

School of Instruction

California Gubernatorial Recall Election

September 14, 2021

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OVERVIEW

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- Countywide
- 1 Ballot Type
- 47 Precincts
 - 10 – 4-Day Voter Assistance Centers
 - 4 – 1-Day Voter Assistance Centers (Popups)
- 86,111 Voters Participating

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OVERVIEW

The School of Instruction is an overview of the following:

- Voter Assistance Center Manual
- COVID Guide
- ADA Guide
- Voting Equipment Guides

Training Goals

- Learn how to navigate manuals and guides.
- Know where to find information when needed.

The more time you spend studying manuals and guides, the more prepared you will be.

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OVERVIEW

- COVID Guide
- ADA Guide
- Voter Assistance Center Manual & Voting Equipment Guide
 - Contact Information
 - Preparing to Serve
 - Voter Rights
 - Voting
 - Election Worker Conduct
 - Emergency Response
 - Conduct at the Polls
 - Election Worker Basics
 - Voting Equipment and Security
 - Voting Area Set-up Procedures
 - Early Voting Opening & Night Closing Procedures
 - Election Morning Opening & Night Closing Procedures

COVID Guide

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COVID PROTECTION AND GUIDELINES

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Personal Protective Equipment (PPE)

- Hand Hygiene
- Masks and Face Coverings
- Disinfectant Wipes
- Face Shields
- Plexiglass Dividers
- Gloves

[Election Worker Proper Use of PPE Video](#)

**PPE WILL BE PROVIDED FOR ELECTION WORKER
AND VOTER USE**

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PHYSICAL DISTANCING

Physical (Social) Distancing

- Maintain 6-feet of distance between yourself and others.
- Configure voting area to allow for at least 6-feet of distance between:
 - Booths.
 - Voting stations.
 - Paths of travel.

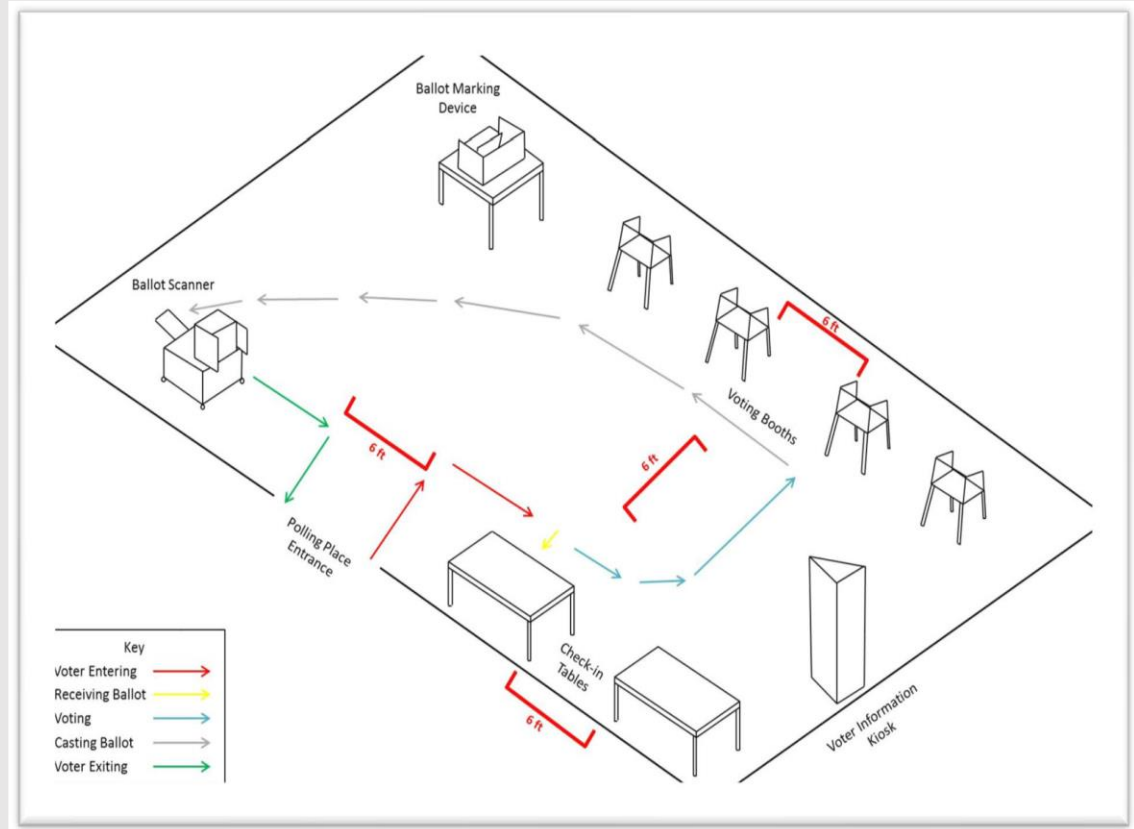
Voter Check-in Queue

- Set-up outside of voter assistance center.
- Thoroughly clean each hour.

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CONFIGURING VOTING AREA

Create a natural flow directing voters along a one-way path of travel.



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ELECTION WORKER SCREENING

Complete screening before:

- Attending in-person training.
- Arriving to your assigned voter assistance center.

Screening includes:

- Take temperature.
- Symptom check*.
- Apply hand hygiene.

*Symptom check: Refer to COVID Guide for detailed list of symptoms to screen for.

IF YOU HAVE COLD, FLU, OR COVID SYMPTOMS OR A TEMPERATURE OF 100.4 OR GREATER STAY HOME AND CALL A PERSONAL HEALTHCARE PROVIDER

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CLEANING GUIDELINES

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When to Clean:

- Before the polls open.
- Every hour.
- After polls close.

What to Clean:

- Doors and hardware.
- Tables and surfaces.
- Voting equipment and Poll Pad.

**REVIEW THE COVID GUIDE CAREFULLY FOR VOTING
EQUIPMENT CLEANING INSTRUCTIONS**

DO NOT USE BLEACH ON VOTING EQUIPMENT

Worksite action plan provides:

- Contact information.
- Procedures for reporting COVID-related instances.
- Safety and cleaning information.
- Template for worksite evaluation.

Managers are responsible for completing a worksite evaluation form twice each day:

- 1st evaluation: 10 – 11 am.
- 2nd evaluation: 2 – 3 pm.

COVID PPE SCENARIO

A team member refuses to wear their facial covering or repeatedly removes it when within 6-feet of other team members or voters.

What do you do?

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COVID-RELATED SIGNAGE

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Exterior

- COVID poster at front entrance.
- Free-standing “Line starts here” sign.
- Blue masking tape to mark 6-foot standing markers.

Interior

- Blue masking tape to mark 6-foot arrow markers directing voters along the one-way path of travel.

EXTERIOR AND INTERIOR SIGNAGE MUST BE SET-UP BEFORE THE POLLS OPEN.

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PROCESSING VOTERS

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Maintain a 6-foot distance from voters whenever possible.

Use PPE provided by the Office of Elections for your protection.

Curbside Voting Safety Considerations

- Wear gloves.
- Bring hand-sanitizer.
- Wear a face covering.

Ballot Handling Safety Considerations

- Use disposable gloves when handling ballots and ballot envelopes.

**REVIEW THE COVID GUIDE CAREFULLY FOR SAFETY
CONSIDERATIONS WHEN PROCESSING VOTERS**

If a voter arrives without a face covering offer the voter a temporary mask.

