

Marin County Registrar of Voters

Poll Worker Instructions

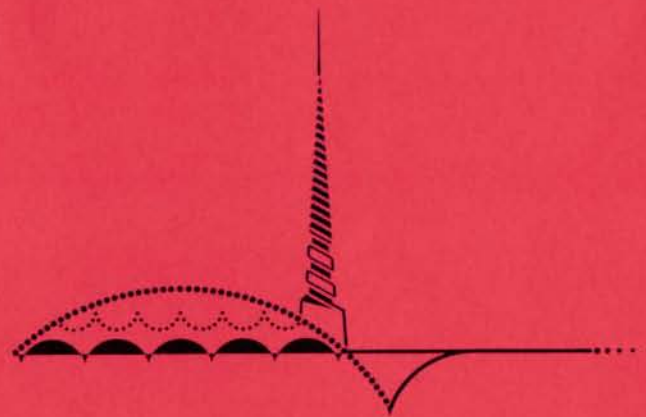
Instructions for Chief Inspectors, Deputy Inspectors, and Clerks

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

Questions or problems?

Call: Procedures / Supplies: **415-499-6439**

Accuvote or Automark: **415-499-7460**



Rev. July, 09

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

A. Before Election Day – Chief Inspector Duties

Do **not** open the sealed portion of the *Accuvote* bag until Election Day.

- ♣ Pick up a red bag at the training class.
This bag contains: a black Accuvote bag, a polling place accessibility supply bag, a Vote by Mail Ballot Box, and other supplies you will need.
- ♣ Use the inventory list in the red bag to make sure your red bag has all the supplies you need.
- ♣ Call your polling place contact (listed on your supply receipt) to make sure you can get into the polling place on Election Day by 6:30 a.m., or earlier.
Important! Take this person's contact info with you on Election Day in case you have any problems getting in.
- ♣ Call your Deputy Inspector(s) to tell them what time to meet you at the polling place on Election Day.
- ♣ Charge your county-issued cell phone.
- ♣ **On Monday, the day before Election Day**, make sure all equipment has been delivered to your polling place by 6:00 p.m, including:
 - ♣ Automark voting machine
 - ♣ Voting booths
 - ♣ Vote Here Sign
 - ♣ Tri-fold sign board
 - ♣ Black ballot box
- ♣ Use the inventory list in the black ballot box to make sure you have all the supplies you need.
(This list is also printed on the Ballot Box Notice in your red bag.)

Deputy Inspector duties on back →

A. Before Election Day

A. Before Election Day – Deputy Inspector Duties

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

B. Election Day before the polls open - Chief Inspector Duties

- ♣ Arrive at the polling place by 6:30 a.m., or earlier if needed.
 - ♣ Identify the seal number on the lock on the black Accuvote bag. You must have another poll worker with you, then:
 1. On the ID tag of the black bag, write:
 - The seal number.
 - Your initials.
 - The other poll worker writes his/her initials, too.
 2. Break the seal to open the lock on the bag.
 3. Take the Accuvote scanner out of the bag. Inspect the seals on the front and sides. *Important!* If any seal is broken, call the Elections office immediately.
 - ♣ Follow the opening instructions on the laminated sheet inside the Accuvote bag to prepare the Accuvote scanner.
 - ♣ Follow the opening instructions on the laminated sheet inside the Automark case to prepare the Automark voting machine.
 - ♣ Have each poll worker take the Oath of Allegiance and sign the Oath page of the Roster. Each poll worker must sign that page.
 - ♣ If your polling place covers more than one precinct, assign a clerk to the door. That clerk can direct voters to the correct voting table and help voters find their polling place.
 - ♣ Set up your polling place so all poll workers can clearly see the ballot box and voting booths.
 - ♣ Connect the voting booth lamps to each other. (All cords must be away from foot traffic.)
 - ♣ If your polling place has a *polling place accessibility supply bag*, follow the instructions in the binder inside this bag to set up the supplies.
 - ♣ Set up *outside* the polling place entrance:
 1. American flag (the blue must be on the left as you look at the flag)
 2. Street Index – one copy
 3. These signs:
 - Polling Place 100'
 - Vote Here
 - Cell phone
 - Voter's Bill of Rights (English and Spanish)
 - ♣ Set up *inside* the entrance to the polling place:
 - Trifold sign board
 - Spanish translation of measures (if any measures are on the ballot).
 - ♣ Turn on your county-issued cell phone.
- (If you have extra time, you may sign the seals that you will use to seal the envelopes at the end of the day.)

