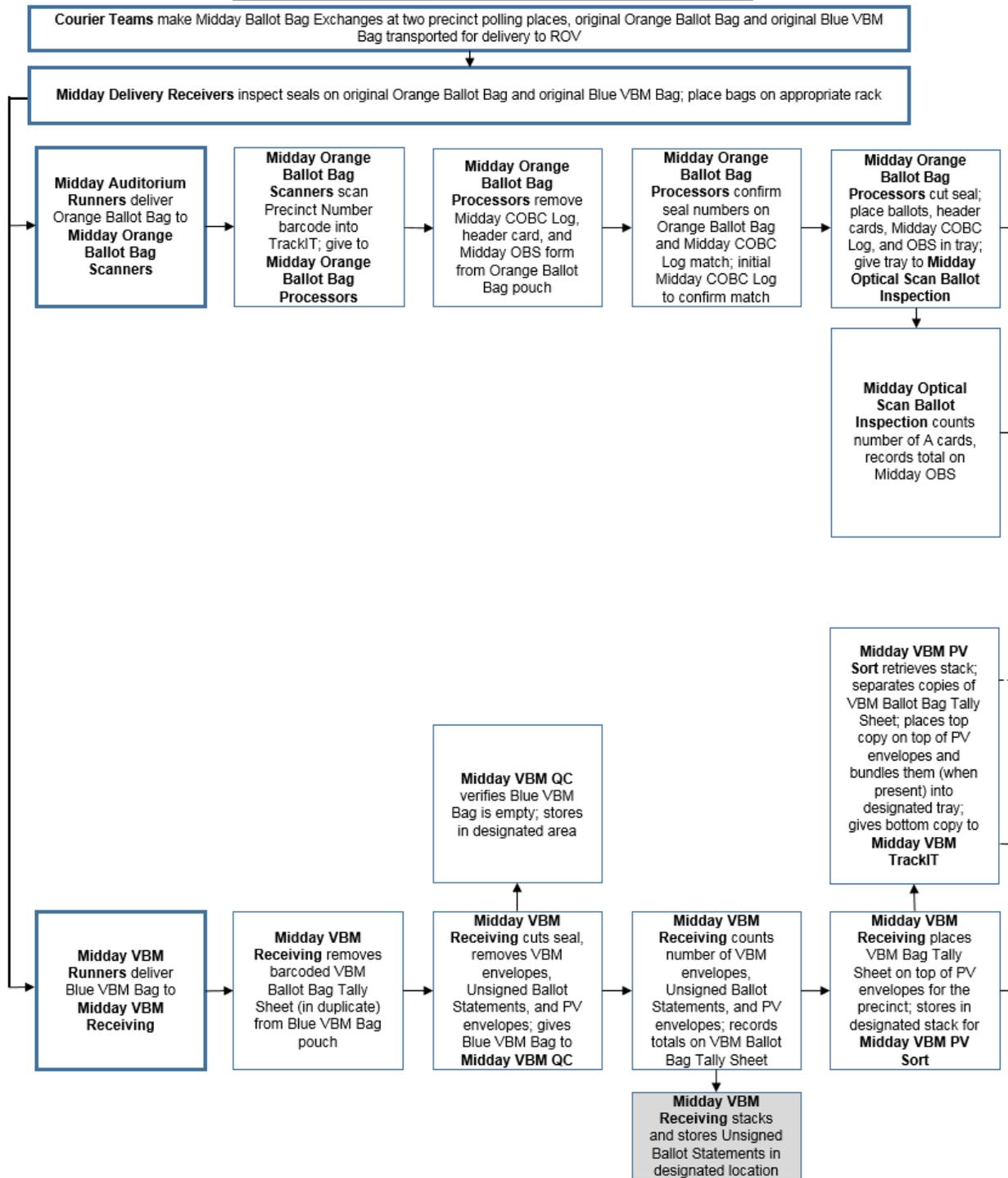
1. TrackIT will import the data from the ROV's automated phone system into TrackIT Stage 1.
2. Midday Orange Ballot Bag Processors in the Building 2 Auditorium will scan each arriving Orange Ballot Bag's barcode into TrackIT Stage 2.

Monitoring these two stages of TrackIT will enable the Search and Rescue Operator to confirm that Courier Teams responsible for Midday precinct pickups have delivered the election assets to the ROV. In the event of a delay, missed pickup, or another issue, the precinct inspector or courier team will call 299-POLL. The 299-POLL operators will document the issue and provide the information to the Midday Ballot Bag Exchange Courier Team Lead. Missing deliveries will be handled by the Search and Rescue Operator as follows:

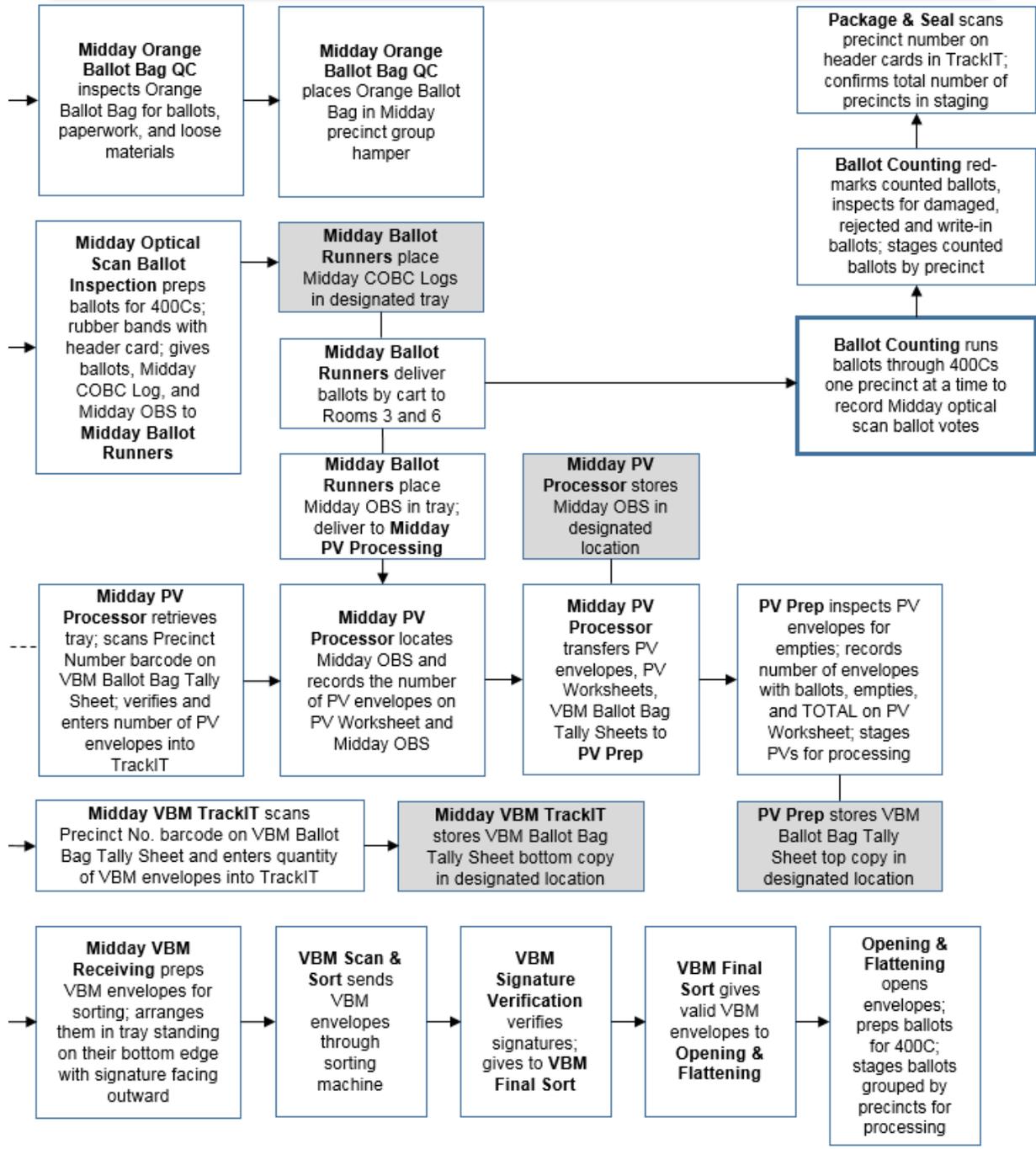
1. Contact the Midday Ballot Bag Exchange Courier Team Lead to verify that no Courier Teams:
  - a. Are waiting to drop off ballot bags at the ROV delivery area, or
  - b. Have called into the ROV with an unexpected delay.

2. Verify that no Midday Ballot Bag Rack Runners are in the process of delivering Orange Ballot Bags to the Auditorium.
3. Search the designated tray that contains Midday Pickup Chain of Ballot Custody Log forms to confirm the Midday Orange Ballot Bag Processors did not miss scanning the Orange Ballot Bag(s).
4. If the missing Orange Ballot Bag(s) cannot be located, notify the Midday Ballot Bag Exchange Courier Team Lead, who shall:
  - a. Contact the Courier Team for status, and
  - b. Resolve the situation, if appropriate, through Search and Rescue.
  - c. In a case where a Courier Team did not or could not make an assigned midday precinct pickup, the ROV may wait until the close of the polls to complete the pickup.

**MIDDAY BALLOT BAG, BALLOT, AND DOCUMENT FLOW**



**Acronym and Abbreviation Legend**  
**400C** – Vote counting machine  
**Midday COBC Log** – Midday Pickup Chain of Ballot Custody Log form  
**Midday OBS** – Midday Official Ballot Statement form  
**PV** – Provisional (ballot type)  
**QC** – Quality Control  
**ROV** – Registrar of Voters  
**TrackIT** – Election Asset Tracking System  
**VBM** – Vote by Mail



**MIDDAY BALLOT BAG EXCHANGE COURIER TEAM ORIENTATION**

<b><u>Lead</u></b>	<b><u>Time and Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Mike Fong	Time TBD; ROV Headquarters, Bldg. 2	200	Couriers (in teams of 2)

**Job Summary**

Training and Orientation: Provide training and materials necessary for couriers to complete midday pickup.

Courier: Sign forms; obtain materials.

Training and Orientation:

1. Provide training on ballot bag exchange procedures.
2. Provide each team of two couriers:
  - a. A Midday Pickup Binder that includes:
    - i. Two Midday Pickup Chain of Ballot Custody Log forms, in triplicate, to track ballot bag transit from the pickup polling place to the ROV – one for each precinct to be picked up;
    - ii. Maps, polling place info, payroll forms, and logistical information;
  - b. Two replacement Orange Ballot Bags, unsealed and containing only an empty tray;
  - c. Two replacement Blue Ballot Bags, unsealed and containing only a tray; and
  - d. Two ROV-issued election volunteer ID badges, one for each courier.

Courier:

1. Sign oath and payroll forms.

**MIDDAY BALLOT BAG EXCHANGE COURIER TEAM PROCEDURES**

<b><u>Lead</u></b>	<b><u>Time and Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Mike Fong	Approx. 2 p.m. – 4 p.m.; 2 predetermined polling places	200	Couriers (in teams of 2)

The 200 couriers will be divided into 100 courier teams with two team members each. The courier teams will exchange one replacement Orange Ballot Bag and one replacement Blue Ballot Bag for the original ballot bags, regardless of the number of voted ballots inside the original bags, from each of two predetermined precinct polling places.

If the Precinct Inspector at the polling place knows one or both original ballot bags contain no ballots, the ballot bag exchange will still take place following the same

procedures below. The Precinct Inspector will mark a checkbox on the Midday Pickup Chain of Ballot Custody Log form to note when an original bag is empty.

There are two time slots for midday ballot bag exchange runs: 1) 2 O’Clock Run — 50 courier teams will make ballot bag exchanges at two polling places between 2 p.m. and 3 p.m.; and 2) 3 O’Clock Run — 50 courier teams will make ballot bag exchanges at two polling places between 3 p.m. and 4 p.m. The front cover of the Midday Pickup Binders will designate which of these two midday ballot bag exchange runs the couriers will make.

Job Summary

Courier Team:	Exchange original ballot bags with replacement ballot bags. Complete necessary paperwork.
Courier Team Member 1:	Seal original ballot bags.
Courier Team Member 2:	Record seal numbers and any other necessary information on the Midday Pickup Chain of Ballot Custody Log form.
Precinct Inspector:	Ensure ballot bag exchange has as little effect on voters and voting operations as possible. Seal replacement ballot bags. Complete necessary paperwork.

**FIRST DESIGNATED PRECINCT PICKUP**

1. The ROV will call Courier Teams prior to the midday ballot bag exchange to verify teams are ready to make their pickups.
2. Prior to traveling to the first designated polling place to exchange ballot bags, the Courier Team call the precinct cell phone number to inform the Precinct Inspector that the team is on its way.
3. Upon arrival at the first designated polling place, the Courier Team shall:
  - a. Bring the ROV-issued election volunteer ID badges, the Midday Pickup Binder, one replacement Orange Ballot Bag, and one replacement Blue Ballot Bag.
  - b. Enter the polling place and wait until an Election Officer becomes available.
  - c. Ask to speak with the Precinct Inspector.
  - d. Introduce the Courier Team and show the Precinct Inspector the team’s ROV-issued election volunteer ID badges.
  - e. Give the Precinct Inspector the replacement Orange Ballot Bag and the replacement Blue Ballot Bag.
  - f. Pull the Midday Pickup Chain of Ballot Custody Log form for the precinct from the Midday Pickup Binder.
  - g. Record the Polling Place Arrival Time on the Midday Pickup Chain of Ballot Custody Log in the appropriate space.

4. The Precinct Inspector shall:
  - a. Verify that no voters are approaching to return their voted ballots.
    - i. If any voters are in line to vote, the Precinct Inspector and Election Officers will help the voters before continuing with the midday ballot bag exchange.
  - b. In the presence of any voters and bystanders in public view:
    - i. Open the replacement Orange Ballot Bag.
    - ii. Show voters and/or bystanders that the replacement Orange Ballot Bag contains no ballots.
    - iii. Zip up the replacement Orange Ballot Bag so that it is closed.
    - iv. Unzip the slot on the replacement Orange Ballot Bag so that ballots may be placed inside.
    - v. Seal the replacement Orange Ballot Bag with a white bag seal.
    - vi. Open the ballot slot on the replacement Orange Ballot Bag so that ballots may be placed inside.
    - vii. 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 sealed replacement Orange Ballot Bag.
    - viii. Close the zipper on the ballot slot on the original Orange Ballot Bag.
    - ix. Place the original Orange Ballot Bag in a location that is still visible to voters and/or bystanders where it can be sealed.
    - x. Repeat this process for the replacement Blue Ballot Bag.
    - xi. Give the Courier Team two white bag seals.
5. Courier Team Member 1 shall:
  - a. Seal the ballot slot zippers on both of the original ballot bags so that they cannot be opened. **Do not** remove the existing seal(s).
  - b. Sign the line on the Midday Pickup Chain of Ballot Custody Log form acknowledging taking custody of the sealed original ballot bags.
6. Courier Team Member 2 shall:
  - a. Write the new seal number from each original bag on the corresponding lines of the Midday Pickup Chain of Ballot Custody Log form.
  - b. Sign the line on the Midday Pickup Chain of Ballot Custody Log form acknowledging taking custody of the sealed original ballot bags.
7. The Precinct Inspector shall:

- a. Verify that the seal numbers recorded on the Midday Pickup Chain of Ballot Custody Log form match the numbers on the seals of the original ballot bags.
    - i. If one or both original ballot bags contain no ballots, mark the appropriate “Bag contains no ballots” box on the Midday Pickup Chain of Ballot Custody Log form.
  - b. Sign the line on the Midday Pickup Chain of Ballot Custody Log form acknowledging release of the sealed original ballot bags.
  - c. Record the time on the Midday Pickup Chain of Ballot Custody Log form in the space for the Time of Ballot Bag Exchange.
  - d. Remove the pink copy of the Midday Pickup Chain of Ballot Custody Log form and secure it in the pocket of the Roster Index.
  - e. Return the other copies of the Midday Pickup Chain of Ballot Custody Log form to the Courier Team.
8. As a team of two, the Courier Team shall:
- a. Ensure that the Precinct Inspector has the pink copy of the Midday Pickup Chain of Ballot Custody Log form.
  - b. Place the remaining copies of the Midday Pickup Chain of Ballot Custody Log form in the pocket of the Midday Pickup Binder.
  - c. Exit the polling place with the two sealed original ballot bags and Midday Pickup Binder and return to vehicle.
  - d. Secure the sealed original ballot bags in the trunk of the vehicle, or in a manner otherwise hidden from view so that a person outside the vehicle cannot see the bags by looking in the vehicle’s windows.
  - e. Prior to leaving the polling place, call the ROV to confirm that the original ballot bags have been picked up from the first designated polling place and that the Courier Team is proceeding to the second designated polling place.
  - f. Prior to arriving at the second designated polling place to exchange ballot bags, call the precinct cell phone number to inform the Precinct Inspector that the Courier Team is on its way.

## **SECOND DESIGNATED PRECINCT PICKUP**

1. Upon arrival at the second designated polling place, the Courier Team shall:
  - a. Bring the ROV-issued election volunteer ID badges, the Midday Pickup Binder, one replacement Orange Ballot Bag, and one replacement Blue Ballot Bag.
  - b. Ensure that the sealed original ballot bags from the first designated polling place pickup are locked in the vehicle’s trunk or stored in the vehicle in a

manner otherwise hidden from view so that a person outside the vehicle cannot see the bags by looking in the vehicle's windows.

- c. Close all vehicle windows, close and lock all vehicle doors and the vehicle's trunk, and take the keys.
  - d. Enter the polling place and wait until an Election Officer becomes available.
  - e. Ask to speak with the Precinct Inspector.
  - f. Introduce the Courier Team and show the Precinct Inspector the team's ROV-issued election volunteer ID badges.
  - g. Give the Precinct Inspector the replacement Orange Ballot Bag and the replacement Blue Ballot Bag.
  - h. Pull the Midday Pickup Chain of Ballot Custody Log form for the precinct from the Midday Pickup Binder.
  - i. Record the Polling Place Arrival Time on the Midday Pickup Chain of Ballot Custody Log in the appropriate space.
2. The Precinct Inspector shall:
- a. Verify that no voters are approaching to return their voted ballots.
    - i. If any voters are in line to vote, the Precinct Inspector and Election Officers will help the voters before continuing with the midday ballot bag exchange.
  - b. In the presence of any voters and bystanders in public view:
    - i. Open the replacement Orange Ballot Bag.
    - ii. Show voters and/or bystanders that the replacement Orange Ballot Bag contains no ballots.
    - iii. Zip up the replacement Orange Ballot Bag so that it is closed.
    - iv. Unzip the slot on the replacement Orange Ballot Bag so that ballots may be placed inside.
    - v. Seal the replacement Orange Ballot Bag with a white bag seal.
    - vi. Open the ballot slot on the replacement Orange Ballot Bag so that ballots may be placed inside.
    - vii. 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 sealed replacement Orange Ballot Bag.
    - viii. Close the zipper on the ballot slot on the original Orange Ballot Bag.
    - ix. Place the original Orange Ballot Bag in a location that is still visible to voters and/or bystanders where it can be sealed.

