



WELCOME

Poll Worker Training for the November 3, 2026, General Election

CLERK TRAINING

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SLOVOTE.GOV

*San Luis Obispo County Clerk-Recorder
& Registrar of Voters*

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GETTING STARTED

Housekeeping

Some basic announcements before we start:



Restrooms & Phones

- Please keep your phones on silent and side conversation to a minimum



Documentation

- Question sheets on tables
- Evaluation sheets
- Declaration forms



Quick Ice Breaker

- How are you feeling?

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GETTING STARTED

Agenda

Goal: Set you – and SLO County voters – up for success



Mission & Voter Rights + Roles Refresher

Supplementary videos are available



What's New + Opening the Polls

Two important changes for this election



ePollbooks + Check-in (with practice!)

Core scenarios and reconciliation basics + some policies & edge cases



Equipment Security & Troubleshooting + Accessibility, Cultural Sensitivity & Language Access

What you can do and when to call for help



Electioneering & Observers + Security + Closing Procedures

Understanding what's required

We'll have periodic Q&A breaks, so please hold those questions and write them down so you don't forget to ask!

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OUR SHARED MISSION

The Poll Worker Mission & Voter Rights

Everything flows from 5 commitments: **respect and serve equally, protect voter rights, stay professional and free from politics, safeguard the election, and uphold integrity**

VOTER RIGHTS YOU MUST KNOW

- Right to vote if you are a registered voter
- Right to a provisional ballot if your name isn't on the list; researched --> counted
- Right to secret ballot

- Right to a replacement ballot
- Right to request assistance (just not from employer/rep)
- Right to bring up to 2 people into the voting booth to help
- Right to drop off your completed Vote-by-Mail ballot at any voting location

- Right to election materials in a language other than English
- Right to ask questions/observe
- Right to report illegal or fraudulent activity to local officials or the CA Sec of State
- Right to vote if you're still in line when the polls close



Example scenarios: which voter right applies?

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EVERYONE PLAYS A PART ON ELECTION DAY

Role Review

You'll serve in (at least) one of these roles:
Check-in Clerk, Ballot Clerk, Ballot Box Clerk, ICX Clerk, or Provisional Clerk



A voter moves from one to the other and you may be asked to rotate during the day.

There are videos available that cover these roles in detail, for you to review as you like.

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Precinct Assistant

Link between the Elections Office and polling locations; troubleshoot and provide additional supplies/on-site support

Inspector

Oversees polling place; contacts Elections Office as needed

Check-In Clerk

Uses ePollbook to check in & process voters; issues voters a ballot receipt

Ballot Clerk

Issues ballots, sleeves, explains how to vote

Ballot Box Clerk

Accepts voted ballots; tears stub; marks ballot box tally

ICX Clerk (Inspector or designee)

Assists voters using the accessible ballot marking device

Provisional Clerk

Handles provisional ballots & documentation

EVERYONE PLAYS A PART ON ELECTION DAY

Role Review

You'll serve in (at least) one of these roles:
Check-in Clerk, Ballot Clerk, Ballot Box Clerk, ICX Clerk, or Provisional Clerk



The Ballot Clerk & Ballot Box Clerk have new, important responsibilities in this election because there is a 2-card ballot.

Ballot Clerks will **INSTRUCT** voter to return both cards; Ballot Box Clerk will **CONFIRM** return of both cards.

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POLLING PLACE PREP

Setting up the polls, clocking in, & ongoing duties

Setting up as much as possible the day before goes a long way toward a smoother morning



Your Inspector will likely ask for some help

Voting booths, the ICX ballot marking device, various supplies, and interior signage can all go up early to save you time the next day.



Some materials CANNOT stay in a poll overnight:

Ballots, ePollbook(s), ballot boxes, ICX ballot stock pouch, outside index, tally sheets, provisional envelopes, replacement VBM envelopes, cell phones, and manuals.



Think about electricity

The ePollbook and the ICX ballot marking device both need to be positioned near outlets. Keep this in mind when you're setting up.

REMEMBER: You **MUST** be able to serve voters at 7:00 am, even if you can't get inside.