Deputy Inspector duties on back →

B. Election Day before the polls open

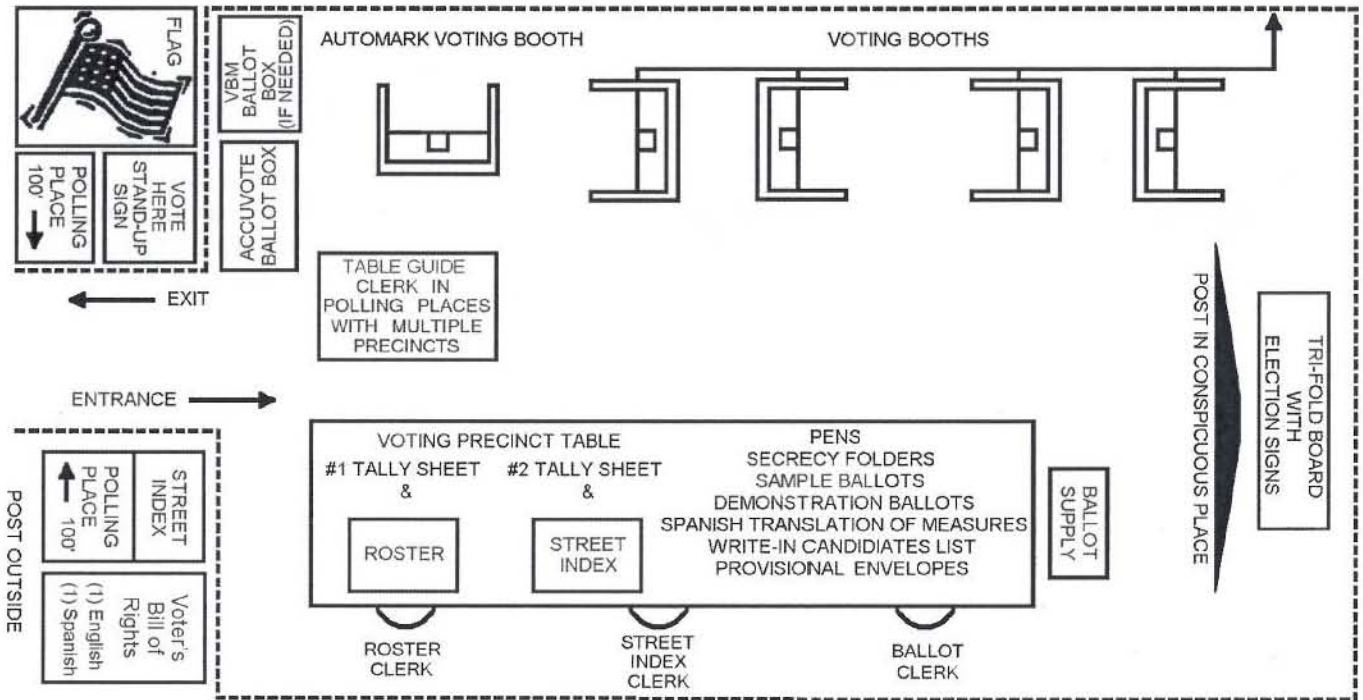
B. Election Day before the polls open – Deputy Inspector / Clerk Duties

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

C. Voting room set up

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

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



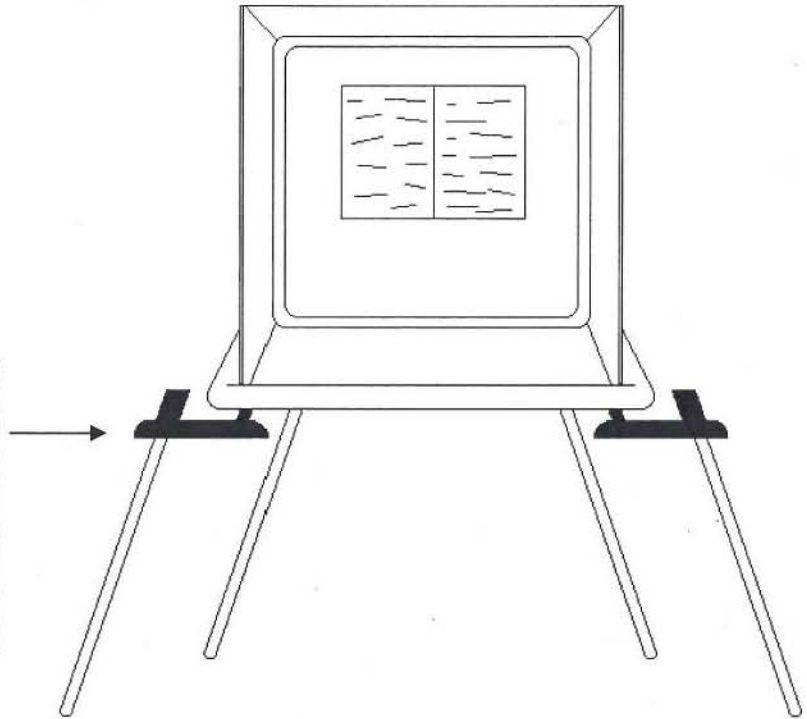
C. Voting room set up

Accessible voting booth →

C. Accessible voting booth

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

To set up (and pack):
Attach the *black leg extenders* and extend the legs to the side for wheelchair access.
At the end of the day, remove the legs and store with extenders in the case.



