Course content

Election Office Procedures

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Election Overview
Election Details

- Ballots will be mailed to all active registered voters 29 days before election day, and then daily thereafter for new registrants.
- Just because ballots are mailed to voters, they do not have to return their ballot by mail.
- Ballot drop boxes are available 24/7 will be installed 29 days before Election Day.
- Ballot return envelopes are postage paid. Ballots postmarked on or before Election Day and received by no more than 7 days after Election Day will be considered received on time.
- We will not have traditional polling places.
- Santa Cruz County Elections at 701 Ocean St, Rm 310, Santa Cruz and the Watsonville City Clerk’s office at 275 Main St, #400, Watsonville will be open starting 29 days before Election Day for voting. 3 more locations will open for voting 11 days before Election Day and 13 more will open 4 days before Election Day. There will be a total of 18 sites open for voting beginning the Saturday before Election Day. There will be two additional one day Vote Centers on Election Day.
- VoteMobile can go anywhere!
- All voting locations will have an outside ballot drop box.
- Any voter can go to any location.
Election Details

One-page two sided ballot
What is a Voter Service Center/Vote Center?

Any voter can go to any location!

At each location a voter may:

- Obtain a replacement ballot
- Vote the ballot they received in the mail and return it
- Drop off their voted ballot
- Drop off a ballot for someone else
- Use the tablet to vote an accessible ballot
- Use the tablet to vote a ballot in Spanish
- Register and vote on the same day
- Vote provisionally because their eligibility to vote cannot be confirmed
- Any other voter service

A voter is **NOT** required to surrender the ballot mailed to them to receive a replacement ballot. If they do have their ballot, write “Surrendered” on the ballot envelope and place it in the Pink zipper envelope.
What to expect

- All supplies will be delivered to your location – you do not need to pick them up!
- Leads call Janet Crosse at 831-454-2416 to arrange pick up of keys and computer login information. Keys will be available once all sites have been set up on Friday.
- All voting locations are open a minimum of 4 days.
- Ballot on demand printing onsite.
- Issue ballots and replacement ballots onsite.
- Void prior ballots onsite.
Staffing at each Voter Service Center/Vote Center

Each location will be assigned a Rover who will be a great resource for you. The Rover will visit your location periodically to check in and see how everything is going. Rover’s will have extra supplies with them.

Staffing will increase and more sites will open as we get closer to Election Day.

There will be 2 centers open beginning October 10, 2022, and they will be staffed by regular staff:
  - Santa Cruz County Elections, Santa Cruz
  - Watsonville City Clerk, Watsonville

On October 29, 2022, three more sites will open with 5 poll workers assigned to each location:
  - Temple Beth El, Aptos
  - Santa Cruz County Sheriff’s Service Center, Santa Cruz
  - Scotts Valley Community Center, Scotts Valley
Staffing at each voting location

On November 5, thirteen more sites will open with a staff of 7 for the weekend and 10 for Monday and Tuesday, Election Day.

- St John’s Church, Aptos
- Boulder Creek Fire, Boulder Creek
- New Brighton Middle School, Capitola
- Zayante Fire, Felton
- Scotts Valley High School, Scotts Valley
- Bonny Doon Elementary School, Santa Cruz
- Depot Freight, Santa Cruz
- Masonic Center, Santa Cruz
- UCSC, Santa Cruz
- Soquel High School, Soquel
- La Selva Beach Clubhouse, Watsonville
- Santa Cruz Fairgrounds, Watsonville
- Pajaro Valley Community Trust, Watsonville

On November 8, two additional Election Day sites will open
- Pacific Elementary School, Davenport
- Loma Prieta Community Center, Los Gatos
Staffing at each voting location

Beginning November 5, all sites will increase to a staff of at least 7.
Suggested assignments:

- 1 lead
- 1 clerk at check in
- 1 clerk at provisional/same day table
- 1 clerk at the mobile ballot printer.
- 1 clerk at the tablets.
- 1 clerk at the ballot box at the exit.
- 1 clerks at the ballot drop box outside.

We will add extra clerks for Monday and Tuesday, Election Day.

If at any time you feel you need more help, or have too many people, call the hotline 831-454-3081 and let us know.
We may ask clerks to move to another location to be sure all locations are adequately staffed.
Ballots are paper and auditable

Traditional Paper

Tablet to mark a paper ballot
Election Overview

Manual available online!

Visit: 
www.votescount.us

Questions: 
Pollworker@votescount.us
COVID-19

Santa Cruz County Elections continues to follow Santa Cruz County Health Department guidelines to ensure the health and safety of our election officers, voters, observers, and members of the public. These guidelines may change between now and November 8. We will update you if there are changes.

Masks are recommended for all. Masks are optional within county facilities. Voter Service Centers/Vote Centers are considered county facilities.

Please disinfect commonly used surfaces before voting begins and approximately once an hour. Commonly used surfaces can include door handles, pens, and voting booths and equipment. It takes approximately 30 seconds for the disinfectant to dry. Please monitor cleaning and disinfecting supplies and notify the Voting Location Lead if you are running out.
COVID-19

Polling Location Setup and Traffic Flow
When setting up the voting location, we have given careful consideration for placement of stations and equipment to minimize close contact and keep people safe. Be sure to follow the diagram in your blue binder to ensure the correct flow for your site.

Stay home if you are sick
If you are sick and can’t serve at the voting location, please call Janet Crosse at 831-454-2416 or email her at pollworker@votescount.us
Safety and Security

How to clean the electronics:
▪ It is recommended to disinfect each tablet and laptop at least once per hour with the wipes in the blue package. The blue package is for all electronics.

All sanitization and PPE supplies will be in the clear plastic container:
▪ Face shields
▪ Face masks
▪ Hand sanitizer
▪ Wet wipes
▪ Gloves
▪ Table covers
▪ Alcohol wipes (for surfaces in green container)
▪ Thermometer
Observers

As in all elections, observers are welcome.

Observers will need to be able to view check-ins and may periodically ask to look at the voting equipment used in the polling location. However, to promote health and safety, interaction between observers and others in the voting location should be minimized.