- x. Repeat this process for the replacement Blue Ballot Bag.
  - xi. Give the Courier Team two white bag seals.
3. Courier Team Member 1 shall:
    - a. Seal the ballot slot zippers on both of the original ballot bags so that they cannot be opened. **Do not** remove the existing seal(s).
    - b. Sign the line on the Midday Pickup Chain of Ballot Custody Log form acknowledging taking custody of the sealed original ballot bags.
  4. Courier Team Member 2 shall:
    - a. Write the new seal number from each original bag on the corresponding lines of the Midday Pickup Chain of Ballot Custody Log form.
    - b. Sign the line on the Midday Pickup Chain of Ballot Custody Log form acknowledging taking custody of the sealed original ballot bags.
  5. The Precinct Inspector shall:
    - a. Verify that the seal numbers recorded on the Midday Pickup Chain of Ballot Custody Log form match the numbers on the seals of the original ballot bags.
      - i. If one or both original ballot bags contain no ballots, mark the appropriate “Bag contains no ballots” box on the Midday Pickup Chain of Ballot Custody Log form.
    - b. Sign the line on the Midday Pickup Chain of Ballot Custody Log form acknowledging release of the sealed original ballot bags.
    - c. Record the time on the Midday Pickup Chain of Ballot Custody Log form in the space for the Time of Ballot Bag Exchange.
    - d. Remove the pink copy of the Midday Pickup Chain of Ballot Custody Log form and secure it in the pocket of the Roster Index.
    - e. Return the other copies of the Midday Pickup Chain of Ballot Custody Log form to the Courier Team.
  6. As a team of two, the Courier Team shall:
    - a. Ensure that the Precinct Inspector has the pink copy of the Midday Pickup Chain of Ballot Custody Log form.
    - b. Place the remaining copies of the Midday Pickup Chain of Ballot Custody Log form in the pocket of the Midday Pickup Binder.
    - c. Exit the polling place with the two sealed original ballot bags and Midday Pickup Binder and return to vehicle.
    - d. Secure the sealed original ballot bags from the second designated polling place in the vehicle so that they can be retrieved easily upon arrival at the ROV.

- e. Arrange the sealed original ballot bags from the first designated polling place in the vehicle so that they can be retrieved easily upon arrival at the ROV.
- f. Prior to leaving the polling place, call the ROV to confirm that the original ballot bags have been picked up from the second designated polling place and that the Courier Team is returning to the ROV.
- g. Proceed without delay to the ROV.
- h. The Courier Team member in the passenger seat should note the arrival time at the ROV Berger facility.
- i. Follow directions of Traffic Controllers.

**MIDDAY BALLOT BAG EXCHANGE PROCEDURES**

**MIDDAY BALLOT BAG EXCHANGE TRAFFIC CONTROL**

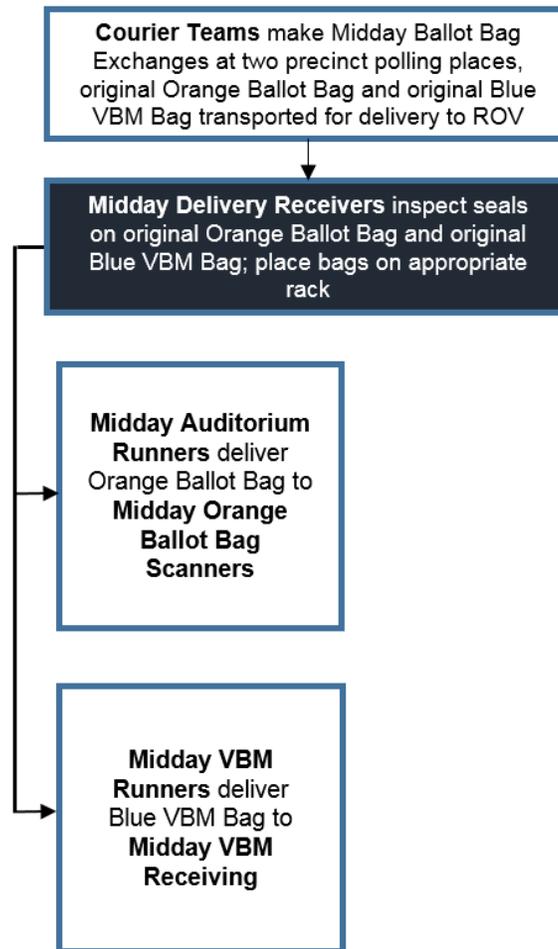
<b><u>Lead</u></b> Mike Fong	<b><u>Location</u></b> Parking Lot	<b><u>Staff</u></b> 5	<b><u>Job Roles</u></b> Midday Traffic Controller
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**Job Summary**

Traffic Controller: Direct flow of traffic, ensuring safety to people and vehicles.

- 1. Direct Courier Team vehicles to:
  - a. Enter Berger Drive from Oakland Road or Gish Road and enter the County Service Center driveway entrance near Building 1. From Oakland Road, this will be the second Berger facility driveway on the right. From Gish Road, this will be the first Berger facility driveway on the left.
  - b. Follow the directions provided by the Traffic Controllers, safety cones, and signage along the way to the ballot bag drop-off area.
  - c. Proceed to the Warehouse Receiving area and wait for ROV Delivery Receivers to give the signal to stop the vehicle.
  - d. Put vehicle in park, apply the emergency or parking brake, and turn off the engine.

## MIDDAY BALLOT BAG EXCHANGE ROV DELIVERY



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Mike Fong	Parking area between Buildings 1 and 2	9	Midday Delivery Receiver

### Job Summary

**Delivery Receiver:** Obtain ballot bags from Courier Team. Complete necessary paperwork.

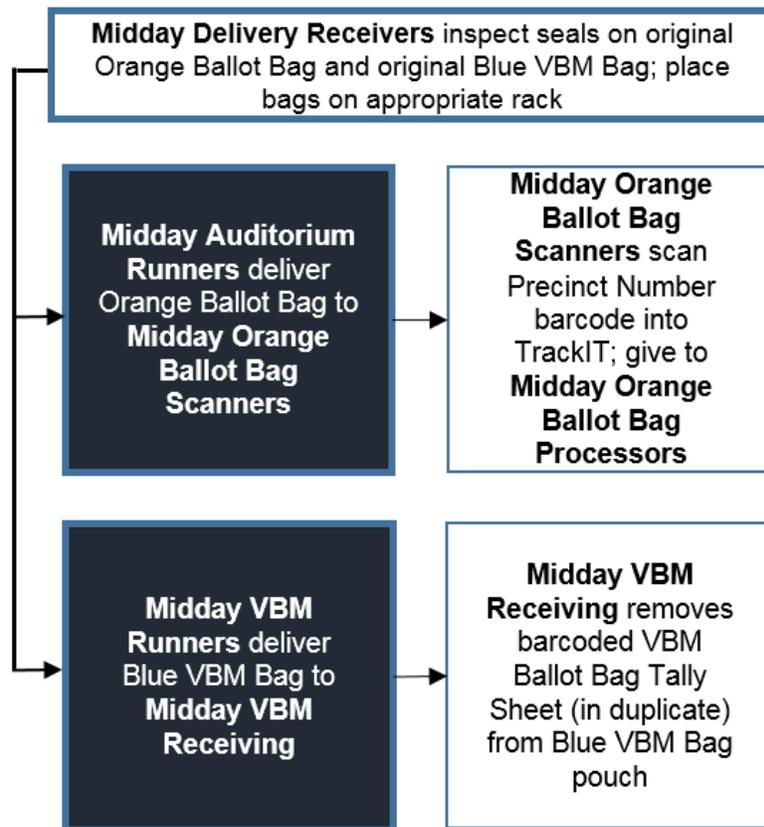
**Courier Team:** Record time of arrival. Transfer original ballot bags and Midday Pickup Binders.

1. The Courier Team member in the passenger seat should note the time that the Courier Team pulls into the ROV driveway.
2. If possible, the Courier Team member in the passenger seat hands the four original ballot bags – two sealed original Orange Ballot Bags and two sealed original Blue Ballot Bags – to Delivery Receivers. If bag retrieval requires exiting the vehicle, the Courier Team member in the passenger seat should safely exit

the vehicle, assist Delivery Receivers in accessing the four bags, and then return to vehicle.

3. In teams of 2, Delivery Receivers will:
  - a. Take the four original ballot bags from the Courier Team.
  - b. Request the Midday Pickup Binder from the Courier Team.
  - c. Remove the two Midday Pickup Chain of Ballot Custody Log forms from the Midday Pickup Binder.
  - d. Obtain from the Courier Team the time that the Courier Team pulled into the ROV driveway. Record the arrival time in the appropriate box on each of the Midday Pickup Chain of Ballot Custody Log forms.
    - i. If the Courier Team did not note the time it pulled into the ROV driveway, the Courier Team may provide an estimated time to be recorded in the same manner.
  - e. Place the Midday Pickup Binder in the designated area.
  - f. Initial both Midday Pickup Chain of Ballot Custody Log forms in the appropriate space.
  - g. Record the unload time on each of the Midday Pickup Chain of Ballot Custody Log forms on the line that reads "ROV Unload Time."
  - h. Inspect the seals on the four bags and check the seal confirmation box if all seals are intact.
    - i. If one or more of the seals are broken, Delivery Receivers will not check the seal confirmation box, but instead will instruct the Courier Team to start the vehicle and park in a designated parking area to gather more information.
    - ii. Delivery Receivers will then follow steps 3.i., 3.j., and 3.k. below, give the ballot bags and information about the seals to a Supervisor, and continue to step 4 below.
  - i. Separate the two copies of each Midday Pickup Chain of Ballot Custody Log form and give the yellow copy of each to the Courier Team.
  - j. Place the remaining white copy of each Midday Pickup Chain of Ballot Custody Log form into the pouch of the appropriate Orange Ballot Bag and close the pouch.
  - k. Place the ballot bags on the appropriate rack.
4. Delivery Receiver directs the Courier Team vehicle to drive forward, make U-turn at end of receiving area, keep to the right of the cones, and safely exit the Berger facility using the same access road as the one used to enter it.

## MIDDAY BALLOT BAG EXCHANGE ROV RUNNERS



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Mike Fong	Parking area between Buildings 1 and 2/VBM area/Auditorium	6	Midday VBM Runner Midday Auditorium Runner

### Job Summary

VBM Runner:

Deliver rack with Blue Ballot Bags to VBM area.

Auditorium Runner:

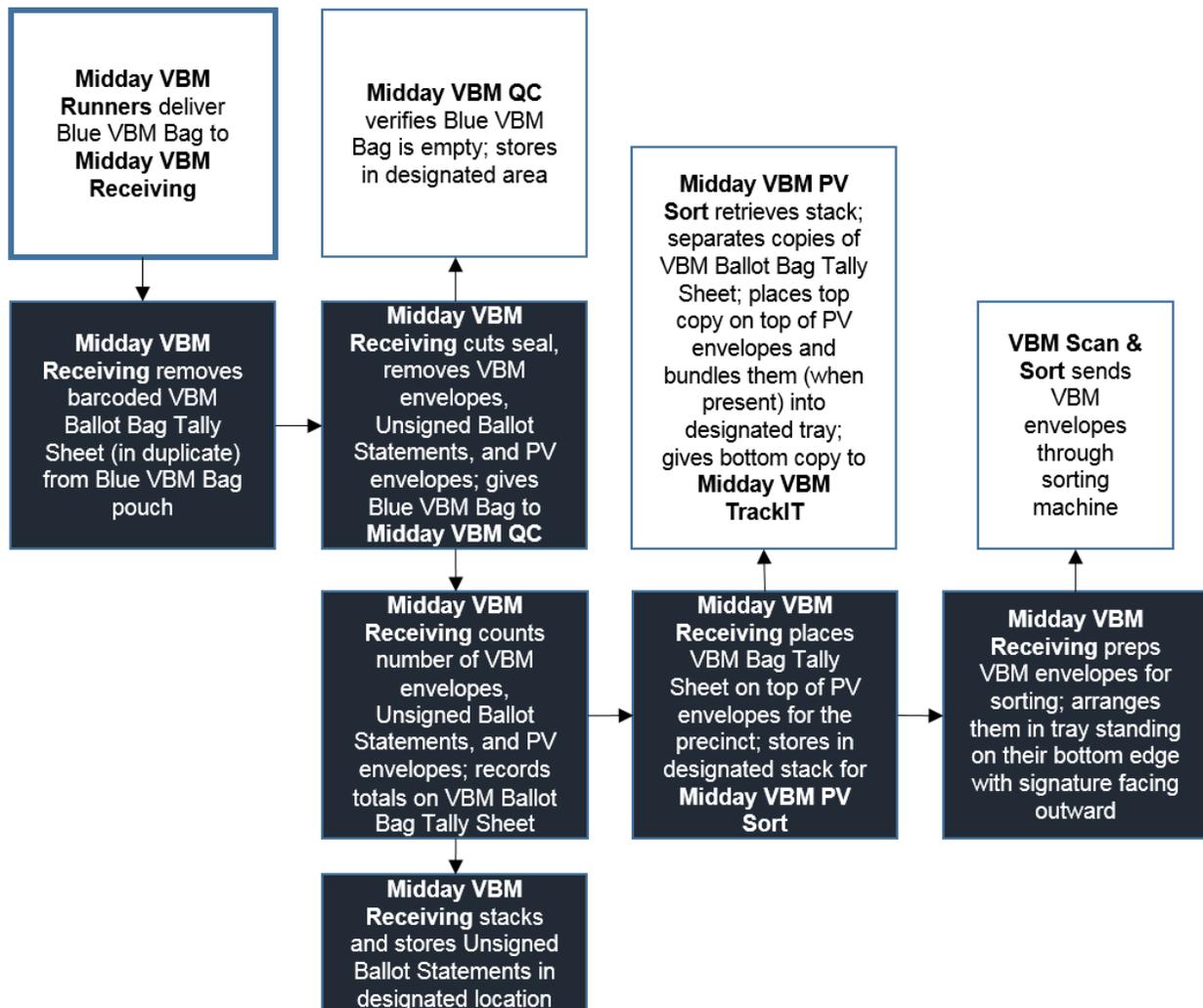
Deliver rack with Orange Ballot Bags to Auditorium.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave ballot bags **UNATTENDED**.
2. Wait until a rack is filled with ballot bags before delivering.
3. When a rack is full, in teams of 2, VBM Runners deliver the rack containing the Blue Ballot Bags to the VBM area inside Building 2.
  - a. VBM Runners remove Blue Ballot Bags from rack and place in designated location in VBM area.
4. In teams of 2, Auditorium Runners deliver the rack containing the Orange Ballot Bags to the Auditorium inside Building 2.
  - a. Auditorium Runners remove Orange Ballot Bags from rack and place on conveyor belt.

**MIDDAY BLUE BALLOT BAG PROCESSING**

<b><u>Lead</u></b>	<b><u>Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Alfred Gonzales Liz Oviedo	VBM area	~60	Midday VBM Receiver (8-10) Midday VBM Sorter (20-40) Midday VBM PV Sorter (2) Midday VBM TrackIT Scanner (2) Midday VBM QC Checker (2)

**MIDDAY VBM RECEIVING**



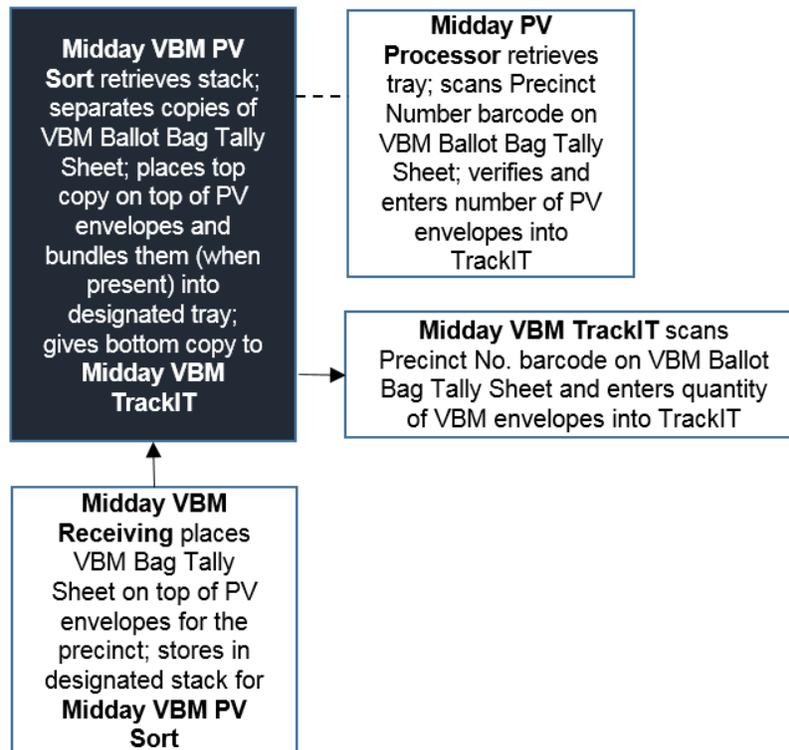
Job Summary

Midday VBM Receiver: Unseal Blue Ballot Bag. Count VBM ballots and Unsigned Ballot Statements. Separate and count PVs.

- ALWAYS** work in teams of **TWO**, and **NEVER** leave VBM envelopes or PV envelopes **UNATTENDED**.

2. Remove the VBM Ballot Bag Tally Sheet from the pouch on the top of the Blue Ballot Bag.
3. Cut the seal on the Blue Ballot Bag.
4. Open the Blue Ballot Bag and remove all VBM envelopes, PV envelopes, and Unsigned Ballot Statements.
  - a. If the Blue Ballot Bag contains loose optical scan ballots, notify the Midday Blue Ballot Bag Processing Lead immediately.
5. Transfer the empty Blue Ballot Bag to Midday VBM QC.
  - a. If the Blue Ballot Bag was delivered empty, record the precinct number on a separate log for Midday VBM QC to verify at the end of midday processing.
6. Sort and neatly stack VBM envelopes, PV envelopes, and Unsigned Ballot Statements.
7. Count and record the number of VBM envelopes, PV envelopes, and Unsigned Ballot Statements on the VBM Ballot Bag Tally Sheet.
8. Stack and store Unsigned Ballot Statements in designated tray for processing by the VBM Division after Election Night.
9. Place VBM Ballot Bag Tally Sheet on top of PV envelopes for the precinct (when present) and arrange in stack for retrieval by VBM PV Sort.
10. Arrange the VBM envelopes in a tray as follows:
  - a. Stand all envelopes on the bottom edge so that the signature side of the envelope faces you.
  - b. Place all envelopes facing this orientation in a single-file line in the tray.
11. Transfer the VBM envelope tray to VBM Scan & Sort. Follow Election Night Procedures for VBM Scan & Sort.

