

Vote Center Training

1

Housekeeping Items

- Some paperwork
- Training format
- Restrooms
- Classroom Etiquette
- Ask Questions!
- There Will Be Hands-On Training



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Today's Game Plan

- Introductions
- PPE and Other Things To Expect This Election
- Serving a Diverse Electorate
- Media and Observers
- Working Through Tough Situations
- Review of Training Materials
- Trainer Feedback
- Time To Play

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Introductions

- Name
- Number of elections served in Nevada County
- Favorite movie genre

4

PPE and Other Things To Expect

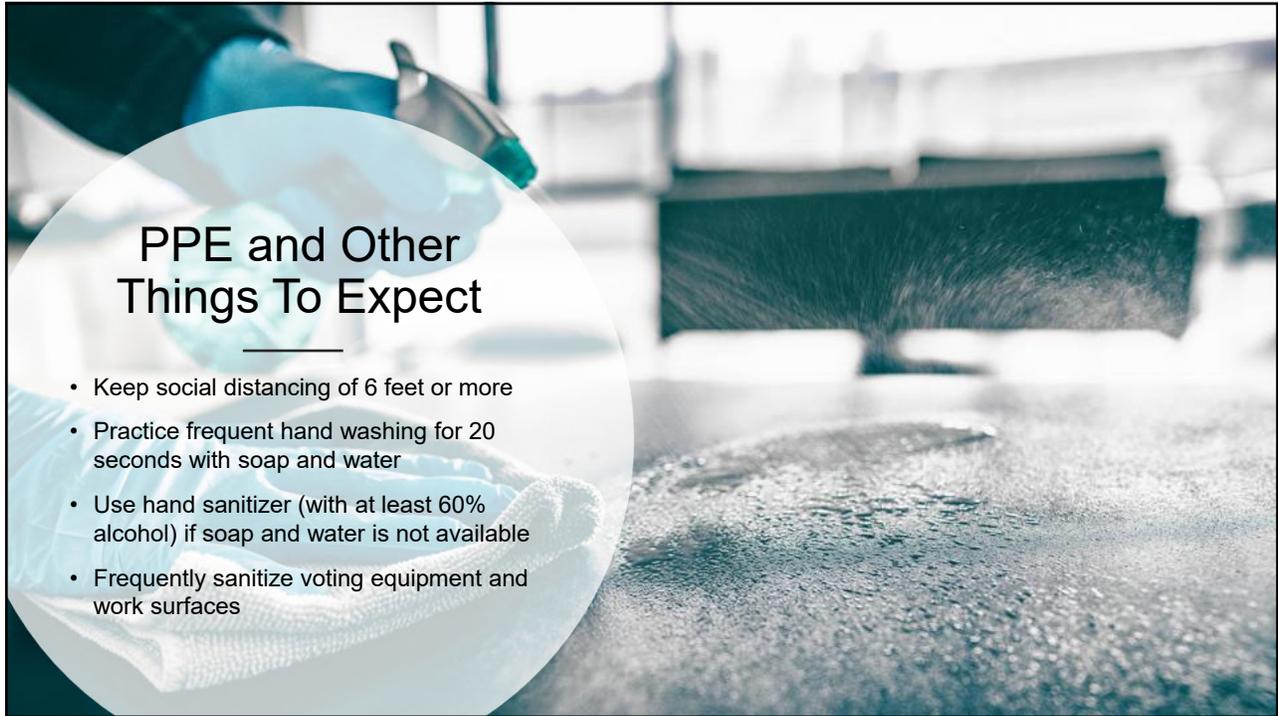
Very High Risk	High Risk	Medium Risk	Low Risk	Very Low Risk
<ul style="list-style-type: none"> Healthcare workers caring for coronavirus patients First responders transporting infected persons Employees at facilities where no sanitization protocols are in place. 	<ul style="list-style-type: none"> Mortuary workers performing autopsies of infected persons Work areas w/10+ employees and 6ft separation cannot be maintained Employees performing tasks requiring close proximity w/other employees for more than 10 min/hr 	<ul style="list-style-type: none"> Employees working w/in 6ft of others several times a day w/out protective barriers Employees working w/3-6 others providing personal services to healthy clients wearing a face covering Jobs where tools are shared and sanitized between users 	<ul style="list-style-type: none"> Jobs where you can mostly stay at least 6 feet away from coworkers; only needing to briefly pass by them a few times a day Crews outside on large jobsites where 6-foot separation is easily maintained Jobs where tools are not shared between employees 	<ul style="list-style-type: none"> Working alone or outside where 6ft separation is always maintained 1-9 employees working inside buildings w/adequate ventilation Jobs where tools aren't shared w/others Jobs w/low or controlled interaction w/the public

5

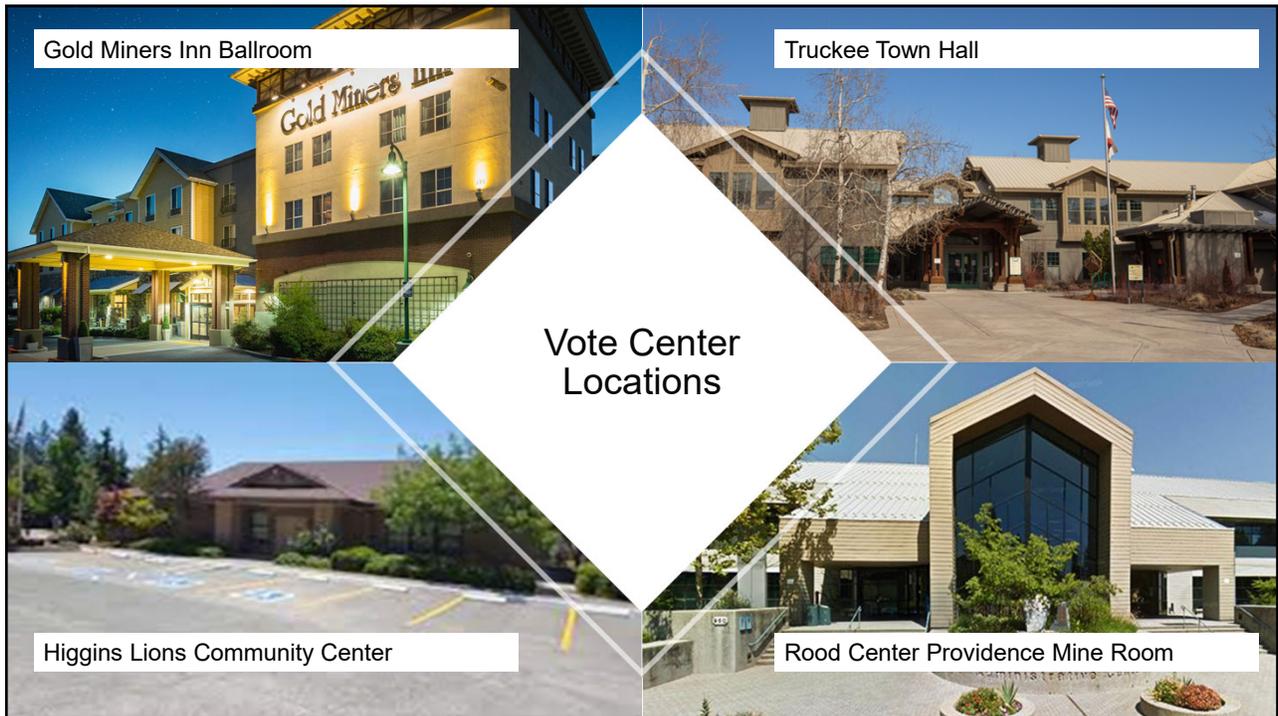
PPE and Other Things To Expect

- You may be required to wear a mask, regardless of vaccination status. Follow all public health guidelines as they arise.
- If you are not vaccinated, then you are required to wear a face mask and practice social distancing.
- We may have you self-attest to vaccination or complete a daily questionnaire, depending on current public health needs.
- Cover coughs and sneezes using a tissue or use your elbow. Wash your hands and use sanitizer after using the restroom or eating.
- Stay home if you are sick and self-quarantine if you've been exposed to someone with coronavirus.

