



# **INSPECTORS PROCEDURE MANUAL**

County Clerk-Recorder, Elections Division  
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# Welcome from the Registrar of Voters



Dear Precinct Worker,

Welcome to the April 18, 2023, Paso Robles Joint Unified School District Special Election! Thank you for your willingness to serve your community. Your role is essential to ensuring that elections are a success, and your preparation is the key to successful polling place operations.

We have designed this Election Procedural Manual with you in mind. It's just enough information to keep handy on Election Day. We hope that you find it practical and easy to use.

Again, thank you for being on the front lines of democracy.

With gratitude and appreciation.

A handwritten signature in cursive script that reads "Elaina Cano".

Elaina Cano  
Registrar of Voters

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## PRECINCT WORKER MISSION STATEMENT

*To assist every voter to cast a ballot.*

*To ensure each ballot is safely secured until it can be counted, and*

*To provide a witness to the accuracy and integrity of the election process.*

## **VOTER BILL OF RIGHTS**

- **The right to vote if you are a registered voter.** You are eligible to vote if you are:
  - a U.S. citizen living in California.
  - at least 18 years old
  - registered where you currently live.
  - not currently in state or federal prison for the conviction of a felony
  - not currently found mentally incompetent to vote by a court.
- **The right to vote if you are a registered voter even if your name is not on the Roster of Voters.** You will vote by completing a voter registration form and using a Provisional/CVR ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
- **The right to vote if you are still in line when the polls close.**
- **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.
- **The right to get a new ballot if you have made a mistake if** you have not already cast your ballot. You can:
  - **Ask an elections official at a polling place** for a new ballot,
  - **Exchange your vote-by-mail ballot** for a new one at an election's office or at your polling place; or
  - **Vote using a Provisional CVR ballot.**
- **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.
- **The right to drop off your completed vote-by-mail ballot at any polling place** in California.
- **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.
- **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
- **The right to report any illegal or fraudulent election activity** to an election official or the Secretary of State's office.

**If you believe you have been denied any of these rights,  
or you are aware of any election fraud or misconduct, please call the  
Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683)  
or your local election official's toll-free number at (800) 834-4636 ext. 4989.**

**This Manual will provide you with Inspector specific information. It is important that you also review the Precinct Worker training manual to ensure you are familiar with all of the job duties and processes at the polling place on Election Day.**

**CHECKLIST: INSPECTORS' PRE-ELECTION**

*Your Precinct Assistant will contact you prior to the election. They will be able to answer any questions you may have. In addition, the Precinct Assistant will have the equipment delivery schedule and will notify you of the approximate time equipment will be delivered to your polling place.*

**1. Week before Election**

- Call all Board members.** Discuss the following items:
  - When to meet on Monday afternoon for set up of the polling place if help is needed.
  - What time to arrive Election morning (no later than 6:30AM)
  - Explain the scheduling of break and mealtimes.
  - Do they have any special needs on Election Day (ex: day care pickup, sitting or standing restrictions, etc.)
  - Have they worked on previous elections and what roles did they fill?
  - Did they attend training?
  - Do they have any questions?

**Additional Lead Inspector Duties**

- Contact Polling Place**
  - Find out how to access the facility on the Monday before Election Day and on Election Day
  - Request an after-hours contact number in case there is a problem opening or securing the facility.
  - Are there any specific restrictions for the use of the facility?
  - What are clean up requirements and key return?
- Conduct an "on-site" visit of the polling place the week before the Election** if you are not familiar with the building/location. Check electrical outlet locations to determine the best spot to place the ICX equipment.
- Contact other Inspectors assigned to Polling Place**
  - Arrange time to set up polling place once equipment has been delivered.

**2. Election Supplies**

- Pick up Precinct Specific Supply Tub and Ballots at Warehouse**

Inspectors will need to pick up their supply tubs from the County Clerk Recorder warehouse at 1475 Kansas Ave, San Luis Obispo. The days and times are listed below. If there is absolutely no way you can pick up your supply tub, please contact your Precinct Assistant to make other arraignments or if you have questions about the pickup. Instructions and directions to the warehouse are included in your appointment letter.

**April 2023**

<b>Friday – April 14</b>	<b>Saturday – April 15</b>
<b>10:00am – 2:00pm</b>	<b>10:00am – 2:00pm</b>

- Inventory the Precinct Specific Supply Tub** using Supply Tub Contents List & clear Zip Bags in Tub as soon as possible after it is picked up and no later than April 17<sup>th</sup>. Contact your Precinct Assistant if you are missing any items.

### 3. Update the Roster

- Insert Alpha Tabs in the binder** to assist finding voters.
- Insert colored Supplemental Roster, if any, BEHIND the Combined Roster.** This list contains voters whose record was updated after the Roster was printed. The supplemental roster will be mailed to every inspector by April 18<sup>th</sup>.
- Write "SR" in RED** in the voter's signature space for each voter that appears on the Supplemental Roster with matching voter ID in your regular roster.