A leadership team member will be responsible for processing voters without a face covering.

- Escort to the table designated for voters without face covering.
- Process the voter as a curbside voter.

**REVIEW THE COVID GUIDE CAREFULLY FOR
PROCESSING VOTERS WITHOUT A FACE COVERING**

**VOTERS WITHOUT FACE COVERINGS SHOULD NEVER
BE DENIED THE RIGHT TO VOTE**

COVID PPE SCENARIO

A voter refuses to wear a face covering. The situation escalates when you try to guide them to the voter area for voters without face coverings.

What do you do?

If an observer or watcher arrives without a face covering offer the them a temporary mask.

If an observer or watcher refuses to wear a face covering, contact the Office of Elections.

If the situation escalates contact law enforcement, then the Office of Elections.

**IF SOMEONE FEELS UNSAFE OR
THREATENED, CALL 9-1-1 THEN THE
OFFICE OF ELECTIONS IMMEDIATELY**

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CONFLICT DE-ESCALATION

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Face coverings may be a point of conflict.

Rise above emotions using de-escalation measures:

- Speak in a calm and normal volume.
- Be respectful.
- Resist the urge to engage in the conflict or argue.

[Sheriff Office's De-escalation Recommendations Video](#)

REVIEW THE MANUAL CAREFULLY FOR DE-ESCALATION TECHNIQUES

ADA Guide

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ADA GUIDE: PURPOSE

ADA Guide identifies mitigating measures that need to be taken at a specific voter assistance center.

- Mitigation Supplies.
- Accessible Equipment.

Areas that might require mitigation include:

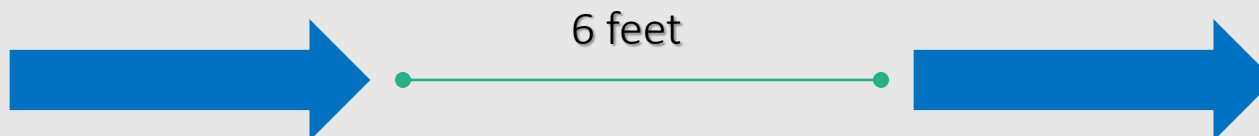
- Parking.
- Path of travel & signage.
- Entrances & doors.
- Voting area.

Physical (Social) Distancing

- Maintain 6-feet of distance between yourself and others.
- Configure voting area to allow for at least 6-feet of distance between:
 - Voting stations.
 - Paths of travel.

Signage

- Place blue masking tape on the floor every 6-feet in the shape of arrows to guide voters along the one-way voting route.



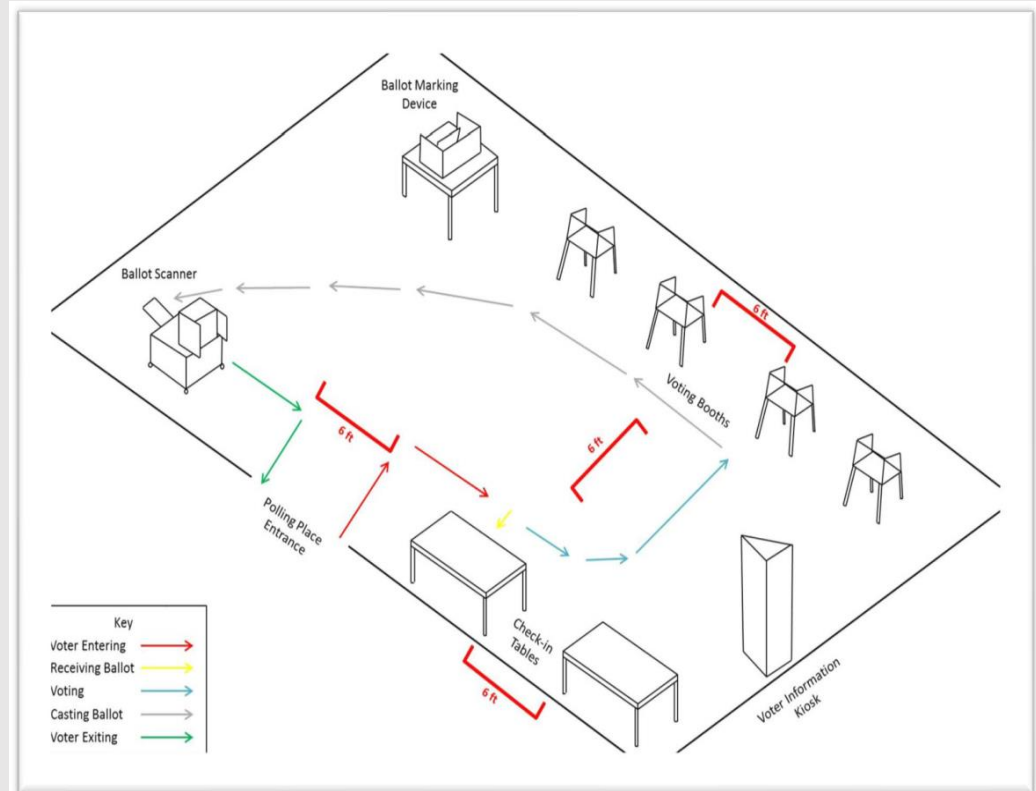
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ADA GUIDE: LAYOUT

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Remember:

- Create a natural flow directing voters along a one-way path of travel.
- Set-up voter assistance center to match the ideal graphic in the ADA Guide.



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CONTACT INFORMATION

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Election Workers

- Election Worker Hotline – verify or update voter status.
- Office Main Line – technical, process, and general issues.
- Emergency Hotline – anytime 9-1-1 is called.
- Lucinda Jackson – if main line is busy or cannot resolve issue.
- Law Enforcement – emergency and non-emergency support

Voters

- Office Main Line

Section 2

Preparing to Serve

Election Dates and Hours

- 4-Day: September 11 - 14
- 1-Day: September 14

Training - Be Prepared

Oath of Office

- You are an extension of the Office of Elections

Breaks and Meals

- Take care of yourself.

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PREPARING TO SERVE

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DO

- Arrive 60 minutes before the polls open.
- Sign paysheet and timesheets.
- Bring food and water.
- Take breaks.
- Wear comfortable business casual attire.
- Bring a sweater or jacket.
- Treat all people with courtesy and respect.
- Follow election work procedures.
- Make sure the polls are tidy.

DO NOT

- Arrive late.
- Eat or drink at voter stations.
- Take breaks when voter lines are long.
- Wear political clothing.
- Forget to bring layers.
- Use cell phone for personal business at voter stations.
- Bring children with you.
- Leave the polls a mess.

Section 3

Voter Rights

All voters have the right to:

- Cast a ballot.
- Replace a spoiled ballot.
- Report fraud or illegal activities.
- Be treated with respect.
- Receive assistance.
- Access voting devices.
- Vote free of intimidation.

All voter assistance centers have been surveyed for accessibility.

- Review ADA Guide for specific mitigation measures necessary for that location.
- Carefully set-up all mitigation measures identified.
- If you are missing required mitigation measures, contact the Office of Elections.

“ Curbside voting enables voters to have a voting experience outside the voting area when a polling place is not accessible. ”

Curbside Voting

- Precinct Voters
- Provisional Voters

Disability Sensitivity at the Polls

CURBSIDE VOTING

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ASSISTING A VOTER

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- Voters may have up to two (2) assistants.
- Assistant cannot be:
 - Employer.
 - Agent of employer.
 - Officer/agent of voter's union.