D. When the polls open – Chief Inspector Duties

- ♣ At 7 a.m. announce, “The polls are open.”
- ♣ Show the first voter the Accuvote display screen that shows a zero total.
- ♣ Supervise the polling place
- ♣ Help voters put their ballots into the Accuvote scanner, and help voters use the Automark as needed.
- ♣ Oversee voter traffic, so that voters form one line, and will know where to go.
- ♣ Keep an eye on the Accuvote scanner and Automark machine to make sure they are working.
- ♣ Make sure the ballot box remains in plain view.
- ♣ Check the voting booths throughout the day. Throw out any campaign literature that voters may have left.
- ♣ Help the Deputy Inspector(s), as needed. They may need you to explain provisional voting, or cover them for breaks.

D. When the polls open...

Polling place rules→

D. When the polls open – Deputy Inspector Duties

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

Polling Place Rules:

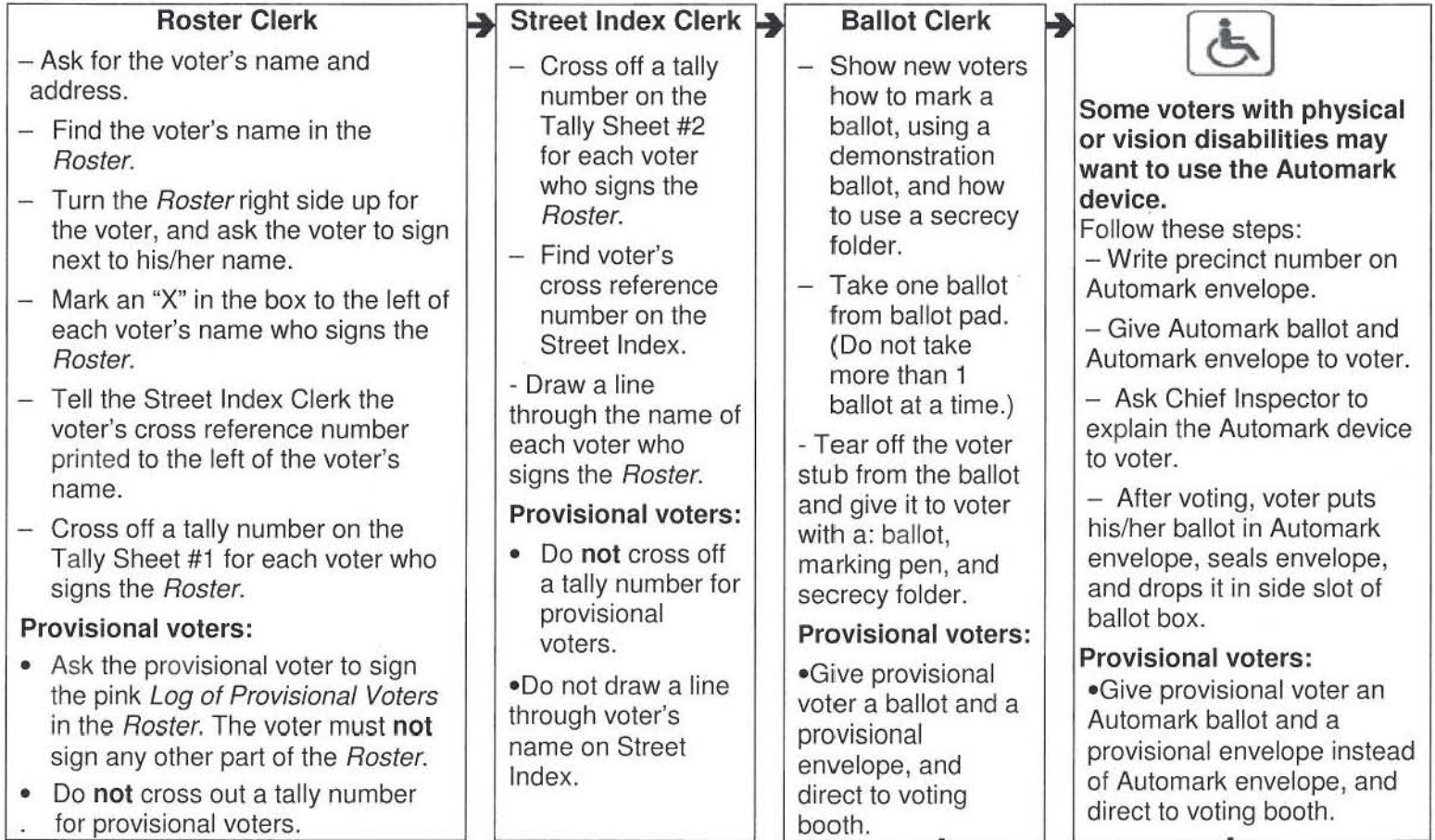
- Anyone may observe the voting process, including opening and closing the polls. Poll workers must cooperate with poll watchers, **unless** it interferes with voting or opening / closing processes.
- Anyone may look at the *Roster*, unless it is being used.
- Only 1 person may go into a voting booth.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

