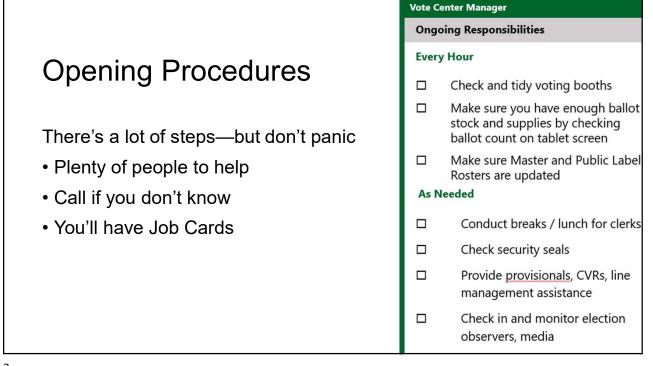# Vote Center Training

1

Opening Procedures

- Verify Security Seals
- Open the Polls on Verity
- Set up Check In Table
- Hang Signs
- Check Your Supplies
- Prep for Your First Voter

2

Opening Procedures

There's a lot of steps—but don't panic

- Plenty of people to help
- Call if you don't know
- You'll have Job Cards

Vote Center Manager

Ongoing Responsibilities

Every Hour

☐ Check and tidy voting booths

☐ Make sure you have enough ballot stock and supplies by checking ballot count on tablet screen

☐ Make sure Master and Public Label Rosters are updated

As Needed

☐ Conduct breaks / lunch for clerks

☐ Check security seals

☐ Provide provisionals, CVRs, line management assistance

☐ Check in and monitor election observers, media

3

Opening Procedures

- Arrive 60 minutes before
- Complete your timecard!
- Take the Oath of Office
- Complete the Daily Questionnaire
- Take breaks
- Bring meals and snacks
- Wear comfortable, business casual clothes
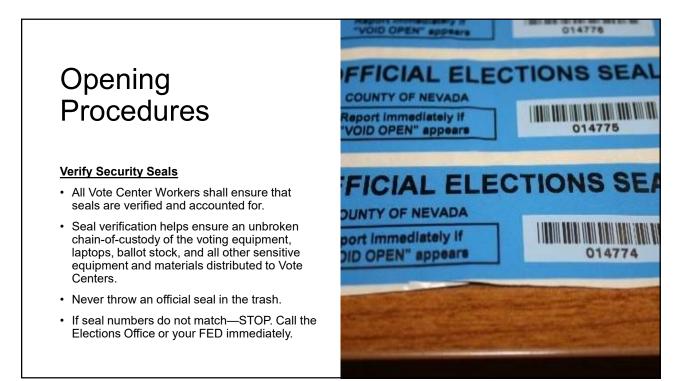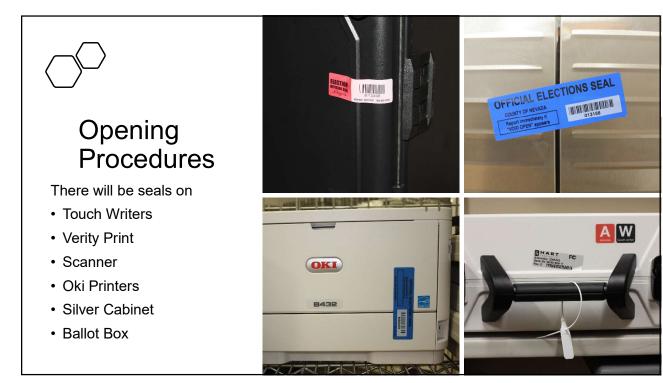- Follow all procedures
- Ask questions if you're unsure of what to do

4

WEAR YOUR PPE

5

Opening Procedures

Pop Quiz!

What are vote center hours before Election Day?

8am-5pm

When are most vote centers open?

October 31, 2020

What day is the 2020 Presidential General Election?

November 3, 2020

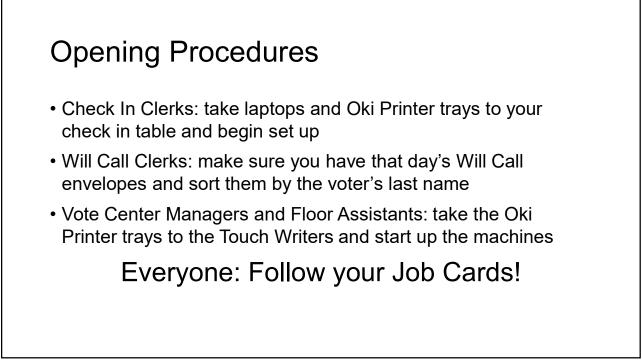When are the polls open on Election Day?

