Vote By Mail Clerk

TRAINING MANUAL

Napa County Elections Division

| 1127 1ST STREET SUITE E - NAPA, CA 94559

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SECTION 1: ADMINISTRATIVE ITEMS

This Section covers all of the following information;

Introduction
Vote Center Staff Responsibilities
- Election Regulations
- Electioneering
- Disability and Sensitivity Awareness
- Curbside Voting (EC 14282[C])
- Dealing with Difficult Voters
- The Voter's Choice Act
- How To Vote In The California Top-Two Primary
- Vote Center Support
- Emergency Procedures
- Election Observers
- Other Vote Center Situations

Vote Center Overview
- Vote Center Positions
- Layout of Vote Center
- Set Up of Signage
- Table Layout
- Vote Center Equipment & Supplies

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Introduction

On behalf of the voters of Napa County, we proudly conduct elections with accuracy, integrity, and dignity. We are excited to have you as a part of our team. You are a part of what makes democracy work.

This Training Guide and all other guides found at the Vote Centers are designed to guide you through the workday at the Vote Centers. The Election Division Staff has made them as detailed as possible to help guide you. If you have any questions throughout the process, the Election Division Staff is there to support you. Do not hesitate to contact the office with any and all questions. Thank you for being a part of our staff and making the Election possible.

Due to the current COVID-19 Pandemic, we have provided each Vote Center with PPE supplies. Each Vote Center will have volunteers from the community that will staff a PPE Check-in Table located outside the Voter Center. These volunteers will monitor the number of voters allowed inside each voter at a time, take temperatures and provide basic monitoring for the Vote Center. They will be provided the Vote Center cell phone number and will be instructed to contact the Leads with any necessary questions.

Election Division Contact Numbers

Election Division Office Line	(707) 253-4321
Election Triage Line	(707) 339-3457

Vote Center Staff Responsibilities

Code of Conduct

Violation of any of these Voter Registration and Election (VRE) Codes of Conduct may result in your removal as an Election Officer.

- Arrive on time
- Work your shift as assigned
- Remain at the Vote Center during your shift (e.g. no unexcused breaks or exceeding allotted mealtime, etc)
- Remain at the Vote Center until all closing/clean up duties are completed after the Vote Center closes
- Do not display disrespectful behavior towards other Election Officers, Elections Staff, the public and/or the Vote Center
- Do not use inappropriate and/or profane language
- Dress appropriately (e.g. clean and politically neutral clothing, good hygiene, etc)
- Do not exhibit inappropriate, abusive, or erratic behavior
- Follow the County's established election procedures
- Perform required tasks as assigned

It is important for all voters to be treated with respect and for the Election Officers not to show any political reference towards a party or candidate. Make sure you understand the following:

- Phones, tablets, laptops, and other devices should be kept silent and should not be used in a way that is distracting or disruptive to voters and other Election Officers.
- Conversations about political party activities or philosophy, observations about voting activities for individuals or groups, and any dialogue which is political in nature, are prohibited within a Vote Center.
- Rude behavior towards any person is unacceptable and will result in dismissal.
- Harassment of any type is against the law and against County policy.
- Election Officers must not discuss any candidate, issue, or any related topic with other Election Officers, poll watchers, or voters.
- Be considerate of the extra time it might take a voter to cast their ballot. Some disabilities cannot be seen.
- It is very important to keep the Vote Center as quiet as possible while voters are present.

COVID-19 Rules

Due to the current Pandemic, we ask that you perform a self-health check prior to reporting to the Vote Center. If any of the symptoms below apply to you, please call the Election Division immediately and DO NOT report to the Vote Center.

- Fever (temperatures above 100 degrees)/Feverish/Chills
- Cough
- Shortness of breath
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Nausea/Vomiting
- Diarrhea
- Unusual or new headache in last 24 hours
- Loss of taste or small

Work Attire

Vote Center Staff are expected to dress, groom, and maintain personal hygiene in a manner which dignifies their important role in the electoral process.

Things to keep in mind:

- Be aware that some people are sensitive or allergic to certain smells.
- Wear comfortable attire and shoes. No open toe shoes or slides. Shoes must remain on at all times.
- Bring a jacket or sweater.
- Bring food and water to last the entire day.
- Bring a seat cushion, if you wish.
- Do not wear campaign attire, hats, or bring any campaign materials into a Vote Center.

Do Not Bring

- Children - do not bring your children to work with you
- Pets/Animals (Service animals [dogs] are allowed under ADA Title II)
- Radios without headphones or TVs
- Alcoholic beverages
- Magazines or newspapers

Protect Voter Rights

- Uphold the laws and regulations that protect voter rights.
- Display accessibility tools: the Americans with Disabilities Act and the Help America Vote Act ensure voters have the right to access tools to vote privately and independently.
- Display materials in all required languages: the Voting Rights Act guarantees voters the right to receive voting materials and assistance in English and Spanish. Specific materials are also required in Tagalog.
- Report any electioneering: the California Elections Code and the Voter Bill of Rights require that voters have the right to cast a private ballot free from intimidation.

Serving Voters

- Show respect with actions, words, and tone of voice to voters of every ethnicity, race, color, sexual orientation, age, language, ability, income, religion, creed, political affiliation, etc.
- When assisting a voter with a disability, put the person first and treat him or her as any voter.
- Be attentive to voters: don't use personal electronics or other distractions at the Vote Center.

Vote Center Hours, Breaks and Lunches

The normal workday shall be eight (8) consecutive hours of work. Each eight (8) hour shift may, at the option of the employee, include two (2) fifteen (15) minute breaks and one (1) one (1) hour lunch break.
The fifteen (15) minutes breaks shall not be taken consecutively. All breaks shall be staggered so the majority of voter center staff is present at all times. Make sure that you have each station staffed with at least one person how know the position. Election Day is a much longer day. There will be two additional fifteen minute breaks and one additional hour break. Work with the Vote Center Leads to arrange a break schedule that works best for your group.

Election Regulations

ELECTIONEERING

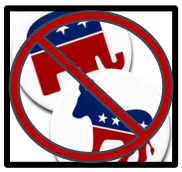
Electioneering is the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a Vote Center or an election official's office.

No one may:

- Electioneer within 100 feet of the room where voting is taking place. As used in this section "100 feet of a Vote Center" means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.
- Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking their ballot.
- Place a sign relating to the voters' qualifications or speak to a voter on the subject of their qualifications.

Forms of Electioneering

- Wearing campaign buttons, badges, or shirts.
- Any item with a political statement or candidates' names may not be displayed within 100 feet of the polls. This includes bumper stickers on vehicles.



Campaign Staff or Volunteers within 100 ft.

If an issue with Campaign Staff or Volunteers occurs at the Vote Center bring it to the attention to the Vote Center Lead and contact the Election Division.

The Vote Center Lead may state the following:

> *"Hello, my name is ____ and I'm the Lead for this Vote Center. I'd like to remind you that **California Elections Code Section 18370** states that no one may visibly or audibly advocate for or against any item on the ballot within 100 feet of a room where voting is taking place. Signs are posted at the 100 foot boundary, and I would be happy to show you where you may relocate."*

Exit Polling

Exit Polling is done by members of the media or campaign people interviewing voters after they have voted. Exit polling must be done at least 25 feet away from the entrance of the room where voting takes place.

Media

Members of the press may come by any Vote Center to observe and speak with Election Officers or voters. As with poll watchers, members of the press may not interfere with the voting process. Please ensure that members of the press observe the rules concerning exit polling and that they obtain permission from voters and Election Officers before they record or photograph.

DISABILITY AND SENSITIVITY AWARENESS

Disabilities and the Law

The rights of persons with disabilities are protected by law. It is important for Election Officers to know how to assist voters with disabilities. Make sure you're prepared, aware, and sensitive to their needs. Remember to maintain a positive and accommodating attitude.

Types of Disabilities

- Blindness or poor vision
- Deaf or hard of hearing
- Developmental disabilities
- Learning disabilities (Dyslexia, Attention Deficit Disorder, etc.)
- Physical disabilities

Assisting Voters in a Wheelchair

- Make sure the table has plenty of knee clearance for a wheelchair or scooter
- Talk eye to eye when speaking to a voter in a wheelchair
- Do not touch the wheelchair or scooter
- Never pat a wheelchair user on the head

Blindness or Impaired Vision

- Offer your arm or shoulder
- Provide specific directions, i.e. 20 feet straight ahead
- Assist with filling out the forms
- Use a ruler on the signature line to direct the voter where to sign their name
- Describe the accessibility features of the ICX
- Speak directly to the voter
- Do not pet, feed, or distract a service animal
- Do not speak in a louder tone than usual

Using the Preferred Language

- Voters with disabilities or disability, not disabled voters
- Has a physical disability, not physically disabled
- Uses a wheelchair, not wheelchair bound
- Accessible parking or disabled parking, not handicapped parking
- Avoid referring to persons as 'handicapped'

Deaf or Hard of Hearing

- Stand where the voter can see you
- Speak clearly and directly to the voter. If an interpreter is present; speak to the voter, not the interpreter
- Keep hands away from lips (the voter might read lips)
    - During the COVID-19 pandemic you are required to wear masks, however in this situation it would be appropriate to wear just the face shield so that a voter who is hard of hearing or death has the opportunity to read your lips.
- To get the voter's attention, tap the voter's shoulder - do not yell
- Be prepared to communicate with written notes

Rights of Voter with Specific Needs

- Voters with specific needs have a right to an accessible Vote Center.
- Every effort must be made to provide voters with disabilities or specific needs with a way to independently and privately cast a ballot.
- Election Officers must be prepared to facilitate curbside voting if needed by the voter.
- Voters with specific needs have the right to reasonable modifications, removal of barriers to the voting process, and the provision of auxiliary aids or services.
- All eligible citizens have the right to register to vote unless judicially determined to be incompetent or otherwise ineligible because of a current felony conviction.
- It is not the duty of the Election Officer to determine a person's registration status or competence to vote.
- If the individual is properly registered, the voter must be treated in the same way as all other voters.
- Voters are never required to show identification (unless noted in the voter file) or prove their competence to receive or cast a ballot.
- Voters with specific needs should never be asked to mark their ballot at the table where Election Officers are checking in voters. (EC 12280, 14282, 14283).

Rights of Voters with Limited English Proficiency

- Voters who are unable to vote without assistance have the right to receive assistance casting their ballots.

- Voters who are not proficient in English may seek assistance from a bilingual Election Officer or may bring up to two people with them to assist in voting, including children.
- How these voters cast their ballots must be kept private (EC 12303).
- All translated materials, in each language, must be visible and accessible to voters at all times.

Multilingual Materials

All Vote Centers will receive the following materials in English and Spanish.

- All Vote Center Signs
- Election Terms Glossary
- How to Mark Your Ballot
- 'I Voted' Stickers
- "I Speak _____" Badges
- CVR/Provisional Envelopes
- County Voter Information Guide
- State Voter Information Guide
- Voting Instructions
- Voter Registration Forms

Service Animals

The Department of Justice defines *"service animal"* as any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks done performed by a service animal must be directly related to the individual's disability. Emotional support or comfort animals are not service animals under Title II and Title III of the ADA, and therefore should not be brought into a Vote Center.

- To confirm if an animal is a service animal, you may ask the following questions:
  - Is your animal required because of a disability?
  - What work or task has the animal been trained to perform?
- <u>If the animal is not a service animal, you can ask the animal (not the person) to leave.</u>
- Even if the animal is a certified service animal, the animal (again, not the person) can be asked to leave if it is posing a danger, has open sores and may be infectious with some disease, or not in control by the owner. Service animals must be in control of the handler.
- <u>*It is a misdemeanor by law if a service animal is attacked or attacks another animal*</u>.

Emotional support animals are not granted the same public access rights under Title II and III of the ADA as service animals.

CURBSIDE VOTING (EC 14282[C])

If a voter cannot enter a Vote Center:

- Each Vote Center will have a Curbside Door Bell for reaching the vote center staff.
- A Vote Center Lead will go out to greet the voter and bring a Voter Information to obtain the voter's name, address, date of birth, and signature.
- The Vote Center Lead will take the Voter Information Form back to the Check-In Clerk to determine what steps need to be taken to get the voter a ballot.

NOTE: If there is a discrepancy with the Voter Information and what is on file, go back to the voter to clarify. During the COVID-19 Pandemic curbside voting well available to all voters.

DEALING WITH DIFFICULT VOTERS

- As much as possible, stay calm and try not to take the complaints personally. This is hard to do, but it helps keep the situation from getting worse if only one of you is irate.
- Clarify what the real "issue" is. Don't assume: ask, then be quiet and listen. Often the thing we think is the problem is not what's really making them upset.
- Once you are sure what the issue is, tell them that you can appreciate why they are upset/frustrated/ disappointed. This makes it clear that you are trying to work with them, not make them feel bad or create a barrier, and it gives you a better chance that they will "hear" your proposed options or solutions, even if they are not what the voter was hoping for.

- Do not feel pressured to do something that is beyond your authority or that is out of line with business objectives.
- Next, lay out any options and ask if any of those will work for them. This helps steer the conversation towards solutions instead of rehashing what did or didn't happen in the past or having to dismiss ideas that may be out of your authority or not allowed by law.
- If asked to do something you can't, explain why. Then tell them what is possible.
- Solve the problem or get them to someone else if it is not your area of knowledge, and provide follow up if necessary.

THE VOTER'S CHOICE ACT

In 2016, the State of California passed Senate Bill 450, allowing select counties to conduct elections by sending all registered voters a ballot in the mail and setting up regional Vote Centers where any voter can visit starting 10 days before Election Day. This is called the Voter's Choice Act. In 2018 Napa County Board of Supervisors approved this new voting model to provide more voting options for Napa County voters.

What changed?

- All registered voters receive a ballot in the mail.
- Voters can return their ballot by mail, designated drop boxes, or Vote Centers.
- Voters don't have to vote their mail ballot, voters can still vote in person or get a replacement ballot!
- Vote Centers replaced regular assigned polling places and are open for longer hours. Now, even a voter who lives in Angwin can access their correct ballot at a Vote Center in American Canyon!

Why the change?

- In 2016, 92% of Napa County voters already voted by mail.
- The steady decline of people voting at a polling place.
- Increased turnout and participation, as seen in other jurisdictions like Colorado and Oregon that have adopted a similar voting model. In 2018 there was a 3 point boost in turn for VCA counties versus non VCA counties.
- Provisional ballots cast over the years show that people are voting where they want. Under the new model, you can also verify in real-time whether a voter has already returned their ballot, eliminating more than half of provisional ballots needed!

HOW TO VOTE IN THE CALIFORNIA TOP-TWO PRIMARY

In a Top-Two Primary, you can cast your vote for any candidate:

- All candidates from all parties will be on the ballot for these contests.
- You don't have to be registered with a party to vote on these contests.
- You can vote for a candidate from any party.
- You can "write-in" a candidate in the Primary Election.
- The two candidates with the most votes will appear on the General Election ballot even if they have the same party preference.

What does party preference mean?

Voters may either register with a political party preference or choose "none". A candidate's party preference does not necessarily mean that they have that political party's support. The list of candidates who receive a party's official endorsement is in the County Voter Information Guide.

VOTE CENTER SUPPORT

HELP US HELP YOU!

Each Vote Center will be assigned an iPhone. The iPhones are programed with all necessary phones numbers. The Vote center leads will be responsible for turning on and charging the iPhone. You will be able to text the Election Triage Line with any issues. If the issue is too complex for a text message, you may call the Election Triage Line. This line is setup specifically for the Voter Center use. **You will only contact the Election Division Main Line if you do not hear back from Triage.**

CALL OR TEXT THE ELECTION TRIAGE LINE AT (707) 339-3457 IMMEDIATELY IF:

- The Vote Center or room is not unlocked one hour prior to your Vote Center start time
- The Vote Center Leads have not arrived one hour prior to your opening time
- You cannot locate your voting equipment
- You are missing supplies or running low on supplies
- You will not be ready to process voters by opening time
- You have any questions or need assistance
- In the event of a power failure

Technical Support:

- Power Outage
- All-In-One Computers
- Regular Desktop Printers
- Dymo Labelers
- ICX Activation Laptop/Smart Card Reader
- ICX Tablets and Printers
- Mobile Ballot Printer and laptop
- If you have missing or voided Tamper Evident Seals
- CradlePoint Network Switch or MiFi connection
- PeopleSoft HR Timecards

EMERGENCY PROCEDURES

Accident or Medical Emergency

If you need emergency assistance:

1. Dial "911"
2. If the emergency involves a Vote Center Staff or a voter: complete the Liability Incident Report form located in the Forms Binder. This form will remain in the Forms Binder for Return on Election Night.
3. Call/Text the Election Triage Line at (707) 339-3457 and report the emergency.

If you have a problem that is not an emergency and you need assistance, call/text the Election Triage line at (707) 339-3457.

Bomb Threat, Fire, Flood, Earthquake

1. Leave the building as instructed.
2. If you are able to remove any supplies when you leave the building without jeopardizing your safety, take the items in the following order of necessity:
    - Blue Live Ballot Bag
    - Black Ballot Box
    - Roster Sheets
    - Provisional Envelopes
    - Ballot Printer and blank ballot stock
    - Laptops
    - Voter Information Forms
    - Pens

NOTE: If you are unable to go back in the building and voters show up to vote, take their names, addresses and phone numbers of where they can be reached. The Election Division will contact them about voting.

Physical Threat or Disturbance

If anyone is unruly, abusive, or in any way threatens the safety of the Vote Center Staff, voters, or the orderly conduct of the election, call "911" and then report the matter immediately to the Election Division Staff at (707) 339-3457.

Contact Election Division Staff as soon as possible for any emergency or altercation. In the event a Vote Center needs to be moved to another location, we will send a staff member to assist with the move.

ELECTION OBSERVERS

Election Observers, or more commonly known as Poll Watchers, are people who work for a candidate or political party. To ensure the safety of the Election Officers, voters, and facility staff, please be aware of the following:

They May:

- Observe the proceedings at Vote Centers, including the opening and closing procedures.
- Make notes and watch all procedures.
- Ask questions of staff or voters at the polls.
- Look at the Roster Sheets if the Election Officers are not using it and there are no voters waiting in line.