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ELECTION MORNING

Election Day - Morning Setup (once you're inside)

6:15 AM

Arrive & Clock In

All workers arrive by 6:15 a.m. Clock in AND sign the Election Officer Declaration on the ePollbook before beginning **any** duties.

Step 1

Check-In Clerk Station

Set up ePollbook, printer, styli, Signature Guide Cards, QR code sheet, VBM Status Log, Provisional Envelopes, Surrendered/Spoiled Ballot stickers & yellow canvas bag.

Step 2

Ballot Clerk Station

Set up ballot pads (start with lowest sequence #), secrecy sleeves, Ballot Receipt pouch, Voter Instruction cards, facsimile ballots & accessibility supplies.

Step 3

Ballot Box Clerk Station

Tape Ballot Box Tally Sheets (there will be 2 this time) to outside of gray precinct ballot box. Have 'I Voted' stickers ready. Open blue VBM and pink Provisional boxes so that they are ready for the first voters.

DON'T WORRY: Precinct supply tubs include checklists for all of these stations and items.

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WELCOMING VOTERS

First Voter Ballot Box Inspection



At 7:00, "The polls are now open!"

- The very first voter will verify that the gray precinct ballot box is empty; the Inspector will complete and deposit Certificate #1 and then seal it shut before the ballot goes in
- This first-voter inspection repeats for the first **VBM WITH envelope** and first **provisional** voters as well, but for those, Certificate #1 goes back into the Seals & Certificates envelope (does NOT get sealed inside the blue VBM ballot box or pink provisional ballot bag)

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THROUGHOUT THE DAY

Hourly Reporting & Documentation



Outside Index

- State law requires posting an updated list of who has voted **at least once every hour**, without fail, up to and including 6:00 pm (§ 14294)
- Using the ePollbook, Check-in Clerk prints "All Check-ins," which will generate a cumulative list of voters
- In multi-precinct locations, **only ONE Check-in Clerk needs to update the Outside Index each hour** (it's location-specific, not precinct-specific)



Ending a shift before the polls close?

- You must sign out of the ePollbook – with your signature – before you leave
- A login left open is a chain-of-custody gap
- Clearly label every VBM call-in log entry and provisional envelope with the correct precinct number
- Remember: Any Check-In Clerk can process any precinct's voter here, so accurate paperwork is the only thing keeping the precincts straight at closing

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5-Minute Question Time

Topics covered: Mission · Roles · Setup

Got questions on your question sheet — we'll answer them all!

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WHAT'S NEW IN THIS ELECTION

2-Card Ballot + Voting a VBM ballot w/out envelope

The Ballot Clerk will be responsible for giving each voter the correct **ballot type** + an “A” and “B” card, and voters can now bring their mail ballot to their assigned polling place, check in, and vote it “live”



A Check-in Clerk can process any voter (important in 2- or 3-precinct locations)

A ballot receipt is required before any ballot is issued. Also, there's that simpler outside index process!



Voters will get 2 ballot cards

There is an “A” card with candidates and a “B” card with Propositions & Measures. It is important that the voter get both — AND that the cards are their **assigned ballot type**.



No envelope? That's great!

New in SLO County: A voter can vote their Vote-by-Mail ballot **WITHOUT THE ENVELOPE** once it is confirmed via the ePollbook that they haven't already voted (§ 3016.5). This will help speed up results.

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PROCESSING VOTERS

Power up that ePollbook!

The ePollbooks make many things simpler – and this election, they’re doing even more



Why your Ballot Type Selection Matters

Every voter type you select in the ePollbook — standard, ICX, or provisional — isn't just a label. It determines which ballot gets issued, what prints on the Ballot Receipt, and which bucket that ballot needs to land in at closing.



You’ve already logged in & clocked in, and signed your declaration

Every single voter search begins with a big green box that says “Manual Voter Search.”

REMEMBER: There are video tutorials online & lab time available to help you get comfortable

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PROCESSING VOTERS

ePollbook Voter Processing

We’re going to walk through several scenarios and give you hands-on practice

Every check-in will start with the question: Is the voter casting their Vote-by-Mail ballot WITHOUT THE ENVELOPE?