### 4. ICX - Ballot Marking Device

- Review the ICX Poll Worker Reference Guide so that you can be ready to step in when an ICX Clerk is not available.
- Confirm that you received the Secured Envelope – In ICX ballot stock secured pouch you will find an envelope containing the ICX PIN number.

*Store all supplies in a secure inside location to safeguard against unwarranted access.  
Immediately report discrepancies or missing items to your Precinct Assistant*

### 5. Day Before the Election

- Check that the following equipment has been delivered to the polling place:**
  - ICX, table and printer (at least one per polling place)
  - Confirm that all of the ICX Supplies listed below have been delivered. If anything is missing, contact your Precinct Assistant IMMEDIATELY, please do not wait until Election Day.
  - The number of ICX unit(s) assigned to each precinct - Each "unit" consisted of 1 ICX tablet, 1 Accessible Tactile Interface (ATI), 1 set of headphones and 1 BMD printer.
  - A power strip.
  - Accessible and Regular voting booths
  - Tables and chairs available at the facility.
  - Any accessibility equipment assigned to your polling place.
  - General Supply Tub
- Inventory the Generic Supply Tub.** This tub can be left at the precinct. Notify your Precinct Assistant if any items are missing.
- Set up the polling place as much as possible beforehand** to make Election morning run smoothly.
  - Designate separate entrance and exit so voters do not cross paths, if possible. Post "Items for Display" poster and any additional signs for the inside.
  - Set up voting booths at least 6 feet apart.
  - Station ballot box clerks near the exit.
  - Set up the ICX, our accessible ballot marking device.
    - Please make sure ICX screen is facing away from voters passing by to ensure voter privacy.

- Layout ICX supplies from the Supply Tub.
- Please remember that you cannot leave the ICX Ballot Stock in the polling place overnight.
- Do not load the printer tray during initial setup. You will load the paper on Election Day morning.

**Assemble each of the ballot boxes but DO NOT SEAL.**

**DO NOT LEAVE THE FOLLOWING AT THE POLLING PLACE**

**Ballots**  
**Rosters**  
**Outside Indexes**  
**Provisional Envelopes/information**  
**VBM/Provisional Ballot Bag**  
**Small supply of pens/clipboards**  
**Small supply of secrecy sleeves**  
**Cell Phones**

**Plan a tentative schedule.** Include periodic rotations, breaks, and mealtimes. ***MAKE SURE ALL WORKERS ARE BACK FROM DINNER BEFORE 5:00PM***

## 6. CHECKLIST: ELECTION MORNING

### Precinct Workers

- Each Precinct Worker (Election Officer) needs to sign the Election Officer Declaration prior to starting their shift.
- Inspectors, you will find the Election Officer Declaration in the front of the Official Roster

### Precinct Worker Changes

- If there are changes to the precinct workers at the polling place, notification will be sent at the time the changes are made.
- No-Show Worker:** If a worker does not show up for their shift, contact your Precinct Assistant immediately and write reason (sick, no show, etc.) in their signature space.
- Replacement Worker:** If a replacement worker was deployed, have that worker sign the payroll sheet and provide their Name as listed on voter registration (No nicknames please); job title (AM clerk, PM Clerk, Full Day Clerk, Inspector, etc.); mailing address; signature.
- Workers are scheduled for Full Day (6AM to approx. 9PM), AM Shift (6AM to 2PM), or PM Shift (2PM to approx. 9PM)

### Payroll Information

- Payroll Sheet will be in the Inspector Zip supply Bag. When you inventory the supplies, if you do not have a payroll sheet, call your Precinct Assistant immediately.
- All Precinct Workers must fill out the information provided on the Payroll Sheet in order to get paid.

- Processing Times for Payroll: Processing and mailing payroll can take up to 6 weeks. It is important that the name and address are legible. The worker must use the name as they are registered not nicknames.

## **ICX SETUP**

- The number of ICX blank ballots assigned to the precinct - Each packet of blank ballots contains 50 sheets. Call your Precinct Assistant if there is a discrepancy in the total ballots assigned.
- On Election Day, before the polls are opened, ICX Clerks are to be given 1 packet of ICX blank ballot to be loaded into the lower paper tray of each BMD printer. Be sure to remove the cardboard backing before loading if there is one. The ICX Clerk should verify the number of blank ballots and log the number onto the ICX Ballot Statement and Ballot Tally.
- Use the provided tamper evident seal on the printer tray and record the serial number on the #4 ICX Ballot Stock Pouch Zip Tie Seal Certificate under opening.
- There should be 2 Poll worker Cardkeys assigned.
- The number of serialized locks for the ICX - Check with your Precinct Assistant if there is a discrepancy.