They May Not:

- Interfere in any way with the conduct of the election (EC 18502).
- Be in the area of the voting booths.
- Sit at the election table or handle any of the official voting equipment, supplies, or ballots (EC 18564 & 14223[a]).
- Remove the Roster Sheets from the election table.
- Interfere in any way with the vote count following the close of the polls.
- Display campaign material, buttons, caps, etc, in the Vote Center.
- Converse with voters (within 25 feet of the entrance to a Vote Center) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Assist in the operations at any Vote Center.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cell phones, pagers, or two-way radios inside the Vote Center and/or within 100 feet of the entrance of a Vote Center.
- Use telephones, computers, or other items belonging to the Vote Center.
- Touch election personnel.
- Eat or drink in the Vote Center.

COVID-19 Rules

- The Volunteers at the PPE Table will call the Lead to come out and greet the Observers.
- Observers will be let in and count toward the Vote Center occupancy count. While the observer is there, the number of observers will decrease the number of voters allowed in.
- If the Observer intends to stay for a long period, please find a space that is out of the way so the flow of the Vote Center is not disturbed.

OTHER VOTE CENTER SITUATIONS

Transparent Process

Every operation, including opening and closing procedures, is public and anyone may watch. Observers may not interfere with the voting process.

Election Table

Only Election Officers or voters signing their names on the roster shall be permitted to sit at the table used by the Election Officers (EC 14223[a]).

Roster Sheets

The Roster Sheets must remain on the election table, except in the case of curbside voting. Any person may inspect the roster while voting is in progress and while votes are being counted. This shall not be done at a time or in a manner which will impede, interfere, or interrupt the normal process of voting (EC 14223[b]).

Inspect the Voting Booths

At least once each hour, inspect the voting booths and remove any Voter Information Guides, campaign literature, or other items left behind (use items left at a Vote Center Bag).

Inspect the County Voter Information Guide and State Voter Information Guide

If there are any markings or remarks written on the County or State guides, mark a large 'X' across the front of the guide and put in the trash.

Majority of Election Officers Present

At any election, a majority of the Election Officers shall be present at the Vote Center at all times while the Vote Center is open. (EC 14220).

Comment Sheet
Comment sheets are located in the Forms Binder. Your feedback is valuable in helping us improve our operations. The completed form is left in the Forms Binder to be returned Election Night.

Voting Booth Occupancy
Voting booths shall not be occupied by more than one person at a time, unless the voter is an assisted voter or accompanied by a child (EC 14224).
Voters shall not remain in or occupy the booth longer than is necessary to mark their ballots, which shall not exceed 10 minutes. If no other voters would be inconvenienced, a longer period shall be allowed.

Voters with disabilities or voters using the ICX will require more time.

Voters with Children
A child or children under the age of 18 years may accompany the voter to the voting booth, provided that the child or children are under the voter's care (EC 14222).

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SECTION 2: OVERVIEW AND LAYOUT

This Section covers all of the following information;

Vote Center Overview
- Vote Center Positions
- Layout of Vote Center
- Set Up of Signage
- PPE Table
- Reference Table Information
- Voter Lookup Table
- Registration Kiosk
- VBM Table
- CVR Table
- Ballot Table
- Vote Center Equipment & Supplies

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Vote Center Overview

VOTE CENTER POSITIONS

VBM Lead

- Oversees the Vote By Mail portion of the Vote Center.
- Will be a main person of contact for Clerks and the Election Office Staff.
- Main point of contact for all Provisionals.
- Assists with issuing ballots for the ICX equipment.
- Assists with issuing ballots on Mobile Ballot Printer.
- Assist with setup/closing of Vote Center each day.

Voter Look-Up Clerk

- Responsible for Voter Check-In and directing voter to next work station.
- Assist with setup/closing of Vote Center each day.

VBM Ballot Clerk

- Responsible for issuing ballots to voters.
- Assist with setup/closing of Vote Center each day.

CVR Lead

- Oversees the Conditional Voter Registration portion of the Vote Center.
- Will be main person of contact for Clerks and the Election Office Staff.
- Main point of contact for all Provisionals.
- Assists with issuing ballots for the ICX equipment.
- Assists with issuing ballots on Mobile Ballot Printer.
- Assist with setup/closing of Vote Center each day.

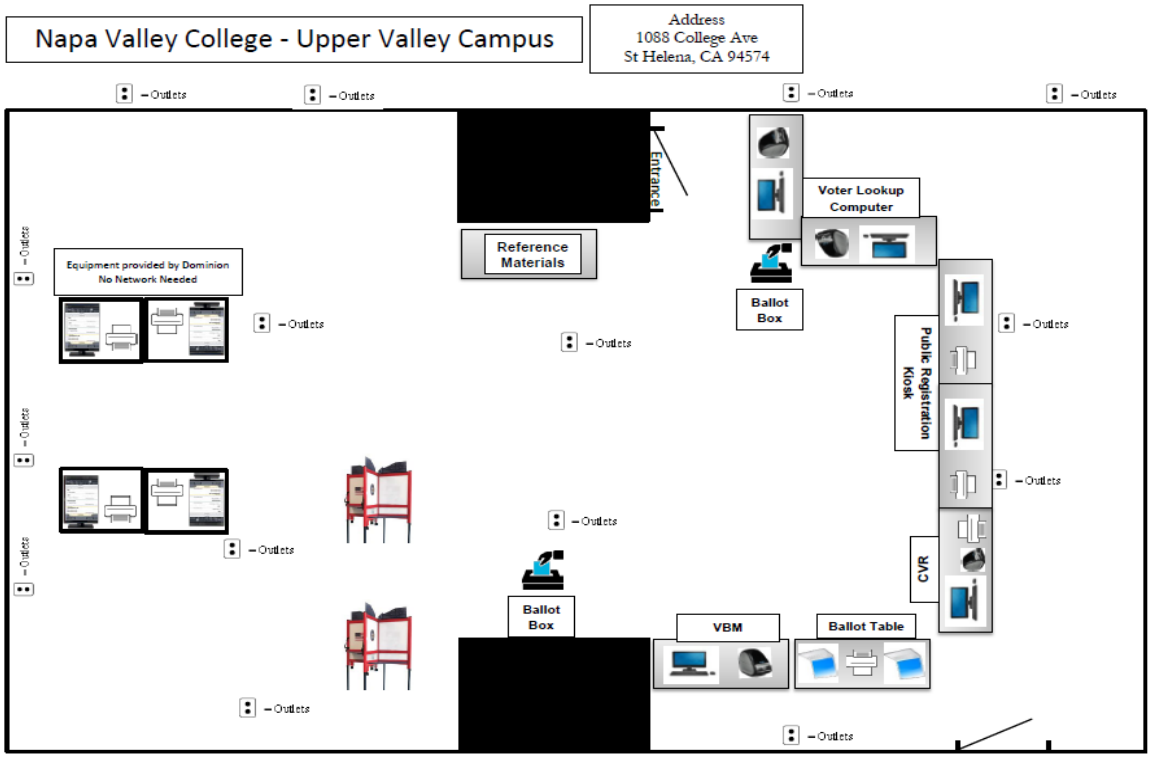
CVR Clerk

- Responsible for assisting with Registration Kiosk.
- Responsible for processing Conditional Voter Registrations.
- Responsible for issuing Conditional Ballots to new voters.
- Assist with setup/closing of Vote Center each day.

PPE Volunteer

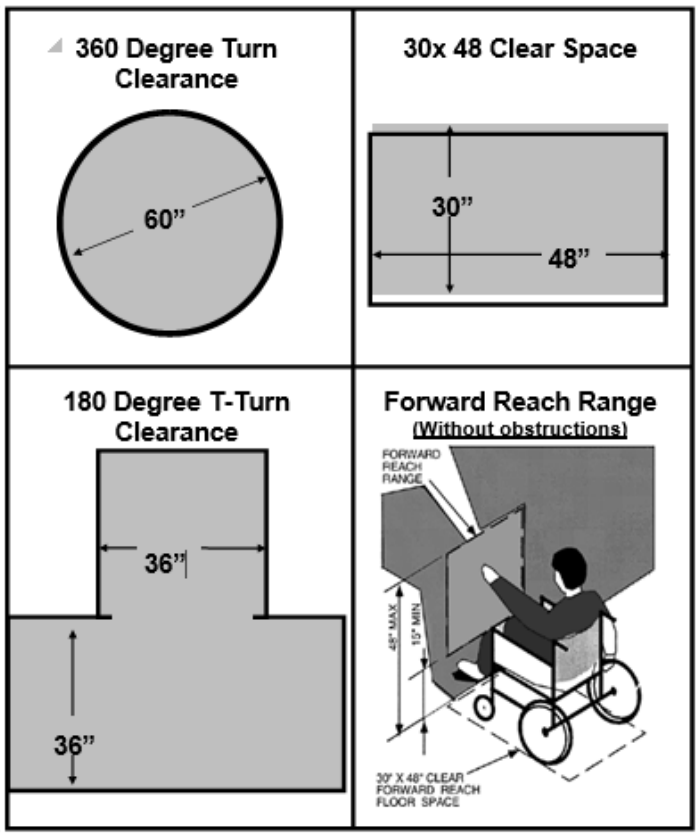
- Volunteer that work in shifts outside the Vote Center
- Takes temperatures
- Asks COVID screening questions
- Monitors number of voters inside the Vote Center at one time

LAYOUT OF VOTE CENTER



Clear Space Minimum Requirements

When setting up your Vote Center, use the chart below to make sure your Vote Center has enough clear space for voters in a wheelchair to turn around.

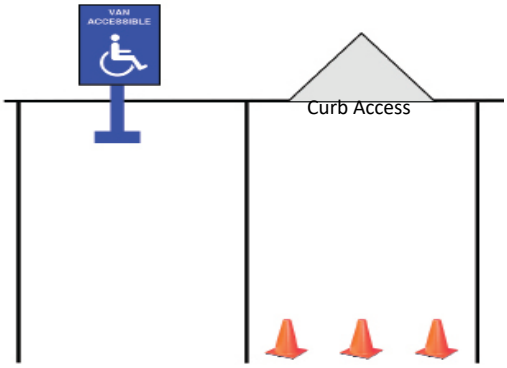


SET UP OF SIGNAGE

Van Accessible Parking Setup

Your Vote Center Equipment includes Van Accessible Parking Signage:

- Place the Van Accessible Parking Sing in front of a parking spot closet to the Vote Center that has one parking spot to the right of it
- Place three cones in the spot to the right of the Van Accessible Parking spot that was chosen



Signage

All signage that needs to be posted will be found in the Posted Materials Folder found inside the Clear Reference Tub or in the Silver Cage. All items need to be posted and visible to voters.

- US Flag - display in a position visible to approaching voters
- '100 Feet' Sign- approximately 100 feet from Vote Center entrance
- 'Voter's Bill of Rights' Posters
- 'Instructions to Voters' Poster - post throughout the Vote Center
- Explanation of 'Elections in California' (yellow sheet)
- 'No Smoking' Signs
- 'Voter Assistance Center' Metal A-Frame Signs - post outside
- 'Vote Here' Metal A-Frame Sign - post outside
- 'Voter Assistance Center' Flag - post outside
- 'Vote Here' Flag - post outside
- 'Tampering with Voting Equipment' signs
- Cell Phone signs
- ADA-Accessibility A-Frame Sign
- 'Language Option' A-Frame Sign

PPE VOTER CHECK-IN

All Vote Centers will have two tubs of PPE supplies. There will be a table for the PPE Check-In that will be outside the vote center. This table will have thermometers, gloves, masks, hand sanitizers and a ballot box for voters who are just dropping off a ballot.

REFERENCE TABLE INFORMATION

All Vote Centers will need to have the following items on a Reference Table accessible to the voter. These items are found in the Clear Reference Tub. These items will need to remain out the entire time the Vote Center is Open.

- Official list of declared write-in candidates (if any)
- Facsimile Ballot in Tagalog (must be posted in 3 places)
- Sample Ballot Booklets
- State Voter Guide (multiple languages)
- Telephone cards
- Vote Center Location
- Ballot Drop Box Location

VOTER LOOKUP TABLE

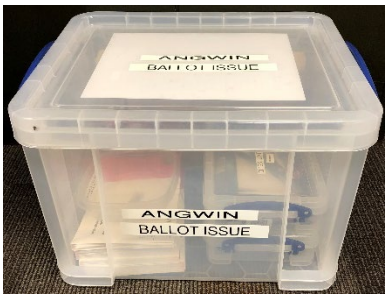
The voter Lookup Table will have two-three All-In-One Computer, two-three Dymo Labelers and one Laptop. The Laptop will only be used if the public wants to view a Street Index. Every morning a Vote Center Staff member will need to log into these computers. They will need to be logged out at the end of every day. The Clear Voter Lookup Tub will have all supplies needed for this table.

REGISTRATION KIOSK

The Registration Kiosk Table will have one-two All-In-One Computers and one-two Desktop Printers. The Registration Kiosk will need to be powered on every day and powered off every night. There are no supplies needed for the table.

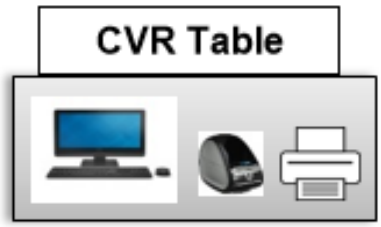
VBM TABLE

The VBM Table will have one-two All-In-One Computers and one-two Dymo Labelers. Every morning a Vote Center Staff member will need to log into these computers. They will need to be logged out at the end of every day. The Clear Ballot Issue Tub will have all supplies needed for this table.



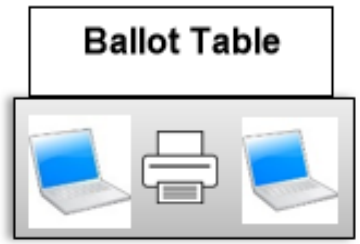
CVR TABLE

The CVR Table will have one-two All-In-One Computers, one Dymo Labelers and one-two Desktop Printer. Every morning a Vote Center Staff member will need to log into this computer. It will need to be logged out at the end of every day. The Clear CVR Issue Tub will have all supplies needed for this table.



BALLOT TABLE

<u>The Ballot Table will two Laptops, one card activator and one Mobile Ballot Printer on a red cart.</u> Every morning a Vote Center Lead will need to log into these computers. They will need to be logged out at the end of every day. The Voter Cards and Ballot Paper will be in the Black Cabinet. These laptops, voter cards and Ballot Paper need to be locked up in the Black Cabinet every night.



Black Cabinet – 1-2 depending on Vote Center

Will Contain:
Desk Top Printers
All-In-One Computers
MBP Laptop
ICX Laptop & Voter Cards
IPHONE
Street Index Laptop
Ballot Paper
Dymo Label Tub (depending on Voter Center)
Power Cord Tub (depending on Vote Center)
All Black Training Binders

ICX Voting Booths - 4-10 depending on Vote Center

ICX Suites Cases - 4-10 of each case depending on Vote Center Size

8-10 Tables Folding Tables depending on Vote Center

2 Franklin Voting Booths

Silver Cage - 1 – Clear Tubs (inside Silver Cage) – 5-7

Red Cart with MBP Printer

2 Black Ballot Box (one will be inside the Silver Cage

SECTION 3: FORMS

This Section covers all of the following information;

Forms Binder
- Morning Checklist
- Payroll Tracking
- Oath of Vote Center Staff
- Incident Report
- Voter Correction Form
- Unsigned Ballot Statement
- Signature Verification Statement
- Ballot Pickup Accountability Sheet
- In Person Ballot Pickup Accountability Sheet
- Accountability Sheets
- Nightly Checklist
- Election Night Checklist

Additional Forms
- Voter Information Forms
- In County Change of Address Form
- Blue Ballot Roster

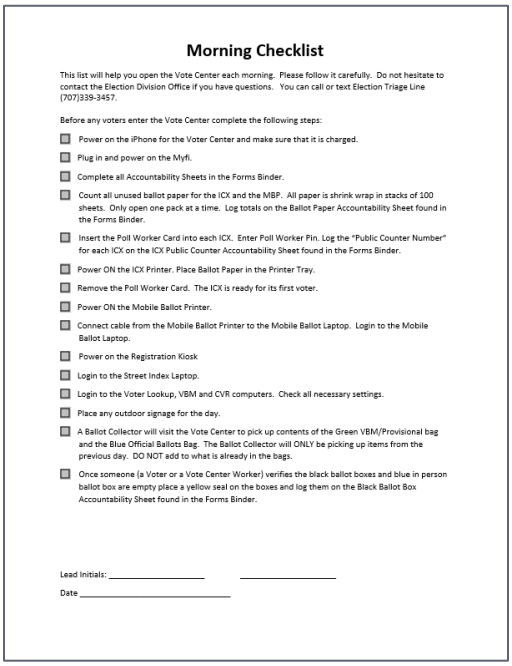
This page is left blank intentionally.

Forms Binder

Most forms used at the Vote Center will be found in the Forms Binder. This binder will be in the keep in the Black Cabinet. The Binder will be returned Election Night.

MORNING CHECKLIST

Inside the Forms Binder you will find the Morning Checklist. Use this daily to make sure the Vote Center is setup and ready for voters. There will be a checklist for each day. These checklists will remain in the Forms Binder for return Election Night.



Morning Checklist

This list will help you open the Vote Center each morning. Please follow it carefully. Do not hesitate to contact the Election Division Office if you have questions. You can call or text Election Triage Line (707)339-3457.