## MIDDAY VBM PV SORT

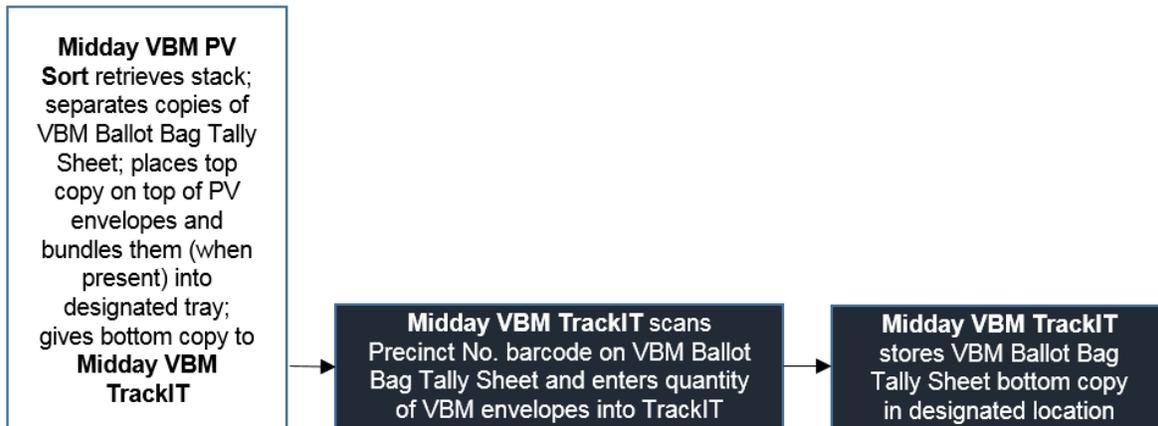


### Job Summary

Midday VBM PV Sorter: Arrange PV envelopes and attach worksheet.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave PV envelopes **UNATTENDED**.
2. Receive stacks of VBM Ballot Bag Tally Sheets and PV envelopes from VBM Receiver.
3. Separate copies of VBM Ballot Bag Tally Sheet.
4. Place top copy of VBM Ballot Bag Tally Sheet on top of any PV envelopes for that precinct and rubber band top copy with PV envelopes (when present).
5. Stack PV envelope bundles in designated tray.
  - a. If there are no PV envelopes for a precinct, place the top copy of the VBM Ballot Bag Tally Sheet in designated tray.
6. Deliver bottom copy of VBM Ballot Bag Tally Sheet to VBM Track IT.
7. When full or when all midday pickups have been received, transfer tray to PV Midday Processing.

## MIDDAY VBM TRACKIT



### Job Summary

Midday VBM TrackIT Scanner: Scan the Precinct Number barcode from the VBM Ballot Bag Tally Sheet into TrackIT and record number of VBM envelopes.

1. Receive VBM Ballot Bag Tally Sheet from Midday VBM PV Sort.
2. Scan the precinct number barcode on VBM Ballot Bag Tally Sheet into TrackIT Stage 2.
3. Enter the number of VBM envelopes into the precinct entry for TrackIT Stage 2.
4. Store VBM Ballot Bag Tally Sheet in the designated location.

## MIDDAY VBM QC

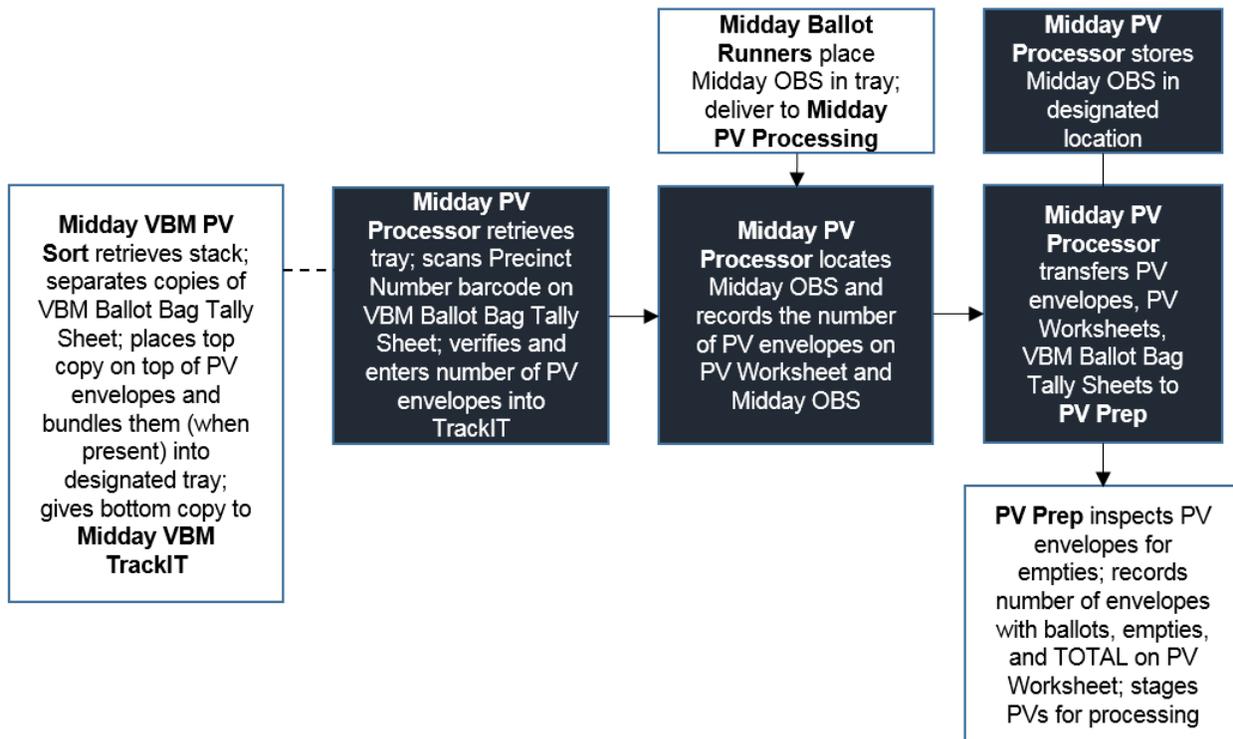


### Job Summary

MIDDAY VBM QC Checker: Verify all VBM envelopes and other materials are removed from Blue Ballot Bag. Stack emptied and inspected Blue Ballot Bag in designated area.

1. Receive Blue Ballot Bag from MIDDAY VBM Receiving.
2. Inspect Blue Ballot Bag to verify that all VBM envelopes, PV envelopes, Unsigned Ballot Statements, and other loose items are removed.
  - a. If **any of these items** are found, **notify the MIDDAY VBM Receiving Lead immediately.**
3. Stack emptied and inspected Blue Ballot Bag in designated area.
4. At the end of midday processing, reconcile the log that notes the precincts for Blue Ballot Bags that were delivered empty against the MIDDAY Pickup Chain of Ballot Custody Log forms in the designated tray in the Auditorium.

### MIDDAY PV PROCESSING



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Maggy Smith Julia Saenz	Atrium Corridor	2	Midday PV Processor

Job Summary

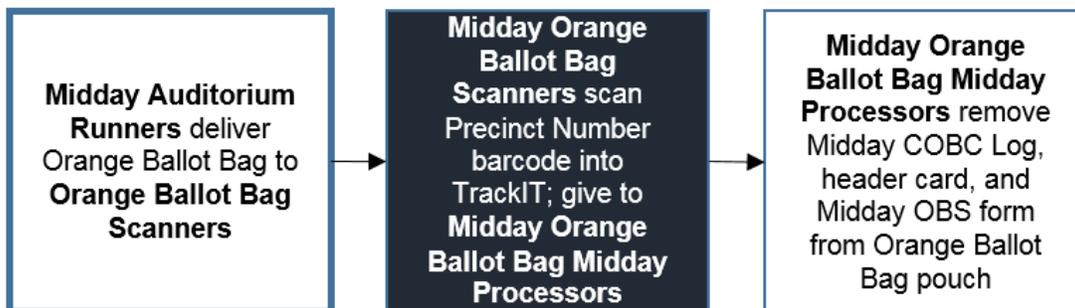
Midday PV Processor: Enter quantity of PV envelopes into TrackIT. Record quantity of PV envelopes onto Midday OBS form.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave PV envelopes **UNATTENDED**.
2. Receive tray containing VBM Ballot Bag Tally Sheets and PV envelopes from Midday VBM PV Sort.
3. Verify quantity of PV envelopes listed on VBM Ballot Bag Tally Sheet matches quantity bundled for the precinct.
4. Scan the precinct number barcode from VBM Ballot Bag Tally Sheet into TrackIT Stage 4.
5. Enter the quantity of PV envelopes into the precinct entry for TrackIT Stage 4.
6. Locate the appropriate Midday OBS form in the Midday OBS form tray when received from Midday Ballot Runners.

7. Record the number of PV envelopes for the precinct on the appropriate Midday OBS form.
8. Write the precinct number on a PV worksheet and record the number of PV envelopes from the appropriate Midday OBS form into the TOTAL Envelopes box on the PV worksheet.
9. Store Midday OBS in designated location for post-election Canvass.
10. Transfer PV envelopes, PV worksheets, and VBM Ballot Bag Tally Sheets to PV Prep. Follow Election Night Procedures for PV Prep.

**MIDDAY ORANGE BALLOT BAG PROCESSING**

**MIDDAY ORANGE BALLOT BAG SCANNERS**



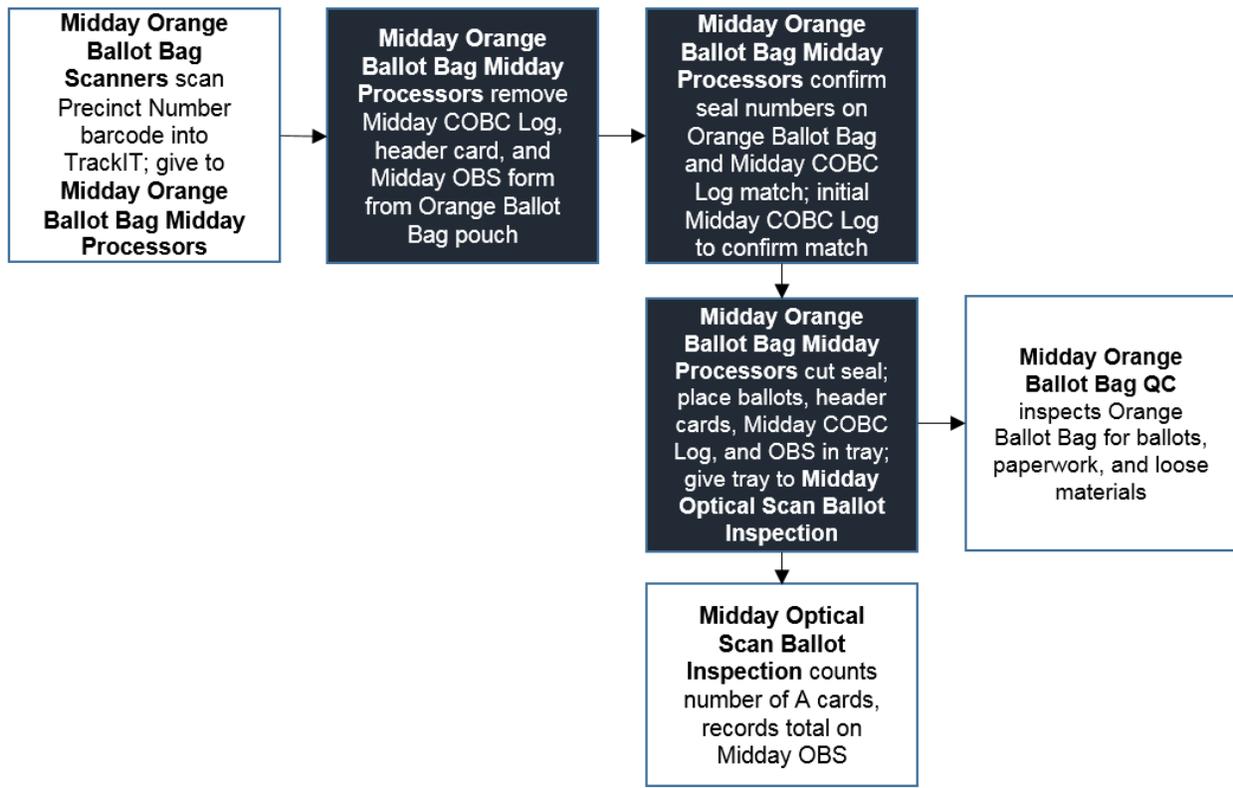
<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Trinh Dao	Auditorium Entrance	2	Midday Orange Ballot Bag Scanner

Job Summary

Midday Orange Ballot Bag Scanner: Scan Orange Ballot Bag into TrackIT.

1. Receive Orange Ballot Bag from Auditorium Runner.
2. In TrackIT Midday Precinct Optical Scan Ballots module, scan the precinct number barcode.
  - a. If TrackIT does not read the barcode, or if the barcode does not have an 'A' at the end of the precinct number designating a midday precinct, manually enter the precinct number barcode with the 'A' at the end.
3. Verify that the precinct number barcode displays on the TrackIT Midday Precinct Optical Scan Ballots module screen.
4. Transfer the scanned Orange Ballot Bag by rack to Orange Ballot Bag Team Member.

## MIDDAY ORANGE BALLOT BAG PROCESSORS



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Carmelita Aldana	Auditorium	10	Midday Orange Ballot Bag Processor Midday Orange Bag QC

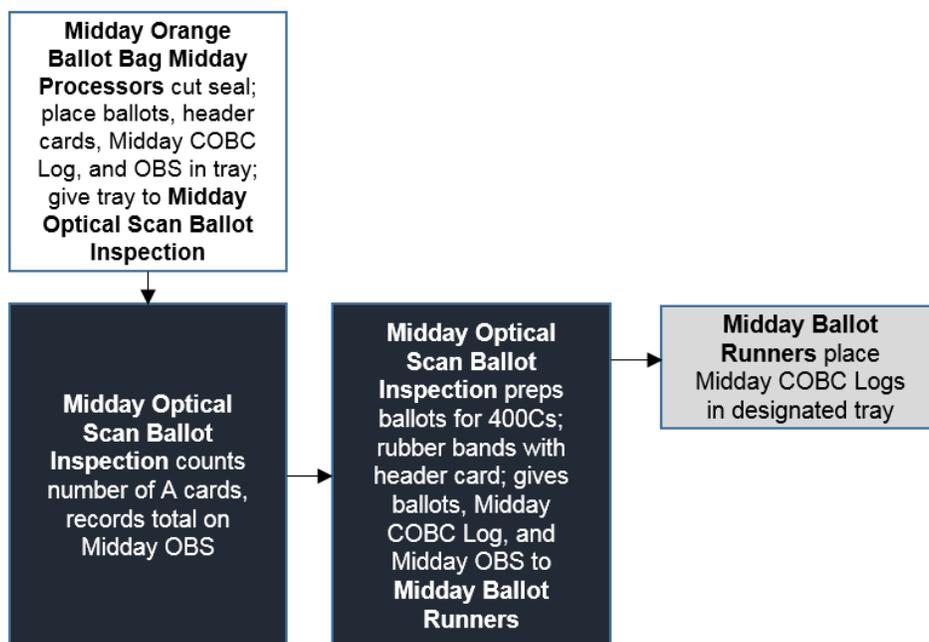
### Job Summary

Midday Orange Ballot Bag Processor: Confirm seal number. Cut seal. Remove ballots and header card. Complete necessary paperwork.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave ballots **UNATTENDED**.
2. Receive Orange Ballot Bag from Orange Ballot Bag Scanner by rack.
3. Remove the Midday Pickup Chain of Ballot Custody Log form, header card, and Midday OBS form from the pouch on the top of the Orange Ballot Bag.
4. Compare the number on the seal joining all zippers on the Orange Ballot Bag to the seal number recorded on the Midday Pickup Chain of Ballot Custody Log form.
  - a. If the numbers match, initial the Midday Pickup Chain of Ballot Custody Log form in the area above the ROV Use Only box.
  - b. If the numbers do not match, notify the Midday Orange Ballot Bag Processor Lead immediately.

5. Cut the seal and open the Orange Ballot Bag.
6. Remove the ballots.
  - a. If the Orange Ballot Bag is **empty** or **contains anything other than voted ballots**, notify the MIDDAY Orange Ballot Bag Processor Lead **immediately**.
7. Place the MIDDAY Pickup Chain of Ballot Custody Log form, header card, and MIDDAY OBS form into a tray with the ballots.
8. Transfer the tray to MIDDAY Optical Scan Ballot Inspection.
9. Transfer the Orange Ballot Bag to MIDDAY Orange Ballot Bag QC. Follow Election Night Procedures for Orange Ballot Bag QC.
10. MIDDAY Orange Ballot Bag Processors transfer the empty rack out the corner exit door so it can be staged for re-use.

### MIDDAY OPTICAL SCAN BALLOT INSPECTION



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Shawn Whiteman	Auditorium	12-18	MIDDAY Flag Service Runner MIDDAY Ballot Inspector

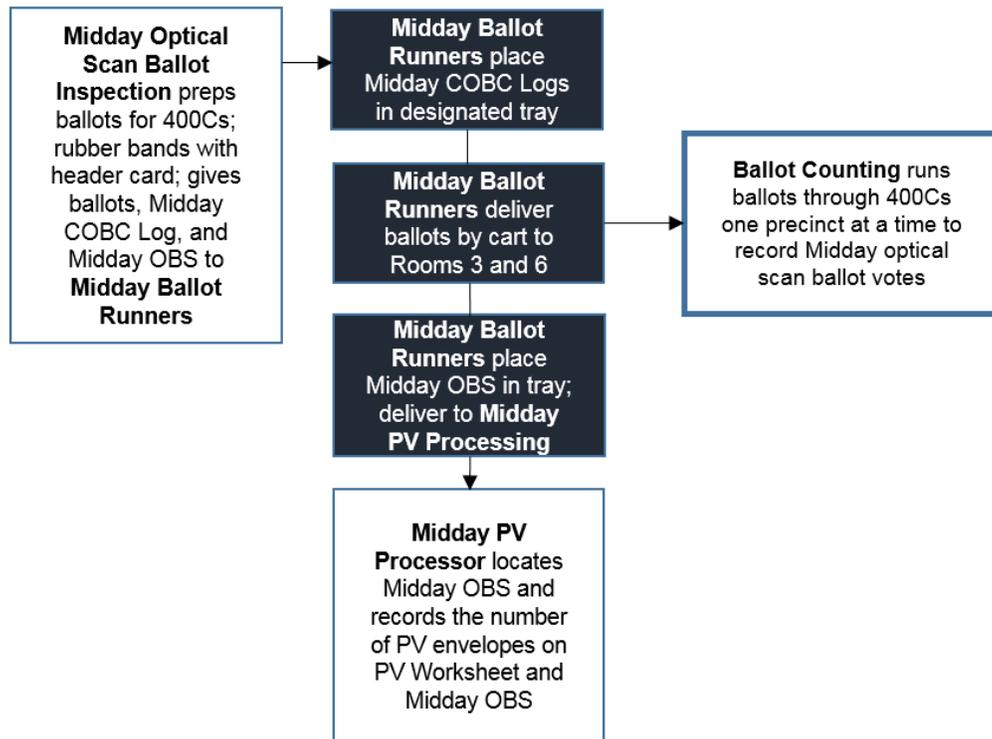
#### Job Summary

MIDDAY Optical Scan Ballot Inspector: Confirm seal number. Cut seal. Remove ballots and header card. Complete necessary paperwork.

