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## Opening Procedures

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- Verify Security Seals
- Open the Polls on Verity
- Set up Check In Table
- Hang Signs
- Check Your Supplies
- Prep for Your First Voter



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# Opening Procedures

There's a lot of steps—but don't panic

- Plenty of people to help
- Call if you don't know
- You'll have Job Cards

## Vote Center Manager

### Ongoing Responsibilities

#### Every Hour

- Check and tidy voting booths
- Make sure you have enough ballot stock and supplies by checking ballot count on tablet screen
- Make sure Master and Public Label Rosters are updated

#### As Needed

- Conduct breaks / lunch for clerks
- Check security seals
- Provide provisionals, CVRs, line management assistance
- Check in and monitor election observers, media

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# Opening Procedures

- Arrive 60 minutes before
- Complete your timecard!
- Take the Oath of Office
- Take breaks
- Bring meals and snacks
- Wear comfortable, business casual clothes
- Follow all procedures
- Ask questions if you're unsure of what to do

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## Opening Procedures

### Pop Quiz!

What are vote center hours before Election Day?

8am-5pm

When do vote centers open?

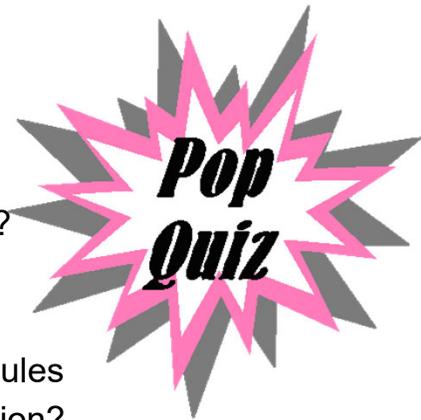
Starting September 4, 2021 on staggered schedules

What day is the 2021 Gubernatorial Recall Election?

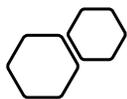
September 14, 2021

When are the polls open on Election Day?

7am-8pm



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## Opening Procedures

- Red Seals—never remove without express authority
- Blue and White Seals—okay to remove



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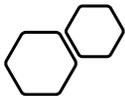
# Opening Procedures

## Verify Security Seals

- 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—STOP. Call the Elections Office or immediately.



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# Opening Procedures

There will be seals on

- Touch Writers
- Verity Print
- Scanner
- Oki Printers
- Silver Cabinet
- Ballot Box



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## Opening Procedures

First, confirm that the Blue Sticker Seal is intact on the Silver Cabinet

Break the Blue Sticker Seal and fix it to the log inside the Silver Cabinet

Take out all laptops and Oki printer trays



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## Opening Procedures

Vote Center Managers:

- Take out your Daily Audit Binder and complete the “Before Open” fields on the day’s Vote Center Accounting Worksheet (for Verity Print, Touch Writers, and Scanner)
- Store the White Wire Seals that you cut off the voting equipment and voting machine reports in a Banker’s Bag (zipped pouch)
- Record the Red Sticker Seal that you apply on the Ballot Box Front Door on your Vote Center Accounting Worksheet

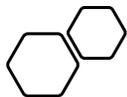
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## Opening Procedures

- Check In Clerks: take laptops, Oki Printer trays, and ballot paper to your check in table and begin set up
- Vote Center Managers and Floor Assistants: take the Oki Printer trays, and ballot paper to the Touch Writers and start up the machines
- Laptops and voting equipment are your first priority—they are the most important part of the voting process at vote centers

**Everyone: Follow your Job Cards!**

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## Opening Procedures



POWER ON YOUR  
LAPTOPS



YOU WILL FIND THE  
PASSWORD ON THE  
INSIDE OF THE LAPTOP



CONNECT THE  
BIXOLON PRINTER TO  
THE LAPTOP



LOG INTO PANORAMA

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## Opening Procedures

There are 3 kinds of seals on the voting equipment

- White Wire Seals on the handles
- Red Sticker Seals over the V-Drive compartments
- Red Wire Seals protecting the "brain" on the back of the tablet

**You must record all White Wire Seal numbers!**

**Red Seals must be intact!**

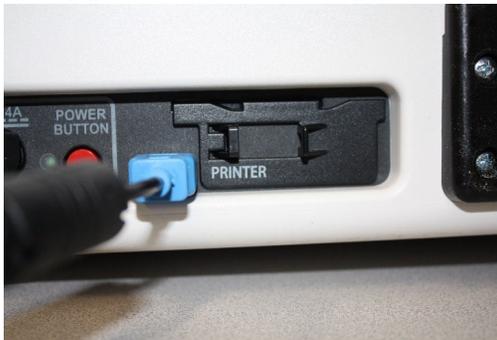
**You must verify with 2 people!**



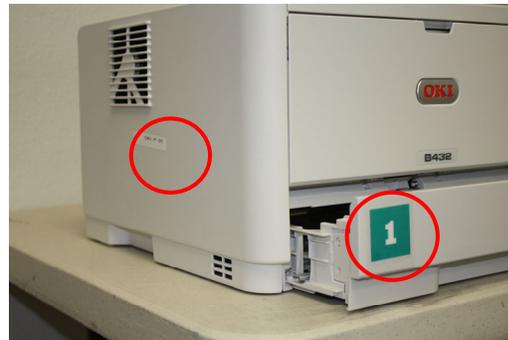
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## Opening Procedures

Make sure everything is plugged in—including printers!