Before any voters enter the Vote Center complete the following steps:

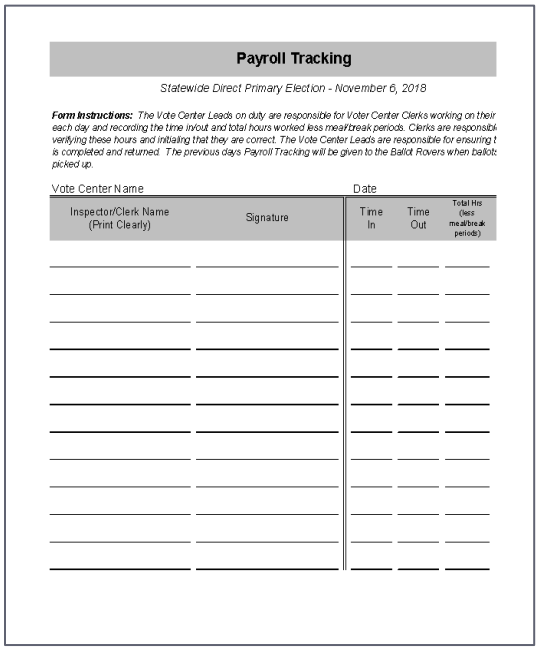
- ☐ Power on the iPhone for the Voter Center and make sure that it is charged.
- ☐ Plug in and power on the Myfi.
- ☐ Complete all Accountability Sheets in the Forms Binder.
- ☐ Count all unused ballot paper for the ICX and the MBP. All paper is shrink wrap in stacks of 100 sheets. Only open one pack at a time. Log totals on the Ballot Paper Accountability Sheet found in the Forms Binder.
- ☐ Insert the Poll Worker Card into each ICX. Enter Poll Worker Pin. Log the "Public Counter Number" for each ICX on the ICX Public Counter Accountability Sheet found in the Forms Binder.
- ☐ Power ON the ICX Printer. Place Ballot Paper in the Printer Tray.
- ☐ Remove the Poll Worker Card. The ICX is ready for its first voter.
- ☐ Power ON the Mobile Ballot Printer.
- ☐ Connect cable from the Mobile Ballot Printer to the Mobile Ballot Laptop. Login to the Mobile Ballot Laptop.
- ☐ Power on the Registration Kiosk
- ☐ Login to the Street Index Laptop.
- ☐ Login to the Voter Lookup, VBM and CVR computers. Check all necessary settings.
- ☐ Place any outdoor signage for the day.
- ☐ A Ballot Collector will visit the Vote Center to pick up contents of the Green VBM/Provisional bag and the Blue Official Ballots Bag. The Ballot Collector will ONLY be picking up items from the previous day. DO NOT add to what is already in the bags.
- ☐ Once someone (a Voter or a Vote Center Worker) verifies the black ballot boxes and blue in person ballot box are empty place a yellow seal on the boxes and log them on the Black Ballot Box Accountability Sheet found in the Forms Binder.

Lead Initials: _____ _____

Date _____

PAYROLL TRACKING

For every day that is worked, this form needs to be completed. The forms are found in the Forms Binder.



Payroll Tracking

Statewide Direct Primary Election - November 6, 2018

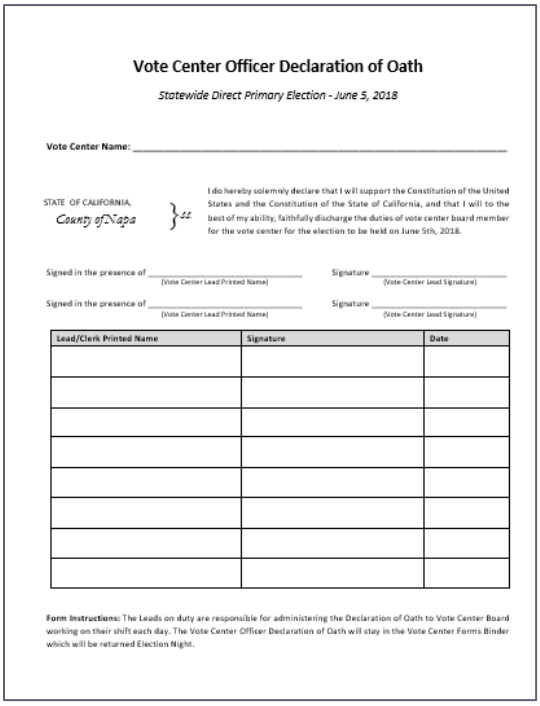
Form Instructions: *The Vote Center Leads on duty are responsible for Voter Center Clerks working on their each day and recording the time in/out and total hours worked less meal/break periods. Clerks are responsibl verifying these hours and initialing that they are correct. The Vote Center Leads are responsible for ensuring t is completed and returned. The previous days Payroll Tracking will be given to the Ballot Rovers when ballots picked up.*

Vote Center Name _____ Date _____

Inspector/Clerk Name (Print Clearly)	Signature	Time In	Time Out	Total Hrs (less meal/break periods)

OATH OF VOTE CENTER STAFF

The Vote Center Officer Declaration is found in the Forms Binder. This will need to be completed at the start of each day before the Vote Center is open. It will remain in the Forms Binder to be returned Election Night.



Vote Center Officer Declaration of Oath

Statewide Direct Primary Election - June 5, 2018

Vote Center Name: _____

STATE OF CALIFORNIA, *County of Napa* } ss

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of vote center board member for the vote center for the election to be held on June 5th, 2018.

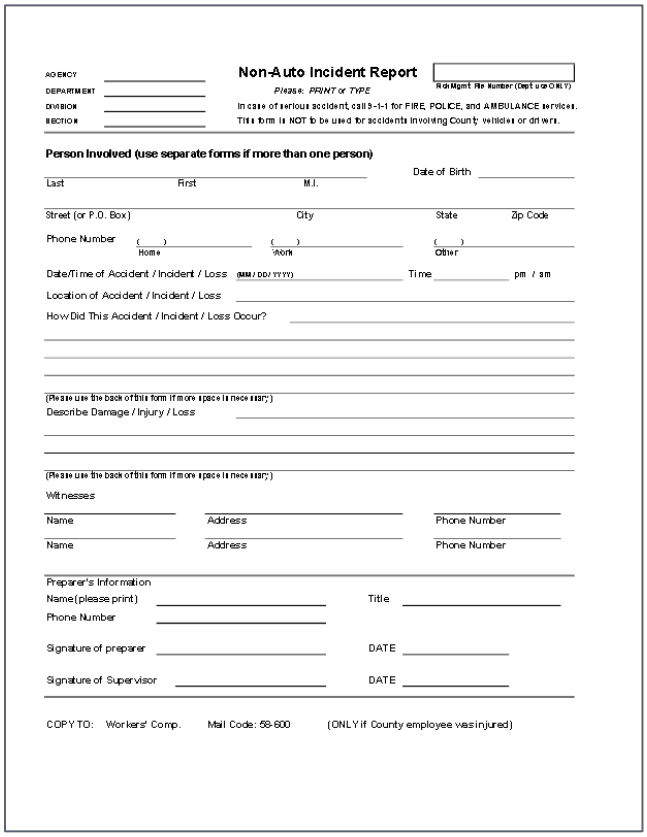
Signed in the presence of _____ [Vote Center Lead Printed Name] Signature _____ [Vote Center Lead Signature]

Signed in the presence of _____ [Vote Center Lead Printed Name] Signature _____ [Vote Center Lead Signature]

Lead/Clerk Printed Name	Signature	Date

Form Instructions: The Leads on duty are responsible for administering the Declaration of Oath to Vote Center Board working on their shift each day. The Vote Center Officer Declaration of Oath will stay in the Vote Center Forms Binder which will be returned Election Night.

INCIDENT REPORT



AGENCY _____
DEPARTMENT _____
DIVISION _____
SECTION _____

Non-Auto Incident Report

Please: PRINT or TYPE

In case of serious accident, call 9-1-1 for FIRE, POLICE, and AMBULANCE services.
This form is NOT to be used for accidents involving County vehicles or drivers.

Risk Mgmt. File Number (Dept. use ONLY)

Person Involved (use separate forms if more than one person)

Last _____ First _____ M.I. _____ Date of Birth _____

Street (or P.O. Box) _____ City _____ State _____ Zip Code _____

Phone Number ( ) Home ( ) Work ( ) Other

Date/Time of Accident / Incident / Loss (MM / DD / YYYY) _____ Time _____ pm / am

Location of Accident / Incident / Loss _____

How Did This Accident / Incident / Loss Occur? _____

(Please use the back of this form if more space is necessary.)

Describe Damage / Injury / Loss _____

(Please use the back of this form if more space is necessary.)

Witnesses

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

Preparer's Information

Name (please print) _____ Title _____

Phone Number _____

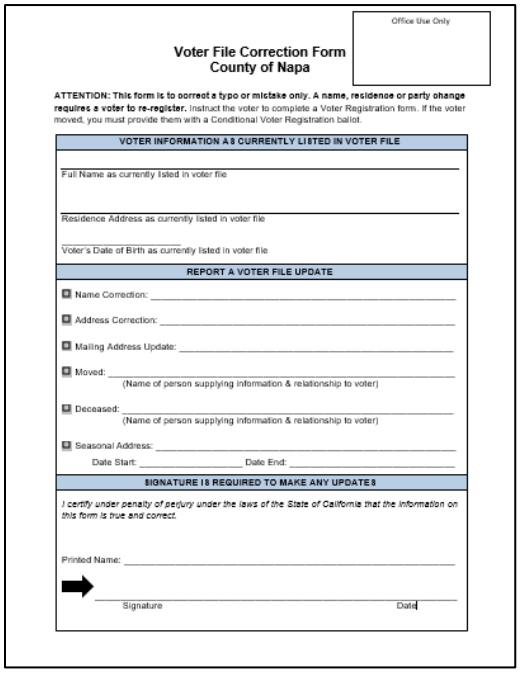
Signature of preparer _____ DATE _____

Signature of Supervisor _____ DATE _____

COPY TO: Workers' Comp. Mail Code: 58-600 (ONLY if County employee was injured)

VOTER CORRECTION FORM

This form is only used to correct errors on the voter record that were made when the registration was processed by the Election. It may also be used to notify the Election Division of a seasonal address for a voter or of a deceased voter. These forms will stay in the Forms Binder to be returned to the Election Division on Election Night.



Office Use Only

Voter File Correction Form
County of Napa

ATTENTION: This form is to correct a typo or mistake only. A name, residence or party change requires a voter to re-register. Instruct the voter to complete a Voter Registration form. If the voter moved, you must provide them with a Conditional Voter Registration ballot.

VOTER INFORMATION AS CURRENTLY LISTED IN VOTER FILE

Full Name as currently listed in voter file

Residence Address as currently listed in voter file

Voter's Date of Birth as currently listed in voter file

REPORT A VOTER FILE UPDATE

- ☐ Name Correction: _____
- ☐ Address Correction: _____
- ☐ Mailing Address Update: _____
- ☐ Moved: _____ (Name of person supplying information & relationship to voter)
- ☐ Deceased: _____ (Name of person supplying information & relationship to voter)
- ☐ Seasonal Address: _____ Date Start: _____ Date End: _____

SIGNATURE IS REQUIRED TO MAKE ANY UPDATES

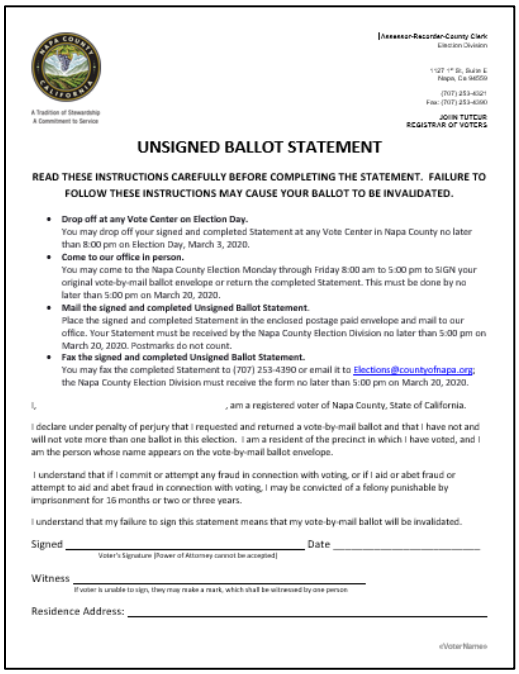
I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Printed Name: _____

Signature Date

UNSIGNED BALLOT STATEMENT

This form is used if the voter has a ballot return in the system but it is challenged with Missing Signature. The voter may complete this form. The form will be returned to the Election Division daily with the Ballot Collection. It is placed in the manila envelope labeled Unsigned Ballot/Signature Verification Statement.



Assessor-Recorder-County Clerk
Election Division

1127 1st St, Suite E
Napa, Ca 94559

(707) 253-4321
Fax: (707) 253-4360

JOHN TUTEUR
REGISTRAR OF VOTERS

A Tradition of Stewardship
A Commitment to Service

UNSIGNED BALLOT STATEMENT

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE STATEMENT. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY CAUSE YOUR BALLOT TO BE INVALIDATED.

- **Drop off at any Vote Center on Election Day.**
  You may drop off your signed and completed Statement at any Vote Center in Napa County no later than 8:00 pm on Election Day, March 3, 2020.
- **Come to our office in person.**
  You may come to the Napa County Election Monday through Friday 8:00 am to 5:00 pm to SIGN your original vote-by-mail ballot envelope or return the completed Statement. This must be done by no later than 5:00 pm on March 20, 2020.
- **Mail the signed and completed Unsigned Ballot Statement.**
  Place the signed and completed Statement in the enclosed postage paid envelope and mail to our office. Your Statement must be received by the Napa County Election Division no later than 5:00 pm on March 20, 2020. Postmarks do not count.
- **Fax the signed and completed Unsigned Ballot Statement.**
  You may fax the completed Statement to (707) 253-4390 or email it to Elections@countyofnapa.org; the Napa County Election Division must receive the form no later than 5:00 pm on March 20, 2020.

I, , am a registered voter of Napa County, State of California.

I declare under penalty of perjury that I requested and returned a vote-by-mail ballot and that I have not and will not vote more than one ballot in this election. I am a resident of the precinct in which I have voted, and I am the person whose name appears on the vote-by-mail ballot envelope.

I understand that if I commit or attempt any fraud in connection with voting, or if I aid or abet fraud or attempt to aid and abet fraud in connection with voting, I may be convicted of a felony punishable by imprisonment for 16 months or two or three years.

I understand that my failure to sign this statement means that my vote-by-mail ballot will be invalidated.

Signed _____ Date _____
Voter's Signature (Power of Attorney cannot be accepted)

Witness _____
If voter is unable to sign, they may make a mark, which shall be witnessed by one person

Residence Address: _____

«Voter Name»

SIGNATURE VERIFICATION STATEMENT

This form is used if the voter has a ballot return in the system but it is challenged with Sig In Review. The voter may complete this form. The form will be returned to the Election Division daily with the Ballot Collection. It is placed in the manila envelope labeled Unsigned Ballot/Signature Verification Statement.

Assessor-Recorder-County Clerk
Election Division

1127 1st St, Suite E
Napa, Ca 94559

(707) 253-4321
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A Tradition of Stewardship
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SIGNATURE VERIFICATION STATEMENT

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE STATEMENT. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY CAUSE YOUR BALLOT TO BE INVALIDATED.

- **Drop off at any Vote Center or Drop Box by Election Day.**
  You may drop off your signed and completed Statement at any Vote Center or Drop Box in Napa County No later than 8:00 pm on Election Day, March 3, 2020.
- **Come to our office in person.**
  You may drop off your completed Statement to the Napa County Election Division Monday through Friday 8:00 am to 5:00 pm. This must be done by no later than 5:00 pm on March 20, 2020.
- **Mail the signed and completed Signature Verification Statement.**
  Place the signed and completed Statement in the enclosed postage paid envelope and mail to our office. Your Statement must be received by the Napa County Election Division no later than 5:00 pm on March 20, 2020. Postmarks do not count.
- **Fax or email the signed and completed Signature Verification Statement.**
  You may fax the completed Statement to (707) 253-4390 or email it to Elections@countyofnapa.org; the Napa County Election Division must receive the form no later than 5:00 pm on March 20, 2020.

I _____ am a registered voter of Napa County, State of California.

I declare under penalty of perjury that I requested and retuned a vote-by-mail ballot. I am a resident of the precinct in which I have voted, and I am the person whose name appears on the vote-by-mail ballot envelope.

I understand that if I commit or attempt any fraud in connection with voting, or if I aid or abet fraud or attempt to aid or abet fraud in connection with voting, I may be convicted of a felony punishable by imprisonment for 16 months or two or three years.

I understand that my failure to complete this statement means that my vote-by-mail ballot will be invalidated.

_____ _____
Printed Name Voter's Signature (Power of Attorney cannot be accepted)

_____ _____ _____ _____
Birth Date Birth Place (State) California ID or California Driver License # Party Preference

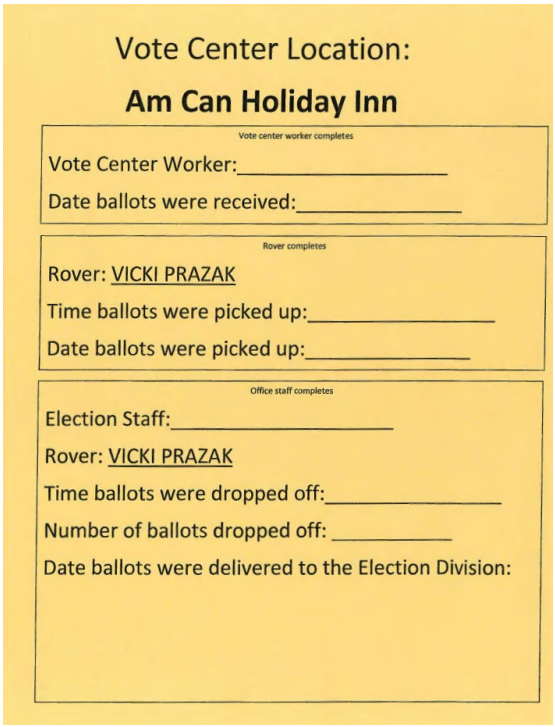
_____ _____ _____ _____
Residence Address City State Zip Code

_____ _____ _____ _____
Mailing address City State Zip Code

«Voter Name»

VBM BALLOT PICKUP ACCOUNTABILITY SHEET

This form will be completed for each ballot collection. The Ballot Collectors and the Election Division will complete the bottom portions of the forms.



Vote Center Location:

Am Can Holiday Inn

Vote center worker completes

Vote Center Worker:_____

Date ballots were received:_____

Rover completes

Rover: VICKI PRAZAK

Time ballots were picked up:_____

Date ballots were picked up:_____

Office staff completes

Election Staff:_____

Rover: VICKI PRAZAK

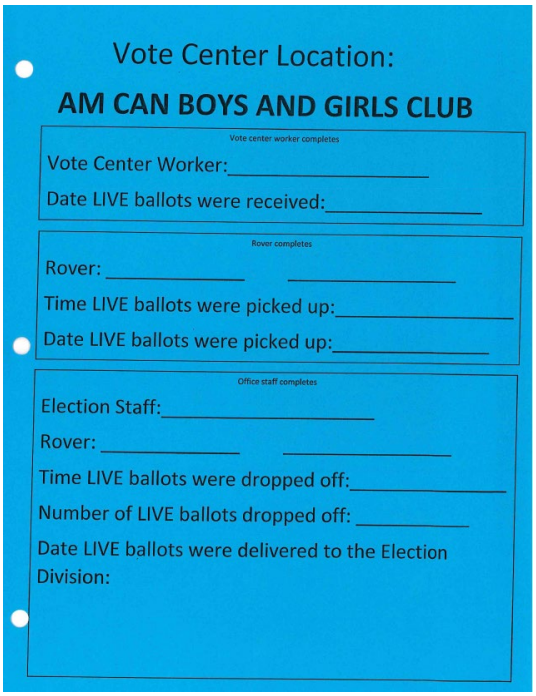
Time ballots were dropped off:_____

Number of ballots dropped off: _____

Date ballots were delivered to the Election Division:

IN-PERSON BALLOT PICKUP ACCOUNTABILITY SHEET

This form will be completed for each ballot collection. The Ballot Collectors and the Election Division will complete the bottom portions of the forms.