MIDDAY Flag Service Runner: Obtain missing header cards.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave ballots **UNATTENDED**.
2. Receive tray containing ballots, Midday Pickup Chain of Ballot Custody Log form, header card, and Midday OBS form from Orange Ballot Bag Midday Processors.
3. Remove all rubber bands, paperclips, sticky notes, or other foreign objects from the ballots.
4. Remove stubs from ballots.
5. Flatten any folded ballots.
6. Separate the ballots by card letter.
7. Count the number of A cards and record the total number on the Midday OBS form.
8. Combine ballots into a single stack.
9. Flip through ballots to screen for torn or damaged ballots, ballots with white-out, copied ballots, Sample Ballot pages or Vote by Mail ballots.
  - a. If found, remove from stack, write the precinct number on each one, and place a large rubber band around the ballots removed from the stack.
10. Square up ballots into a neat stack (ballots may be upside down and/or backwards).
  - a. If torn/damaged ballots were removed, place rubber-banded stack of removed ballots on top of neat stack of remaining ballots.
11. Place the precinct header card on top of the stack and rubber band together with a 7-inch rubber band.
  - a. If the header card is missing, raise the red flag.
  - b. The Flag Service Runner will locate the correct precinct header card from the extra set of salmon-colored header cards.
  - c. Place the replacement header card on top of the precinct stack and rubber band as described in Step 11.
12. Raise the green flag to alert Ballot Runners that the ballots are finished and ready for delivery.

## MIDDAY BALLOT RUNNERS



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Shawn Whiteman	Auditorium	2	Midday Ballot Runner

### Job Summary

Midday Ballot Runner: Pick up ballots and associated documents. Sort documents. Deliver ballots to Room 3 or Room 6 for tallying.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave optical scan ballots **UNATTENDED**.
2. Pick up rubber-banded stack of ballots, Midday Pickup Chain of Ballot Custody Log form, and Midday OBS form when a Ballot Inspector raises the green flag.
3. Bring ballots, Midday Pickup Chain of Ballot Custody Log form, and Midday OBS form to sorting table.
4. Place the Midday Pickup Chain of Ballot Custody Log form into designated tray.
5. Place the Midday OBS form into the designated tray.
6. Place the ballot stack into the cart.
7. When the cart is full or when all ballots and orange bags have been processed, deliver ballot cart to Room 3 or Room 6.
8. Deliver tray of Midday OBS forms to Midday PV Processing.

**ELECTION NIGHT PROCEDURES**

**ELECTION NIGHT SECURITY**

<b><u>Lead</u></b>	<b><u>Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Role</u></b>
Mike Lopez	ROV Headquarters, Building 2, 1st Floor	3	Security Personnel

**Prior to Election Day**, the department Administrative Support Officer will:

1. Pre-arrange with the Facilities and Fleet MAC Room for the main doors to the Berger Drive facility to remain unlocked after 7 p.m. on Election Night.
2. Notify the MAC Room when the main doors to the Berger Drive facility are to be locked on Election Night (usually 11 p.m. or 12 a.m.).

**Security Personnel:**

The Administrative Support Officer (ASO) will arrange for three security personnel to be present at the Berger Drive facility on Election Day at 6 p.m. The Election Night Coordinator will notify the ASO when Results Cartridge and Optical Scan Ballot receiving are complete. The ASO will coordinate the release of the security guards upon the completion of ballot counting for the evening.

The security personnel will be stationed at the following locations at the Berger Drive facility:

1. The hall between Rooms 3 and 6.
2. The foyer, main lobby and atrium areas.
3. In or outside the front doors to Building 2 and the Auditorium.

**Security:**

All Election Night workers, including volunteers, must wear an identifying badge with their name.

**COMMAND CENTER (299-POLL) PRECINCT RETURN ITEMS**

<b><u>Lead</u></b>	<b><u>Time and Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Karin Accorinti	Approx. 8 p.m. until last precinct arrives; Building 1	50	Command Center Staff

For cases when items are missing or otherwise are not recorded into TrackIT during Stage One or Stage Two, ROV staff makes a determination about whether or not to conduct Search and Rescue operations on Election Night in order to locate the items. The decision to commence Search and Rescue operations depends on numerous factors, including the item missing, the presumed location of the missing item, the time of night, and the availability of staff.

**Stage One – Command Center Coordinator (Karin Accorinti)**

Stage One operations consist of Courier Teams and Return Center Leads picking up from all precincts, confirming through notification, and transporting to the ROV seven items on Election Night:

1. Orange Ballot Bag
2. Blue VBM Bag
3. Red Inspector’s Bag
4. Dark Blue Printer Bag
5. Black Precinct Supply Case
6. White Unused Ballot Delivery Boxes
7. Precinct Cell Phone

Courier Teams shall notify the Command Center when they have picked up the seven items from a precinct by calling 299-POLL. Return Center Leads shall periodically notify the Command Center when they have off-loaded and verified the seven items from the Precinct Inspector at the Return Center by calling their designated Command Center contact.

The following three items are high-priority Payload items and tracked for delivery at one or both stages in TrackIT:

<b><u>Priority</u></b>	<b><u>Payload Item</u></b>	<b><u>TrackIT Designation</u></b>	<b><u>TrackIT Stage(s)</u></b>
1	<b>Orange Ballot Bag</b>	PCT Missing Ballot Bag	1, 2
2	<b>Results Cartridge</b> (transferred in the Cartridge Bag, in the pocket of the Orange Ballot Bag)	PCT Missing CRT	1, 2
3	<b>VeriVote Printers</b> (transferred in dark blue printer bags)	PCT Missing VVPAT	1

Once Payload items are confirmed as received by the Courier Teams or the Return Centers, designated Command Center staff members will enter the reporting precincts into TrackIT under Stage 1. If one of the three items is reported missing, a determination will be made whether Stage One Search and Rescue operations will commence (see Search and Rescue operations below). Almost all Search and Rescues are initiated during Stage One operations.

**ELECTION PROCESSING AREA TRACKING AND SEARCH AND RESCUE**

<b><u>Lead</u></b>	<b><u>Time and Location</u></b>	<b><u>Staff</u></b>	<b><u>Job Roles</u></b>
Vicky Bituin	Approx. 8 p.m. until last precinct arrives; Auditorium Stage	4	Search and Rescue Operator Search and Rescue Assistant

**Stage Two – Search and Rescue Operator (Vicky Bituin)**

Stage Two operations begin when the seven items arrive at the Election Night Processing Area (Building 2). The following three items are placed into hampers and then delivered to their respective processing groups by Precinct Returns Handlers:

1. Orange Ballot Bag
2. Blue VBM Bag
3. Red Inspector’s Bag  
(also any loose provisional, vote by mail or mail ballot ballots in other bags)

The other items are loaded into trucks (if delivered by Courier Teams) or remain in trucks (if delivered by Return Centers) and are unloaded as needed as a lower priority.

Only the Orange Ballot Bags and Results Cartridges are monitored in TrackIT by the Search and Rescue Operator. If both of these items are located upon arrival, the information is entered into Stage 2 of TrackIT. If one of the items is not located, it is notated in Stage 2 of TrackIT, and procedures are followed for Search and Rescue Operations – Stage Two (see below).

**SEARCH AND RESCUE DETERMINATIONS AND OPERATIONS**

**Job Summary**

Command Center Coordinator:	Ensure that returning election materials called in to 299-POLL arrive at the ROV by monitoring TrackIT Stage 2. Make determinations if Search and Rescue Operations commence, in coordination with Search and Rescue Operator in Building 2. Direct Search and Rescue operations in the field.
Search and Rescue Operator:	Ensure that returning Payload items are scanned and their contents intact. Conduct Search and Rescues at the ROV for missing Payload items when TrackIT Stage 2 shows some materials from that precinct have arrived. Notify Command Center Coordinator when Payload items still cannot be located.

The Command Center Coordinator in Building 1 (Karin Accorinti) will determine whether or not a Search and Rescue operation is conducted. Search and Rescue operations

may commence when one or more of the three Payload items is not located at Stage One or when one or both of the two Payload items is not located at Stage Two.

Search and Rescue operations will always be conducted whenever an Orange Ballot Bag containing voted precinct optical scan ballots is missing, or if the Orange Ballot Bag is returned but does not contain voted ballots. Orange Ballot Bag Search and Rescues are Priority 1.

Search and Rescue operations *may* be conducted for Results Cartridges (Priority 2) and VeriVote Printers (Priority 3), per the direction of the Command Center Coordinator.

The Search and Rescue Operator (Vicky Bituin), stationed on the Auditorium stage in Building 2's Election Night Processing Area, is responsible for:

1. Locating the two Stage Two Payload items,
2. Notating any missing items in TrackIT Stage 2,
3. Maintaining a separate log of any missing items or other discrepancies,
4. Serving as the point person for communications with the Command Center Coordinator in Building 1, and
5. Keeping the Election Night Coordinator apprised of developments.

### **Search and Rescue Operations – Stage One**

In the event a Search and Rescue operation is needed for Stage One, the following procedures apply:

1. The Courier Team or Return Center alerts the Command Center that a specific precinct is missing one or more of the Payload items.
2. Command Center staff fills out part one of the Search and Rescue form, and takes the form to the Command Center Coordinator.
3. The Command Center Coordinator assigns the Search and Rescue, along with the form, to Command Center staff.
4. The assigned Command Center staff determines how to best gain access to the precinct location to retrieve the missing item. This could be done by contacting the Courier Team, Field Inspector, Precinct Inspector, Precinct Elections Officers, or precinct contacts or emergency contacts listed in the Polling Place EIMS File.
5. While the Search and Rescue is in progress, the assigned Command Center staff updates the Command Center at least every 20 minutes and notates all activity on the Search and Rescue form.
6. Once the missing items are retrieved, the assigned Command Center staff notifies the Command Center by calling 299-POLL. A Courier Team or ROV staff transports the items to the ROV as quickly as possible.
7. If the Search and Rescue is conducted for a Results Cartridge, the staff locating the cartridge must place the cartridge in a Retrieved Cartridge Envelope. The assigned Command Center staff notifies the Command Center by calling 299-POLL that the cartridge has been retrieved. The Courier Team or ROV Staff

transports the cartridge in the envelope to the Election Night Coordinator (Mike Lopez) as quickly as possible.

8. After Election Night, the Election Materials and Voting Systems Division monitors TrackIT and uses EIMS to coordinate retrieval of any unresolved Priority 2 (Results Cartridge) and Priority 3 (VeriVote Printers) Search and Rescues.

**Search and Rescue Operations – Stage Two**

In the event a Search and Rescue operation is needed for Stage Two, the following procedures apply:

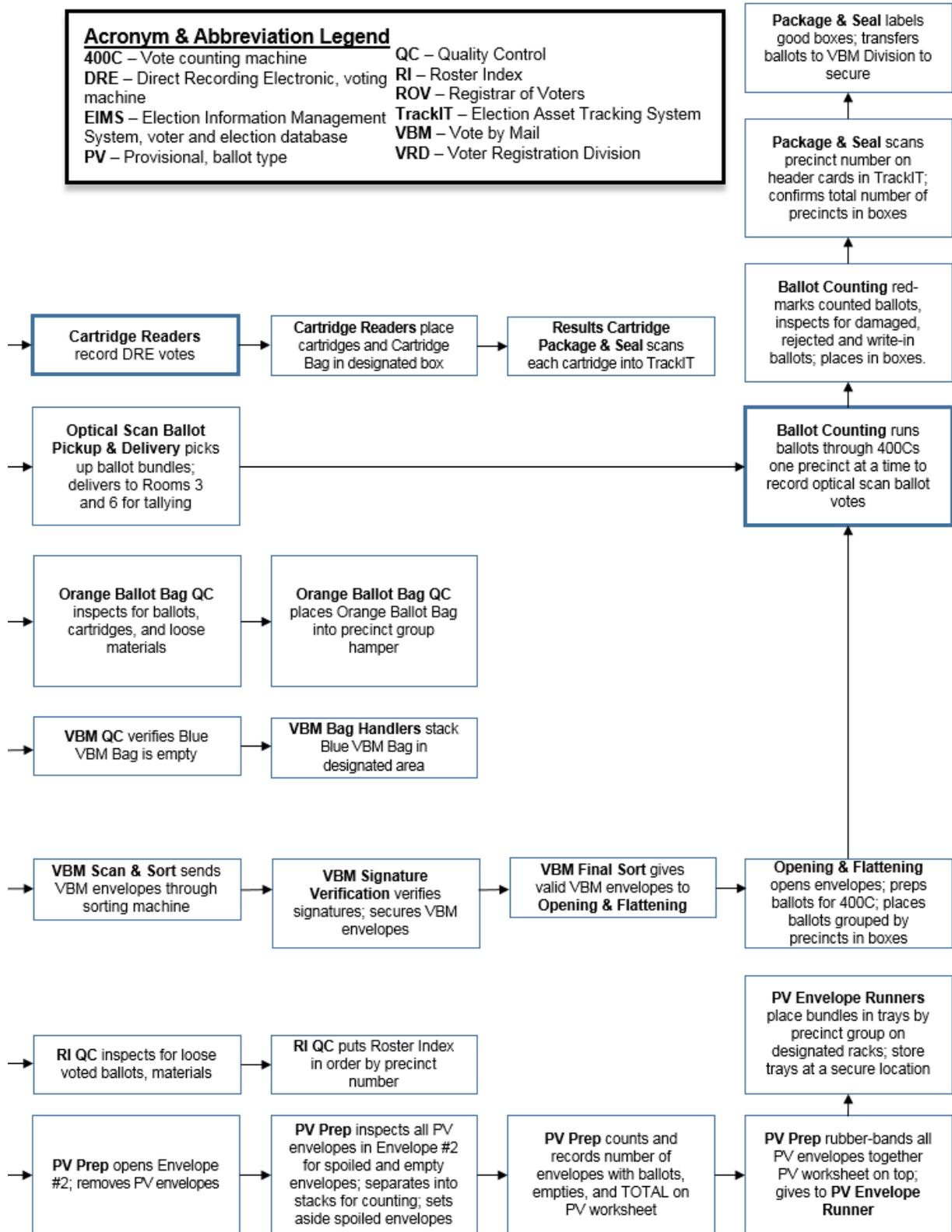
1. The Search and Rescue Operator shall direct or conduct a thorough search of all of the precinct's materials located at the ROV headquarters. In most cases, the missing Payload items are located among the precinct's materials.
2. If either of the two Payload items is not located, the Search and Rescue Operator shall notify the Command Center Coordinator, who shall make a determination whether to commence the Stage One Search and Rescue operations as described above.



Santa Clara County Registrar of Voters

**Acronym & Abbreviation Legend**

400C – Vote counting machine	QC – Quality Control
DRE – Direct Recording Electronic, voting machine	RI – Roster Index
EIMS – Election Information Management System, voter and election database	ROV – Registrar of Voters
PV – Provisional, ballot type	TrackIT – Election Asset Tracking System
	VBM – Vote by Mail
	VRD – Voter Registration Division



**TRAFFIC CONTROL**

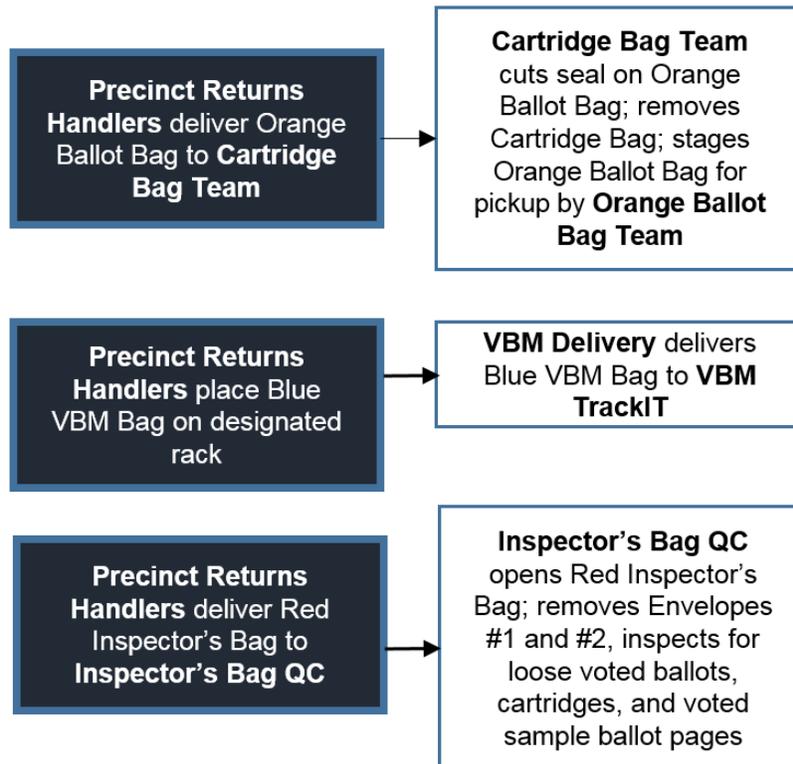
<b><u>Lead</u></b> Mike Fong	<b><u>Location</u></b> Parking Lot	<b><u>Staff</u></b> 20	<b><u>Job Roles</u></b> Traffic Controller
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**Job Summary**

Traffic Controller: Direct flow of traffic, ensuring safety to people and vehicles.

1. Direct Couriers to enter Berger Drive from Oakland Road or Gish Road into Berger driveway at north end of the parking lot. Utilize parking lot at Building 1 as traffic control for excess amount of vehicles returning.
2. Direct vehicles to designated processing lanes at front of Building 2.
3. Using the Courier's Checklist, verify all materials required to be returned.
4. Place all materials destined for the Auditorium operation in a transport hamper and deliver to the Election Materials and Voting Systems Division to be processed.
5. Place all materials destined for the warehouse operation into the designated truck to be processed at a later time.

**PRECINCT RETURNS HANDLERS**



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Mike Fong	Building 2 Entrance	130	Precinct Returns Handler

Job Summary

Precinct Returns Handler: Move Orange Ballot Bags, Red Inspector's Bags, and Blue VBM Bags from retrieval location to designated Election Night Operations area.

**ORANGE BALLOT BAG**

1. Retrieve Orange Ballot Bag from Election Materials and Voting Systems Division at Building 2 entrance.
2. Place Orange Ballot Bag on transporting rack and deliver to Cartridge Bag Team.