7am-8pm

6

Opening Procedures

- Red Seals—never remove
- Blue and White Seals—okay to remove

7

Opening Procedures

Verify Security Seals

- All Vote Center Workers shall ensure that seals are verified and accounted for.
- Seal verification helps ensure an unbroken chain-of-custody of the voting equipment, laptops, ballot stock, and all other sensitive equipment and materials distributed to Vote Centers.
- Never throw an official seal in the trash.
- If seal numbers do not match—STOP. Call the Elections Office or your FED immediately.

8

Opening Procedures

There will be seals on

- Touch Writers
- Verity Print
- Scanner
- Oki Printers
- Silver Cabinet
- Ballot Box

9

Opening Procedures

First, confirm that the Blue Sticker Seal is intact on the Silver Cabinet

Break the Blue Sticker Seal and fix it to the log inside the Silver Cabinet

Take out all laptops and Oki printer trays

10

Opening Procedures

Vote Center Managers:

• Take out your Daily Audit Binder and complete the "Before Open" fields on the day's Vote Center Accounting Worksheet (for Verity Print, Touch Writers, and Scanner)

• Store the White Wire Seals that you cut off the voting equipment and voting machine reports in a Banker's Bag (zipped pouch)

• On the first day of Early Voting and on Election Day, record the Red Sticker Seal that you apply on the Ballot Box Front Door (page 2 of the Vote Center Accounting Worksheet)

11

Opening Procedures

• Check In Clerks: take laptops and Oki Printer trays to your check in table and begin set up

• Will Call Clerks: make sure you have that day's Will Call envelopes and sort them by the voter's last name

• Vote Center Managers and Floor Assistants: take the Oki Printer trays to the Touch Writers and start up the machines

Everyone: Follow your Job Cards!
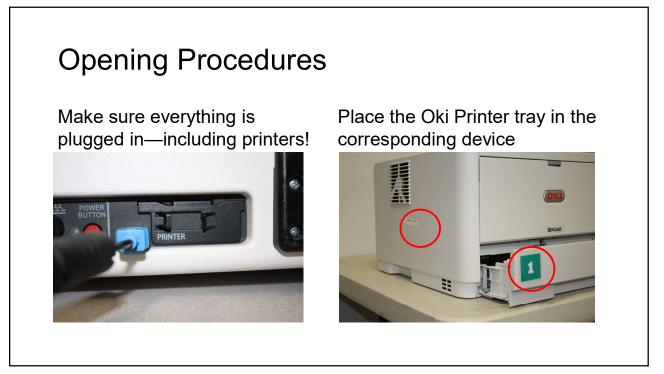
12

Opening Procedures

There are 3 kinds of seals on the voting equipment

- White Wire Seals on the handles
- Red Sticker Seals over the V-Drive compartments
- Red Tablet Cable protecting the "brain"

You must verify all White Wire Seal numbers!
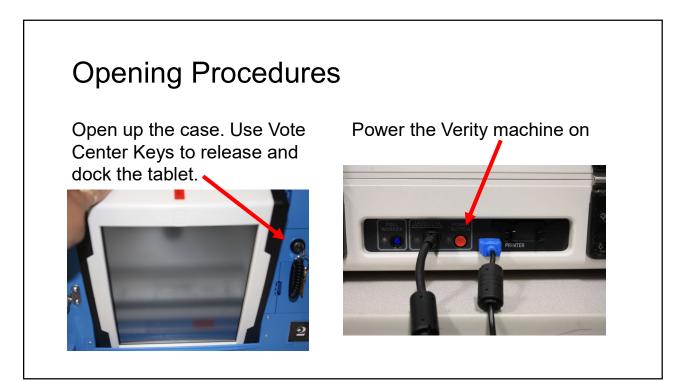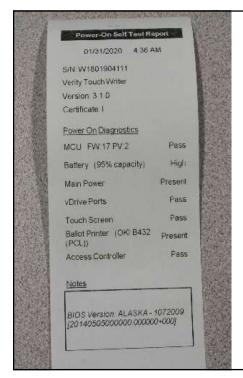
Red Seals must be intact!

You must verify with 2 people!

13

Opening Procedures

Make sure everything is plugged in—including printers!

Place the Oki Printer tray in the corresponding device

14

Opening Procedures

Turn on the Oki Printer. Make sure it reads "Ready to Print"

Break the White Wire Seal on the handle of the machine. Record in the Vote Center Accounting Worksheet.
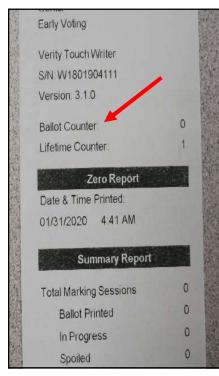

15

Opening Procedures

Open up the case. Use Vote Center Keys to release and dock the tablet.

