PRECINCT WORKER TRAINING
Prepared by County Clerk-Recorder

Introduction
• You are an integral part of our team during election season.
• Your mission:
  • Assist every qualified voter
  • Ensure security of ballots
  • Provide a positive experience
  • Ensure & protect the right to vote

REMINDERS FOR THIS ELECTION
• All active voters will receive a ballot by mail
• Top Two Primary
• New District Lines
• Ballot = 2 cards
• One ballot type/precinct
• COVID is still with us
Common Definitions

- Ballot Type - a unique combination of contests. Each ballot type is linked to a defined area.
- Ballot cards - for this election, each ballot will consist of 2 cards.

Common Definitions

- Precinct - Voters assigned to a precinct based on where they live.
- Polling Places - a physical location that may house one or more precincts.
- Precinct Workers - someone assigned to specific roles to facilitate the voting process.

Common Definitions

- Combined Roster
- Supplemental Roster
- Outside Index
- Line # Tracker/Voter Tally
POLLING PLACE ROLES- OVERVIEW

**PRECIPT ASSISTANTS**

- Representatives of the Elections Office
- Assist with procedural issues and any incidents that come up
- Provide additional supplies if necessary

**PRECINT ASSISTANTS**

- Also monitor that Polling Place policies and procedures are being followed
- Point of contact for Elections Office and Polling Place staff

**LEAD INSPECTORS**

- Oversee precinct table operations
- Complete precinct opening and closing procedures
- Coordinate with Lead Inspector and other Inspectors to set up and breakdown polling place

**CLERKS**

- Assist voters at the Precinct Table
- Workstations
  - Roster Clerk
  - Ballot Clerk
  - Provisional Clerk
  - Voter Assistance Clerk

**BALLOT BOX CLERK**

- Monitor Ballot Box
- Receives all voted ballots:
  - Regular Ballots
  - Vote by Mail Ballots
Breaks and Meals

- Breaks will be assigned by the Inspector
- You may need to cover other stations while other precinct workers are on break

Use of Electronics

- Limited Time Only
  - No Voters
  - Lookup Polling Places
  - Emergency

Health and Safety

- Personal Protection Equipment
  - Masks
  - Hand Sanitizer
  - Disinfectant Wipes
COVID-19 Safety Procedures – Self Screening

Stay home if:
• You are experiencing any COVID-19 symptoms
• You have been diagnosed with COVID-19
• You have been in contact with someone with COVID-19
• If you are unable to work, call the Lead Inspector IMMEDIATELY
• LEAD INSPECTOR OR ELECTIONS OFFICE

Polling Place Set-Up Before Election Day
• Polling Place Setup
• Evening before the election
• Coordinated by Lead Inspector

Scheduled Arrival Time:
Tuesday, June 7th
6:00 a.m. – 6:30 a.m.
Before you begin work on Election day you must complete:
- Precinct Worker Declaration
- Payroll Sheet

FINISH SET UP ELECTION MORNING

Precinct Workstations
- Roster Clerk
- Ballot Clerk
- Provisional Clerk
ICX Machine
Post all outside signage
Set up mitigation equipment

OPENING THE POLLS
**Normal Process**

1. Voter announces name and address
2. Roster Clerk verifies information
3. Roster Clerk checks roster for VBM status
Voter is on supplemental roster

![Image of voter information card]

VBM Surrender Process

Place surrendered sticker on front (over signature) & back

![Image of surrender envelope]

VBM Confirmation Slip

CALL CENTER VBM CONFIRMATION SLIP EXAMPLE

<table>
<thead>
<tr>
<th>Voter Name: James Conway</th>
<th>Con # 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter ID #: 172568</td>
<td></td>
</tr>
<tr>
<td>Ballot Returned: Yes (Vote Provisional)</td>
<td>No (Discarded Ballot)</td>
</tr>
<tr>
<td>Verified by: Julie Jones</td>
<td></td>
</tr>
</tbody>
</table>

![Image of confirmation slip example]
Normal Process

Follow the remaining steps on the Quick Guide:

- Cross out “Issued VBM Ballot”, make a checkmark at the end of the voter’s line, and circle the X-Ref#.
- Have the voter sign the Roster, ask if they need assistance or if they would like to use the ICX machine.
- Write the voter’s X-Ref# on the Line # Tracker/Voter Tally sheet.
- Determine the voter’s ballot type and tell the Ballot Clerk.