ASSISTED VOTERS LIST
Elections Code, Sections 14292-14293

When a voter declares under oath, administered by any member of the precinct board at the time the voter appears at the polling place to vote, that the voter is then unable to mark a ballot, the voter shall receive the assistance of not more than two persons selected by the voter, other than the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member.

Precinct board members shall administer an oath to, and keep a list of, voters requesting assistance in marking their ballots. This list shall be returned to the elections official and preserved with other election materials and records.

Oath to Administer
Precinct board members shall give the below oath to each voter who requests assistance in marking their ballot in the polling place.

"I solemnly swear or affirm that I am, at this time, unable to mark my ballot and request the assistance of the person/persons whose name and signature appear below to mark my ballot as I direct them."

List of Assisted Voters
Precinct Board members shall keep a list of voters requesting assistance in marking their ballots (below).

1.	_____	_____
	Name of Assisted Voter	Name of Person Assisting Voter
	_____	_____
	Signature of Assisted Voter	Name of Person Assisting Voter
2.	_____	_____
	Name of Assisted Voter	Name of Person Assisting Voter
	_____	_____
	Signature of Assisted Voter	Name of Person Assisting Voter
3.	_____	_____
	Name of Assisted Voter	Name of Person Assisting Voter
	_____	_____
	Signature of Assisted Voter	Name of Person Assisting Voter

Section 4

Voting

Ballots

- Handling
- Secrecy
- Spoiling

Types of Ballots

- Precinct Ballots
- Stock
- ER Provisional Ballots
- Spanish and Hmong Facsimile Ballots

Running out of Ballots

Types of Voters

- Precinct Voters are Vote by Mail Surrender Voters
- Vote by Mail Return Voters
- Provisional Voters
- HAVA ID Voters
- Inactive Voters
- Name Change Voters
- Challenged Voters

**REVIEW THE MANUAL CAREFULLY. BE READY TO
PROCESS EACH TYPE OF VOTER.**

Precinct Voters are Vote by Mail Surrender Voters

- All active registered voters will receive a vote by mail ballot for this election.
- Voters must have a ballot to surrender to vote a precinct ballot.
- If a voter forgets to bring a ballot to surrender:
 - Contact the election worker hotline to verify if the voter has voted.
 - If the voter has not voted, a precinct ballot can be issued.

**REVIEW THE MANUAL CAREFULLY. BE READY TO
PROCESS PRECINCT VOTERS.**

PRECINCT (VBM SURRENDER) VOTERS

- May:
 - Vote a pre-printed precinct ballot.
 - Vote a precinct ballot on the Touch Writer.
- Precinct Ballots may be:
 - Inserted into the Scan.
 - Inserted into the side compartment of the ballot box.

**PRECINCT BALLOTS MUST REMAIN IN A
SECURITY SLEEVE EXCEPT WHILE BEING VOTED**

The following **ARE NOT** precinct voters.

- Voters with an address that does not match Main Roster or Poll Pad.
- Voters not on the Main Roster or Poll Pad.
- Voters from other precincts.
- Voters that registered after August 30.
- Voters not registered to vote.

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ADDRESS CHANGES

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Precinct Voter

- Registered voter.
- Voter provides matching address.
- New address is in the same precinct.

Processing Address Change Voter

- Issue regular ballot.
- Voter must complete address change form.

**IF THE VOTER DOES NOT MEET THIS CRITERIA
ISSUE A PROVISIOAL BALLOT**

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BALLOT RETURN VOTERS

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Ballot must be in a return envelope.

Envelope must be:

- Completed.
- Signed.
- Sealed.

Anyone can turn in a ballot for someone else.

Vote by mail ballots from anywhere in California can be turned in at your voter assistance center.

VBM BALLOTS DO NOT GO THROUGH THE SCAN

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BALLOT RETURNS

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RETURN YOUR BALLOT...

- IN PERSON AT THE OFFICE OF ELECTIONS BY ELECTION DAY AT 8 PM, 2426 6TH STREET, EUREKA.
- ON ELECTION DAY AT ANY HUMBOLDT COUNTY POLLING PLACE OR ANY POLLING PLACE ELSEWHERE IN CALIFORNIA.

PRECINCT ID _____

VOTER: READ STATEMENT, SIGN AND DATE IN BOX BELOW **COMPLETE THIS BOX IF BALLOT IS RETURNED BY AN AUTHORIZED PERSON**
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for a vote by mail from any other jurisdiction for the same election. I declare under penalty that the foregoing declarations are, to the best of my knowledge and belief, true and correct. *I hereby affirm that I am ill or disabled and that I designate _____*

Voter: You must sign in your own handwriting for the ballot.

X **VOTER: SIGN HERE** DO NOT PRINT (Power of Attorney Not Acceptable)
 If voter is unable to sign, s/he may make a mark witnessed by one person.
 WITNESS: SIGN HERE _____

POLLS

VOTER: READ STATEMENT, SIGN AND DATE IN BOX BELOW **COMPLETE THIS BOX IF BALLOT IS RETURNED BY AN AUTHORIZED PERSON**
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for a vote by mail from any other jurisdiction for the same election. I declare under penalty that the foregoing declarations are, to the best of my knowledge and belief, true and correct. *I hereby affirm that I am ill or disabled and that I designate _____*

Print Residence Address and City (Mail/PO Box not acceptable)

 Voter: You must sign in your own handwriting for the ballot.

X **VOTER: SIGN HERE** DO NOT PRINT (Power of Attorney Not Acceptable)
 If voter is unable to sign, s/he may make a mark witnessed by one person.
 WITNESS: SIGN HERE _____

7-DAY

RETURN YOUR BALLOT...

- IN THE MAIL POSTMARKED WITHIN 3 DAYS OF ELECTION DAY AND RECEIVED AT THE OFFICE OF ELECTIONS WITHIN 3 DAYS OF ELECTION DAY.
- IN PERSON AT THE OFFICE OF ELECTIONS BY ELECTION DAY AT 8PM, 2426 6TH STREET, EUREKA.
- ON ELECTION DAY AT ANY HUMBOLDT COUNTY POLLING PLACE OR ANY POLLING PLACE ELSEWHERE IN CALIFORNIA.

DO YOU NEED A REPLACEMENT BALLOT? CHECK HERE.

Warning: Your ballot will not count unless you sign below in your own handwriting and your signature compares with your signature on file. Voting twice in the same election constitutes a crime.

VOTER: READ STATEMENT, SIGN AND DATE IN BOX BELOW **COMPLETE THIS BOX IF BALLOT IS RETURNED BY AN AUTHORIZED PERSON**
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for a vote by mail from any other jurisdiction for the same election. I declare under penalty of perjury that the foregoing declarations are, to the best of my knowledge and belief, true and correct. *I hereby affirm that I am ill or disabled and that I designate _____*

X Print Name of Person Returning Ballot _____ **X** Person Returning Ballot: Sign Here _____
 to return my ballot.

X Voter: Sign Here _____

Print Residence Address and City (Mail/PO Box not acceptable)

 Voter: You must sign in your own handwriting for the ballot to count.