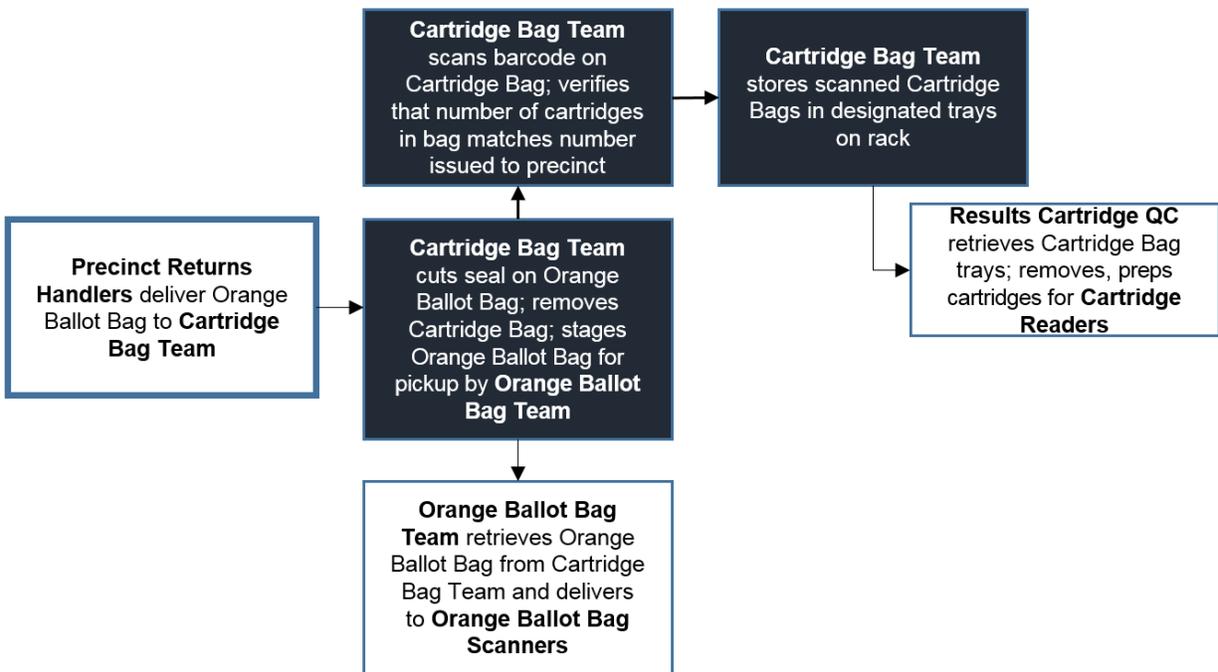
**BLUE VOTE BY MAIL (VBM) BAG**

1. Retrieve Blue VBM Bag from Election Materials and Voting Systems Division at Building 2 entrance.
2. Place Blue VBM Bag on transporting rack and deliver to the designated VBM Staff at the Building 2 lobby.

## RED INSPECTOR'S BAG

1. Retrieve Red Inspector's Bag from Election Materials and Voting Systems Division at Building 2 entrance.
2. Place Red Inspector's Bag on transporting rack and deliver to Inspector's Bag QC at the Building 2 lobby.

### CARTRIDGE BAG TEAM



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Carol Gomez	Auditorium Entrance	12	Seal Cutter Cartridge Bag Handler Cartridge Bag Scanner

#### Job Summary

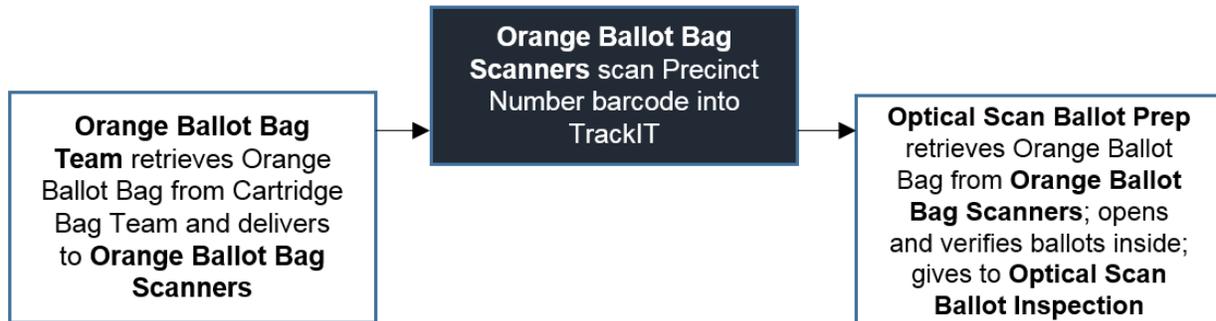
Seal Cutter: Cut/break seal on Orange Ballot Bag.  
 Cartridge Bag Handler: Receive Orange Ballot Bag from Precinct Returns Handler. Remove Cartridge Bag.  
 Cartridge Bag Scanner: Scan Cartridge Bag into TrackIT.

1. **ALWAYS** work in teams of **TWO**, and **NEVER** leave Results Cartridges **UNATTENDED**.
2. Cartridge Bag Handler receives the Orange Ballot Bag from the Precinct Returns Handler.
3. Seal Cutter cuts/breaks seal on Orange Ballot Bag.

4. Cartridge Bag Handler removes Cartridge Bag from the front pocket of the Orange Ballot Bag.
5. Cartridge Bag Handler counts the number of cartridges in the Cartridge Bag and confirms that the number of cartridges matches the number issued to the precinct.  
Note: If a precinct has been issued more than one cartridge, this information should have already been reported to 299-POLL and recorded.
  - a. If there are **no cartridges** in the Cartridge Bag, or if the number of cartridges does not match the number issued to the precinct, **alert the Results Cartridge Lead immediately**.
  - b. If the number of cartridges in the Cartridge Bag matches the number issued to the precinct, continue to the next step.
6. In the TrackIT Stage 2 Results Cartridge module, the Cartridge Bag Scanner ensures that the cursor is in the "Reporting PCT" box. Cartridge Bag Scanner scans the barcode on the front of the Cartridge Bag.
7. After scanning, the Cartridge Bag Scanner verifies that the number was removed from the "PCT Out" column and added to the "PCT In" column.
8. Cartridge Bag Handler places Cartridge Bag in designated tray on designated rack to be picked up at the end of Election Night by Cartridge Bag Pickup & Delivery.
9. Cartridge Bag Handler transfers Orange Ballot Bag to Orange Ballot Bag Team.

**OPTICAL SCAN BALLOT PROCEDURES**

**ORANGE BALLOT BAG SCANNERS**



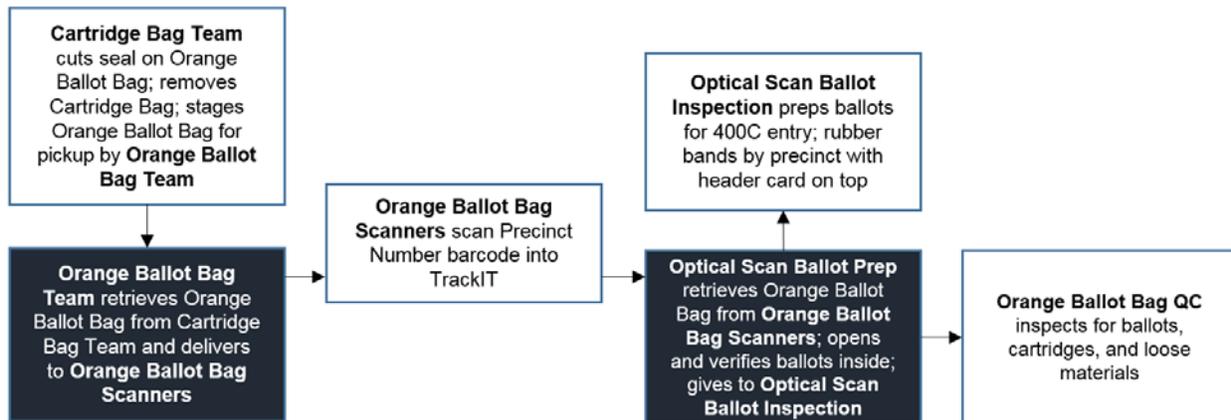
<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Trinh Dao	Inside Auditorium Entrance	2	Orange Ballot Bag Scanner

Job Summary

Orange Ballot Bag Scanner: Scan in the precinct number barcode on Ballot Bag into TrackIT.

1. Receive Orange Ballot Bag from Orange Ballot Bag Team Member.
2. In TrackIT Precinct Optical Scan Ballots module, scan the precinct number barcode.
3. Verify the precinct number barcode displays on the TrackIT Precinct Optical Scan Ballots module screen.
4. Transfer the scanned Orange Ballot Bag by rack to Orange Ballot Bag Team Member.

## OPTICAL SCAN BALLOT PREP



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Shawn Whiteman	Auditorium	20	Orange Ballot Bag Team Member Optical Scan Ballot Preparers

### Job Summary

Orange Ballot Bag Team Member:

Transfer Orange Ballot Bag from Cartridge Bag Team to Orange Ballot Bag Scanners.  
Transfer Orange Ballot Bag from Orange Ballot Bag Scanners to Optical Scan Ballot Preparers.

Optical Scan Ballot Preparer:

Open and inspect Orange Ballot Bag for ballots and deliver ballots to Optical Scan Ballot Inspection.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave optical scan ballots **UNATTENDED**.
2. When Cartridge Bag has been removed from an Orange Ballot Bag, Orange Ballot Bag Team Members transfer the Orange Ballot Bag by rack to the Orange Ballot Bag Scanners.
3. When the Orange Ballot Bag has been scanned, Orange Ballot Bag Team Members transfer the Orange Ballot Bag by rack to the Optical Scan Ballot Preparers.
4. Orange Ballot Bag Team Members transfer the empty rack out the corner exit door so it can be staged for re-use.
5. Optical Scan Ballot Preparers perform the following:
  - a. Open the Orange Ballot Bag and verify that it contains voted optical scan ballots.

- i. If the Orange Ballot Bag is **empty** or contains **anything other than voted ballots, notify the Optical Scan Ballot Prep Lead immediately.**
- b. Obtain the header card from the tray.
  - i. If there is no header card in the tray, remove header card from pocket on top of the Orange Ballot Bag.
  - ii. If there is no header card in the top pocket, continue to Step 4.c. A new header card will be added during the Optical Scan Ballot Inspection stage.
- c. Remove tray containing optical scan ballots from Orange Ballot Bag. Place header card, if available, on top of ballots and remove from tray.
- d. Deliver the optical scan ballots to Optical Scan Ballot Inspection.
  - i. If there are no Optical Scan Ballot Inspectors available to process the ballots immediately, store the ballots on the designated rack. Do not stack ballot sets from different precincts on top of each other. Ensure that the ballots are delivered to the Optical Scan Ballot Inspectors on a first in, first out basis.
- e. Place empty tray on designated rack.
- f. Deliver Orange Ballot Bag to Orange Ballot Bag QC.

**ORANGE BALLOT BAG QC**



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Shawn Whiteman	Auditorium	2	Orange Ballot Bag QC Checker

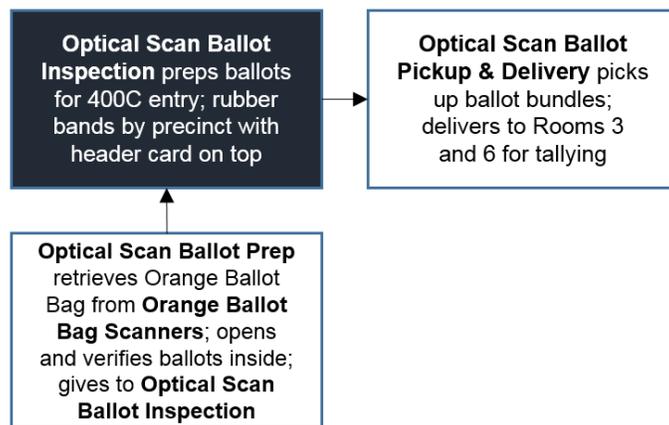
Job Summary

Orange Ballot Bag QC Checker: Pick up empty Orange Ballot Bags, verify all ballots and header cards are removed from the Orange Ballot Bags.

1. Receive Orange Ballot Bag from Optical Scan Ballot Prep.
2. If necessary, stage Orange Ballot Bags on rack and inspect bags in the order they were received.

3. Inspect Orange Ballot Bag to verify that all ballots, cartridges, header cards, and other loose items are removed.
  - a. If **ballots and/or header cards** are found, **notify the Orange Ballot Bag QC Lead immediately.**
4. Stack emptied and inspected Orange Ballot Bag in precinct group hamper. **Ensure that the precinct number on the outside of the Orange Ballot Bag is visible.**

### OPTICAL SCAN BALLOT INSPECTION



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Shui Ling Chu	Auditorium	13	Optical Scan Ballot Inspector Flag Service Runner

#### Job Summary

Optical Scan Ballot Inspector: Prepare ballots for tally by ensuring that any foreign objects are removed from the ballots. Only ballots and their header cards secured by a large rubber band are to be delivered for tally.

Flag Service Runner: Provide replacement header card when needed.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave optical scan ballots **UNATTENDED.**
2. Receive ballots from Optical Scan Ballot Prep.
3. Remove all rubber bands, paperclips, sticky notes or pieces of paper from ballots.
4. Remove stubs from ballots.
5. Flatten any folded ballots.
6. Flip through ballots to screen for torn or damaged ballots, ballots with white-out, copied ballots, Sample Ballot pages or Vote by Mail ballots.

- a. If found, remove from stack, write the precinct number near the top of the ballot away from the voting arrows, and place a large rubber band around the removed ballots from that precinct.
7. Square up good ballots into a neat stack (ballots may be upside down and/or backwards).
8. Place the precinct header card on top of the stack and rubber band together with a 7-inch rubber band.
  - a. If the header card is missing, raise the red flag.
  - b. The Flag Service Runner will locate the correct precinct header card from the extra set of salmon-colored header cards.
  - c. Place the replacement header card on top of the precinct stack and rubber band as described in Step 8.
  - d. If torn/damaged ballots had been removed for that precinct, place rubber-banded stack of removed ballots on top of neat stack of remaining ballots.
9. Raise the green flag to alert Optical Scan Ballot Pickup & Delivery that the ballots are finished and ready for tallying.

### OPTICAL SCAN BALLOT PICKUP & DELIVERY



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Shui Ling Chu	Auditorium	8	Optical Scan Runner

#### Job Summary

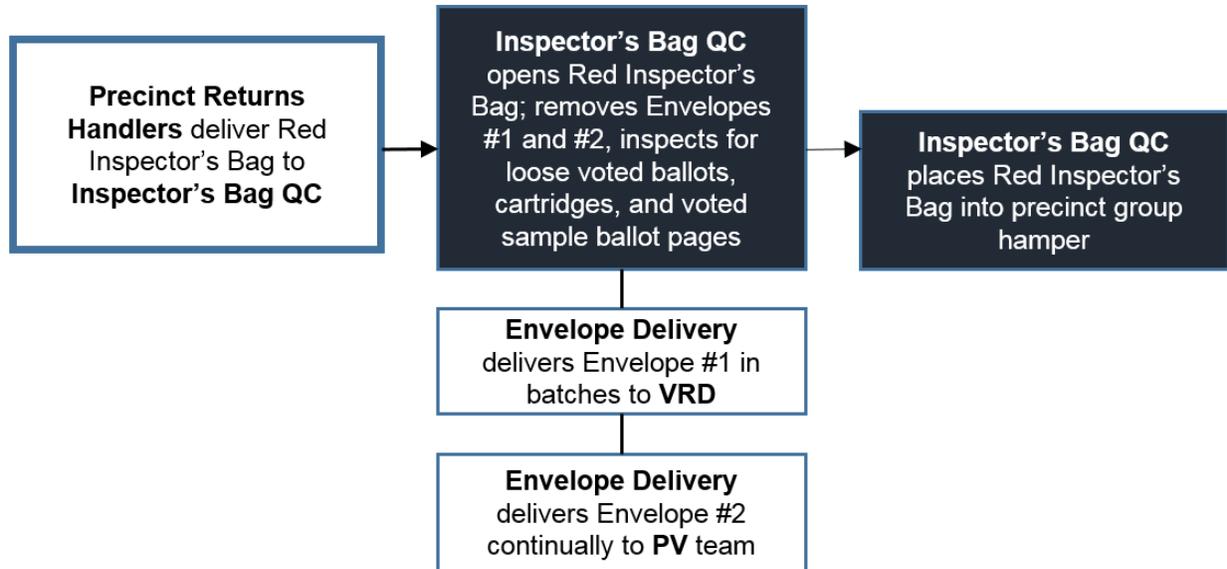
Optical Scan Ballot Runner:

In teams of two, pick up processed optical scan ballots and deliver them to Room 3 for tallying.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave optical scan ballots **UNATTENDED**.
2. Pick up rubber-banded optical scan ballots from Optical Scan Ballot Inspection when an Optical Scan Ballot Inspector raises the green flag.
3. Deliver ballots to Room 3 or Room 6. Ensure that ballots are delivered as quickly as possible.

## RED INSPECTOR'S BAG PROCEDURES

### INSPECTOR'S BAG QC



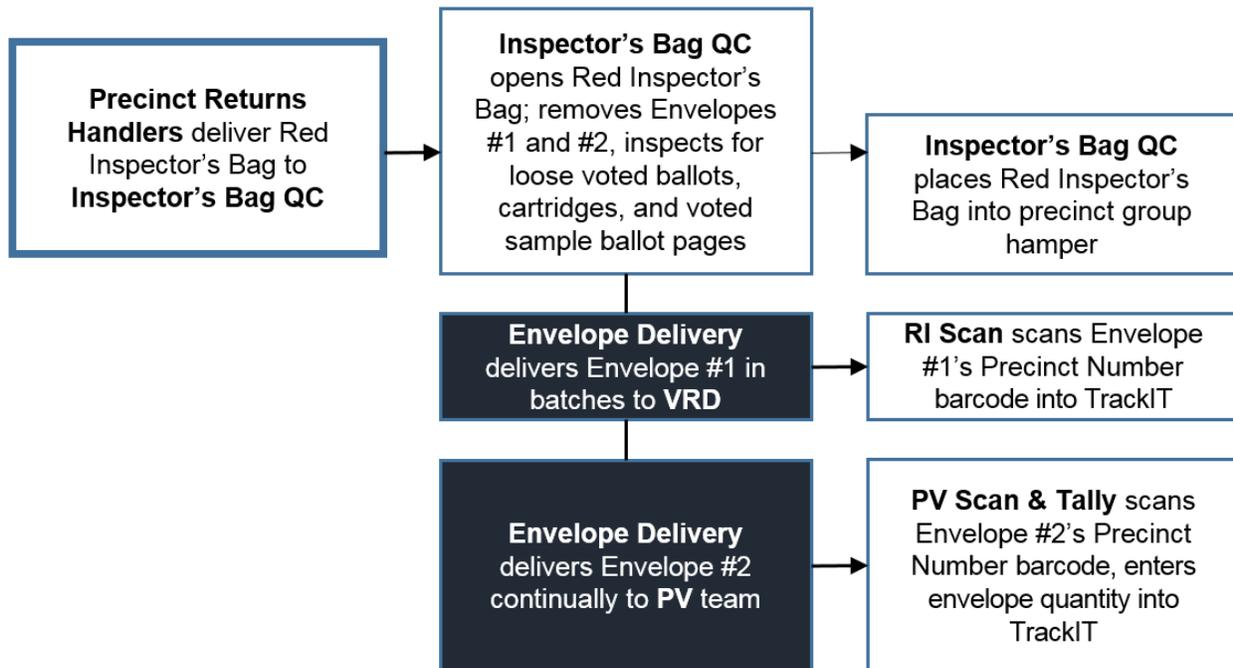
<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Patricia Lopez	Atrium Corridor	14	Inspector's Bag QC Checker

#### Job Summary

Inspector's Bag QC Checker: Remove Envelope #1 (Roster Index – white label) and Envelope #2 (provisional ballots – pink label) from Red Inspector's Bag.