1

Standard check-in (casting mail ballot and not)
Active voter in their correct voting location

4

Wrong location/not in ePollbook
Voter cannot be found – redirect or provisional

2

“VBM Returned”
Active voter whose status indicates already voted

5

Spoiled ballot
Voter returns spoiled ballot & needs a replacement

3

“ID Required”
First-time federal voter who must show acceptable ID

6

Voter requests assistance
Voter needs help from someone

REMEMBER: There are video tutorials online & lab time available to help you get comfortable

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PROCESSING VOTERS

Standard Check-in: Voter is in the Right Precinct

Every check-in will start with the question: Is the voter casting their Vote-by-Mail ballot WITHOUT THE ENVELOPE?

1

Greet & locate voter

Ask name, search ePollbook, verify address. Select the voter. You'll be asked if the voter wants to cast their mail ballot; confirm this info.

3

IF they surrender a VBM envelope/ballot/both, label and place in the yellow canvas bag

Put the surrendered item(s) into the yellow Canvas Bag for Spoiled and Surrendered Ballots.

2

Select whether or not they want to vote their mail ballot

Select "YES" or "NO." If they say yes and have the envelope, you can accept & spoil it or they can keep it.

4

Complete ePollbook check-in

Process voter in ePollbook per standard prompts. Flip ePollbook for voter signature. Print Ballot Receipt and give to the voter. Select "COMPLETE CHECK-IN."

IMPORTANT: Do NOT remove multiple ballot cards from the ballot pad at once. Voters may only receive a maximum of 2 ballots total.

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PROCESSING VOTERS

Standard Check-in: Voter is in the Right Precinct

Every check-in will start with the question: Is the voter casting their Vote-by-Mail ballot WITHOUT THE ENVELOPE?

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Direct voter to Ballot Clerk

Voter takes Ballot Receipt to Ballot Clerk.

7

Voter marks & returns ballot

Voter marks ballot privately in booth (if needed). Returns voted ballot in sleeve (**BOTH** cards, even if one is blank), stubs sticking out, to Ballot Box Clerk.

6

Ballot Clerk issues ballot and/or provides the secrecy sleeve

Ballot Clerk asks for receipt. Removes ballot cards from pad (with stubs). Slides ballot into color-coded secrecy sleeve. Hands to voter with pen. If voting Vote-by-Mail ballot, they'll get a sleeve and pen (if needed). Instructs voter: Bring **BOTH** cards to the Ballot Box Clerk when ready.

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Ballot Box Clerk

Tears stubs — hands to voter as receipt. Deposits ballot (not sleeve) into gray box. Marks appropriate Tally Sheet for **BOTH** cards (A & B). Issues 'I Voted' sticker.

IMPORTANT: Do NOT remove multiple ballot cards from the ballot pad at once. Voters may only receive a maximum of 2 ballots total.

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PROCESSING VOTERS

Tally Sheets for This Election

Ballot Box Clerk has new responsibilities in this election:

- Confirm **TWO** ballot cards are returned
- Determine if **Vote-by-Mail** ballot OR **Precinct**
- Tear off the stubs and hand to voter
- Deposit **TWO** ballot cards into ballot box
- Thank voter and give 'I Voted' sticker
- Mark the appropriate Tally Sheet for **BOTH** Card A and Card B

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PRECINCT BALLOT BOX TALLY
PRECINCT# «Pct.»

CARD A

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

PRECINCT BALLOT BOX TALLY
PRECINCT# «Pct.»

CARD B

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

2026 GENERAL ELECTION - PLACE IN ELECTION NIGHT RETURN ENVELOPE

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PROCESSING VOTERS

Tally Sheets for This Election

Ballot Box Clerk has new responsibilities in this election:

- Confirm **TWO** ballot cards are returned
- Determine if **Vote-by-Mail** ballot OR **Precinct**
- Tear off the stubs and hand to voter
- Deposit **TWO** ballot cards into ballot box
- Thank voter and give 'I Voted' sticker
- Mark the appropriate Tally Sheet for **BOTH** Card A and Card B

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PRECINCT BALLOT BOX TALLY
PRECINCT# «Pct.»

CARD A

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

PRECINCT BALLOT BOX TALLY
PRECINCT# «Pct.»