## **ICX Ballot Statement and Ballot Tally**

- Place the ICX Ballot Statement, ICX Ballot Issued Tally and ICX Ballots Spoiled Tally on the table to be used throughout the day. All three documents are combined to one page front and back. 
  - ICX Ballots Tally – to be used by the ICX Clerk in each of the precincts to track, throughout the day, the number of ICX ballots issued, and the end of day ballot totals.
  - Spoiled Ballots Tally – to tally spoiled ballots throughout the day.
  - ICX Ballot Statement – to balance after the polls close.
- Read instructions for specific information on where to set up accessibility equipment** if applicable. Call your Precinct Assistant with any questions.
- Assign a worker to assist voters with the ICX Ballot Marking Device and ensure they have attended ICX training.**
- Replacement of ICX BMD Equipment**
- It may be necessary for the Precinct Assistants to replace the ICX or BMD printer if an issue occurs. Repeat the opening procedures if an ICX is replaced. If replacing a printer, be sure to remove ballot stock from the old printer.

## **7. Seals and Certificates**

- There are a number of Seals and Certificates that will need to be filled out prior to the first voter depositing their ballot into any of the ballot boxes – Precinct Ballot Box (grey), VBM Ballot Box (blue), Provisional/CVR Ballot Box (pink).

- In addition, there are Seal Certificates for the ICX Ballot Stock Pouch and Voter Assistance Clerk.
- Once completed, place them in their respective ballot box but remember to NOT seal the box until after the first voter has cast their ballot.
- Once the polls close and it is time to transport the ballots, you will need to retrieve these Certificates and fill out the information for the Closing Procedures.

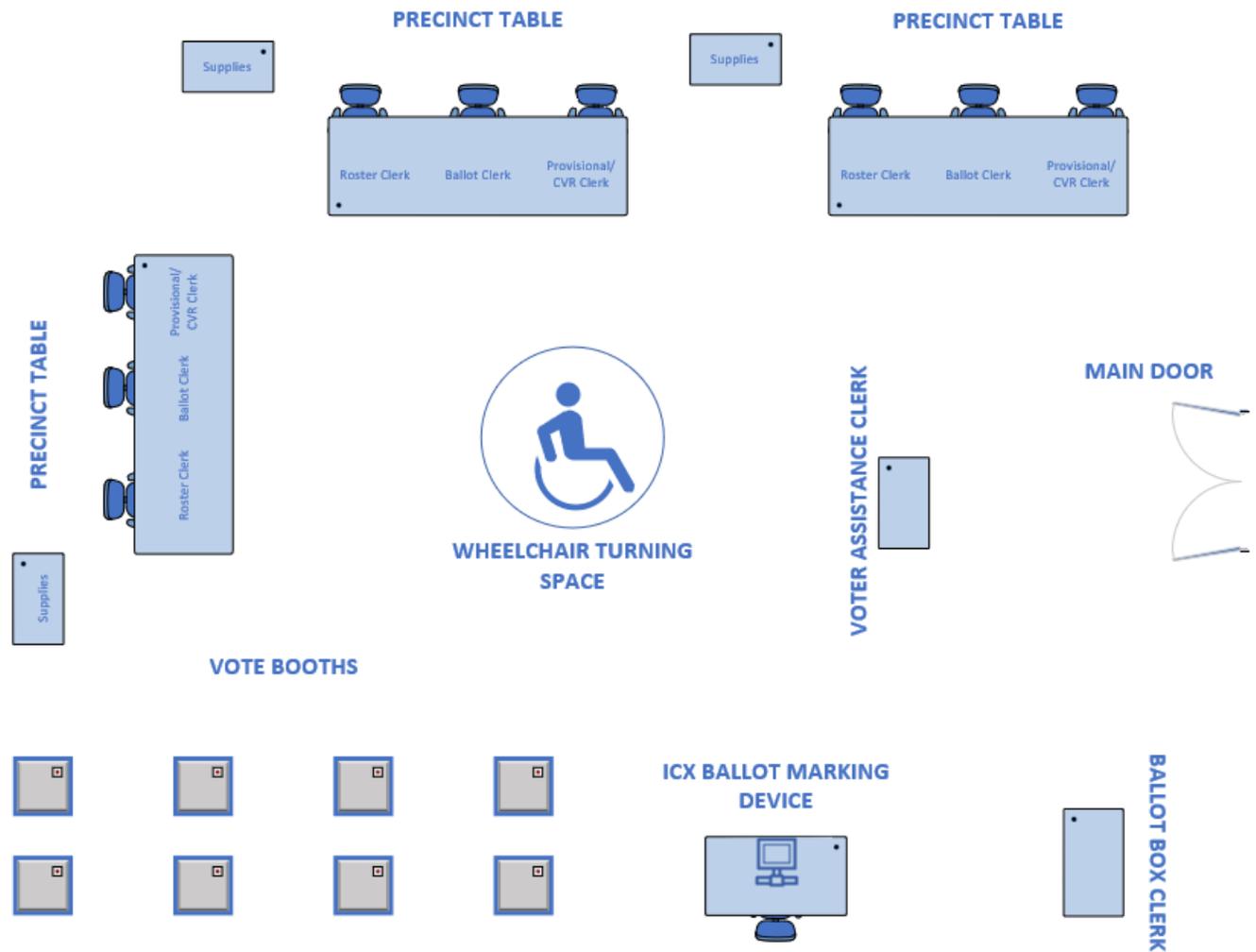
**Remember: Each precinct has a Ballot Box. Each ballot box will be labeled with the precinct number and Precincts will have different colored secrecy sleeves which will match the tally sheet to ensure voters are depositing ballots into the correct box.**

