

Poll Worker Instructions

Instructions for Deputy Inspectors

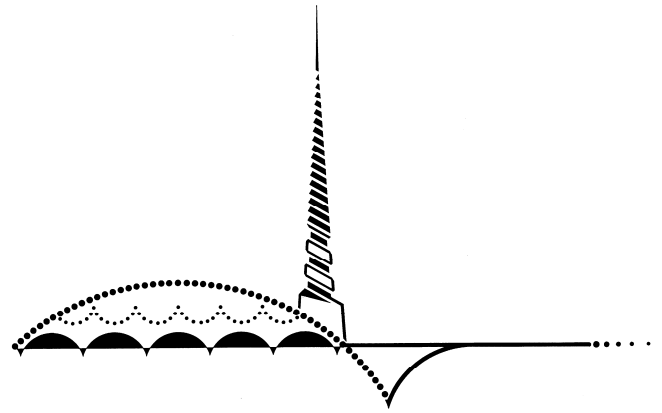
Each polling place has a Chief Inspector, at least one Deputy Inspector, and at least 2 Clerks. This guide explains their duties.

Questions or problems?

Call: Procedures / Supplies: **415-473-6439**

Accuvote or Automark: **415-473-7460**

Or **415-473-6643**



Rev. 6-2013

The polls are open from 7 a.m. to 8 p.m. on Election Day

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A. Before Election Day – Deputy Inspector Duties

- ♣ Pick up a black bag at the training class.
This bag contains: official ballots, Roster, street indexes and other supplies you will need.
- ♣ Use the inventory list in the black bag to make sure your black bag has all the supplies you need.
- ♣ Open your ballot container(s) and count your ballots to make sure the total corresponds to the number on the outside label of each ballot container and the number of ballots on your ballot supply receipt.
- ♣ Check for matching precinct numbers on the:
 - Roster cover
 - Ballots
 - ID tag of your black bag.
- ♣ Compare the ballot type on the official ballots and sample ballots to make sure they match.
- ♣ You may receive a *Vote-by-Mail Voter List* by the Monday before Election Day. If you do, you must update the Roster. Mark “VBM” in red pencil in the Remarks column of the Roster next to the names of all voters whose names are on the *Vote-by-Mail Voter List*.
- ♣ You may receive a *Supplemental List of Voters* by the Monday before Election Day. If you do, you must staple this List to the blank page at the front of the *Roster*, after the cover page. If you receive a *Supplemental List*, you will also get 2 identical *Supplemental Street Index* pages. Staple each page to the last page of your street indexes.
- ♣ Call your Clerks. Ask them to arrive at the polling place by 6:30 a.m. on Election Day, or earlier if needed.

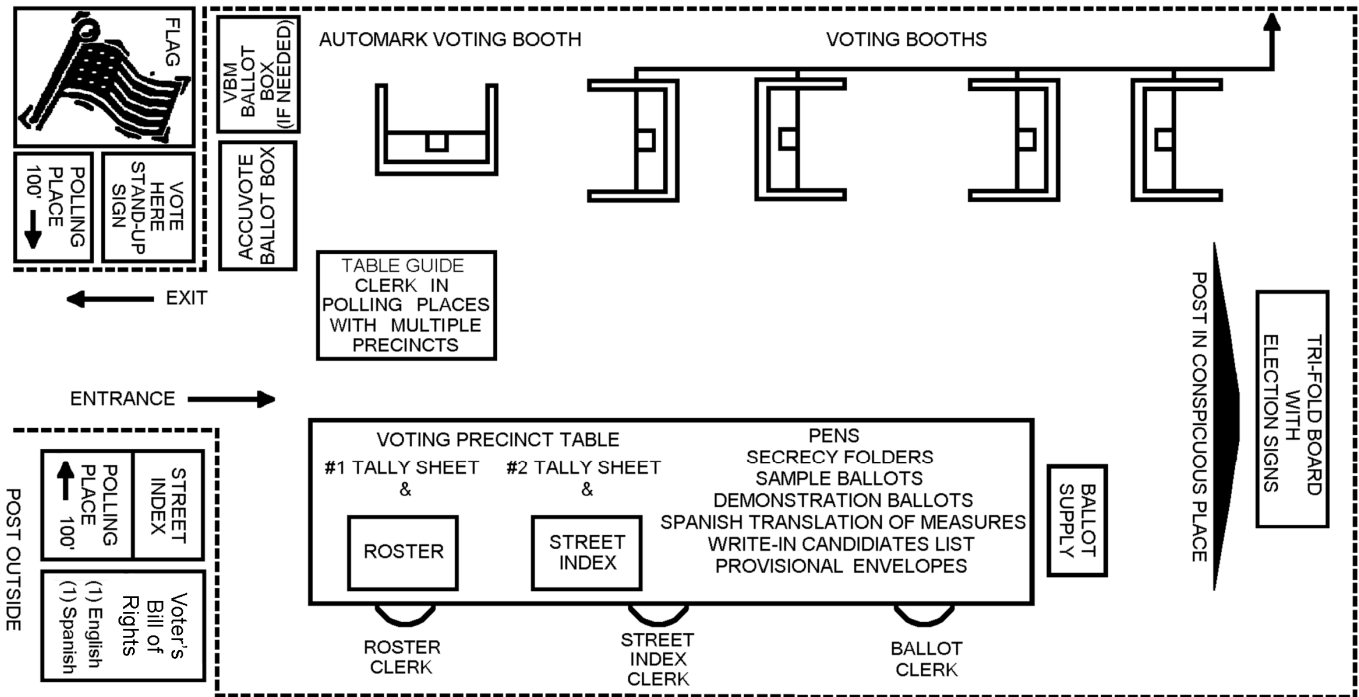
B. Election Day before the polls open – Deputy Inspector / Clerk Duties