Observers are required to adhere to current health and safety mandates, they should maintain physical distancing, and observe all health guidelines at the voting location.

If an observer refuses to respect the rules, call the Hotline at 831-454-3081 for further action.
Equipment & Material Review
The elections office will deliver

- Voting booths
- Tablet, printer with paper, booths
- PPE
- Ballot on demand printer
- Voter Information Sheet printer, Voter Information Sheets
- Cords/Mats
- Tables
- Chairs
- Inside signs

- Outside signs
- Laptops
- Ballot boxes
- Table materials in Red Suitcase
- Ballot printer paper
- Mitigation equipment to make the site accessible
- DYMO label printers
- Cradlepoint network
- Envelopes pink, blue, yellow, etc.

Election Officers will set up the laptops, signage and supplies when they arrive on Saturday morning.
Voting location binders

Each Voter Service Center/Vote Center will have a blue binder specific to that location that will contain:

- Diagram of voting location layout
- Diagram for outside set up
- Site specific instruction on how to set up your location

And a white binder that will contain:

- Election Officer’s manual
- Serving voters with specific needs
- Duty Cards
- Daily closing checklist
- Equipment instructions
- List of voting locations and drop boxes
Voting location materials

- Assisted voter log
- Tablet access cards
- Ballot return envelopes for voters who want to take their ballot with them
- State Voter Information Guide
- Text of Proposed Laws (if applicable)
- County Voter Information Guide
- Spanish ballot facsimile
- Yellow Same Day Voter Registration envelopes
- Pink Provisional envelopes – used in very rare instances
- Pens, paper for ballot printers, labels
- Certified List of Write-In Candidates
Check-in and Same Day/Provisional

Real time access to the voter database
Laptops, ballots and blank paper should be secured each night. Printers do **NOT** have to be securely stored each night.
The tablet does not track nor tally votes, it is NOT connected to the internet, and it is NOT connected to the voter database or any other file.

Ballot activation is done by an elections officer. The precinct code will be on the Tablet Activation Card. If the voter requests an accessible ballot, the elections officer will set that up.

Otherwise, the voter takes over at the language selection screen and may select an English or Spanish ballot.
Opening Procedures
Getting your voting location ready

If you need help setting up in the morning, please call 831-454-3081
Lead duties

- Oaths & Payroll
- Lanyards with Name Badges
- Delegate assignments
- Supervise the voting area
- Assign breaks and lunches
- Can fill in and work any position
- Nightly Inventory
- Return voted ballots each night
- Responsible for equipment log-in information, including:
  - Usernames
  - Passwords
Duty cards

- Opening Procedures
- Voting Procedures
- Closing Procedures
- Election Day Closing Procedures

Assign tasks to your clerks to make your days go smoother!
Voting location layout

Your voting location must be set up according to the provided diagram in the Blue Binder.
Equipment set-up at check-in

- Laptops
- DYMO label printers
- Log-in and print test label
Equipment set-up at Ballot Printing Station

- Ballot on demand printer
- Ballot printer laptop
- Desktop printer for Voter Information Sheets

Ballot printer must not be accessible to the public.
Power on the Tablets and Printers

- Tablets
- Tablet Printers
- Tablet Accessories
  - Headphones
  - ATI (accessible tactile interface)
- Battery Backup

*May remain on at all times*
Two Activation Cards will be issued to each location. Activation Cards must always stay with an election officer and must not be taken out of the facility at any time. Activation Cards are to be locked up each night.
Additional set-up required:

- Table materials
- Ballot Box(es) for ALL voted ballots – live or inside an envelope, signature cure forms, voter registration cards
- Outside Ballot Box for ballot drop off – must be attended at all times
- Inside/Outside Signs
- Mitigation equipment to make the site accessible
Getting your tables ready

Check-In Table

- Two laptops, one for each clerk
- A Dymo label printer for each laptop
- Pens
- Green Forms for voters to update name, address, etc.
- Ballot Return Envelopes for ballots to go

Same Day Voter Reg & Provisional Check-In Table

- Two laptops, one for each clerk
- A Dymo label printer for each laptop
- Pens
- Yellow Same Day Voter Registration Envelopes
- Pink Provisional Envelopes
Getting your tables ready

Ballot Issue Table

- Ballot on Demand Printer
- Ballot on Demand laptop
- Ballot paper
- Cradle point – may need to be in a different location for connectivity
- Pre-Printed ballot storage cabinet
- Printer that can print Voter Information Sheets
- Tablet voter ID cards
- Spanish Facsimile Ballots
Getting your voting location ready

Information Table:

- County Voter Information Guides – English and Spanish
- State Voter Information Guides – English and Spanish
- Telephone cards – for voters to call us with questions
Ballot Boxes

Each location will have several black ballot boxes and one outside ballot box.

Each day you will return your sealed black ballot box(es). Call if you need more! The outside box will be emptied each night and ballots returned to the Return Center in the Blue zipper envelope.
Inside Signs

- Large Tri-fold
  - ✔ Silence Your Cell Phone
  - ✔ No Restrooms
  - ✔ Language Support
  - ✔ CVR/Provisional Process
  - ✔ Voter ID Information
  - ✔ Voter Bill of Rights
  - ✔ Voter Information (required posting of Election Codes)
  - ✔ American Flag
  - ✔ No Electioneering
Inside Signs

- Language assistance tri-fold
  - Alerts voters to the fact that they can vote a ballot in Spanish on the Tablet or use a Spanish facsimile to vote on the traditional paper ballot.
  - Provides information on obtaining voter assistance
- Write the language any election officer speaks in the space provided.
Outside Signs

Signs to post.

Small tri-fold to be posted outside.
Van Accessible Parking

Make sure parking sign does not take up space in the parking spot and block off the spot to the right with cones.
Help is only a phone call away

- Questions
- Trouble with Voting Location or Procedures
- Need Supplies
- Trouble with Equipment
- Election Officer issues
- Need more help
- Any needs or concerns

831-454-3081
VOTING PROCEDURES
Declare the polls open each day

“THE POLLS ARE NOW OPEN!”
Step-by-Step Procedures

There will be a Step-by-Step written instruction for each position.

