

Vote Center Manual

November 2020

Nevada County Elections



Contact Information

For Vote Center Staff

Elections Office

530-265-1298

- General questions
- Cancel your shift
- Talk to Elections Staff

Warehouse

530-470-2936

- Equipment needs
- Supply needs
- Troubleshooting

FED (Rover)

____ - ____ - ____

- Election Day needs
- Voting support
- Observer support

On Election Day, field election deputies (FEDs) are available to you for Election Day only. FEDs can:

- Answer Vote Center staff questions
- Send technical or warehouse support for assistance
- Respond to any reports of Vote Center tampering, fraud, etc.

Voter Questions

Nevada County Elections
Eric Rood Administrative Center
950 Maidu Avenue, Ste. 210
Nevada City, CA 95959

Elections.mail@co.nevada.ca.us

Main: 530-265-1298

Toll free: 888-395-1298

TTY: 530-265-1335

Fax: 530-265-9829

<https://www.mynevadacounty.com/elections>

Emergencies

- **Call 911** for medical problems or life-threatening events
- **Call the Elections Office or your FED** to let them know the nature of the emergency and next steps
- **Await instructions** from the Elections Office; evacuate the vote center if necessary

As always, put human safety first.

Letter from Greg Diaz

Thank you for your service to Nevada County as a Vote Center worker.

Behind every election there are hundreds of people who work hard to ensure a smooth and proper operation at Vote Centers. Your efforts play a vital part in making democracy work. In serving as a Vote Center Worker, you are helping voters exercise one of their most basic rights.

This will be the first General Election to be conducted during a dangerous pandemic of this magnitude. The public health situation is volatile, and the virus will remain disruptive through the November 3, 2020 General Election.

For these reasons, it is essential and incumbent upon our office to take all possible steps to ensure the safety of workers and voters. Key prevention practices for Vote Center Workers include:

- Physical distancing to the maximum extent possible
- Use of face coverings and gloves by all participants in the election process
- Frequent handwashing
- Regular cleaning and disinfection
- Training workers on these and other elements of the COVID-19 prevention plan and protective equipment use; and
- Refraining from going to work when ill.

Natalie Adona, Assistant Nevada County Clerk-Recorder/Registrar of Voters, will be your instructor for our Vote Center Worker training. Natalie has developed an extensive and comprehensive curriculum, including this manual, which will serve you and our voters well. It is important for everyone to be alert, safe and to perform all the tasks necessary to assist voters.

Please refer to this manual as needed. The more prepared you are to work in your Vote Center, the more confident and equipped you will be to serve voters. The answers to your questions are in this manual and supplemented by training.

As you review the manual, look for these call out boxes.



Important information

We thank you for being ready, able and willing to serve as a Nevada County Vote Center worker. Let's all be safe and let's do this right. Together we are helping to preserve democracy and to make democracy happen.

Sincerely,

Gregory J. Diaz, Nevada County Clerk-Recorder/Registrar of Voters

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COVID-19 Procedures

Overview of Public Health Guidelines and County Expectations

COVID-19, also called coronavirus or SARS-CoV-2, is a respiratory illness that is primarily spread through droplets from an infected person. Its gestation period is anywhere from 2-14 days and can sometimes, but not always, manifest in symptoms like fever, cough, fatigue, and soreness. COVID-19 is highly contagious and potentially life threatening, especially for vulnerable populations of people like those with compromised immune systems and other pre-existing health conditions, and adults 65 and over.

Elections are an essential service.¹ Even though local and state orders limiting movement are in place, Nevada County must offer citizens the opportunity to receive and cast a ballot. The state law provides that in person voting options shall remain available. Nevada County Elections is adhering to federal, state, and local public safety guidelines to help stop the spread of COVID-19. Most of the rules our office is implementing have been incorporated into relevant sections of this Vote Center Manual. Please see the FAQs provided in this section to see a brief overview and references to page numbers.

Our office requires all Vote Center Workers to take the following actions to protect themselves and others while at work:

Monitor your health every day. You are required to complete a Daily Questionnaire before starting work for the day. The questionnaire takes 1-2 minutes to complete. You must also have your temperature checked before starting work. While your temperature will not be recorded, you will be sent home if it is above normal.

Our office also strongly encourages all vote center workers to do an at-home self-assessment, which is available at the following link: <https://landing.google.com/screener/covid19?source=google>. The self-assessment questions have been re-printed in this document and can be found in the Appendix.

Wear a mask, face shield, and gloves. The State of California and the County of Nevada require everyone to wear a mask in public spaces. As representatives of Nevada County Elections, we expect all vote center workers to wear a face shield and a cloth mask at all times while at work, regardless of whether any voters are present. The mask must cover your nose, mouth, and chin. If you are not willing to wear a mask in accordance with health guidelines, you may not work at a vote center. Some may be exempted from wearing a mask; please speak with the Elections Office if that's the case for you.

You will be given a face shield. The face shield does not replace the need to wear a mask. We provide them to you for added protection and for situations where you may have to temporarily remove the mask to serve a voter.

Because you all will be in consistent contact with the public, we are also providing you with disposable gloves, which you are required to wear. We impose these requirements to protect you and those around you. You may temporarily remove your mask to serve voters with hearing impairments and other situations where the voter needs to see your mouth.

¹ For a listing of essential workers, please refer to Covid19.ca.gov, Essential Workforce (April 28, 2020), found at <https://files.covid19.ca.gov/pdf/EssentialCriticalInfrastructureWorkers.pdf> (last visited August 25, 2020).

Wash your hands often and use sanitizer when needed. Wash your hands and use a fresh set of gloves and sanitizer after touching your face, using the bathroom, eating, blowing your nose, coughing, sneezing, touching garbage, or another other time you have the potential to contaminate a surface. Sanitizer does not replace the need for handwashing.

Avoid close contact with others. Federal, state, and local authorities recommend a minimum of 6ft of social distancing to slow the spread of COVID-19. Your vote centers have been set up with social distancing in mind. Please do not move any of the furniture or other assets we have set up for you. Please encourage voters to practice social distancing—there are signs to help remind voters.

Cover your mouth when coughing and sneezing. Not only is it considered polite to cover a cough or a sneeze, it helps curb the spread of COVID-19. Again, this illness is spread through droplets generated by talking, a sneeze, or a cough. Your masks get you most of the way there; make sure you also cover your mouth, wash your hands, and replace your gloves.

Clean and disinfect all surfaces. Illnesses like COVID-19 can also be spread by contacting common surfaces. All vote center workers are expected to disinfect their check in stations, voting equipment, and other common surfaces after each use. Nevada County Elections will provide you with the supplies necessary to keep surfaces clean at all times.

Voters Who Cannot or Will Not Wear a Mask

Some voters might come into the vote center without a mask on. That voter may have any number of reasons why she or he either cannot or will not follow the public health guidelines.

Vote center workers may not turn away a voter for lack of a face covering. Your job is not to ascertain whether the voter's reasons for not wearing a mask are good or bad. If you see someone without a mask, please offer one. Disposable masks will be provided to you and for the vote center in which you'll serve.

Some voters may refuse to wear a mask due to a strongly held belief. Please do not confront the voter. Rather, let the voter know that they will be permitted to vote and create more distance between you and the voter. You may offer to serve the voter outside. If the voter will consent to being served outside, you must be accompanied by another vote center worker when handling the voter's ballot. If the voter does not want to vote outside, that is okay. Please process the voter efficiently and quietly so that you may move on to the next transaction.

Some other voters might have a medical or other valid reason for not wearing a mask. Some reasons relevant to voting might include:

- Voters with a medical condition, disability, or other condition for whom wearing a face covering could seriously obstruct breathing.
- Voters who are hearing impaired, or workers who are communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Children younger than two years old.

Persons exempted from wearing a face covering may wear a non-restrictive alternative, like a face shield with a drape on the bottom edge, as long as their condition permits it.

Encouraging Good Behavior and De-escalation

You are responsible for ensuring that election conduct is lawful and peaceful, including adherence to public health guidelines. Reinforcing good behavior is part of that task and fosters positivity. Providing some additional instructions may also be necessary and can serve to establish a friendly and helpful environment. Some simple phrases to use include:

- Thanks for wearing your mask.
- Remember to use the hand sanitizer.
- Thanks for keeping your distance.
- Your ballot is fragile; make sure your hands are dry and your sanitizer has evaporated.
- You can put your ballot directly in the scanner. It's easy.

Some voters may push back when asked to wear a mask. Please remain calm and remember that, ultimately, the voter just wants to vote. We recommend leading the conversation with a reminder that the voter will vote. Some phrases that may be helpful include:

- “We respect your right to vote. Nevada County Elections encourages all voters to follow the guidelines (on face coverings or distancing) to protect you, me, and everyone else.”
- “Welcome to voting. If you don't have a face covering, we're happy to provide one.”
- “We regret that you're unwilling to follow the guidelines, but we do respect your right to vote. I'm going to provide some additional physical distance between you, our fellow election workers, observers and other voters.”

Observers and Researchers

The State of California and Nevada County require all persons in “high-risk situations” to wear a mask, including but not limited to being “inside of, or in line to enter, any indoor public space.”² Though you may not deny the right to vote to any voter, you may require elections observers to wear a mask when inside a vote center. The same goes for any person who is not at the vote center to vote.

² Guidance for the Use of Face Coverings, California Department of Public Health, rev. June 29, 2020. Found at https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf (last visited September 1, 2020).

Changes to In Person Voting at Vote Centers, November 2020

Here are some of the changes that will be necessary to serve in person voters. For experienced Vote Center Workers, please compare the current and updated procedures to orient yourself to the COVID-related procedures. For new Vote Center Workers, please concentrate on the updated procedures column.

Current Procedure	Updated Procedure
<ul style="list-style-type: none"> All Vote Center Workers receive training on elections processes prior to an election. 	<ul style="list-style-type: none"> In addition to procedures governing election conduct, Vote Center Workers will receive basic training on the most current public health guidelines, including the proper use of PPE. Sensitivity training will include a module on public health that is specific to voters with disabilities and voters who speak languages other than English. Training materials will include scenarios that allow the Vote Center Worker to troubleshoot a voter who refuses to abide by public health guidelines.
<ul style="list-style-type: none"> Vote Center Workers are provided with a set of supplies that allow for proper and lawful implementation of an election. 	<ul style="list-style-type: none"> The following items will be added to the current list of vote center supplies: <ul style="list-style-type: none"> Spray bottles of hand/surface sanitizer Liquid hand/surface sanitizer Hand soap Face masks Disposable gloves “I Voted” pens for voters to take Signage that provides voters with accurate public health information, guidelines on proper social distancing, and options for voters who feel sick or have been exposed to others with symptoms Enough stickers/tape to create social distancing markers
<ul style="list-style-type: none"> Voters must check in before voting. There are sometimes lines that form at peak hours. 	<ul style="list-style-type: none"> The goal is the same, but the Elections Office anticipates extra time needed at check in. Call the Office if wait times exceed 45 minutes.

Current Procedure	Updated Procedure
<p>The goal is to have no voter wait in line for over 30 minutes.</p>	<ul style="list-style-type: none"> • Most vote centers will offer voters a waiting area. The voter will be instructed to take a number and a seat until their number is called. Chairs are spaced apart at least 6ft. • Voters will be strongly encouraged to follow social distancing and health guidelines, in addition to all other rules of election conduct. • The Elections Office will ensure that 6ft markers are in place before vote centers open. • The Elections Office will use evidence to determine when probable peak hours are and will encourage voters who must vote in person to cast a ballot during off-peak hours.
<ul style="list-style-type: none"> • There have been no rules or procedures governing the number of people allowed inside the vote center. 	<ul style="list-style-type: none"> • The Elections Office will impose maximum capacity limits on vote centers, depending on the space in question.
<ul style="list-style-type: none"> • The Elections Office rarely enforces time limits on the act of voting. 	<ul style="list-style-type: none"> • Under California law, voters are permitted a maximum of 10 minutes to occupy a voting booth. Ca. Elec. Code § 14224. Vote Center Workers may enforce this rule to keep the flow of traffic moving. • Voters may use their sample ballot as crib sheet or reference to facilitate the in person voting process.
<ul style="list-style-type: none"> • Curbside voting has been taught to Vote Center Workers as an option for voters who find it physically difficult to walk inside of a vote center. 	<ul style="list-style-type: none"> • Voters will have the option to vote curbside, no matter what their physical condition. • Voter Center Workers may encourage voters without a mask to vote from their car. If the voter insists on voting inside, they will be instructed to take a number and sit in the waiting area.
<ul style="list-style-type: none"> • Voters approach the Check In Table as the Vote Center Worker becomes available. There may be anywhere from 3-5 workers available at the Table. 	<ul style="list-style-type: none"> • Vote Center Workers must be spaced apart by at least 6ft. There will be one Check In station per clerk. • Check In Tables will be arranged so that all people can meet social distancing/public health guidelines. • There will be a sneeze guard separating the voter and Vote Center Worker. The Vote Center Worker will be expected to wear PPE.

Current Procedure	Updated Procedure
	<ul style="list-style-type: none"> • Voters should stand away 6ft away from the table as they're being processed. Markers will guide where voters should stand. • PPE can be made available for voters who do not have their own.
<ul style="list-style-type: none"> • Vote Centers should have an ample supply of ballot marking pens available for voters to use. The pen caps are removed to discourage voters from walking off with them. 	<ul style="list-style-type: none"> • Voters will be provided with a pen that they can keep. • Voters may use their own pen if necessary. Pens should be in either blue or black ink and should not bleed through the paper (i.e., no Sharpies, no inks in other colors, no pencils).
<ul style="list-style-type: none"> • Voters who request Conditional/Same Day Registration or who must vote provisionally are provided with the proper forms before being issued a ballot. 	<ul style="list-style-type: none"> • The Vote Center Worker monitoring the line will troubleshoot as voters wait and, if possible, will provide the proper form in advance of the voter approaching the Check In Table. • Some vote centers may be able to accommodate a CVR station with envelopes for the voter to complete as they wait.
<ul style="list-style-type: none"> • Vote Center Workers must print a ballot on the ballot-on-demand voting equipment to issue a ballot. 	<ul style="list-style-type: none"> • Check In clerks will have a Verity Print assigned to their Check In station. • Vote Center Workers will wear gloves when handling ballots. • Vote Center Workers may use a stylus to use the voting equipment. If so, that stylus is assigned to them. • Vote Center Workers will disinfect stations and equipment after each use.
<ul style="list-style-type: none"> • Vote Center Workers must activate a ballot on the accessible voting equipment before a voter can use it to mark and print a ballot. 	<ul style="list-style-type: none"> • Vote Center Workers will adhere to social distancing guidelines as they activate ballots. • Vote Center Workers will wear face masks and face shields. They will wear gloves and may use a stylus to activate the ballot. • I Voted pens are capable of functioning as a stylus, if the voter is able or chooses to use the stylus to make his/her selections.

Current Procedure	Updated Procedure
	<ul style="list-style-type: none"> <li data-bbox="657 281 1414 344">• Voters who wish to listen to their ballot will be provided with a fresh set of headphone ear covers. <li data-bbox="657 380 1442 478">• Vote Center Workers will disinfect voting equipment after each use. Headphone covers will be discarded after a single use.
<ul style="list-style-type: none"> <li data-bbox="155 533 630 632">• Voters who need a replacement ballot must go through the check in process 	<ul style="list-style-type: none"> <li data-bbox="657 533 1450 632">• Most vote centers will have replacement ballots waiting in "Will Call." Will Call is a separate station that must be monitored by at least 2 vote center workers. <li data-bbox="657 667 1419 730">• Voters who did not request a Will Call ballot in advance must go through the typical check in process.
<ul style="list-style-type: none"> <li data-bbox="155 783 626 882">• Voters must come inside to drop off their ballot, unless they ask for services curbside. 	<ul style="list-style-type: none"> <li data-bbox="657 783 1435 951">• The Fairgrounds vote center will have a drive thru option to drop off their voted ballot. Vote Center Workers assigned to the Fairgrounds must set up the entrance to clearly direct voters to walk up/curbside vs. drive thru services.