- ♣ Arrive at the polling place at 6:30 a.m., or earlier if needed.
- ♣ Help the Chief Inspector to set up the polling place.
- ♣ Make name tags for all poll workers. Make sure they all sign the Oath & Stipend page in the Roster.
- ♣ Write the total number of Automark ballots + Accuvote ballots on Line 1 of the Ballot Statement on the front cover of the Roster.
- ♣ Set up a break schedule for you and your Clerks. Use the Break Schedule Guide in your supply bag. We recommend:
 - One meal break (1 to 1.5 hrs.), and
 - Two 15-minute breaks.
 - No breaks after 5 p.m.
- ♣ Set up the voting table. (See page C.)
- ♣ **Tell the Clerks about their duties.** Give each Clerk a job description card and rotate these jobs throughout the day:
 - Help voters sign in on the Roster.
 - Maintain tally sheets.
 - Maintain the inside Street Index
 - Update the outside Street Index every hour from 8 a.m. up to and including 6 p.m.
 - Hand out ballots and secrecy folders.
 - Show new voters how to mark a ballot
 - Use the Polling Place Table Guide to direct voters to their correct voting table, or
 - Use the Street Guide to find their correct polling place.
 - Help the Deputy Inspector with the Ballot Statement on the Roster cover.
 - Help the Chief Inspector and Deputy Inspector set up and break down the polling place.
 - The Chief Inspector may ask a clerk to help deliver the red bag and Accuvote scanner to the receiving center.