Power the Verity machine on

16

Opening Procedures

3 reports you should know about

1. Power-On Self Test Report
2. Zero/Summary Report
3. Open Polls Report

17

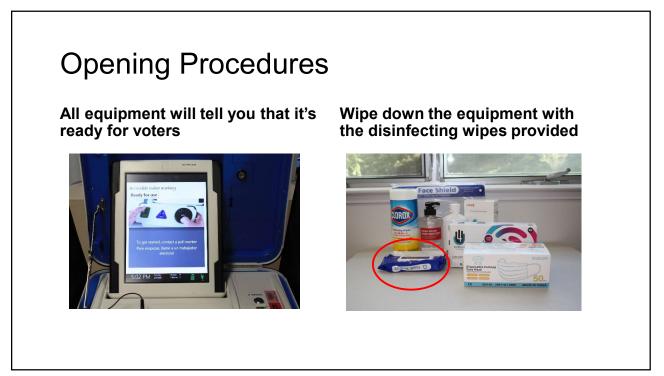## Opening Procedures

Check your ballot counter

- Must read zero on the first day of voting and on Election Day
- Can be another number any other day the vote center is open
- Record the number in the Ballot Counter line ("Morning Ballot Counter") of your Vote Center Accounting Worksheet. Do this for all machines.

18

Opening procedures

- Once Verity loads you can open the polls on the Touch Writers and Scanner
- Use your Badge to get the Open Polls Code
- Verity Print will ask for a Poll Worker Code, which will also be on your badge
- The open polls report will print. It verifies that the polls are open on that machine.

Tear the tape

All reports and White Wire Seals go into the Banker's Bag in the Daily Audit Binder

19

Opening Procedures

All equipment will tell you that it's ready for voters

Wipe down the equipment with the disinfecting wipes provided
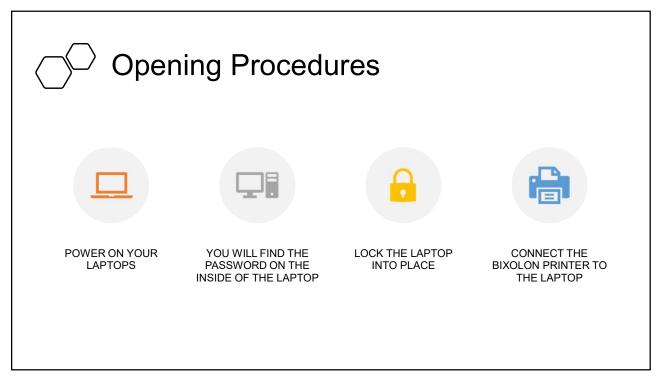

20

Opening Procedures

Plug the headphones into the Touch Writers

Put a fresh pair of ear covers on the headphones

21

Opening Procedures

POWER ON YOUR LAPTOPS

YOU WILL FIND THE PASSWORD ON THE INSIDE OF THE LAPTOP

LOCK THE LAPTOP INTO PLACE

CONNECT THE BIXOLON PRINTER TO THE LAPTOP

22

Hang Signs

- Outside signs only
- Inside signage will be set up for you
- Make sure your Voter Information Table is stocked

23

Opening Procedures

24

Opening Procedures

English Voter Information Table

*Voter Information Trifold may be shared with the Spanish Voter Information Table

25

Opening Procedures

Spanish Voter Information Table

*Voter Information Trifold may be shared with the English Voter Information Table

26

Opening Procedures

Observer Table

Observer Sign In Sheets	Disposable Observer Badges	Observer Rules Overview	Complete Observer Rules and Guidelines

[[Social Distancing Markers]]

27

THE POLLS ARE OPEN

Opening Procedures

- All signs are hung
- Check in table is set and laptops powered on
- Supply table is stocked
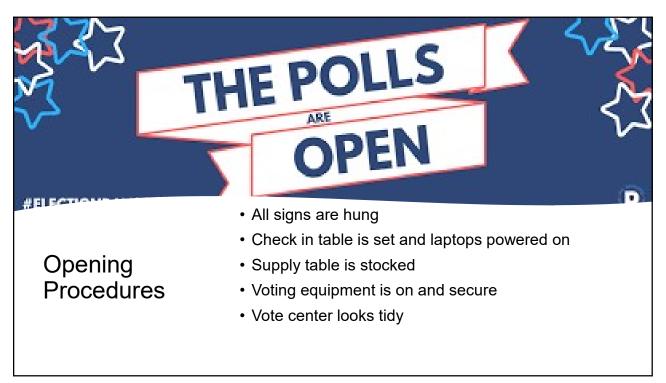- Voting equipment is on and secure
- Vote center looks tidy

28

First Voter Procedure

- Ask the First Voter to confirm aloud that ballot counters on all machines read zero and that the V-Drive compartments are sealed

- Ask the First Voter to confirm aloud that there are no ballots in the ballot box and the seal on the back door of the ballot box is intact

- Close and seal the ballot box door with a Red Sticker Seal

- Record the Red Sticker Seal Number in the Vote Center Accounting Worksheet

29