**ALL ballot boxes must remain unsealed until the first voter is ready to deposit ballot. Certificates can be filled out and set next to each ballot box along with the seal.**

**Inspectors:** Assign the following set-up tasks to different workers to be completed before the polls open. If there is more than one precinct in the polling place, coordinate set up with the Lead Inspector.

One Worker	One Worker
<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up and Prepare ICX. See ICX Manual for instructions.</li> <li><input type="checkbox"/> Layout ICX supplies from the Supply Tub</li> <li><input type="checkbox"/> Make sure ICX screen is facing away from voters passing by to ensure voter privacy.</li> <li><input type="checkbox"/> Make sure privacy shield is set up and unit is set to "ON"</li> <li><input type="checkbox"/> Set up any other accessibility equipment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hang BOTH Outside Indexes outside the outermost doors or directly inside the outermost doors of the polling place.</li> <li><input type="checkbox"/> Hang the flag, with the Union Jack (blue field of stars) in the upper left-hand corner, outside the polling place.</li> <li><input type="checkbox"/> Place the VOTE HERE signs so voters coming from different directions can find the polling place entrance.</li> <li><input type="checkbox"/> If the ADA entrance is not the main door, place an ADA sign with the arrow to direct voter to the entrance.</li> <li><input type="checkbox"/> Post "100 feet" sign and "Polling Place" sign with Precinct Number 100 feet from the entrance to the building.</li> <li><input type="checkbox"/> Tape Ballot Box Tally Sheet to the Ballot Box (found in Ballot Box Clerk supplies zip bag).</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange voting booths for privacy. Post "Voting Instructions" in each booth, unless already posted. If there are multiple precincts in a polling place all voting booths can be positioned together.</li> <li><input type="checkbox"/> Post Items for Display Poster, Precinct Number, Facsimile Ballots (post one on the wall and put one on the table, with instructions)</li> <li><input type="checkbox"/> Set out Voter Information Guides, Sample Ballots, and demonstration ballots on a separate table away from the check in tables.</li> <li><input type="checkbox"/> Set out pens, disinfectant wipes, and hand sanitizer at Roster Clerk.</li> <li><input type="checkbox"/> Review checklists to make sure all tasks have been completed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up precinct table: lay out Roster, Line # Tracker, one packet of ballots—start with lowest number, Certified Write-In list and any other supplies.</li> <li><input type="checkbox"/> DO NOT Seal any of the ballot boxes until the first voter is ready to put in their voted ballot. The Inspector and one Precinct Worker must complete the seal certificate from the Seal &amp; Certificates envelope for each of the ballot boxes. Double check perforation on ballot (which separates stub from ballot at top) is in correct place (at the top ¼ inch above dashed line). Call your Precinct Assistant if not correct. Double check the precinct and ballot type on the ballots against the roster.</li> <li><input type="checkbox"/> Take Provisional/CVR voting supplies out of VBM Ballot Box and set up Provisional Table.</li> <li><input type="checkbox"/> Seal VBM Ballot Box (Seals &amp; Certificate supplies)</li> </ul>

## POSSIBLE POLLING PLACE SET UP



### Emergency Set Up Procedures

- If you are unable to access the facility, first, call the Precinct Worker Line immediately to inform us of the situation. We will send the Precinct Assistant to assist, and we will continue to try and contact the facility.
- Set-up the Polling Place outside the entrance of the facility in the safest space available.
- This is very important: You should have all the critical items we instructed to keep with you. You will be able to process voters, even if all other Polling Place and Precinct supplies are locked inside the facility.
- The Precinct Assistant will deliver other emergency supplies as soon as possible.
- They will bring:
- A six-foot folding table, folding chairs, clipboards, and extra precinct supplies like provisional envelopes and pens.

- You will assist voters just as if you were inside the Polling Place.
- The Precinct Assistant will also help with the transition into the Polling Place once you are able to gain access.
- Once you gain access inside the facility, you will set up the remaining items according to the procedures in the Inspector Manual.
- After your all set up, the Precinct Assistant will contact the Elections Office to give an update.