C. Voting room set up

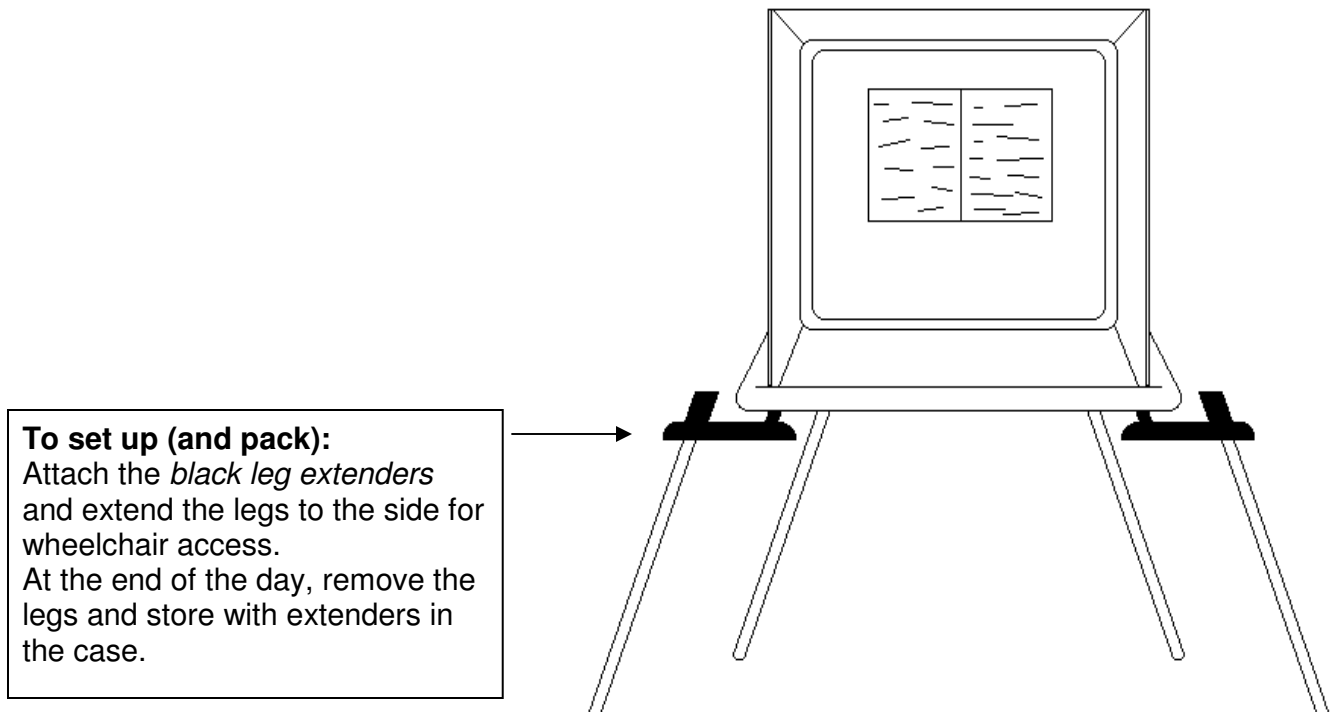
Place the voting booths so voters have maximum privacy when voting.

Tip! If your polling place covers more than one precinct, keep the ballots behind your voting table so they don't get mixed up with the ballots from other voting precincts.



Accessible voting booth

Voters with disabilities and elderly voters may use the accessible voting booth. Other voters may use it too, if it is available.



D. When the polls open – Deputy Inspector Duties

- ♣ If by 7:00 a.m., a poll worker is missing, follow the instructions on page 1 of the *What to do if...* guide.
- ♣ Remind the poll workers of the rules below.
- ♣ Give voters regular ballots or provisional ballots, as needed. Tear off only **one ballot** at a time from ballot pad.
- ♣ Help the Clerks process the voters.
- ♣ Help the Chief Inspector, as needed.

Polling Place Rules:

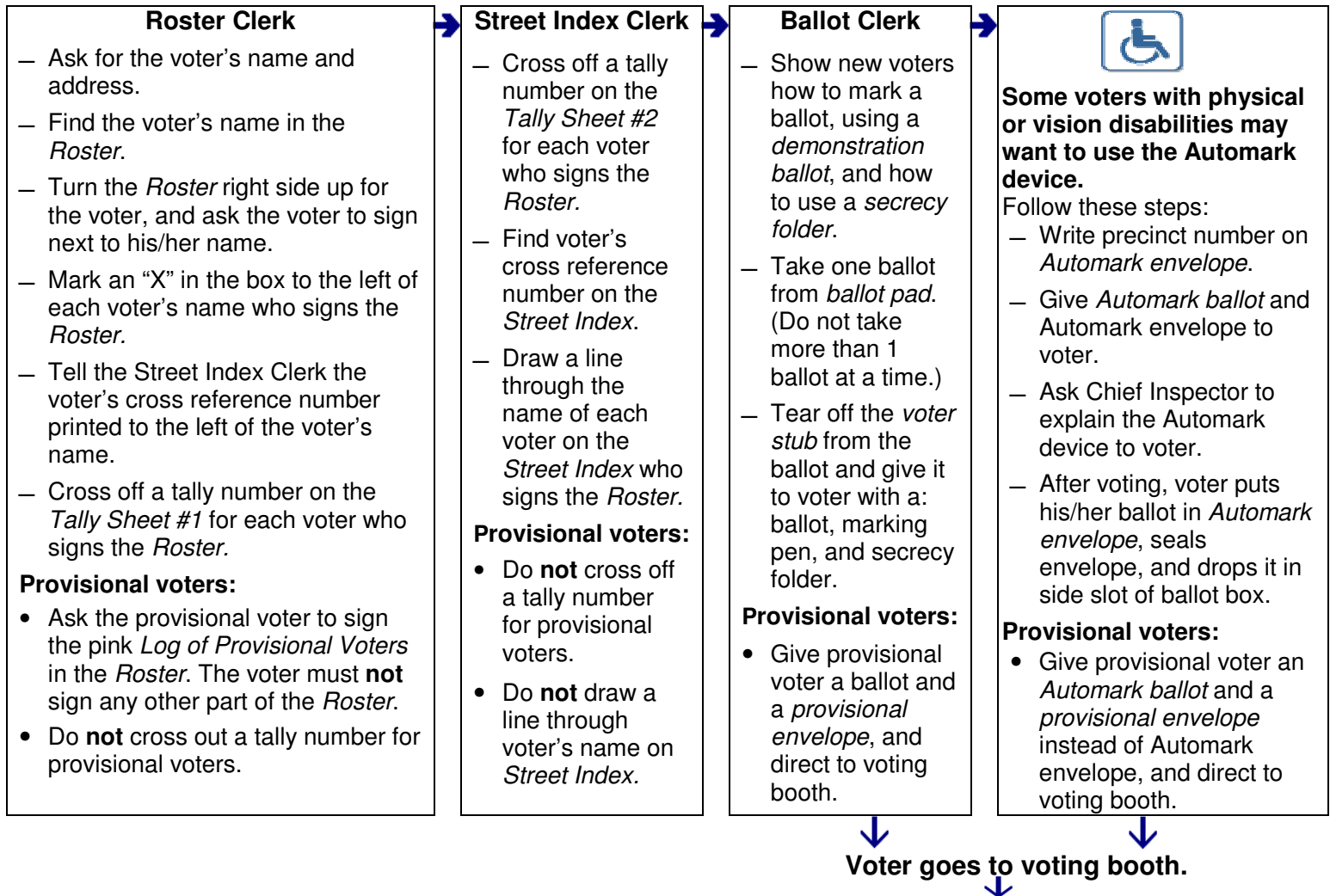
- Anyone may observe the voting process, including opening and closing the polls. Poll workers must cooperate with poll watchers, **unless** it interferes with voting or opening/closing processes.
- Anyone may look at the *Roster*, unless it is being used.
- Only 1 person may go into a voting booth.
Exceptions: A voter with a disability may ask up to 2 people for help. See page 10 of the What to do if...guide. Voters may take their children with them.
- If there is a line, voters can have no more than **10 minutes** in a voting booth.
- There must be at least 3 poll workers in the polling place at all times.
- No food or drink on the voting table. Children are not allowed to sit at the voting table.
- Poll workers must **not**:
 - Take any breaks after 5 p.m. until closing time.
 - Talk about politics, or
 - Talk excessively while voters are voting.
- Newspapers, radios, TVs or campaign literature are **not** allowed in the polling place.
- No campaigning or petition signing within 100 feet of the polls.
- No exit polling within 25 feet of the polls.

E. Voter flow chart (*Clerks' Duties*)

At the Door: If your polling place covers more than one precinct, station a clerk at the door with the *Polling Place Table Guide* to direct the voters to the correct voting table. The clerk can also use the *Countywide Street Guide* to assist voters who need help to find their correct polling place.



At the Voting Table:



At the Ballot Box: Voter or poll worker inserts ballot into Accuvote scanner on the ballot box.

Provisional voters: Voter or poll worker inserts provisional envelope into side slot of the ballot box.

E. Poll worker procedure chart

Situations:	Voter signs:		Tally number:		Voted ballot goes to:		
	Roster	Provisional Log	Yes	No	Accuvote	Ballot Box Side Slot	Envelope A
Regular Voter	X		X		X		
Provisional Voter		X		X		X	
VBM voter drops off ballot				X		X	
Surrendered VBM ballot	X		X		X		X <i>(surrendered ballot)*</i>
Spoiled ballot				X			X
Automark voter	X		X			X <i>(in envelope)</i>	

* The surrendered ballot is the VBM ballot that the voter wants to exchange for a polling place ballot.