Place the Oki Printer tray in the corresponding device and make sure it has official ballot paper in it



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## Opening Procedures

Turn on the Oki Printer. Make sure it reads "Ready to Print"



Break the White Wire Seal on the handle of the machine.



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## Opening Procedures

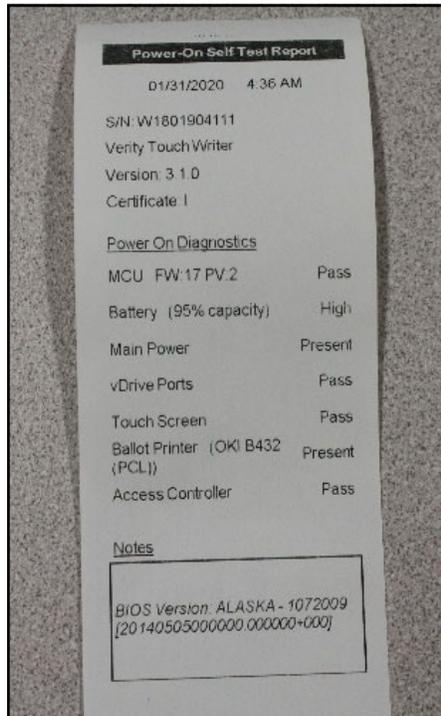
Open up the case. Use Vote Center Keys to release and dock the tablet.



Power the machine on



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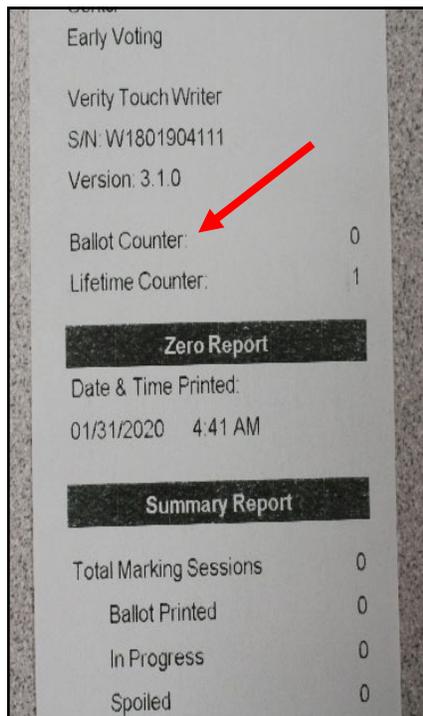


## Opening Procedures

3 reports you should know about

1. Power-On Self Test Report
2. Zero/Summary Report
3. Open Polls Report

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## Opening Procedures

Check your ballot counter

- Must read zero on the first day of voting and on Election Day
- Can be another number any other day the vote center is open for early voting
- Repeat for all machines

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# Daily Accounting

You must keep track of:

- Used 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 accounting activities are tracked with the Vote Center Accounting Worksheets found in the Daily Audit Binder. There are some lines to complete in the morning, which will help when you close out for the day.

Ballot Accounting Totals		
A	# Ballots Printed at Check In Table (Line 4 + Line 9)	
Transport Bags		
B	# Conditional Voter Registration Ballots (Line 11)	
C	# Provisional Ballots (Line 12)	
D	# Spoiled Ballots (Line 13)	
Other Vote Center Ballots Issued		
E	# Pre-Printed Ballot Stock Issued to Voters (Line 18)	
F	# Vote-By-Mail ballots Taken Home by Voters (Line 20)	
<b>Total Paper Ballots Issued</b> (Add Lines A-F)		
G	# Touch Writer Ballots Issued (Line 24 + Line 29 + Line 34)	
H	# Ballots Cast in Scanner (Line 39)	

Manager Signature: \_\_\_\_\_

Elections Staff Signature: \_\_\_\_\_

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# Daily Accounting

You have a checklist to help you keep track of what you need to report for the day

Be sure that you record Red Sticker Seal numbers as needed

If there's any discrepancies with your daily accounting, please use the "Election Staff Notes" lines to explain what happened