6



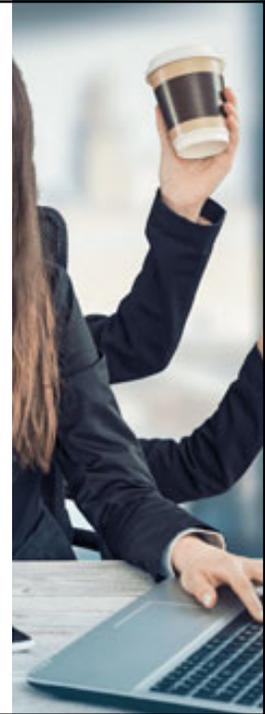
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8

Floor Assistants/Greeters

- Greet and direct voters
- Determine voter needs
- Help with waiting area
- Activate ballots for those who want to use the Touch Writer
- Keep equipment and common areas sanitized
- Keep all information tables stocked and clean
- Keep the Public Label Roster updated



9

Power Generation

- Certain vote centers will have access to back up power generators
- Elections is participating in PG&E updates on impending PSPS events
- The County will provide support to vote centers that need to switch to generator power



10



Serving a Diverse Electorate

Pop Quiz!

California has a Voter Bill of Rights

- True
- False



11

Serving a Diverse Electorate

TRUE!

You have the right to...

- ...vote if you are a registered voter
- ... vote if you are a registered voter even if your name is not on the list
- ... vote if you are still in line when the polls close
- ... cast a secret ballot
- ... get a new ballot if you have made a mistake
- ... get help casting your ballot
- ... drop off your completed vote-by-mail ballot at any polling place
- ... get election materials in a language other than English
- ... ask questions to elections officials about election procedures
- ... report any illegal or fraudulent election activity

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Serving a Diverse Electorate

- 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. Nevada County elections are conducted over several days.
- If you are no longer able to work, contact the Elections Office immediately. A “no-show” leaves the Vote Center understaffed, overworked, and unable to process voters quickly and efficiently.

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Serving a Diverse Electorate

- You are required to follow the current public health guidelines. It is part of the oath you take to protect the laws of this state and county.
- Professional dress includes your mask. Refrain from wearing masks with distasteful and possibly offensive language.
- If you have a high temperature or have been exposed to someone with COVID-19, stay home.
- Taking basic precautions helps keep you, your family, and our community safe.

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Serving a Diverse Electorate

DO	DO NOT
<ul style="list-style-type: none"> • Have empathy • Treat people equitably • Put the voter first • Assist those who ask you 	<ul style="list-style-type: none"> • Mock or degrade anyone • Assist someone who does not ask • Improperly touch anyone • Offer your political opinions

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Serving a Diverse Electorate

Tools at your fingertips

- Any voters may vote privately and independently on the Touch Writers
- Voters who require language assistance will have access to an interpreter through LanguageLine
- Every vote center has Spanish language facsimiles of their ballots for voters who require Spanish language assistance

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NEVADA COUNTY
HELPING YOU
VOTE

LanguageLine Solutions

ONE LANGUAGE AT A TIME

WE CAN HELP YOU VOTE
IN OVER 200 LANGUAGES
AS WELL AS
AMERICAN SIGN LANGUAGE



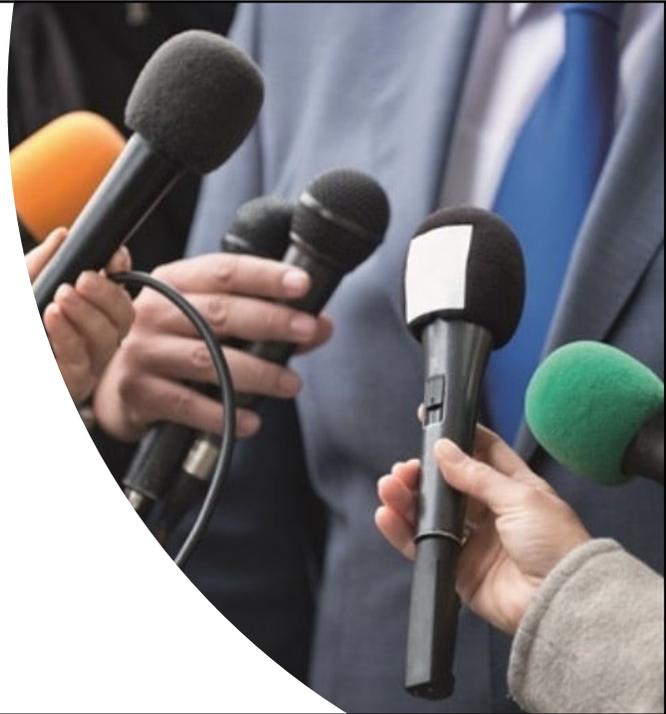
PODEMOS AYUDARTE A VOTAR
EN MÁS DE 200 IDIOMAS
ASÍ COMO EL LENGUAJE DE
SEÑAS AMERICANO



VIDEO INTERPRETING
SERVICES
AVAILABLE AT THIS
VOTE CENTER.

Media and Observers

- Vote Center Managers are authorized to answer basic questions about the Vote Center, e.g.,
 - Hours of operation
 - Vote Center locations
- All other questions go to the Elections Office
- The Public Label Roster **must** be updated every hour
- Exit polling is permitted beyond 25 feet of the vote center door
- Electioneering is prohibited within 100 feet of the vote center door



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Media and Observers

- Anyone can observe
- Must sign in and identify themselves as observers
- Observers observe
- Right to ask questions and receive information
- Only vote center workers can challenge voters (Ca. Elec. Code 14240)



18



	30°	45°	60°
sin	$\frac{1}{2}$	$\frac{\sqrt{2}}{2}$	$\frac{\sqrt{3}}{2}$
cos	$\frac{\sqrt{3}}{2}$	$\frac{\sqrt{2}}{2}$	$\frac{1}{2}$
tan	$\frac{\sqrt{3}}{3}$	1	$\sqrt{3}$

Who's on the Recall ballot?

19



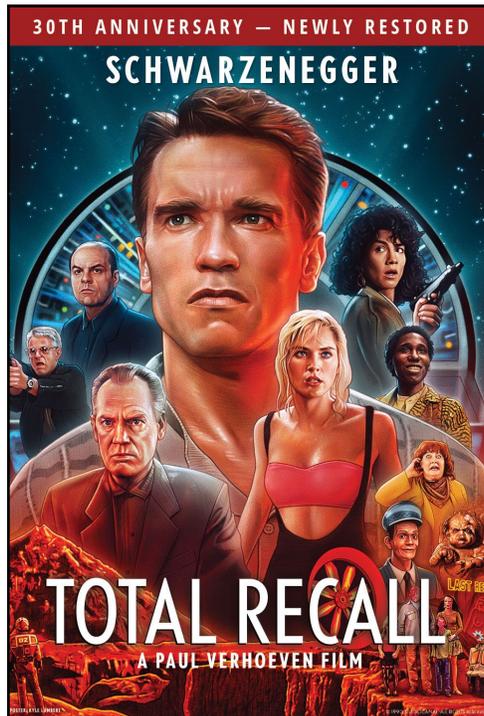
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Statewide Recalls

- Last Gubernatorial Recall was in 2003
- Not a candidate...exactly
- Not really a ballot measure...exactly
- What about the rule on no electioneering?