E. Voter flow chart (Clerks' Duties)

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



At the Voting Table:



↓
Voter goes to voting booth.

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

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

E. Voter flow chart (Clerks' Duties)

Poll worker procedure chart →

E. Poll worker procedure chart

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

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

F. Common situations

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

F. Common situations

Emergency evacuations →

F. Emergency evacuations

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

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

Help people with disabilities, including:

Vision Problems

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

Hearing Problems

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

Mobility Problems

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

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

G. Close the polls – Chief Inspector Duties

- ♣ At 8:00 p.m., say out loud, *“The polls are closed.”*
If any voters are waiting in line, also say, *“All voters who are in line now will be able to vote.”*

After the last voter votes:

- ♣ **Shut down the Accuvote scanner.** Follow the Accuvote closing procedures on the laminated instruction sheet in your red bag.
- ♣ Pack the Accuvote scanner in the black Accuvote bag.
- ♣ **Shut down the Automark machine.** Follow the Automark closing procedures on the laminated instruction sheet.
- ♣ Put the headphones and keys into the black Automark case.
- ♣ Remove all voted ballots from the Ballot Box and the VBM Ballot Box.
- ♣ Pack Voted Ballots. See Section H - *Record Seal & Pack Ballots*, and Section I - *Packing Up*.
- ♣ Work with the Deputy Inspector to record the number of voted ballots. See Section H - *Record Seal & Pack Ballots*.

Deputy Inspector duties on back →

G. Close the polls

G. Close the polls – Deputy Inspector Duties

- ♣ Assign clerks to:
 - Pack the voting booths.
 - Take down the flag, outside copy of *Street Index*, posters, and signs.
 - Bring in the Vote Here stand up sign.
 - Help the Chief Inspector remove all ballots from the ballot box.
- ♣ Count the number of voters' signatures on each page of the *Roster*. Write that number in the box at the top right side of each page.
- ♣ Work with Chief Inspector to complete the *Ballot Statement* on the front cover of *Roster*. See front and back of Section H – *Record, Seal & Pack Ballots* for duties.
- ♣ Leave any accessibility equipment set up by movers outside the polling place for movers to pick up after the polls close.

H. Record, seal & pack ballots – Chief / Deputy Inspector Duties

Chief Inspector: Work with the Deputy Inspector to record the voted ballots. If your polling place covers more than one precinct, separate these items by precinct before counting. Then count each precinct separately. Give the totals for each precinct to that precinct's Deputy Inspector.

Follow these steps:

1. **Find** the total number of votes for your precinct on the Election Results Report tape. Say the number out loud. Your Deputy Inspector will write this number on Line 6 of the Ballot Statement on front cover of Roster.
2. **Open Door 1** of the ballot box.
 - Take out all **voted** ballots.
 - Put them in their original cardboard boxes.
 - Open Door 3 and look inside the counted ballot compartment of the ballot box to make sure it is empty.
 - Seal the box(es) of voted ballots with the seal for Voted Ballots.
3. **Open Door 2** of the ballot box.
 - Take out all vote-by-mail, provisional, and Automark envelopes.
 - Take out any Accuvote ballots that were not able to be scanned. *Important!* These are uncounted votes. Do not pack them with the voted ballots from Door 1.
 - Open Door 3 and look inside the side compartment of the ballot box to make sure there are no ballots or envelopes left inside.
4. **Count** these items:
 - All Automark envelopes
 - All voted uncounted Accuvote ballots from Door 2, and
 - All provisional envelopes.