Vote Center Mission

Do what is lawful

- Do not deviate from the procedures and never guess what the right answer is. If you have a difficult or unexpected problem that you're unsure how to address, call your FED or the Elections Office.
 - Report any electioneering, tampering, or other problems to the Elections Office.
-

Protect voter rights

- Uphold the laws and regulations that protect voter rights. The California Elections Code and Voter Bill of Rights give voters the right to cast a secret ballot free from intimidation.
 - Display accessibility markers. The Americans with Disabilities Act (ADA) and the Help America Vote Act ensure voters can vote privately and independently.
 - Display materials in all required languages. The Voting Rights Act guarantees voters the right to receive voting materials and assistance in many languages. In Nevada County we are required to provide Spanish facsimile ballots and assistance in Spanish. Each Vote Center is equipped with LanguageLine to assist voters with language needs.
-

Serve voters with respect

- Show respect with actions, words, and tone of voice to people of every ethnicity, race, color, national origin, sexual orientation, age, language, ability, income, religion, creed, political affiliation, etc.
 - When assisting voters with disabilities, put the person first (say "person with a disability" not "disabled person") and treat them like any other voter.
 - Be attentive to voters: do not use personal electronics at the Vote Center.
-

Offer assistance

- Wear a name tag at all times when you are at the Vote Center. If you are fluent in languages other than English, wear name tags in all languages that you speak so that voters know they can come to you for help.
 - Ask every voter if you may offer assistance and let the voter tell you what (if any) support is welcome.
 - If unsure how to assist a voter, ask the Vote Center Manager or call the Elections Office at 530-265-1298.
-

Stay healthy

- All workers are required to wear a mask and face shield, as well as other types of Personal Protective Equipment.
- Wash your hands for 20 seconds. Disinfect high contact surfaces, including voting equipment.
- If you have a temperature or any symptoms of illness, have been in contact with someone who is sick or at risk, do not report in for work. Call in so we can replace you. Staying home saves lives.

Preparing to Serve



Vote Center Hours

Before Election Day: 8am-5pm

On Election Day: 7am-8pm

DO

- Arrive 60 minutes before the polls open
- Sign in so that we can pay you
- Complete the Daily Questionnaire
- Take a COVID-19 self-assessment
- Bring meals and snacks
- Take scheduled breaks
- Dress in comfortable business casual attire
- Bring a sweater or jacket
- Treat voters, coworkers, and visitors professionally and with respect
- Follow procedures for opening, closing, and election conduct
- Make sure the Vote Center is tidy

DO NOT

- Arrive late
- Come to work sick or after exposure to someone who is sick
- Forget to disinfect surfaces
- Eat or drink at your Check In table
- Take a break when there's a long line of voters
- Wear clothing that promotes parties, candidates, or political issues
- Forget to bring layers
- Use your cell phone for personal business at the election table
- Bring children to the Vote Center
- Leave the Vote Center a mess



You are the public face of the Nevada County Elections Office. Your conduct reflects the professionalism of our office.

Take care of yourself whenever possible—take breaks, eat meals, and stretch your legs. Most vote center are open over several days.

If you are no longer able to work, contact the Elections Office immediately. Coming in sick puts lives at risk, but do not assume someone else will let us know you're out. A “no-show” leaves the Vote Center understaffed, overworked, and unable to process voters quickly and efficiently.

Voter Rights

As Vote Center Staff, you take an oath to protect the integrity of the election. This includes protecting the voting rights of everyone you serve.

DO	DO NOT
<ul style="list-style-type: none">• Refer to the California Voter Bill of Rights and the Vote Center Staff Manual for guidance• Call your FED or the Elections Office when you have a question	<ul style="list-style-type: none">• Turn a voter away• Interfere with a voter's right to vote privately and independently

Right to Cast a Ballot

Every registered or conditionally registered voter has a right to cast a ballot. A registered voter is a United States citizen who is a resident of California, at least 18 years old, not in prison or on parole for a felony conviction and registered to vote at his or her current residential address. (Ca. Elec. Code § 2300(1)(b))

At all elections, a voter who claims to be properly registered, but whose registration cannot be established by examining the voter list or the records on file is entitled to vote a Conditional ballot. (Ca. Elec. Code §§ 2300(a)(2), 14310)

A voter has the right to cast a secret ballot free from intimidation, which includes electioneering activities. Vote Center staff must provide voters with disabilities and others requiring assistance the same opportunity for privacy all other voters have. (Ca. Elec. Code §§ 2300(a)(4), 18540; Cal. Const., art. II, § 7)

Voters who are in line at the Vote Center at the time polls close are entitled to vote and must be allowed to exercise that right. (Ca. Elec. Code §§ 2300(a)(3), 14212, 14401, 14402)

Right to Replace a Spoiled Ballot

All voters have the right to receive a new ballot if, prior to casting a ballot, a voter makes a mistake marking votes. A voter has the right to receive up to two replacement ballots. Vote Center staff should alert a voter who spoils their initial ballot that they are only entitled to two more replacements and should exercise caution when casting a replacement ballot. (Ca. Elec. Code §§ 2300(a)(5), 3014, 3015, 14288)

Right to Receive Assistance at Polls

Voters who, for any reason, need or want assistance to vote have the right to receive help to mark a ballot. A voter may bring up to two people into the voting booth, or the voter may request assistance from a staff member. The voter may not be assisted by their employer or union representative. (Ca. Elec. Code § 14282(a))

Rights of Voters Who Require Language Assistance

- Voters have the right to receive election materials in languages other than English. (Ca. Elec. Code § 2300(a)(8)) Spanish facsimile ballots are available at each Vote Center.
- Voters who need or want assistance to vote have the right to receive help in casting a ballot. A voter who requires language assistance may request assistance from a bilingual staff member or LanguageLine. (Ca. Elec. Code § 2300(a)(8))

Rights of Vote-by-Mail Voters

Every voter has a right to Vote-by-Mail. Nevada County is entirely a Vote-by-Mail county. Every registered Nevada County voter receives a ballot in the mail. (Ca. Elec. Code §§ 3001, 3003, 3201)

To be counted, Vote-by-Mail ballots that are returned in person must be delivered to the Elections Office, a Vote Center, or a drop box location no later than the close of polls at 8:00 p.m. on Election Day. Vote-by-Mail ballots that are mailed must be postmarked on or before Election Day and received by the Elections Office that issued it no later than 17 days after Election Day.³ The voter or a designated third party may deliver the Vote-by-Mail ballot to the county elections office or a Vote Center. Vote-by-Mail ballots cast after the polls close will not be counted. (Ca. Elec. Code §§ 2300(a)(7), 3017(a), 3018, 3020)

A voter who received a Vote-by-Mail ballot has a right to cast a ballot in person. They do not need to surrender their ballot if Vote Center staff or elections officials can verify that they have not returned their Vote-by-Mail. (Ca. Elec. Code §§ 3015, 3016, 14310)

³ The 17-day grace period applies to the November 2020 election only.



If the system says a voter has already voted **do not** turn them away. Simply have them complete a **Provisional ballot.**

Rights of Voters with Disabilities

Voters with disabilities have the right to vote privately and independently, the right to have a voting station reasonably modified, the right to have barriers removed from the voting process, and the right to receive additional aids and services. At least one accessible voting unit must be available in each Vote Center where an election is being conducted. (HAVA § 301(a)(3)(B); Ca. Elec. Code § 19242(b))

Voters with disabilities have the right to an accessible Vote Center location. A list of voters who have requested assistance must be maintained and returned to the elections official. (Ca. Elec. Code §§ 12280, 14282, 14283)

Under federal anti-discrimination laws, Vote Center staff must permit a service animal to accompany a voter with a disability (e.g., a guide dog for a visually impaired person). Staff should walk on the side of the voter that is on the opposite side of the service animal. They should not pet or engage a service animal without permission from the owner. A service animal can be any trained domestic animal for the purpose of assisting the voter. Service dogs can be any breed or size. (28 CFR § 35.136)

A person with a disability who is unable to write may use a signature stamp (which must be approved by the county elections official or the Department of Motor Vehicles prior to Election Day), or authorize another person to use the stamp, on any elections-related document that requires a signature (including a Vote-by-Mail ballot envelope). A signature stamp on a Vote-by-Mail envelope is treated in the same manner as a written signature. (Ca. Elec. Code § 354.5)

Serving a Diverse Electorate

General Rules

DO	DO NOT
<ul style="list-style-type: none">• Have empathy. Always treat people with the respect that you would want if you were in that voter's shoes.• Treat people equitably. The same rights and responsibilities apply to everyone, no matter what the voter's personal background. But some voters have specific needs that you are required by law to address. As Vote Center Workers, you are expected to respect differences so that everyone can exercise their right to vote and have a positive voter experience.• Put the voter first. Voters want to be seen as people. Avoid using language that puts the voter last.• Assist voters who ask for assistance.	<ul style="list-style-type: none">• Mock or degrade anyone. Nevada County Elections has zero tolerance for mocking, name calling, degrading, or otherwise insulting or unbecoming behavior. This includes but is not limited to racial and ethnic slurs, mocking a person's accent, and using insensitive language toward persons with accessibility needs.• Assist someone who does not ask for it.• Improperly touch anyone. This applies to voters and Vote Center Workers.• Offer your political opinions. Even if the voter wants to talk politics with you, avoid all comments and conversations about politics while you serve at the Vote Center.

Voters with Language Assistance Needs: Using LanguageLine

Some voters may prefer to be assisted in a language other than English. If you are a bilingual staff member, always wear a name tag in each language that you speak so that voters know to approach you for language assistance. Each Vote Center is also equipped with LanguageLine, a video interpreting service that can help voters in over 200 languages plus American Sign Language.

Using LanguageLine

- Make sure that the tablet is turned on and connected to WiFi.
- Open the LanguageLine app on the tablet. Make sure that the volume is turned up.
- Select the voter's preferred language, either by scrolling or doing a word search.
- The LanguageLine interpreter will facilitate your conversation with the voter. Let the interpreter know the context for the call, and then start the conversation.
- Speak directly with the voter, not the interpreter. Speak in short sentences and avoid jargon.

Voters With Other Specific Types of Needs

Voters with Speech Limitations

- You may temporarily remove your mask to communicate with a voter with speech limitations. Please be sure to wear your face shield.
- Be patient. Wait for the voter to finish speaking. Do not interrupt or attempt to finish their sentences.
- To clarify a voter's statement, restate what you understood as a yes/no question.
- Tools: each person can use a pen and paper to communicate.

Voters with Hearing Limitations

- You may temporarily remove your mask to communicate with a voter with speech limitations. Please be sure to wear your face shield.
- If a voter uses an interpreter, address the voter directly.
- If a voter reads lips, face him or her and speak clearly in a normal tone of voice.
- Do not speak loudly unless the voter requests.
- Use LanguageLine to provide assistance in American Sign Language.
- Tools: each person can use a pen and paper to communicate.

Voters with Mobility Limitations

- Never touch or move a walker, cane, or other equipment without the voter's permission
- Sit down to speak with a voter who is seated or in a wheelchair (it is much easier on the voter's neck).
- If a voter brings an assistant, address the voter directly.
- Tools: ballot marking devices, seated voting booth, curbside voting, sip/puff device available for dispatch.

Voters with Sight Limitations

- You may temporarily remove your mask to communicate with a voter with speech limitations. Please be sure to wear your face shield.
- Greet the voter, say you are a Vote Center staff member and orient the voter to the Vote Center layout. Ask if any assistance is needed.
- If a voter asks to be guided, provide the voter with directional cues as you walk with them. If the voter finds it easier to be led with an arm, please encourage the voter to wear a mask and gloves.
- Do not distract guide animals by petting or talking to them. The animal is at work.
- Tools: lighted magnifying glasses, audio ballot or large print available

Media and Observers

Only staff and voters engaged in voting may be within the voting booth area when the polls are open. Other people may be in the Vote Center observing the process as long as they do not interfere with any voter's right to cast a secret ballot or a staff member's ability to work. (Ca. Elec. Code § 14221)

Observers have the right to observe the election process, even if they are not voting. Observers may be at the Vote Center before they open to the public, during Vote Center hours, and after the Vote Center closes. Observers have the right to ask the Vote Center Manager ONLY questions about election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the manager's duties, the manager can stop responding and direct the observers to the county elections office for further answers. (Ca. Elec. Code § 2300(a)(9))

You may allow observers or members of the public to view the ballot marking devices and all externally visible security seals used to secure voting equipment. Public inspection of voting equipment shall not interfere with voting.

Observers cannot:

- Touch any election supplies or official ballots
- Sit at the voter check-in table or near the voting booths
- Wear any sort of campaign buttons, signs, hats, shirts, etc.
- Solicit votes or advocate for or against a candidate or ballot measure
- Maintain a communications center within 100 feet of a Vote Center
- Disobey a lawful command of a Vote Center Worker
- Remove any rosters from their location

Frequently, people visit Vote Centers on Election Day to check the Public Label Roster binder. These may be people working for campaigns who want to determine which voters have cast their ballots. The Public Label Roster binder should be updated at least once each hour. (Ca. Elec. Code § 14294)

Per state guidelines, observers and other non-voters entering the vote center are required to wear a cloth face mask for the duration of their visit. Please offer the observer a disposable mask that they can keep if they do not have one of their own.

Rights of News Media and Pollsters

Members of the news media and opinion-polling/exit poll researchers are required to abide by different rules than elections observers. Clearly identified members of the news media and researchers may speak to voters leaving the Vote Center as long as they do not interrupt voting and are at least 25 feet from the Vote Center entrance. However, unless allowed by the county elections official, no voter may be photographed, videotaped, or filmed entering or exiting a Vote Center, or filmed inside the Vote Center, without their permission. (Ca. Elec. Code § 18541)

As a vote center worker, you do not have the authority to decide whether the media is allowed inside the Vote Center. If you have any questions or do not know what to say to media, please call the Elections Office.

Prohibited Activities

Electioneering

Electioneering is the visible or audible dissemination of information that advocates for or against any candidate or measure on the ballot, within 100 feet of a Vote Center (Ca. Elec. Code § 319.5).

Prohibited materials and activities include, but are not limited to:

- Display of a candidate's name, likeness or logo
- Display of a ballot measure's number, title, subject or logo
- Buttons, hats, pencils, pens, shirts, signs, masks, or stickers containing information about candidates or measures on the ballot
- Any audible broadcasting or discussion about candidates or measures on the ballot



You cannot turn a voter away for electioneering, but you also cannot allow the activity to continue. If a voter or anyone else is engaged in any form of electioneering, kindly ask the person to have their conversation outside past the 100 foot mark, cover up their shirt or button, turn their shirt inside-out, or any other appropriate action needed so they are not violating the law. Here's one example of what a Vote Center Manager might say to a voter:

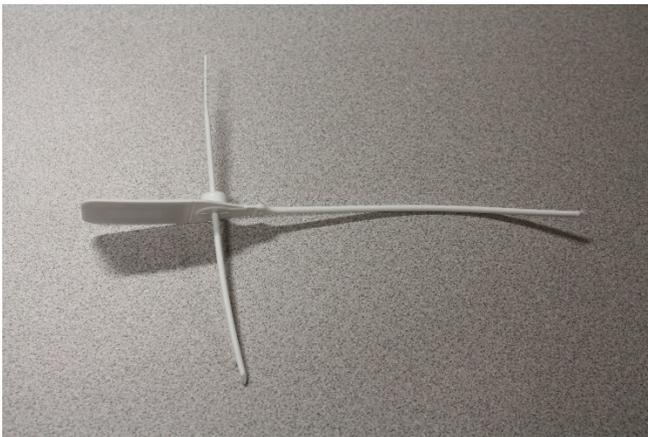
"Hello, my name is _____. I am the Vote Center Manager. I would like to remind you that state law does not allow for electioneering at Vote Centers. Please do not discuss or display any material about items on the ballot until you are 100 feet away from the entrance to the Vote Center. You may use materials when you are in the voting booth, but please take any materials with you when you exit the booth."

Election Tampering

It is against the law to interfere with election conduct, including tampering with voting equipment. Vote Center Workers are our first line of defense—the Elections Office depends on you to make sure that the election is run securely and with integrity. A secure election ensures that both the physical and digital security of the vote count are maintained.

Our tamper-evident security seals are designed to detect physical, and potentially digital, interference with the elections process.

Evidence of Tampering



Sometimes, it'll be obvious when a seal has been tampered with.



But sometimes, it's not so easy to spot (look closely!).

Voting Equipment Overview

The following provides you with a basic overview of what's in your Vote Center. First, we'll cover voting equipment.