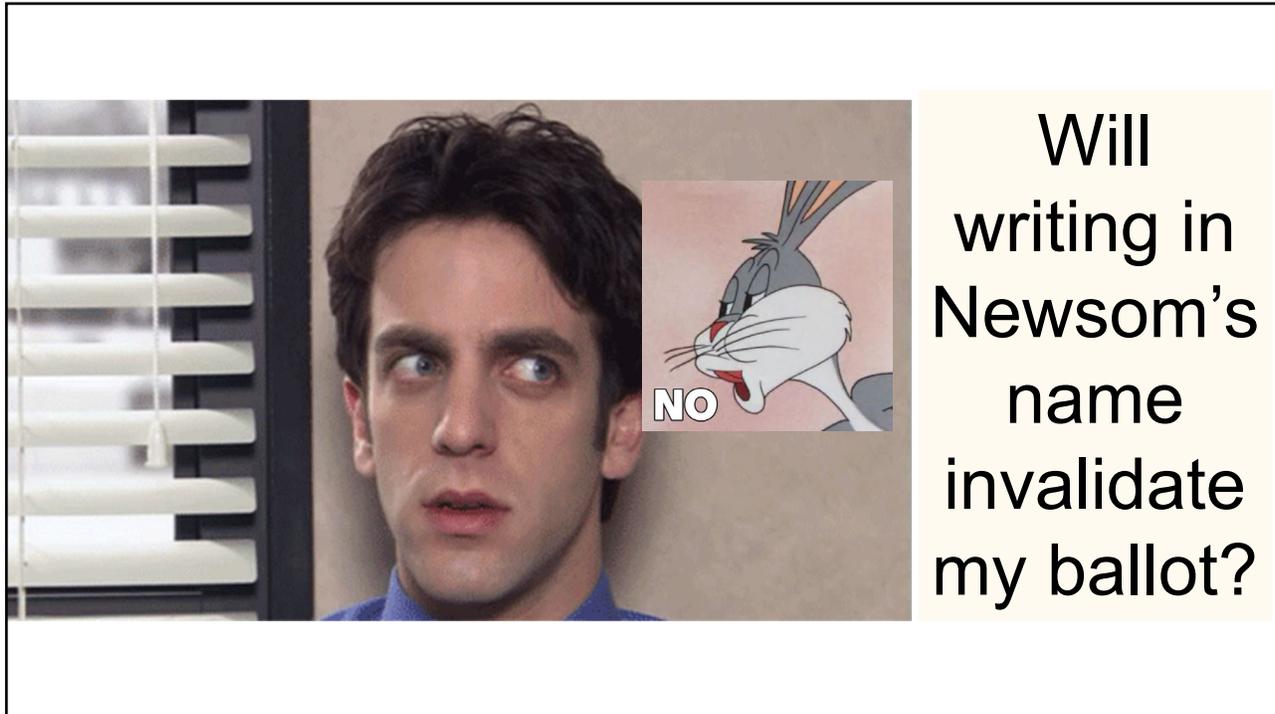
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Serving a Diverse Electorate

- SOS Guidance on No Electioneering Rule: as long as the candidate's name or likeness isn't on the material, or the measure number, title, subject, or logo is not referenced, it's not electioneering.
- However, our office and SOS interpret the rule to include any call to action that influences someone's decision on how to vote on a particular contest on a ballot.
- **OKAY:** Make America Great Again, Build Back Better, Black Lives Matter, Vote Blue, Never Socialist, Down With Liberals
- **NOT OKAY:** Elder for Governor, Yes/No on Recall, Caitlyn for California, Angelyne the Billboard Queen
- See CCROV #20222

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Two Parts to the Recall

Shall GAVIN NEWSOM be recalled (removed) from the office of Governor?	Candidates to succeed GAVIN NEWSOM as Governor if he is recalled:
<ul style="list-style-type: none"> • Yes or no choice (similar to a ballot measure) • Choice does not affect how our office counts the rest of the ballot 	<ul style="list-style-type: none"> • 46 candidates (w/1 drop out) • Write in space available • Officer sought for recall <u>cannot</u> be a replacement candidate

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Is it enough for a voter to
feel intimidated?

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- Blocking access to voting locations
- Threatening criminal action against voters
- Presenting false information about voter eligibility requirements, including criminal consequences for voting (e.g., credit card debt, arrest warrant checks, etc.)
- Harassing or threatening behavior (e.g., aggressively questioning a voter based on their race, gender identity, citizenship, criminal record)
- Challenging voters' right to vote
- Presenting false information about the voting process and requirements
- Assault, battery, threats of violence, brandishing of weapons
- Posing as a uniformed officer (e.g., t-shirt with "Ballot Security" on it)



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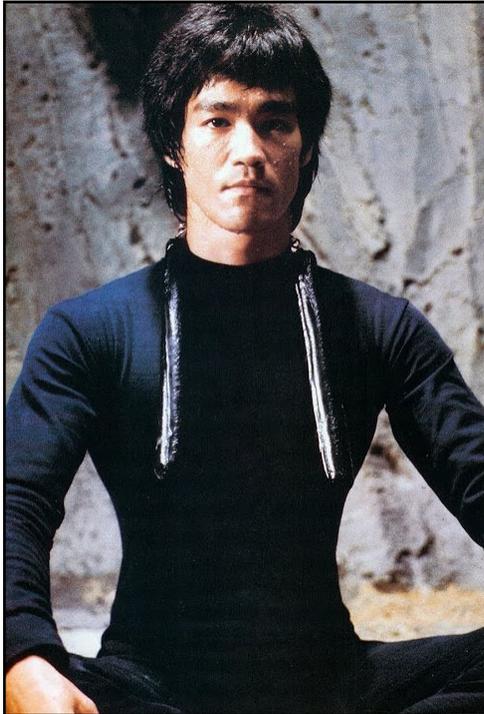
What if I'm confronted?

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“Be like water making its way through cracks. Do not be assertive, but adjust to the object, and you shall find a way around or through it. If nothing within you stays rigid, outward things will disclose themselves.

Empty your mind, be formless. Shapeless, like water. If you put water into a cup, it becomes the cup. You put water into a bottle and it becomes the bottle. You put it in a teapot, it becomes the teapot. Now, water can flow or it can crash. Be water, my friend.”

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Working Through Tough Situations

- Listen—the voter wants to be heard
- Keep an even temperament
- Lead with voting
- Don't respond to the main argument
- Have empathy
- Be polite and say yes when possible
- Know when it's out of your control

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



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Review of Training Materials

What's a Vote Center?

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Review of Training Materials

- Vote in-person
- Drop off a ballot
- Get a replacement ballot
- Accessible voting machines
- Get help and voting material in multiple languages
- Register to vote or update voter registration
- 4 locations on Election Day

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Review of Training Materials

Vote Center Mission

- Do what is lawful
- Protect voter rights
- Serve voters with respect
- Offer assistance
- Stay healthy



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Review of Training Materials

Pop Quiz!

What are vote center hours before Election Day?

8am-5pm

When do vote centers open?