X **VOTER: SIGN HERE** DO NOT PRINT (Power of Attorney Not Acceptable) Date _____
 If voter is unable to sign, s/he may make a mark witnessed by one person.
 WITNESS: SIGN HERE _____

Carrier: Please deliver to address on other side. Do NOT deliver to this address.

VBM

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PROVISIONAL VOTERS

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PROVISIONAL VOTERS WILL USE TOUCH WRITER TO MARK THEIR BALLOT

Common Reasons

- Wrong voter assistance center.
- Cannot get to assigned voter assistance center before the polls close.
- You are challenging the voter.

PROVISIONAL BALLOTS DO NOT GO THROUGH THE SCAN

Humboldt County Clerk/Elections 12 28 654001
Same Day Voter Registration form & ballot envelope
Formulario para inscripción de votante el mismo día y sobre para la boleta

1

Qualifications
Aptitud

Affirmation
Declaración jurada

Your legal name
Su nombre legal

Identify as
Identificación

The address where you live
Su dirección donde vive

The address where you receive mail
Su dirección donde recibe su correo

Registration history
Historial del inscripción

Political Party Preference
Preferencia de Partido político - ver sección de otro lado

Contact info
Contacto info

Information about choosing a political party - Información sobre cómo elegir un partido político:
If you choose No Party/None you may not be able to vote for some party candidates at a primary election for US President, or for a party central committee.
Si selecciona "ning un partido/Ninguno" es posible que no pueda votar por algunos de los candidatos partidarios en una elección primaria para presidente de EE.UU. o comité central partidario.

Reasons for a voter to use Same Day Registration:

1. Never registered to vote.
2. Registered to vote in another country or state but moved to Humboldt County.
3. Needs to re-register to update residential address or name.
4. Wants to change political party - only matters in a Presidential Primary.

The elections official assisting the voter completes this section.

Your name: _____ **Your precinct number:** _____

Voter completed the other side of this envelope.

Check appropriate box:

You cannot find the voter's name in the Po/Pad, Main Roster or Supplemental Roster.
Call 707-445-7411 to find out if the voter is at the correct polling place.

The voter moved and did not re-register to vote.

Presidential Primary ONLY - voter requests a party ballot different from the voter's party shown on the Po/Pad or Main Roster.

Precinct number of the voter, if different from your precinct number above: _____

The Elections Department staff completes the section below during the official canvass.

<input type="checkbox"/> Green light - Count if ALL conditions are met: <ul style="list-style-type: none">• Voter is active.• No VSM has been returned, no provisional has been issued, and no voter participation history exists.• Voter does NOT have any unprocessed list maintenance messages in VoteQL.	<input type="checkbox"/> Count	<input type="checkbox"/> Duplicate ballot to:
<input type="checkbox"/> Yellow light - Review the voter's record if: <ul style="list-style-type: none">• Voter is not active, or• Voter has unprocessed list maintenance messages in VoteQL, or• Voter moved to Humboldt County after 15-day close of reg.	Precinct # _____	Precinct # _____
<input type="checkbox"/> Red light - Do not count if: <ul style="list-style-type: none">• Voter has voted in this election, or• Voter participation history exists for this election.	<input type="checkbox"/> Don't Count <ul style="list-style-type: none">• Already voted• Missing voter data• Sig. missing or mismatch• Invalid address	Ballot type _____
	1st reviewer: _____	Party (Prov. Pfd) _____
	2nd reviewer: _____	Final: _____

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PROVISIONAL ROSTER

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Provisional voters
sign a roster.

PROVISIONAL ROSTER					
	Checked in on Poll Pad	VOTER PRINT NAME	VOTER SIGNATURE	VOTER CURRENT RESIDENTIAL ADDRESS	OFFICE OF ELECTIONS USE ONLY
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				
8	<input type="checkbox"/>				
9	<input type="checkbox"/>				
10	<input type="checkbox"/>				
Total					

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HAVA VOTER IDENTIFICATION

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Help America Vote Act (HAVA)

HAVA ID Only Required for Federal Elections

California Elections do not Require Identification

May see “HAVA ID” on Main Roster or Poll Pad

**NO IDENTIFICATION IS REQUIRED
FOR THIS ELECTION**

“A voter is sometimes identified as being “Inactive.” Typically, this is because the Office of Elections received back undeliverable mail for the voter. Voter information needs to be verified before they can proceed to vote.

”

INACTIVE VOTERS

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INACTIVE VOTERS

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When a voter has:

- Same Address
 - Process voter as a precinct voter.
- Different Address
 - Process voter as a provisional voter.

REVIEW THE MANUAL CAREFULLY
BE READY TO PROCESS INACTIVE VOTERS

“ A voter may have changed their name and not reregistered. If only the name has changed, the voter can vote a precinct ballot. If any other information changed, the voter must reregister and vote a provisional ballot.

”

NAME CHANGE VOTERS

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NAME CHANGE VOTERS

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When a voter changed their name and didn't reregister, the voter signs the roster twice:

- First signature: previous name.
- Second signature: current name.

REVIEW THE MANUAL CAREFULLY
BE READY TO PROCESS NAME CHANGE VOTERS

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CHALLENGED VOTERS

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Challenge Reasons

- Not person registered.
- Not resident of precinct.
- Not a US citizen.
- Already voted this election.
- Intimidating or coercing voters.
- Tampering with a voting system.
- Disrupting the operation of a voter assistance center.

CHALLENGED VOTERS LIST

A person offering to vote may be challenged within the polling place ONLY by a member of the precinct board. (Elections Code, Sections 14240-14253)

Challenged Person

Name _____ Voter ID _____ Address _____

Grounds for Challenge
Provide the name, address, and identification as a voter of each person offering information questioning challenged person's right to vote.

Name _____ Voter ID _____ Address _____

Name _____ Voter ID _____ Address _____

Name _____ Voter ID _____ Address _____

Determination
State the precinct board's determination. Return any evidence supporting the challenge to the Office of Elections.

Challenged Person

Name _____ Voter ID _____ Address _____

Grounds for Challenge
Provide the name, address, and identification as a voter of each person offering information questioning challenged person's right to vote.

Name _____ Voter ID _____ Address _____

Name _____ Voter ID _____ Address _____

Name _____ Voter ID _____ Address _____

Determination
State the precinct board's determination. Return any evidence supporting the challenge to the Office of Elections.

Section 5

Election Worker Conduct

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ELECTION WORKER CONDUCT

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Election workers are the public face of elections.

Create a politically neutral zone.

Do not:

- Wear political clothing or accessories.
- Discuss political issues.
- Play political social media, radio, or television programming.

**IF TEAM MEMBERS ARE ENGAGING IN POLITICAL
ACTIVITIES OR DISCUSSIONS CONTACT THE
OFFICE OF ELECTIONS IMMEDIATELY.**

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ELECTION WORKER CONDUCT

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Election Worker Reminders

DO

- Wear politically neutral clothing.
- Keep conversations with voters politically neutral.
- Keep conversations with team members politically neutral.
- Report any violations of this policy to the Office of Elections.

DO NOT

- Wear political clothing or accessories.
- Discuss political issues.
- Watch political social media or television programming.
- Listen to social media or radio political programming.

Section 6

Emergency Response

Emergencies that can cause a voter assistance center to be inaccessible:

- Non-operational due to fire.
- Non-operational due to earthquake.
- Planned and unplanned power outages.
- Essential services during government shutdown.
- Medical or life-threatening emergencies.
- Inaccessible election night drop-off locations.