1. Open Red Inspector's Bag. Cut/Break seal.
2. Remove Envelope #1 (Roster Index – white label) and stage on designated rack for pickup by Envelope Delivery.
3. Remove Envelope #2 (provisional ballots – pink label) and transfer to Envelope Delivery.
  - a. When handling Envelope #2 (provisional ballots – pink label), **ALWAYS** work in teams of **TWO** and **NEVER** leave provisional ballots **UNATTENDED**.
4. Inspect Red Inspector's Bag for loose voted optical scan ballots, cartridges, header cards, voted sample ballot pages, or VBM ballot envelopes.
  - a. If **loose voted optical scan ballots, header cards, cartridges, voted sample ballot pages and/or VBM ballot envelopes** are found, **notify the Inspector's Bag QC Lead immediately**.
5. Place Red Inspector's Bag in hamper by precinct group number.

## ENVELOPE DELIVERY



<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Patricia Lopez	Atrium Corridor	2	Envelope Deliverer

### Job Summary

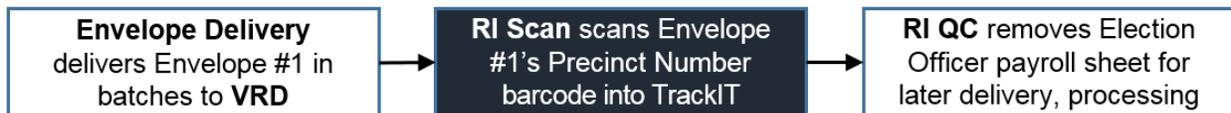
Envelope Deliverer: Deliver Envelope #1 and Envelope #2 to appropriate areas.

1. Receive Envelope #1 and Envelope #2 from Inspector's Bag QC.
2. Deliver Envelope #2 (provisional ballots – pink label) to PV Scan & Tally in the Atrium Corridor.
3. Deliver batches of Envelope #1 (Roster Index – white label), staged on rack, to Roster Scan Index team in the Voter Registration Division area in the ROV office.

### ENVELOPE #1 (ROSTER INDEX) PROCEDURES

<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Lillian Singh Nicole Rose	ROV Office – VRD	12	Roster Index Envelope Scanner Roster Index QC Checker

#### ROSTER INDEX SCAN



#### Job Summary

Roster Index Envelope Scanner: Scan precinct number of Roster Index into TrackIT.

1. Receive Envelope #1 from Envelope Delivery.
2. In TrackIT Roster Index module, scan precinct number barcode.
3. Transfer Envelope #1 to Roster Index QC.

#### ROSTER INDEX QC



#### Job Summary

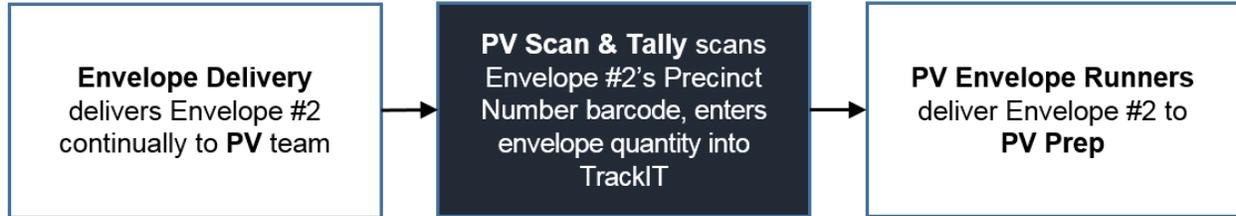
Roster Index QC Checker: Separate payroll sheet and sort Roster Index.

1. Receive Envelope #1 from Roster Index Scan.
2. Open Envelope #1 and remove only the green payroll sheet and provide to the Roster Index QC Lead. The Roster Index QC Lead will set it aside for delivery by VRD to Precinct Operations after election processing, usually the day after the election. Do not remove the Roster Index or any other items.
3. Inspect Envelope #1 for ballots, cartridges, VBM ballot envelopes, and pink provisional ballot envelopes.
  - a. If **ballots, cartridges, VBM ballot envelopes, and/or pink provisional ballot envelopes** are found, **notify the Roster Index QC Lead immediately.**
4. Place opened and scanned Envelope #1 in order by precinct group number.

## ENVELOPE #2 (PROVISIONAL BALLOTS) PROCEDURES

<b><u>Lead</u></b> Maggy Smith Julia Saenz	<b><u>Location</u></b> Atrium Corridor	<b><u>Staff</u></b> 20	<b><u>Job Roles</u></b> PV Scanner PV Envelope Runner PV Preparer
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### **PV SCAN & TALLY**

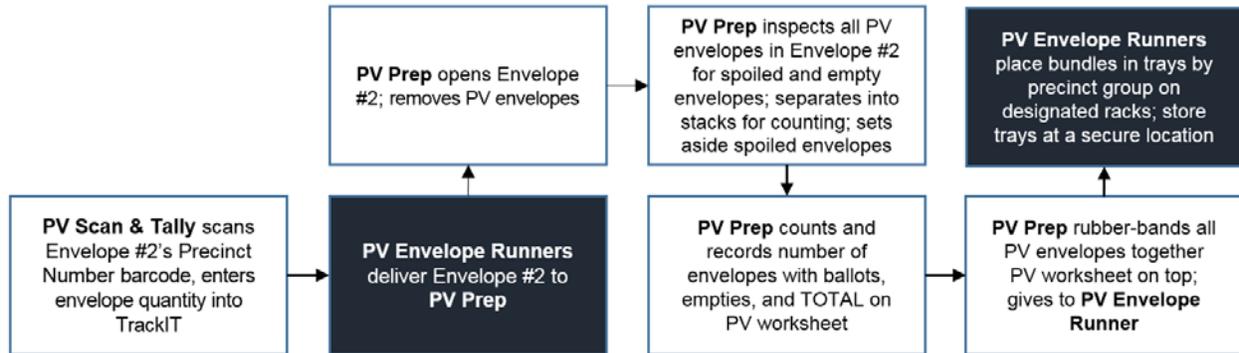


### Job Summary

PV Scanner: Scan precinct number of Envelope #2 into TrackIT.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave provisional ballots **UNATTENDED**.
2. Receive Envelope #2 from Envelope Delivery.
3. In TrackIT PV module, scan the precinct number barcode.
4. In the Quantity (Qty) box in TrackIT, enter the number of provisional envelopes written on Envelope #2.
5. Transfer scanned and quantified Envelope #2 to PV Envelope Runner.

## PV ENVELOPE RUNNER

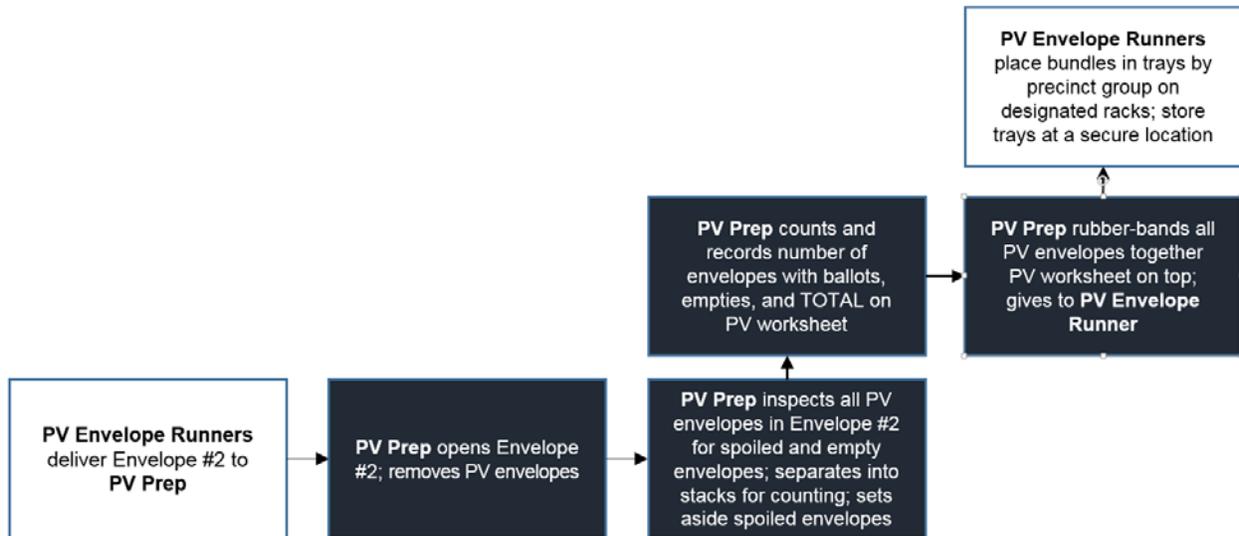


### Job Summary

PV Envelope Runner: Deliver Envelope #2 to PV Prep. Place processed PV envelopes in designated trays on designated racks.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave provisional ballots **UNATTENDED**.
2. Receive Envelope #2 from PV Scan & Tally.
3. Deliver Envelope #2 to PV Prep.
4. When PV Prep has completed its tasks, receive rubber-banded stack of pink provisional envelopes with attached PV Worksheet from PV Prep.
5. Organize stacks in trays by precinct group number.
6. Place trays on designated racks. At the end of Election Night, the racks shall be stored in a secure location.

## PV PREP



### Job Summary

PV Preparer:

Inspect and prepare provisional ballot envelopes for tallying.  
Record number of envelopes with ballots and number of empties.  
Stack and rubber-band pink provisional ballot envelopes.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave provisional ballots **UNATTENDED**.
2. Receive Envelope #2 from PV Envelope Runner.
3. Open Envelope #2, remove pink provisional ballot envelopes, and inspect for loose voted optical scan ballots, cartridges, and VBM ballot envelopes.
  - a. If **loose ballots, cartridges, and/or VBM ballot envelopes** are found, **notify the PV Prep Lead immediately**.
  - b. If any pink provisional ballot envelope is missing the precinct number, write the precinct number in red on the envelope.
4. Sort and separate pink provisional ballot envelopes into stacks for envelopes with ballots, empties, and spoiled.
5. Give spoiled envelopes and ballots to the PV Prep Lead to be set aside and secured for resolution during the canvass.
6. Count the number of envelopes with ballots and the number of empty envelopes for each precinct.
7. Record the following numbers on the PV Worksheet in the appropriate blanks:
  - a. “Envelopes WITH Ballot” – Record the number of pink provisional ballot envelopes with ballots inside.
  - b. “EMPTY Envelopes” – Record the number of empty pink provisional ballot envelopes.

- c. "TOTAL Envelopes" – Add the two above numbers together and record the total number of full and empty pink provisional ballot envelopes.
- 8. Place all pink provisional ballot envelopes in a neat stack and place the PV Worksheet on top.
- 9. Place a rubber band around the stack of pink provisional envelopes and PV Worksheet.
- 10. Transfer the rubber-banded stack of pink provisional envelopes with attached PV Worksheet to PV Envelope Runner.

**BLUE VBM BAG PROCEDURES**

<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Alfred Gonzales Liz Oviedo	VBM Area	~105	VBM Deliverer (16) VBM TrackIT Scanner (2) VBM Processor (60+) VBM QC Checker (4) VBM Scan & Sorter (20) VBM Signature Verifier (14) VBM Final Sorter (20) Opening and Flattening Preparer (40+)

**VBM DELIVERY**

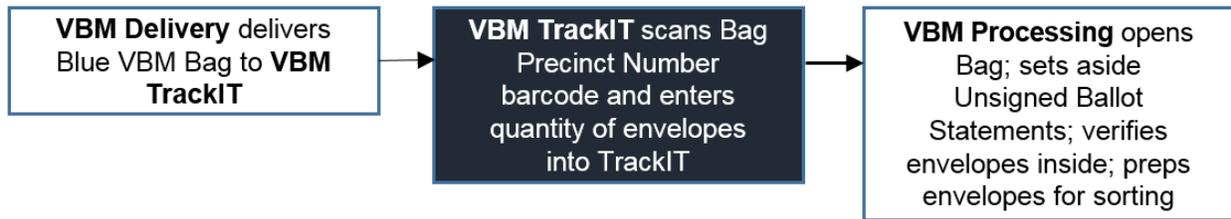


Job Summary

VBM Deliverers: Delivers Blue VBM Bag to VBM TrackIT.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Obtain Blue VBM Bag from designated racks.
3. Deliver Blue VBM Bag to VBM TrackIT.

## VBM TRACKIT

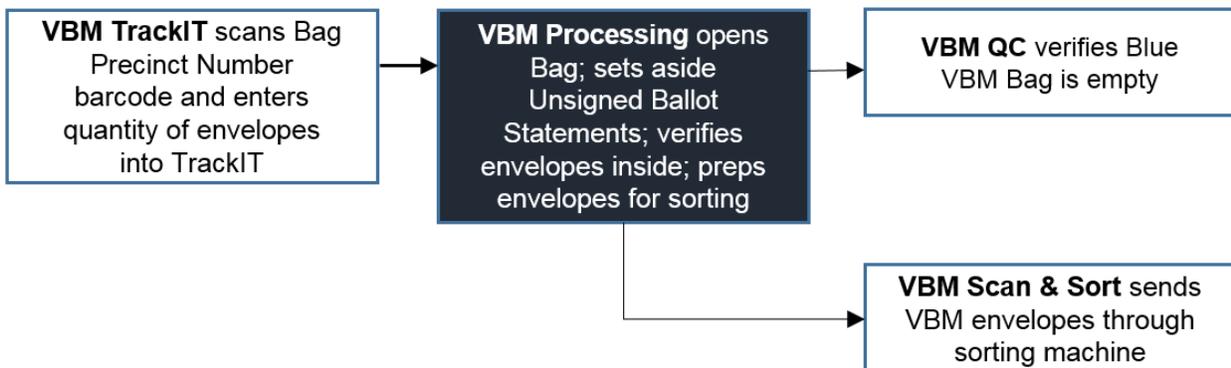


### Job Summary

VBM TrackIT Scanner: Scan Blue VBM Bag into TrackIT.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Receive Blue VBM Bag from VBM Delivery.
3. In TrackIT VBM module, scan the precinct number barcode.
4. Enter the number of VBM Ballot envelopes from the quantity sheet in the front pocket of the Blue VBM Bag.
5. Transfer the scanned Blue VBM Bag to VBM Processing.

## VBM PROCESSING



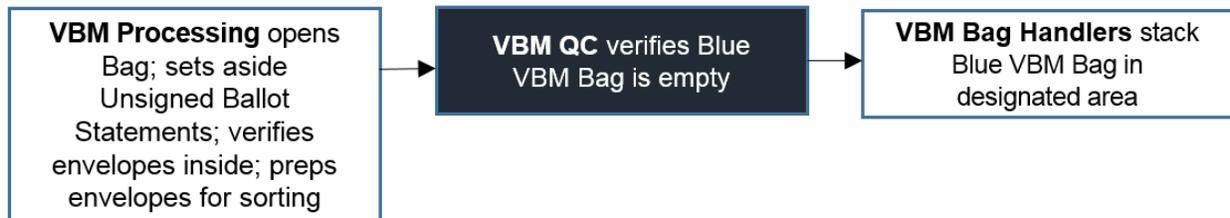
### Job Summary

VBM Processor: Open Blue VBM Bag. Prep VBM envelopes for sorting.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Receive Blue VBM Bag from VBM TrackIT.
3. Open the Blue VBM Bag and verify that it contains VBM envelopes.
  - a. If the Blue VBM Bag is **empty** or contains **anything other than VBM envelopes and/or Unsigned Ballot Statements**, notify the **VBM Processing Lead immediately**.
4. Set aside and secure Unsigned Ballot Statements for processing by VBM Division after Election Night.

5. Remove red tray containing VBM envelopes from the Blue VBM Bag.
6. Arrange the VBM envelopes in the red tray as follows:
  - a. Stand all envelopes on the bottom edge so that the signature side of the envelope faces you.
  - b. Place all envelopes facing this same orientation in a single-file line in the red tray.
7. Deliver red tray containing arranged VBM envelopes to VBM Scan & Sort.
8. Deliver Blue VBM Bag to VBM QC.

### VBM QC

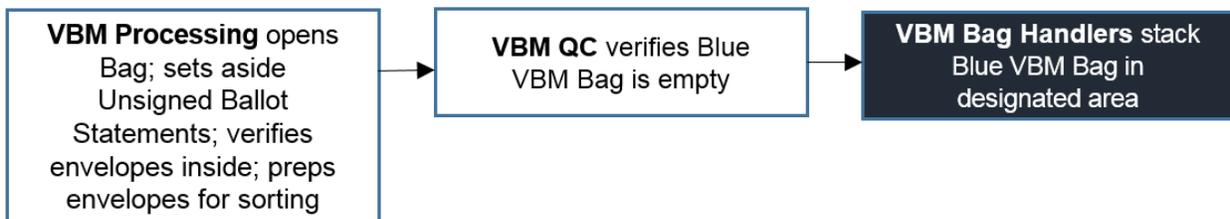


#### Job Summary

VBM QC Checker: Verify all VBM envelopes and other materials are removed from Blue VBM Bag. Deliver Blue VBM Bag to VBM Bag Handlers.

1. Receive Blue VBM Bag from VBM Processing.
2. Inspect Blue VBM Bag to verify that all VBM envelopes, ballots, Unsigned Ballot Statements, cartridges, header cards, and other loose items are removed.
  - a. If **any of these items** are found, **notify the VBM QC Lead immediately.**
3. Transfer Blue VBM Bag to VBM Bag Handlers.