Say each number out loud. Your Deputy Inspector will write these numbers on lines 4a, 4b, and 5 of the Ballot Statement.
6. **Write** the total of each item below on the Envelope C label:
 - All provisional envelopes,
 - All Automark envelopes, and
 - All voted uncounted Accuvote ballots from Door 2.
7. **Put** these items in Envelope C, then seal:
 - Results Tape Envelope,
 - All provisional envelopes,
 - All Automark envelopes, and
 - All voted uncounted Accuvote ballots from Door 2.
8. **Count** the number of vote-by-mail envelopes from door 2 and from the blue VBM ballot box.
9. **Write** the number of vote-by-mail envelopes on the Envelope VBM label.
10. **Put** the vote-by-mail envelopes in Envelope VBM.
 - Seal Envelope VBM
11. Put the following in Envelope B, then seal:
 - Roster
 - Tally sheets
 - Street indexes
 - Completed voter registration forms
12. **Put all above items in the red bag. See the packing instructions on the laminated sheet, *Closing Guide for Red Bag*.**

Deputy Inspector additional duties on back →

H. Record, seal & pack ballots

H. Record, seal & pack ballots – Deputy Inspector Duties

1. Count the number of unused ballots.

- ♣ Write number of unused Accuvote and Automark ballots on Line 2 of the Ballot Statement.
- ♣ Pack the unused ballots into their original boxes or use an extra plastic envelope.
- ♣ Sign the seals for unused ballots and seal the boxes.
- ♣ Put the boxes of unused ballots in the black deputy bag.

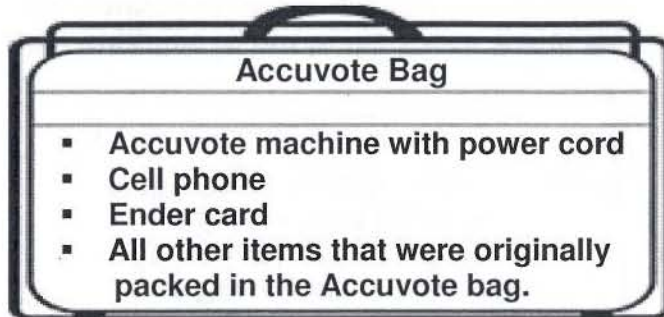
2. Count the number of spoiled ballots in Envelope A.

- ♣ Write that number on Line 3 of the Ballot Statement.
- ♣ Return the spoiled ballots into Envelope A. This envelope also contains the surrendered VBM ballots and envelopes.
- ♣ Put Envelope A in the black deputy bag.

3. Work with the Chief Inspector to record the voted ballots.

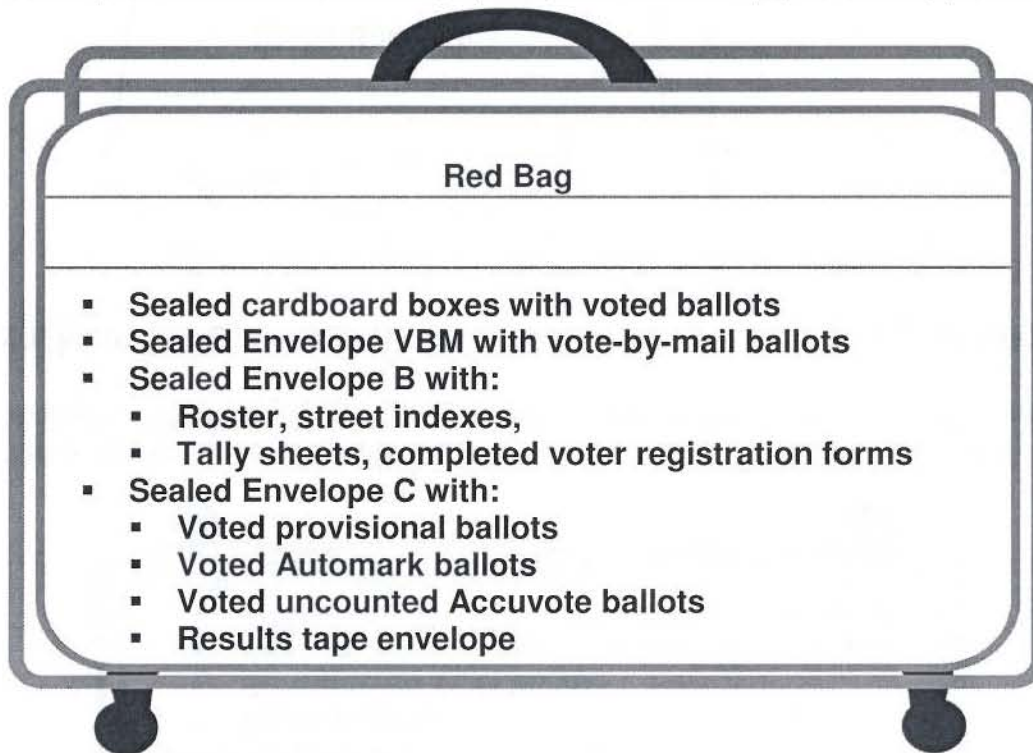
I. Packing up – Chief Inspector Duties

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



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

When you recorded the ballots (explained in Section H), you already packed the red bag.