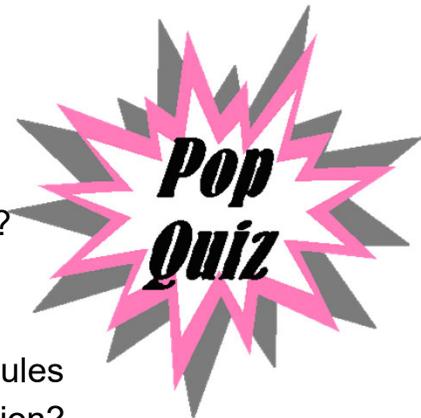
Starting September 4, 2021 on staggered schedules

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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Review of Training Materials

Opening Procedures

- Verify Security Seals
- Open the Polls on Verity
- Follow Your Job Cards



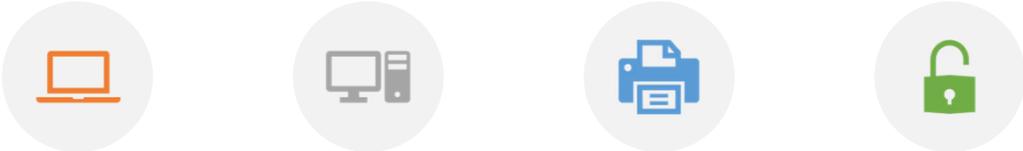
36

Opening Procedures

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

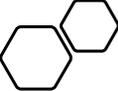
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Opening Procedures



- 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

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






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Opening Procedures

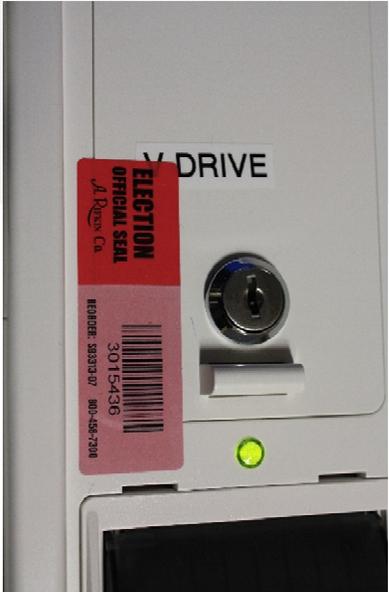
There are 3 kinds of seals on the voting equipment

- White Wire Seals on the handles
- Red Tape Seals over the V-Drive compartments
- Red Tablet Cable protecting the "brain"

You must verify all White Wire Seal numbers!

Red Seals must be intact!

You must verify with 2 people!





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Opening Procedures

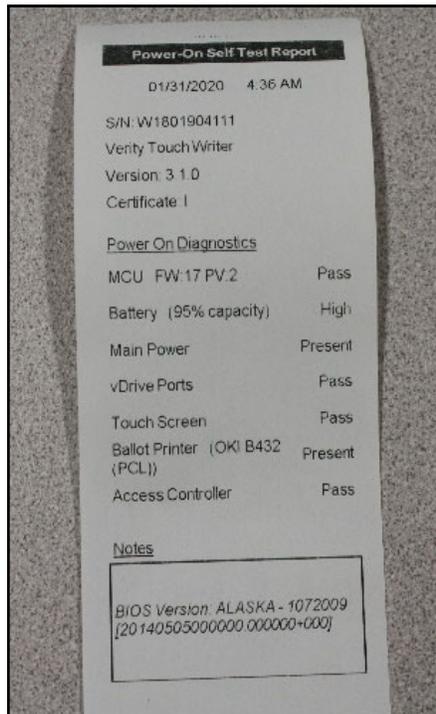
Make sure everything is plugged in—including printers!



Power the machine on



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Opening Procedures

3 reports you should know about

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

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Early Voting

Verity Touch Writer
S/N: W1801904111
Version: 3.1.0

Ballot Counter: 0
Lifetime Counter: 1

Zero Report

Date & Time Printed:
01/31/2020 4:41 AM

Summary Report

Total Marking Sessions 0
Ballot Printed 0
In Progress 0
Spoiled 0

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
- Your Vote Center Accounting Worksheets will ask for this number

Tear the tapes

All reports and White Wire Seals go into the zipped pouch in the Daily Audit Binder

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Opening procedures

- Once Verity loads you can open the polls on the Touch Writers and Scanner
- Use your Job Card to get the Open Polls Code
- Verity Print will ask for a Poll Worker Code, which will also be on your Job Card

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Opening Procedures

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



Plug the headphones into the Touch Writers and add ear covers



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Hands On Time!

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Verity Codes

Open Polls: 562562

Poll Worker Code: 441554

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Opening Procedures

There's a lot to remember—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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First Voter Procedure

- 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

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Election Conduct

Floor Assistants/Greeters

- Welcome the voter
- Ask voters whether they're dropping off their voted ballot
- If a voter wants to register or re-register, hand the voter a CVR envelope
- Ask voters wearing campaign buttons and clothing to please cover or remove those items
- Activate ballots for those who want to use the Touch Writer
- Keep equipment and common areas sanitized
- Keep all information tables stocked and clean
- Keep the Public Label Roster updated

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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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Election Conduct

Floor Assistants/Greeters

- Activate ballots for those who want to use the Touch Writer
- Help the Vote Center Manager keep the Voter Information Table stocked
- Help keep the Public Label Roster updated

53

Election Conduct



Pop Quiz!

How often do you keep the Public Label Roster updated?

54

Election Conduct

Every Hour!

(We didn't make this up—it's the law. Ca. Elec. Code § 14294)

What time can you stop updating the Public Label Roster?

6pm



55

Election Conduct

Working in Panorama

- Issue Standard Ballots
- Issue Conditional Voter Registration and Provisional Ballots
- Process Spoiled and Surrendered Ballots
- A Word About Take Home Vote-By-Mail Ballots
- Log in to the CTE now



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Election Conduct



NEVADA COUNTY
2018 STATEWIDE DIRECT PRIMARY ELECTION

Select Location

Polling Place

BEST WESTERN GOLD COUNTRY INN CONF GOLD1 - 1012 BANK ST & BRUNS ▾

Continue

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Election Conduct



NEVADA COUNTY
2018 STATEWIDE DIRECT PRIMARY ELECTION
BEST WESTERN GOLD COUNTRY INN CONF GOLD1 - 1012 BANK ST & BRUNSWICK RD, GV

Voter Search

Last Name

First Name

Date of Birth

Search For Voter

58

Issue a Standard Ballot

59

Election Conduct

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

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

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

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Election Conduct

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.

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Election Conduct

Basic Info

Identification

Voter Ballots

Type

Serial Number



Vote By Mail

1740822

Go to the “Voter Ballots” tab to print the Bixolon labels you need; a new tab will open

You’ll use one label to verify the voter’s signature

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ADONA, NATALIE

Address: [REDACTED] **GRASS VALLEY, CA 95945**

DOB: [REDACTED]

Party: NO PARTY PREFERENCE

Status: ACTIVE

Precinct: 309

Voter Id: 204699

CP #: CP36

Voter: _____

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Signature Characteristics

- Type of writing (e.g., cursive v. print)
- Speed of writing (e.g., harmonious v. slow and deliberate)
- Overall spacing
- Overall size and proportions
- Position of the signature (e.g., slanted v. straight)
- Spelling and punctuation
- Internal spacing
- The size or proportions of a letter or letter combination
- Curves, loops, and cross-points
- The presence or absence of pen lifts
- Beginning and ending strokes