Vote Center Location:

AM CAN BOYS AND GIRLS CLUB

Vote center worker completes

Vote Center Worker:_____

Date LIVE ballots were received:_____

Rover completes

Rover: _____ _____

Time LIVE ballots were picked up:_____

Date LIVE ballots were picked up:_____

Office staff completes

Election Staff:_____

Rover: _____ _____

Time LIVE ballots were dropped off:_____

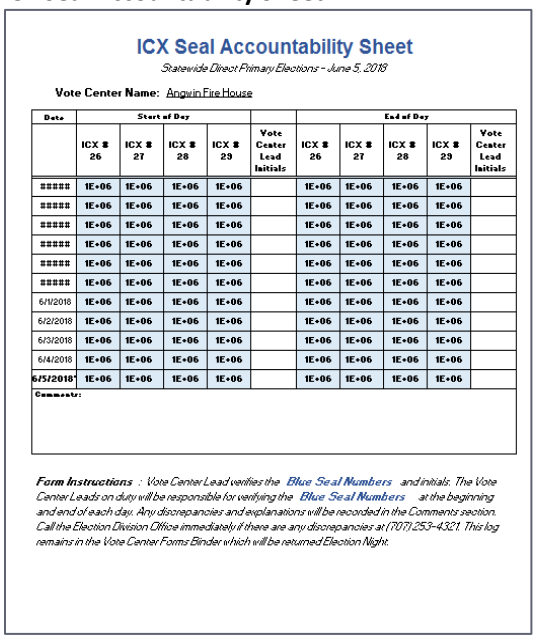
Number of LIVE ballots dropped off: _____

Date LIVE ballots were delivered to the Election Division:

ACCOUNTABILITY SHEETS

There will be several Accountability Sheets that will be used at the Vote Centers. Each Accountability Sheet has instructions listed on it. All Accountability Sheets need to be done at the beginning and end of each day. The Accountability Sheets are found in the Forms Binder. The Accountability Sheets will stay in the Forms Binder until returned Election Night. If you have any questions regarding the forms text/call the Election Triage Line at (707) 339-3457.

ICX Seal Accountability Sheet



ICX Seal Accountability Sheet

Statewide Direct Primary Elections - June 5, 2018

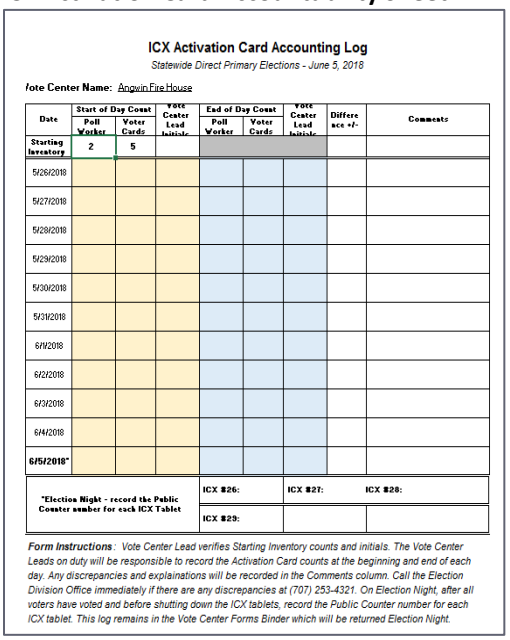
Vote Center Name: Angwin Fire House

Date	Start of Day					End of Day				
	ICX # 26	ICX # 27	ICX # 28	ICX # 29	Vote Center Lead Initials	ICX # 26	ICX # 27	ICX # 28	ICX # 29	Vote Center Lead Initials
#####	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
#####	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
#####	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
#####	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
#####	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
#####	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
6/1/2018	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
6/2/2018	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
6/3/2018	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
6/4/2018	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	
6/5/2018*	1E+06	1E+06	1E+06	1E+06		1E+06	1E+06	1E+06	1E+06	

Comments:

Form Instructions : *Vote Center Lead verifies the* ***Blue Seal Numbers*** *and initials. The Vote Center Leads on duty will be responsible for verifying the* ***Blue Seal Numbers*** *at the beginning and end of each day. Any discrepancies and explanations will be recorded in the Comments section. Call the Election Division Office immediately if there are any discrepancies at (707) 253-4321. This log remains in the Vote Center Forms Binder which will be returned Election Night.*

ICX Activation Card Accountability Sheet



ICX Activation Card Accounting Log

Statewide Direct Primary Elections - June 5, 2018

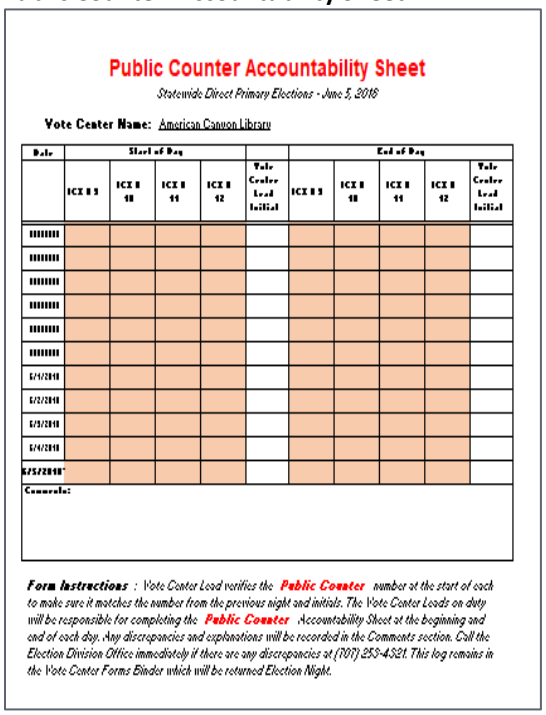
Vote Center Name: Angwin Fire House

Date	Start of Day Count		Vote Center Lead Initials	End of Day Count		Vote Center Lead Initials	Difference +/-	Comments
	Poll Worker	Voter Cards		Poll Worker	Voter Cards			
Starting Inventory	2	5						
5/26/2018								
5/27/2018								
5/28/2018								
5/29/2018								
5/30/2018								
5/31/2018								
6/1/2018								
6/2/2018								
6/3/2018								
6/4/2018								
6/5/2018*								

*Election Night - record the Public Counter number for each ICX Tablet	ICX #26:	ICX #27:	ICX #28:
	ICX #29:		

Form Instructions: *Vote Center Lead verifies Starting Inventory counts and initials. The Vote Center Leads on duty will be responsible to record the Activation Card counts at the beginning and end of each day. Any discrepancies and explainations will be recorded in the Comments column. Call the Election Division Office immediately if there are any discrepancies at (707) 253-4321. On Election Night, after all voters have voted and before shutting down the ICX tablets, record the Public Counter number for each ICX tablet. This log remains in the Vote Center Forms Binder which will be returned Election Night.*

Public Counter Accountability Sheet



Public Counter Accountability Sheet

Statewide Direct Primary Elections - June 5, 2018

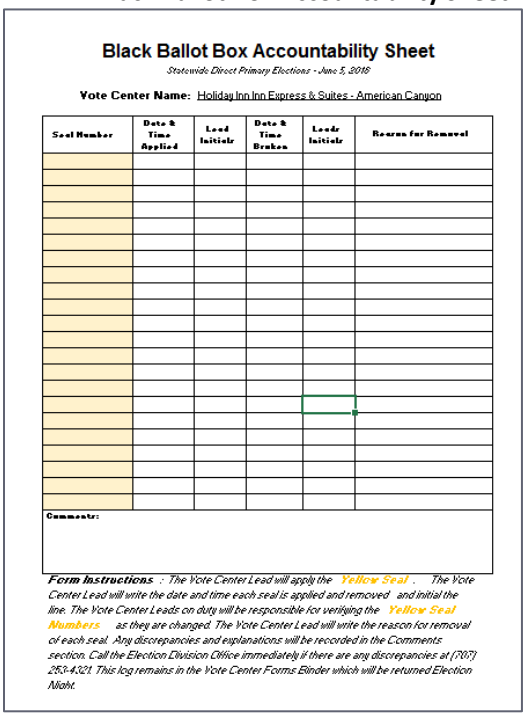
Vote Center Name: American Canyon Library

Date	Start of Day					End of Day				
	ICX # 3	ICX # 10	ICX # 11	ICX # 12	Vote Center Lead Initial	ICX # 3	ICX # 10	ICX # 11	ICX # 12	Vote Center Lead Initial
00000000										
00000000										
00000000										
00000000										
00000000										
00000000										
6/1/2018										
6/2/2018										
6/3/2018										
6/4/2018										
6/5/2018										

Comments:

Form Instructions *: Vote Center Lead verifies the* ***Public Counter*** *number at the start of each to make sure it matches the number from the previous night and initials. The Vote Center Leads on duty will be responsible for completing the* ***Public Counter*** *Accountability Sheet at the beginning and end of each day. Any discrepancies and explanations will be recorded in the Comments section. Call the Election Division Office immediately if there are any discrepancies at (707) 253-4321. This log remains in the Vote Center Forms Binder which will be returned Election Night.*

Black Ballot Box Accountability Sheet



Black Ballot Box Accountability Sheet

Statewide Direct Primary Elections - June 5, 2018

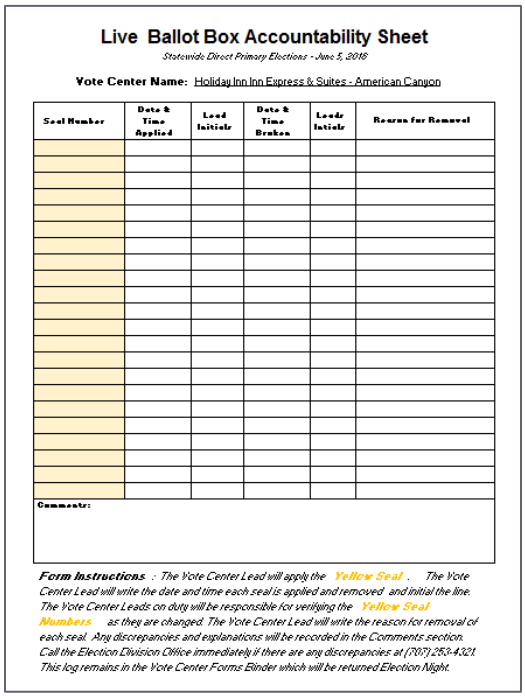
Vote Center Name: Holiday Inn Inn Express & Suites - American Canyon

Seal Number	Date & Time Applied	Lead Initials	Date & Time Broken	Leads Initials	Reason for Removal

Comments:

Form Instructions *: The Vote Center Lead will apply the* ***Yellow Seal*** *. The Vote Center Lead will write the date and time each seal is applied and removed and initial the line. The Vote Center Leads on duty will be responsible for verifying the* ***Yellow Seal Numbers*** *as they are changed. The Vote Center Lead will write the reason for removal of each seal. Any discrepancies and explanations will be recorded in the Comments section. Call the Election Division Office immediately if there are any discrepancies at (707) 253-4321. This log remains in the Vote Center Forms Binder which will be returned Election Night.*

Live Ballot Box Accountability Sheet



Live Ballot Box Accountability Sheet

Statewide Direct Primary Elections - June 5, 2018

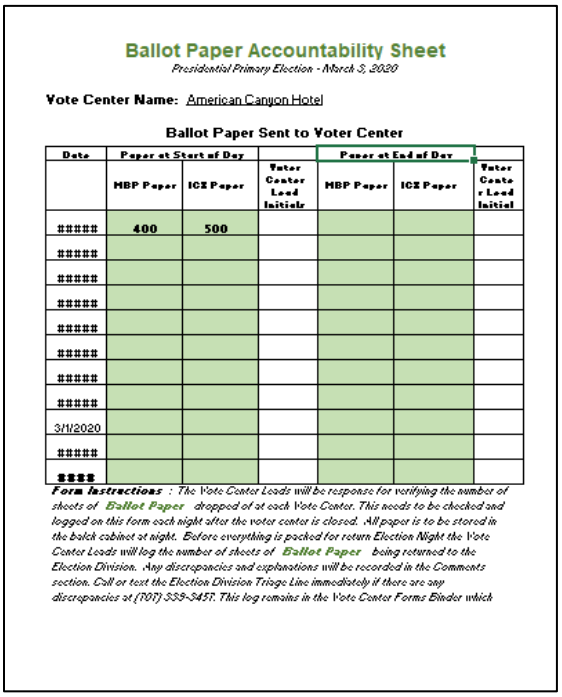
Vote Center Name: Holiday Inn Inn Express & Suites - American Canyon

Seal Number	Date & Time Applied	Lead Initials	Date & Time Broken	Leads Initials	Reason for Removal

Comments:

Form Instructions *: The Vote Center Lead will apply the* ***Yellow Seal*** *. The Vote Center Lead will write the date and time each seal is applied and removed and initial the line. The Vote Center Leads on duty will be responsible for verifying the* ***Yellow Seal Numbers*** *as they are changed. The Vote Center Lead will write the reason for removal of each seal. Any discrepancies and explanations will be recorded in the Comments section. Call the Election Division Office immediately if there are any discrepancies at (707) 253-4321. This log remains in the Vote Center Forms Binder which will be returned Election Night.*

Ballot Paper Accountability Sheet



Ballot Paper Accountability Sheet

Presidential Primary Election - March 3, 2020

Vote Center Name: American Canyon Hotel

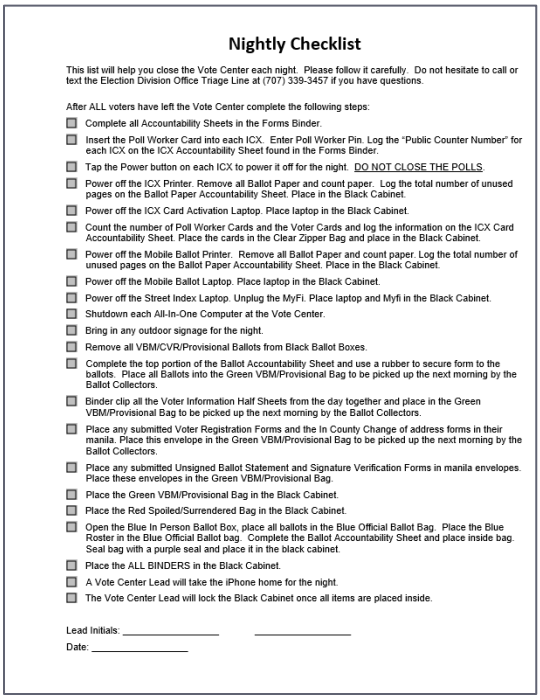
Ballot Paper Sent to Voter Center

Date	Paper at Start of Day			Paper at End of Day		
	MBP Paper	ICX Paper	Voter Center Lead Initials	MBP Paper	ICX Paper	Voter Center Lead Initial
#####	400	500				
#####						
#####						
#####						
#####						
#####						
#####						
#####						
3/1/2020						
#####						
####						

Form Instructions *: The Vote Center Leads will be response for verifying the number of sheets of* ***Ballot Paper*** *dropped off at each Vote Center. This needs to be checked and logged on this form each night after the voter center is closed. All paper is to be stored in the black cabinet at night. Before everything is packed for return Election Night the Vote Center Leads will log the number of sheets of* ***Ballot Paper*** *being returned to the Election Division. Any discrepancies and explanations will be recorded in the Comments section. Call or text the Election Division Triage Line immediately if there are any discrepancies at (707) 339-3457. This log remains in the Vote Center Forms Binder which*

NIGHTLY CHECKLIST

Inside the Forms Binder you will find the Nightly Checklist. Use this daily to make sure the Vote Center is closed for the night. There will be a checklist for each day. These checklists will remain in the Forms Binder until returned Election Night. If you have any questions regarding the forms text/call the Election Triage Line at (707) 339-3457.



Nightly Checklist

This list will help you close the Vote Center each night. Please follow it carefully. Do not hesitate to call or text the Election Division Office Triage Line at (707) 339-3457 if you have questions.