Safety First

Document, Document, Document

REVIEW THE MANUAL CAREFULLY ABOUT HOW TO RESPOND TO EMERGENCY SITUATIONS

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VOTER INTIMIDATION

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Voter intimidation is illegal and is a serious offense.

Examples of Voter Intimidation

- Blocking access to voting.
- Threatening criminal action against voters.
- Challenging voters' right to vote.
- Presenting false information to voters.
- Assault, battery, threats of violence, brandishing of weapons

Safety First

Document, Document, Document

**IF YOU OBSERVE VOTER INTIMIDATION, CONTACT
LAW ENFORCEMENT AND OFFICE OF ELECTIONS**

VOTER INTIMIDATION SCENARIO

A voter is wearing a “blue wave” t-shirt or a “Make America Great Again” baseball cap.

What do you do?

Section 7

Conduct at the Polls

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OBSERVERS AND WATCHERS

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Voter assistance centers will be visited by observers and watchers:

- Observers typically:
 - Provide identification.
 - Provide written documentation of organization.
 - Present to evaluate elections processes for best practices.
- Watchers typically are:
 - General members of the public.
 - Not associated with organization.

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OBSERVERS AND WATCHERS

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Create an assigned observer/watcher area.

Only 2 observers/watchers can be in the voting area at a time.

Observers/watchers must follow state and county guidelines:

- Wear a facial covering.
- Maintain 6-feet of physical distance from others.

IF AN OBSERVER REFUSES TO FOLLOW STATE AND COUNTY GUIDELINES, CONTACT THE OFFICE OF ELECTIONS IMMEDIATELY

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OBSERVERS AND WATCHERS

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CAN

- Observe voter assistance center activities.
 - Procedures.
 - Rosters.
 - Setup.
 - Closing.

CANNOT

- Interfere, intimidate, or impede voter assistance center activities.
 - Be in the voting area.
 - Circulate a petition.
 - Discuss measures or candidates on ballot.
 - Touch voting materials.
 - Take photos or videos.

REVIEW THE MANUAL CAREFULLY ABOUT OBSERVER AND WATCHER RIGHTS AND LIMITATIONS

OBSERVER WATCHER SCENARIO

An observer refuses to leave the observer sitting area after 15 minutes and several observers/watchers are outside waiting.

What do you do?

“

the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet...from the room or rooms in which voters are signing the roster and casting ballots.

”

ELECTIONEERING

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ELECTIONEERING

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- Candidate name.
- Candidate logo.
- Buttons, hats, shirts, etc.
- Audible information about a candidate.

PROHIBITED

- Remove, reverse, or cover up clothing.
- Turn off audible device.

SOLUTIONS

- Party clothing.
- Party accessories.
- Candidate slogans.

PERMITTED

REPORT ELECTIONEERING TO THE OFFICE OF ELECTIONS IMMEDIATELY

Voters may take a photograph of their ballot and share it on social media.

- Ballot selfie.

Voters cannot:

- Share unauthorized information about how a person voted.
- Solicit or receive consideration for or against a candidate or measure.
- Interfere or impede voter assistance center activities.
- Compromise the privacy of other voters.

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CAMERAS AND VIDEO EQUIPMENT

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“ The Secretary of State’s office has historically taken the position that the use of cameras and video equipment at polling places is prohibited, except in limited circumstances. ”

- Limited Cameras and Video Authorization
- Exit Polling Must be 25 Feet Away

IF YOU ARE APPROACHED ABOUT HAVING CAMERAS OR FILMING IN THE VOTER ASSISTANCE CENTER, CONTACT THE OFFICE OF ELECTIONS IMMEDIATELY

CAMERAS & VOTING EQUIPMENT

Elections can trigger emotional responses for voters.

Remember to rise above responding emotionally using de-escalation measures:

- Speak in a calm and normal volume.
- Be respectful.
- Resist the urge to engage in the conflict or argue.

**REVIEW THE MANUAL CAREFULLY FOR
DE-ESCALATION TECHNIQUES**

Section 8

Election Worker Basics

School of Instruction

ELECTION WORKER BASICS

67

- Positions
- High School Students as Clerks
- Jobs and Voting Stations
- Effective Teams

School of Instruction

POSITIONS

68

Manager

- Leads team.
- Coordinates with Elections Office and facility.

Assistant Manager

- Under direction of manager, guides team.
- Backup manager.

Voting Equipment Technician

- Maintains smooth function of equipment.
- Leads team in set-up and breakdown.

Clerk

- Team member.
- Performs team assignments.

Rovers

- Delivers supplies to assigned voter assistance centers.

Ballot Transporters

- Picks up ballots from voter assistance centers.
- Picks up ballots from ballot drop boxes.

School of Instruction

JOBS AND VOTING STATIONS

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- Voter Check-in
- Ballot Handling Table
- Hanging Roster Maintenance
- Voting Machine Maintenance
- Vote by Mail Table
- Provisional Ballot Table
- Voters without Facial Coverings
- Cleaning Voting Area

**REVIEW THE MANUAL CAREFULLY TO BE
PREPARED TO PERFORM JOBS**

School of Instruction

JOBS AND VOTING STATIONS

70

Voter Check-in

Greet voter.

Check-in voter on Poll Pad and roster.

Ballot Handling

Greet voter.

Provide voter with voting materials.

School of Instruction

JOBS AND VOTING STATIONS

71

Hanging Roster

Update hanging roster or print Poll Pad list.

Post hanging roster or Poll Pad list outside.

Bring hanging roster in when polls close.

Main Roster

Combined Voter Roster List

Election Date: 09/14/2021 CALIFORNIA GUBERNATORIAL RECALL ELECTION Registration Close: 8/30/2021

WARNING: It is a crime punishable by imprisonment in the State Prison or the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code, Sections 18560 & 1408)

I hereby certify under penalty of perjury that I have continuously resided at the address printed below, adjacent to my name, since last registering to vote.

XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE	(VOTE BY MAIL / ID REQ'D)	BALLOT	REGISTRATION NUMBER
1001	Voter Name Voter Address			001	00AJ548867 
1002	Voter Name Voter Address		Inactive Voter	002	00AJ548867 
1003	Voter Name Voter Address		Vote By Mail Voter	003	00AJ548867 
1004	Voter Name Voter Address		HAVA ID Required	004	00AJ548867 

Total Signatures

School of Instruction

JOBS AND VOTING STATIONS

72

Voting Machines

Greet voter.

Assist voter cast ballot.

Return ballot materials to ballot handling table.



DO

- Feed ballot.
- “I Voted” sticker.
- Return materials.

DO NOT

- View ballot.
- Remove ballot from secrecy sleeve.

School of Instruction

JOBS AND VOTING STATIONS

73

Vote by Mail Table

Greet voter.

Voter deposits ballot in sealed vote by mail container.

Provisional Ballots

Greet voter.

Guide voter to complete their provisional envelope and casting their ballot.

School of Instruction

JOBS AND VOTING STATIONS

74

Voters without Coverings

Greet voter.

Refer to COVID Guide for guidance.

Cleaning

Clean before polls open and after polls close.

Clean after each group of voters is processed.