**Elections Staff Accounting Checklist:**

- Red Sticker Seal Applied to Ballot Box Front Door: GD123456789
- Write in all voting equipment numbers and associated Oki Printers
- Write in all broken and new White Wire Seal numbers
- Place all broken White Wire Seals in the Banker's Bag
- Place all reports printed by the voting equipment in the Banker's Bag
- Confirm that the Vote Center Accounting Worksheet is complete
- Confirm that all items are in the Blue Transport Bag (Line 15)
- Seal the Blue Transport Bag with a White Wire Seal
- Election Staff Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Daily Accounting

Line A: Ballot-On-Demand (Verity Print)

- Write in the number assigned to that machine and the associated Oki printer.
- Write down the number of the white wire seal that you removed from the handle
- Find the Ballot Counter line on the tablet and record the number – on the first day of voting, this should read zero
- Repeat for all Verity Print

# Ballots Printed at the Check In Table

		Verity Print # <u>2</u>
		Oki Printer # <u>2</u>
Before Open	Line	
	1	Removed White Wire Seal # <u>12345678</u>
	2	Morning Ballot Counter <u>0</u>
After Close	3	Evening Ballot Counter
	4	<b>Ballots Printed at this Station</b> <i>(Line 3 minus Line 2)</i>
	5	New White Wire Seal #

		Verity Print # <u>3</u>
		Oki Printer # <u>3</u>
Open	Line	

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# Daily Accounting

Line G: Ballot Marking Devices (Touch Writers)

- Write in the number assigned to that machine and the associated Oki printer
- Write down the number of the white wire seal that you removed from the handle
- Find the Ballot Counter line on the tablet and record the number – on the first day of voting, this should read zero
- Repeat for all Touch Writers

# Touch Writer Ballots Issued

		Touch Writer # <u>2</u>
		Oki Printer # <u>6</u>
Before Open	Line	
	21	Removed White Wire Seal # <u>23456789</u>
	22	Morning Ballot Counter <u>0</u>
After Close	23	Evening Ballot Counter
	24	<b>Ballots Printed at this Station</b> <i>(Line 23 minus Line 22)</i>
	25	New White Wire Seal #

		Touch Writer # <u>4</u>
		Oki Printer # <u>7</u>
Before Open	Line	
	26	Removed White Wire Seal # <u>83456781</u>
	27	Morning Ballot Counter <u>0</u>
After Close	28	Evening Ballot Counter
		<b>Ballots Printed at this Station</b>

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# Daily Accounting

Line H: Verity Scan (the Scanner)

- Write in the number assigned to the Scanner
- Write down the number of the white wire seal that you removed from the handle
- Find the Ballot Counter line on the tablet and record the number— on the first day of voting, this should read zero

## # Ballots Cast in Scanner

		Line	Scanner # <u>4</u>		
Before Open		36	Removed White Wire Seal # <u>53456784</u>		
		37	Morning Ballot Counter <u>0</u>		
After Close		38	Evening Ballot Counter		
		39	<b>Ballots Scanned (Line 38 minus Line 37)</b>		
		40	New White Wire Seal #		
		41	Red Sticker Seal on the Ballot Box Door Intact?	Y	N
		42	Red Sticker Seal on the Back of Ballot Box Intact?	Y	N
	43	Did voters cast ballots in the Auxiliary bin?	Y	N	

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# Opening procedures



- Once Verity loads you can open the polls on the Touch Writers and Scanner
- Use your Badge to get the Open Polls Code
- Verity Print will ask for a Poll Worker Code, which will also be on your badge
- The open polls report will print. It verifies that the polls are open on that machine.

All reports and White Wire Seals go into the Banker's Bag in the Daily Audit Binder

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## Opening Procedures

**Plug the headphones into the Touch Writers**



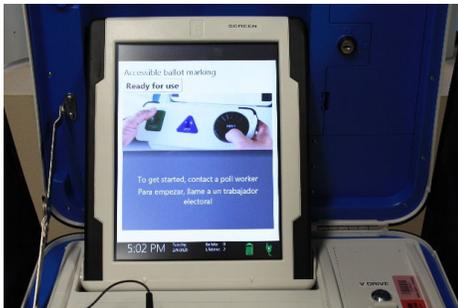
**Put a fresh pair of ear covers on the headphones**



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## Opening Procedures

**All equipment will tell you that it's ready for voters**



**Wipe down the equipment with the disinfecting wipes provided**



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## Hang Signs

- Outside signs only
- Inside signage will be set up for you
- Make sure your Voter Information Table is stocked