After ALL voters have left the Vote Center complete the following steps:

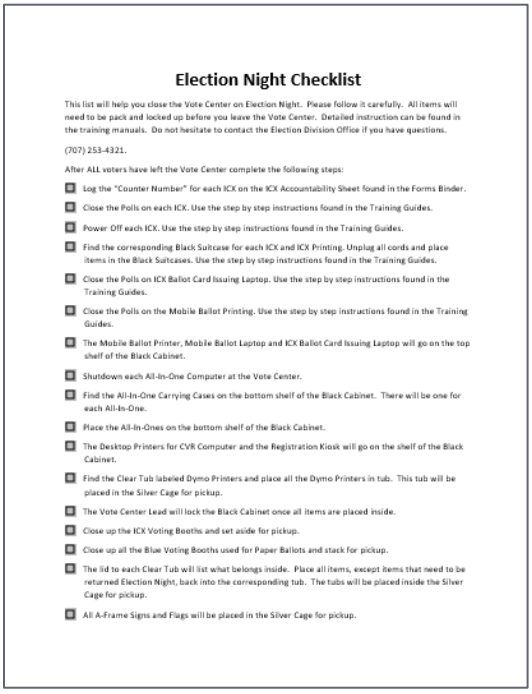
- ☐ Complete all Accountability Sheets in the Forms Binder.
- ☐ Insert the Poll Worker Card into each ICX. Enter Poll Worker Pin. Log the "Public Counter Number" for each ICX on the ICX Accountability Sheet found in the Forms Binder.
- ☐ Tap the Power button on each ICX to power it off for the night. DO NOT CLOSE THE POLLS.
- ☐ Power off the ICX Printer. Remove all Ballot Paper and count paper. Log the total number of unused pages on the Ballot Paper Accountability Sheet. Place in the Black Cabinet.
- ☐ Power off the ICX Card Activation Laptop. Place laptop in the Black Cabinet.
- ☐ Count the number of Poll Worker Cards and the Voter Cards and log the information on the ICX Card Accountability Sheet. Place the cards in the Clear Zipper Bag and place in the Black Cabinet.
- ☐ Power off the Mobile Ballot Printer. Remove all Ballot Paper and count paper. Log the total number of unused pages on the Ballot Paper Accountability Sheet. Place in the Black Cabinet.
- ☐ Power off the Mobile Ballot Laptop. Place laptop in the Black Cabinet.
- ☐ Power off the Street Index Laptop. Unplug the MyFi. Place laptop and Myfi in the Black Cabinet.
- ☐ Shutdown each All-In-One Computer at the Vote Center.
- ☐ Bring in any outdoor signage for the night.
- ☐ Remove all VBM/CVR/Provisional Ballots from Black Ballot Boxes.
- ☐ Complete the top portion of the Ballot Accountability Sheet and use a rubber to secure form to the ballots. Place all Ballots into the Green VBM/Provisional Bag to be picked up the next morning by the Ballot Collectors.
- ☐ Binder clip all the Voter Information Half Sheets from the day together and place in the Green VBM/Provisional Bag to be picked up the next morning by the Ballot Collectors.
- ☐ Place any submitted Voter Registration Forms and the In County Change of address forms in their manila. Place this envelope in the Green VBM/Provisional Bag to be picked up the next morning by the Ballot Collectors.
- ☐ Place any submitted Unsigned Ballot Statement and Signature Verification Forms in manila envelopes. Place these envelopes in the Green VBM/Provisional Bag.
- ☐ Place the Green VBM/Provisional Bag in the Black Cabinet.
- ☐ Place the Red Spoiled/Surrendered Bag in the Black Cabinet.
- ☐ Open the Blue In Person Ballot Box, place all ballots in the Blue Official Ballot Bag. Place the Blue Roster in the Blue Official Ballot bag. Complete the Ballot Accountability Sheet and place inside bag. Seal bag with a purple seal and place it in the black cabinet.
- ☐ Place the ALL BINDERS in the Black Cabinet.
- ☐ A Vote Center Lead will take the iPhone home for the night.
- ☐ The Vote Center Lead will lock the Black Cabinet once all items are placed inside.

Lead Initials: _____ _____

Date: _____

ELECTION NIGHT CHECKLIST

Use the Election Night Checklist to close the Vote Center down Election Night. All steps should be done in the order listed. The Election Night Checklist will be left in the Forms Binder until returned Election Night. If you have any questions regarding the form text/call the Election Triage Line at (707) 339-3457.



Election Night Checklist

This list will help you close the Vote Center on Election Night. Please follow it carefully. All items will need to be pack and locked up before you leave the Vote Center. Detailed instruction can be found in the training manuals. Do not hesitate to contact the Election Division Office if you have questions.

(707) 253-4321.

After ALL voters have left the Vote Center complete the following steps:

- ☐ Log the "Counter Number" for each ICX on the ICX Accountability Sheet found in the Forms Binder.
- ☐ Close the Polls on each ICX. Use the step by step instructions found in the Training Guides.
- ☐ Power Off each ICX. Use the step by step instructions found in the Training Guides.
- ☐ Find the corresponding Black Suitcase for each ICX and ICX Printing. Unplug all cords and place items in the Black Suitcases. Use the step by step instructions found in the Training Guides.
- ☐ Close the Polls on ICX Ballot Card Issuing Laptop. Use the step by step instructions found in the Training Guides.
- ☐ Close the Polls on the Mobile Ballot Printing. Use the step by step instructions found in the Training Guides.
- ☐ The Mobile Ballot Printer, Mobile Ballot Laptop and ICX Ballot Card Issuing Laptop will go on the top shelf of the Black Cabinet.
- ☐ Shutdown each All-In-One Computer at the Vote Center.
- ☐ Find the All-In-One Carrying Cases on the bottom shelf of the Black Cabinet. There will be one for each All-In-One.
- ☐ Place the All-In-Ones on the bottom shelf of the Black Cabinet.
- ☐ The Desktop Printers for CVR Computer and the Registration Kiosk will go on the shelf of the Black Cabinet.
- ☐ Find the Clear Tub labeled Dymo Printers and place all the Dymo Printers in tub. This tub will be placed in the Silver Cage for pickup.
- ☐ The Vote Center Lead will lock the Black Cabinet once all items are placed inside.
- ☐ Close up the ICX Voting Booths and set aside for pickup.
- ☐ Close up all the Blue Voting Booths used for Paper Ballots and stack for pickup.
- ☐ The lid to each Clear Tub will list what belongs inside. Place all items, except items that need to be returned Election Night, back into the corresponding tub. The tubs will be placed inside the Silver Cage for pickup.
- ☐ All A-Frame Signs and Flags will be placed in the Silver Cage for pickup.

Additional Forms

VOTER INFORMATION FORMS

These forms will be in the Clear Voter Lookup Tub. This form will follow the voter until the voter receives a ballot. The Voter Information Form is to help with the flow of the Vote Center and to make finding the voter in the system go smoothly. The forms will be stored in the Green VBM/Provisional Ballot Bag each night. Return all completed Voter Information Form with the daily ballot pickup.

Assessor-Recorder-County Clerk
Election Division

1127 1st St, Suite E
Napa, CA 94559-2922

(707) 253-4321
Fax: (707) 253-4390

A Tradition of Stewardship
A Commitment to Service

JOHN TUTEUR
REGISTRAR OF VOTERS

A.C. BOYS & GIRLS CLUB

For Official Use Only ~ Para Uso Oficial
Voter ID #_____
Lost/Destroyed/Did Not Receive Ballot ____
Address Change _____
Not Registered ____
Name Change _____
Party Change ____
Previously Registered ____

Voter Information ~Información para el Elector

Name ~ *Nombre* _____ Date of Birth~ Fecha de nacimiento_____

Residential Address ~ *Dirección* _____

City ~ *Ciudad* _____ State ~ *Estado* _____ Zip ~ *Código postal* _____ Party ~Partido _____

Mailing Address~Domicilio Postal _____

If you cannot appear in person please complete this section~si no puede aparecer en persona, complete esta sección

I give _____ permission to pick up a ballot on my behalf.

Le doy permiso a _____ para recoger una balota en mi nombre.

Signature ~ *Firma* _____ Date ~ *Fecha* _____

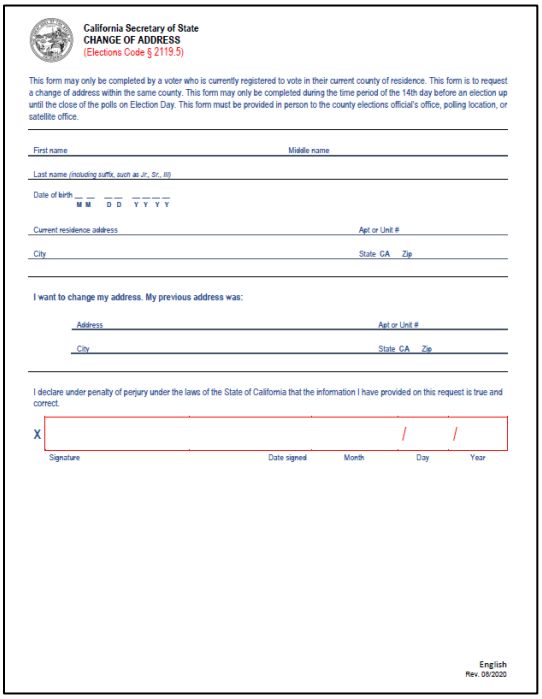
VOTER DECLARATION: I am a registered voter in Napa County and have not already cast a ballot for this election (voting twice or impersonating a voter is a crime and is punishable by imprisonment, Elections Code 18560). I am requesting a replacement ballot be issued to me because I either failed to receive, lost or destroyed the original ballot or have surrendered my vote-by-mail ballot to vote in person. I do hereby affirm under penalty of perjury, under the laws of the State of California that this is a true and correct statement.

DECLARACIÓN DEL VOTANTE: Soy un votante registrado en el Condado de Napa y no he emitido una balota para esta elección (votar dos veces o hacerse pasar por un votante es un delito y se castiga con prisión, Código de Elecciones 18560). Solicito que me entreguen una balota de reemplazo porque no he recibido, perdido o destruido la balota original o he entregado mi balota de voto por correo para votar en persona. Por la presente afirmo bajo pena de perjurio, bajo las leyes del Estado de California que esta es una declaración verdadera y correcta.

Signature ~ *Firma* _____ Date ~ *Fecha* _____

IN COUNTY CHANGE OF ADDRESS FORM (COA)

The In County Change of Address Form (COA) will be at the CVR Table. ONLY use this form a voter that is changing their residential address from one Napa County address to another Napa County address. Return all completed In County COA Forms with the daily ballot pickup.



California Secretary of State
CHANGE OF ADDRESS
(Elections Code § 2119.5)

This form may only be completed by a voter who is currently registered to vote in their current county of residence. This form is to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

First name _____ Middle name _____

Last name (including suffix, such as Jr., Sr., III) _____

Date of birth __ __ / __ __ / __ __ __ __
M M D D Y Y Y Y

Current residence address _____ Apt or Unit # _____

City _____ State CA Zip _____

I want to change my address. My previous address was:

Address _____ Apt or Unit # _____

City _____ State CA Zip _____

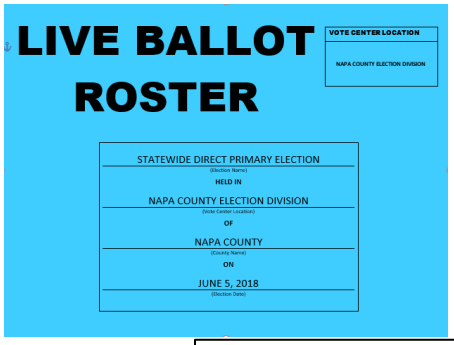
I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X _____ / /
Signature Date signed Month Day Year

English
Rev. 08/2020

LIVE BALLOT ROSTER

Each Vote Center will have a Blue Ballot Roster for each day the Vote Center is open. Voters who choose to vote in person at the Vote Center will not receive an envelope. Place the voter ballot label in the Blue Roster. The voter signs on the line below the label. Return the Blue Roster and all in person ballots with the daily ballot pickup.


LIVE BALLOT ROSTER

VOTE CENTER LOCATION

NAPA COUNTY ELECTION DIVISION

STATEWIDE DIRECT PRIMARY ELECTION

HELD IN

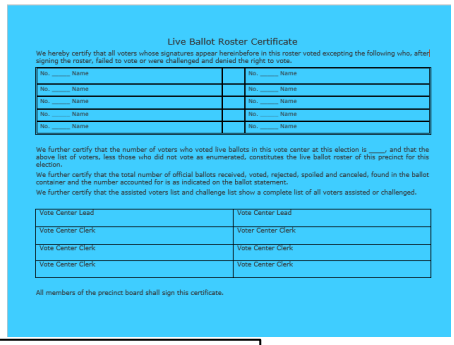
NAPA COUNTY ELECTION DIVISION

OF

NAPA COUNTY

ON

JUNE 5, 2018


Live Ballot Roster Certificate

We hereby certify that all voters whose signatures appear hereinbefore in this roster voted excepting the following who, after signing the roster, failed to vote or were challenged and denied the right to vote.

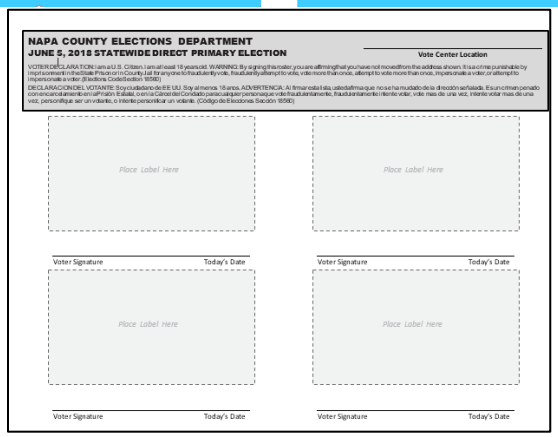
We further certify that the number of voters who voted live ballots in this vote center at this election is ____, and that the above list of voters, less those who did not vote as enumerated, constitutes the live ballot roster of this precinct for this election.

We further certify that the total number of official ballots received, voted, rejected, spoiled and canceled, found in the ballot container and the number accounted for is as indicated on the ballot statement.

We further certify that the assisted voters list and challenge list show a complete list of all voters assisted or challenged.

Vote Center Lead	Vote Center Lead
Vote Center Clerk	Voter Center Clerk
Vote Center Clerk	Vote Center Clerk
Vote Center Clerk	Vote Center Clerk

All members of the precinct board shall sign this certificate.


NAPA COUNTY ELECTIONS DEPARTMENT

JUNE 5, 2018 STATEWIDE DIRECT PRIMARY ELECTION

Vote Center Location

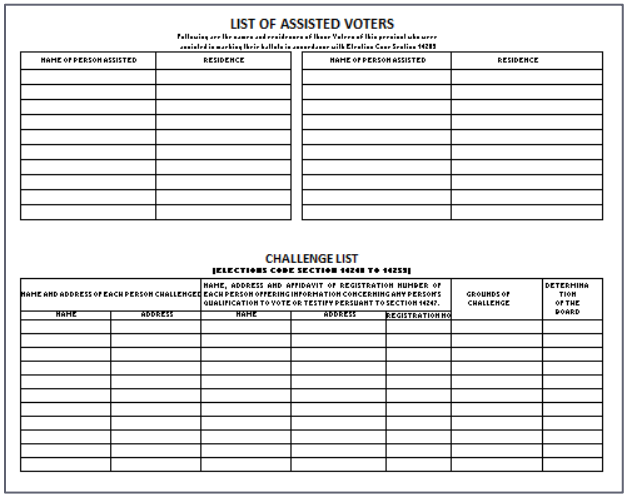
Place Label Here

Voter Signature Today's Date

Challenged/Assisted Voters List

The Challenge/Assisted List is located in Live Roster.

A person requesting a ballot to vote may be challenged within the Vote Center only by a member of the precinct board upon any or all of the following grounds; 1) The voter is not the person whose name is on the voter file 2) The voter is not a citizen of the United States 3) The voter has voted in that election 4) The voter is presently on parole for the conviction of a felony. Challenges may be made only upon sufficient probable cause based on personal factual knowledge. Complete the information needed on the Challenge List for every voter challenged.


LIST OF ASSISTED VOTERS

NAME OF PERSON ASSISTED	RESIDENCE	NAME OF PERSON ASSISTED	RESIDENCE

CHALLENGE LIST

NAME AND ADDRESS OF EACH PERSON CHALLENGED		NAME, ADDRESS AND AFFIDAVIT OF REGISTRATION NUMBER OF EACH PERSON OFFERING INFORMATION CONCERNING ANY PERSONS QUALIFICATION TO VOTE OR TESTIFY PURSUANT TO SECTION 14240.			GROUNDS OF CHALLENGE	DETERMINATION OF THE BOARD
NAME	ADDRESS	NAME	ADDRESS	REGISTRATION NO		

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SECTION 4: OPENING PROCEDURES

This Section covers all of the following information;

Declare the Polls Open
Ballot Collector Pick Up
Posted Materials

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Opening Procedures

All computers will need to be logged into daily. All outside signs need to be setup. Review all forms and Accountability Sheets that need completed each day. If you have any questions please text/call the Election Triage Line at (707) 339-3457.

Morning Checklist

This list will help you open the Vote Center each morning. Please follow it carefully. Do not hesitate to contact the Election Division Office if you have questions. You can call or text Election Triage Line (707)339-3457.

Before any voters enter the Vote Center complete the following steps:

- ☐ Power on the iPhone for the Voter Center and make sure that it is charged.
- ☐ Plug in and power on the Myfi.
- ☐ Complete all Accountability Sheets in the Forms Binder.
- ☐ Count all unused ballot paper for the ICX and the MBP. All paper is shrink wrap in stacks of 100 sheets. Only open one pack at a time. Log totals on the Ballot Paper Accountability Sheet found in the Forms Binder.
- ☐ Insert the Poll Worker Card into each ICX. Enter Poll Worker Pin. Log the "Public Counter Number" for each ICX on the ICX Public Counter Accountability Sheet found in the Forms Binder.
- ☐ Power ON the ICX Printer. Place Ballot Paper in the Printer Tray.
- ☐ Remove the Poll Worker Card. The ICX is ready for its first voter.
- ☐ Power ON the Mobile Ballot Printer.
- ☐ Connect cable from the Mobile Ballot Printer to the Mobile Ballot Laptop. Login to the Mobile Ballot Laptop.
- ☐ Power on the Registration Kiosk
- ☐ Login to the Street Index Laptop.
- ☐ Login to the Voter Lookup, VBM and CVR computers. Check all necessary settings.
- ☐ Place any outdoor signage for the day.
- ☐ A Ballot Collector will visit the Vote Center to pick up contents of the Green VBM/Provisional bag and the Blue Official Ballots Bag. The Ballot Collector will ONLY be picking up items from the previous day. DO NOT add to what is already in the bags.
- ☐ Once someone (a Voter or a Vote Center Worker) verifies the black ballot boxes and blue in person ballot box are empty place a yellow seal on the boxes and log them on the Black Ballot Box Accountability Sheet found in the Forms Binder.

Lead Initials: _____ _____

Date _____

DECLARE THE POLLS OPEN

"THE POLLS ARE NOW OPEN!"

An Election Officer will announce daily aloud at their Vote Center's designated opening time "THE POLLS ARE NOW OPEN!"

On Election Day at exactly 7:00 a.m., an Election Officer will declare out loud: "THE POLLS ARE NOW OPEN!"

Show the first voter in line (or a Vote Center Staff Member) the empty Black Ballot Boxes and the Blue In-Person Ballot Box before closing and placing a seal on the boxes. The Yellow Seal Numbers needs to be logged on the Ballot Box Accountability Sheet and the Live Ballot Box Accountability Sheet.

BALLOT COLLECTOR PICK UP

The Ballot Collectors will not come the Vote Centers the first day they open. Ballot Collector will ONLY be collecting items from the previous day. Please do not add any items to the bags from the current day!

They will be collecting the following items:

- Green VBM/Provisional Bag
    - VBM Ballots dropped off at Vote Center
    - CVR Ballots voted at Vote Center
    - Provisional Ballots voted at Vote Center
    - Completed Voter Information Half Sheets
    - Completed In County COA Forms
    - Completed Voter Registrations
    - Completed Missing Signature Forms
    - Completed Signature Verification Forms
- Sealed Blue Official Ballot Bag
    - Voted In-Person ballots from Blue In-Person Ballot Box
    - Blue Roster from previous Day

POSTED MATERIALS

Be sure that all posted materials are still up and that all items are still on the Reference Table. If you are missing any items text/call the Election Triage Line at (707) 339-3457.