All voting equipment will be set up for you when you arrive at the Vote Center. You will receive:

1 Verity Print Per Check In Station



3 Touch Writers with Headphones



1 Scanner with Black Ballot Box



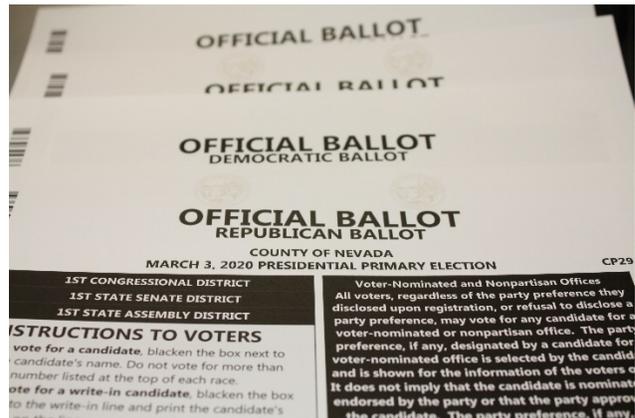
6-10 Oki Printers



Blank ballot stock



Pre-printed ballot stock



Vote Center Keys



Pelican case



3-5 Bixolon Printers



Contains

- 3-5 laptops
- 3-5 mice
- 3-5 Bixolon label printers
- 1 CradlePoint (Wi-Fi hotspot)
- 1 MiFi (some locations)
- 1-2 USB battery backup
- Cables and power cords

Vote Center Supplies Overview

Next, we'll cover your supplies. This list is generally what you should expect, though there may be variation between vote centers. Vote Center Managers must ensure that all supplies have been delivered.

Accessible call bell(s)

Tabletop voting booth(s)

Silver cabinet

VBM Drop Box

Secrecy sleeves

Table runner

Hanging file cart and folders

Social distancing markers

Garbage cans

Floor cord covers

Extension cords

Surge protectors

100 ft rope

No touch thermometer

"Vote Here" flags

Seals (red, white, and blue)

Daily Audit Binder

Public Roster Binder

Master Roster Binders

Consumables

- CVR envelopes
- Provisional envelopes
- First Aid Kit
- Dab-n-seal moistener
- Thermal paper rolls
- Screen cleaner kits
- Scissors
- Ballot marking pens
- Handheld lighted magnifying glass
- Sortkwik Fingertip Moistener

- "I Voted" stickers
- Vote-by-Mail envelopes
- Application for Early Voting Forms
- Disposable masks
- Sanitizer/cleaning supplies
- Disposable gloves
- Headphone ear covers

English & Spanish Information Tables

- 1 Tri-Fold
- Official Vote Center posters
- Voters Bill of Rights
- 2020 Census poster
- 8.5 x 11 flyers (English and Spanish)
- Business Cards
- Spanish facsimile ballots

Observer Information Table

- Observer Packets
- Sign-in sheets
- Disposable badges
- 1 laminated Observer Rules Overview
- 1 complete Observer Rules and Guidelines

Opening Procedures

Arriving at the Vote Center

The Vote Center Manager will have the keys to unlock the silver cabinet. Before you open the Vote Center for the first time, the Vote Center Manager will

- Administer the Vote Center Staff Oath (day 1 only or as new workers are onboarded)
- Have everyone complete the Daily Questionnaire, which requires a temperature check (everyday)
- Have everyone sign in and complete a timesheet (everyday)

The Vote Center Manager will then distribute your morning Job Cards. These Job Cards will give you directions on how to do the following tasks:

Verify Security Seals

Open the Polls on the Touch Writers, Scanner, and Verity Print

Set Up the Check-In Table and other stations

Set Out and Hang Signs

Verify Security Seals

Overview of Tamper Evident Security Seals

Following seal verification procedures is crucial to ensuring voting equipment security and the integrity of the election.

- All Vote Center Workers shall ensure that seals are verified and accounted for.
- Seal verification helps ensure an unbroken chain-of-custody of the voting equipment, laptops, ballot stock, and all other sensitive equipment and materials distributed to Vote Centers.
- Never throw an official seal in the trash.
- If seal numbers do not match or if a seal is broken—STOP. Call the Elections Office or your FED immediately.

Seal Type and Locations	Okay to remove	Seal photo
<p>White Wire Handles of all Hart Verity equipment</p>	Yes	
<p>Blue Sticker Touch Writer printers Supply cabinet door</p>	Yes	
<p>Red Sticker Doors to V-Drives Doors to black ballot box</p>	No	
<p>Red Tablet Cable Back of Touch Writer Screens</p>	No	



Any actual tampering or attempt to tamper with a seal is a violation of California Election Law.

Getting Started on Seal Verification

Seal verification requires 2 people

Vote Center Workers never remove Red Sticker or Red Tablet Cable Seals without express permission from the Elections Staff.

White Wire Seals protect Red Sticker and Red Tablet Cable Seals. If the White Wire Seal is unexpectedly broken, or if any Red Seal is broken—STOP. Call the Elections Office or your FED immediately. We may need to replace your equipment or supplies.



Before you open the voting equipment, you must check the **White Wire** seals.



Look for a White Wire Seal on the handles of the Touch Writers, Verity Print, and Scanner

Verify that the seal has not been broken

Confirm that the White Wire Seals match using the day's Vote Center Accounting Worksheet



Break the seal with a pair of scissors

Place White Wire Seals in the zipped pouch located in the Vote Center Manager Binder



Once the White Wire Seals have been verified, open the equipment by unlatching the case (just like a suitcase)

Next, check all **Red Sticker** and **Red Wire** Seals. Start with the Touch Writers, then the Scanner, and finally the Verity Print.

Once verified, you can proceed to the next machine.

Once all machines are verified tamper-free, you may begin to power the machines on.



Check the Red Sticker Seal over the V-Drive compartment. Make sure that it is unbroken.



Use the Vote Center Keys to unlock the touchscreen from its compartment



Check the back of the touchscreen to find the Red Tablet Cable Seal. Make sure that it is unbroken.



Dock the touchscreen and lock it into place with the vote center key.

Remember that the black ballot box has 2 Red Sticker Seals



One Red Sticker Seal will be affixed to the back of the box. Make sure that it is unbroken.

The front door of the black ballot box will be sealed on the first day of voting after the First Voter Procedure.

Your Vote Center Manager will have a limited supply of Red Sticker Seals.



Remember: you are expected to periodically check all Red Sticker Seals to ensure that they all remain intact.

The Oki printers furthest away from you will also will use seals.



In the morning, you must apply Blue Sticker Seals to the Oki printers for the Touch Writers. This is because they're tougher for the Vote Center staff to monitor.

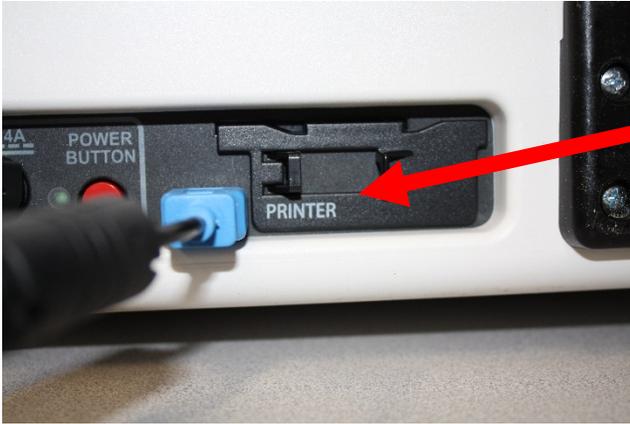
You need not put a Blue Sticker Seal on the Oki printers attached to Verity Print machines, since Check In Clerks are standing next to them at all times.

You will have to break the Blue Sticker Seals (most likely at the end of the day) to keep the Oki printer fully stocked.

Inside the Silver Cabinet, you will find a Seal Log for broken Blue Sticker Seals. Make sure that any seal that was applied by the Elections Office is verified.

Opening the Polls on the Voting Equipment

First, make sure that everything is securely plugged in.



Confirm that the Oki printers are connected to all Touch Writers and Verity Prints. The printer port is located to the right of the red power button.

Make sure that the voting equipment and Oki printers are plugged into the wall, either directly or via a surge protector

Confirm that all Oki printers have fully loaded trays of blank ballot stock.



Vote Center Manager breaks Blue Sticker Seal and opens the Silver Cabinet

Place the broken Blue Sticker Seal on Silver Cabinet Seal Log

Remove all laptops, Oki printer trays, and the Master Label Rosters



Load the trays into the Oki printers and turn them On.

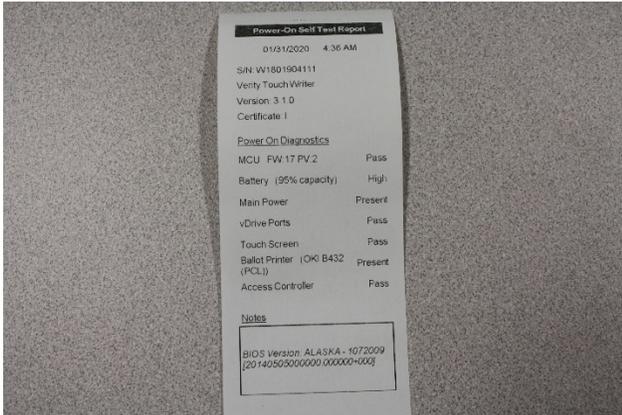
Confirm that the Oki printer screen reads "Ready to Print."

Don't forget to put a Blue Sticker Seal on the Oki printers connected to Touch Writers!

Next, power on all the Verity Equipment by pressing the red power button.

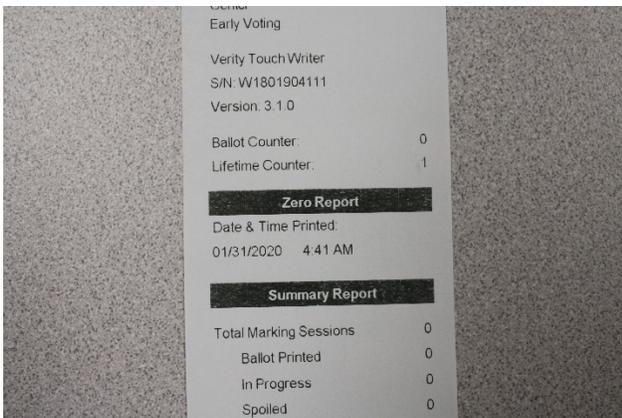


Pro-tip! It takes about 5-7 minutes for Verity to boot up. Don't wait! Turn the machines on as soon as possible.



Verity will print a Power-On Self Test Report. Examine the tape to be sure that everything is connected (indicated by “Pass” or “Present”)

A component that fails to connect will read “**Missing**” (See Troubleshooting section)



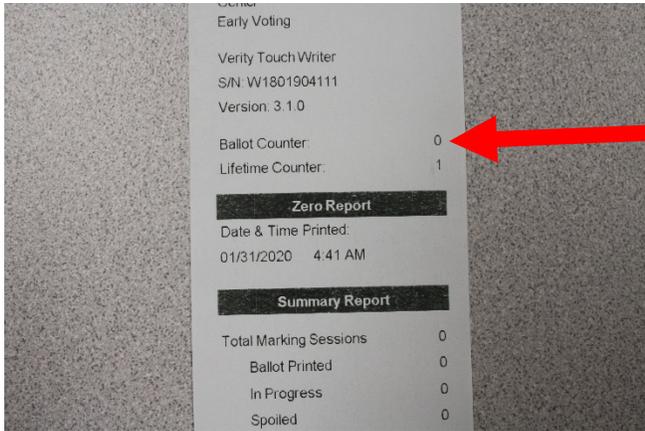
When Verity boots up, it will also print an Open Polls report

On the first day of early voting and on Election Day, print a Zero report



When Verity boots up, you must be sure that the machine reads the printer or the equipment will not function properly.

Next you must check how many ballots have been issued on the Touch Writers and Verity Print and cast on the Scanner.

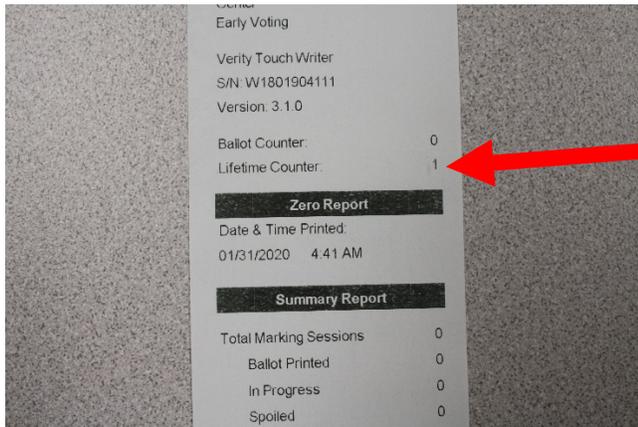


There will be two counters to look at, in two locations—on the report, and on the touchscreen.

First look at **Ballot Counter**. It must read zero on the first day of voting and on Election Day.

Make sure that you record the number of ballots on the Ballot Counter using the Vote Center Accounting Worksheet

If the Ballot Counter has votes recorded on the first day of the early voting period or on Election Day—STOP. Call the Elections Office or your FED immediately.



Second, look at the **Lifetime Counter**. This tells you how many ballots were cast over the lifetime of the machine.

The Lifetime Counter will be helpful to you when you suspend or close the polls.

Once Verity is loaded you will see a screen prompting you for the password to open the polls. You must open the polls on all Touch Writers and Scanner.



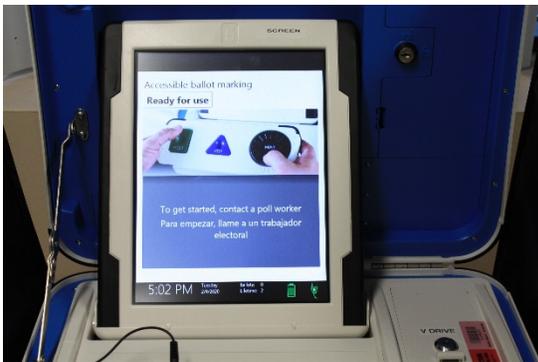
On your badge, you will see the password to open the polls. It is a 6-digit number.

Use the touchscreen to enter the “Open Polls” password.



When you turn on Verity Print, it will ask you for a Poll Worker Code, which is also on your badge.

Enter the Poll Worker Code and tap “Accept”



Verity will then indicate that it is ready for voters.



Before you move on to the next machine, be sure that you plug in the headphones for voters who want to listen to their ballot on the Touch Writer.

Make sure that you know where the protective ear covers are so that voters may listen to their ballot safely.

Wipe down all voting equipment after completing set up, using the wipes provided.

Setting Up the Check-In Table



Connect the laptops to power and Internet
Connect the Bixolon label printers
Place secrecy sleeves on your Check In table



Confirm that Verity Print is connected to its Oki printer and the tray is loaded and fully stocked (no **Missing** components!)

When Verity Print is powered up, enter your Poll Worker Code, found on your badge

Your starting screen will say "Ready to print ballots"

On the first day of voting and on Election Day, confirm that the ballot counter reads zero.



You will have 4 transport bags

- 1 large Blue bag (bags and paperwork)
- 1 Yellow bag (for CVRs)
- 1 Maroon bag (for Provisionals)
- 1 Green bag (for spoiled or surrendered ballots)

All CVRs, Provisionals, and spoiled and surrendered ballots can be kept in your hanging file folder while you work at Check In.

Vote Center Managers should keep these bags in a secure location.

Use the Yellow, Maroon, and Green bags as needed throughout the day.

Set Up Your Supplies



Be sure that you have all the supplies that you need to serve voters and to keep yourself protected.

You will have wipes, hand sanitizer, face masks, a face shield, and gloves provided to you

You will have sanitizer and must sanitize after you serve a voter

You will have a hanging file cart where you can keep all paperwork needed to handle any situation, including CVR and Provisional envelopes, change of address forms, Early Voting Applications, and other supplies

You may keep completed CVRs and Provisionals in your hanging file cart during busy hours

Check the Waiting Area

The Elections Staff will have a waiting area set up in most vote centers. This is to ensure that voters can rest inside during harsh weather conditions and provide for proper social distancing. Greeters should direct in person voters to hold in this area and wait for their number to be called.

Check the Voter Information Tables

The Elections Staff and Vote Center Manager have set up two Voter Information Tables the night before you open. One offers materials in English, while the other offers Spanish language materials. It is your responsibility to make sure that everything is on it and it remains well stocked during voting.

All of the following items should be on the Voter Information Table:

- Bilingual posters
- Election Administration Plan
- Public Label Roster
- Spanish facsimile ballots
- Voter Bill of Rights pamphlets
- Voter Information Trifold

Check the PPE Supply Stations

Your vote center will receive supply stations that include Personal Protective Equipment (PPE)—disposable masks, hand sanitizer, and wipes. Please be sure that these PPE supply stations are fully stocked and available for all guests. If your vote center is running low on any of these items, please contact the Elections Warehouse immediately.

Checking Inside Signs

- All inside signs will be set up for you.
- Check to be sure that all accessibility signs are attached to the accessible Touch Writer and voting booth.
- Be sure that the “How to Properly Mark Your Ballot” signs in each voting booth
- Confirm that your Voter information Tables are complete.