### **Sensitivity at the Polls**

- Voters have additional rights, depending on circumstances. All Precinct Workers should be accommodating and flexible to ensure these rights are protected.
- Voters who need or want assistance to vote have the right to receive help in casting a ballot. A voter who is not proficient in English can bring one or two people into the voting booth, or the voter may request assistance from a bilingual poll worker.
- Voters needing language assistance should not be asked to step aside while other voters are serviced first; all voters should be processed in the order which they appear to vote.
- Accessibility Items, such as handy-lens magnifiers and Pen Grips are available to all voters. Voters of all backgrounds must be treated with respect. Whether they speak a different language, are a different race or ethnicity than you, have a physical, sensory, or mental disability, have low literacy skills, or are a different gender, everyone must be provided with the same level of service .
- Voters may present and express their gender in a manner that is different than what may be assumed based on how they are listed on the roster.
- Any doubt as to their identity shall be resolved in a favor of permitting the voter or new registrant to cast a ballot.

### **Additional Rights of the Voters**

- Rights of Voters Accompanied by Children
  - A voter who is accompanied by children below the age of 18 may take them into the voting booth.
- Rights of Election Observers
  - Observers have the right to observe the polling place process as long as they do not interfere with any voter's right to cast a secret ballot or a precinct worker's ability to work.
  - Observers may be at the polls before they open to the public, during polling hours, and after the polls close.
  - Observers have the right to ask the Inspector questions about election procedures and to receive an answer. However, if persistent questioning disrupts the precinct workers' duties, the Inspector can stop responding and direct the observers to the County Elections office

for further answers.

- Observers are NOT allowed behind nor at the precinct tables at ANY time or in the voting area. They must stand to the side if they wish to observe.

Rights of 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.
- However, precinct workers CANNOT be interviewed by the media.

## OPENING THE POLLS

### Commence the Voting Process

At 7:00am promptly open the polls and proclaim aloud:

**The Polls Are Now Open**



As a reminder, voters must be allowed to vote at this time even if the polling place setup is not complete. Also remember ALL Ballot boxes (Precinct/VBM/Provisional) are open and ready to show the first voter that the box is empty.

Each one MUST have a completed "Seal Certificate" inside each box.

### First Voter Procedure

Open each of the Ballot Boxes for the first voter who will verify the Ballot Box is **EMPTY**.



Place seal on the Ballot Box **before** voter places ballot in the Ballot Box.



## **Throughout the Day**

- Be sure that workers are taking their breaks and completing their assigned duties to ensure that all the tallying, rosters and line indexes are current.
- You may be answering lots of questions from the precinct workers, observers, or media. This is why it is so important for you to read through all of the materials that have been provided to you.
- Check hourly to make sure the Ballot Box Tally Sheets are being used correctly?
- Check hourly to make sure the Line # Tracker/Voter Tally is being completed correctly?
- Checking in with precinct workers to ensure they are taking breaks and lunches?
- Marking out MARKED Outside Index hourly in RED?
- Voting booths are being cleaned periodically.
- Provisional/CVR Clerk using process correctly?
- Provisional/CVR Clerk checking VBM envelopes?
- VBM Envelope completed correctly?
- Provisional envelopes completed correctly?

## **CLOSING THE POLLS**

**At exactly 8:00pm, announce in a loud clear voice: "The polls are now closed."**



- Anyone in line by 8:00pm has the opportunity to vote.
- Voters arriving after the polls are announced closed cannot be allowed to vote. (EC §14402). Just before the polls close if there is a line, station one of the precinct workers behind the last eligible voter.
- Have Voter Assistance Clerk immediately bring in their ballot box. Do Not Allow anyone to put a ballot in the box.

Begin closing procedures **after** the last voter has voted and deposited a ballot in the Ballot Box.

Be mindful that there may still be voters and be respectful of their presence in the polling place.

Any member of the public may view closing procedures, but they CANNOT touch any voting materials or voted ballots. Only Precinct Workers or Clerk-Recorder staff are allowed to handle ballots. Those viewing are not allowed to interfere with closing procedures.



**DO NOT REMOVE PRECINCT BALLOTS FROM THE BALLOT BOX UNTIL THE UNVOTED BALLOT ARE ACCOUNTED FOR AND SEALED:**

**INSPECTORS:**

Use the following checklists and instructions to complete closing quickly and efficiently.