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## Opening Procedures

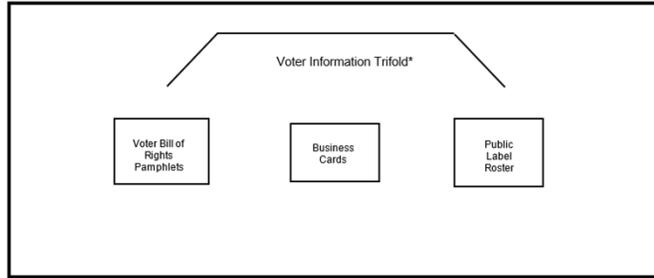
### Check-in Table

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# Opening Procedures

## English Voter Information Table

\*Voter Information Trifold may be shared with the Spanish Voter Information Table



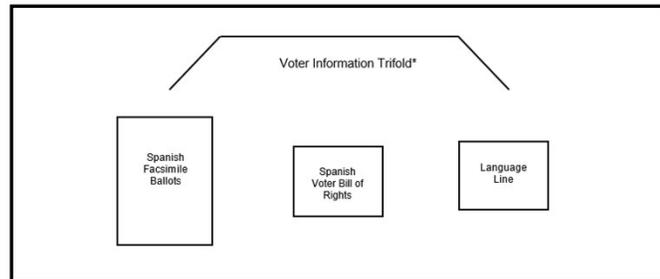
[[Social Distancing Markers]]

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# Opening Procedures

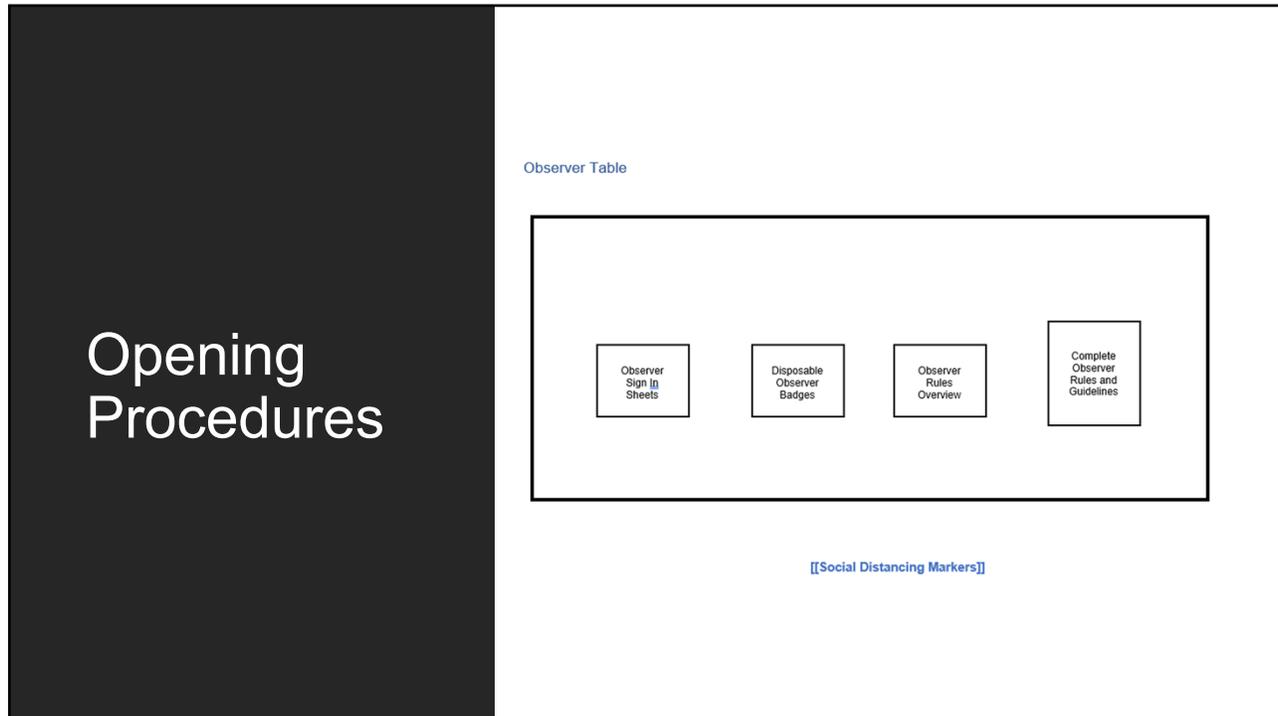
## Spanish Voter Information Table

\*Voter Information Trifold may be shared with the English Voter Information Table



[[Social Distancing Markers]]

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# THE POLLS ARE OPEN

#ELECTION

## Opening Procedures

- All signs are hung
- Check in table is set and laptops powered on
- Supply table is stocked
- Voting equipment is on and secure
- Vote center looks tidy

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## First Voter Procedure

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- 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 with a Red Sticker Seal
- Record the Red Sticker Seal Number in the Vote Center Accounting Worksheet