- Leads
- Check-in Clerks
- Same Day Registration/Provisional Clerks
- Ballot Clerks
- Tablet Clerks
- Ballot Box/Exit Clerk
- Outside Ballot Box Clerks
In-Person Voting Locations

2. Aptos – St. John’s Episcopal Church, 125 Canterbury Dr. Opens November 5 for voting.
5. Davenport- Pacific Elementary School, 50 Ocean St. Opens November 8 for voting.
7. Los Gatos- Loma Prieta Community Center 23845 Summit Rd. Opens November 8 for voting.
8. Santa Cruz – Santa Cruz County Clerk/Elections, 701 Ocean St., Room 310. Opens October 10 for voting.
9. Santa Cruz – Santa Cruz County Sheriff’s Office, 5200 Soquel Ave. Opens October 29 for voting.
10. Santa Cruz – Bonny Doon Elementary School, 1492 Pine Flat Rd. Opens November 5 for voting.
15. Scotts Valley – Scotts Valley High School, 555 Glenwood Dr. Opens November 5 for voting.
17. Watsonville – Watsonville City Clerk’s Office, 275 Main St., 4th Floor. Opens October 10 for voting.
18. Watsonville – Pajaro Valley Community Trust, 85 Nielson St. Opens November 5 for voting.
21. Vote Mobile – Santa Cruz County has a mobile voting trailer that will be used throughout the county.

Check www.votescount.us for dates and times.
24/7 Drop Box Locations

- Aptos – Resurrection Catholic Church, 7600 Soquel Dr.
- Aptos – Polo Grounds near the dog park, 2255 Huntington Dr.
- Aptos – Cabrillo College Parking lot R by the stadium, 3732 Cabrillo College Dr.
- Ben Lomond – Highlands Park, 8500 Highway 9
- Boulder Creek Community Church – 12465 Hwy 9
- Capitola – 420 Capitola Ave. in the City Hall parking lot
- Capitola – Mall near the old Sears, 1855 41st Ave.
- Capitola – Public Library, 2005 Wharf Rd.
- Corralitos – Community Center, 35 Browns Valley Rd.
- Felton – Covered Bridge Park – at Mt. Hermon and Graham Hill Rd.
- Los Gatos – Summit Store, 24197 Summit Rd.
- Santa Cruz - 701 Ocean St. in front of the County Government Center
- Santa Cruz – 212 Church St. in the public parking lot
- Santa Cruz – UCSC Quarry Plaza
- Scotts Valley – 1 Civic Center Dr. in the City Hall parking lot
- Watsonville – 316 Rodriguez St. in the municipal public parking lot 14
- Watsonville – County Health Center, 1430 Freedom Blvd.
Outside Ballot Drop Clerks

A ballot drop box on wheels will be staffed outside of each voting location for voters to easily drive up and drop off their ballots. Never leave the ballot drop box unattended.
Outside Ballot Drop Clerks

More than just Santa Cruz County Vote By Mail Ballots can go in the ballot box.

Any voter from any county in California may return their ballot to any official ballot drop off location in California.
Outside Ballot Drop Clerks

If a voter is dropping off their voted Mail Ballot:

Ask if the voter signed the envelope.
If they say yes, let them deposit it into the ballot box.
If they are not sure, and it is sealed, they may pull the tab to see if they signed. If they did not sign, they can sign the ballot envelope before it is deposited into the box.

If the voter does not have their ballot return envelope, direct them to the check-in table to have one printed.
Voter Check-In
Voter Check-In Clerk

The Check-in Clerks will use a Vote Center Processing module on their laptops to check in voters.

On the Vote Center Dashboard, select your location.
Voter Check-In Clerk

- “Hello, may I have your name & address, please?”
- Voter provides name & address
  - Look up the voter in the Vote Center Processing Module. If there is any question identifying the correct voter, ask for their date of birth.
Voter Check-In Clerk

If the voter is FOUND:

- Verify a ballot has not been returned.
- Ask if they are going to vote here or take their ballot with them.

**Ballot without an envelope to Vote Here, Select**

**Ballot with an envelope To Go, Select**

If voter is taking ballot to go, print out a label, affix it to a ballot return envelope and give envelope to voter to take to ballot station.
Direct voter to ballot pick up station. Ballot officer will give the voter either a paper ballot “To Go”, or a paper ballot or a Tablet Voter ID card to “Vote Here”
Voter Check-In Clerk

If the Voter is **Not** Found, direct the voter to the Same Day Voter Registration/Provisional Voter Table.

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**Same Day VR/Prov. Check-in Clerk**

- Select “Provisional Label” button
- Manually enter voter’s information & print label.
- Ballot officer will place label on Yellow Same Day Voter Registration envelope & give to voter to complete the envelope.
- Take the completed envelope to the Ballot Clerk to get the ballot.
- Direct the voter to the ballot pick up table.
Voter Check-In Clerk

If the voter is FOUND, but needs to change their:

- Residential address
- Mailing address
- Correct spelling of their name
- Change political parties
- Correct their birthdate
- Update their language preference

- Have the voter complete the Green Sheet.
- Make the change to the voter record.
- Print ballot for either “Here” or “To Go”
Voter Check-In Clerk

Under Messages, it says “First Time Federal Voter- ID Required”:

☐ Ask for any acceptable identification, as listed in your manual. If the voter has ID, go ahead and process as a regular voter.

☐ If no ID, **direct the voter over to the Same Day VR/Prov. Check-in Table.**

Same Day VR/Prov. Check-In Clerk

☐ Select “Provisional Label” button

☐ Manually enter voter’s information & print label.

☐ Place label on Pink envelope & give to voter to complete the envelope.

☐ Take the completed envelope to the Ballot Clerk to get the ballot.