Take the Red Bag and the Accuvote Bag to the Receiving Center right away! The address is on the ID tag of the red bag. You **must bring** another poll worker with you to the Center.

After you drop off the red bag and Accuvote bag, you may have to go back to the polling place to supervise the final closing. Check with your Deputy Inspectors to see if they need your help.

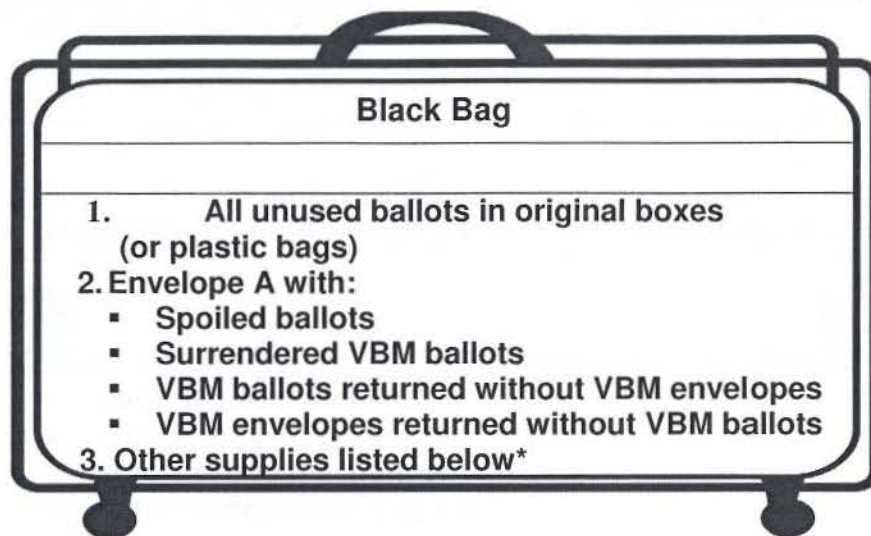
For more information on packing up, see Section J – *Supply Packing Flowchart*.