Posting Outside Signs

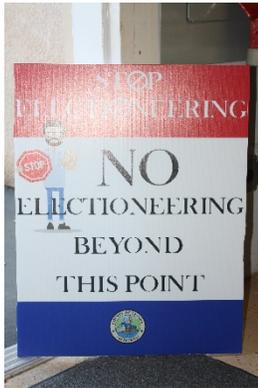
Place all accessibility signs at accessible entrances and exits



Set out the Call Bell near the accessible parking area



Hang "No Electioneering" signs 100 feet from Vote Center door



Set out "Vote Here" sandwich boards



Display the American flag prominently



Set out directional signs



Announcing the Polls Are Open and the First Voter Procedure

At 8:00 am (7:00 am on Election Day), announce “The polls are open!”

The Vote Center Manager has a Job Card outlining the First Voter Procedure. The First Voter Procedure is intended to allay any concerns about the integrity of the Vote Center, in a very public way.

You only need to perform the First Voter Procedure on the first day of voting and on Election Day. This is because, for most Vote Centers, there will only be two official openings of your Vote Center—the first day of the early voting period, and Election Morning.

- Ask the First Voter to confirm aloud that ballot counters on all machines read zero and that the V-Drive compartments are sealed
- Ask the First Voter to confirm aloud that there are no ballots in the ballot box and the seal on the back door of the ballot box is intact
- Close and seal the ballot box door

Election Conduct

Vote Center Workers are a vital part of a successful election. As partners with our office, expectations are placed mutually on Vote Center Workers and the Elections Office.

Among other things, Vote Center staff must:

- Arrive at the Vote Center at least 60 minutes prior to opening
- Complete the Daily Questionnaire
- Follow all public health guidelines
- Provide excellent customer service
- Check-in voters
- Issue ballots
- Operate and sanitize all voting equipment
- Update Master and Public Label Rosters hourly
- Assist voters with Conditional Voter Registration and Provisional voting
- Ensure Vote-by-Mail ballots are signed and sealed as voters drop them off
- Assist with nightly accounting and closing procedures

Vote Center Managers oversee the Vote Center's operations. The Vote Center Manager must:

- Visit Vote Center the day before to help set up
- Coordinate with warehouse team for early access and swap out equipment, if necessary
- Assign duties to Vote Center staff
- Coordinate breaks for Vote Center Workers
- Ensure that timecards and the Daily Questionnaire are completed daily
- Ensure that workers follow all public health guidelines
- Lead the successful implementation of opening and closing procedures
- Interact observers, media at the Vote Center

Overview: Running the Vote Center

The Vote Center Manager will distribute your Job Cards, which will provide you directions on the following tasks

- Receive Voters
- Check in Voters with Panorama
- Issue Ballots to Voters
- Distribute Will Call replacement ballots
- Issue Conditional Voter Registration and Provisional ballots
- Process Spoiled and Surrendered Ballots



Please remember to keep calm and cool, even if the voter is not. Excellent customer service is our standard!

Directing Voters When They Arrive: New Procedures for November 2020

For the November election, wait times may be longer than usual. To keep people inside while practicing social distancing, Greeters are expected to direct voters to one of three locations: a Drop Box, Will Call, or the Waiting Area. Each are designed to streamline the voting process.

Drop Box: as in previous years, drop boxes will be available for voters who simply wish to drop off their voted vote-by-mail ballot. There will be plenty of signs directing voters where to go, but sometimes they're missed. Please be there to politely direct voters to the proper drop off location. We expect that there will be many voters who simply wish to drop off their ballots—they do not need to stand in line. The Fairgrounds will offer drive thru ballot drop off; Vote Center Workers will be expected to help direct voters through the drive thru area.

Will Call: this year, the Elections Office is offering Will Call pick up for voters who need a replacement ballot. Just as one might hold live theatre or sports tickets at the box office will call, we are allowing voters to order their replacement ballot ahead of time and pick it up the next day. Please be there to politely direct voters to the Will Call pick up area.

Waiting Area: in person voters will be instructed to take a number and wait for their number to be called by a Check In Clerk. The Elections Office will ensure that there is a waiting area where voters can comfortably wait to be processed without standing in line. Chairs will be properly distanced so that voters can safely wait to vote. Anyone who's at the vote center to vote in person must take a number.

Will Call Clerks

For many people, voting is their only interaction with the Elections Office. For some vote centers, the first people that voters will encounter are the Will Call Clerks. It is important for the Will Call Clerks to make a good impression and to help ensure the smooth flow of election conduct.

If you are the first people that voters will see, please ask the voter whether they are there to pick up a Will Call ballot, drop off their ballot, or vote in person.

Serving Voters Who Request Will Call Pick Up

Most vote centers will offer Will Call, a new service that allows voters to request a replacement ballot ahead of time and pick it up the next day at a vote center. Elections Staff will bring you Will Call ballots for the day if you are located in Western County. There will be a person designated to print Will Call ballots if you serve in Eastern County.

Here are some things to remember:

- 2 people must be at the Will Call station at all times.
- Please set up your Will Call area close to the door.
- For vote centers, there should be a separate line for Will Call.
- Ask the voter to show you their Will Call confirmation email.
- Will Call ballots will be sorted by the voter's last name.

Floor Assistant Clerks

The Floor Assistant is a multitasker extraordinaire who supports the Vote Center Manager with whatever needs arise. The Floor Assistant helps ensure the smooth flow of election conduct, including helping the voter with the Touch Writers and Scanner.

You will have a Job Card as a tool to help you assist voters. Some of your assigned duties include

- Offer a mask or sanitizer to all voters
- Instruct in person voters to take a number and relax in the waiting area
- Make sure that voters simply dropping off their ballot get directed to the drop box (they don't have to wait in line)
- At some vote centers, you may need to direct voters to the Will Call area
- Ensure dropped off VBM ballots have been signed
- Assist voters that request to use the Touch Writers
- Sanitize voting equipment after each use
- Keep the Public Label Roster updated every hour
- Ensure Voter Information Table is well stocked

Please be friendly and knowledgeable when welcoming voters into the Vote Center.

Take A Number Machine



In the November Election, in person voters will be asked to sit in a waiting area for their number to be called.

The Greeter determines whether the voter wants in person services and will instruct the voter to take a number

Voters may wait in the waiting area for their number to be called

Once the voter's number is called, the voter may proceed to the next available Check In Station

Check In Clerks

During your time at the Vote Center, Nevada County voters will approach you at the Check In Table when their number is called. Please collect their number and start the check in process with Panorama.

Panorama allows you to check voters in. It will provide you with red, yellow, green flags for each voter file that you pull up, along with directions for how you should proceed with that voter. It is easy to follow and helps you through the check in process.

Example Flags

Green: Proceed

● Proceed - No ballots exist as accepted for this voter for this election.

Yellow: Use Caution

■ Warning - This record has a status other than 'Active' and may require more research.

Red: Stop

▲ Stop - This polling location is not the assigned polling location for the voter.



Launch Panorama in two ways

- Double click the icon on your desktop
OR
- Go to <https://panorama.runbeck.net:44329/>
in Chrome

Login with your first initial of your first name and your last name

Example: Mary Smith ID: msmith

Enter your password. Your password is unique to you and will be given out at the first training session

Use the drop-down menu to select the Vote Center that you are working in.

Click "Continue"

You will be directed to the Voter Search screen

Issue Ballots to Voters

For most voters, the check-in process is straightforward.



Greet the voter (“Welcome to voting!”)

Ask the voter to state his or her last and first name and date of birth.

Enter the information into the relevant fields on the “Voter Search” page.

Click “Search for Voter.”

Voter Search

Adona Natalie 13-19-7712 **Search For Voter**

Rostered Voters 1 Results

Name	Address	Date of Birth	Date of Registration	Status
ADONA, NATALIE	██████████ GRASS VALLEY, CA 95945	██████████	10-07-2019	✓ ACTIVE

If you didn't find the voter that you were looking for:

1 **Check the spelling for accuracy** 2 **Register New Voter**

Confirm the correct voter file (remember that many people have the same/similar names!)
Click on the voter's name to open the file.

ADONA, NATALIE ██████████ GRASS VALLEY, CA 95945 ✓ ACTIVE VOTER

Warning - This voter has a VBM ballot that has been issued but not returned.

Basic Info Identification Voter Ballots

Political Party NO PARTY PREFERENCE	Language ENGLISH	Ballot Type 8
Date of Birth ██████████	Age 43 years old	
Place of Birth Not Available	Ethnicity Not Available	Precinct 309
Date of Registration	Mailing Address	

A flag will appear: "Warning – This voter has a VBM ballot that has been issued but not returned."

This is not a problem! Since Nevada County sends out Vote-by-Mail ballots to everyone, you'll see this message a lot.

Click the blue "Suspend VBM Ballot" button in the lower right-hand portion of the screen to suspend the VBM ballot and issue an in-person ballot.

precinct 309

Issue Provisional Ballot **Suspend VBM Ballot**

Are you sure you want to suspend the current VBM Ballot?

Suspend VBM Ballot **Cancel**

Panorama will ask you to confirm—click "Suspend VBM Ballot"



Standard Ballot Successfully Issued

Please Provide Standard Ballot To Voter

Ballot Type	Language	Political Party
8	ENGLISH	NO PARTY PREFERENCE

[Help Next Voter](#) [Print Ticket](#)

You'll be brought back to the voter's file

Click on "Issue Standard Ballot"

You'll receive the message, "Standard Ballot Successfully Issued"

Click on "Print Ticket"

ADONA, NATALIE

Address: ██████████ GRASS VALLEY, CA 95945

DOB: ██████████

Party: NO PARTY PREFERENCE

Status: ACTIVE

Precinct: 309

Voter Id: 204699

CP #: CP36

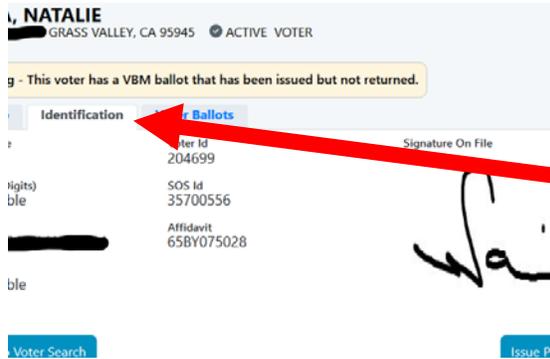
Voter: _____

A new window will open with the voter's label

Right-click on the voter label

Print 2 copies of the label

Locate the voter's CP (and if a Presidential Primary, their party)—this will help you pull up the correct ballot type later on



Hand the voter one of the Bixolon labels and ask them to sign it

Close the label print screen

Click on the Identification tab in the voter file

Compare signature from label to one of the signatures on file – **match up at least a letter or two**



REMEMBER: The only way to verify the voter's signature is to check what's in Panorama against their signature on the Bixolon label.

If the signature does not match, refer to the section on Conditional Voter Registration.



For voters issued a paper ballot

Take the second Bixelon label to a Verity Print station

Use your Job Card to enter the Poll Worker Code and tap "Accept"

Select "Issue a ballot"

Choose the ballot language and tap "OK"

Enter the voter's Consolidated Precinct (CP), located on the Bixelon label, and tap "OK"

In a Presidential Primary, enter the voter's party preference, located on the Bixelon label, and tap "OK"

Verify that the information you entered is correct and tap "Yes, print the ballot"

Ask the voter to confirm that the CP on the Bixelon label matches the CP on their ballot

Let the voter know that hand sanitizer could smudge the ballot!

Invite the voter to fill in their ballot and proceed to the scanner when done

Wipe down your station before serving the next voter

For voters requesting the Touch Writer

Call a Floor Assistant and instruct the voter to follow the Floor Assistant to a Touch Writer

Hand the second, unsigned label to the Floor Assistant



REMEMBER: Make sure that the signed label is in your Master Label Roster

The Public Label Roster must be updated every hour

Update the Voter's Address

- 1012 BANK ST & BRUNSWICK RD, GV

Date of Birth

Greet the voter ("Welcome to voting!")

Ask the voter to state his or her last and first name and date of birth.

Enter the information into the relevant fields on the "Voter Search" page.

Click "Search for Voter."

I want to change my address - *Quiero cambiar mi dirección*

OLD Address where I lived – *ANTERIOR dirección donde vivía*

CURRENT Residence address - *dirección donde vivo*

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct. *Yo certifico bajo pena de perjurio bajo las leyes del Estado de California que la información en esta solicitud es verdadera y correcta.*

Hand the voter a white Written Request Form

Instruct the voter to fill in the sections asking for name, prior address, and current address

The voter must sign the form

Voter Search

Adona Natalie 13-19-7712

Rostered Voters 1 Results

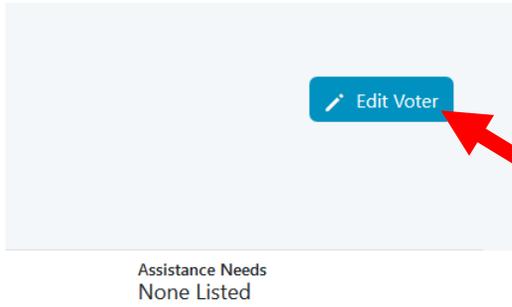
Name	Address	Date of Birth	Date of Registration	Status
ADONA, NATALIE	██████████ GRASS VALLEY, CA 95945	██████████	10-07-2019	✓ ACTIVE

 If you didn't find the voter that you were looking for:

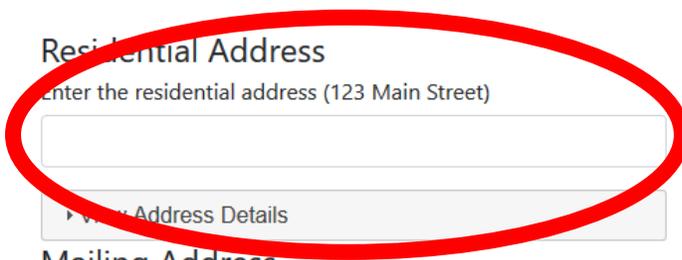
1 2

Confirm the correct voter file (remember that many people have the same/similar names!)

Click on the voter's name to open the file.



Click "Edit Voter" in the upper right-hand corner of the screen



Update the voter's address, using the information on the Written Request Form

Mailing Address
Same As Residential

Use the Affidavit number on the Written Request Form to complete the update

County Information
Affidavit

12ab345678

Click the blue "Register This Voter" icon (located at the bottom of the screen)

Register This Voter

Confirm your selections

To activate this ballot, touch "Yes."

To exit without activating a ballot, touch "No."

Precinct 1251

Mark as provisional

Is this correct?

Yes, activate this ballot

No, cancel

You will be brought back to the voter file

Issue a standard ballot

Print out a ballot with Verity Print

Confirm that you selected the correct CP (and party preference if a Presidential Primary)

If the voter chooses to vote on the Touch Writer, tell the Greeter clerk to issue a standard ballot

Update the Voter's Party Affiliation

Remember that this situation most commonly occurs during Presidential Primaries

- 1012 BANK ST & BRUNSWICK RD, GV

Date of Birth

Search For Voter

Greet the voter ("Welcome to voting!")

Ask the voter to state his or her last and first name and date of birth.

Enter the information into the relevant fields on the "Voter Search" page.

Click "Search for Voter."

Date of birth / Fecha de Nacimiento: ____/____/____

I want to change my political party - Quiero cambiar mi preferencia de partido político

I want to change my political party preference to - Quiero cambiar mi preferencia de partido político a:

- Democratic - Democrática
- Republican - Republicano
- American Independent - Americano Independiente
- Green - Verde
- Libertarian - Libertario
- Peace and Freedom - Paz y Libertad
- No Party / None - Ningún partido / Ninguno

Hand the voter a white Written Request Form

Instruct the voter to fill in the sections asking for name, current address, and preferred party affiliation

The voter must sign the form

Voter Search

Adona

Natalie

13-19-7712

Search For Voter

Rostered Voters 1 Results

Name	Address	Date of Birth	Date of Registration	Status
ADONA, NATALIE	██████████ GRASS VALLEY, CA 95945	██████████	10-07-2019	✓ ACTIVE



If you didn't find the voter that you were looking for:

1

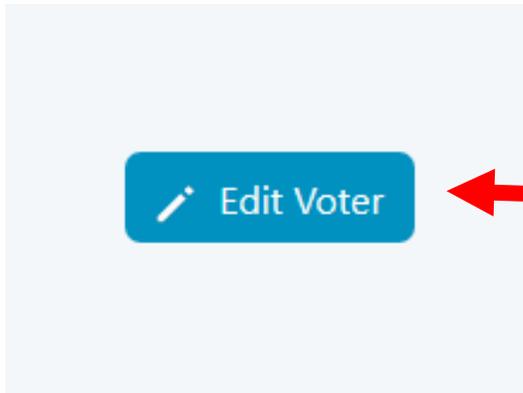
Check the spelling for accuracy

2

Register New Voter

Confirm the correct voter file (remember that many people have the same/similar names!)