☐ Direct the voter to the ballot pick up table.
Same Day VR/Prov. Check-In Clerk

Other reasons why a voter will vote provisionally. The voter insists on voting but is not eligible because:

- The voter already returned their ballot.
- The voter lives outside the county and is not doing a Same Day Voter Registration.
- The voter arrives after 8pm Election Night (if the voter comes in after 5pm on the other days, you can ask them to come back, or issue them a regular ballot if feasible).

Think Pink
Issuing a voter a Provisional Ballot

- Select “Provisional Label” button.
- Manually enter voter’s information & print label.
- Place label on back of Pink Provisional envelope & complete your section on the front.
- Make sure the voter fills out their Voter’s Declaration and signs the envelope.

See next slide for next steps...
Complete the Elections Officer side of the envelope:

- Write your voting location in the precinct number line.
- Print your name.
- Check a box – it will either be voter is flagged to show ID or Other. If Other, please give a detailed description on why they are voting provisional
- Check the box at the top left if the voter is voting on the tablet.

Give the envelope to the Ballot Clerk and direct the voter to the Ballot Table.
For voters who need to register and vote on the same day:

- Select “Provisional Label” button

- Manually enter voter’s information & print label. If address does not precinct, see Voter Processing Module step-by-step instructions.

- Place label on back of Yellow Same Day Voter Registration envelope & complete your section.

See next slide for next steps…
Make sure the voter fills out the front of the envelope which is their new voter registration form. Confirm the voter has signed it and has completed each section.

Tear off the ballot receipt from the envelope and give it to the voter.

Give the envelope to the Ballot Clerk.

Direct the voter over to the ballot table to get their ballot.
All Clerks & Leads!!

REMEMBER: You have access to private voter information. Any unauthorized sharing of a voter’s personal information will result in immediate dismissal and possible legal action. Every election officer is required to sign the Acknowledgement of Election Integrity and Security Law form the first day they report to work at any election facility.
Ballot Printing Station
Ballot Supply

Each voting location will have a filing cabinet that will have a hanging file folder labeled with each of the 5-digit precinct numbers.

Within the hanging folder will be some preprinted ballots for that precinct. The number of preprinted ballots will depend on the location.

There will also be a BRIGHT colored paper in each group of preprinted ballots that has the precinct number.

Once you get to that colored paper it will be removed to give to the ballot printing clerk to print more ballots.
Ballot Printing Clerk

One person will be assigned to the ballot printing station and will print ballots by precinct number as needed to maintain sufficient stock for voters.
Ballot Clerk

- After the voter has been checked in at the front, a Voter Information Sheet will print at the ballot pick-up station. It contains the oath stating that the voter has not yet voted in this election. You will have the voter sign it when you give them their ballot.
- If the voter is taking the ballot to go, they must be issued a traditional paper ballot.
- If the voter is voting here, ask them if they want a paper ballot or to use the tablet to mark a paper ballot.
- The Voter Information Sheet for a to-go ballot will have a barcode, the vote here will not.

Traditional Paper

OR

Tablet Ballot

Make sure to offer each voter who is voting at the location both ballot choices.
Ballot Clerk

Traditional Paper Ballot for Vote Here:

- Show the voter the precinct number on the ballot matches the precinct number on the Voter Information Sheet.
- Have the voter sign the Voter Information Sheet and place it in its storage location.
- Demonstrate how to mark the ballot.
- Give the voter their ballot.
- Provide the voter with a pen, if they did not bring their own.
- Direct voter to a voting booth.
Ballot Clerk

Tablet Ballot for Vote Here:

- Write the voter’s precinct number that is on the Voter Information Sheet on a Tablet Activation Card.
- Check the appropriate box at the bottom: ☐ Reg ☐ Same Day ☐ Prov
- Show the voter the precinct numbers match.
- Have the voter sign the Voter Information Sheet and place it in its storage location.
- Hand voter the Tablet Activation Card.
- Direct Voter to Tablet Clerk.
Ballot Clerk

Traditional Paper Ballot in Envelope “To Go”

- Be sure to give the voter the correct precinct ballot printed on the ballot return envelope. Show the voter.
- Have the voter sign the Voter Information Sheet and place in its storage location.
- Direct the voter how to fill out the ballot and how to complete the ballot return envelope.
- Ask the voter if they need a list of drop box locations.
- Give the voter an “I Voted” sticker.
Ballot Clerk

Same Day Voter Ballot

- Voters with Yellow envelopes are registering to vote and voting on the same day.
- Offer the voter a paper or tablet ballot.
- If the voter wants a traditional paper ballot, be sure to give the voter the correct precinct ballot printed on the label on the Yellow ballot envelope, show the voter.
- Fold the ballot into thirds before giving it to voter.
- If the voter wants to vote on the tablet, make sure you input the correct precinct number on the Tablet Activation Card and check the box
  - Same Day. Show the voter.
- Make sure the voter has completed the voter registration form on the envelope, including their signature.
- Direct the voter to a voting booth or Tablet Clerk.
- Pay attention to be sure the clerk at the next station knows they are a same day registration voter and their ballot goes into the yellow envelope.
Ballot Clerk

Provisional Voter Ballot

☑ Voters with Pink envelopes are voting provisionally because their eligibility to vote cannot be confirmed. Voters who are in the look up system as already voted, MUST vote a provisional ballot.

☑ Offer the voter a paper or tablet ballot.

☑ If the voter wants a traditional paper ballot, be sure to give the voter the correct precinct ballot printed on the label on the Pink ballot envelope, show the voter.

☑ Fold the ballot into thirds before giving it to voter.

☑ If the voter wants to vote on the tablet, make sure you input the correct precinct number on the Tablet Activation Card and check the box ☐ Prov. Show the voter.

☑ Make sure the voter has completed their side of the envelope, including their signature.

☑ Direct the voter to a voting booth or Tablet Clerk.