CARD B

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

2026 GENERAL ELECTION - PLACE IN ELECTION NIGHT RETURN ENVELOPE

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PROCESSING VOTERS

Check-in: ePollbook Indicates “VBM Returned”

Every check-in will start with the question: **Is the voter casting their Vote-by-Mail ballot WITHOUT THE ENVELOPE?**

Step 1: Locate voter in ePollbook & answer mail ballot question — either yes or no shows “VBM Returned”

Step 2: Tell them that the ePollbook indicates a returned ballot. Offer to give them a provisional ballot.

Step 3: Make note of their ballot type (circled in red here). Select “PROCESS PROVISIONAL” (green button). Follow the ePollbook prompts.

Step 4: Flip ePollbook for voter signature. Print Ballot Receipt, hand it to the voter and direct them to the Ballot Clerk.

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PROCESSING VOTERS

Check-in: First-Time Federal Voter

Every check-in will start with the question: **Is the voter casting their Vote-by-Mail ballot WITHOUT THE ENVELOPE?**

Step 1: Locate voter in ePollbook & answer mail ballot question — shows "ISSUED VBM BALLOT / ID REQ'D"

Step 2: Remind voter they are a First-Time Federal Voter and are required to show ID.

Step 3: Voter shows acceptable ID. Follow the ePollbook prompts.

✓ Voter HAS acceptable ID

Continue standard check-in. Complete ePollbook (the system will record ID type). Collect signature. Print Ballot Receipt. Direct voter to Ballot Clerk for ballot.

✗ Voter does NOT have acceptable ID

Process voter as PROVISIONAL. Check in as provisional in ePollbook. Complete back of Provisional Envelope. Issue Provisional Ballot Receipt. Direct to Ballot Clerk and then to Provisional Clerk.

Examples of acceptable ID:

Driver's license · State ID card · Passport · Employee ID (photo + name/address) · Student ID (photo + name /address) · Utility bill · Bank statement · Gov't document with name & address (See full list in ePollbook Guide)

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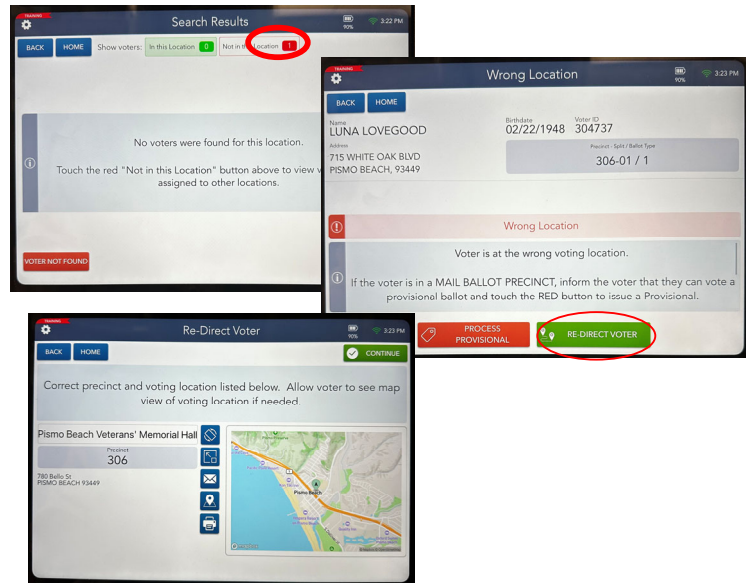
PROCESSING VOTERS

Check-in: Voter in Wrong Location/Not Found

Step 1: When no voter is found, see if they are possibly in the wrong place. Select “Not in this Location” (top of screen).

Step 2: If they are in wrong location, select the voter’s name and hit “CONTINUE.” Ask if you can re-direct them to the appropriate location or if they want to vote provisionally. Proceed accordingly, per the ePollbook prompts.

Step 3: Print and hand the voter their receipt, which will either include the correct location info or their provisional status.