Deputy Inspector duties on back →

I. Packing up

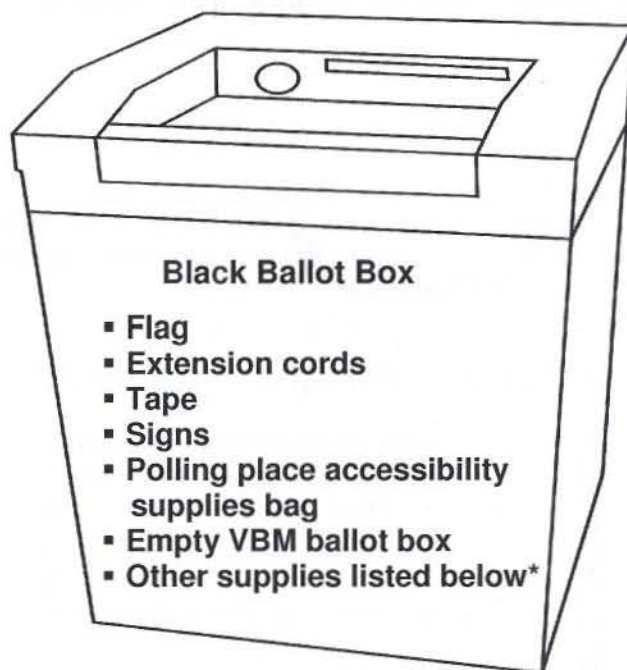
I. Packing up – Deputy Inspector Duties

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



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

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



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

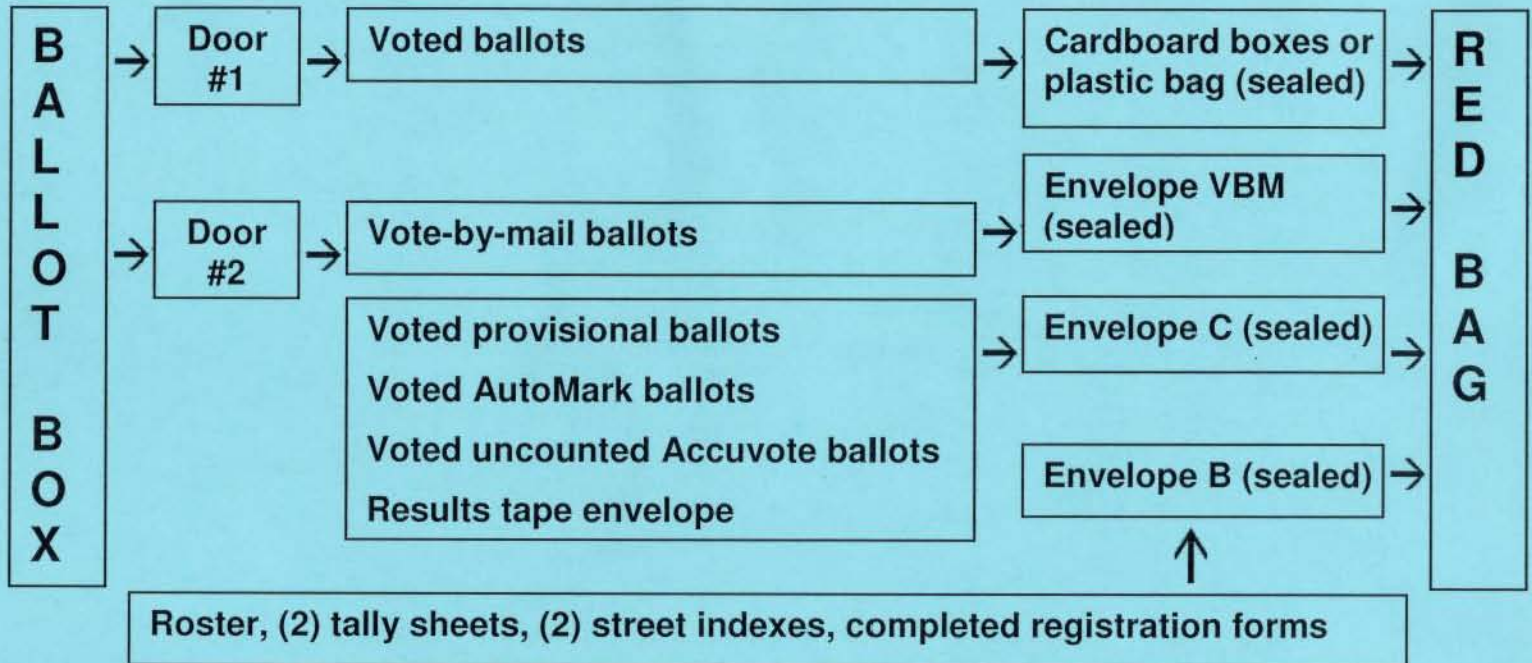
♣ Leave the following items *inside* the polling place: Black Bag, Black Ballot Box, Automark machine, voting booths, tri-fold sign board, "Vote Here" stand up sign. (Movers will pick them up tomorrow.)

♣ Leave the following items *outside* the polling place: Accessibility equipment (i.e.: ramps, cones, signs) set up by movers. (Movers will pick them up Election Night.)

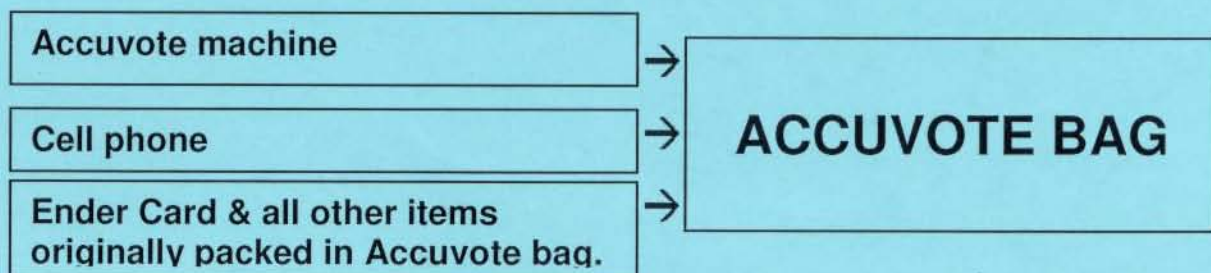
For more information on packing up, see Section J – *Supply Packing Flowchart*.