☑ Pay attention to be sure the clerk at the next station knows they are a provisional voter and their ballot goes into the pink envelope.
Ballot Clerk – Spoiled Ballots

If the voter makes a mistake:

- Hand voter a spoiled ballot envelope.
- Have voter fold their spoiled ballot and place into spoiled ballot envelope.
- Place spoiled ballot into the pink zipper envelope.
- Issue the voter a new ballot.
Tablet Clerks
Tablet Clerks

- When a voter comes over ask for their Tablet Activation Card
- Ask if they would like the accessibility features:
  - Audio
  - ATI (Accessible Tactile Interface unit with shapes and braille)
  - Paddles or Sip and Puff (voter provides)
- To activate the ballot, you will need your election officer Activation Card and the voter’s precinct number from their Tablet Activation Card. Pay attention to the check boxes on the Tablet Activation Card to know if the voter is a regular, provisional, or same day voter.
- If the voter is a Provisional voter, check the box on the Pink Envelope indicating the voter Voted on the Tablet.
Tablet Clerks

- If the voter is a Same Day Registration voter, write the word “Tablet” under the voter label.

- Direct voter to Ballot Box to deposit their ballot sealed in their envelope and get their “I Voted” sticker.
Setting up the Tablet
Power on the Tablets and follow the step-by-step instructions on the Open/Close Polls report found in the Red Striped Envelope. If you need help call the hotline: 831-454-3081

Each Voter Service Center will be issued two (2) election officer Activation cards. The election officer Activation card should be kept on the Clerk or Lead’s lanyard AT ALL TIMES.

DO NOT leave activation cards unattended!
DO NOT remove tablet cards from Vote Center!

Once the Tablet is set up and plugged in it will power up and the polls will be OPEN. If it does not, STOP and call the hotline 831-454-3081.
Tablet Clerks

- The Tablet Clerks must never leave the tablet voting area unattended.

- Step by Step instructions on how to operate the tablet can be found in the white binder.
To set up a voter to vote with the Tablet, the Tablet Clerk must:

- Insert the election officer Activation card
- Enter the Precinct # from the Voter Activation Card
- Press ACTIVATE button
- Remove the election officer card and step away for Voter Privacy
- The voter then selects language: English or Spanish
If the voter wants to write in a candidate direct the voter to:

• Tap on Write-in in the candidate option
• Type in the candidate's name using the pop-up keyboard and
• Tap the Accept button when finished.

The entered name is then displayed as the selected candidate in the contest.

Please Note: This is NOT a QWERTY keyboard….it is A-Z.
Voter Options

A Voter may change their language selection, the size of the text, or the view contrast at any time by tapping the **Language, Text Size, or View** buttons at the top of the Tablet screen.
Voter Prints their Ballot

After tapping the **Print your ballot** button, the ballot will begin printing.

The voter is notified when the ballot has successfully printed.

Remind the voter to inspect their printed ballot. If accepted, direct the voter to the Ballot box to deposit their ballot and receive their “I Voted” sticker.
Ballot Box Clerk

The Black Ballot Box must always be staffed.

The following items can be deposited into the Black Ballot Box:

▪ Live voted ballots (Traditional paper or Tablet ballots).
▪ Ballots that were mailed to a voter sealed in their Green ballot return envelope.
▪ Same Day Voter Reg Ballots in their Yellow envelope.
▪ Provisional Ballots in their Pink envelope.
▪ Signature cure forms.
If the voter has a ballot in a Yellow Same Day envelope, make sure the voter gets the receipt from the envelope. The voter can tear it off after they seal the ballot inside the envelope. Check the envelope before it is deposited to make sure both sides are filled out completely.

If the voter has a ballot in a Pink Provisional envelope, make sure you hand them a Pink receipt. Check the envelope before it is deposited to make sure both sides are filled out completely.

If the voter is turning in a Live voted ballot or a Tablet ballot, DO NOT TOUCH THE BALLOT. The secrecy of the voter’s ballot MUST be protected at all times. Allow the voter to deposit the ballot inside the Black Ballot Box. Be sure they deposit BOTH ballot cards!

Make sure all voters get an “I Voted” sticker when they leave!
Assisting Voters
Language

- Under the Federal Voting Rights Act, all election materials are in **English**.

- Under State law, certain ballot types and information must be translated in Spanish.

- Each location will have Spanish Facsimile Ballots by ballot type for voters to use to assist them in marking their paper ballot.

- Voters may also vote a Spanish ballot on the Tablet.
Assisting Limited English Speaking Voters

All voters have the right to cast an educated, independent, and private ballot, regardless of what language they speak.

If you cannot understand a voter:

- Ask the voter to write down their information.
- Ask a bilingual election officer to assist or call our office to provide assistance.
- If the voter brings a translator, make sure you make eye contact and speak directly to the voter, not the translator.
- There is a translator available by phone by call, see next page for instructions.
**Assisting Limited English Speaking Voters**

**Dial-In Instructions**
1) Dial: 1-760-548-3367
2) Type in PIN #: 5539-9530
3) Choose Language:
   - For Spanish Interpreter: Press "1"
   - Other Languages: (See Code Chart)
4) Must provide the following:
   - First Name of Caller,
   - Last Name of Caller, and
   - *LEP’s First and Last Name

**NOTES:**
When providing the caller information, please speak clearly into the phone and only press 1 if the information is correct.

*LEP: Limited English Proficiency; the person requiring Interpretation

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Larger copy available in back of White Binder. If you use this service, please fill out the tally sheet found with full size copy at the back of the White Binder.
Assisting Voters

Any voter can bring up to two people to assist them in the voting booth.

That person cannot be:
- The voter’s union representative
- The voter’s employer

That person can be:
- A Child
- An election officer
- A Family member
- A Friend
Voters with Disabilities

More than 50 million Americans are said to have some sort of specific need.

- Impaired vision or blindness
- Impaired hearing or deafness
- Developmental disabilities
- Learning disabilities
- Physical disabilities
- PLUS many more – most disabilities cannot be seen
- Treat each voter with kindness and respect
Voters with Disabilities

People First

- Puts the person before the disability
- Describes what a person HAS, not who they are – people are not their disability

Handicapped
Retarded
Slow
Crippled
Mentally or Physically Challenged

Person with a Disability
Person who uses a wheelchair
Assisting Voters with Low Vision

- Ask the voter if they would like to vote using a traditional paper ballot or the tablet with the assistive technology.