Click on the voter's name to open the file.



Click "Edit Voter" in the upper right-hand corner of the screen



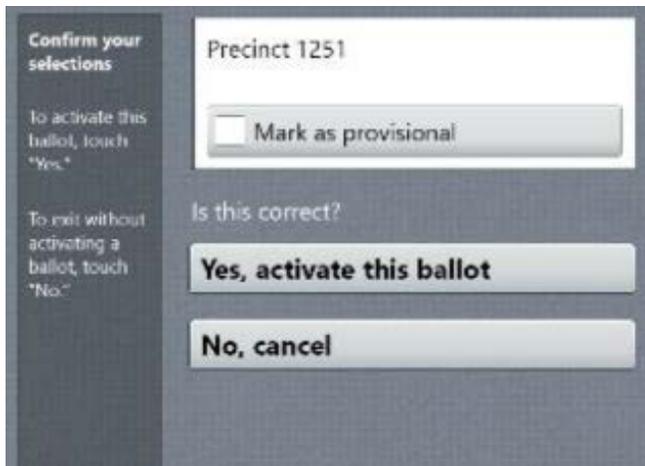
Update the voter's party affiliation, using the information on the Written Request Form

Use the Affidavit number on the Written Request Form to complete the update

County Information

Affidavit

Click the blue "Register This Voter" icon (located at the bottom of the screen)



Use your Job Card to print out a ballot with Verity Print

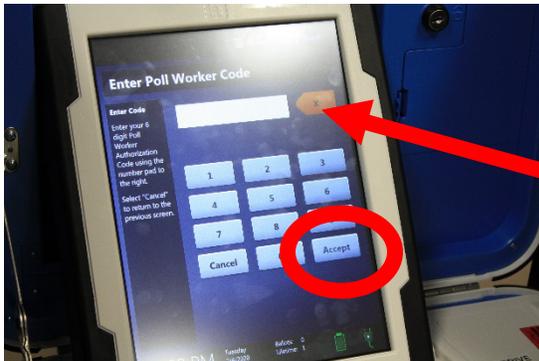
Confirm that you selected the correct CP and party preference

If the voter chooses to vote on the Touch Writer, tell the Greeter Clerk to issue a standard ballot

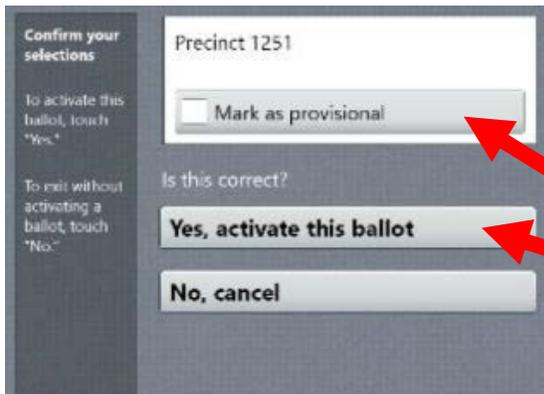
Activating A Ballot on a Touch Writer

Some people will request to vote on the Touch Writer. The Touch Writers are available so that Nevada County Elections may offer all voters an easy way to mark a ballot privately and independently. This is an especially important consideration for voters with disabilities.

The voter may change settings at any time during the voting process.



- Accompany the voter to a Touch Writer
- Hold down the “Ready for Use” icon
- Use your Badge to enter the Poll Worker Code
- Tap “Accept”
- Select “Activate ballot”



- Enter the voter’s CP using the unsigned Bixon label and tap “OK”
- Confirm that the selections are correct
- If the voter is voting provisionally or was issued a CVR, select “Mark as Provisional”
- Tap “Yes, activate this ballot”
- Tell the voter to print their ballot and review it before scanning their ballot



- If the voter requires an audible ballot, the voter may do so by tapping, “Yes, help me change the settings.”
- Make sure that the headphones are plugged in and have a fresh set of ear covers.
- Hand the voter the touchpad—that voter will use the pad to make their selections.

 Language

 AA Screen

 Audio

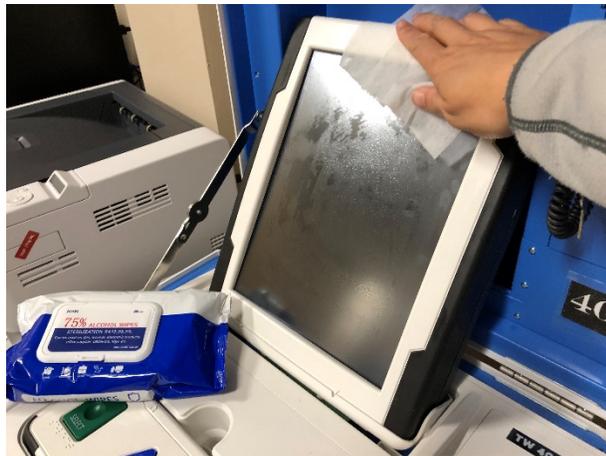
 Help

If the voter wants to change the language, font size, audio setting, or needs help with Verity, the voter may use the menu at the top of the screen

Verity will walk the voter through adjusting the settings



If the voter gives instructions via the breath, assist the voter (as requested by the voter) with connecting the sip-and-puff feature, located on the touchpad.



Once the voter is done with the machine, wipe down the machine with approved cleaning products.

Process Conditional Voter Registration and Provisional Ballots

Overview

Sometimes, you will have to issue a Conditional Voter Registration (CVR) or a Provisional ballot. The circumstances and procedures for doing so are provided for in this manual. Since you are equipped with Panorama, you have most information at your fingertips, leaving few circumstances under which someone would have to vote provisionally or register conditionally.



REMEMBER: If you issue a CVR or Provisional:

Most people that you process will sign a Bixolon label that you put in the Master Label Roster. If you issue a CVR or Provisional, we check the signature on the envelope—never allow the voter to walk away without signing the CVR or Provisional envelope!

Failure to follow all steps for completing CVR and Provisional envelopes can lead to the Elections Office being unable to count the votes inside it.

Conditional Voter Registration

Some voters are required to be issued a Conditional Voter Registration (CVR). A voter must be issued a CVR if:

- New registration
- Voter's signature does not match
- Voter's registration is cancelled



If this is a new voter, let the voter know that the envelope is a voter registration form

If this voter was cancelled or the voter's signature does not match, let the voter know that Election Staff must research the problem at headquarters

Process a New Voter Registration

Greet the voter (“Welcome to voting!”)

Ask the voter to state his or her last and first name and date of birth.

Confirm that the voter is not registered, using the Voter Search function

After confirming that the voter is not registered, click “Register New Voter”

Voter Search

Lector File Date of Birth Search For Voter

If you didn't find the voter that you were looking for:

1 Check the spelling for accuracy 2 Register New Voter

NEVADA COUNTY
Conditional Voter Registration Envelope

Fill out this form if you are a new voter, have changed your name, residence address or want to change your political party.

I am a U.S. citizen and resident of CA. Yes No
I am 18 or older Yes No

First Name MI Last Name
Current Residence Address City State & Zip
Mailing address (only if different from above):
Mailing Address City State & Zip
Moved Previous Address:
Mailing Address City State & Zip
Date of Birth: Political Party:
 American Independent Party
 Democratic Party
 Green Party
 Libertarian Party
 Peace and Freedom Party
 Republican Party
 Other
 No, I do not want to choose a political party preference

If you choose no, you may not be able to vote for some parties, candidates or a primary election (in U.S. President or party committee.)

Hand the voter a CVR envelope

Instruct the voter to fill in the form on the CVR envelope completely

Circle or write in the reason why the voter cast a CVR ballot on the envelope

Voter Search / Register Voter

Personal Information

First Name Sandra

Middle Name

Last Name Sjoberg

Date of Birth

Issue CVR Provisional Ballot

Fill in the voter's information completely, just as you see it on the CVR envelope

Use the Affidavit number on the envelope to complete the registration

Click the blue “Register this voter” icon

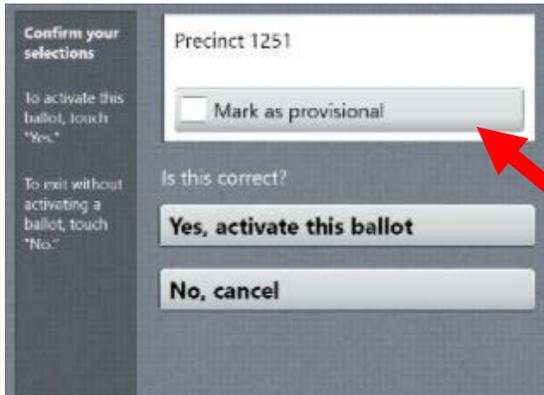
Re-enter the voter's first and last name to bring the file up

Click the blue “Issue CVR Provisional ballot” icon



Panorama will confirm that a CVR provisional ballot was issued

Click on “Print Ticket”; make sure you print 2 Bixolon labels



Use the Bixolon label to find the voter’s CP (and party if a Presidential Primary) and print the voter’s ballot using Verity Print

If the voter requests to vote on the Touch Writer, hand the Bixolon label to the Greeter

Be sure to tap “Mark as “provisional” on Verity Print or the Touch Writer, as applicable



Once the voter is done marking the ballot, ask the voter to verify:

- The completeness of the CVR envelope
- The envelope is signed
- The ballot is sealed inside

All voted CVRs go in the Yellow bag at the end of the day. You may temporarily store CVRs in a locked tub as you process voters.

For instructions on signature mismatch and cancelled voters, see the Troubleshooting and Uncommon Circumstances section.

Provisional Voters

There are very few circumstances in which a voter must vote provisionally:

- Panorama says voter already voted
- No Nevada County address
- Power outage
- Loss of Internet connectivity

Panorama Says Voter Already Voted

LECTOR, ELLE
GRASS VALLEY, CA 95945 ACTIVE VOTER

▲ Stop - This voter has already voted in this election.

Basic Info | **Identification** | **Voter Ballots**

Political Party NO PARTY PREFERENCE	Language ENGLISH	Ball 8
Date of Birth 03-03-2000	Age 19 years old	
Place of Birth Not Available	Ethnicity Not Available	Prec 30C
Date of Registration 02-09-2020	Mailing Address Same As Residential	

[Back To Voter Search](#)

When you access the voter file, Panorama will alert you that the voter already voted

Tell the voter that our records show that they have already voted

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

VOTER please complete the following:

1. Complete the information below.
2. Fold your ballot.
3. Place your folded ballot in this Provisional Ballot Envelope and seal it.
4. Sign the declaration.
5. Return sealed, completed envelope to a Vote Center staff member.

First Name _____ Last Name _____
Current Residence Address _____ City _____ State & Zip _____
Mailing address (only if different from above):
Mailing Address _____ City _____ State & Zip _____
Date of Birth: _____
California Driver's License _____ or SSN (Last 4 numbers) _____

Declaration:
I declare under penalty of perjury that I reside at the address listed above; I have not previously voted in this election either by Vote-by-Mail Ballot or at any other voting place; I am a United States citizen; I am not on parole for the conviction of a felony.

(Voter's Signature) _____

FOR OFFICIAL USE ONLY

If the voter insists on voting, **DO NOT TURN THEM AWAY**

Hand the voter a Provisional envelope

Instruct the voter to fill in the form on the Provisional envelope completely

Check the reason why the voter cast a Provisional ballot on the envelope

Issue Provisional Ballot

Click on "Issue Provisional Ballot," in the lower right corner

Use your Job Card to print out a ballot with Verity Print

Confirm that you selected the correct CP and party preference

Tap "Mark as Provisional"

If the voter chooses to vote on the Touch Writer, tell the Greeter to issue a Provisional Ballot



Once the voter is done marking the ballot, ask the voter to verify:

- The completeness of the Provisional envelope
- The envelope is signed
- The ballot is sealed inside

All voted Provisionals go in the Maroon bag at the end of the day. You may temporarily store Provisionals in a locked tub as you process voters.

Voter Does Not Have a Nevada County Address

You might encounter a voter who does not have a Nevada County address

Do not register this voter (unless the voter has told you they moved to Nevada County)

Voter Search

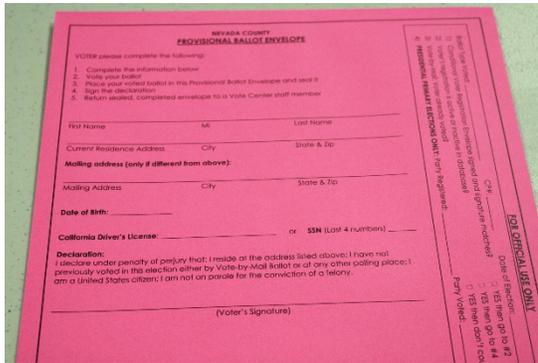
If you didn't find the voter that you were looking for:

1

Check the spelling for accuracy

2

Register New Voter

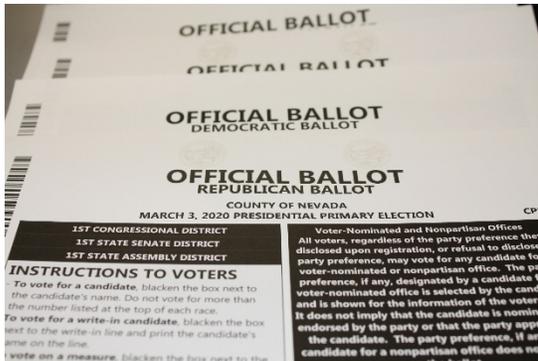


Encourage the voter to vote in their home jurisdiction

If the voter insists on voting, **DO NOT TURN THEM AWAY**

Hand the voter a Provisional envelope

Instruct the voter to fill in the form on the Provisional envelope completely



If this is a Presidential Primary, determine the voter's party preference

Use your pre-printed ballot stock to issue an appropriate ballot type



Once the voter is done marking the ballot, ask the voter to verify:

- The completeness of the Provisional envelope
- The envelope is signed
- The ballot is sealed inside

All voted Provisionals go in the Maroon bag at the end of the day. You may temporarily store Provisionals in a locked tub as you process voters.



If you experience a power outage or loss of Internet connectivity, call the Elections Office or your FED immediately.

Do not turn voters away—if possible, redirect the voter to a functioning vote center

Do not assume the amount of time your system will be down

Power Outage

You might encounter a situation where you are temporarily unable to print a ballot due to a power outage. If you still have a charged laptop with access to VoteCal, the state's voter registration database, then you can check in voters as you normally would.

You need only access your pre-printed ballot stock, since your printers will not work.

Loss of Internet Connectivity

You might encounter a situation where you cannot connect to VoteCal, due to either an extended power loss or problem with Internet connectivity.

NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE

VOTER please complete the following:

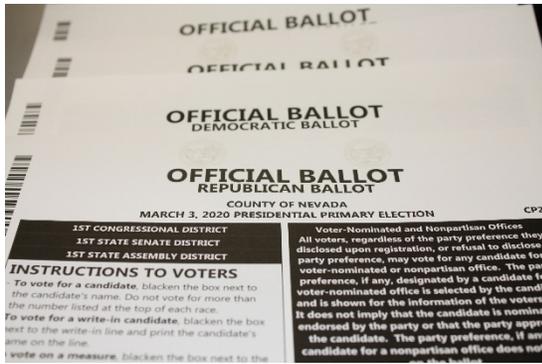
1. Complete the information below.
2. Vote your ballot.
3. Place your voted ballot in this Provisional Ballot Envelope and seal it.
4. Sign the declaration.
5. Return sealed, completed envelope to a Vote Center staff member.