- Communication
- Training
 - School of Instruction
 - Machine Lab
 - Review Manual and Guides
- Assignments

Section 9

Voting Equipment & Security

School of Instruction

VOTING EQUIPMENT

77

- Poll Pad
- Print (Ballot On-Demand) and Printer
- Scan and Ballot Box
- Touch Writer and Printer



VOTING EQUIPMENT MANUALS AVAILABLE ONLINE

<https://humboldt.gov/2995/Election-Workers-Recall2021>

Poll Pad

- Voter check-in.
- Voter look-up.
- Determine status.
- Look up voter assistance center.

**VOTERS DO NOT
SIGN THE POLL PAD**



Scan

- Digitally scans ballots.
- Deposits ballots into the ballot box.
- Feeding ballots through Scan.
- Ballot rejection:
 - Overvote
 - Undervote
- 2-Hour Battery backup for power outage.



Print & Printer

- Ballot on demand.
- Prints precinct ballots.
- Backup if run out of pre-printed ballots.
- 2-Hour Battery backup for power outage.



Touch Writer & Printer

- Accessible ballot marking device.
- Verity Access offers additional input options.
- 2-Hour Battery backup for power outage.
- UPS Battery backup for power outage.



“

keeping complete control of all voting equipment from the time it has been set for an election until it has been returned to the elections office and had its votes recorded.”

CHAIN OF CUSTODY

School of Instruction

SECURITY SEALS

83

**DO NOT REMOVE
RED SEALS**



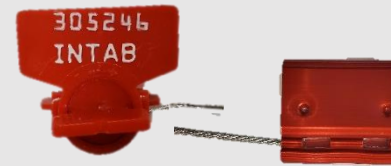
- Blue Supply Box
- Voting Equipment Cases
- Black Transport Bag
- Emergencies

Yellow Beaded



- Printer Paper Drawer

Tape



- Voting Equipment Memory Cards
- Voting Equipment Tablets

Red Wire
Uline

School of Instruction

SECURITY SEALS AND LOGS

Record seal and unit numbers on security logs to secure equipment and supplies.

- Blue supply box.
- Voting equipment.
- Setting up voter assistance center.
- Early voting and Election Day opening.
- Early voting and Election Night closing.
- Early voting ballot return.
- Election Night voting equipment and ballot return.

Security Logs

- Opening/Closing
- Printer
- Blue Supply Box

School of Instruction

SECURITY LOGS

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Security Log Opening & Closing

- Record voting equipment seals:
 - Opening.
 - Closing.
- Seals for voting equipment and VBM container.
 - Yellow-beaded seal.
 - Red wire seal.

California gubernatorial Recall Election
September 14, 2021
Security Log

Voter Assistance Center: _____ Voting Day: _____

Opening

YELLOW-BEADED SEALS
Instructions: Each morning, log voting equipment unit numbers and YELLOW-BEADED SEAL numbers affixed to each unit.

VE Type	Unit #	Seal #	Team Initials
Poll Pad 1			
Poll Pad 2			
EV San 1			
EV San 2			
Touch Writer 1			
Touch Writer 2			
Print 1			
VBM Container			
Election Day ONLY			
E-Day Scan 1			
E-Day Scan 2			

RED WIRE SEALS (DO NOT REMOVE FROM VOTING EQUIPMENT)
Instructions: Each morning, log voting equipment unit numbers and RED WIRE SEAL numbers affixed to each unit.

VE Type	Unit #	Seal #	Team Initials
Poll Pad 1			
Poll Pad 2			
EV San 1			
EV San 2			
Touch Writer 1			
Touch Writer 2			
Print 1			
VBM Container			
Election Day ONLY			

California gubernatorial Recall Election
September 14, 2021
Security Log

Closing

VERIFY VOTING EQUIPMENT AND BLACK TRANSPORT BAG ARE SEALED BEFORE LEAVING.

YELLOW-BEADED SEALS
Instructions: During closing, log voting equipment unit numbers and YELLOW-BEADED SEAL numbers affixed to each unit.

VE Type	Unit #	Seal #	Team Initials
Poll Pad 1			
Poll Pad 2			
EV San 1			
EV San 2			
Touch Writer 1			
Touch Writer 2			
Print 1			
VBM Container			
Transport Bag			
Election Day ONLY			
E-Day Scan 1			
E-Day Scan 2			

RED WIRE SEALS (DO NOT REMOVE FROM VOTING EQUIPMENT)
Instructions: During closing, log voting equipment unit numbers and RED WIRE SEAL numbers affixed to each unit.

VE Type	Unit #	Seal #	Team Initials
Poll Pad 1			
Poll Pad 2			
EV San 1			
EV San 2			
Touch Writer 1			
Touch Writer 2			
Print 1			
VBM Container	N/A		
Election Day ONLY			

Security Log Printer

- Record for:
 - Touch Writer.
 - Print (Ballot on Demand).
- Each time seal is removed from printer paper drawer.
 - Blue tape seal.

California Gubernatorial Recall Election
September 14, 2021

Printer Security Log

Voter Assistance Center: _____

Instructions: Log blue tape seal numbers for each printer unit each time a seal is affixed to or removed from a printer tray.

Date	Time	Printer 1 Tape Seal #	Printer 2 Tape Seal #	Printer 3 Tape Seal #	Printer 4 Tape Seal #
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				

Equipment and supplies will be delivered to facilities.

- 1-day pop-ups may need to pick-up voting equipment.

Securing Voting Equipment and Supplies

- Voting equipment.
- Blue supply box.
- Setting up voter assistance center.
- Election Morning setup.
- Election Night setup.
- Election Night equipment and black transport bag return.

**TWO PEOPLE MUST ACCOMPANY VOTING
EQUIPMENT AND TRANSPORT BAG**

Section 10

Voting Area Set-up Procedures

School of Instruction

VOTING AREA SET-UP PROCEDURES

90

- Inventory blue supply box.
- Set-up voting booths.
- Set-up ballot box.
- Set-up voter stations and vote by mail container.
- Post inside signs.
- Set-up ADA mitigation inside the voting area.
- Set-up observer seating area.

School of Instruction

VOTING AREA SET-UP PROCEDURES

91

Team Strategy

- Review binder.
- Review assignments and voting stations.
- Discuss break schedule.

MAINTAIN SECURITY OF BLUE SUPPLY BOX

DO NOT BRING VOTING EQUIPMENT INTO FACILITY

DO NOT BREAK BALLOT CONTAINER SEALS

Voting Set-up Support

Lucinda will be on-call to troubleshoot set-up issues.

Section 11

Early Voting Opening Procedures

Record Seal Numbers on Security Logs

- Voting equipment (Opening Security Log).
- Converted blue supply boxes (Blue Supply Box Security Log).
- Blank ballot stock in printer paper drawer (Printer Security Log).

Set-up Voting Equipment

- Requires two people.
- Run zero tapes.

Inventory Pre-Printed Ballots and Ballot Stock

- Complete ballot paper control sheet.

Set-up Voting Stations

Convert Blue Supply Boxes:

- Provisional Ballots.
- Spoils and Surrender Ballots.

Post Outside Signs

ADA Mitigation Outside

Morning Paperwork

- Paysheet and timesheets.
- Sign voting equipment zero tapes.
- Name tags.

Voting Set-up Support

- Office of Elections main line.
- Emergency hotline.
- Lucinda Jackson.

POLLS OPEN AT 8 AM

8:00 AM

Manager announces:

“

”

The polls are open!