SECTION 5: VBM WORKSTATION

This Section covers all of the following information;

Computer Login
Changing the Web Browser Default
Opening Vote Center Application
Processing a Lost/Damaged Envelope
Processing an In-Person Voter
Processing a Take Home Vote By Mail

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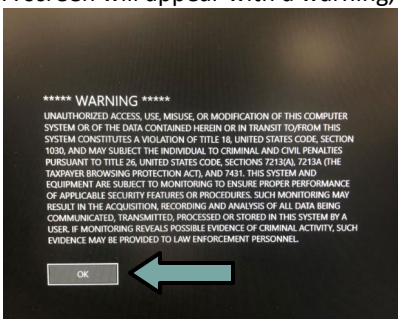
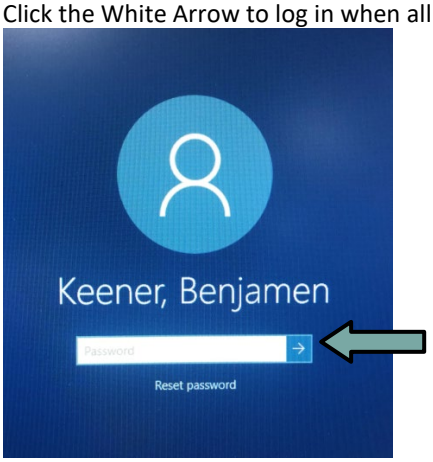
Computer Login

- Turn on the Computer.
- Click Control+Alt+Delete.
- A screen will appear with a warning, click ok to continue to login screen.



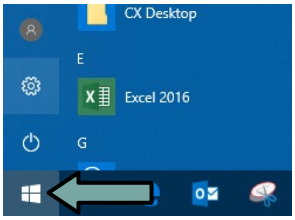
- Each Voter Center Staff member will be given a County Login Name.
    - The password we be confidential to each staff member. This will have been setup by the staff member during training.
    - If it is not your user name that appear click switch user to enter the correct user name.
- Click the White Arrow to log in when all information is correct.



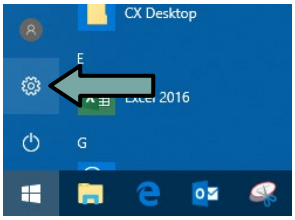
Changing the Web Browser Default

The Vote Center App needs to be run through Internet Explorer. This is not the default web browser set for the users. This will have to be set up the first time you logon to a new computer. Follow the steps below to setup the correct web browser.

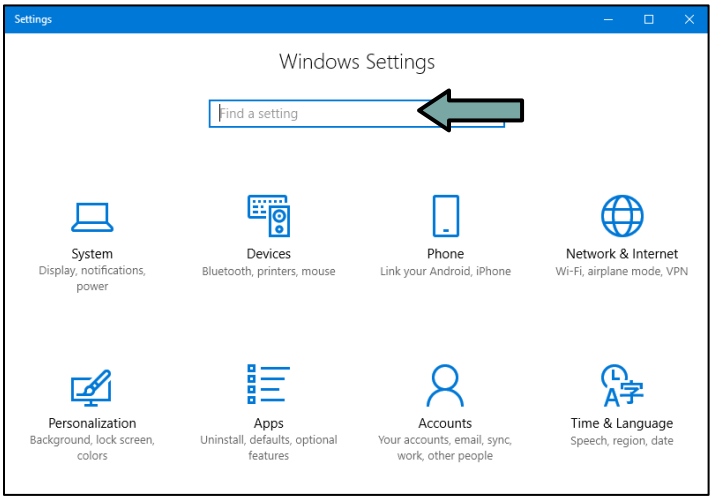
- Click on the windows tab at the bottom left corner of the screen.



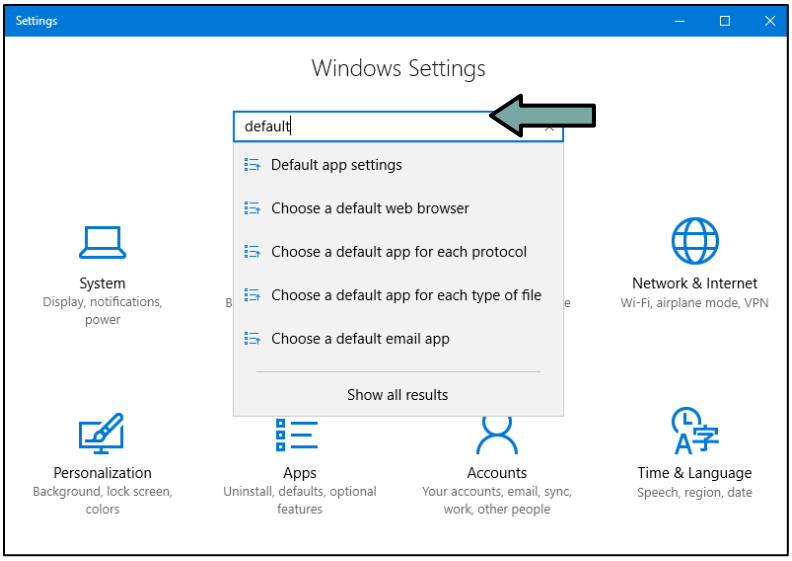
- Click on the Settings Icon.



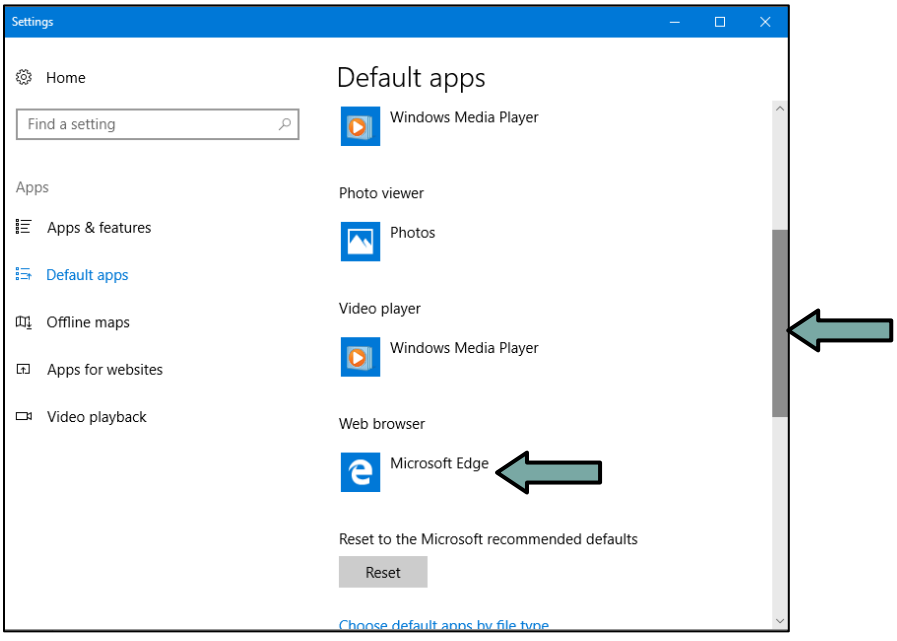
- The Windows Settings screen will open.



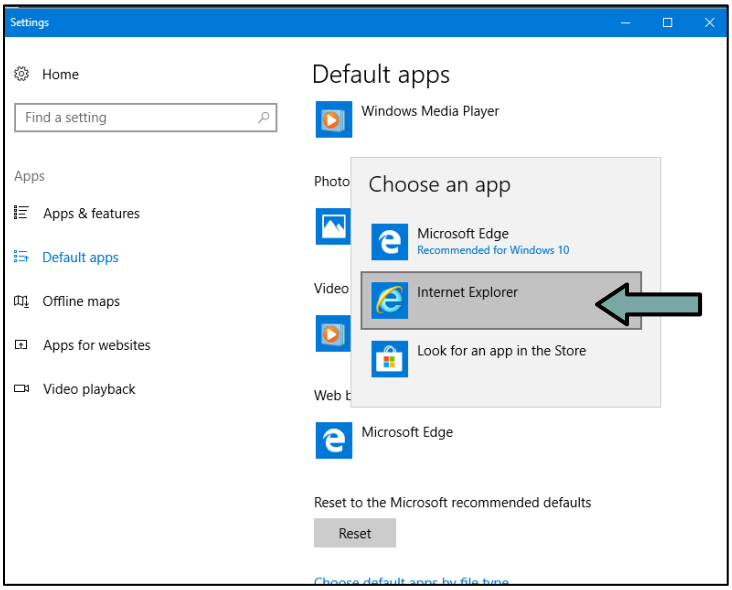
- Start typing “Default” in the “Find a Setting” search bar.
    - Options will start to appear below the search bar. Click on “Default App Setting.”



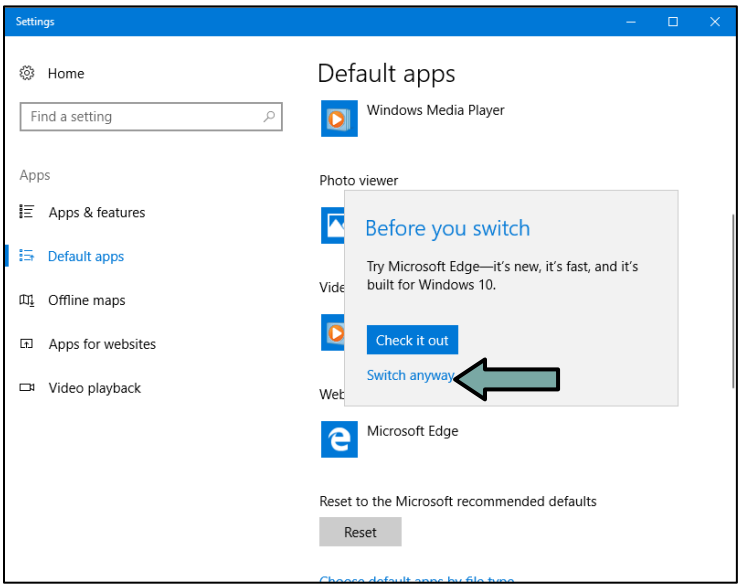
- The Default Apps will appear. Use the side scroll bar to find the Web Browser Setting.



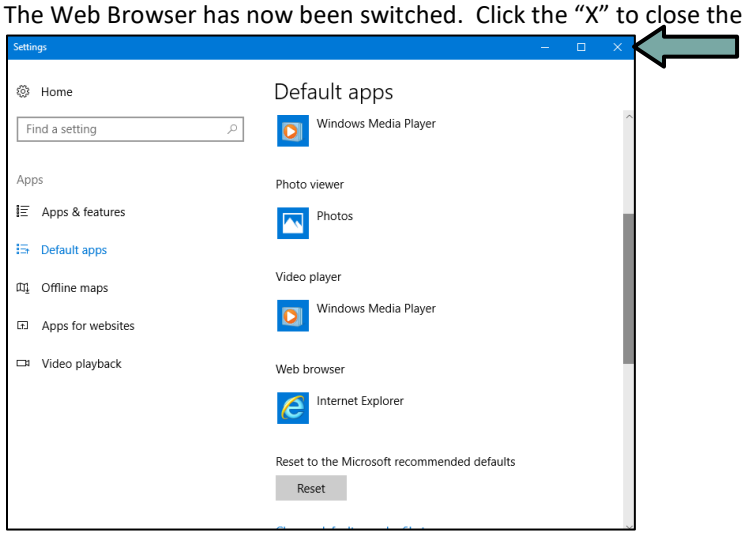
- Click on the Web Browser that is listed to see the options.



- Click on “Internet Explorer” to change the default setting.
- The Before You Switch screen will appear. Click “Switch Anyway.”

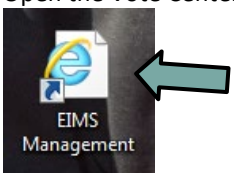


- The Web Browser has now been switched. Click the “X” to close the screen.

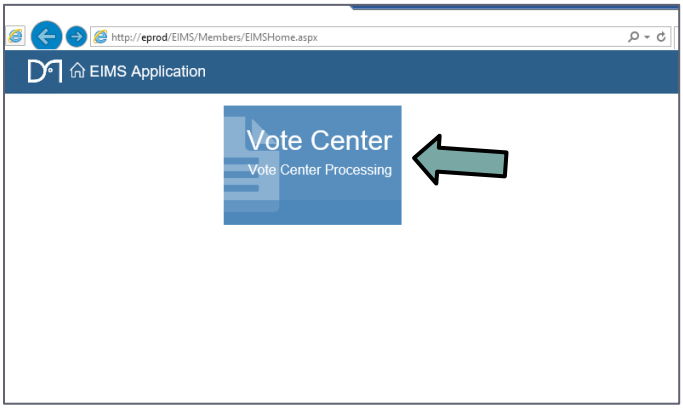


Opening Vote Center Application

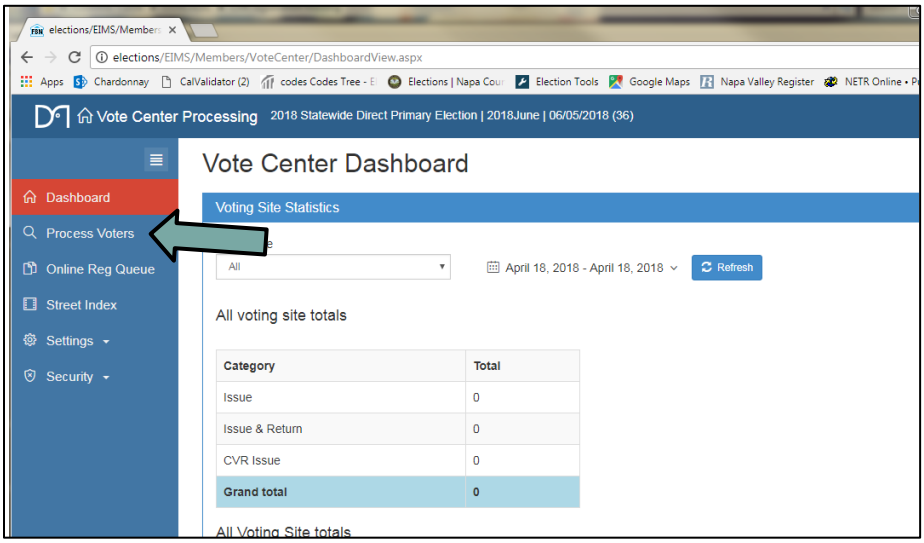
- Open the Vote Center Application (EIMS Management Icon) on the desktop.



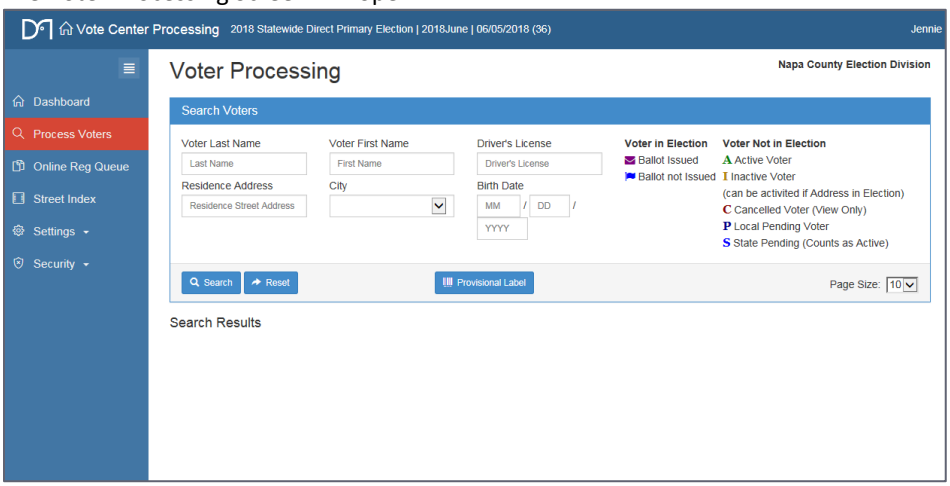
- Click the Vote Center icon.



- The Vote Center Dashboard will open.
- Click on Process Voters.



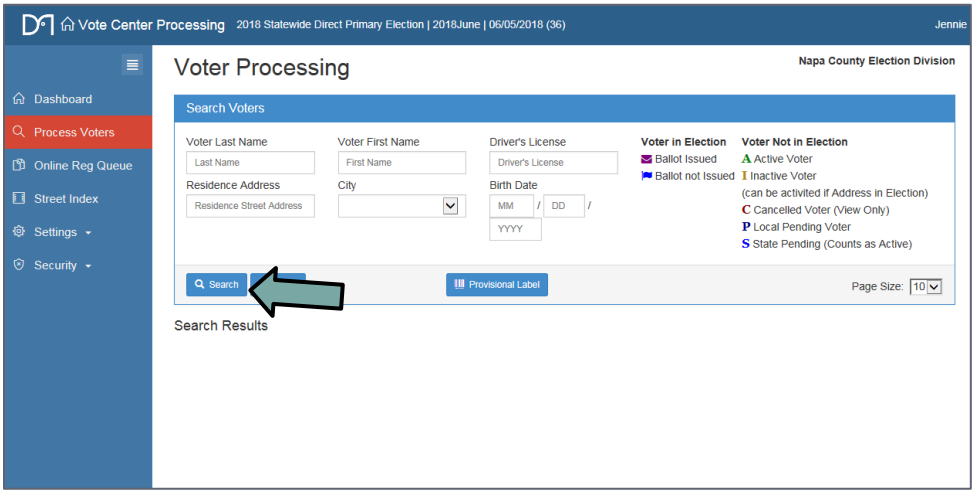
- The Voter Processing Screen will open.