**BE SURE THAT THERE ARE ALWAYS TWO PEOPLE HANDLING THE BALLOTS AT ALL TIMES.**

**CLOSING CHECKLISTS**

**Lay out the following items:**

- Election Night Return Zip Bag
  - Zip Bag for Spoiled and Surrendered Ballots
  - Containers for **UNVOTED** Ballots
  - Precinct Ballot Statement/Certificate of Packaging and Sealing Form
    - Found in **Seals and Certificates Zip Bag** in Supply Tub
  - Signed Payroll Sheet
  - Scissors to cut seals.
- Gather all Seals and Certificates

**After the Polls Close and the last Voter has deposited their ballot in Ballot Box continue with the following closing procedures:**

- ONE WORKER - Perform the following tasks:**
- Clean up the voting booth area.
    - DO NOT disassemble booths or remove signs.
  - Remove and place Outside Indexes in Election Night Return Envelope
  - Remove all posted materials inside and outside the polling place and place in supply tub.
    - Be careful not to damage or tear signage. These will be used in the next election.
  - Bring all accessibility equipment into the polling place.

- TWO WORKERS - Perform the following tasks as the Unvoted Ballots Team**
- Determine the number of **UNVOTED** Precinct ballots:
    - How to calculate the number of UNVOTED ballots:
      - Record the next ballot number on the *Precinct Ballot Quantity Worksheet* and follow the instructions to complete.

- Enter the total number of **UNVOTED** ballots on Line 6 of the *Precinct Ballot Statement*
- Election staff must account for ALL BALLOTS, both **VOTED** and **UNVOTED**, during the canvass.
- IF THIS STEP IS NOT COMPLETED, Elections Staff must go through the **UNVOTED** ballots for **every** precinct before the Election can be certified.

### BALLOT QUANTITY WORKSHEET EXAMPLE

	Complete Prior to Opening Polls	To be completed at closing	
Ballot Type	# of Ballots to Precinct A	Next Ballot # to be issued at closing B	Ballots remaining C A-B+1=C
1	100	26	100-26+1 = 75

- Complete the Unvoted Ballot Tamper Evident Seal Certificates for **Precinct** Ballots. (#8)
  - Be sure to include the Precinct # and the beginning and ending serial numbers.
  - The beginning number should be the next available ballot.
  - The ending number should be the number of the last ballot. This number should equal the number of ballots that was issued to your precinct.
- Place the seal certificate inside the container **BEFORE SEALING**.
- Complete the Unvoted **Provisional** Ballot Tamper Evident Seal Certification (#9)
  - Be sure to include the Precinct # and the beginning and ending serial numbers.
  - The beginning number should be the next available ballot.
  - The ending number should be the number of the last ballot. This number should equal the number of ballots that was issued to your precinct.
- Enter the total # of unvoted ballots (Precinct + Provisional) on each container label.
  - Enter the number of box(es) i.e., 1 of 1 **or** 1 of 2, 2 of 2.
- Place the seal certificate inside the box **BEFORE SEALING**.
- **In the presence of all in the room, seal all UNVOTED Precinct and Provisional Ballots in Container for UNVOTED Ballots with a Tamper Evident Seals.**
- **Place the seals so the container cannot be opened without compromising the seal.**
- **Place Sealed container for Unvoted Ballots in the Collection Center Return Bag**

- **TWO WORKERS – Perform the following tasks as the VOTED PRECINCT BALLOTS TEAM once the Unvoted ballots are sealed:**
- Locate cardboard box inside your supply tub. This is the **VOTED** ballots return box.
- Cut the seal on the Precinct Ballot Box.
- Retrieve the Precinct Ballot Box Lid Zip Tie Seal Certificate that you filled out prior to the Polls Opening and that you placed in the ballot box.
- You will place this Certificate in the Election Night Return Zip Bag.
- Separate out **VOTED** precinct ballots **AND** voted ICX precinct ballots into separate piles.
- Count **VOTED** precinct ballots.
  - Bundle voted precinct ballots with rubber bands into batches of 50.

- Bundle any remaining voted precinct ballots with a rubber band and place a scratch piece of paper with the number of ballots on it under the band.
- Bundle any ICX ballots with rubber bands and place a scratch piece of paper with the number of ballots on it under the band.
- When finished, give the count of precinct ballots and ICX precinct ballots to the worker completing the Precinct Ballot Statement.
- Put ballots in **VOTED** ballots return box.
  - Each box can contain up to 550 **VOTED** ballots.
- **Do not affix seal(s) until the Precinct Ballot statement is balanced.**
- After statement is balanced complete voted precinct ballot tamper evident seal certification #5.
  - Be sure to have ALL Precinct Workers sign.
- Enter the total # of voted ballots (Precinct + ICX) on each container label.
  - Enter the number of containers i.e., 1 of 1 **or** 1 of 2, 2 of 2.
- Place the seal certificate inside the container **BEFORE SEALING**.
- **In the presence of all in the room, seal the VOTED Precinct Ballots in container for VOTED Ballots with a Tamper Evident Seals.**
- **Place the seals so the container cannot be opened without compromising the seal.**
- **Place Sealed Container for Voted Ballots in the Collection Center Return Bag**
  
- Put Ballot Box Tally Sheet in Election Night Return Zip Bag.