Section 12

Early Voting

Night Closing Procedures

School of Instruction

EARLY VOTING NIGHT CLOSING PROCEDURES

Getting Organized

- Create a game plan before the polls close to assign closing tasks.
- Supply Closing Checklist
 - What to do.
 - Where it goes.

VOTER ASSISTANCE CENTER CLOSING CHECKLIST

When completed, put this checklist in your Black Transport Bag

✓	ITEM	WHAT TO DO WITH IT	WHERE IT GOES
	SCAN, TOUCH WRITER, POLLPAD, PRINTER, BALLOT BOX, and BLACK TRANSPORT BAG	Complete voting equipment closing procedures (see equipment manuals). Secure all voting equipment with appropriate padlock and/or seals. Secure ballots inside BLACK TRANSPORT BAG (see below).	All Election Day voting equipment and transport bag must be returned to the Elections Office on election night. (Early voting equipment will remain at the voter assistance center until Election Day.) NO EXCEPTIONS.
	UNUSED BALLOT INVENTORY Pre-printed precinct ballots, emergency provisional ballots and blank ballot stock NOT VOTED. (Stubs should still be attached to pre-printed ballots).	Count unused pre-printed precinct and emergency provisional ballots. Count unused blank ballot stock. Record (precinct/provisional/ballot stock) total numbers on Ballot Inventory. Record (precinct/provisional/ballot stock) total numbers on bag label.	In BAG 1 in the BLUE SUPPLY BOX
	VOTED BALLOTS from ballot box	Separate ballots according to precincts. Count total number of precinct ballots. Record total number of precinct ballots on Ballot Statement.	In BAG 2, in BLACK TRANSPORT BAG
	ONE POLL PAD TAPE	Record total number of precinct ballots on ballot container seal. Seal in ballot container. Record total number of regular and provisional voters on Ballot Statement.	In BAG 2, in BLACK TRANSPORT BAG
	SCAN AND TOUCH WRITER TAPES - ONE EACH	Record total number of (Scan) votes on Ballot Statement. Put in plastic zippered pouch located in the front of the PRECINCT BINDER.	In BAG 2, in BLACK TRANSPORT BAG
	UNREAD BALLOTS (not read by SCAN but counted as voted)	Count and record number on Ballot Statement and bag label.	In BAG 3 in BLACK TRANSPORT BAG

4:00 PM

Manager announces:

“

”

The polls are closed!

ALLOW ANYONE IN LINE AT 4 PM TO VOTE

School of Instruction

EQUIPMENT AND SUPPLIES

99

Voting equipment.

Printers.

Ballot boxes.

Caddy

Unused ballots.

Blank ballot stock.

Roster binders.

Team binder.

Supply bags.

Blue Supply Box

Used ballots:

- Precinct.
- Provisional.
- Spoiled.
- Surrendered.

Voted Vote by Mail Ballots

Ballot Transport Pick-up

SECURE AND LOCK CADDY AND BLUE SUPPLY BOX
SECURE AND SEAL VOTED BALLOTS IN TRANSPORT BAG

School of Instruction

CLOSING ACTIVITIES

100

Inventory

- Pre-Printed Ballots and Ballot Stock
- Precinct Ballots Issued
- Precinct Ballots in Ballot Box
- Other Used Ballots

Suspend Polls and Breakdown Voting Equipment

Breakdown Voter Assistance Center

VOTING EQUIPMENT MANUALS AVAILABLE ONLINE

<https://humboldt.gov.org/2995/Election-Workers-Recall2021>

School of Instruction

BALLOT STATEMENT SUMMARY

101

Ballots Recorded on the Ballot Statement Summary

Information Needed

Preparation – Bags 1-7

1. Unused ballots.
2. Voted precinct ballots.
3. Unread precinct ballots.
4. Voted provisional ballots.
5. Spoiled ballots.
6. Voted vote by mail ballots returned.
7. Hanging rosters and voter signed forms.

When the Ballot Statement Summary Doesn't Balance

School of Instruction

BALLOT STATEMENT SUMMARY

102

Completing the Ballot Statement Summary

- Follow step-by-step instructions.
- Certification of number of voters.

If after 1 hour of trying to balance you have not succeeded:

- Stop.
- Pack up supplies.
- Clean up the voting assistance center.
- Prepare black transport bag for ballot transporter pick-up.

**DO NOT RECORD VOTE BY MAIL BALLOTS ON
BALLOT STATEMENT SUMMARY**

Record Seal Numbers on Security Logs

- Voting equipment (Closing Security Log).
- Blue supply boxes (Blue Supply Box Security Log).
- Printers (Printer Security Log).

Team Paperwork

- Security logs.
- Ballot paper control sheet.
- Ballot statement summary.

School of Instruction

BALLOT TRANSPORTER BALLOT PICK-UP

104

Ballot transport teams will pick-up voted ballots from voter assistance centers.

- Inventory all used ballots.
- Place used ballots in black transport bag.
- Seal black transport bag.
- Manager completes voted ballot pick-up official receipt.

On Early Voting Day 3, ballot transporter teams will also pick-up early voting scan machines.

**BALLOT TRANSPORT TEAMS WILL PICK-UP
BALLOTS BETWEEN 4:30 – 5:30 PM**

- Bring outside postings and ADA mitigation supplies inside the voter assistance center.
- Leave locked caddy and blue supply box at the voter assistance center for the next day of voting.

MAINTAIN SECURITY OF BLUE SUPPLY BOX

SECURE AND SEAL BALLOTS AND VOTING EQUIPMENT

Voting Closing Support

Lucinda will be on-call to troubleshoot closing issues.

Section 13

Election Morning Opening Procedures

Record Seal Numbers on Security Logs

- Voting equipment (Opening Security Log).
- Converted blue supply boxes (Blue Supply Box Security Log).
- Blank ballot stock in printer paper drawer (Printer Security Log).

Set-up Voting Equipment

- Requires two people.
- Run zero tapes.

Inventory Pre-Printed Ballots and Ballot Stock

- Complete ballot paper control sheet.

Set-up Voting Stations

Convert Blue Supply Boxes:

- Provisional Ballots.
- Spoils and Surrender Ballots.

Post Outside Signs

ADA Mitigation Outside

Morning Paperwork

- Paysheet and timesheets.
- Sign voting equipment zero tapes.
- Name tags.

Election Morning Set-up Support

- Office of Elections main line.
- Emergency hotline.
- Lucinda Jackson.

POLLS OPEN AT 7 AM

7:00 AM

Manager announces:

“

”

The polls are open!

Section 14

Election Night

Closing Procedures

School of Instruction

ELECTION NIGHT CLOSING PROCEDURES

111

Getting Organized

- Create a game plan before the polls close to assign closing tasks.
- Supply Closing Checklist
 - What to do.
 - Where it goes.