BROAD

LOCAL

64

Signature Characteristics



Natalie Adona

Natalie Adona

Natalie Adona

Natalie Adona

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Signature Characteristics



Natalie Adona

Nathalie Adona

Natalie Adona

Natalie Adona

66

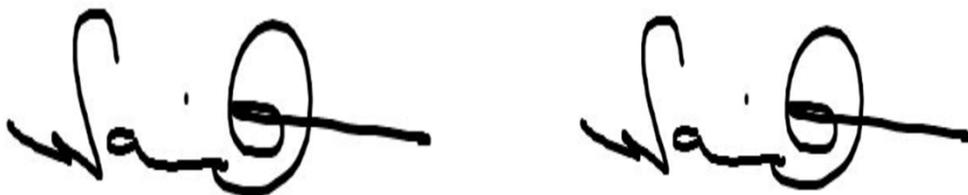
Signature Characteristics



Nae Bue
Nae Bue
Natal Bue

67

Signature Characteristics



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ADONA, NATALIE
 [REDACTED] GRASS VALLEY, CA 95945 ● ACTIVE VOTER Edit Voter

Basic Info **Identification** Voter Ballots

Driver License [REDACTED]	Voter Id 204699	Signature On File 
SSN (Last 4 Digits) Not Available	SOS Id 35700556	
Email [REDACTED]	Affidavit 65BY075028	
Phone Not Available		

Back To Voter Search Issue Provisional Ballot Suspend VBM Ballot

Election Conduct

- 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
- Once you verify the voter’s signature, it goes in your Master Label Roster

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Election Conduct

Issue Provisional Ballot Suspend VBM Ballot

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

Suspend VBM Ballot Cancel

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.

Panorama will ask if you’re sure. Yes, you’re sure!

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Election Conduct

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"



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

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ADONA, NATALIE

Address: [REDACTED] **GRASS VALLEY, CA 95945**

DOB: [REDACTED]

Party: NO PARTY PREFERENCE

Status: ACTIVE

Precinct: 309

Voter Id: 204699

CP #: CP36 ←

Election Conduct

- Use this information to print the voter's ballot on Verity Print or activate the voter's ballot on the Touch Writer

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Election Conduct



For voters issued a paper ballot

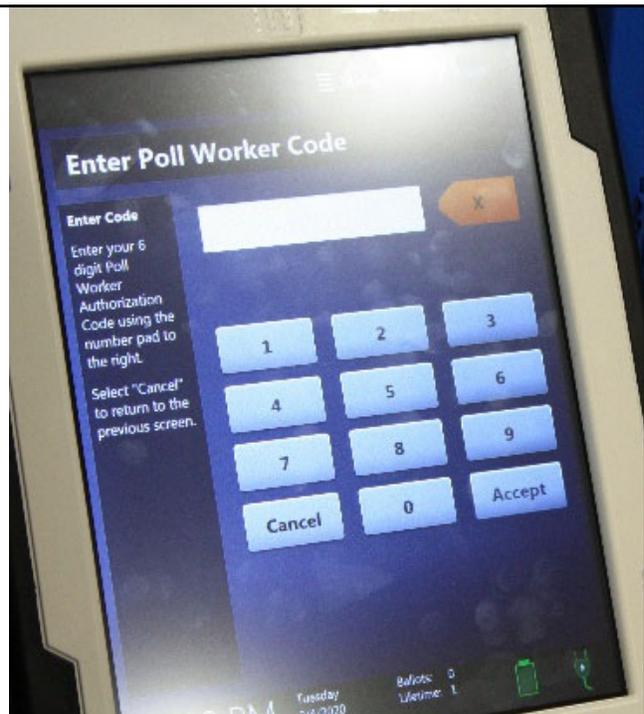
- Take the second Bixolon label to a **Verity Print** station
- Use your badge to enter the Poll Worker Code and tap “Accept”
- Select “Issue a ballot”
- Choose the ballot language and tap “OK”
- Enter the voter’s Consolidated Precinct (CP), located on the Bixolon label, and tap “OK”
- Verify that the information you entered is correct and tap “Yes, print the ballot”
- Ask the voter to confirm that the CP on the Bixolon label matches the CP on their ballot

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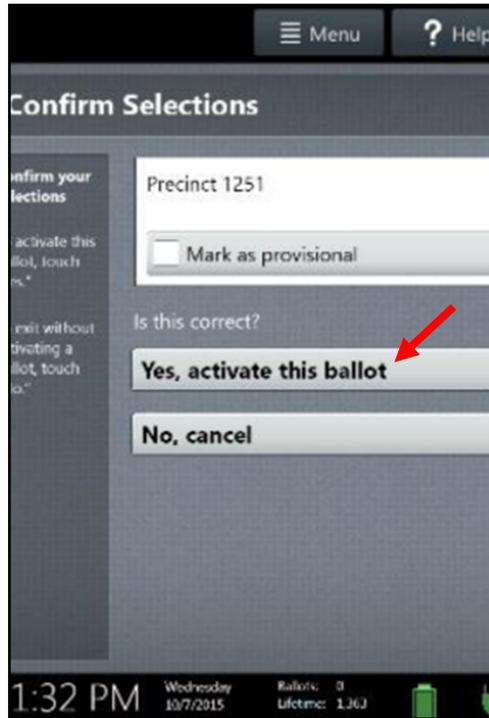
Election Conduct

For voters who request the Touch Writer

- Accompany the voter to a Touch Writer
- Take the unsigned Bixolon label to the touchscreen
- Use your badge to enter the Poll Worker Code
- Tap “Accept”
- Select “Activate ballot”



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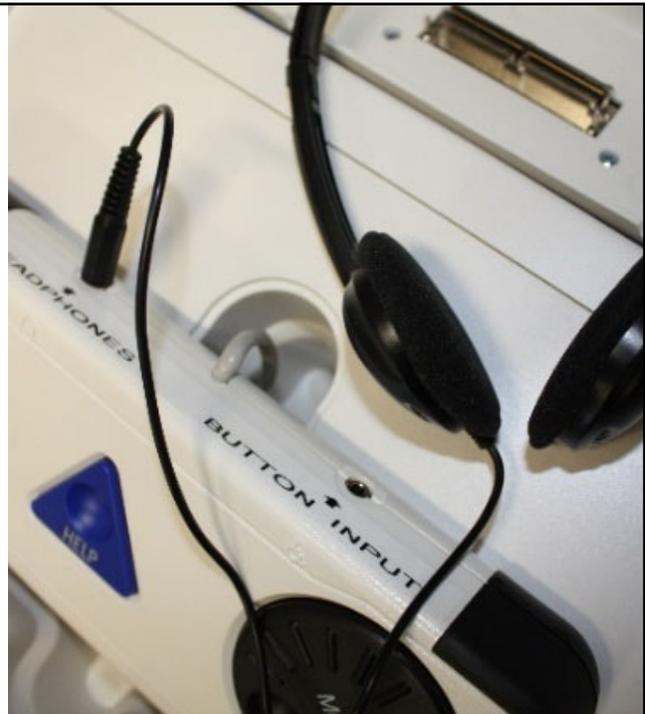
Election Conduct

- Enter the voter's CP
- Enter the voter's party preference
- Confirm that the selections are right
- Tap "Yes, activate this ballot"
- Tell the voter to print their ballot and review it before scanning their ballot
- If the voter is voting provisionally or was issued a CVR, select "Mark as Provisional"

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Election Conduct

- If the voter requires an audible ballot, the voter may do so by selecting, "Yes, help me change the settings"
- Make sure that the headphones are plugged in and it includes a fresh set of ear covers
- Hand the voter the touchpad—that voter will use the pad to make their selections
- If the voter gives instructions via the breath, assist the voter (as requested by the voter) with connecting the sip-and-puff switch



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Election Conduct



Pop Quiz!

What does it mean to “assist” a voter?