**One Worker- Completes the Provisional Ballot Statement and cleans up Provisional Workstation**

- Give Unvoted Provisional/CVR Ballots to the Unvoted Ballots Team along with Number of Unvoted ballots.
- Complete the Provisional Ballot Statement (In with the Provisional Roster)
- Once complete, place the Provisional Ballot Statement/Ballot Tally Sheet, Provisional Roster, and Provisional Ballot Quantity Worksheet into the slot of the pink Provisional Ballot Box.
- Complete Insertion Slot Zip tie seal certificate #7. **Put certificate into box before sealing.**
- Secure Provisional Ballot Box slot with zip tie seal.
- Give Provisional Ballot Box with seals intact to Inspector.
- Put all other Provisional materials neatly in Supply Tub.

**One Worker- Completes the ICX Ballot Statement, Closes ICX and Cleans up Workstation.**

- Follow the instructions in the ICX Manual for closing the polls.
- Complete the ICX Ballot Statement
- Report Numbers to each precinct in the polling place
  - # of Precinct ICX Ballots
  - # of Provisional ICX Ballots
- Distribute materials.
  - Spoiled ICX Ballots- place in Envelope for Spoiled and Surrendered Ballots

- Place the following in the Election Night return Zip Bag
  - ICX Voter Slips
  - ICX Ballot Statement/Ballot Tally
  - ICX Seal Log
  - ICX Ballot Quantity worksheet\_
- Complete the Unvoted ICX Ballot Stock Pouch Zip Tie Seal Certificate.
- After completing, place it inside the unvoted ICX Ballot Stock Pouch **BEFORE SEALING.**
- Secure the ICX and Printer according to the ICX Manual
- Return the following to the ICX Envelope and place in Precinct Supply Tub
  - ICX Manual
- Return the following to the Precinct Supply Tub
  - Unused headphone covers.
  - Stylus
  - Disinfectant wipes\_

**ALL PRECINCT WORKERS - Complete the Closing Certificate (located in the Official Roster binder)**

- Enter the number of voters who voted both written in words and numbers.
- All workers present at closing must sign.
- Leave certificate in your roster.

***INSPECTORS:*** After securing and accounting for the **UNVOTED** and **VOTED** ballots, and completing the Precinct Ballot Statement, verify all workers present at closing signed the required documents (see required signatures checklist). Refer to the **Envelopes, Collection Center Return Bag, and Precinct Supply Tub** checklists to double-check that everything is located in the correct place and what items to take to the Regional Collection Center.

## CHECKLIST: SIGNATURES REQUIRED

The following instructions detail all the items that require a signature on Election Day:

	<b>What to Sign</b>	<b>Where to Locate</b>	<b>Who Signs</b>	<b>Where it goes now</b>
<input type="checkbox"/>	<b>Declaration Page:</b> should be signed when worker starts their shift	<i>Inside front cover of the Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT	<b>Stays in the Roster then the Roster goes in Election Night Return Zip Bag after the Polls close.</b>
<input type="checkbox"/>	<b>Payroll Sheet:</b> should be signed when workers start their shift	<i>In Inspector Supply Zip Bag</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT	<b>Election Night Return Zip Bag</b>
<input type="checkbox"/>	<b>Closing Certificate</b>	<i>Inside front cover of the Roster</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	<b>Stays in the Roster then the Roster goes in Election Night Return Zip Bag after completion</b>
<input type="checkbox"/>	<b>Seal for Envelope for Spoiled and Surrendered Ballots</b>	<i>Inside Seals and Certificates Zip Bag</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	<b>Place one on Spoiled and Surrendered Ballots Zip Bag so it cannot be opened without tearing</b>
<input type="checkbox"/>	<b>Labels for UNVOTED ballots</b>	<i>On Container(s) for Unvoted Ballots</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	<b>After sealing place Container(s) in Election Night Zip Bag</b>
<input type="checkbox"/>	<b>UNVOTED ballots Seal Certificate</b>	<i>Inside Seals and Certificates Zip Bag</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	<b>Place inside container(s) for Unvoted Ballots before sealing</b>
<input type="checkbox"/>	<b>Precinct Ballot Statement/Certificate of Packaging &amp; Sealing Form</b>	<i>Inside Seals and Certificates Zip Bag</i>	ALL WORKERS AT <u>YOUR</u> PRECINCT present at closing	<b>After completion place in Election Night Return Zip Bag</b>
<input type="checkbox"/>	<b>Provisional/CVR Ballot Statement</b>	<i>Reverse side of the Provisional/CVR tally sheet</i>	Inspector-Provisional/CVR Clerk	<b>After completion, drop in slot with provisional/cvr ballots</b>
<input type="checkbox"/>	<b>ICX Ballot Statement (Lead Inspector only)</b>	<i>Inside ICX supply Zip Bag</i>	Lead Inspector/ ICX Clerk	<b>Place in Election Night Return Zip Bag</b>