First Name _____ MI _____ Last Name _____
Current Residence Address _____ City _____ State & Zip _____
Mailing address (only if different from above):
Mailing Address _____ City _____ State & Zip _____
Date of Birth: _____ or SSN (Last 4 numbers) _____
California Driver's License _____
Declaration: I declare under penalty of perjury that I reside at the address listed above; I have not previously voted in this election either by Vote-by-Mail ballot or at any other polling place; I am a United States citizen; I am not on parole for the conviction of a felony.
(Voter's Signature) _____

FOR OFFICIAL USE ONLY
Date of Birth: _____
City: _____
State: _____
Zip: _____
County: _____
FED: _____
Voter Registered: _____
Voter Not Registered: _____

Hand the voter a Provisional envelope
Instruct the voter to fill in the form on the Provisional envelope completely

Check the reason why the voter cast a Provisional ballot on the envelope



Access the Master Street Index, loaded on your emergency backup laptop

Use this to confirm the voter's CP

Pull out your pre-printed ballot stock

Confirm that you selected the correct CP and (if a Primary Election) party preference



Once the voter is done marking the ballot, ask the voter to verify:

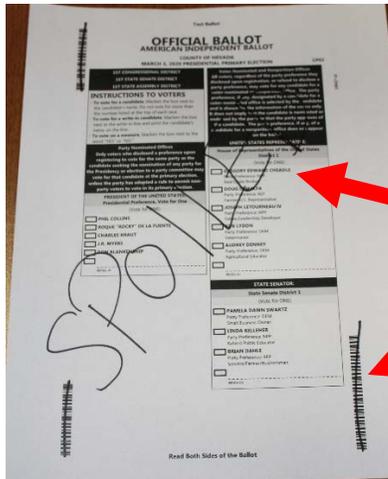
- The completeness of the Provisional envelope
- The envelope is signed
- The ballot is sealed inside

All voted Provisionals go in the Maroon bag at the end of the day. You may temporarily store Provisionals in a locked tub as you process voters.

Process Spoiled and Surrendered Ballots

Spoiled Ballots

Occasionally, a voter mismarks, damages, or otherwise “spoils” their ballot. That’s okay! It happens sometimes.



- Ask the voter to hand you their spoiled ballot
- Write “SPOILED” across the ballot
- Draw a line through the barcodes



- All spoiled ballots go in the Green bag at the end of the day. You may temporarily store spoiled ballots in a locked tub as you process voters.
- Check in the voter as you normally would
- Reissue the ballot to the voter
- If the voter was already issued an in-person ballot, please remind them that you’re giving them their last copy

Surrendered Ballots

Some voters might “surrender” their ballots. Voters used to do this if they wanted to give up their Vote-by-Mail ballot and vote in person.

Now that Nevada County has moved to Vote Centers, voters do not need to surrender their ballots—we simply use Panorama to suspend old ballots.

However, we’ll still take a surrendered ballot if the voter brings one in! Simply follow the same instructions for Spoiled Ballots.

Voters Requesting Assistance

Some voters may request assistance when marking a ballot. You provide assistance when a voter asks you for help marking or casting their ballot. Here are some general guidelines:

DO	DO NOT
<ul style="list-style-type: none">• Assist a voter only if he or she asks for assistance.• Let the voter know that Vote Center staff can provide assistance.• Allow the voter to designate up to two assistants to help them vote, one or both of which cannot be the voter's employer or union representative.• Check the "Assisted" column next to the voter's name in the Master Label and Public Label Rosters.• Preserve the voter's right to vote privately.	<ul style="list-style-type: none">• Assume a voter needs assistance.• Force the voter to accept your assistance.• Discuss the voter's choices with anyone.

Curbside Voting



Two Vote Center staff must assist voters requesting curbside assistance, regardless of how busy the Vote Center is.

Caretakers and others who are in the car with the voter requesting assistance may also vote curbside, regardless of their condition.

You must properly record which voters received assistance.

Sometimes it's difficult for a voter to physically enter the Vote Center due to a physical disability or illness. We offer curbside voting to accommodate voters who feel more comfortable voting from their cars. The voter alerts us by ringing the call bell located near an accessible parking spot. The call bell will chime, indicating that there is a voter outside who requires assistance.

If you hear the call bell ring:

Go Outside	<ul style="list-style-type: none">• Take a pen, paper, and a partner to the Vote Center parking lot• Approach the voter's car and let them know who you are• Explain the curbside voting procedures to the voter• Write down the voter's first and last name, address, and date of birth
Go Back Inside	<ul style="list-style-type: none">• Use Panorama to check the voter in (refer to section on Checking in voters using Panorama)• Print 2 Bixolon printer labels
Go Back Outside	<ul style="list-style-type: none">• Return to voter with the labels and have voter sign 1 label
Go Back Inside	<ul style="list-style-type: none">• Verify the voter's signature• Put the signed Bixolon label in the Master Label Roster• <u>Initial the space next to their name in the Master Label Roster that indicates you assisted the voter</u>• Print ballot and place the ballot inside a secrecy sleeve
Go Back Outside	<ul style="list-style-type: none">• Hand the voter their ballot with secrecy sleeve• Instruct the voter to place the voted ballot back in its secrecy sleeve to return it for counting• Both staff members wait for voter to finish voting• Give the voter an "I Voted" sticker once the voter has finished voting• Ask the voter whether he or she wants confirmation that the ballot was scanned
Go Back Inside	<ul style="list-style-type: none">• Scan the voter's ballot in the scanner, without looking at the voter's choices
Go Back Outside	<ul style="list-style-type: none">• If the voter wants verification that the ballot was scanned, go back outside and confirm that the ballot was counted

Voter Wants To Take The Ballot Home

Most people who show up to vote already know how they're going to vote. However, some don't and they have the right to take the ballot home to make their choices.

Be sure that you let the voter know that the ballot must be returned before the close of polls on Election Day!

This will be the ONLY need to use the DIMS system.

APPLICATION FOR EARLY VOTING / VOTE-BY-MAIL-BALLOT
August 27, 2019 Assembly District 1 Special Election

Please print legibly in all fields. Note: Organizations distributing this form may not preprint mailing address or political party information.

1. Full Name **2. Date of Birth**

3. Residence Address in Nevada County

4. Telephone ()

5. Mailing Address for Ballot (if different from above)

6. This application will not be accepted without the proper signature of the applicant.

FOR OFFICIAL USE ONLY

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Election Code Section 3006)

THIS FORM WAS PROVIDED BY THE NEVADA COUNTY ELECTIONS DEPARTMENT

Instruct the voter to complete an Application for Early Voting form

These forms are included in your supplies

If the customer is picking up a Vote-by-Mail on behalf of another, they must have an Application for Early Voting signed by the voter and must also complete an Authorization to Receive a Vote-by-Mail Ballot

RUNBECK
ELECTION SERVICES™

DIMS.net Election Management System
v 2019.12.26.29869

Login Using: The Username and Password Below

User Name: hadona

Password: []

Login

Login To: DIMS.net Server

Close

Log into DIMS by double clicking the DIMS icon on your desktop

Use the same login and password information from Panorama

DIMS New Election Technology

File Voters Precincts Streets Districts Polls Workers Elections Miscellaneous Tools Window Help

Double click the yellow envelope icon at the top of the screen

Find Voter

All A I C P F

By Name | By Address | By Name/Address

Enter full or partial name

Last: [] First: [] Middle: [] CITY: [] POB: [] DOB: []

Locate

Soundex Search Alt/Prior Name Incl. Confidentials Needs Evaluation

Enter the voter's first and last name and date of birth

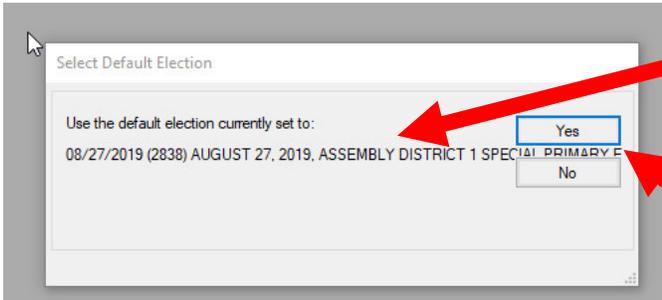
Click the grey "locate" button



The voter's name will appear

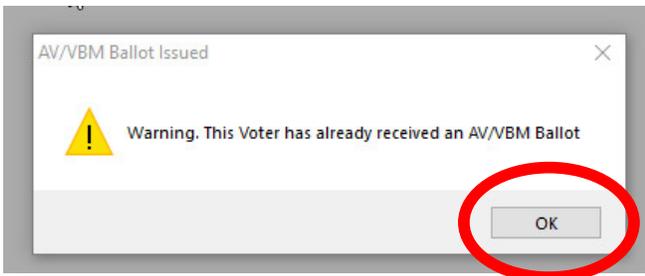
Confirm the voter's name, address, and date of birth

Double click the voter's name



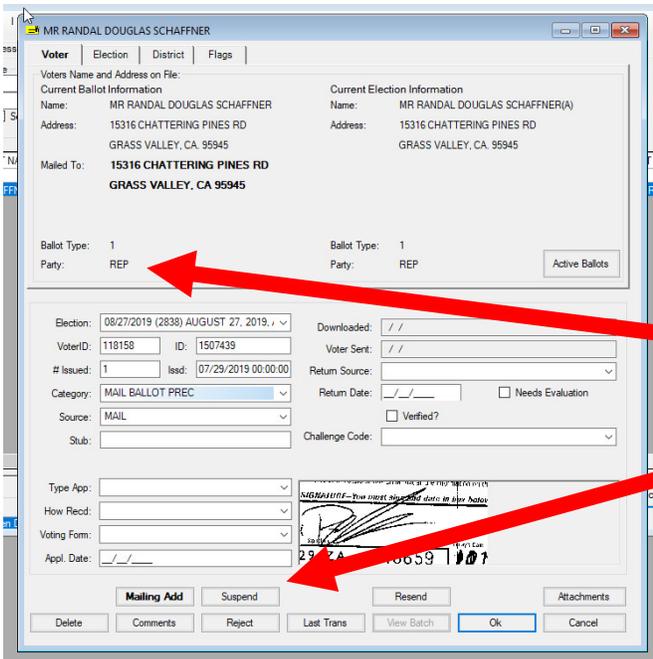
Confirm that the pop-up window displays the correct election

If correct, then click "Yes"



You will see a flag: "Warning: This voter has already received an AV/VBM Ballot." This is not a problem.

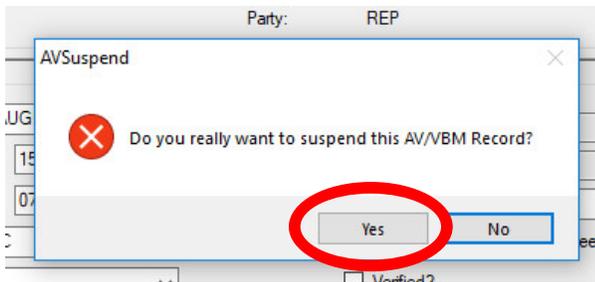
Click OK



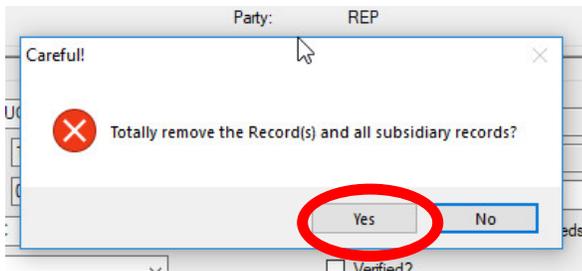
You will then see a screen with the voter's information pop-up

If a Presidential Primary, confirm the voter's political party preference

Click "Suspend" at the bottom of the screen

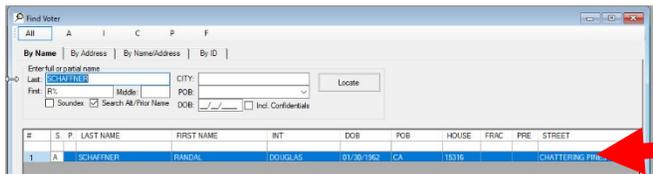


A flag asks you to confirm that you want to suspend the voter's AV/VBM record.
Click "Yes"

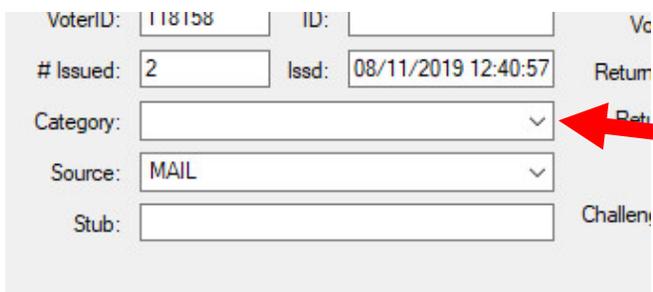


A flag warns you, "totally remove the Record(s) and all subsidiary records?"
Click "Yes"

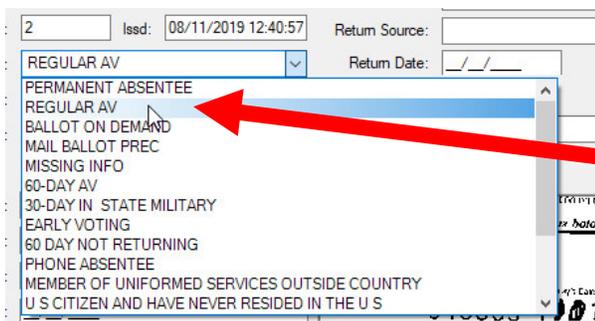
The voter's original Vote-by-Mail ballot is suspended and they have no ballot



DIMS will bring you back to the main screen
Double click the voter's name



Use the drop-down menu in the "Category" field



Select "REGULAR AV"

VoterID: 118158 ID: [] Vc
 # Issued: 2 Issd: 08/11/2019 12:40:57 Return
 Category: [] Ret
 Source: MAIL [] ←
 Stub: [] Challenge

Click the down arrow in the SOURCE field

Source: MAIL []
 Stub: Z-MAIL1
 MAIL
 COUNTER AV ←
 AUTO
 Email App: EMAIL
 FAX
 Recd: []

Change from "mail" to COUNTER AV

Green Light Scenario
 No ballots exist as accepted for this voter for this election.
 [Ok]

The message "No ballots exist as accepted for this voter for this election."
 Click "Ok"

DimsNet
 Transaction (# 1570584) 08/11/2019 12:52:23
 [OK]

DIMS will generate a transaction number

APPLICATION FOR EARLY VOTING / VOTE-BY-MAIL-BALLOT
 August 27, 2019 Assembly District 1 Special Election
 Please print legibly in all fields. Note: Organizations distributing this form may not preprint mail address or political party information.

1. Full Name [] 2. Date of Birth []

3. Residence Address in Nevada County []

4. Telephone () []

5. Mailing Address for Ballot (if different from above) []

6. This application will not be accepted without the proper signature of the applicant. I have not applied for, nor do I intend to apply for, a vote by mail ballot for this election by any other means. I certify under penalty of perjury under the laws of the State of California that the name and residence address on this application are true and correct.

FOR OFFICIAL USE ONLY

WARNING: Perjury is punishable by imprisonment in state prison for two, three or four years. (Section 126 of the California Penal Code)

THIS FORM WAS PROVIDED BY THE NEVADA COUNTY ELECTIONS DEPARTMENT

Write down the transaction number on the Application For Early Voting in the "FOR OFFICIAL USE ONLY" field

Click "OK"

Find Voter

All A I C P F

By Name | By Address | By Name/Address | By ID

Enter full or partial name

Last: SCHAFFNER CITY: POB: Locate

First: Middle: POB: DOB: / / / Incl. Confidential

Soundex Search All/Prior Name

#	S. P.	LAST NAME	F. NAME	DOB	POB	HOUSE	FRAC	PRE	STREET
1		SCHAFFNER	DOUGLAS	01-20-1962	CA	15316			CHATTERING PINES

Double-click on the voter's name in DIMS

AV/VBM Ballot Issued

Warning. This Voter has already received an AV/VBM Ballot

OK

You will see the warning that the voter has received an AV/VBM Ballot

Click "OK"

MR RANDAL DOUGLAS SCHAFFNER

Voter Election District Flags

Voters Name and Address

Current Ballot Information

Name: MR RANDAL DOUGLAS SCHAFFNER Name: MR RANDAL DOUGLAS SCHAFFNER(A)

Address: 15316 CHATTERING PINES RD Address: 15316 CHATTERING PINES RD

GRASS VALLEY, CA 95945 GRASS VALLEY, CA 95945

Mailed To: 15316 CHATTERING PINES RD

GRASS VALLEY, CA 95945

Ballot Type: 1 Ballot Type: 1

Party: REP Party: REP

Active Ballots

Election: 08/27/2019 (2838) AUGUST 27, 2019, ...

Downloaded: / /

VoterID: 118158 ID: 1507439 Voter Sent: / /

Issued: 1 Issd: 07/29/2019 00:00:00 Return Source: / /

Category: MAIL BALLOT PREC Return Date: / / / Needs Evaluation

Source: MAIL

Sub: Challenge Code: / / / Verified?