- Use verbal directions to direct the voter. Ask the voter if they would like assistance.

- Never touch a person or their device unless specifically asked by the voter. Let the voter tell you what they need, do not assume you know.

- When done voting, do not touch the voter’s ballot, unless asked. Let them place their own ballot into the ballot box, unless they ask for assistance.

- If they do ask for and receive assistance remember to write their name on the Assisted Voter List.
Assisting Voters who are Hard of Hearing

- Face person directly when speaking.
- Some people may read lips, you may need to lower your mask, if applicable, for them to understand you.
- Talk directly to the person, not the interpreter.
- Speak in a normal tone of voice and wait for the voter to ask you to speak up.
Assisting Voters with Mobility Disabilities

- Put yourself at eye-level
- Do not push, lean on, or hold on to the mobility device, as it is considered part of their personal space
- Never touch a voter or their mobility device without their permission
Assisting Voters with Speech Disabilities

- Be patient and pay attention
- Don’t finish their sentences or presume to know what they are going to say
- Ask them politely to repeat. If you don’t understand, write it down, or paraphrase back for clarification
- May use various devices/techniques to enhance or augment speech
Assisted Voter List

- Write the name of your voting location at the top.
- Print the first and last name of any voter who gets assistance with marking their ballot.
- Since voting locations are open for more than one day, write the date as well.
- It does not matter whether an election officer is providing the assistance, or voter brought their own person to assist.
- You do not need to get the name of the person who is assisting the voter.
- We recommend you keep this list with the Ballot Clerks.

Voting Location: ______________________

Assisted Voter List – Santa Cruz County Clerk/Elections
November 8, 2022 Statewide General Election
Print the first and last name of any voter who gets assistance with marking their ballot. Since voting locations are open for more than one day, write the date as well. It does not matter whether you are providing the assistance, or they brought their own person to assist. You do not need to get the name of the person who is assisting the voter.

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Curbside Voting

A voter may not be able to access your facility and may request assistance to vote from their car or curbside.

- Any election officer who has taken the oath may go to the voter to obtain the voter’s information on the Blue Curbside Voter form.
- Be sure to wear your badge and identify yourself as an election officer.
- Return to check in table and complete the process of receiving a ballot just like any other voter.
- Return to the voter with their ballot, secrecy sleeve or ballot return envelope, a pen, and their "I Voted" sticker.
- Have the voter sign the Voter Information Sheet and hand them their ballot.
- Step away and give the voter privacy to vote.
- When the voter has finished voting, take their ballot, inside its sleeve or envelope and place it into the ballot box.
- Be sure to keep their vote secret, just like everyone else’s.
- File the Blue Curbside Voter form with the Voter Information Sheet in the designated storage location.
Voting Location Situations
While the voting location is open

- The Public is free to observe the process, including closing procedures
- Majority of the board must be present at all times
- Maintain a quiet, respectful atmosphere
- Inspect the voting booths regularly
- Please keep the voting location in good condition and treat facility staff with respect
No electioneering

The following activities cannot occur within a 100 feet of the entrance to a building that contains a voting location or inside a voting location:

- Circulating an initiative, referendum, recall or nomination petition.
- Soliciting a vote or speaking to a voter on the subject of marking the voter’s ballot.
- Placing a sign relating to a voter’s qualifications or speaking to a voter on the subject of that voter’s qualifications.
- Electioneering (i.e. campaigning for or against a particular candidate or measure, be it verbal or a written message such as buttons, T-shirts, bumper stickers or signs).
- Photographing, videotaping, or otherwise recording a voter entering or exiting a polling place with intent of dissuading them from voting.

The phrase “100 feet from the entrance to a polling place” means a distance of 100 feet from the entrance to a building that contains a voting location. This includes drop-boxes.
No electioneering

If voters are wearing something that is a campaign slogan or messaging, it is NOT considered electioneering. They can wear it at the voting location.

For something to be considered electioneering it must have the name of the candidate or proposition number or local measure letter.

If a voter is wearing something that is electioneering, ask them to remove it. If it is a t-shirt, ask if they have a jacket they can put on while inside the voting location. If there is no jacket, you can ask the voter to go to the restroom and turn their t-shirt inside out.

If the voter refuses, do not escalate the situation. Allow the voter to vote and fill out a Voter Incident Report. You have their name and address. We will have the District Attorney investigate the incident.
No electioneering

- If someone is participating in any of the prohibited activities described on the previous slide, you must inform that person that it is against California State Law to engage in the specific activity.
- Request that the individual refrain from doing so and move to a distance greater than 100 feet from the entrance of the voting location.
- If the person does not comply, you may either call the Hotline at 831-454-3081 or call your Rover, and we will send assistance. Or you may contact the appropriate law enforcement authorities directly.
- Do NOT escalate the situation.
- The Sheriff’s Office and all Police Departments in the county have been notified of the locations of the polling places within their jurisdiction and will be of assistance if needed.
No electioneering

WARNING: ELECTIONEERING PROHIBITED!

VIOLATIONS CAN LEAD TO FINES AND/OR IMPRISONMENT.

WHERE:

• Within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a polling place, curbside voting or drop box the following activities are prohibited.

WHAT ACTIVITIES ARE PROHIBITED:

• DO NOT ask a person to vote for or against any candidate or ballot measure.
• DO NOT display a candidate’s name, image, or logo.
• DO NOT block access to or loiter near any ballot drop boxes.
• DO NOT provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or ballot drop box.
• DO NOT circulate any petitions, including for initiatives, referenda, recall, or candidate nominations.
• DO NOT distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate’s name, image, logo, and/or support or oppose any candidate or ballot measure.
• DO NOT display information or speak to a voter about the voter’s eligibility to vote.