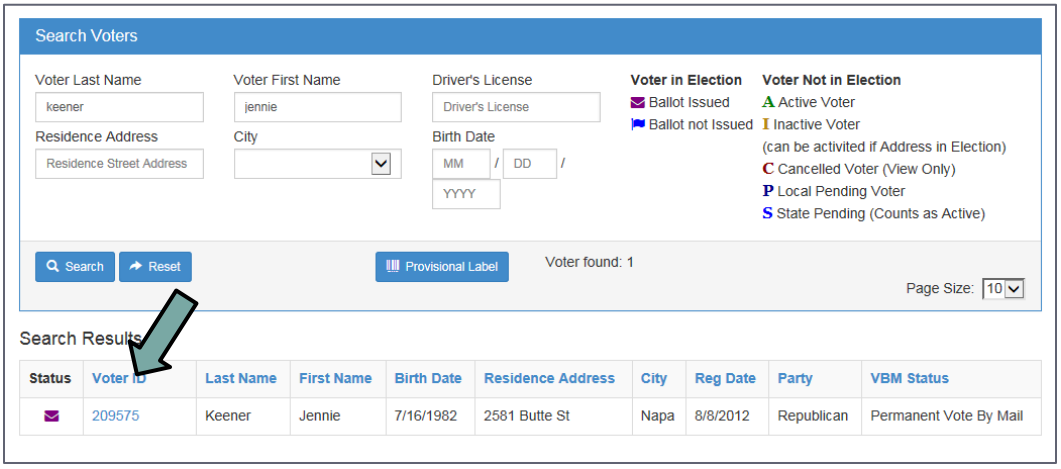
- The VBM Workstation is now ready for the first voter.

Processing a Voter with a Lost/Damage Envelope

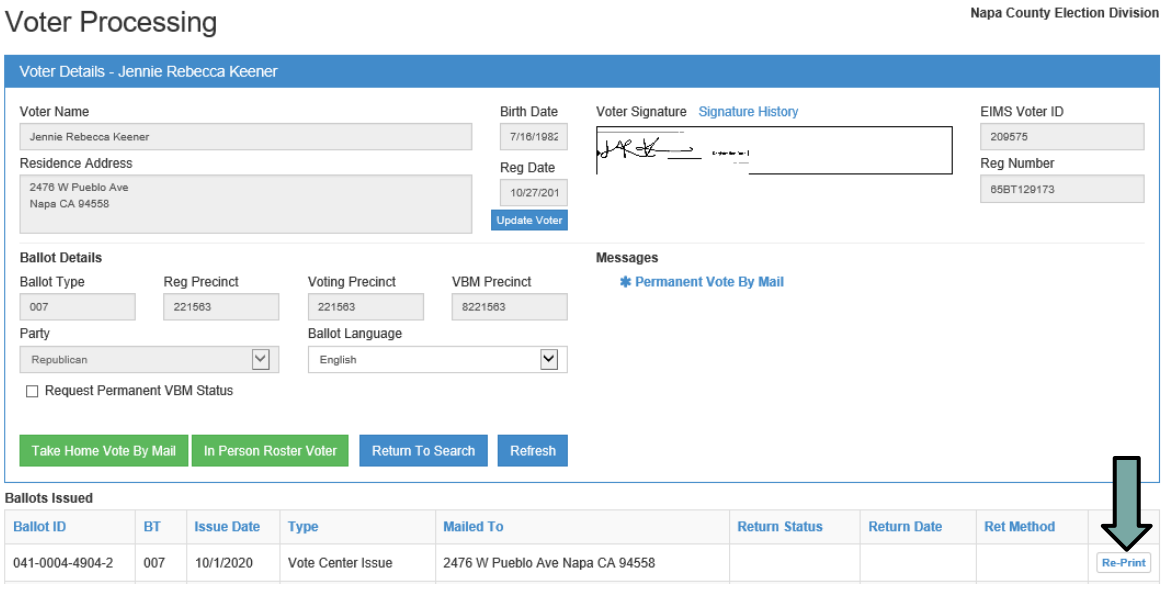
- Enter the voter's information and click search.



- Click on the Voter ID to open the voter record.



- The Voter Details screen will open. Click the "Re-Print" button under the Ballots Issued section

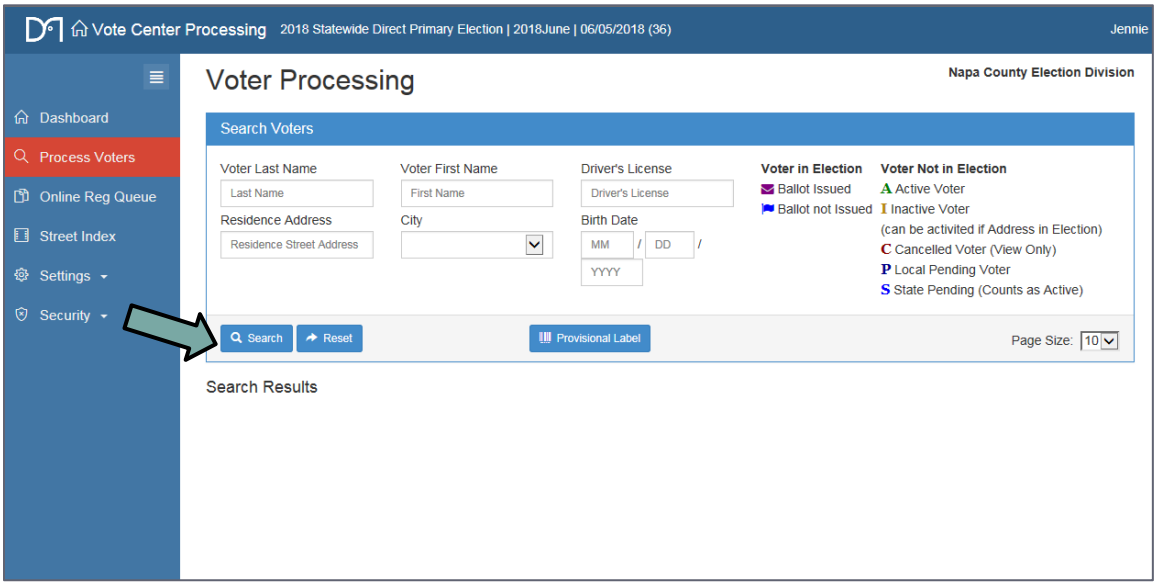


- Place the label on the envelope with the red strip. Give the envelope to the voter to sign and place the ballot in. The voter will place the voted ballot in the envelope into the black ballot box.

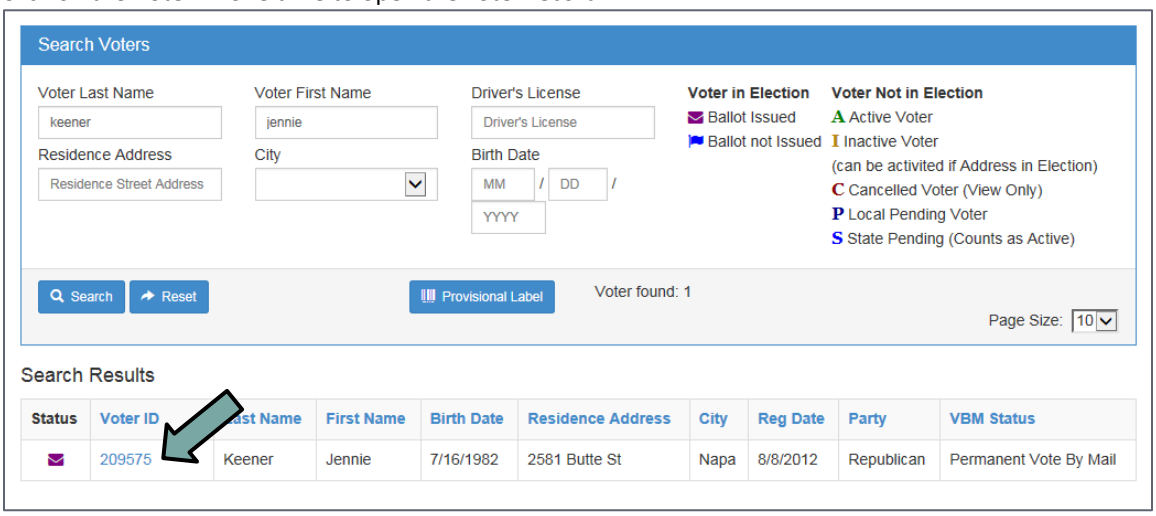
Processing an In-Person Voter

Ask the voter if they are voting In-Person at the Vote Center or would like a ballot to take home. This sections will cover In-Person Voters. Use the information on the label to help look up the in the Vote Center App.

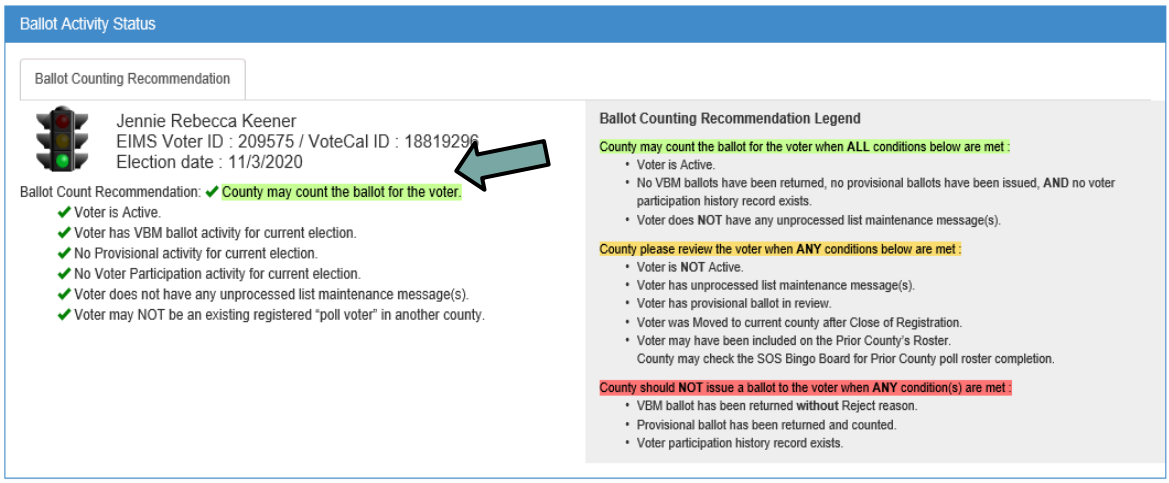
- Enter the voters name and click search.



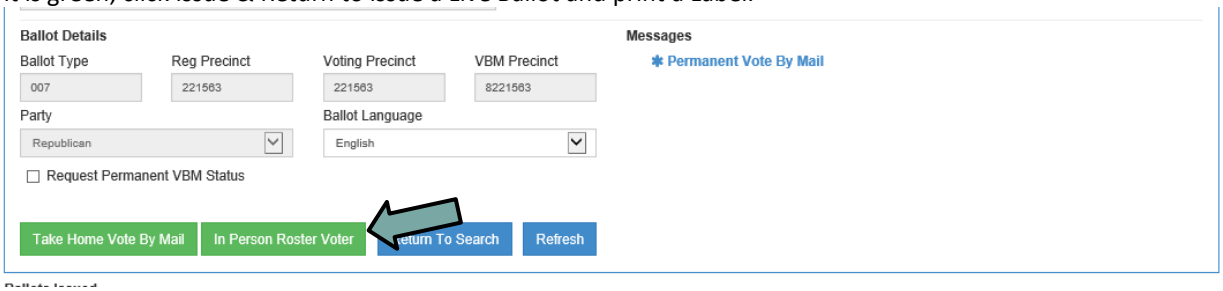
- Click on the Voter ID one time to open the voter record.



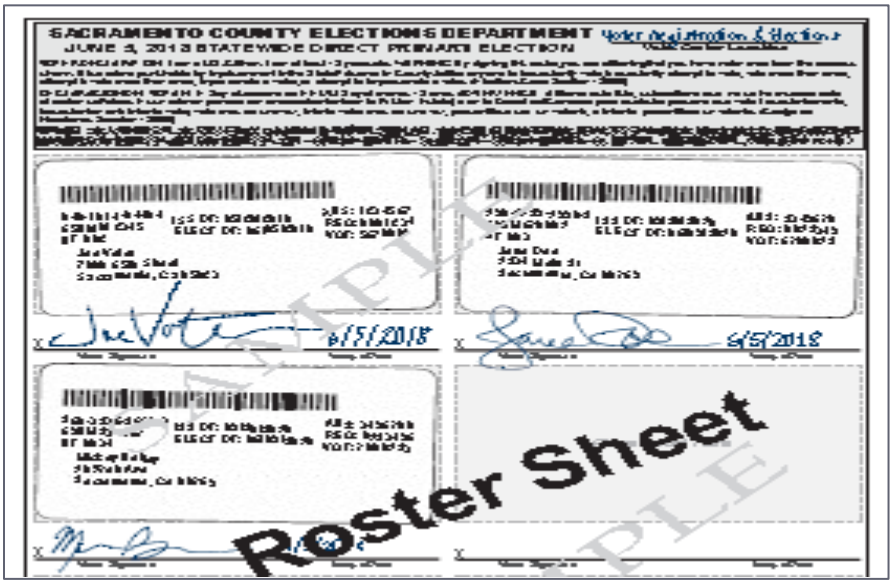
- Verify the Ballot Count Recommendation information says a ballot County May Count Ballot.



- If it is green, click Issue & Return to issue a Live Ballot and print a Label.



- Send the voter with their Label to the Ballot Issue Table.
- The Label is placed in the Ballot Roster and the voter signs the line under the label. The Leads at the Ballot Table will issue a ballot for the ICX or from the Mobile Ballot Printer.

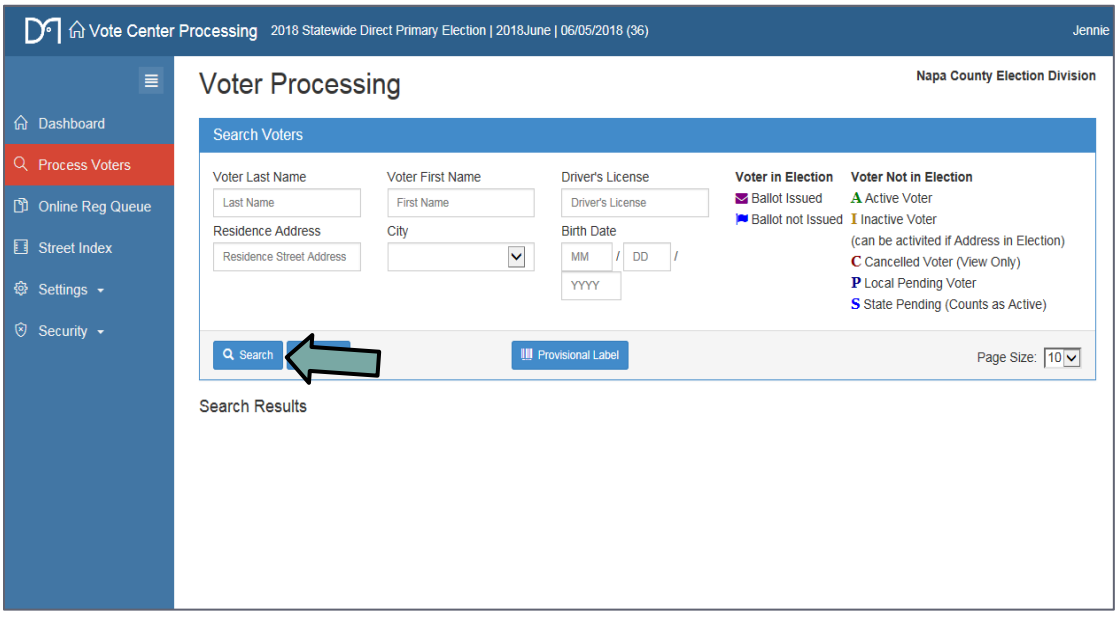


- Instruct the voter to place the voted ballot in the Blue Ballot Box.

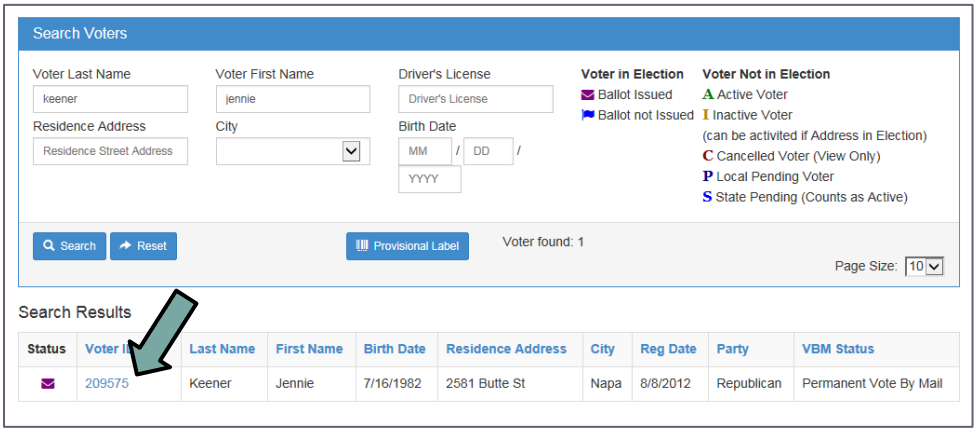
Processing a Take Home VBM Voter

Ask the voter if they are voting In-Person at the Vote Center or would like a ballot to take home. This sections cover Take Home Ballots. Use the information on the label to help look up the in the Vote Center App.

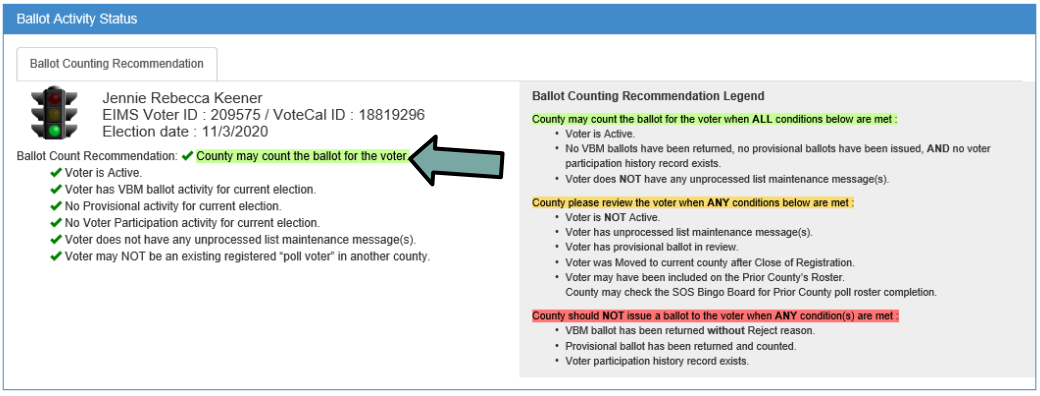
- Enter the voters name and click search.