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PROCESSING VOTERS

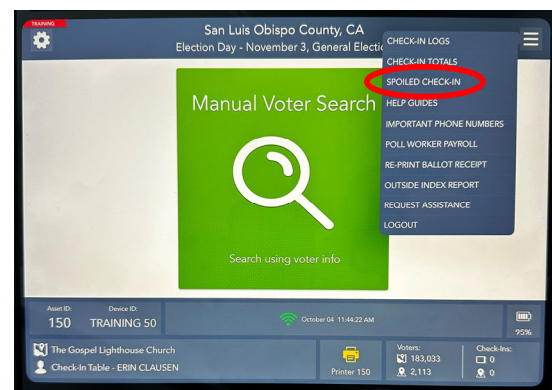
Check-in: Voter Spoils Ballot

Step 1: Take spoiled ballot from voter and apply ‘Spoiled and Surrendered’ sticker; put in the yellow canvas bag.

Step 2: Touch the ‘hamburger’ menu in the upper right corner of the ePollbook screen. Select “SPOILED CHECK-IN.”

Step 3: Enter voter’s Last Name/First Name and select “SEARCH.” Confirm the voter’s address, select name, and select “SPOIL.”

Step 4: Follow the ePollbook prompts, then select “PROCESS NEXT VOTER” and begin check-in from scratch.



Remember that voters may only receive up to 2 ballots.
If the voter spoils more than one ballot, get your Inspector.

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PROCESSING VOTERS

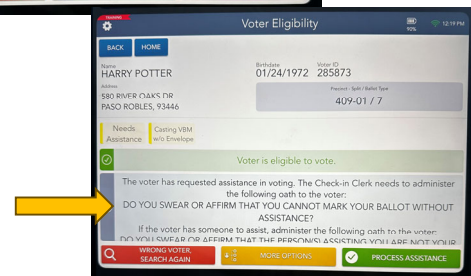
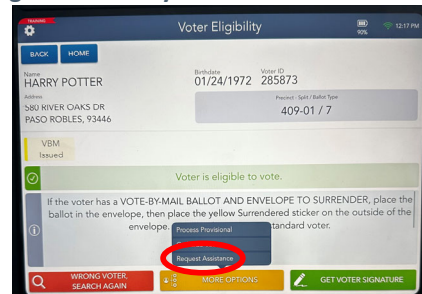
Check-in: Voter Requests Assistance

Every check-in will start with the question: **Is the voter casting their Vote-by-Mail ballot WITHOUT THE ENVELOPE?**

Step 1: Ask the voter's name and address and proceed as usual.

Step 2: When the voter's eligibility to vote is confirmed in the ePollbook, select 'MORE OPTIONS' and 'Request Assistance.'

Step 3: Select the green 'PROCESS ASSISTANCE' button and follow the ePollbook prompts to administer the oath. If the voter does not have someone with them who can assist, then a poll worker will be the person who provides assistance.



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5-Minute Question Time

Topics covered: What's New this Election · All 6 Check-in Scenarios · ePollbook Basics · Mail Ballots Without Envelopes · Spoiled Ballots

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VBM OPTIONS: KNOW THE DIFFERENCE

Quick Recap of VBM With vs Without Envelope

	Signed-Envelope VBM Return	NEW: Cast at the Polls with No Envelope
Where accepted	Any polling place, vote center, or drop box in the state	Only the voter's own assigned polling place
Condition under which ballot can be cast	Ballot sealed in a signed return envelope	Real-time system confirms no ballot already returned for this voter
What voter provides	Signed envelope (compared to signature already on file)	Name, address, and a fresh signature in the ePollbook (§ 14216)
What happens to the ballot	Deposited as-is; processed as a Vote-by-Mail ballot	Voter's status changes to in-person; ballot is processed and counted as a nonprovisional in-person ballot
Does the voter get a new poll ballot?	No — unless they surrender it unmarked and choose to vote fresh	No — they use the Vote-by-Mail ballot that was sent to their mailing address

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VOTING EQUIPMENT & TROUBLESHOOTING

Maintaining Security & Integrity at the Polls

Remember: Everything flows from 5 commitments: **respect and serve equally**, **protect voter rights**, **stay professional and free from politics**, **safeguard the election**, and **uphold integrity**.

INSPECT

Check voting booths and equipment for signs of tampering before polls open and throughout the day.