The electioneering prohibitions summarized above are set forth in Article 7 of Chapter 4 of Division 18 of the California Elections Code.
**Election Officer Conduct**

- Maintain a politically neutral attitude. Do not talk about politics. **NOTHING!!!**
- You are a representative of Santa Cruz County, appropriate dress is **required.**
- Keep conversations to a minimum when voters are in the room.
- Keep conversations appropriate.
- Be considerate of others, treat voters and co-workers with respect regardless of their personal abilities.
- Work together as a team.
- Maintain good hygiene – odor free.
- The Leads will coordinate breaks during the day. You do not want to eat in front of voters. Keep hydrated, but don’t have open drink containers on the table that could spill and ruin voting materials or equipment.
- If necessary, step outside to use cell phone to contact the Elections Office.
Other Situations

Abandoned Ballots:

- **Voted Ballot:** Deposit in Ballot Box.
- **Tablet:** Print out the marked ballot, even if no selections have been made, and deposit into the Ballot Box.
Other Situations

- **Exit Polling:** 25 feet from the voting area entrance
- **Media:** Must receive consent
- **Poll Watchers/Observers:** Anyone is welcome to watch the process
Other Situations

Loss of Power:

- You will be provided with one back-up battery to run a Tablet & Printer
- Laptops have some battery power
- You will have lanterns and flashlights in your supplies.

Loss of Connectivity:

Call the hotline 831-454-3081 immediately. Refer voters to closest open Voting Location.
In Case of Emergency – Call 911

If you are required to vacate the Voting Location:
If time allows and you can safely, bring with you the following items:

▪ Indoor Ballot Box
▪ Outdoor Ballot Box
▪ Lead cell phone

If time permits and you can safely, lock up the following:

▪ Laptops
▪ Unused ballot paper
▪ Printed ballots

Once everyone is safe, call the hotline 831-454-3081
Accidents or Injuries

If you have an accident or injury:

Call 911 if necessary, then:

- Call the hotline 831-454-3081
- Call your Rover for assistance
- Your Rover will have an incident report form that will need to be completed.
- Return the incident report form in Yellow zipper envelope at the end of the day.
Santa Cruz County Clerk/Elections

Declare the Polls Closed for the night

“THE POLLS ARE NOW CLOSED!
We will reopen tomorrow morning”
Follow the Nightly Closing Procedure Checklist.

Use the Closing Duty Card to distribute jobs and make the process run smoothly.

**Nightly Closing Procedure Checklist**

**October 29 – November 7, 2022**

- Turn off surge protector to power down the Tablets & Printers. Do not turn off the tablets.
- Lock up Tablet Activation Cards.
- Log off and power down the ballot on demand printer and laptop, lock up laptop. Empty ballot printer paper tray of ballot stock paper and lock up. Printer may stay out without paper.
- Log off, shut down and lock up Voter Check in Laptops.
- Break seal on the outside ballot box, count VDM envelopes and put total on blue sheet found in Blue Zipper envelope. Put all contents from drop box into Blue Zipper envelope and zip up.
- Collect Signed Voter Information Sheets, Payroll, Voter Incident Reports, Green Voter Change sheets, and nightly inventories and put in Yellow Zipper envelope.

**Lock up each night:**

- All blank ballot card stock
- Tablet Activation Cards
- Ballot on Demand printing station laptop
- Check in laptop(s)

**Items to Return to drop off location:**

- Black ballot boxes still sealed with ballots inside
- Blue Zipper Envelope with contents of the outside drop box
- Pink Zipper Envelope with spoiled/surrendered/invalid ballots
- Yellow Zipper Envelope with:
  - Signed Voter Information Sheets
  - Payroll / Acknowledgement of Election security sheets
  - Inventory
  - Voter Incident Reports
  - Green Voter Change Sheets
  - Curbside Voter forms
  - This Nightly Checklist
  - Election Integrity Acknowledgment Form – to be signed by each poll worker on their first day of work.
- Two people return items to receiving center, you may carpool.

**Nightly Closing Duties**

**Check in Station Clerks**

1. Sign off and power down laptops
   - Store laptops in locked cabinet
   - Gather Drone Voter Change Forms and place in Yellow upper envelope
   - Inventory supplies and complete your portion of the nightly inventory sheet

**Same Day/Provisional Station Clerks**

2. Sign off and power down laptops
   - Store laptops in locked cabinet
   - Inventory supplies and complete your portion of the nightly inventory sheet

**Ballot on Demand Printing Station**

3. Power off laptop and store in locked cabinet
   - Power down Ballot Printer
   - Secure all ballot paper in locked cabinet
   - Inventory ballot paper and supplies
   - Complete your portion of nightly inventory sheet

**Ballot Pick up Station Clerks**

4. Gather all signed Voter Information Sheets and place in Yellow upper envelope
   - Give Yellow upper envelope to Lead for return to Receiving Center
   - Secure all ballots in locked cabinet

**Accessible Voting Tablets**

5. Striping the Tablets
   - Power down all printers
   - Secure all Tablet paper and Tablet Activation Cards in locked cabinet
   - Inventory paper
   - Complete your portion of the nightly inventory sheet

**Exit/Ballot Box Clerk**

6. Give signed Ballot Box(es) to Lead to return to Receiving Center
   - Assist Outside Ballot Box clerks to bring in all signs and supplies inside for the night.