VOTER ASSISTANCE CENTER CLOSING CHECKLIST

When completed, put this checklist in your Black Transport Bag

✓	ITEM	WHAT TO DO WITH IT	WHERE IT GOES
	SCAN, TOUCH WRITER, POLLPAD, PRINTER, BALLOT BOX, and BLACK TRANSPORT BAG	Complete voting equipment closing procedures (see equipment manuals). Secure all voting equipment with appropriate padlock and/or seals. Secure ballots inside BLACK TRANSPORT BAG (see below).	All Election Day voting equipment and transport bag must be returned to the Elections Office on election night. (Early voting equipment will remain at the voter assistance center until Election Day.) NO EXCEPTIONS.
	UNUSED BALLOT INVENTORY Pre-printed precinct ballots, emergency provisional ballots and blank ballot stock NOT VOTED . (Stubs should still be attached to pre-printed ballots).	Count unused pre-printed precinct and emergency provisional ballots. Count unused blank ballot stock. Record (precinct/provisional/ballot stock) total numbers on Ballot Inventory. Record (precinct/provisional/ballot stock) total numbers on bag label.	In BAG 1 in the BLUE SUPPLY BOX
	VOTED BALLOTS from ballot box	Separate ballots according to precincts. Count total number of precinct ballots. Record total number of precinct ballots on Ballot Statement. Record total number of precinct ballots on ballot container seal. Seal in ballot container.	In BAG 2, in BLACK TRANSPORT BAG
	ONE POLL PAD TAPE	Record total number of regular and provisional voters on Ballot Statement.	In BAG 2, in BLACK TRANSPORT BAG
	SCAN AND TOUCH WRITER TAPES - ONE EACH	Record total number of (Scan) votes on Ballot Statement. Put in plastic zippered pouch located in the front of the PRECINCT BINDER.	In BAG 2, in BLACK TRANSPORT BAG
	UNREAD BALLOTS (not read by SCAN but counted as voted)	Count and record number on Ballot Statement and bag label.	In BAG 3 in BLACK TRANSPORT BAG

8:00 PM

Manager announces:

“

”

The polls are closed!

ALLOW ANYONE IN LINE AT 8 PM TO VOTE

Inventory

- Pre-Printed Ballots and Ballot Stock
- Precinct Ballots Issued
- Precinct Ballots in Ballot Box
- Other Used Ballots

Close Polls and Breakdown Voting Equipment

Breakdown Voter Assistance Center

VOTING EQUIPMENT MANUALS AVAILABLE ONLINE

<https://humboldt.gov.org/2995/Election-Workers-Recall2021>

School of Instruction

BALLOT STATEMENT SUMMARY

114

Ballots Recorded on the Ballot Statement Summary

Information Needed

Preparation – Bags 1-7

1. Unused ballots.
2. Voted precinct ballots.
3. Unread precinct ballots.
4. Voted provisional ballots.
5. Spoiled ballots.
6. Voted vote by mail ballots returned.
7. Hanging rosters and voter signed forms.

When the Ballot Statement Summary Doesn't Balance

School of Instruction

BALLOT STATEMENT SUMMARY

115

California Gubernatorial Recall Election
September 14, 2021
Ballot Statement Summary

Voter Assistance Center: _____

Location

Voting Day: _____

Date

Instructions: Complete the following steps for each day of voting.

1. Write Scan tape total in "Votes Cast" column for each precinct.
2. Write the number of ballots counted by type: (1) voted ballots, (2) unread ballots, (3) provisional ballots, and (4) spoiled ballots.
3. Write the total ballots used in "Total Ballots Used" column for each precinct.
4. Write the number of signatures by type: (A) main roster signatures, and (B) provisional signatures.
5. Write the total number of certified voters for each precinct.

Sample Guide

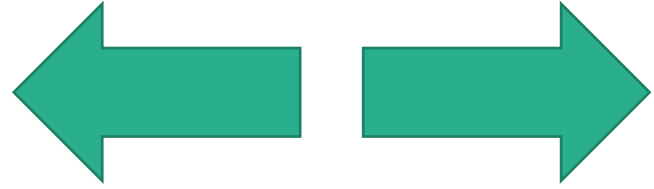


Precinct	Scan Tapes		Ballot Processing				Total Ballots Used <small>(Voted, Unread, Provisional, and Spoiled)</small>
	Votes Cast <small>Scan 1 Tape, Bag #2</small>	Votes Cast <small>Scan 2 Tape, Bag #2</small>	Voted Ballots (1) <small>from sample counts or totals, bag, Bag #2</small>	Unread Ballots (2) <small>from sample counts or totals, bag, Bag #3</small>	Provisional Ballots (3) <small>from sample counts or totals, bag, Bag #4</small>	Spoiled Ballots (4) <small>Sealed blue supply bag, Bag #5</small>	
Write precinct.							
	$1 + 2 + 3 + 4 = \text{Total Ballots Used}$						

Signatures		
Main Roster (A)	Provisional Roster (B)	Total Certified Voters <small>Add A+B, (Main and Provisional)</small>
$A + B = \text{Certified Voters}$		
$1 + 2 = A$		
$3 = B$		

Discrepancies: If the ballot totals and signatures totals do not match, provide any known information about why in the boxes below.

- Notes
- Issues
- Discrepancies



TEAM MEMBER SIGNATURES

Team members sign.

School of Instruction

BALLOT STATEMENT SUMMARY

116

Completing the Ballot Statement Summary

- Follow step-by-step instructions.
- Certification of number of voters.

If after 1 hour of trying to balance you have not succeeded:

- Stop.
- Pack up supplies.
- Clean up the voting assistance center.
- Prepare voting equipment and ballots for either delivery to drop-off location or ballot transporter pick-up.

**DO NOT RECORD VOTE BY MAIL BALLOTS ON
BALLOT STATEMENT SUMMARY**

ELECTION NIGHT CLOSING PROCEDURES

Record Seal Numbers on Security Logs

- Voting equipment (Closing Security Log).
- Blue supply boxes (Blue Supply Box Security Log).
- Printers (Printer Security Log).

Team Paperwork

- Security logs.
- Ballot paper control sheet.
- Ballot statement summary.

MAINTAIN SECURITY OF BLUE SUPPLY BOX

SECURE AND SEAL BALLOTS AND VOTING EQUIPMENT

Voting Closing Support

Lucinda will be on-call to troubleshoot closing issues.

School of Instruction

ELECTION NIGHT BALLOT RETURN

118

Some teams will deliver voting equipment and ballots to a drop-off location.

Other teams will have voting equipment and ballots picked up by a ballot transporter team or Sheriff deputy.

**REVIEW ELECTION NIGHT BALLOT RETURN
SECTION CAREFULLY RETURN INSTRUCTIONS**

**TWO TEAM MEMBERS MUST ACCOMPANY
EQUIPMENT AND BLACK TRANSPORT BAG**

School of Instruction

BREAKDOWN VOTER ASSISTANCE CENTER

120

Outside

- Gather mitigation supplies.
- Bring in hanging roster and outside signs.

Inside

- Gather mitigation supplies.
- Take down inside and voting booth signs.
- Clean up areas used.
 - Voting area.
 - Kitchen.
 - Other areas.

School of Instruction

EQUIPMENT AND SUPPLIES

121

- Printers.
- Ballot boxes.
- Touch writers.
- Unused ballots.
- Blank ballot stock.

Caddy

- Voting booths.
- Mitigation supplies.
- Parking signs.

Blue Supply Box

- Scans.
- Poll Pads.
- Black transport bag.

Ballot Transporter
Pick-up

SECURE AND LOCK CADDY AND BLUE SUPPLY BOX
SECURE AND SEAL VOTED BALLOTS IN TRANSPORT BAG

School of Instruction

CONTACT INFORMATION

122

Humboldt County Office of Elections

2426 6th Street | Eureka, CA 95501

707-445-7481

<https://humboldt.gov/elections>

Lucinda Jackson

707-599-0417 (call/text okay)

ljackson@co.humboldt.ca.us

California Secretary of State's Voter Hotline

800-345-8683