Type App: / /

How Recd: / /

Voting Form: / /

App. Date: / / /

29 ZA 546659

Mailing Add Suspend Resend Attachments

Delete Comments Reject Last Trans View Batch OK Cancel

DIMS will return to the voter's information pop-up window

Click on the "Election" tab

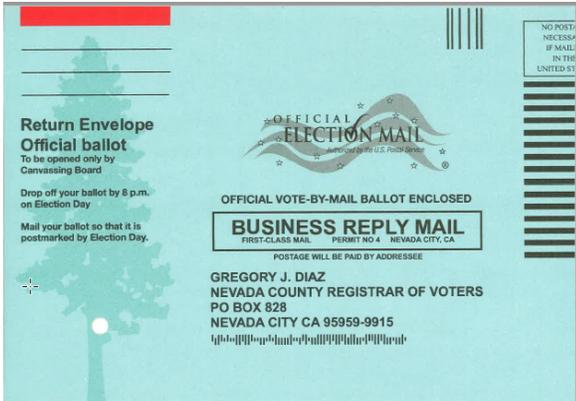
Voter Election District Flags

Voters Election Details:

CP01 SEBASTIAN SER NO: [0]

Note the Consolidated Precinct (CP) number
This will tell you which ballot type to give to the voter

In a Presidential Primary, also refer to the voter's party preference to determine ballot type



Grab two things

1. The appropriate ballot type from your pre-printed ballot inventory, based on the voter's CP
2. A VBM return mail envelope, located in the silver cabinet

Write following information on the back of the VBM envelope:

- The voter's name,
- Residence address,
- City, state, zip and the
- Transaction number from DIMS

Place the ballot in the envelope

Remind the voter that they must

- Sign the back of the envelope
- Seal their voted ballot inside of the envelope
- Deliver the ballot to the Elections Office

Remind the voter that the deadline to return ballots is before the close of polls on Election Day

Closing the Polls



In a loud and clear voice announce, “The polls are closed!”

Voters standing in line at the time the polls closed have the right to vote.

Voters in line who simply want to drop off their Vote-by-Mail ballot may do so—they do not need to wait in line.

A Vote Center Worker should stand at the end of the line to inform any voters who arrive late that the polls are closed.

As soon as the last voter leaves, the Vote Center Manager will distribute your evening Job Cards. Your Job Cards will help you understand:

- The difference between suspending and closing the polls
- How to suspend/close the polls
- How to account for the day’s activities
- What to pack up for the evening
- What else to do before you leave

The Difference Between Suspending and Closing the Polls



“Suspending” the polls means that you’re only closing out voting for the day—voting will continue the next day.

“Closing” the polls means that the voting period has concluded—no other votes for that period will be included in the final count.

“Suspending” and “closing” the polls are terms of art that allow the Elections Staff to, among other things, report early voting and Election Day results.

For those of you working at Vote Centers open over several days, that means that you will suspend the polls every night that you close the vote center except for Election Night.

Verity is programmed to know when you need to suspend or close the polls—you will not have to decide which to do. You will be issued different codes to suspend and close the polls.

When it comes to handling the voting equipment, there's very little difference between suspending and closing the polls. In other words, the process that you'll go through on the voting equipment is basically the same.

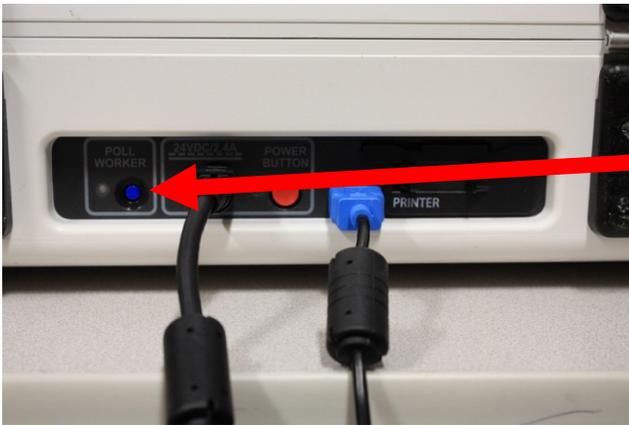
However, please note that

1. When the polls are suspended on the Monday before the election, an authorized staff member will open the V-Drive compartment. Help them record the new Red Sticker Seal number.
2. When the polls close on Election Night, an authorized staff member will open the V-Drive compartment. You do not need to re-seal that compartment.

How to Suspend/Close the Polls



Pro-tip: the same form that you used to check your seals in the morning will be the same you use to close up the equipment

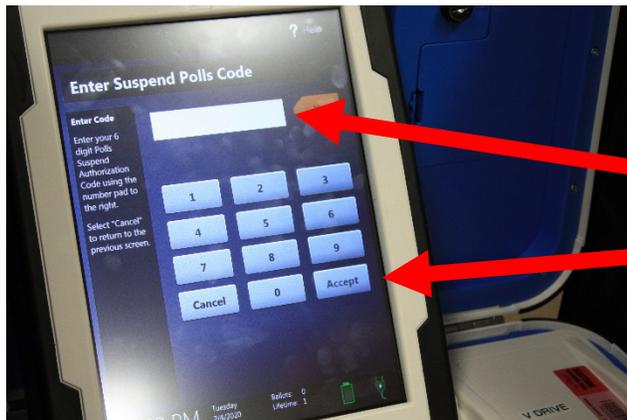


Press the blue poll worker button on the back of the voting equipment

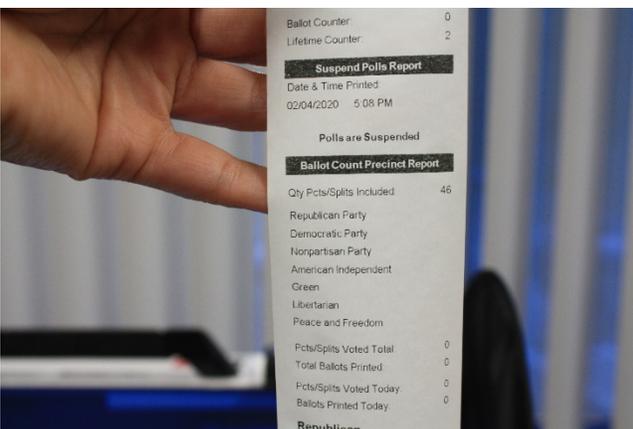
Alternatively, you may hold down the “Ready to Use” icon to call the Poll Worker Screen.



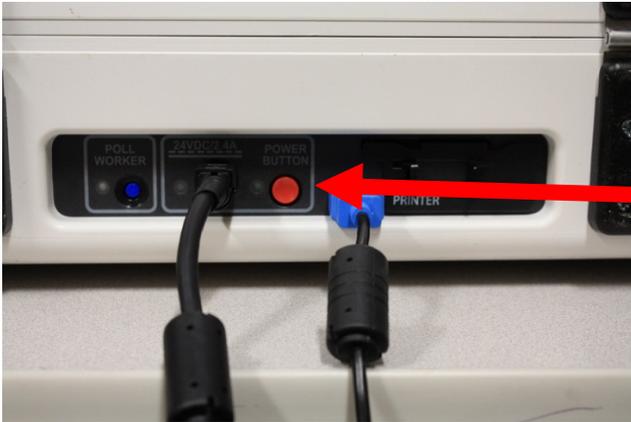
Tap "Menu" at the top of the screen
 Select "Suspend Polls" or "Close Polls,"
 depending on which flag appears on the screen



Refer to your badge to input the suspend or
 close polls code
 Enter the code and tap "Accept"



A report will print out automatically
 Tear the report from the machine and use this
 report to complete Vote Center Accounting
 Worksheet
 Roll up the report and place it in the zipper pouch
 in the Daily Audit Binder



Press the red power button on the back of the machine to power it off.



After the machine is completely powered off, unlock and undock the tablet.
 Wipe down the inside of the machine
 Stow the tablet back in its compartment
 Lock it into place with the key
 Pull the blue latch to further secure it in place
 Repeat these steps for all the voting equipment



If you are suspending the polls, close the top of the voting equipment and secure the handle with a White Wire Seal. Write this seal number on the Vote Center Accounting Worksheet. Please wait for the V-Drive swap on the Monday before Election Day.

If you are closing the polls, please wait for a FED or an authorized Elections Staff member to remove the V-Drive. Once the V-Drive is removed, the voting equipment can be closed and secured with a White Wire Seal.

Wipe down the outside of the machine.

Accounting for the Day's Activities

Each night you will complete an accounting of the daily activity at your Vote Center. You will do this with a Vote Center Accounting Worksheet, which is in the Voter Center Manager's Binder.

You must keep track of:

- Used and unused blank ballot stock
- Number of ballots cast during the day
- CVR and Provisional ballots issued
- Preprinted ballot stock used throughout the day
- Spoiled and surrendered ballots

All evening accounting activities are tracked with the Vote Center Accounting Worksheets found in the Daily Audit Binder and inside the box of blank ballot stock.

Store the Oki printer trays in the Silver Cabinet



REMEMBER: The Ballot Counter will let you know how many people used the voting equipment that day, including the Scanner—you do not need to open the black ballot box.

What to Pack Up for The Evening

In every election we must account for everything that we brought to the Vote Center. Anything that was not distributed to a voter must be accounted for and returned.

After the election is over, our warehouse team will gather most items. They will depend on you to be sure that all is organized, accounted for, and that the pick-up process goes as smoothly as possible.

Bring in the outside signage

- Double check with the Vote Center Manager to be sure you understand the property owner's needs/wishes
- Use your Job Card on Outside Signs to find all signs that were placed outside of the Vote Center and bring them back in
- Stack everything neatly inside the vote center

Packing up the voting equipment



REMEMBER: make sure that you've suspended/closed the polls on the Touch Writers and Scanner!



Make sure that all machines are powered down and sealed

Wipe down all the equipment

Remove the Oki printer trays



Store the trays in the Silver Cabinet, along with all other items (checklist provided inside the Silver Cabinet)

Packing up the Check In Table



Shut down the laptops

Disconnect cables

Bixolon printers, mice, secrecy sleeves, and most other items can stay out



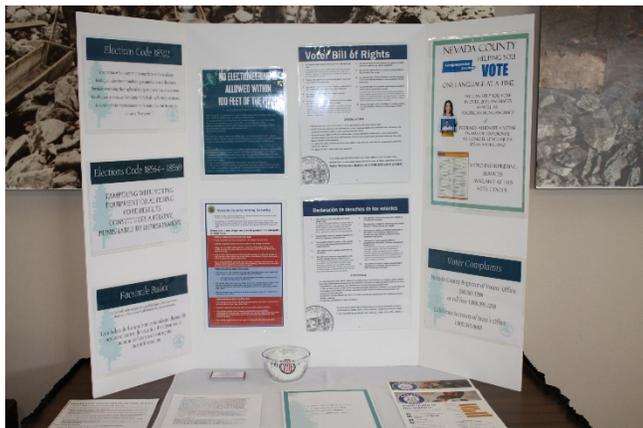
Store laptops and Master Label Rosters in the Silver Cabinet

All other supplies can stay out—be sure you have plenty of supplies to serve voters the next day



Remember: make sure that you've suspended/closed the polls on Verity Print!

Tidy up the Voter Information Table



Move all items off the table and disinfect the table

Replace all items and have it ready to go the next day

If it's Election Night, be sure you have everything in one place for pick up

Loading Up the Silver Cabinet

The silver cabinet will be locked and sealed with a Blue Sticker Seal each night

Before you close up, record the Blue Sticker Seal number on the Security Cabinet Seal Log

Refer to the checklist to make sure all materials are in the silver cabinet:

- All Laptops
- All Oki Printer trays
- All Master Label Rosters
- Unused blank and preprinted ballot stock
- Sealed Blue Transport Bag
- Silver Cabinet Seal Log

What Else To Do Before You Leave

- Wipe down all tables, including Check In tables (if not done already)
- Make sure that you complete your timecards, located in the Daily Audit Binder
- Put the day's completed timecards in the blue transport bag—we want to pay you!
- Make sure that the Vote Center is tidy—we want to be invited back! That means emptying any trash cans (especially if it's food trash), picking up stuff off the floor, and making the place presentable
- If it's Election Night, make sure that all election materials are packed up
- Gather all your personal belongings—don't leave that favorite scarf or jacket behind!

Troubleshooting and Uncommon Circumstances

Component is Missing



When the machine boots up in the morning, you might find that one of the components is **Missing**.

Most likely, this is a connectivity problem between the Verity equipment and the Oki printer.

Shut down the machine.

Before you turn it back on, make sure that everything is plugged in.

Confirm that the Oki printer is full of ballot stock and not in sleep mode.

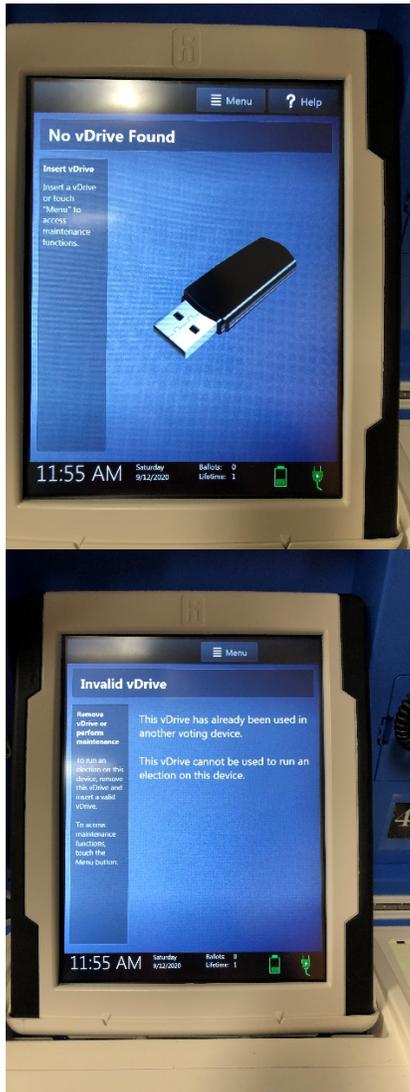
Once everything looks connected and stocked, turn the Verity equipment back on.

Paper is Jammed in the Scanner

Paper jams are rare on the Verity Equipment, but they can happen. If the Scanner jams:

- Verify whether the ballot was counted—if it was, the screen will show an American flag. If not, you will see an error message.
- Lift or tilt the Scanner so that the voter can see the underside of the machine. **Do not look at or touch the ballot unless the voter asks you to do so.**
- Ask the voter to carefully remove the ballot from the bottom of the Scanner, using both hands.
- **If the ballot was counted**, have the voter drop the ballot into the black box (do NOT rescan and do NOT use the Auxiliary bin).
- **If the ballot was not counted**, ask the voter to check for any rips or tears on the ballot. If there are none, then the voter may re-scan the ballot.
- **If the ballot is damaged**, spoil that ballot and re-issue the voter a new ballot.

V-Drive Is Missing or Invalid



If you boot up Verity and it gives you the message “No V-Drive Found,” it means that the machine will not be able to serve voters

Check whether the Red Sticker Seal is broken

Call the Elections Warehouse ASAP. Describe the problem and request a new piece of voting equipment.

If you boot up Verity and it gives you the message “Invalid V-Drive,” call the Elections Warehouse. Read the message from the screen so Staff can follow up appropriately.

Voter Signature Does Not Match

If, after examining the signature, you find that the voter provided to you does not match the signature on file, tell the voter that

1. The signature on file does not match the signature provided in person
2. The Elections Office has sole authority to update signatures
3. The voter must vote a CVR



REMEMBER: Signatures change over time. A signature doesn't need to be perfect to make a match. Voters whose signatures are substantially different must update their signature with a Conditional Voter Registration.

Let the voter know that their signature on file does not match and the Elections Office has sole authority to update their file

Hand the voter a CVR envelope

Instruct the voter to fill in the CVR envelope completely

Ballot Type
1

Assistance Needs
None Listed

Precinct
307



Click the blue "Issue Provisional ballot" icon

Print a Bixelon label for the Public Label Roster



Print the voter's ballot; be sure to mark it as "Provisional" when prompted

Hand the ballot to the voter

Instruct the voter to

- Seal the ballot in the envelope
- Sign the envelope
- Return the envelope to the Check In Table

Put this envelope in the Yellow bag at the end of the day. You may temporarily store CVRs in a locked tub as you process voters.