Normal Process

Place a checkmark by the voter’s barcode and Circle the Xref #, Cross out remarks or do nothing if blank.
Voter signs the roster.
Identify the Ballot Type (column before the bar code).

Line # Tracker/Voter Tally
Maintaining Voter Tally

<table>
<thead>
<tr>
<th>100-10</th>
<th>150-15</th>
<th>200-20</th>
<th>250-25</th>
<th>300-30</th>
<th>350-35</th>
<th>400-40</th>
<th>Total Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>9</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

- Write current tally from previous page
- Count the number of new entries since last page
- Add all numbers together; transfer this number to tally above

Updating Hourly Index

Normal Process

- Find correct ballot type
- Issue Ballot (both cards) & Secrecy Sleeve
- Give ballot marking instructions
- Voter returns ballot (both cards) to Ballot Box
Special Situations

- Review of special situations
  - Name change
  - ID Required
  - Spoiled ballot
  - Voter uses ICX or needs Assistance

Voter will sign both names in the Roster

Voter will need to register to update their name

Name Change Completing the Roster

[Image of a table showing the process of completing the roster]
First Time Federal Voter list

INSTRUCTIONS:
Enter the form of ID that the voter is providing in the center column and the actual ID number in the 3rd column (if using a DL Driver’s license or ID).

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Form of ID (DL, CA, etc.)</th>
<th>ID # (CA DL or ID card only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nieves, Zepehan</td>
<td>CA DL</td>
<td>659999999</td>
</tr>
<tr>
<td>Tracy, Peter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper, Robert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travis, Richard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Acceptable ID

- Voter Identification Card
- DL Driver’s license
- Social Security Card
- Federal Taxpayer ID
- Public Housing Identification Card
- Public Benefits Identification Card
- Probationary ID
- Alien Registration Card
- Veteran of the United States
- Temporary Social Security Card
- Motor Vehicle ID
- Employment Identification Card
- State Issued ID
- Alien Registration Card
- Student ID Card
- Employee ID Card
- Other Government Issued ID

Any other document required by the Secretary of State to confirm the identity of the voter who is requesting the new registration or transaction must be submitted with the signature of the voter (voter identification cards must be legible and must contain the photograph and signature of the voter).
### ID REQUIRED - Completing the Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Voter ID</th>
<th>Poll</th>
<th>Ballot ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123 Main St, Anytown</td>
<td>123456</td>
<td>123</td>
<td>A123</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>789 Oak St, City</td>
<td>654321</td>
<td>456</td>
<td>B321</td>
</tr>
<tr>
<td>Mary Johnson</td>
<td>101 Pine Ave, Anytown</td>
<td>213456</td>
<td>567</td>
<td>C123</td>
</tr>
<tr>
<td>Michael Brown</td>
<td>345 Cherry Rd, City</td>
<td>567432</td>
<td>789</td>
<td>D213</td>
</tr>
</tbody>
</table>

**Instructions:**
- Verify voter ID.
- Ensure the voter is on the roster.
- Complete the voting details on the roster.

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### Voter Spoils Ballot

- Voter must return both ballot cards.
- Place spoiled ballot label on both cards.
- Place ballot cards in Spoiled & Surrendered Ballot envelope.

**Instructions:**
- Mark an “S” in the Official or Provisional Roster.
- Tally the spoiled ballot.
- Issue a new ballot.
- Voter can only be issued 3 ballots.
Voter uses ICX

ICX is a ballot marking device for:
• Voters who need assistance
• Voters wishing to vote on Spanish Ballot
• Any voter can use the ICX

ICX BALLOT SLIP

- Use this form when voter wishes to vote on ICX.
- Circle PCT
- Enter Con#  
- Leave BT and Party Blank
- Hand Voter a secrecy sleeve

Voter Receives Assistance

LIST OF ASSISTED VOTERS

<table>
<thead>
<tr>
<th>John Johnson</th>
<th>B</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>21</td>
<td>15</td>
</tr>
<tr>
<td>D</td>
<td>21</td>
<td>15</td>
</tr>
<tr>
<td>E</td>
<td>21</td>
<td>15</td>
</tr>
<tr>
<td>F</td>
<td>21</td>
<td>15</td>
</tr>
<tr>
<td>G</td>
<td>21</td>
<td>15</td>
</tr>
</tbody>
</table>
Voter Unable to Sign Roster

- Voter can make a mark
- Mark is witnessed by precinct worker
- Voter can also use a signature stamp

Witnessed by Patricia Reynolds

Questions?