=

CALL THE PROS

Simple fixes like an unplugged machine are yours to handle, but with anything more, don't improvise – call the Comm Ctr

=

DON'T BREAK SEALS

ICX and ePollbook seals stay unbroken until Election Day – even if you're curious or 'want to practice.' Chain of custody!



Log anything unusual, even if you don't think it matters, and let the Elections Office make the call.

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POLICIES AND EDGE CASES

Situations You May Encounter

**1 Voter is registered in a different county**

They can drop off their mail ballot (if they need a blue replacement return envelope, write the county name on the outside), they can vote provisionally, or they can contact their local election office.

2 Precinct boundaries change with time

If someone shows up at their former polling place, calmly explain that voting locations sometimes change, and offer them the choice: help figuring out their correct location or voting provisionally.

3**Voter refuses to sign the ePollbook**

The law requires voters to sign to confirm that they received a ballot. Calmly explain: “We are required by law to record your participation. If you choose not to sign, we can issue you a provisional ballot instead.”

POLICIES AND EDGE CASES

Situations You May Encounter

**4 Voter refuses to vote a provisional ballot**

Explain: “This is the process the law provides to make sure your eligibility can be reviewed. It’s how we protect your right to vote.”

6**Voter is issued a ballot and then leaves without casting it**

Put a ‘surrendered’ sticker on it, place it in the yellow Spoiled and Surrendered canvas bag, and document any details for your Inspector.

5 Ballot arrives after 8:00 pm

Take it if they insist, but write “Received at [TIME]” and do NOT put it into the ballot box.

7**Voter is wearing political apparel or seems disruptive**

These are two different things. A shirt with a party slogan is okay, while a shirt with a current candidate’s name is not. In every case, the goal is to get the voter processed and through the polling place as efficiently as possible.

ACCESSIBILITY, CULTURAL SENSITIVITY & LANGUAGE ACCESS

Respect for Every Single Voter



A person is a person first, and the disability – or difference – comes second

Two Truths and a Myth:

- Any voter may use the ICX accessible ballot marking device without explaining why.
- If a poll worker doesn't know what pronoun to use, they should guess.
- A voter whose photo ID doesn't match their current gender expression can still be issued a ballot.

Polling places are required to be ADA compliant. Your Inspector will have mitigation tools and instructions and it is important that you put these in place before voters arrive.

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ACCESSIBILITY, CULTURAL SENSITIVITY & LANGUAGE ACCESS

Respect for Every Single Voter



A person is a person first, and the disability – or difference – comes second

- Curbside voting is always dual custody: Inspector plus one Clerk, never one person.
- Spanish facsimile ballots are required in every precinct; Chinese, Khmer, Gujarati, and Tagalog are required in specific designated precincts. Call Focus Interpreting if no bilingual poll worker is available (the number is in your manual).
- A voter who cannot sign their name makes any mark; a poll worker witnesses alongside it.
- Never ask a voter to fill out a ballot at the check-in table, even if they've requested help — route them to a separate ADA-compliant table or booth to protect ballot secrecy

Polling places are required to be ADA compliant. Your Inspector will have mitigation tools and instructions and it is important that you put these in place before voters arrive.

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ACCESSIBILITY, CULTURAL SENSITIVITY & LANGUAGE ACCESS

Sensitivity at the Polls



A person is a person first, and the disability – or difference – comes second

Speak directly to the voter

Greet warmly. Speak to the voter, even someone with a companion or interpreter.

Offer assistance without assuming

Ask all voters if they need help. Wait for acceptance, then ask how to assist.

Respect personal space

Keep routes clear. Never push, lean on, or move a voter's mobility device.

Let the voter set the pace

Use their preferred communication method. Allow time to respond.

Support voters with vision loss

Identify yourself. Guide only if asked. Leave service animals undisturbed.

Use respectful language

Say "voter with a disability." Avoid personal questions or a patronizing tone.

"How may I help you?" Ask first and let the voter guide you.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 1

A voter walks in wearing a t-shirt that doesn't have a candidate's name, but does have an identifiable slogan.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 1

A voter walks in wearing a t-shirt that doesn't have a candidate's name, but does have an identifiable slogan.



Not Electioneering

Don't turn them away. You may politely ask them to cover it, but that is discretionary courtesy, not a legal requirement for entry.