Cancelled, Inactive and “Fatal Pending” Voters

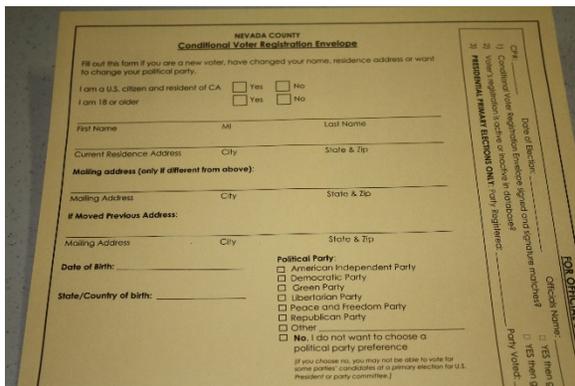
Voter’s Registration Status is “Cancelled”

Sometimes, you will see a voter file where the voter is “cancelled”

4	04-21-2003	 CANCELED
6	07-01-2015	 CANCELED
1	10-23-2016	 FATAL PENDING

You will see a Yellow flag: “Warning—This record has a status other than “Active” and may require more research.” That’s okay! The Elections Office will do that research.

If the voter says that he or she has a Nevada County address, issue a CVR.



The image shows a "NEVADA COUNTY Conditional Voter Registration Envelope" form. It includes fields for "I am U.S. citizen and resident of CA" (Yes/No), "I am 18 or older" (Yes/No), "First Name", "Last Name", "Current Residence Address", "Mailing Address", and "Date of Birth". It also has a "Political Party" section with checkboxes for American Independent Party, Democratic Party, Green Party, Libertarian Party, Peace and Freedom Party, Republican Party, and Other. A note at the bottom states: "If you choose no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee."

Hand the voter a CVR envelope

Instruct the voter to fill in the form on the CVR envelope completely

Circle or write in the reason why the voter cast a CVR ballot on the envelope

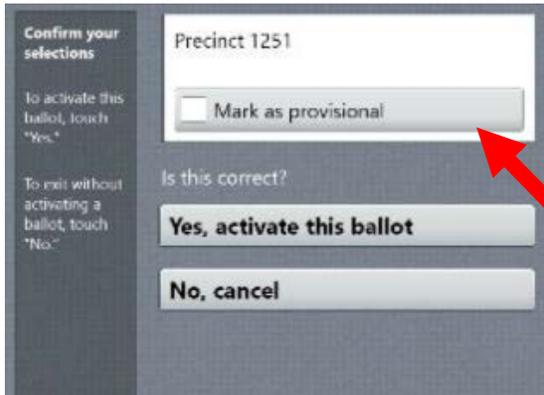
Issue Provisional Ballot

Click on “Issue Provisional Ballot,” in the lower right corner



Panorama will confirm that a provisional ballot was issued

Click on “Print Ticket”; make sure you print 2 Bixolon labels



Use the Bixolon label to find the voter’s CP (and party if a Presidential Primary) and print the voter’s ballot using Verity Print

If the voter requests to vote on the Touch Writer, hand the Bixolon label to the Greeter

Be sure to tap “Mark as provisional” on Verity Print or the Touch Writer, as applicable



Once the voter is done marking the ballot, ask the voter to verify:

- The completeness of the CVR envelope
- The envelope is signed
- The ballot is sealed inside

Put this envelope in the Yellow bag at the end of the day. You may temporarily store CVRs in a locked tub as you process voters.

Voter is “Inactive”

Possible reasons for inactive voters

- The voter did not participate in the last 2 federal elections (i.e., at least 4 years)
- The voter did not update or confirm their voter record
- We got a notification from another government agency that the voter’s address changed
- The Elections Office received returned mail for that voter

If a voter is inactive, but still at the residence address on file that voter may vote a standard ballot.

- Pull up the voter’s file
- Click “Issue Standard Ballot”; you will receive a flag alerting you that you’ve issued a standard ballot
- Click “Print Ticket”

- Print 2 Bixolon labels
- Follow the procedures for issuing a paper ballot, or the Touch Writer if the voter requests it

Fatal Pending Voters

Sound scary? No need for concern; the voter is in front of you and healthy! All it means is that the voter hasn't voted in a while and they haven't been removed from the registration rolls.

If a voter is marked as “fatal pending” in Panorama and they live in Nevada County

- Pull up the voter's file
- Hand the voter a Conditional Voter Registration envelope
- Click “Issue Provisional Ballot”; you will receive a flag alerting you that you've issued a provisional ballot
- Click “Print Ticket”
- Print 2 Bixolon labels
- Follow the procedures for processing a new voter registration

Fleeing Voters

A voter who signs the roster but does not vote is a fleeing voter.

- If the voter left behind a paper ballot, take the voter's unfinished ballot back to the Check In Table and spoil the ballot. Follow the instructions for spoiled ballots.
- If the voter failed to cast a ballot on the Touch Writer
 - Press the blue poll worker button on the back of the Touch Writer
 - Enter the poll worker code; tap “Accept”
 - Select “Spoil current ballot”
 - Select “Yes, spoil ballot”
 - Select “OK”

Handling Emergencies

If any emergency situation occurs, **call 911 first if the situation requires it, and then the Elections Office.** As always, put human lives first.

If circumstances require you to choose between the election and human life, choose human life.

Vacating the Vote Center in a Life-Threatening Emergency

If you must abandon the Vote Center, be sure that everyone in the Vote Center leaves with you.

If there's time, break the Red Sticker Seal on the Scanner, open the compartment door, and take the V-Drive out of the machine. Then break open the ballot box and take all ballots with you.

Everything else can be left behind.

Non-Life-Threatening Emergencies

If the situation is an emergency but not life threatening (e.g., Vote Center is locked or without power), as long as there are ballots and a roster, voting can take place.

Call the Elections Office. If you are locked out and have no access to supplies, please re-direct voters.

If any or all the voting machines are not working, simply hand the voter a pre-printed ballot. If the Touch Writer works, the voter may use it. You will need to refer to Panorama or the master street index to determine the voter's CP.

If the ballot scanner is not working, have the voters drop their ballots in the Auxiliary bin, which is a small slot on the top of the black ballot box. Those ballots will be counted at the Elections Office.

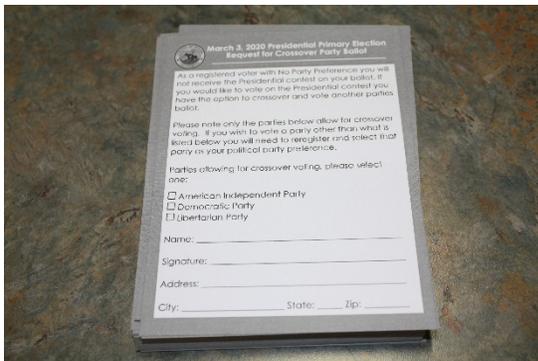
Processing No Party Preference Voters Who Wish to Crossover

Sometimes, Presidential Primary rules require you to follow slightly different steps. No Party Preference voters are sometimes allowed to vote in a Presidential Preference Primary—this is called a “crossover.” You will have a list of political parties that allow No Party Preference Voters to crossover.

Crossovers **DO NOT** require a No Party Preference Voter to re-register. All other requests to vote outside of the voter's preferred party **DO** require an update to registration!

Primary rules provide No Party Preference voters with 3 main choices:

1. A No Party Preference voter that would like to crossover to vote in a party's Presidential Primary can request a ballot—they do not need to re-register.
2. A No Party Preference voter that would like to vote in a Presidential Primary for a party that does not allow crossovers must re-register before receiving that party's ballot. Hand them a CVR.
3. A No Party Preference voter that does nothing will get a ballot with no Presidential Primary candidates on it.



March 3, 2020 Presidential Primary Election
Request for Crossover Party Ballot

As a registered voter with No Party Preference you will not receive the Presidential contest on your ballot. If you would like to vote on the Presidential contest you have the option to crossover and vote another parties ballot.

Please note only the parties below allow for crossover voting. If you wish to vote a party other than what is listed below you will need to re-register and select that party as your political party preference.

Parties allowing for crossover voting, please select one:

American Independent Party
 Democratic Party
 Libertarian Party

Name: _____
Signature: _____
Address: _____
City: _____ State: _____ Zip: _____

To process a crossover, first have the voter complete a crossover request (gray form).

Switch Party

In Panorama, you will notice that No Party Preference Voters will have a “Switch Party” check box on the right-hand side of the screen. Confirm that the Switch Party box is checked.

Suspend the voter’s current VBM ballot
Return to the voter file

AMERICAN INDEPENDENT
 DEMOCRATIC
 LIBERTARIAN

Use the drop-down menu to select the party that the voter wants to crossover to

(In this example, these parties allowed crossovers in 2020. Remember that this only applies to voters with No Party Preference!)

Issue standard ballot; print 2 Bixilon labels

Note: the Bixilon label will show the requested crossover party. Our system **DID NOT** update the voter’s registration!

Continue to Verity Print or the Touch Writer to issue the voter a standard ballot

Glossary of Terms

Access Codes	Unique codes provided to Vote Center Workers, found on your Job Cards. These codes are used to open and close the polls, allow the voters to see an electronic version of their ballot, and perform other functions on the HART Verity equipment.
Active Voter	A voter who votes on a regular basis. These voters are most likely to have the correct name and address on file in Panorama.
Affidavit of Registration	The form used by citizens to register to vote. Sometimes but not exclusively known as a Voter Registration Card (VRC). The Affidavit of Registration includes a unique number that can be found on the VRC or a Conditional Voter Registration (CVR) envelope.
Auxiliary Bin	A small slot found on the outside of the black ballot box for voted but unscanned ballots. The Auxiliary Bin is used when the Scanner does not function due to a power outage or some other problem.
Consolidated Precinct (CP)	A location designated for voters registered within a geographical area. CPs may contain several precincts in any election. A voter's CP determines a voter's ballot type.
County Voter Information Guide (County VIG)	A booklet prepared and distributed to all registered voters in Nevada County. The County VIG contains information about state and local candidates and measures. The County VIG also includes the voter's Sample Ballot.
Conditional Voter Registration (CVR)	A type of Provisional Ballot and Provisional Envelope in one. CVRs permit the voter to register and vote in the same transaction. CVRs are issued between the 14 th day prior to an election and Election Day. CVRs are Affidavits of Registration the Elections Staff must process before processing the ballot inside the envelope. Also known as Same Day Registration.
Crossover	A term used to describe the process of allowing No Party Preference voters to vote in a partisan Presidential Primary.
DIMS.net (DIMS)	Nevada County's Election Management System. DIMS is connected to California's statewide voter registration database, allowing Vote Center Workers to process any voter within Nevada County in real time. DIMS works in conjunction with Panorama.
Election Staff	Any person that works on a permanent or temporary basis for Nevada County, including the County Clerk-Recorder/Registrar of Voters.
Electioneering	Any activities or materials that discuss, promote, or create a call to action for any candidate or issue on the ballot. There are active and passive forms of electioneering and can include, among other things,

discussions, campaigning, leaflets, buttons, costumes, and clothing. Electioneering is prohibited within 100 feet of the Vote Center.

Field Election Deputy (FED)

An authorized representative of the Nevada County Elections Office who serves as a roving troubleshooter on Election Day. FEDs may serve multiple locations and troubleshoot a range of elections issues.

Fleeing Voter

A voter who signs the roster but leaves the Vote Center without casting a ballot.

HART Verity

The brand of voting equipment used by Nevada County Elections.

In person voter

A voter who chooses to cast a ballot at a Vote Center.

Inactive Voter

A voter who has not voted in at least the last two federal elections or who has not updated their information with the Elections Office.

Master Label Roster

The roster a voter must sign to vote in person. The Master Label Roster is filled with labels printed with a Bixolon printer. The label is signed by the voter. The Master Label Roster serves as a tally that tracks of how many voters cast in person ballots.

New Voter

A voter who is voting for the first time. This person might or might not be registered. Vote Center Workers should follow the instructions in Panorama and the instructions on CVRs (if not registered) to know how to process New Voters.

No Party Preference (NPP) Voter

Voter who is not affiliated with any political party (also known as Decline To State) or affiliated with a political party that is not certified by the State of California.

Nonpartisan Office

An office in which no political party affiliation is required to be a candidate.

Overvote

Voting for more selections or candidates than allowed for that contest. The Scanner alerts the voter if a contest contains one or more overvotes. Ballot Marking Devices do not permit the voter to overvote. An overvoted contest cannot be counted.

Panorama

The Election Management System used to check in voters. Panorama is a product of DIMS.

Partisan Office

An office for which a candidate can or must designate a party affiliation in order to run.

Party Nominated Office

An office for which a candidate is selected by a political party to run in a General Election. U.S. President is a Party Nominated Office

Personal Protective Equipment (PPE)

Supplies provided to a vote center intended to protect the user from contagious disease, e.g., face masks, face shields, and gloves.

Precinct	A geographic area within a county that is made up of voters. Under the VCA, eligible voters can vote at any Vote Center in Nevada County, regardless of their assigned Precinct.
Provisional Ballot	A ballot issued provisionally to a voter. All provisional ballots shall be placed in a completed Provisional Envelope. Nevada County Elections Staff must do more research to determine whether the provisionally cast ballot should be counted.
Provisional Envelope	An envelope used for a Provisional Ballot. All fields must be filled in so the ballot can be processed.
Qualified Write-In Candidate	A candidate who completed all the official documentation required by the California Secretary of State or Nevada County to be a write-in. A list of Qualified Write-Ins is provided to the Vote Center and available to any voter who requests it.
Sample Ballot	An exact facsimile of an official ballot. Sample Ballots are found in the County VIG.
Scanner	A piece of equipment used in a Nevada County Vote Center that records the votes cast in person. The Scanner sits on top of a black ballot box, used to securely store voted ballots. Also called Verity Scanner.
Secrecy Sleeve	A folder used to keep the voter's ballot confidential in a Vote Center.
Security Seal	A wire or sticker that is applied to voting equipment and other items at Vote Centers. Security Seals help Election Staff track the chain of custody on vital components of a voting system.
Spoiled Ballot	A ballot that contains marks or damage that do not reflect the voter's intent. Voters have the right to a total of 3 copies of their ballot.
State Voter Information Guide (State VIG)	A booklet prepared and distributed by the California Secretary of State. The State VIG includes information on statewide candidates and propositions.
Sticker Seal	A Security Seal applied to parts of the voting equipment. Sticker Seals come in Red and Blue. Red Sticker Seals must never be broken by Vote Center Workers. Vote Center Workers may break Blue Sticker Seals.
Surrendered Ballot	A ballot that is returned to Elections Staff or a Vote Center Worker. In a Voter's Choice Act jurisdiction, it is not necessary for the voter to surrender a ballot.
Tally Report	The printed report from the Scanner and Touch-Writers that are produced when the polls are suspended or closed.

Touch Writer	An accessible Ballot Marking Device that allows voters to make their selections using a touchscreen. Once a voter has made their selections the Touch Writer prints a paper ballot marked with the voter's choices.
Undervote	Voting for fewer selections or candidates than permitted. The voting equipment will not alert the voter to a blank contest unless the entire ballot is blank.
Unvoted Ballots	A ballot that is cast without any selections. Voters may choose whether to cast an Unvoted Ballot.
V-Drive	A portable device that provides the HART Verity equipment with specific election information. Only people authorized by Nevada County Elections may access V-Drives.
Verity Print	Voting equipment that will print a voter's ballot, based on information entered by the Vote Center Worker. Also known as Ballot On Demand.
VoteCal	California's centralized voter registration database. VoteCal maintains all of the voter registration information for all of California's voters in all 58 counties. VoteCal allows Nevada County to operate vote centers instead of polling places by accessing a voter's vote history and ballot information on demand.
Vote Center	A type of polling place that allows voters within a county the option to vote in person within the county and to have that ballot counted, regardless of the voter's assigned precinct. Vote Centers are permitted under the VCA.
Vote Center Accounting Worksheet	A worksheet that allows Vote Center Workers to reconcile the number of used and unused ballots during the day, perform seal verification procedures, and conduct administrative activities. The Vote Center Accounting Worksheet is maintained by the Vote Center Manager.
Vote Center Manager	A stipend worker selected by the Nevada County Elections Office to lead the activities governing election conduct at a Vote Center.
Vote Center Worker	A stipend worker selected by the Nevada County Elections Office to serve a Vote Center. One of these Vote Center Workers is selected to be the Vote Center Manager.
Vote-by-Mail (VBM) Ballot	A ballot that is mailed to a voter. All Nevada County voters are sent a VBM 29 days before an election.
Voted-But-Unscanned Ballots	A paper ballot that was not scanned by the Scanner. Voted-But-Unscanned Ballots should be placed in the Auxiliary Bin.

Voter Registration Card (VRC)

An Affidavit of Registration.

Voter's Choice Act (VCA)

California law that gives counties the authority to send all voters within the county a VBM Ballot and establish Vote Centers. Nevada County was one of the first counties to pilot the VCA. Also referred to as SB 450.

Wire Seal

A type of Security Seal that loops around a piece of equipment.

Zero Tape

The report the voting equipment prints when the machine is powered on. This report verifies that all counters are set to zero for every candidate and measure.