F. Common situations

Situation:

Procedure:

Write-in candidates	Keep list of qualified write-in candidates (if any) at the voting table. You may share it with any voter who asks for it.	
A voter has died	A voter may tell you that another voter has died. On the <i>Notes</i> page of the <i>Roster</i> , print the voter's name, write DECEASED, and the voter's address.	Example: Jim Lei <u>Deceased</u> 2 Bell St., Marin, CA 94112
A voter's name is not spelled correctly	On the <i>Notes</i> page of the <i>Roster</i> , print the correct spelling of voter's name. Then write, " <i>Name Misspelled</i> " and the voter's address.	Example: Jim Lei <u>Name misspelled</u> 2 Bell St., Marin, CA 94112
Voter's name is listed twice	On the <i>Notes</i> page of the <i>Roster</i> , print the correct and incorrect spelling of voter's name. Then write, "Duplicate" and the voter's address.	Example: Correct: Jim Lei <u>Duplicate</u> 2 Bell St., Marin, CA 94112 Incorrect: Jim Lie <u>Duplicate</u> 2 Bell St., Marin, CA 94112
A voter has moved	A voter may tell you that another voter has moved to a different city or state. On the <i>Notes</i> page of the <i>Roster</i> , print the voter's name, write "Moved to," and the voter's new address.	Example: Jim Lei <u>Moved to:</u> 2 Bell St., Marin, CA 94512
A voter changed his/her name	Ask the voter to fill out a new Voter Registration form. Ask voter to sign Roster with old name and new name in parenthesis (). See the <i>What if</i> guide for more info.	
Voter's name is on the Supplemental List	Ask the voter to sign next to his/her name on the <i>Supplemental List</i> . See the <i>What if</i> guide for more info.	
Voter's name not on Roster or Supplemental List	Give the voter a provisional ballot. See the <i>What if</i> guide for more info.	
If the voter signs the Roster but does not vote	Put " <i>Did not vote ballot</i> " in the Remarks column, next to the voter's name on the <i>Roster</i> . Then put the ballot in the side slot of ballot box. On the <i>Exceptions</i> page (inside back cover of the <i>Roster</i>), write the voter's name and " <i>Did not vote ballot.</i> "	
A voter leaves with a ballot	Put " <i>Left with ballot</i> " in the Remarks column, next to the voter's name on the <i>Roster</i> . Also, on the <i>Exceptions</i> page (inside back cover of the <i>Roster</i>), write the voter's name and " <i>Left with ballot.</i> " If you do not remember the voter's name, write "A voter left with his/her ballot."	
Make a note on the Exceptions page (inside back cover of the Roster) if:	A provisional voter: – does not sign <i>Log of Provisional Voters</i> , – signs the Roster, or – puts his/her ballot into the Accuvote scanner	A Vote-by-Mail Voter: – dropped off voted ballot, but signed the <i>Roster</i> .

F. Emergency evacuations

Follow these steps if there is an emergency at your polling place:

- If someone's life may be in danger, call **911**.
- If there is a fire or other situation that makes the polling place dangerous, ask everyone in the polling place to leave.
- Call the Elections Department on your cell phone to describe your situation.
- Do not use elevators, unless police or firefighters tell you to.

Help people with disabilities, including:

Vision Problems

- Ask: *"Can I show you how to get out?"*
"Do you want to hold onto my arm?"
- If you are not able to help the person,
 - Find someone who can, or
 - Tell the person how to get out. Use the words "left, right, back, forward." Say how far the distances are. Remind them not to use the elevator.

Hearing Problems

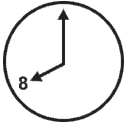
- Get the person's attention by touch or eye contact.
- Use hand motions or handwriting to explain what is happening.
- Point to the safest exit, or show the person how to get out using an evacuation map.

Mobility Problems

- Make sure there are uncluttered, open exit routes.
- If someone is not able to leave, move him/her to a safer place, such as a stairwell or an office with a closing door. Tell the police or firefighters as soon as you can where this person is.

If someone is in danger, and there is no safe place for them to wait, get that person out immediately. If possible try to take the person's crutches, wheelchairs, or walkers with you.

G. Closing the polls – Deputy’s Duties - Account for unused and spoiled ballots. Record number of voters who signed Roster.