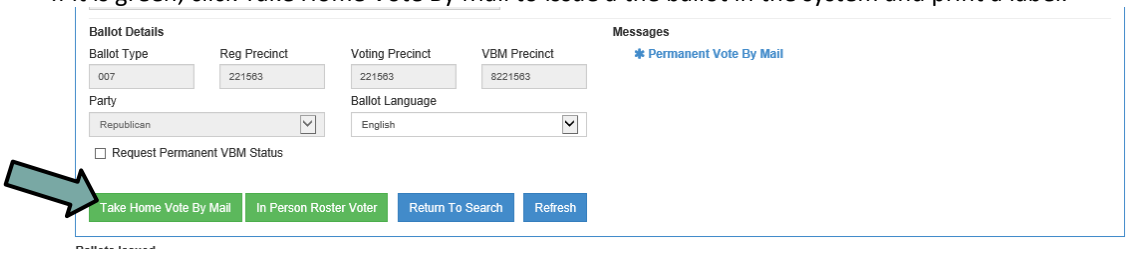
- Click on the Voter ID to open the voter record.



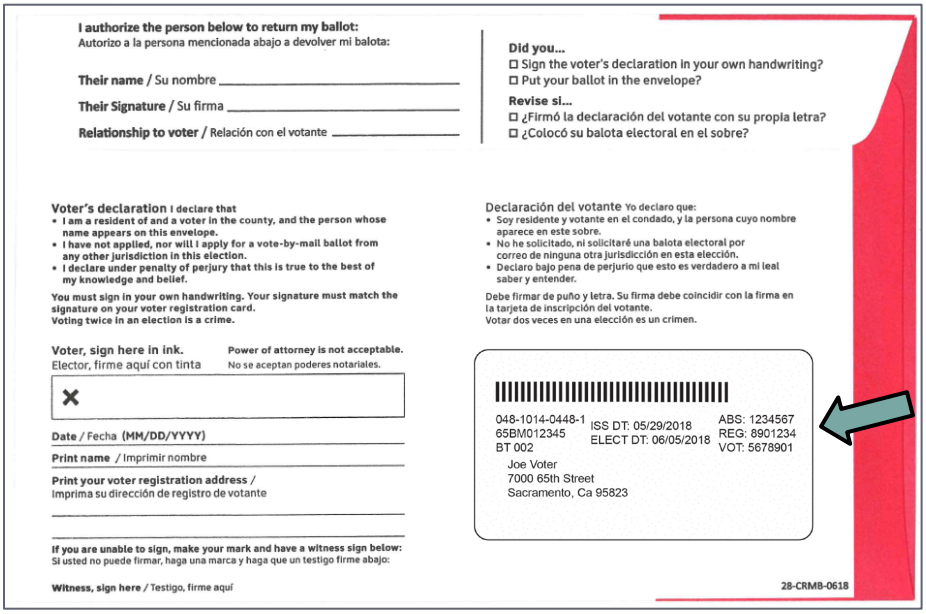
- Verify the Ballot Count Recommendation information says a ballot County May Count Ballot



- If it is green, click Take Home Vote By Mail to issue a the ballot in the system and print a label.

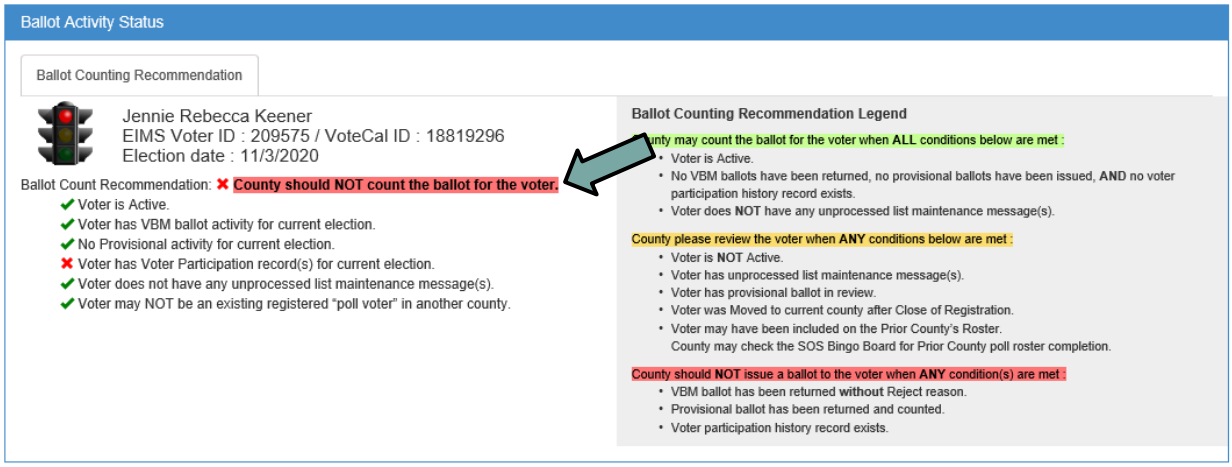


- Place the label on the Red Striped Envelope.



Ballot Count Recommendation Rule

- If the Ballot Counting Recommendation is Yellow or Red please call or text the Election Triage Line at (707) 339-3457 for further assistance with that Voter.



When a Voter Comes in with a Ballot to Spoil/Surrender

- Take the ballot from the voter and use a sharpie/market to write spoiled in large letters across the ballot/s and evelopes.
    - This ballot will be placed in the Red Spoiled/Surrendered Bag. It will be locked in the Black Cabinet every night.

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SECTION 6: NIGHTLY CLOSING

This Section covers all of the following information;

Closing Procedures

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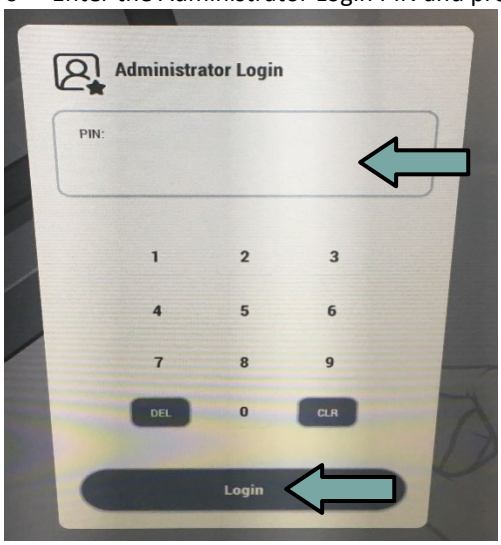
Closing Procedures

Use the Nightly Closing Checklist to make sure everything is closed for the night. Complete all Accountability Sheets in the Forms Binder.

- Close all programs and logout of the All-In-One computers.
- Unplug the Myfi and place in the Black Cabinet.
- Close program and logout of the ICX Activation Laptop.
    - Unplug power cable and place in the black cabinet.
- Close program and logout of the Mobile Ballot Laptop.
    - Unplug power cable and place in the black cabinet.
- Power off the Mobile Ballot Printer
    - Remove Ballot Paper from bottom drawer of printer. Count all MBP paper. Place in Black Cabinet.
- Insert the Poll Worker card into the ICX.
    - The Administrator Login screen will popup.
    - Enter the Administrator Login PIN and press Login. The Vote Center Lead will have this PIN.



    - Write the Public Counter on the ICX Pubic Counter Accountability Sheet. This if found in the Forms Binder.
    - Remove the Pollworker Card.
    - Press the Power button on the back of the ICX.

- Place all Poll Worker and Voter Cards in Black Cabinet.
- Remove all ICX Ballot Paper and count. Log the total on the Ballot Paper Accountability Sheet. Place in Black Cabinet.
- Logout of the Street Index laptop.
    - Unplug power cable and place in the black cabinet.
- Break the Yellow Seal on the Blue Ballot Box.
- Find the Blue Ballot Pickup Form in the Forms Binder. Count all In-Person Voted ballots and write the number in the bottom portion f the form. Complete the top portion of the form. Leave the form out for the ballot collecters to complete.
- Place all voted ballots in the Blue Official Ballot Bag.
- Place Blue Ballot Roster in the Blue Official Ballot Bag.
- Seal the Blue Official Ballot Bag closed with a Purple Seal.
- Remove all VBM/CVR/Provisional Ballots from Black Ballot Boxes.
- Find the Manila Ballot Pickup Form in the Forms Binder. Complete the top portion and use a rubber to secure form to the ballots. Place any all VBM/CVR/Provisional Ballots into the Green VBM/Provisional Bag.
- Place any submitted Voter Registration Forms in the manila labeled Voter Registration Cards. Place this envelope in the Green VBM/Provisional Bag.
- Place any submitted Unsigned Ballot Statement and Signature Verification Forms in their manila envelopes labeled Unsigned Ballot Statement and Signature Verification Forms. Place these envelopes in the Green VBM/Provisional Bag.
- Clip all Voter Information Sheets together and place in the Green VBM/Provisional Bag.
- Place the Green VBM/Provisional Bag in the Black Cabinet. This will be emptied the following day by the Ballot Collector.
- Place the Spoiled/Surrendered Bag in the Black Cabinet.
- Place all Black Binders in the Black Cabinet.
- Complete all Accountability Sheets in the Forms Binder. Place the Forms Binder in the Black Cabinet.
- When all items have been place in the Black Cabinet the Vote Center Lead will lock the cabinet.
- A Vote Center Lead will take the iPhone and keys home for the night.

SECTION 7: ELECTION NIGHT CLOSING

This Section covers all of the following information;

Election Night Closing
- Closing Polls on ICX Equipment
- Packing All-In-Ones
- All Laptops
- Mobile Ballot Printer
- Desktop Printer
- Clear Tubs
- Blue Voting Booths
- Signage
- Miscellaneous Forms
- Ballots
- Items Staying at Vote center to be picked up
- Items to be Taken to Drop Off Locations

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Election Night Closing

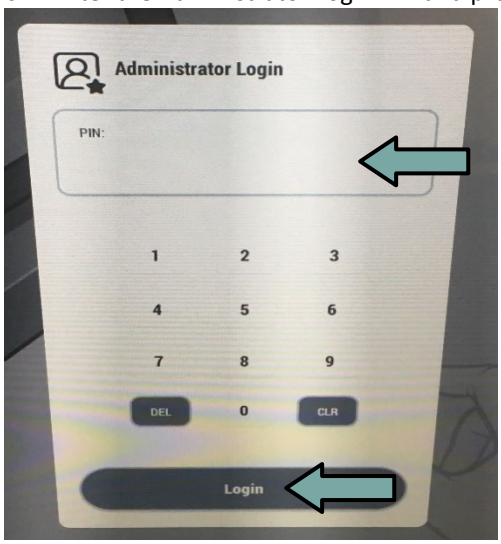
At 8 pm on Election Night a Vote Center Worker will need to stand at the end of the line. All voters in line by 8pm will be eligible to vote. Declare the Vote Center Closed at 8 pm sharp.

All Voter Center equipment will need to be packed according to these directions. Two Vote Center Workers (in the same car) will need to drive specific listed items to the drop off location for your Vote Center. All other equipment will be picked up later.

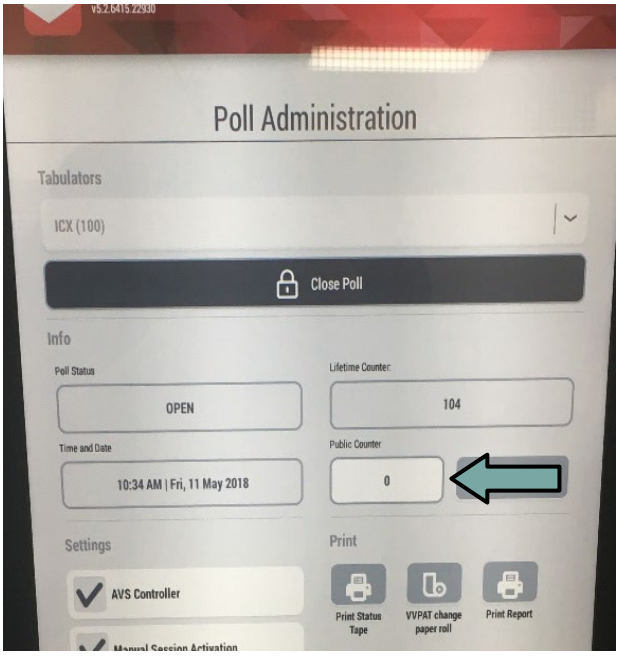
Use the Election Night Checklist found in the Forms Binder.

CLOSING POLLS ON ICX EQUIPMENT

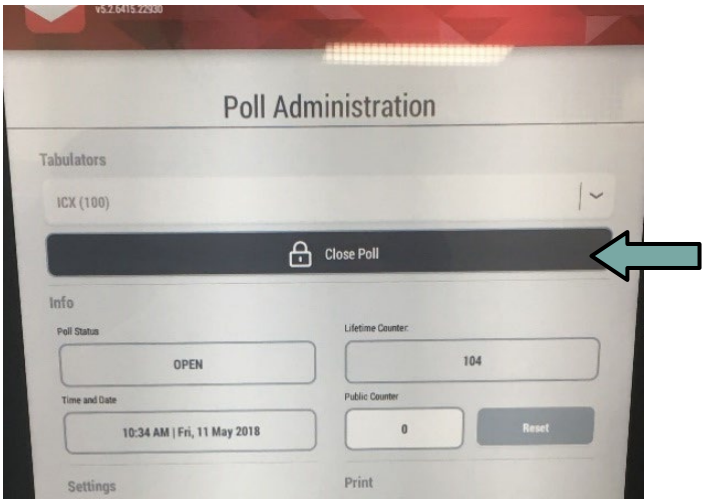
- Insert the Poll Worker card into the ICX.
  - The Administrator Login screen will popup.
  - Enter the Administrator Login PIN and press Login.



  - Write the number from the Public Counter on the Accountability Sheet. This if found in the Forms Binder.



- Press the Close Polls Button.



- Tap the Yes button to proceed with closing the poll.

- Tap the Power off button when it appears on the screen.
- Remove the Poll Worker Card.
- Remove the ICX Ballot Paper. Count all remaining paper and complete the Accountability Sheet. Place in tub to be return Election Night.
- The ICX Monitors needs to be packed in the corresponding suit case.
- The ICX Printer needs to be packed in the corresponding suit case.
- The ICX Voting Booths need to be collapsed and stacked for pick up.

PACKING ALL-IN-ONES

Shutdown the All-In-One Computers. There are black carrying cases in the Black Cabinet. The pockets on the cases are for the power cords to the computers. Snap the buckles securely around the All-In-Ones. Place the All-In-Ones on the bottom shelf of the Black Cabinet.

ICX AND MBP LAPTOPS

Shut down the laptops. The ICX Card Activation Laptop and Mobile Ballot Laptop will have brown boxes inside the Black Cabinet. These laptop boxes will be placed on the bottom shelf of the Black Cabinet.

STREET INDEX LAPTOPS

Shut down laptop. The Street Index Laptop will have a Black Laptop Case inside the Black Cabinet. Place in available space in Black Cabinet.

MOBILE BALLOT PRINTER

The Mobile Ballot Printer will remain on the cart. Place the box over the printer. All Mobile Ballot Paper will need to be removed, counted and logged on the Ballot Paper Accountability Sheet found in the Forms Binder. The Ballot Paper goes back in the box provided. This will be brought to drop off location Election Night.

DESKTOP PRINTER

The Desktops Printer will be placed in the Black Cabinet. There will be a picture inside each cabinet to show were items should be placed. The power cords will go can be folded up and placed on top of each printer.

CLEAR TUBS

The Lids to all the Clear Tubs will tell you what items needs to be placed back inside. Most of the tubs will be placed in the Silver Cage. The Dymo tub and Power Cables Tubs will be placed in the place cabinet.

BLUE VOTING BOOTHS

The blue voting booths needs to be collapsed and stacked for pickup.

SIGNAGE

All signs need to be packed up and place back in the Silver Cage.

MISCELLANEOUS FORMS

All Registration Forms, Unsigned Ballot Statements and Signature Verification Forms need to be placed in the corresponding Manila Envelopes and placed in the Green VBM/Provisional bag.

BALLOTS

- Do not break the seals on the Blue Ballot Box.
- Find the Blue Ballot Pickup Form in the Forms Binder. Complete the top portion of the form. Leave the form out for the ballot collecters to complete. Before the ballots leave the Vote Center, place the Blue Ballot Pickup in the Blue Ballot Box. Use the same slot used to place ballots in.
- Seal the ballot slot with a Purple Seal. Log seal number on the Election Night Checklist.
- Break the Yellow Seal on the Black Ballot Box.
    - Place all Voted VBM Ballots into the Green VBM/Provisional Bag.
    - Place all Voted Conditional Ballots into the Green VBM/Provisional Bag.
    - Place all Provisional Envelopes into the Green VBM/Provisional Bag.
- Complete the Manila Ballot Pickup Form found in the Forms Binder and place inside the Green VBM/Provisional Bag.
- Seal the Green VBM/Provisional Bag with a Purple Seal.
    - Write the Seal Number on the Election Night Checklist.
- The Green VBM/Provisional Bag will be returned to the Drop-off Location on Election Night.
- Place all Spoiled/Surrendered Ballots in the Red Spoiled/Surrendered Bag.
- Seal the Red Spoiled/Surrendered Bag with a Purple Seal.
    - Write the Seal Number on the Election Night Checklist.
- The Red Spoiled/Surrendered Bag will be returned to the Drop- off Location on Election Night.

ITEMS STAYING AT VOTE CENTER TO BE PICKED UP

- **Black Cabinet – 1**
  - Desk Top Printers
  - All-In-One Computers
  - Dymo Tub
  - Cradlepoint
  - Myfi
  - ICX Laptop
  - MBP Laptop
  - Street Index Laptop

- **ICX Voting Booths - 4-10**

- **ICX Suites Cases - 4-10 of each case**

- **Tables**
- **Blue Voting Booths - 2**
  2 Franklin Voting Booths

Red Cart with MBP Printer

- **Silver Cage - 1**

ITEMS TO BE TAKEN TO DROP OFF LOCATIONS

- The Forms Binder
- iPhone
- The Green VBM/Provisional Bag
    - VBM Ballots
    - CVR Ballots
    - Unsigned Ballot Statement and Signature Verification Forms Envelope
    - Completed Voter Registration Forms Envelope
- The Red Spoiled/Surrendered Bag
- The Blue Ballot Box
- White Box of Unused ICX Paper Ballot Paper
- Clear Tub of Unused MBP Paper
- Any Keys