J. Supply packing flowchart – Chief Inspector Duties

Packing the Red Bag: see laminated closing guide



Packing the Accuvote Bag: see laminated closing guide



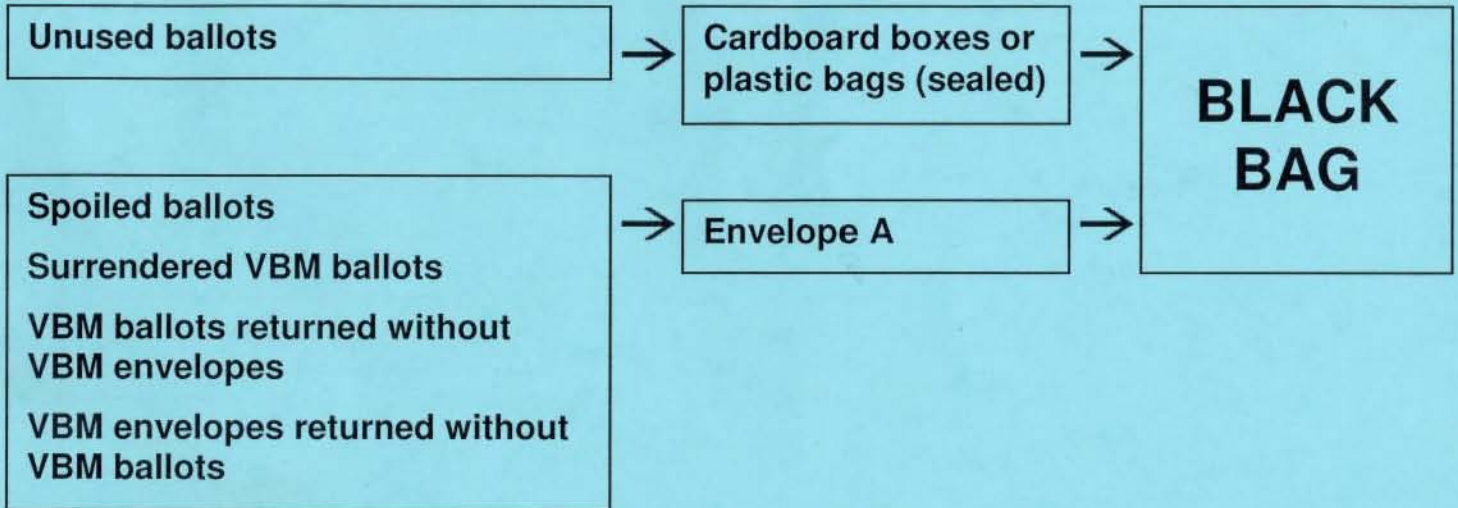
Return your Red Bag & Accuvote Bag to your Receiving Center immediately!
 (The location of your Receiving Center is printed on the ID tag of the Red Bag.)

Deputy Inspector duties on back →

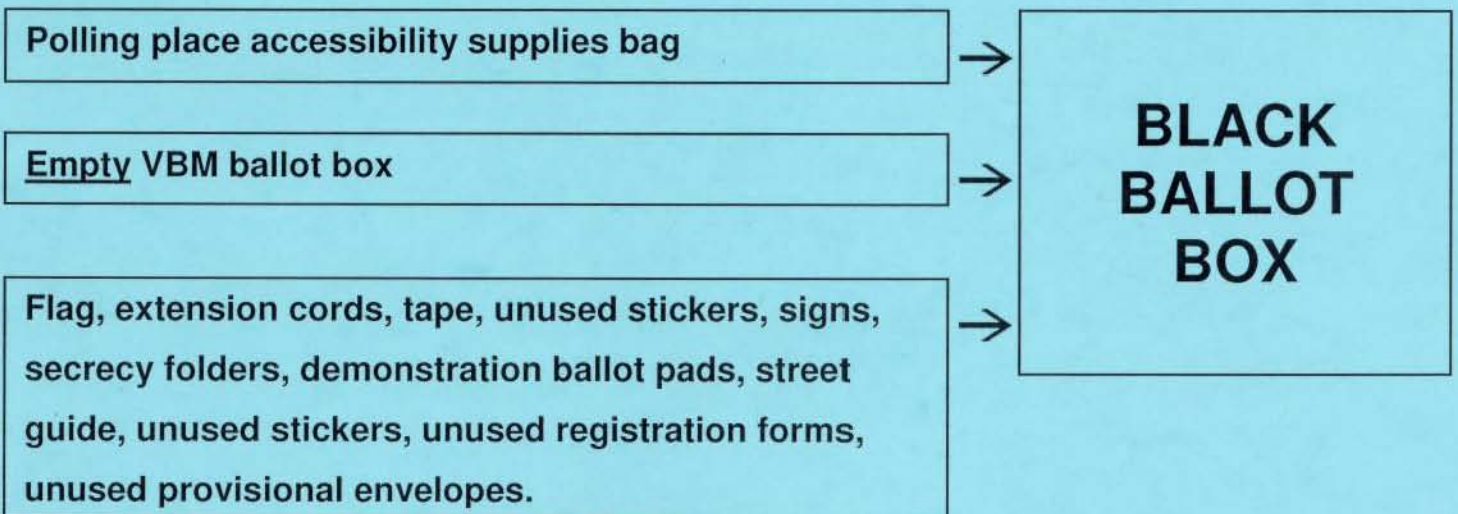
J. Supply packing flowchart

J. Supply packing flowchart – Deputy Inspector Duties

Packing the Black Deputy Bag: see laminated closing guide



Packing the Black Ballot Box: see laminated closing guide



Leave *inside* the polling place: Black bag, ballot box, Automark machine, voting booths, tri-fold sign board & “Vote Here” stand up sign. (Movers will pick them up tomorrow.)

Leave *outside* the polling place: Accessibility equipment (i.e.: ramps, cones, signs) that were set up by movers. (Movers will pick them up Election Night.)