At 8 p.m. when the polls close (after the last voter has voted), the Deputy must:

1. **Assign closing duties** to the clerks:
 - Pack up all voting booths
 - Take down the flag, outside copy of Street Index, posters and signs.
 - Bring in the Vote Here stand-up sign.
 - Help the Chief close the Accuvote
 - Help pack up supplies
2. **Unused Accuvote Ballots**
 - Count all unused Accuvote Ballots. Write that number on the Ballot Statement, Line 2A.
 - Write that same number on the seal for the unused Accuvote ballots.
 - Sign the seal and seal the unused ballots in their original cartons. (If you run out of cartons, you may put the unused ballots in the extra plastic bag.)
 - Put the cartons of unused ballots into the black Deputy bag.
3. **Unused Automark Ballots**
 - Count all unused Automark ballots that are in Deputy Bag 1 (plastic bag). Write that number on the Ballot Statement, Line 2B and on the seal for Deputy Bag 1.
 - Sign the seal and seal Deputy Bag 1.
 - Put Deputy Bag 1 inside the black Deputy bag.
4. **Add 2A and 2B. Write the total on the Ballot Statement, Line 2.**
5. **Spoiled Ballots**
 - Count all spoiled ballots that are in Envelope A. Write that number on the Ballot Statement, Line 3. (Do not include the VBM ballots that were surrendered.)
 - Put Envelope A into the black Deputy bag.
6. **Signatures on the Roster**
 - Look at your tally sheet, and write the last number crossed off on the Ballot Statement, Line 8.
7. **Voted Ballots for Your Precinct**
 - The Chief will read the Accuvote Results Tape and say how many voted ballots there are for your precinct.
 - Write that number on the Ballot Statement, Line 6.
8. **See next page, “H. Closing the polls – Chief and Deputy Duties”**

H. Closing the polls: Chief and Deputy duties – account for voted ballots. Complete the Ballot Statement

Chief: Open Door 1 of the ballot box.

- Remove the voted Accuvote ballots and pack them in their original carton/s.
- Sign the seal and seal the carton/s.
- Put the carton/s in the red Chief bag.

Open Door 2 of the ballot box.

- Take out and count the following 4 types of ballots.
- Have your Deputy nearby to write your numbers on the Ballot Statement.

1. Voted Uncounted Accuvote Ballots

- Count any voted uncounted Accuvote ballots that were in Door 2 of the ballot box. (These are voted ballots that did not go through the scanner.)
- Tell the **Deputy** how many you counted.
- The **Deputy** writes that number on:
 - The Ballot Statement, Line 4A, and on
 - Envelope C, on the label.
- Put all of these ballots in Envelope C – *not with the regular voted ballots!*

2. Voted Automark Ballots

- Count any voted Automark ballots.
- Tell the **Deputy** how many you counted.
- The **Deputy** writes that number on:
 - The Ballot Statement, Line 4B, and on
 - Envelope C, on the label.
- Put all of these ballots in Envelope C.

3. Provisional Ballots

- Count the number of voted Provisional Ballots.
- Tell the **Deputy** how many you counted.
- The **Deputy** writes that number on:
 - The Ballot Statement, Line 5, and on
 - Envelope C, on the label.
- Put all voted Provisional Ballots into Envelope C.
- Sign the seal and seal Envelope C. Put it into the red Chief's Bag.

4. Vote-by-Mail (VBM) Ballots

- Count the all VBM ballots from the ballot box **and** the blue VBM box.
- Tell the **Deputy** how many you counted.
- The **Deputy** writes that number on the VBM Envelope label.
- Pack all VBM ballots into the VBM Envelope.
- Sign the seal and seal the VBM Envelope. Put it into the red Chief Bag.

Deputy: Add lines 2-6 on the Ballot Statement. Write that number on Line 7. Do **not** worry if your Ballot Statement numbers don't balance. The Elections Office will recount everything. Sign the front and inside back cover of roster.

H. Closing the polls – Chief and Deputy Duties

Put these things in Envelope B:

- Roster, street indexes, and tally sheets
- Completed voter registration forms

Sign and seal Envelope B, then put it in the red Chief bag.

