

# QUESTIONS ASKED AT PRECINCT WORKER/INSPECTOR TRAINING

1. If an election worker observes inappropriate behavior by another election worker/inspector, who should be contacted to prevent further damage to voting in-person?

**Answer:** Inappropriate conduct of any precinct worker or inspector will not be tolerated. Please contact either your Precinct Assistant or the Elections Office at 805-781-4989 immediately. They will then be removed from the precinct immediately.

Inappropriate conduct could be identified as discriminating against voters based on race, ethnicity, party preference, literacy or disability, electioneering, denying the voter's right to vote, coercing or intimidating voters, or discussing any political matter, issue or viewpoint.

The polling place is a safe place for voters to come and exercise their right to vote without fear of judgement, retaliation, or intimidation.

Precinct workers should not be questioning why a voter chooses to either surrender their Vote by Mail ballot and vote a precinct ballot or vote their Vote by Mail ballot and place it in the Vote by Mail Ballot Box.

2. Do Vote by Mail ballots that get turned in at the polling place on election day, get counted the same way as the precinct ballots (meaning that night)?

**Answer.** No. Vote by Mail (VBM) ballots returned either by mail, at a drop box or at the polling place will not get processed and counted on election night. Only precinct ballots voted at the polling place will get counted on election night. VBM ballots returned on election day will be processed, and signature verified in the days following the election.

3. If a ballot (VBM) is turned in without signatures, that process of determining its legitimacy seems to be grossly without chain of custody. Why not disqualify them and so discourage dishonest submissions?

**Answer.** Just because a voter inadvertently did not sign their VBM identification envelope, does not make them "dishonest submissions." People make mistakes every day.

Chain of Custody refers to the processes, or paper trail, that documents the transfer of materials from one person (or place) to the next. Regarding the Chain of Custody measures that are currently in place for returned VBM ballots at a polling place (with or without a signatures) is as follows:

- The Inspector and one Precinct Worker is required to complete the "VBM Ballot Box Lid Zip Tie Seal Certificate," which certifies that the VBM Ballot Box Lid was secured with a serialized zip tie seal on election day morning. The VBM Ballot Box is not opened at any point during election day at the polling place. If there is a Voter Assistance Clerk assigned to your polling place, they too will have a VBM Ballot Box and are required to complete the same process.
- After the close of the polls, and the VBM Ballot Box is returned to the County Elections Office for processing, County Elections Staff must verify that the bag was properly sealed and sign the "VBM Ballot Box Lid Zip Tie Seal Certificate," confirming that what the seal number that the Inspector and Precinct Worker wrote matched the seal number that was removed. If it is a different number and the Inspector and Precinct Worker had to break the seal prior to the close of polls, an explanation must be written on the certificate.

If the concern is simply accepting a VBM envelope without a signature at the polling place, I would say that the precinct worker's responsibility is to double check that the voter has signed the VBM envelope and if they hadn't, to ask that they do so that it can be processed and deposited in the VBM Ballot Box.

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If a voter is returning a ballot on behalf of another voter and that identification envelope is not signed, the designated voter can 1) take the ballot back to the voter that didn't sign and have them sign it, or 2) simply hand it to the Precinct Worker to deposit it in the ballot box. When the VBM envelope is received and processed by the Elections Staff, an "Unsigned Identification Envelope Statement" will be mailed to the voter, pursuant to Elections Code 3019 (e). Once the voter has returned the signed statement timely, the Elections Staff will process and count the ballot. The "Unsigned Identification Envelope Statement" is then scanned into the voter registration system and added to the voter's record.

4. Must a surrendered VBM ballot be placed in an envelope?

**Answer. No. You will need to do the following:**

- Roster Clerk - Write the voter's name and ID # on the Call Center VBM Confirmation Slip.
- Give the slip to Ballot Clerk to call VBM Call Center.
- Ballot Clerk writes a checkmark in the box next to the Call Center's response, writes the name of the confirmation staff. If the Call Center staff confirms no ballot has been returned, hand the slip back to the Roster Clerk to process. If the Call Center staff states that a ballot has been returned, send the voter to the Provisional Clerk.
- Place "SURRENDERED" sticker over the timing marks at the top of the ballot.
- Place ballot in Envelope for Spoiled and Surrendered Ballots.  
Proceed to Complete the Roster.

5. Where do I find the "Spoiled Ballot Tally?"

**Answer.**

**Precinct Spoiled Ballots – The Spoiled Ballot tally is located on the front of the Line # Tracker.**



LINE # TRACKER  
MARKED OUTSIDE INDEX  
SPOILED BALLOT TALLY

The Line # Tracker/Voter Tally is designed to keep track of voter line #s so the Marked Outside Index can be marked quickly & accurately at the top of each hour. It also provides a tool for keeping an accurate count of the number of voters who signed the roster, including those on the supplemental roster list, and provides a space for tallying spoiled precinct ballots.

SEE NEXT PAGE FOR INSTRUCTIONS TO USE THE LINE # TRACKER, MARKING THE OUTSIDE INDEX, AND KEEPING AN ACCURATE TALLY OF THE VOTERS DURING THE DAY.

**PLEASE PUT EACH SHEET IN THE ELECTION NIGHT RETURN ZIP BAG**

## SPOILED BALLOT TALLY

If a voter spoils a precinct ballot and receives another ballot, mark this tally. The total # of spoiled ballots is needed for the Precinct Ballot statement. Place label on the spoiled ballot and put ballot in the Zip Bag for Spoiled and Surrendered Ballots

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

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**Provisional/CVR Spoiled Ballots – The Spoiled Provisional/CVR Ballot Tally is located at the bottom of the Provisional/CVR Ballot Tally sheet.**

## TALLY SHEET FOR PROVISIONAL/CVR BALLOTS

- Below are the tally sheets for tracking Provisional/CVR ballots.
- PLACE this sheet on the top of the Blue Bag to track the ballots as they are deposited into the Blue Bag

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

SPOILED PROVISIONAL/CVR BALLOTS																								
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

**ICX Spoiled Ballots – The ICX Spoiled Ballot Tally is at the bottom of the ICX Ballots Issued Tally.**

## ICX BALLOTS ISSUED TALLY

PRECINCT # \_\_\_\_\_

### PRECINCT BALLOT

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

PRECINCT # \_\_\_\_\_

### PRECINCT BALLOT

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

PRECINCT # \_\_\_\_\_

### PRECINCT BALLOT

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

PRECINCT # \_\_\_\_\_

### PRECINCT BALLOT

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

## ICX BALLOTS SPOILED TALLY

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

6. When do we call the VBM call Center?

**Answer.** The Ballot Clerk will call the VBM Call Center if:

- The voter has a VBM ballot to surrender but no envelope and is on the roster.
- The voter has no VBM ballot OR envelope to surrender but is on the roster.
- The voter has "VBM Returned" on the signature line of the roster but believes they have not voted and is on the roster.

If the voters is not on the roster, they must vote provisionally. There is no need to call the VBM call center when a voter is not on the roster.

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7. Can we accept the Signature Cure Letters at the polls?

**Answer.** Yes. If a voter comes to your precinct and would like to return their completed Signature Cure Letter, be sure that is filled out and signed and then place it in the Election Night Return Zip Bag.

If a voter has misplaced their Signature Cure Letter and needs another one, provide it to them. Each precinct will have copies of both the Signature Verification Letter and the Unsigned Ballot Letter to provide to voters.