**Outside Ballot Drop Box Clerks**

7. Bring the voting ballot box inside, break the seal and remove all contents, count, fill out Drop Box return sheet & place sheet and ballot envelopes in Blue Zipper envelope
   - Give Blue upper envelope to Lead for return to Receiving Center
   - Bring all outside signs and supplies inside for the night

**Leads**

8. Complete Nightly Closing Procedure Checklist
   - Lock building and take key to building and the cabinet
   - Return items to Receiving Center with one other person
Nightly Closing Procedures

- Power down the Tablets & Printers
- Log off and power down the Ballot on Demand Printer and Laptop, lock up ballot paper and Laptop
- Log off and shut down Voter Check-In and Same Day/Provisional Laptops, lock up laptops
Nightly Closing Procedures

Ballot Printer:
- Shut down Ballot Printer Laptop – lock up laptop
- Lock up Ballot Paper
- Turn off printer – printer does not need to be locked up
Nightly Closing Procedures

- Break seal on the outside ballot box and put the ballots into the Blue zipper envelope.
- Collect all ballot issue printouts and put into Yellow zipper envelope with the rosters.
- Complete the Nightly Inventory Sheet and put it into the Yellow zipper envelope.
Important

You **MUST** always secure all blank ballot paper, Tablet Activation Cards, Ballot on Demand printing station laptop, 2 check-in laptops, and the 2 provisional/same day laptops each night!
Items to Return Each Night – Lead + 1 Clerk

- Inside Ballot Box/es with ballots inside – still sealed
- Blue zipper envelope with ballots from the outside drop box
- Pink zipper envelope with cancelled/spoiled ballots
- Yellow zipper envelope with:
  - Signed Voter Information Sheets
  - Blue Curbside Voter Forms
  - Payroll
  - Inventory
  - Voter Incident Reports
  - List of Assisted Voters
  - Completed Nightly Checklist
  - Use white snap seal, found in small Orange Zipper envelope, to seal Yellow Zipper Envelope
- The lead will be assigned a nightly drop off location
Election Night Closing Procedures
Declare the Polls Closed

“THE POLLS ARE NOW CLOSED!”
End of Voting

- Station an election officer at the end of the line
- Permit all voters in line to vote. Anyone that arrives after 8pm and insists on voting, must vote provisionally.
Ballots dropped off after 8pm?

- Accept the ballot envelope
- Write “Too Late” and the time in a Red Sharpie on the top left of the ballot envelope
- Place in Yellow zipper envelope
Follow the Election Night Closing Procedures Checklist

November 8, 2022

- Power down and pack up the Tablets & Printers. Tablets will remain on, it’s ok. Be sure to put tablets in correct cases and don’t forget the cords.
- Lock up Tablet Activation Cards
- Log off and power down the ballot on Demand Printer and Laptop. Empty paper tray of ballot stock paper and lock up. Printer may stay out without paper.
- Log off and shut down Votro Check in Laptops and lock up.
- Break seal on the outside ballot box and put the ballots into the Blue zipper envelope.
- Collect Signed Voter Information Sheets, Payroll, Voter Incident Reports, List of Assisted Voters, Green Voter Change Sheets, Carbide Voter Forms, Ballots returned after 8pm with the envelope clearly marked that it is too late and put in Yellow zipper Envelope.
- LOCK UP
  - All blank ballot stock
  - Tablet Activation Cards
  - Ballot on Demand printing station laptop
  - Check-in laptop(s)

Take Down and Clean Up
- Place all table materials in Red Suitcase
- Break down and pack up voting booths
- Take down all inside signs and store in Red Suitcase
- Unplug electronics & put cords back in boxes
- Each Tablet has a coordinating black bag with a number that will correspond with number on the Tablet
- Take down all mitigation equipment
- Bring all outdoor signs inside and store neatly in Red Suitcase
- Bring in all cones and outside items
- Store all items in one location for easy pick up the next day

Items to Return to drop off location:
- Black Ballot Boxes with ballots inside – still sealed
- Blue Zipper Envelope with contents from the outside drop box
- Yellow Zipper Envelope with:
  - Signed Voter Information Sheets
  - Green Voter Change Sheets
  - Payroll
  - Voter Incident Reports
  - List of Assisted Voters
  - Ballots returned after 8pm with the envelope clearly marked that it is too late
  - This Final Election Night Checklist

You will be assigned a nightly drop off location – Two people must return items to receiving center.

Ah, you did it! Enjoy some much-earned rest and relaxation!
Final Power Down and Collect

- Power down the Tablets & Printers. Empty paper trays of ballot stock paper and lock up.
  - Pack up the Tablets and Printers in their cases, be sure to put the right Tablets into the right cases.
  - Seal Tablet cases with Green Zipper seals found inside each Tablet Case.
- Log off and power down the Ballot-on-Demand Printer and Laptop, lock up laptop.
- Log off and shut down Voter Check-In Laptops, lock up laptops.
- Break seal on the outside ballot box and put the contents into Blue zipper envelope.
- Collect the following items and put them in Yellow zipper envelope:
  - Signed Voter Information Sheets
  - Blue Curbside Voter Forms
  - Payroll
  - Voter Incident Reports
  - List of Assisted Voters
  - Any ballot turned in after 8pm clearly marked that it is too late
  - You do not need to fill out the nightly inventory sheet on Election Night!
Final Take Down and Clean Up

▪ Lock up Tablet Activation Cards, laptops, and all ballot paper
▪ Place any table materials in Red Suitcase
▪ Take down all inside signs and store in Red Suitcase
▪ Unplug electronics & put cords back in boxes
▪ Take down all mitigation equipment
▪ Bring all outdoor signs inside and store neatly in Red Suitcase
▪ Break down voting booths and stack neatly
Final Return Election Night – Lead + 1 Clerk

- Inside Ballot Box/es with ballots inside – still sealed
- Blue zipper envelope with ballots from the outside drop box
- Pink zipper envelope with cancelled/spoiled ballots
- Yellow zipper envelope with:
  - Signed Voter Information Sheets
  - Blue Curbside Voter Forms
  - Payroll
  - Voter Incident Reports
  - List of Assisted Voters
  - Any ballots turned in too late
  - Completed Nightly Checklist
  - Use white snap seal, found in small Orange Zipper envelope, to seal Yellow Zipper Envelope
- Small orange zipper envelope with keys and passcodes
- The lead will be assigned a drop off location
Need help closing???

Call 831-454-3081

Please make sure you clean up and leave the Voting location in good condition!
Congratulations! You did it!

Time for some well-deserved rest and relaxation!
Thank you!

You are Democracy Warriors!

Thank you so much for staffing our voting locations.


XO Tricia

If you have any questions about your assignment or about this training, please contact Janet Crosse at 831-454-2416, lynn.stipes@santacruzcounty.us