### VBM BAG HANDLERS

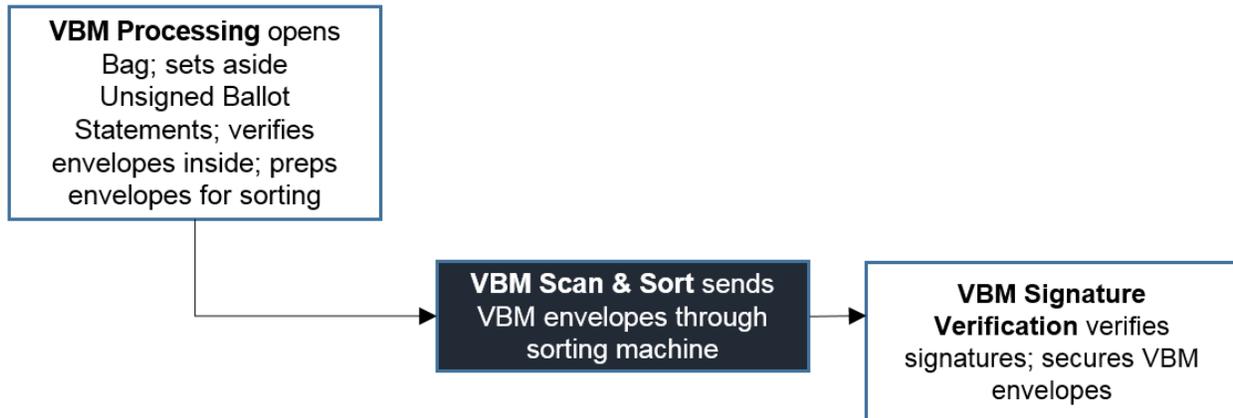


#### Job Summary

VBM Bag Handler: Stack Blue VBM Bag in designated area.

1. Retrieve Blue VBM Bag from VBM QC.
2. Stack emptied and inspected Blue VBM Bag in designated area.

## VBM SCAN & SORT



### Job Summary

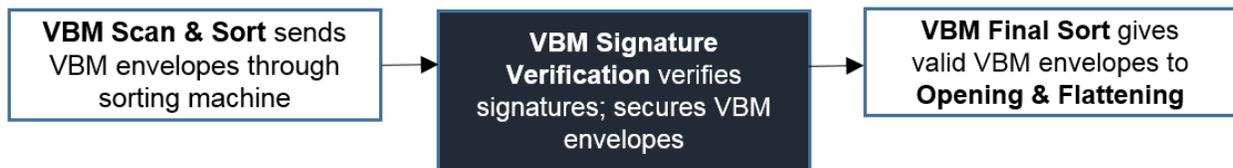
VBM Scan & Sorter:

Complete sorting 1<sup>st</sup> Pass. Re-print App ID Barcodes for "Manual Verify" envelopes. Re-scan "Rejected" envelopes. Upload scanning data to EIMS. Check in "Valid" trays by scanning barcodes. Deliver VBM envelopes to VBM Signature Verification.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Refer to the **Vote by Mail Division Procedures Manual** for detailed procedures for using the Relia-Vote sorting machine and completing the VBM QC tasks.
3. Receive red tray containing arranged VBM envelopes from VBM Processing.
4. Complete 1<sup>st</sup> Pass procedures for Relia-Vote sorting machine.
5. For VBM envelopes designated as "Valid," conduct the following:
  - a. Remove VBM envelopes from pockets and place in the appropriate designated blue trays.
6. For VBM envelopes that failed to qualify as "Valid," follow the **Disposition and Treatment of Failed Pieces** procedure in the **Vote by Mail Division Procedures Manual**.
  - a. For VBM envelopes designated as "Manual Verify," conduct the following:
    - i. Re-scan the "Manual Verify" VBM envelopes.
    - ii. Re-scan any VBM envelopes that continue to be designated as "Manual Verify" after the first re-scan.
    - iii. For any VBM envelopes that continue to be designated as "Manual Verify" after the second re-scan, re-print App ID Barcode.
    - iv. Place new barcode sticker on VBM envelope.
    - v. Re-scan VBM envelopes with new barcode stickers.

- b. For VBM envelopes designated “Rejected,” conduct the following:
  - i. Check disposition for “Rejected” VBM envelopes.
  - ii. Re-scan as appropriate for disposition.
7. Upload the Relia-Vote data to the EIMS Flowchart.
8. Scan the “Valid” VBM envelope tray barcode(s) to check in the blue tray(s).
9. Deliver checked-in VBM envelope blue trays to VBM Signature Verification.

## VBM SIGNATURE VERIFICATION

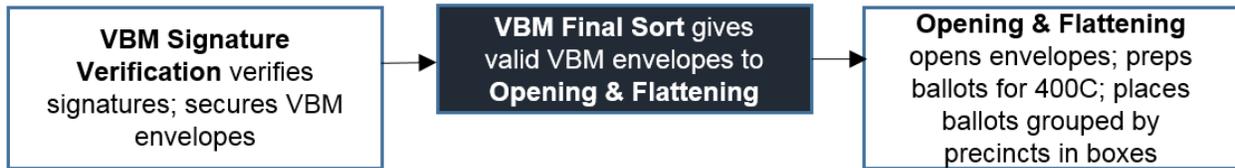


### Job Summary

VBM Signature Verifier: Verify signatures on VBM envelopes. Deliver and secure VBM envelopes.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Refer to the **Vote by Mail Division Procedures Manual** for detailed procedures regarding VBM Signature Verification tasks.
3. Conduct automated signature verification.
4. Receive “Manual Verify” VBM envelopes and/or other VBM envelopes requiring manual signature verification, and conduct manual signature verification as follows:
  - a. Scan the VBM envelope barcode.
  - b. Conduct manual signature verification.
  - c. Deliver “good” VBM envelopes to VBM Final Sort.
  - d. Deliver “challenged” VBM envelopes and “undeliverable” VBM envelopes to ballot storage area for secure storage.

## VBM FINAL SORT

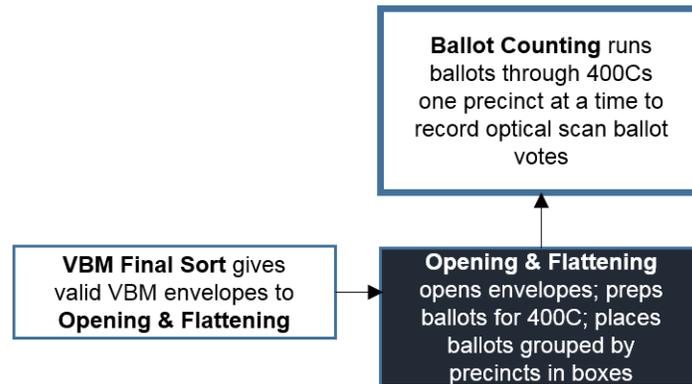


### Job Summary

VBM Final Sorter: Upload EIMS data to Relia-Vote Workflow. Complete sorting 2<sup>nd</sup> Pass. Deliver VBM envelopes to Opening & Flattening.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Refer to the **Vote by Mail Division Procedures Manual** for detailed procedures for using the Relia-Vote sorting machine and completing the VBM Final Sort tasks.
3. Receive blue tray containing “good” VBM envelopes from VBM Signature Verification.
4. Upload EIMS Signature Verifications/Challenges File to Relia-Vote Workflow.
5. Complete 2<sup>nd</sup> Pass procedures for Relia-Vote sorting machine.
6. For VBM envelopes designated as “Valid,” conduct the following:
  - a. Remove VBM envelopes from pockets and place in the appropriate designated trays.
7. For VBM envelopes that failed to qualify as “Valid,” follow the **Disposition and Treatment of Failed Pieces** procedure in the **Vote by Mail Division Procedures Manual**.
  - a. For VBM envelopes designated as “Manual Verify,” conduct the following:
    - i. Re-scan the “Manual Verify” VBM envelopes.
    - ii. Re-scan any VBM envelopes that continue to be designated as “Manual Verify” after the first re-scan.
    - iii. For any VBM envelopes that continue to be designated as “Manual Verify” after the second re-scan, re-print App ID Barcode.
    - iv. Place new barcode sticker on VBM envelope.
    - v. Re-scan VBM envelopes with new barcode stickers.
  - b. For VBM envelopes designated “Rejected,” conduct the following:
    - i. Check disposition for “Rejected” VBM envelopes.
    - ii. Re-scan as appropriate for disposition.
8. Deliver “Valid” VBM envelopes to Opening & Flattening.

## OPENING & FLATTENING



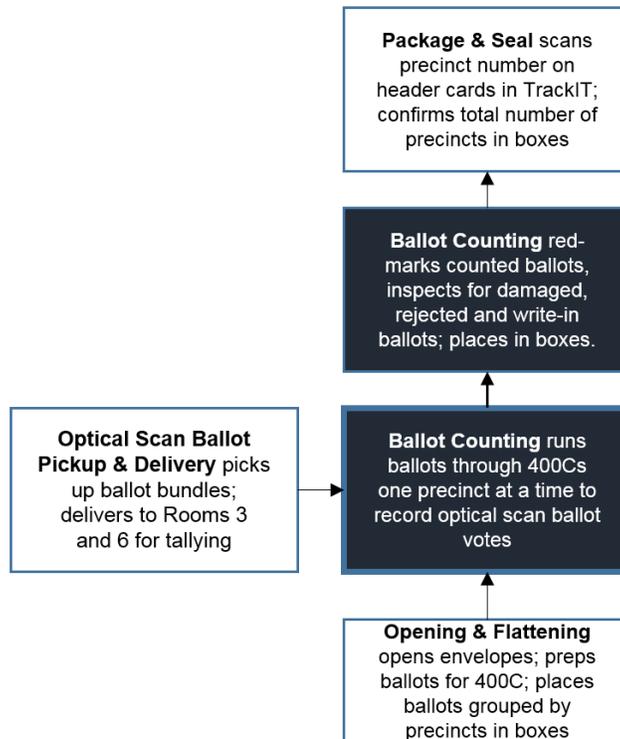
### Job Summary

Opening & Flattening Preparer: Open VBM envelopes and remove ballots. Prepare ballots for Ballot Counting. Deliver ballots to Ballot Counting.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave VBM ballots **UNATTENDED**.
2. Refer to the **Vote by Mail Division Procedures Manual** for detailed procedures for completing Opening & Flattening tasks.
3. Confirm that all VBM envelopes have the same precinct number.
  - a. If any VBM envelopes have a different precinct number, alert the Opening & Flattening Lead immediately.
4. Keep VBM envelopes face down so that you cannot see the voter's name.
5. Remove the ballots from the VBM envelopes.
6. Flatten ballots and remove any remaining ballot stubs.
7. Inspect ballots for any excess, damaged, incorrectly marked, or otherwise unreadable ballots.
  - a. Separate valid ballots from excess, damaged, incorrectly marked, or otherwise unreadable ballots.
  - b. Mark excess, damaged, incorrectly marked, or otherwise unreadable ballots as directed in the **Vote by Mail Division Procedures Manual** and arrange into appropriate stacks for duplication, enhancement, or other disposition.
8. Arrange the Valid ballots in a stack and smooth out creases.
9. Check empty VBM envelopes to ensure there are no remaining ballots.
10. Write your initials and the precinct number on the ballot on top of the Valid ballot stack.
11. Rubber band the Valid ballot stack. Rubber band the empty VBM envelopes.

12. Transfer Valid ballot stack and VBM envelope stack to the Opening & Flattening Lead or an Opening & Flattening Runner for audit control team’s quality control check.
13. After quality control check, VBM ballots are delivered to Room 3 or Room 6 for tallying.

**BALLOT COUNTING PROCESS**



<b><u>Lead</u></b> Svetlana Velyutina	<b><u>Location</u></b> Rooms 3 and 6	<b><u>Staff</u></b> 60	<b><u>Job Roles</u></b> 400C Operator Catcher
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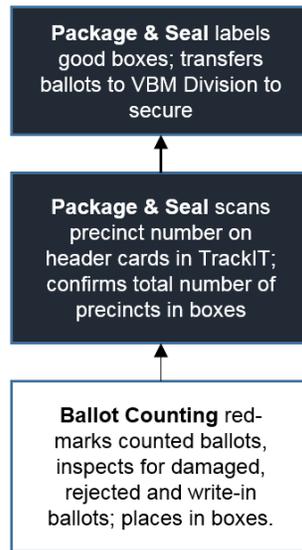
**Job Summary**

400C Operator: Run ballots through 400C machine.  
 Catcher: Separate Counted, Blank, Damaged/Unreadable, and Write-In ballots. Mark and place ballots in respective trays for further processing.

1. Assign two people to each counting station – one 400C Operator, and one Catcher to remove ballots from output bin and place them in the box.
2. Receive ballots to be tallied.
  - a. Receive precinct ballots from Optical Scan Ballot Pickup & Delivery.
  - b. Receive VBM ballots from Opening & Flattening.

3. 400C Operator ensures that the stack of ballots has a header card.
  - a. If there is no header card, alert the Ballot Counting Process Lead immediately.
4. 400C Operator runs ballots through 400C machine, one precinct at a time.
5. Catcher promptly removes the ballots from the Output Bin once the precinct is finished.
6. Once the Catcher removes the entire stack from the Output Bin, the Catcher separates the Counted ballots, the Blank ballots, and the Damaged/Unreadable ballots into separate stacks.
7. For the Counted ballot stack, the Catcher performs the following tasks:
  - a. Place the header card on the top of the Counted ballot stack.
  - b. Rubber-band the Counted ballot stack for the precinct together.
  - c. Strike the Counted ballot stack by drawing a line with a red marker along the side of the stack.
  - d. Place the Counted ballot stack in the designated box.
8. For the Blank ballot stack, the Catcher performs the following tasks:
  - a. Mark each Blank ballot with the ballot's precinct number and the letter "B."
  - b. Place Blank ballot in the "Blank" tray.
9. For the Damaged/Unreadable ballot stack, the Catcher performs the following tasks:
  - a. Mark each Damaged/Unreadable ballot with the ballot's precinct number and the letter "D."
  - b. Place Damaged/Unreadable ballot in the "DUP" tray.
10. For ballots that came out of the machine into the Write-In Bin, the Catcher performs the following tasks:
  - a. Mark each Write-in ballot with the ballot's precinct number and the letter "W."
  - b. Place Write-in ballot in the "Write-In" tray.

**PACKAGE & SEAL**



<b><u>Lead</u></b> Svetlana Velyutina	<b><u>Location</u></b> Room 3	<b><u>Staff</u></b> 60	<b><u>Staff</u></b> Package & Seal Scanner
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Job Summary

Package & Seal Scanner: Scan Counted ballot stacks into TrackIT.

1. Work in teams of two at all times to ensure accuracy.
2. Obtain box of Counted ballot stacks from 400C Catchers.
3. In TrackIT, select the ballot type from pull-down menu.
  - a. For VBM ballots, select “REG.”
  - b. For precinct ballots, select “PCT.”
  - c. For provisional ballots, select “PV.”
4. As a team, scan the precinct number barcode on the header card of each Counted ballot stack in the box.
  - a. One person holds the Counted ballot stack.
  - b. The other person scans each header card.
5. Manually count the total number of Counted ballot stacks in the box and make sure it is same as the total number of precincts shown on the screen as scanned into TrackIT.
  - a. If the totals do not match, go through the box and locate the Counted ballot stack(s) that was not scanned, and scan it in.
6. When finished scanning and the total matches, click OK in TrackIT.

7. Label the box below the lid level with the printed box label.
8. After scanning all boxes on the rack, transfer boxes to Vote by Mail division to be securely stored.

**RESULTS CARTRIDGE COUNTING**

<b><u>Lead</u></b> Svetlana Velyutina	<b><u>Location</u></b> Room 3	<b><u>Staff</u></b> 3	<b><u>Job Roles</u></b> Cartridge Bag Deliverer Results Cartridge QC Checker Cartridge Reader Package & Seal Scanner
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**CARTRIDGE BAG PICKUP & DELIVERY**



**Job Summary**

Cartridge Bag Deliverer: Retrieve Cartridge Bags and deliver to Results Cartridge QC.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave cartridges **UNATTENDED**.
2. After all Cartridge Bags have been scanned into TrackIT Stage 2, retrieve trays containing Cartridge Bags from designated rack near the Auditorium Entrance in the 1555 Berger Dr., Building 2, lobby.
3. Deliver trays containing Cartridge Bags to Results Cartridge QC Checkers.

## RESULTS CARTRIDGE QC

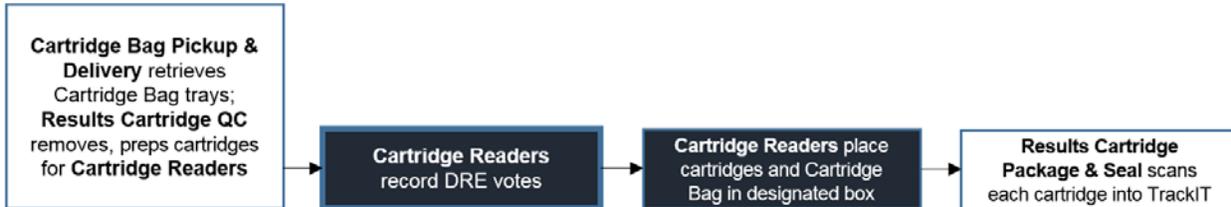


### Job Summary

Results Cartridge QC Checker: Prepare Cartridge for Cartridge Reader.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave cartridges **UNATTENDED**.
2. Receive Cartridge Bag from Cartridge Bag Pickup & Delivery.
3. Remove Cartridge from Cartridge Bag and prepare for Cartridge Readers.
4. Deliver Cartridge and Cartridge Bag to Cartridge Readers.

## CARTRIDGE READERS

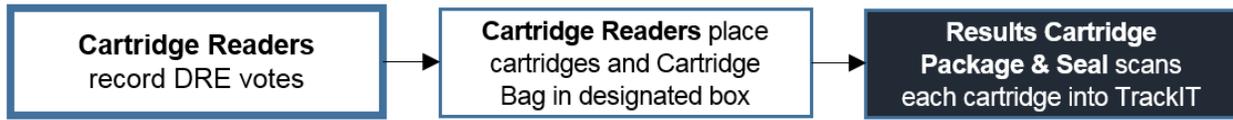


### Job Summary

Cartridge Reader: Record DRE votes.

1. **ALWAYS** work in teams of **TWO** and **NEVER** leave cartridges **UNATTENDED**.
2. Receive Cartridge and Cartridge Bag from Results Cartridge QC.
3. Insert Cartridge into machine.
4. Ensure that Cartridge results are recorded in machine.
5. Place the Cartridge and Cartridge Bag into designated box.

**RESULTS CARTRIDGE PACKAGE & SEAL**



Job Summary

Package & Seal Scanner: Scan counted Results Cartridges into TrackIT. Print labels and seal Results Cartridges in boxes.

1. Obtain a box of counted Results Cartridges.
2. Scan Results Cartridges into TrackIT, one by one.
3. Print label for Results Cartridge box.
4. Place all scanned Results Cartridges into box and seal with label.
5. Place sealed boxes in designated area

**COPIER**

<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Svetlana Velyutina	VBM Area	1	Copier

Job Summary

Copier: Copy, fax and/or deliver election results. Deliver documents to the Registrar of Voters as requested.