You assist a voter anytime you handle their ballot, whether it be marking the ballot or casting it for them

If the voter asks you to look at their marked ballot, you provide assistance

Only provide assistance when you’re asked—never volunteer to touch someone’s ballot

You **must** indicate you provided assistance in the Master Label and Public Label Rosters

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Election Conduct

One of the ways you assist a voter is to provide curbside 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.
- 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 the individual's condition.
- You must properly record which voters received assistance.



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The image displays two forms side-by-side. The left form is titled "NEVADA COUNTY CONDITIONAL VOTER REGISTRATION ENVELOPE" and contains sections for voter information, address, date of birth, political party preference, and a voter declaration. The right form is titled "NEVADA COUNTY PROVISIONAL BALLOT ENVELOPE" and contains sections for voter information, voter declaration, reason for voting provisionally, and a list of checks for ballot validity.

Election Conduct

Conditional Voter Registration and Provisional Envelopes

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Election Conduct

Where Those Envelopes End Up

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Election Conduct

- New registration
- Name change
- Other reasons, e.g., voter's signature does not match

NEVADA COUNTY
CONDITIONAL VOTER REGISTRATION ENVELOPE

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No
 I am 18 years of age or older Yes No

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. box) _____ City _____ State & Zip _____

Mailing Address _____ City _____ State & Zip _____

Date of Birth: _____ Place of Birth: _____

California Driver's License: _____ - or - SSN (Last 4 digits) _____

Political Party Preference (please check one):
 American Independent Party Peace & Freedom Party
 Democratic Party Republican Party
 Green Party Other: _____
 Libertarian Party No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

(list of parties continues on the right)

Voter's 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 mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature Affidavit #: _____

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting conditionally:
 New voter registration

81

Sections 1 & 2 must be filled in completely

(No, seriously. COMPLETELY.)

NEVADA COUNTY
CONDITIONAL VOTER REGISTRATION ENVELOPE

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No
 I am 18 years of age or older Yes No

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. box) _____ City _____ State & Zip _____

Mailing Address _____ City _____ State & Zip _____

Date of Birth: _____ Place of Birth: _____

California Driver's License: _____ - or - SSN (Last 4 digits) _____

Political Party Preference (please check one):
 American Independent Party Peace & Freedom Party
 Democratic Party Republican Party
 Green Party Other: _____
 Libertarian Party No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

(list of parties continues on the right)

Voter's 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 mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature Affidavit #: _____

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: _____ CP# issued: _____ Vote Center Location: _____

Reason for voting conditionally:
 New voter registration

82

NEVADA COUNTY CONDITIONAL VOTER REGISTRATION ENVELOPE

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

I am a United States Citizen and California resident Yes No
 I am 18 years of age or older Yes No

Reggie Stirred
 First Name MI Last Name

123 Main Street Grass Valley CA 95945
 Current Residence Address (not a P.O. box) City State & Zip

Mailing Address City State & Zip

Date of Birth: 01-01-1970 Place of Birth: _____
 California Driver's License: 01234567 - or - SSN (Last 4 digits) 0000

Political Party Preference (please check one):
 American Independent Party Peace & Freedom Party
 Democratic Party Republican Party
 Green Party Other: _____
 Libertarian Party No, I do not want to choose a political party preference (if you choose No Party Preference, then you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee)

(list of parties continues on the right)

Voter's 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 mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Reggie Stirred
 Voter's Signature

Affidavit #: **29Z -1234567**

83

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the yellow transport bag.

Today's Date: 9-11-2021 CP# issued: 8 Vote Center Location: Gold Miners

Reason for voting conditionally:
 New voter registration
 Voter name changed
 Voter wishes to vote another party ballot and is not allowed to crossover (Presidential Primaries only)
 Other: _____

Jennifer Smith Jennifer Smith
 Vote Center Worker Printed Name Vote Center Worker Signature

84

Election Name: <u>Sept 14, 2021 California Gubernatorial Recall Election</u> Date: <u>9-11-2021</u> Vote Center Location: <u>Gold Miners Inn</u> CP Issued: <u>8</u> Affidavit #: <u>29Z-1234567</u>	Thank you for voting. Our office will begin the process of verifying your ballot for counting during the election canvass. It may take up to 30 days to process your vote. To learn whether your ballot was counted and, if not, the reason why, please call (530) 265-1298.
--	--

This is what the perforated receipt looks like. Fill it in completely, detach it, and hand it to the voter. When the voter has finished voting, seal the ballot in the envelope using the Dab n' Seal moisteners we provide to you.

85

Election Conduct

For a new registration

- Click "Register New Voter"
- 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 "Register New Voter"

For a registration update, you'll basically do the same, but click on "Edit Voter"

NEVADA COUNTY
 MOCK COUNTYWIDE ELECTION
 NEVADA COUNTY ROOD CENTER - 950 MAIDU AVE NEVADA CITY

Voter Search / Register Voter

Personal Information

First Name

Middle Name

Last Name

Date of Birth

Place of Birth

Language

Driver License

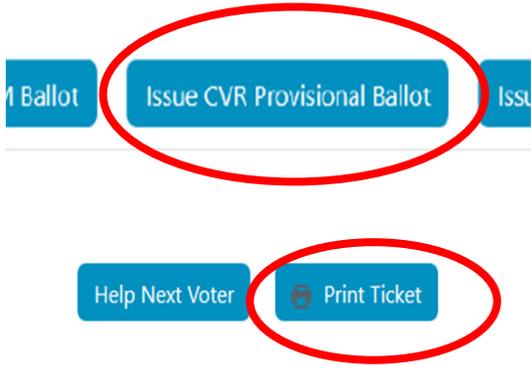
SSN (Last 4 Digits)

Political Party

- Personal Information
- Residential Address
- Mailing Address
- Contact Information
- County Information

86

Election Conduct

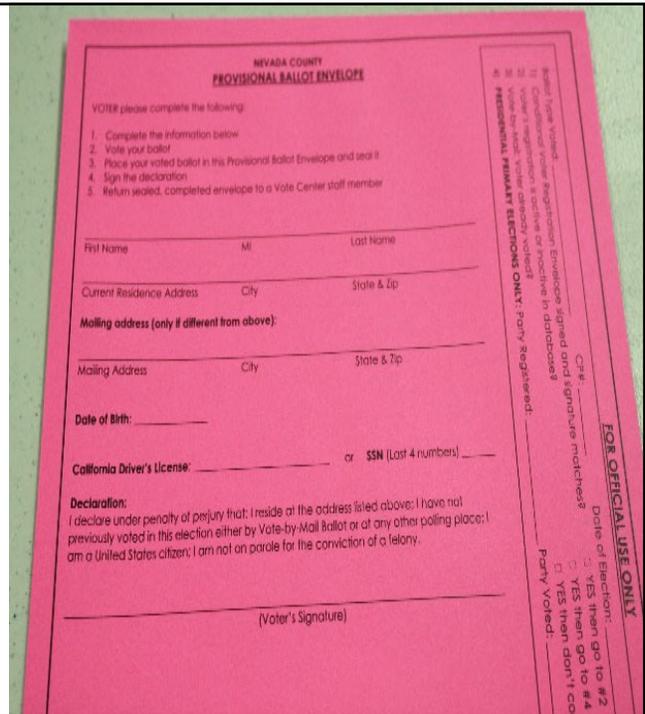


- Re-enter the voter’s first and last name to bring the file up
- Click the blue “Issue CVR Provisional ballot” icon
- Panorama will confirm that a CVR provisional ballot was issued
- Click on “Print Ticket”; make sure you print 2 Bixolon labels

87

Election Conduct

- Panorama says voter already voted
- No Nevada County address
- Power outage that makes you lose access to Panorama
- Loss of Internet connectivity



88

Election Conduct

LECTOR, ELLE
 10819 CONIFER LN 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
Date of Birth 03-03-2000	Age 19 years old
Place of Birth Not Available	Ethnicity Not Available
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
- 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

89

Election Conduct

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

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

First Name _____ MI _____ Last Name _____

Current Residence Address (not a P.O. Box) _____ City _____ State & Zip _____

Mailing Address (optional) _____ City _____ State & Zip _____

Date of Birth: _____

California Driver's License/State ID: _____ - or - BSN (Last 4 digits) _____

Voter's 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 mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: _____ CPF issued: _____ Vote Center Location: _____

Reason for voting provisionally:

Record shows that voter already voted

Voter resides out of County/State

Loss of vote center connectivity

Voting hours extended by court order

Other: _____

 Vote Center Worker Printed Name

 Vote Center Worker Signature

SECTION 3: For the Canvassing Board. Please complete this section.