## CLOSING CHECKLIST: LEAVING THE POLLS

### ***Bring to the Collection Center***

*(at least 2 people in the same vehicle,  
[EC §15201\(3\)](#) & [15202](#))*

**Collection Center Return bag  
containing:**

**SEALED Container(s) for *VOTED* Ballots  
Election Night Return Zip Bag  
Sealed Container(s) for Unvoted Ballot  
Sealed ICX Unvoted Pouch  
Sealed Zip Bag for  
Spoiled/Surrendered.  
Cell Phones**

**Provisional Ballot Box** – (sealed) -  
contains Provisional ballot envelopes,  
provisional ballot statement/tally  
sheet/roster and provisional ballot  
quantity worksheet

**VBM Ballot Box** (s)– (sealed) - Contains  
Vote-by-Mail ballots. Extra boxes only  
provided to polling places with Voter  
Assistance Clerks and Outside Ballot  
Drop off

**Receipt for Poll Ballots, Ballot Boxes,  
and Precinct Supplies**

***Leave at the Polling Place***  
*for pick up by delivery crew*

**Empty Ballot Box/Bag**

**ICX Ballot Marking Device,  
printer & Table. Follow  
directions in ICX manual for  
powering down and securing ICX.**

**Supply Tubs**  
(ICX Supplies Envelope, removed  
signage and all other supplies)

**Voting Booths** (Do NOT  
disassemble or remove signs)

**Accessibility Equipment**  
(bring inside polling place for  
delivery crew to disassemble)

**UNUSUAL  
CIRSUMSTANCES WHAT  
TO DO IF?**

IF:	THEN
Voter is disruptive at the polling place	If you can, attempt to diffuse the situation yourself or call your precinct assistant for help. Let the voter know that you have called your supervisor to assist the voter.
	If you feel that the voter is a danger to yourself or others, call 911. If you have to call 911, contact your precinct assistant so they and the elections office are aware of the situation. <b>REMEMBER - DO NOT PUT YOURSELF OR OTHER WORKERS IN HARMS WAY.</b>
You are instructed that a court order has been issued extending voting hours	Let your workers know. Follow instructions from the Elections office or precinct assistant
Other situations	See Emergency Procedures manual
<b>Voter signed Roster and did not vote:</b>	<ul style="list-style-type: none"> <li>• List the voter's name on the Closing Certificate found on the inside back cover of the Roster.</li> </ul> <p><i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i></p>
<b>Voter leaves with ballot:</b>	<ul style="list-style-type: none"> <li>• List this voter's name on the Closing Certificate.</li> <li>• Make a note on the Closing Certificate that a voter left with their ballot if the name cannot be remembered.</li> </ul> <p><i>Check the Closing Certificate when completing the closing procedures Election Night. This situation will cause the Precinct Ballot Statement to be out of balance on Election Night.</i></p>

## **PRECINCT WORKER REMINDERS & TIPS**

The physical “amenities” at each polling place vary widely. For your own comfort, consider the following:

- Wear clothing in layers—temperatures can vary widely during the day. Some places may require their door to be open for accessibility purposes.
- Bring a watch set to the correct time in case there is no clock at the polling place. Many cell phones also give the time.
- Furniture varies—bring a cushion or a chair that is comfortable for you.
- If you need to take medication during the day, be sure to bring it with you.
- Bring food and drinks; be sure to keep it off the tables and the ICX.
- A flashlight can come in handy if there is a power outage.
- NON-POLITICAL reading materials (no newspapers or books that contain political references), knitting or something to work on, in case part of the day is slow. Remember voter assistance is our first priority.
- Locate the restrooms first thing in the morning. Restrooms are not open to the public on Election Day.
- Plan for and take breaks and meals throughout the day. The voters will be better served if you are rested and relaxed.
- Bring patience. Each Election brings its own challenges as well as the rewards of community service.
- Don't forget your sense of humor.
- Use your resources—contact your Precinct Assistant—they're there to help you help voters or call the Elections Office (805) 781-5228. There's no such thing as a stupid question.

## **SUGGESTIONS/FEEDBACK**

We enjoy hearing from you regarding your experiences and any situations encountered on Election Day. Your feedback helps us plan future elections. Many of the ideas contained in this manual came from precinct workers at previous elections.

Please share your thoughts, ideas, and suggestions by email <mailto:precinctworker@co.slo.ca.us>. There is also a note pad in the supplies for you give suggestions and ideas. Return in Election Night Return Zip Bag.

**REGIONAL COLLECTION CENTER**

**Please stay in your vehicle when returning items to the Regional Collection Center.**

<b>COLLECTION CENTER</b>
Highlands Church 215 Oak Hill Rd Paso Robles