

**Santa Cruz County
Clerk/Elections Department**

**Advent Christian
Conference
Grounds-Camp
Santa Cruz**

Polling Place Set Up and Accessibility
Guide and Checklists

Pre or Post Election: 831-454-3020
Election Day: 831-454-3081

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Purpose

This binder is a pictorial guide to setting up your polling place on Election Day. The illustrations and pictures included in here are to be followed when you begin setting up the site the day prior to the Election (in most cases) or on Election morning. Please use this binder in conjunction with the information that you learned about in the access video and accompanying documents.

Method

The items that you need to accomplish the tasks listed in this binder are located in your **Red Suitcase** and your **Black Supply Box**. Cones and signs on poles, as well as any ramps, have been delivered to your site with the Black Supply Box. Locate the following materials:

- Red Suitcase
- Black Supply Box
- Accessible Voting Booth
- Red Leg Extender Kit
- Accessible Touchscreen DRE Table
- Open Kit
- Post Outside the Polling Place Bag
- Door stop(s)
- 6 Orange cones (delivered with the polling supplies)
- 4 Signs on poles (1 Van Accessible Parking, 1 Accessible Parking w/o Arrow, 2 Accessible Parking w/ Arrow) (delivered with the polling supplies)

When instructed, take the item listed above and install it as described in the text and pictures. The entire site must be set up prior to the opening of the polls at 7 a.m. on Election Day. Many features may be set up the day before the Election EXCEPT the voting equipment, ballots and rosters which cannot be left at the polling place overnight.

On Election Day, the signs, cones and other mitigation features must be checked up on to make sure that they are still in place and have not been moved or blown down. The first check should be done at 10 a.m. and the second check completed at 2:00 p.m. If time allows, a third check should be completed during the early evening hours. Please use the enclosed checklists to demonstrate that the access features were still in place.

Should you have any questions, please call the Inspectors Hotline at (831) 454-3081.

Advent Christian Conference Grounds
Multipurpose Building
761 26th Ave.
Santa Cruz, CA 95062



- 1: Entrance to parking lot
- 2: Entrance to Polling Room
- 3: Van Accessible Space
- 4: Van Accessible Aisle
- 5: Auto Accessible Space

Parking

Ideally...

All parking lots follow some of the same rules. All accessible spaces and aisles should be as flat as possible and may not have a raised ramp located within. There must also be a sign located at the front of the parking space designating it as van or auto accessible. If a polling place has a parking lot that serves voters it must have at least one van accessible parking space. A van accessible space is 9 feet wide with an 8 foot wide access aisle on the passenger side. Both must be 18 feet long. The auto accessible space must be 9 feet wide with a 5 foot accessible aisle. Both must also be 18 feet long. The aisle must be on the passenger side unless it shares an aisle with another accessible space.

If there is no parking lot, then no accessible parking should be created. Parking on the street should not be altered to create spaces.

You will need (and can find them in):

- 4 Cones (delivered with the polling supplies)
- 2 Signs on pole (1 Van Accessible Parking, 1 Accessible Parking w/o Arrow) (delivered with the polling supplies)

Your specific site:

The existing accessible parking at your facility is already in the most accessible location but needs some modification.

- Create a van accessible parking space by:
 - Place the Van Accessible Parking sign into a cone and place at the top of the parking space
 - Place 2 cones blocking the accessible aisle to the right of the parking space

- Create an auto accessible parking space by:
 - Place the Auto Accessible Parking w/o Arrow sign into a cone and place at the top of the parking space to the immediate right of the van aisle
 - The Auto Accessible Space will share an aisle with the van



The existing accessible parking at your facility needs to have a Van Accessible Parking sign on pole inserted into cone at the top of the parking space.



Path of Travel Signage

Ideally...

All voters need to be guided to the polling place using temporary signs. These signs come in three types- orange vote signs and light blue directional signs. Voters find a polling place by the distinctive bright orange VOTE signs. These signs are found in your Red Inspector's Suitcase in the Post Outside Kit. In the same bag you will also find light blue signs to direct voters to the accessible parking and the accessible entrance. There are additional signs, which are attached to poles, for directing voters to the accessible parking spaces and accessible pedestrian route(s). These have been delivered to your polling place along with the other supplies.

Signs should be placed along the shortest, flattest and smoothest path from the arrival points (street/sidewalk and/or parking) to the polling room. The path should be clear for visually impaired voters and voters in wheelchairs or motorized carts.