Election Name: _____ Elections Staff Name: _____

1) Envelope complete and signature matches? YES then go to #2 NO then STOP don't count

2) Voter's registration is in County? YES then go to #3 NO then STOP don't count

3) Vote-by-Mail: Voter already voted? YES then STOP don't count NO then count

4) Presidential Primaries Only: Party Registered: _____ Party Voted: _____

5) Counted? YES NO

VOTED BALLOT ENCLOSED - TO BE OPENED BY CANVASSING BOARD ONLY

90

Sections 1 & 2 must be filled in completely

(No, seriously. COMPLETELY.)

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

First Name _____ MI _____ Last Name _____
 Current Residence Address (not a P.O. Box) _____ City _____ State & Zip _____
 Mailing Address (optional) _____ City _____ State & Zip _____
 Date of Birth: _____
 California Driver's License/State ID: _____ - or - SSN (Last 4 digits) _____

Voter's 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 mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

 Voter's Signature

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: _____ CPE Issued: _____ Vote Center Location: _____
 Reason for voting provisionally:
 Record shows that voter already voted
 Voter resides out of County/State
 Loss of vote center connectivity
 Voting hours extended by court order
 Other: _____

 Vote Center Worker Printed Name

 Vote Center Worker Signature

SECTION 3: For the Canvassing Board. Please complete this section.

Election Name: _____ Electors' Staff Name: _____

1) Envelope complete and signature matches? YES then go to #2 NO then STOP don't count
 2) Voter's registration is in County? YES then go to #3 NO then STOP don't count
 3) Vote by Mail: Voter already voted? YES then STOP don't count NO then count
 4) Presidential/Primaries Only: Party Registered: _____ Party Voted: _____
 5) Counted? YES NO

VOTED BALLOT ENCLOSED - TO BE OPENED BY CANVASSING BOARD ONLY

91

**NEVADA COUNTY
PROVISIONAL BALLOT ENVELOPE**

SECTION 1: For the Voter. Please fill in this section completely. Seal your voted ballot in this envelope and return it to a Vote Center Worker.

H o h _____ O h f w r u _____
 First Name _____ MI _____ Last Name _____
 : ; < F h q w h u V w u h h w _____ U r v h y l o h _____ F D < 8 9 9 4 _____
 Current Residence Address (not a P.O. Box) _____ City _____ State & Zip _____
 Mailing Address (optional) _____ City _____ State & Zip _____
 Date of Birth: 4 5 0 6 4 0 4 < 7 3 _____
 California Driver's License/State ID: F 5 6 7 8 9 : ; _____ - or - SSN (Last 4 digits) 3 3 3 3 _____

Voter's 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 mailed ballot or at any other voting location and understand that voting twice is a felony. I am a United States citizen and am at least 18 years old. I have not been adjudged mentally incompetent by a court of law. I declare under the laws of the State of California that the information on this form is true and correct.

Elle Lector

 Voter's Signature

92

SECTION 2: For the Vote Center Worker. Please complete this section. Confirm that the voter completed Section 1 and sealed their voted ballot in this envelope. Secure sealed envelope in the maroon transport bag.

Today's Date: 9-7-2021 CP# issued: 1 Vote Center Location: Rood Center

Reason for voting provisionally:

- Record shows that voter already voted
- Voter resides out of County/State
- Loss of vote center connectivity
- Voting hours extended by court order
- Other: _____

Jennifer Smith Jennifer Smith
 Vote Center Worker Printed Name Vote Center Worker Signature

93

Election Name: Sept 14, 2021 California Gubernatorial Recall Election Thank you for voting. Our office will begin the process of verifying your ballot for counting during the election canvass. It may take up to 30 days to process your vote. To learn whether your ballot was counted and, if not, the reason why, please call (530) 265-1298.

Date: 9-7-2021

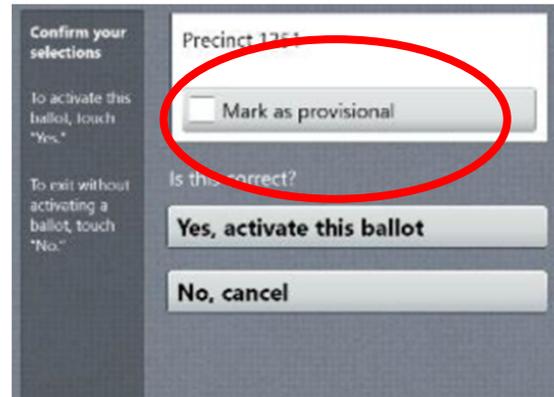
Vote Center Location: Rood Center

CP Issued: 1

The perforated receipt looks very similar to the one on the CVR. Fill it in completely, detach it, and hand it to the voter. When the voter has finished voting, seal the ballot in the envelope using the Dab n' Seal moisteners we provide to you.

94

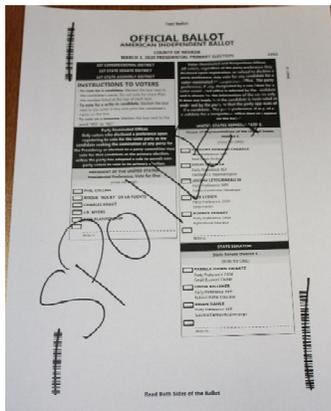
Issue Provisional Ballot



Election Conduct

- Click on “Issue Provisional Ballot,” in Panorama
- Use your Job Card to print out a ballot with Verity Print
- Confirm that you selected the correct CP
- Tap “Mark as Provisional,” on the voting equipment
- If the voter chooses to vote on the Touch Writer, tell the Greeter Clerk to issue a Provisional Ballot

95



Spoiled ballots

Election Conduct

- Mismarked, damaged, or otherwise unusable
- Ask the voter to hand you their spoiled ballot
- Write “SPOILED” across the ballot
- Draw a line through the barcodes

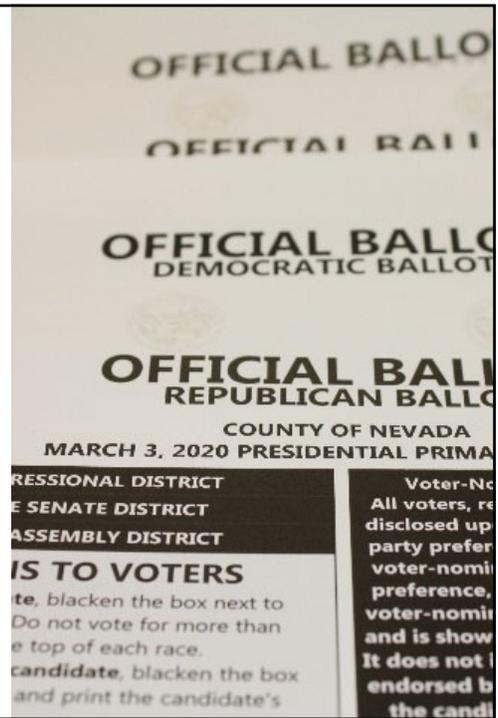
96

Election Conduct

Pop Quiz!