5:00

Provisional Process

- Provisional Reasons
  - Not in Official Roster
  - Vote by mail ballot has been returned
  - ID required and does not have ID
Why do voters vote provisionally?
• Voter can cast a ballot
• Voter’s eligibility is reviewed after election
  – Registration Valid
  – Did not vote in another county
  – Did not vote a VBM ballot
  – Signature matches
• Ballot counted for eligible contests

Provisional Process

• Write “PROV” in the Roster.

Complete the “For Precinct Office Use Only” section of the Provisional Envelope

PROVISIONAL PROCESS

Verify envelope is completed and signed
Provisional Process

Voter completes Provisional roster

Issue ballot cards - Note: Provisional is indicated in upper left corner

Gene Abrams      1520 Pine St. Paso Robles

Issue Provisional Ballot

Issue ballot cards - Note: Provisional is indicated in upper left corner
Check envelope and tally voter

Voter Spoils Ballot
- Voter must return both ballot cards
- Place spoiled ballot label on both cards
- Place ballot cards in Spoiled & Surrendered Ballot envelope

Voter Spoils Ballot
- Mark an “S” in the Provisional Roster
- Tally the spoiled ballot
- Issue a new ballot
- Voter can only be issued 3 ballots
VBM Ballot with no Envelope

VBM Ballot from another county with no Envelope

Ballot Box Clerk
Voter Assistance Clerks

- Assigned where 3 or more precincts
- Facilitate voting Process.
- Stationed at the entrance to the Polling Place.
- Assists with Curbside Voting.

Voter Assistance Clerk

Scan with your smart phone camera to look up your polling place!
https://clerk.slocounty.ca.gov/pollingplace/

Curbside voting

- Find Precinct
- Notify Inspector
- Roster and Ballot
- Retrieve the Ballot
Sensitivity at the Polls
Assisting Voters

- Greet all voters with a smile
- Offer all voters assistance

Sensitivity at the Polls
Language assistance

- Bilingual precinct workers
- Facsimile Ballots
- ICX for Spanish

Sensitivity at the Polls – Items for Accessibility

- Easy Grip Pens
- Magnifier
Sensitivity at the Polls – Training Materials

All materials are available on our website
www.slovote.com

ELECTION DAY SITUATIONS

Poll Watchers, Electioneering, Exit Polling and News Media

POLL WATCHERS/OBSERVERS

- Poll watchers are allowed to observe, but may not interfere with the voting process in any way
- Poll watcher will be advised to follow all COVID-19 safety procedures
ELECTIONEERING

- Electioneering includes:
  - Items worn
  - Material circulation
  - Signs
  - Verbal comments
- No electioneering is allowed within 100 feet of the polls

NEWS MEDIA

- May conduct exit polls 25 feet from the entrance to the Polling Place.
- May take pictures or film the Polling Place as long as it doesn’t interfere with the voting process.
- Precinct workers CANNOT be interviewed by the media.

CLOSING THE POLLS

- Polls close at 8:00 PM
- Voters in line at 8:00 are allowed to vote!
- Do not begin closing process until last voter is done
CLOSING PROCEDURE - BALLOTS

• Seal Unvoted Ballots
• Count and Seal Voted Ballots
• Seal Envelopes

Complete Ballot Statements:
• Precinct
• Provisional
• ICX

CLOSING PROCEDURE - PRECINCT TABLE

Closing Procedures – Clean and Organize

• Bring outside items inside
• Remove all signs
• Return items to their proper positions
• Wipe down surfaces
Tips for Election Day

• Be prepared
  – Layered clothing
  – Any medication
  – Snacks & Drinks
  – Seat Cushion
  – Arrive well rested

• Bring with you
  – Patience
  – Sense of humor

THANK YOU FOR YOUR SERVICE TO THE VOTERS OF SAN LUIS OBISPO COUNTY

Are you Ready?

Review manual & workstation procedures

Highlight any procedures you are unsure of & ask your inspector for clarification

Review training videos on www.slovote.com

Training Evaluation

Thank you for joining us for Election Procedure Training!
Please take some time to fill out an evaluation form.

Thank You!