There are two areas that need to have paths of travel. First, there is the path of travel from the parking (if there is a parking lot). Because the location of the parking may not be obvious to someone unfamiliar with the location, you may be asked to post directional signs to show voters with disabilities where the accessible parking is located. Second, there is a path of travel from the street or sidewalk where pedestrians and people using mass transit would be accessing the facility. Signs should be posted from likely arrival points, like bus stops, that are very near the entrance to the facility or from crosswalks. They should lead to the polling room or to a point where the path from parking merges with this path. All signs should be clear and visible from a distance.

You will need (and can find them in):

- Post Outside the Polling Place Sign Bag (located in the Black Supply Box)
- 2 Cones (delivered with the polling supplies)
- 2 Signs on poles(2 Parking w/ Arrow) (delivered with the polling supplies)

Your specific site:

The accessible parking should have the following signs posted to direct voters in vehicles to it:



Entrances



Entrances and Doors

Ideally...

The main entrance to the polling place has a door that has sufficient clear space on each side of it for a wheelchair user to approach, open and move around and through the door. To accomplish this, the door must have 32 inches of unobstructed space at the narrowest point; have an approach on the side you push from of 48 inches, and an approach from the side you pull from of 60 inches plus 12 inches to the side of the door where the door hardware (handle) is. If the door is on the outside of a building, the door must have the 60 inch approach and 24 inches of clear space to the side of the door where the door hardware is. The door should be easy to open (not heavy or hard to push or pull) and should have a handle that can be opened with a closed fist or open palm. Round knobs or thumb latches are not accessible. The door threshold (the part that you walk over) should be as flat as possible and not be higher than 1/2 inch in height without having a ramp.

On occasions where the primary entrance is not accessible, there may be another door or entrance that is. Please direct voters through the accessible entrance and make sure that there is sufficient signage to direct voters with disabilities to the accessible doors.

You will need (and can find them in):

- Door stop (located in your Black Supply Box)
- Access sign for the door (located in the Open Kit)

Your specific site:

The doors at your site are accessible only when the doors are propped open on day of election. Use the door stop to hold the door(s) open.



Interior of the Polling Site

Ideally...

The interior of the polling site should be set up to move voters through in the room in the most efficient way possible. Voters should not be required to criss-cross the room repeatedly without a good reason. The check-in table should be as close to the door as is practical. The black supply box should be placed on the floor at the end of the table farthest from the door. The red inspector's suitcase should be placed on top of the supply box. There should be a three foot gap between the supply box/inspector's suitcase and the scanner, which comes next. Another three foot gap should be left between the scanner and the touchscreen. The touchscreen should be positioned to provide privacy for the user, but also maintain secure control of the yellow button on the back of the machine. Another three foot gap should be left between the touchscreen and the accessible voting booth. A chair should be placed in this space for voters who need to sit while voting. All the remaining booths should wrap around the room.

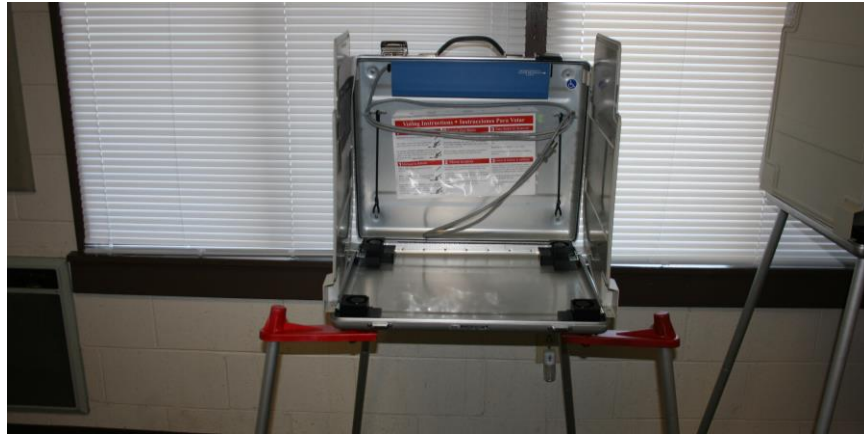
Your specific site:

Please note that the pictures below depict the Edge Touchsreen Voting System sitting on legs rather than the table; use the DRE table provided. Please configure your polling room like this:





The Accessible Voting Booth



Make sure the red leg extenders are out to the side (like wings)



Top view of the red extender legs



The black leg extender goes toward the back of the voting booth to allow more leg room (like a tail)

Restrooms



Questions?

Call the
Inspector's
Hotline at
(831) 454-3081