1. Copy, fax and/or deliver election results and reports as defined by the Lead.
2. Copy and deliver election results and reports as requested by the Registrar of Voters.

**ROV WAREHOUSE DOCK & BINS**

<u>Lead</u>	<u>Location</u>	<u>Staff</u>	<u>Job Roles</u>
Mike Fong	Warehouse	40	Election Materials Processor

Job Summary

Election Materials Processor: Receive election materials, load into assigned bins in the Election Materials Processing Facility. Monitor deliveries from the Courier Team and Return centers throughout the night. Detect any Optical Scan Ballots or Results Cartridges delivered to the Warehouse in error and redirect to Auditorium.

1. Receive dark blue printer bag and place on designated pallet.
2. Receive white unused ballot boxes and place on designated pallet.

3. Receive black precinct supply case and place in designated bin.
4. If a delivery of Orange Ballot Bag, Blue VBM Bag or Red Inspector's Bag is made at this area, deliver to the Precinct Returns Handlers immediately. All transporting of election night materials is to be made by two people at all times.
5. Constantly monitor dock area for unusual items, including voted ballots, cartridges, and/or precinct envelopes containing Roster Index, VBM ballot envelopes or provisional ballot envelopes.
  - a. If **any of these items** are found, **notify the ROV Warehouse Dock & Bins Lead immediately.**  
**Lead:** Identify items with the precinct number and deliver to the Search and Rescue Operator.
6. Receive other precinct equipment at the end of the evening.

# Election Night Forms

# Form 1 - Individual Election Workers Oath and Payroll Form

Check if you worked previously as an Election Worker.

## ELECTION WORKERS OATH AND PAYROLL FORM

June 7, 2016

Assignment Title: \_\_\_\_\_

### OATH

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

To the best of my knowledge and belief, I did not tamper with any ballot, header card, or ballot counting equipment, nor did I observe any other person in any way tamper or interfere with the ballot counting process.

Executed on Tuesday, June, 2016 at San Jose, California.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

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### PAYMENT DESIGNATION:

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
ADDRESS: Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
\*\*County Dept\*\*

\_\_\_\_\_  
\*\*County Employee #\*\*

**NOTE: County employees must provide their department name & employee ID #**

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### SUPERVISOR ONLY:

Worked Election Night

Worked after midnight

\_\_\_\_\_  
Supervisor's Signature

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### PAYROLL CLERK ONLY:

Rate of Pay: \_\_\_\_\_

Payment Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Total Payment: \_\_\_\_\_



Form 2 - Group Election Worker Oath and Payroll Form (p. 2 of 2)

**INSTRUCTIONS FOR ELECTION NIGHT WORKERS:**

1. Write in the name of your group and the name of the designated contact person.
2. Have each member of your group read the oath, print and sign their name and write the time they were released for the evening.
3. Complete the "Group Payment Designation" section below. Remember to provide the name and phone number of the designated contact person for your group, in case we have any questions about payment.
4. At the end of the evening, turn in this form to the Registrar of Voters employee who was assigned to supervise your assigned area. They will complete the "Supervisor Only" section.
5. **NEW: County employees must include their department name and employee ID number.**

**GROUP PAYMENT DESIGNATION:**

Please make out our check to:

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MAILING ADDRESS: Street City Zip

Designated Contact Person TELEPHONE NUMBER

**FOR OFFICE USE ONLY:**

<b>SUPERVISOR:</b>	Number of workers:	
	Number of late fees:	
	Supervisor's Signature:	

<b>PAYROLL CLERK:</b>	<b>Total Election Night Worker fees:</b>	
	<b>Total late fees:</b>	
	<b>Total payment to group:</b>	
Payment Date:	Initials:	

SANTA CLARA COUNTY REGISTRAR OF VOTERS OUTSIDE EMPLOYMENT/INCOMPATIBLE ACTIVITY POLICY AND FORM FOR ELECTION WORKERS/VOLUNTEERS

Name: [ ]

Election Officer Title: [ ]

Outside Employment/Incompatible Activities Policy Statement (Please Read):

Summary

California Government Code Sections 1125 through 1127, County Ordinance Code Section A25-301(c), and Board of Supervisors Policy Section 3.6 prohibit local agency officers and employees from engaging in activities that are incompatible, inconsistent, in conflict, or inimical to their agency employment. Moreover, County Charter Section 701(a)(9) refers to "persons serving the County without compensation" as being part of the County's unclassified service. Outside employment and activities will not interfere with the efficient performance of service for the County or reflect discredit, cause scandal or cause unfavorable criticism of the Registrar of Voters or the County.

Election Officers represent and serve Santa Clara County. Outside employment and/or activities should not negatively impact in any way your service to the County or the Registrar of Voter's Office.

Please answer the following five questions:

- 1. I have read and understand the "Outside Employment/Incompatible Activities Policy Statement."
2. I am completing this form:
3. I am currently involved in, or considering outside employment as described in the "Outside Employment/ Incompatible Activities Policy Statement."
4. I am currently participating in, or contemplating activities (paid or unpaid) that might be considered incompatible with my role with the County.
5. I am now serving, or about to serve, as an officer, employee or board member of an organization that does business with the County.

[ ]

Employment (current or potential) related to Election or Ballot issues?

Activities (paid or unpaid alone or with organizations) related to Election or Ballot issues?

[ ]

If you have answered "yes" to questions 3, 4 or 5 above, please complete all of the following information:

Outside Employer/Organization/Activity:
Address:
Phone: Type of Organization:
Outside Employment/Activity Schedule (Days/Hours):
Prior approval by Registrar of Voters:
Describe the nature of the outside employment/activity duties and/or your participation:

Please sign and date below:

I certify that the above statements are true and correct. I understand that if, at any time in the future, I plan to engage in outside employment or activities that may be incompatible with my County role, I need to obtain prior approval; I will notify the department by submitting a new "Outside Employment/ Incompatible Activity Form - For Election Workers/Volunteers. I realize that failure to obtain this prior approval or falsification on this Form may result in a decision by the County to end my Election Worker/ Volunteer opportunity for the County.
Signature: Date:

If outside activity: Supervisor/Manager Signature: Date
Department Head's Signature: Date

NOTE to Election Worker/Volunteer: there is no property right to a Election Worker/Volunteer role with the County, and no appeal process relating to a determination that outside employment/activities are incompatible.

# Form W-4 (2016)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .	<b>A</b>	_____
<b>B</b>	Enter "1" if: <div style="display: inline-block; vertical-align: middle; border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;"> <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul> </div>	<b>B</b>	_____
<b>C</b>	Enter "1" for your <b>spouse</b> . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b>	_____
<b>D</b>	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b>	_____
<b>E</b>	Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b>	_____
<b>F</b>	Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .	<b>F</b>	_____
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then <b>less "1"</b> if you have two to four eligible children or <b>less "2"</b> if you have five or more eligible children.</li> <li>• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child . . . . .</li> </ul>	<b>G</b>	_____
<b>H</b>	Add lines A through G and enter total here. ( <b>Note:</b> This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b>	_____

For accuracy, complete all worksheets that apply.   
 • If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.   
 • If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.   
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 5px 0;">▶ <b>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b></p>	OMB No. 1545-0074  <h1 style="margin: 0;">2016</h1>
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <b>Note:</b> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____		5 _____
6 Additional amount, if any, you want withheld from each paycheck . . . . .		6 \$ _____
7 I claim exemption from withholding for 2016, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no tax liability, and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no tax liability.</b></li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶ _____		Date ▶ _____
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) _____		9 Office code (optional) _____
		10 Employer identification number (EIN) _____

**Deductions and Adjustments Worksheet**

**Note:** Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over \$311,300 and you are married filing jointly or are a qualifying widow(er); \$285,350 if you are head of household; \$259,400 if you are single and not head of household or a qualifying widow(er); or \$155,650 if you are married filing separately. See Pub. 505 for details . . . . . 1 \$ \_\_\_\_\_
- 2 Enter: { \$12,600 if married filing jointly or qualifying widow(er) }  
 { \$9,300 if head of household }  
 { \$6,300 if single or married filing separately } . . . . . 2 \$ \_\_\_\_\_
- 3 Subtract line 2 from line 1. If zero or less, enter "-0-" . . . . . 3 \$ \_\_\_\_\_
- 4 Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505) . . . . . 4 \$ \_\_\_\_\_
- 5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2016 Form W-4* worksheet in Pub. 505.) . . . . . 5 \$ \_\_\_\_\_
- 6 Enter an estimate of your 2016 nonwage income (such as dividends or interest) . . . . . 6 \$ \_\_\_\_\_
- 7 Subtract line 6 from line 5. If zero or less, enter "-0-" . . . . . 7 \$ \_\_\_\_\_
- 8 Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction . . . . . 8 \_\_\_\_\_
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . . . 9 \_\_\_\_\_
- 10 Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . 10 \_\_\_\_\_

**Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)**

**Note:** Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) . . . . . 1 \_\_\_\_\_
  - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" . . . . . 2 \_\_\_\_\_
  - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . 3 \_\_\_\_\_
- Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet . . . . . 4 \_\_\_\_\_
  - 5 Enter the number from line 1 of this worksheet . . . . . 5 \_\_\_\_\_
  - 6 Subtract line 5 from line 4 . . . . . 6 \_\_\_\_\_
  - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . 7 \$ \_\_\_\_\_
  - 8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . 8 \$ \_\_\_\_\_
  - 9 Divide line 8 by the number of pay periods remaining in 2016. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2016. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . 9 \$ \_\_\_\_\_

**Table 1**

**Table 2**

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$9,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
6,001 - 14,000	1	9,001 - 17,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 25,000	2	17,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
25,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 75,000	5	405,001 and over	1,600		
44,001 - 55,000	6	75,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.





**June 7, 2016, Presidential Primary Election  
MIDDAY PICKUP CHAIN OF BALLOT CUSTODY LOG**

**\*9999\***

**C03**

**Precinct Number**

<u>Courier Team Use Only</u>		<u>Precinct Inspector Use Only</u>	<u>ROV Staff Use Only</u>
<p>_____ Polling Place Arrival Time</p>			<p>_____ ROV Berger Drive Arrival Time</p>
	<p><b>Orange Ballot Bag (Bright Orange Bag)</b></p> <p>Seal Serial Number _____</p>	<p>Original Orange Ballot Bag contains no ballots.</p> <p><input type="checkbox"/></p>	<p>_____ ROV Receiver Initials</p> <p>_____ ROV Unload Time</p> <p>Check box to confirm seal is intact on Orange Ballot Bag at time of ROV unload.</p> <p><input type="checkbox"/></p>
	<p><b>Blue Ballot Bag (Bright Blue Bag)</b></p> <p>Seal Serial Number _____</p>	<p>Original Blue Ballot Bag contains no ballots.</p> <p><input type="checkbox"/></p>	<p>Check box to confirm seal is intact on Blue Ballot Bag at time of ROV unload.</p> <p><input type="checkbox"/></p>

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).

<b>Courier Team Member #1 Signature</b>	
<b>Courier Team Member #2 Signature</b>	

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.

<b>Precinct Inspector Signature</b>	
<b>Time of Ballot Bag Exchange</b>	

ROV OFFICE USE ONLY



June 7, 2016  
Presidential Primary Election

**Midday Pickup • VBM Ballot Bag Tally Sheet**

\*9999\*

C03

Precinct Number

Item	Quantity
Vote by Mail (VBM) Envelopes	
Unsigned Ballot Statements (both loose <u>and</u> in small white envelopes)	
Pink Provisional (PV) Envelopes	



# Midday 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

+

=

**Precinct Board  
Must Initial**

Precinct Inspector \_\_\_\_\_ Clerk \_\_\_\_\_ Clerk \_\_\_\_\_  
Clerk \_\_\_\_\_ Clerk \_\_\_\_\_ Clerk \_\_\_\_\_



**PCT #:** \_\_\_\_\_

**PROVISIONAL BALLOT ENVELOPE CONTROL SHEET**  
**June 7, 2016 Presidential Primary Election**

<b>PV Prep – Initial Assessment</b>	<b>Provisional Ballot Envelopes Received from Precinct</b> <small>(Envelopes marked "Spoiled" are NOT to be included)</small>	<b>Envelope WITH Ballot:</b>	<b>EMPTY Envelope</b>	<b>TOTAL Envelopes:</b>

<b>PV Verification Results</b>  <small>(of all envelopes recorded in PV Prep)</small>	<b>Count</b>	<b>First Count (all envelopes): (Verifier)</b>	<b>Final Count: (PV Final Assessment)</b>
	<b>Partial Count</b>		
	<b>Do Not Count</b>		
	<b>Total</b> <small>(equal to the number entered for category in PV Initial Assessment)</small>		

<b>PROVISIONAL BALLOT TALLY PREP</b>			
<b>E-PV's</b>		<b>PAPER BALLOTS:</b>	
Total PV's in WinEDS:		<b>Ballots: Count:</b>	
Total E-PV's from Pct:		Partial Count <b>Ballots: Duplicate:</b>	
Total – E-PV Envs: Count:		<b>Total Ballots to Count and Partial Count/Dupe:</b>	
Total – E-PV Envs: Do Not Count		<b>Total Ballots: Do Not Count:</b>	
Total – Pending in WinEds		Empty Envelopes: <small>(do not include in any above totals)</small>	
Pending #'s:		Notes:	
#'s Not in WinEDS:			



# 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: 30px;" type="text"/>			
	+		=

**Precinct Board Must Initial** Precinct Inspector \_\_\_\_\_ Clerk \_\_\_\_\_ Clerk \_\_\_\_\_  
Clerk \_\_\_\_\_ Clerk \_\_\_\_\_ Clerk \_\_\_\_\_

**COURIER TEAM SUPPLIES CUSTODY LOG CHECK-OFF RECEIPT**

**June 7, 2016, Primary Election**

**\*4258\***



C223

**Precinct Number**

**Inspector Signature**

**Courier team member #1 Signature**

**Courier team member #2 Signature**

<input type="checkbox"/>		<p><b>Ballot Bag (Bright Orange Bag)</b> containing voted Optical Scan Ballots and <u>Results Cartridge</u> bag in front pocket</p>	<input type="checkbox"/> Search & <input type="checkbox"/> Rescue
<input type="checkbox"/>		<p><b>Inspector's Bag</b> containing Envelope #1 - Roster binder, and Envelope #2 - Completed Provisional Envelopes (Pink)</p>	
<input type="checkbox"/>		<p><b>Vote by Mail Bag</b> containing Voted Vote by Mail Ballots (Blue and/or Green)</p>	
<input type="checkbox"/>		<p><b>VeriVote Printers (Dark Blue bag)</b> containing 3 printers inside</p>	<input type="checkbox"/> Search & <input type="checkbox"/> Rescue
<input type="checkbox"/>		<p>Precinct Supply Bag (Large Black Bag)</p>	
<input type="checkbox"/>		<p><b>Ballot Delivery Box(es):</b> containing Unused Optical Scan Ballots (White)</p>	
<input type="checkbox"/>		<p>Cell Phone</p>	

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 \_\_\_\_\_

Registrar of Voters • County of Santa Clara



# Election Volunteer Feedback Form



Tuesday, June 7, 2016

1) Please provide feedback or suggestions for improvement about your experience with your orientation and instructions received during Election Day.

2) Please provide feedback or suggestions for improvement about the process of handling election materials (e.g., ballot bags, ballots, and/or paperwork) during your volunteer shift(s).

3) Which shift(s) did you work on Election Day?

	Check one
<b>Midday Shift</b> 1:30 p.m. to approximately 6:00 p.m.	<input type="checkbox"/>
<b>Election Night Shift</b> 6:30 p.m. to approximately 12:00 a.m.	<input type="checkbox"/>
<b>Both Midday AND Election Night Shifts</b> Starting at 1:30 p.m.	<input type="checkbox"/>

4) If you would like to be contacted to discuss your feedback or suggestions, please provide your name and phone number.

**Please return this completed form to:**

Carmelita Aldana or Michael Lopez / Office of the Registrar of Voters  
PO Box 611300 / San Jose, CA 95161-1300  
FAX (408) 282-3006 • [michael.lopez@rov.sccgov.org](mailto:michael.lopez@rov.sccgov.org)



## **Election Observer Guidelines**

Please read and follow these Election and Vote by Mail Observer Guidelines. Violation of these Guidelines may result in an Observer being asked to leave the work area for the remainder of the day.

The California Elections Code provides for the public, candidates, committees and parties to observe ballot counting, Vote By Mail and Provisional Ballot verification (Elections Code §§ 19320 (Machine Preparation), 15104, 15204 and 15350). In addition to the above election-specific processes, the public is always welcome to observe our operation throughout the year.

### **GENERAL ELECTION GUIDELINES**

- For security purposes, Observers must sign in and out with the Department daily and wear department badges - turning them in each day before leaving the Department.
- Observers must maintain a professional manner while observing the election process.
- Observers must keep all conversations to a minimum and at the lowest possible volume.
- Whenever possible, persons or groups wishing to observe should contact our office at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.
- Radios, cameras, tape recorders or recording devices of any type are not allowed.
- Observers may not use cell phones, pagers or two-way radios inside the Department. Please set the ring on silent or turn off the phone. Department phones and computers are not for public use.
- The Office of the Registrar of Voters is strictly non-partisan. Please avoid partisan comments and discussions while in the Department.
- Observers may not physically handle any voting materials (i.e., paper ballot, electronic ballot (cartridge) or ballot container or equipment).
- Observers may not enter restricted areas unless accompanied by an election official with appropriate security level.
- Observers may not disrupt the working environment of the Registrar of Voters' staff.
- Observers may not interfere, in the judgment of the elections official, with the conduct of the election.
- Observers may not sit at the official worktables or view confidential voter information on any work terminal.
- Observers may not talk to or attempt to stop the central counting site workers while they are processing ballots.
- Observers may not make physical contact with election personnel and must keep at arm's length from the staff, at all times.
- Observers may not eat or drink in the Department.

## Form 13 - Election Observer Guidelines (p. 2 of 2)

- Observers may not assist in operations at the Department.
- If an observer challenges a ballot, they are permitted to ask the staff to stop processing. The observer must then address his/her challenge to the Assistant Registrar of Voters, division manager or designated lead.
- All questions and concerns must be addressed to the Assistant Registrar of Voters, division manager or designated lead.

### **VOTE BY MAIL**

The Elections Code also states that observers shall not interfere with the orderly processing of vote by mail ballots, including by touching the ballots or ballot containers. (Elections Code §§ 15104, subd. (e), 15204.). Thus, we request your compliance with the following Guidelines:

- In connection with ballot challenges pursuant to Elections Code Section 15105, “[a]ll challenges shall be made prior to the opening of the identification envelope of the challenged vote by mail voter.”
- In addition, “[...] because the voter is not present, the challenger shall have the burden of establishing extraordinary proof of the validity of the challenge at the time the challenge is made.” (Elections Code § 15106.)