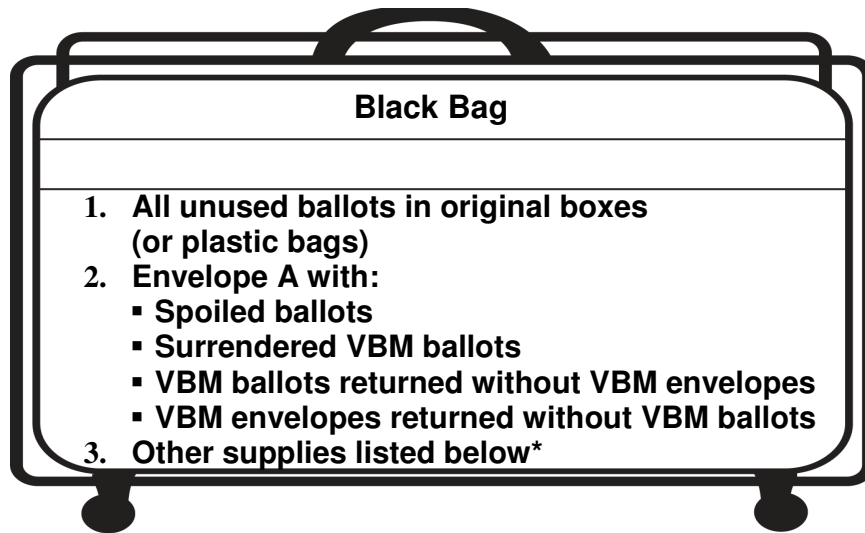
1. Make sure your supplies are packed in the correct container. See back of Section I for diagram of where things should go.
2. Clean up the polling place. Turn off the lights, and lock the door when you leave.
3. Leave these things **inside** the polling place. The movers will pick them up tomorrow:
 - Your black Deputy bag
 - Black ballot box
 - Voting booths,
 - Automark voting machine
 - Tri-fold sign board, and
 - Vote Here sign
4. Leave these things **outside** the polling place. The movers will pick them up later tonight:
 - Polling Place Accessibility Equipment (Ramps, signs, cones, etc.)

Please finish your closing duties and deliver the voted ballots and Accuvote to the Receiving Center within 1 hour after the polls close so that the public can get the results of the election as quickly as possible.

Thank you for working at the polls today and for a job well done!

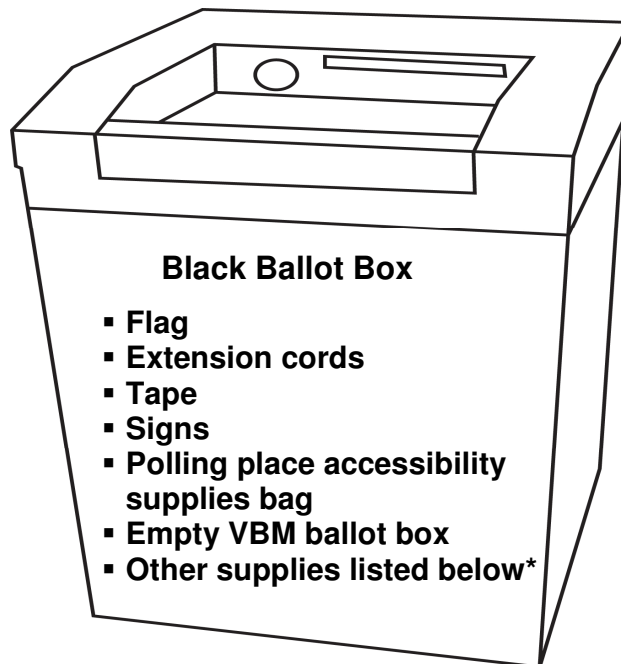
I. Packing up – Deputy Inspector Duties

Pack the items below in the Black Bag: see laminated closing guide



*Other supplies to put in Black Bag: all voting table supplies, marking pens, rulers, forms, sample ballots and state pamphlets, training manuals, Election Officer Digest, etc.

Pack the items below in the Black Ballot Box: see laminated closing guide



*Other supplies to put in the Black Ballot Box: secrecy folders, demonstration ballot pads, street guide, unused stickers, unused registration forms, unused provisional envelopes.

- ♣ Leave the following items *inside* the polling place: Black Bag, Black Ballot Box, Automark machine, voting booths, tri-fold sign board, "Vote Here" stand up sign. (Movers will pick them up tomorrow.)
- ♣ Leave the following items *outside* the polling place: Accessibility equipment (i.e.: ramps, cones, signs) set up by movers. (Movers will pick them up Election Night.)