If they keep it on, just try to move them through the polling place swiftly. (§ 319.5)



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 2

A poll worker wears a campaign button at the check-in table.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 2

A poll worker wears a campaign button at the check-in table.



Electioneering

Polling places are to remain non-partisan, and no voter should encounter anything related to a campaign or political party in the voting location. This is a non-partisan conduct violation, and immediate correction is required.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 3

A reporter interviews voters 30 feet from the exit after they've voted.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 3

A reporter interviews voters 30 feet from the exit after they've voted.



Allowed

Exit polling or media activity requires at least 25 feet and must happen after voting and not before.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 4

Someone loiters near the drive-up/drop-off Vote-by-Mail (VBM) ballot box area, handing out campaign flyers.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Pop Quiz: Electioneering or Not Electioneering

SITUATION # 4

Someone loiters near the drive-up/drop-off Vote-by-Mail (VBM) ballot box area, handing out campaign flyers.



Electioneering

Prohibited within 100 feet of that drop box, too, not just the entrance to the polling location.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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ELECTIONEERING, OBSERVERS & CONDUCT

Security at the Polls



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ELECTIONEERING, OBSERVERS & CONDUCT

A Short But Serious List of Reasons for PW Removal

- Alcohol or drugs while on duty (use of or under the influence)
- Disrespecting or intimidating a voter
- Refusing a provisional ballot to someone entitled to one

- Discriminatory treatment of any kind
- Disclosing how someone voted

Any of these is grounds for immediate removal from your post, and some can be referred to the District Attorney.
When in doubt de-escalate & ask for help.



Log anything unusual, even if you don't think it matters, and share it with your Inspector and/or Precinct Assistant.

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5-Minute Question Time

Topics covered: Maintaining Security & Integrity at the Polls · Situations You May Encounter · Accessibility, Cultural Sensitivity & Language Assistance · Electioneering & Observers · Security

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CLOSING THE POLLS

8:00 pm: "The polls are now closed!"

**Last voters in line**

- 1** Anyone in line at 8:00 PM may vote. Station a poll worker behind the last voter to mark the cutoff.

Seals and certificates

- 2** Your Inspector assigns closing tasks. All workers assist in completing the Closing Certificate and sealing documents. All workers will sign and clock out via the ePollbook.

Secure all ballots

- 3** Account for every ballot issued, spoiled, surrendered, and remaining. Seal ballot boxes with tamper-evident seals. THEN count voted ballots. Also! TWO people must handle ballots at all times.

Clean up the polling place

- 4** Remove outside index, outside signs, and ADA equipment. Return all items to supply tub. Do NOT disassemble voting booths or remove signs inside booths.

Return ballots and key supplies to the Collection Center

- 5** Inspector + 1 precinct worker in same vehicle (dual custody). Return ALL ballot boxes — even empty ones. Double-check list before leaving.

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TWO-SIDED DOCUMENT #1

PRECINCT BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY

CLOSING

PRECINCT# _____

AFTER COMPLETING THIS FORM PLACE INSIDE VOTED PRECINCT BALLOT CONTAINER **BEFORE** ATTACHING BOTH SEALS TO THE SIDE CLOSURE OF THE CONTAINER.

Total number of voted Precinct ballots in return container: _____

Serial number of Tamper-evident Seal #1: _____

Serial number of Tamper-evident Seal #2: _____

PRECINCT WORKERS SIGN BELOW.

We hereby declare that all the voted Precinct ballots in this precinct have been placed in this Precinct Ballot return container and that the serial numbers of the seals are true and correct.

(Precinct Worker Signature)

(Precinct Worker Signature)

TWO-SIDED DOCUMENT #2

VOTE-BY-MAIL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY

CLOSING

PRECINCT# _____

PLACE INSIDE VOTE-BY-MAIL BOX BALLOT INSERTION SLOT BEFORE SEALING

Once the polls are closed, secure the vote-by-mail ballot box insertion slot so no other ballots can be deposited. The ballot box **must** be sealed even if no VBM ballots were deposited. Complete the certification below. Place this certificate into the vote-by-mail ballot box insertion slot. **Before** applying the zip tie seal to the insertion slot.