The voter is entitled to receive up to how many copies of their ballot?

- A. 10
- B. 1
- C. 3
- D. Unlimited



97

Closing Procedures

- Announce “The polls are closed!”
- Last person in line gets to vote
- Anyone dropping off a ballot doesn't have to wait
- You must allow all people to vote before you pack up

Polls
are
closed!

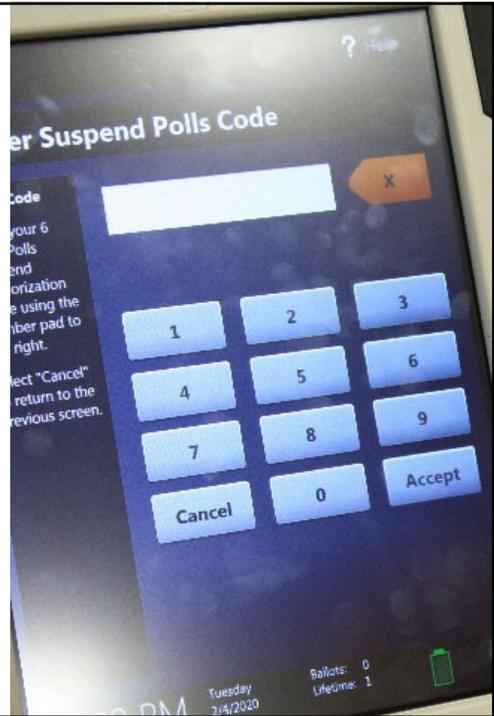
98

Closing Procedures

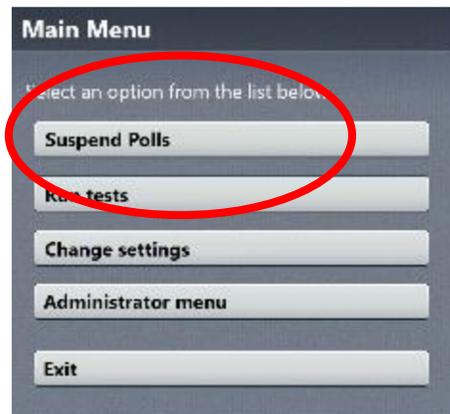
“Suspending” and “closing” the polls are terms of art that allow the Elections Staff to, among other things, report early voting and Election Day results.

Most will suspend the polls every night that you close the vote center except for Election Night.

We will swap out a V-Drive the Monday before the Election.



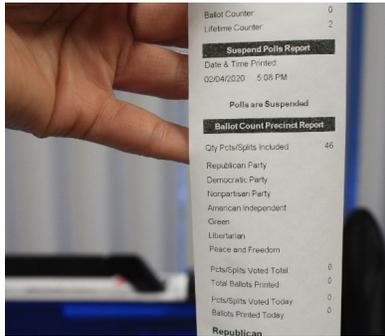
99



Closing Procedures

- Press the blue poll worker button on the back of the voting equipment
- Tap “Menu” at the top of the screen
- Select “Suspend Polls” or “Close Polls,” depending on which flag appears on the screen

100



Closing Procedures

- Use your badge to input the suspend/close polls code
- 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 day's Banker's Bag
- Press the red power button on the back of the machine to power it off

101

Closing Procedures

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



102

Closing Procedures

Pop Quiz!

We must open up the ballot box and count all the ballots that were scanned each night

- True
- False

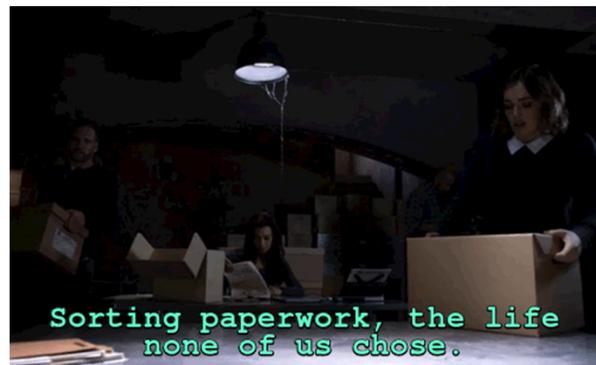


103

Closing Procedures

TRUE!

This is a process change for many of you. Under the law, we need to empty out the ballot boxes every night. You will have enough Red Sticker Seals to keep the black ballot box secure every day of the voting period.



104

Closing Procedures

- Empty the ballot box every night by breaking the Red Sticker Seal over the front door to the black ballot box
- Put the ballots neatly into a bag labeled "Voted Ballots" and place them in the Blue Transport Bag
- Make sure to empty the Auxiliary Bin if you have unscanned ballots; do not mix them with scanned ballots—you will have an envelope to keep them separated
- Apply a new Red Sticker Seal on the front door of the Black Ballot Box first thing the next morning and record the number



105

Closing Procedures

- You must lock the Oki Printer trays, ballot stock, laptops, Blue Transport bags, and other items in the Silver Cabinet
- Reconcile the amount of ballot stock you currently have, including what's loose in the trays (Daily Audit Binder)
- It's okay to leave the voting equipment sealed outside the cabinet
- There will be a checklist of what you must store inside the cabinet



106

NA1 Update picture

Natalie Adona, 8/9/2021

Closing Procedures

- 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.
- There will be a V-Drive swap on Monday night. You can shut off the machines but don't close them until after the swap occurs.
- 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.



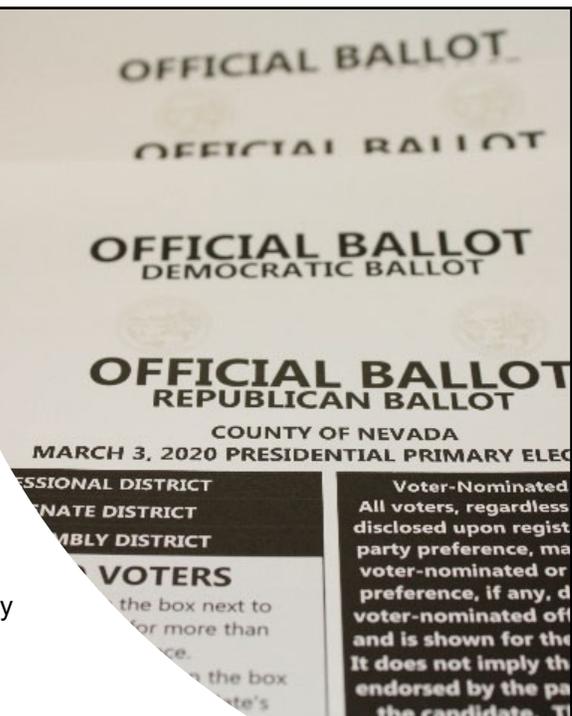
107

Closing Procedures

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.



108

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 evening accounting activities are tracked with the Vote Center Accounting Worksheets found in the Daily Audit Binder.

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)	
Total Paper Ballots Issued (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: _____

109

Trainer Feedback

- Give me feedback!
- My name is Natalie.
- I read everything.



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Hands On Time!