If no Vote-By-Mail ballots were deposited into this Vote-By-Mail Ballot Box check here: ☐

CLOSING THE POLLS INSPECTOR CERTIFICATION

I, _____ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Vote-By-Mail Ballot Box insertion slot was secured with zip tie seal number _____ after the close of polls.

VERIFIED BY: _____ (Precinct Worker's Signature)

TWO-SIDED DOCUMENT #3

PROVISIONAL BALLOTS SEAL CERTIFICATE & CHAIN OF CUSTODY

CLOSING

PRECINCT# _____

PLACE INSIDE PROVISIONAL BOX BALLOT INSERTION SLOT BEFORE SEALING

Once the polls are closed, secure the Provisional Ballot Box insertion slot. The ballot box **must** be sealed even if no Provisional ballots were deposited. Complete the certification below. Place this certificate into the Provisional Ballot Box insertion slot. **Before** applying the zip tie seal to the insertion slot.

If no Provisional ballots were deposited into this Provisional Ballot Box check here: ☐

CLOSING THE POLLS INSPECTOR CERTIFICATION

I, _____ (Precinct Inspector Signature)

DO HEREBY CERTIFY the Provisional Ballot Box insertion slot was secured with zip tie seal number _____ after the close of polls.

VERIFIED BY: _____ (Precinct Worker's Signature)

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PLACE IN ELECTION NIGHT RETURN ZIP BAG

PRECINCT BALLOT STATEMENT
2026 GENERAL ELECTION

PRECINCT # _____

1. Total beginning number of BALLOTS:

BALLOT SOURCE	# OF INITIAL BALLOTS RECEIVED - Card A	# OF INITIAL BALLOTS RECEIVED - Card B
PRECINCT	200	200
ICX (Lead Precinct Only)		
LINE 1 Total # of Ballots		

2. Total NUMBER of VOTERS who CHECKED IN as Precinct

Line 2 _____

3. Total NUMBER of VOTERS who CHECKED IN as VBM w/o Envelope

Line 3 _____

4. Total NUMBER of VOTERS who CHECKED IN as Provisional

Line 4 _____

5. Total of Lines 2, 3 and 4

Line 5 _____

6. Number of VOTED ballots.

a. Number of voted Precinct ballots

Line 5a _____

Number of Card A _____ Number of Card B _____

b. Number of voted VBM w/o Envelope ballots

Line 5b _____

Number of Card A _____ Number of Card B _____

c. Number of voted ICX ballots

Line 5c _____

Number of Card A _____ Number of Card B _____

d. Number of ballots voted as Provisional (From Line 4)

Line 5d _____

Number of Card A _____ Number of Card B _____

7. TOTAL of Line 5a, Line 5b, Line 5c and Line 5d (Should equal Line 6)

Line 6 _____

8. Number of SPOILED Precinct ballots

Line 7 _____

9. Number of SPOILED ICX ballots (Lead Precinct Only)

Line 8 _____

Explanation for any discrepancies:

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CLOSING THE POLLS

Closing Procedures in More Detail



1

ePollbook close-out

'Hamburger'/Launch Pad menu, select "LOGOUT" and yellow "CLOSE THE ELECTION" button, follow prompts. Print the receipt and **everyone signs**.

2

Sort, count & reconcile every ballot

CA law requires this directly: sort every voted ballot card into a Card A pile and a Card B pile before you count anything.

3

Be clear with tally marks

Use standard tally convention (4 vertical, 1 slash). Keep it clear so someone can easily double-check.

4

Seal everything and clean up

Not every task needs the Inspector right there (the Closing Certificates and transport to the Collection Center do). Help with clean-up and putting facility items back in their original place.

5

Dual custody transport

The Inspector and one precinct worker **MUST** travel together in the same vehicle to the Collection Center – NO exceptions. If something is missing, they **MUST** go back and get it.

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Declaration

Please stand if you are able and raise your right hand.

"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 precinct board member for the General Election to be held on November 3, 2026."

SLO County Elections Office

slovote.gov · precinctworker@co.slo.ca.us · (805) 781-4989

California Voter Hotline: 1-800-345-VOTE (8683)

Thank you, San Luis Obispo County Precinct Workers!

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