

# The County Of Nevada



CLERK RECORDER-REGISTRAR OF VOTERS

GREGORY J. DIAZ

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*Received 7/24/2017  
TMA*

July 24, 2017

Honorable Thomas M Anderson  
Presiding Judge of the Grand Jury  
Nevada County Superior Court  
201 Church Street  
Nevada City, California 95959

## Response to the Grand Jury 2016-2017 Report, Nevada County Elections Office

Dear Judge Anderson,

As required by California Penal Code §933, the Clerk-Recorder/Registrar of Voters hereby submits a response to the 2016-2017 Nevada County Elections Grand Jury report.

### FINDINGS:

F1. The training did not require demonstrated competence and capability by each poll worker in the use of equipment and the sessions were too large.

### Disagree:

Not every Poll Worker is charged with the responsibility of setting up or breaking down the voting equipment. Instead, poll workers are trained to work as a team and on Election Day the Inspector assigned duties to his or her poll workers based on each poll worker's experience/skill sets. Therefore the premise of the finding is not relevant.



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The statement that the sessions were too large in Finding 1:

**Disagree:**

Each Poll Worker was offered the opportunity to attend other scheduled trainings if they wanted more experience with the equipment, therefore some of the classes may have appeared to be too large due to returning poll workers back for additional training. We offered this opportunity to attend multiple classes as well as inviting poll workers to visit our office or warehouse for ANY assistance, questions, and/or concerns. Please refer to the attached Exhibit A known as the SOS Memo dated January 24, 2017 regarding the SOS OBSERVATIONS of our training program and the visit to polling locations on Election Day.

F2. Training material and verbal instructions were incomplete, inconsistent, and contradictory.

**Partially Agree:**

The first few classes utilized the New Poll Worker Training Model, which allowed the training to be conducted by their peers (meaning experienced Poll Workers as instructors rather than Election Staff). One of the Trainers was an Inspector whereas the other assigned trainer was a Field Election Deputy. Each peer trainer brought different experiences/skill sets to the training that, in the in the first few training sessions, did result in some inconsistencies. These inconsistencies were ironed out within the first couple of training sessions. Furthermore, from the beginning, confusion was readily addressed during the Question and Answer period. As for training material and verbal instructions being incomplete we **Disagree**. See training manual the SOS Memo dated January 24, 2017, regarding the SOS OBSERVATIONS of our training program and the visit to polling locations on Election Day.

F3. The training did not include demonstrated hands-on competence or the capability of each poll worker to apply proper procedures.

**Disagree:**

See our response to Finding 1. Furthermore, see attached Exhibit A known as the SOS Memo dated January 24, 2017.



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F4. The Guide does not include any ePB operating instructions or troubleshooting information. A separate simplified user guide covered the ePB in the most general of terms.

**Agree.**

F5. Too much class time was spent reading the Guide aloud and not enough on the setup and operation of the equipment.

**Disagree:**

This Finding is subjective to an individual point of view; more of an Opinion than a Finding.

F6. The training was hosted by experienced poll workers but they apparently had no lesson plan to follow.

**Disagree:**

Please see the attached training manual. The lesson plan was efficient and resulted in a very successful Election Day. Reference to the attached Exhibit A known as the SOS Memo dated January 24, 2017, regarding the SOS OBSERVATIONS of our training program and the visit to polling locations on Election Day.

F7. An actual mock setup and breakdown of a precinct was not performed by the trainees.

**Disagree:**

We had multiple stations set up and available at all training sessions where the teams of trainees were asked to close their station according to the training manual and Equipment Flip book. An instructor was assigned to each station to assist and answer any questions by trainees. Reference to the attached Exhibit A known as the SOS Memo dated January 24, 2017 regarding the SOS OBSERVATIONS of our training program and the visit to polling locations on Election Day.





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F8. Many post-election critiques filled out by poll workers indicated they thought the training they received was not adequate.

**Partially agree:**

Again this finding is subjective to an individual point of view. While some poll workers, in retrospect, may have thought the training received was not adequate there were the others that indicated they thought it was just right or too long. It is impossible to satisfy all individual learning preferences or attention spans.

F9. The training offered by the Registrar for the June and November 2016 elections did not correct the problems identified and published in the 2012-2013 and the 2014-2015 Jury reports.

**Disagree:**

The relevant recommendations made in the 2012-2013 and the 2014-2015 Jury reports were adopted by our office.

F10. The training offered by the Registrar was disorganized and did not meet the recommendations outlined in the State's 2016 Poll Worker Training Standards.

**Disagree:**

The SOS observed our training and did not state anywhere in the attached Exhibit A that our training did not meet the recommendations outlined in the State's 2016 Poll Worker Training Standards.

See the attached Exhibit A known as the SOS Memo dated January 24, 2017 regarding the SOS OBSERVATIONS of our training program and the visit to polling locations on Election Day.

F11. The Internet connectivity requirements established by VoteCal dictate a more comprehensive and effective training program for poll workers.

**Agree**



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## RECOMMENDATIONS:

R1. Training sessions should have fewer trainees to allow them the time to become proficient with all aspects of the process.

### **The recommendation had already been implemented.**

There were more classes added to the training schedule to allow for fewer trainees. The class location had the space to allow for a few more attendees that signed up for additional classes for more experience as offered. Each work station had an instructor assigned to the group for smaller group/team training.

R2. The training sessions would better serve trainees by beginning each session with a mock polling place setup.

### **The recommendation will not be implemented because it is not warranted or is not reasonable:**

With the new voting model a polling place setup becomes a moot point as there will be no polling places. Vote Centers will be open four days in advance of Election day with experienced and trained workers managing each of the five locations. Since election workers will be working several days, as opposed to one, they will have more time to get acclimated.

R3. The training for setup and closing of the mock polling place should be organized so that new workers do most of the work under the supervision of trainers and more experienced poll workers.

### **The recommendation had already been implemented:**

New poll workers worked in their team/group during training and on Election Day the Inspector assigned his or her poll workers to duties specific to the individual poll worker's experience/skill set. Each Poll Worker was offered the opportunity to attend other trainings if they wanted more experience with the equipment, as well as the invitation for poll workers to visit our office or the warehouse for more hands on assistance.



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R4. The Guide should be a reference for the poll worker, not a training aid. Important points should be summarized with slides or other visual aids.

**The recommendation will not be implemented because it is not warranted or is not reasonable:**

This does not appear to be a recommendation. It seems that the Guide should be BOTH a training aid and a reference. Using slides or other visual aids is always a good training tool.

R5. The Registrar should consider hiring a professional training expert to organize and develop an effective training course including a comprehensive lesson plan.

**The recommendation has not yet been implemented, but will be implemented in the future:**

The Registrar *will consider* this recommendation for future elections.

R6. Future poll worker training should include the additional requirements that will be in effect for the 2018 election due to changes resulting from VoteCal and SB450.

**The recommendation has not yet been implemented, but will be implemented in the future:**

Instead of hiring and training 325 plus polling place workers to staff 48 plus different polling places, we will train an estimate of 20 to 25 employees that will be needed to staff five regional voting centers.

R7. Training on the web-connected ePB for the 2018 election should, in particular, be comprehensive.

**The recommendation will not be implemented because it is not warranted or is not reasonable:**

The ePB (Electronic Poll Book) will not be utilized for the SB 450 Model.



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## CLERK RECORDER-REGISTRAR OF VOTERS

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R8. The County's poll worker training should meet the recommendations included in the *2016 Poll Worker Training Standards*.

**The recommendation had already been implemented:**

See the attached Exhibit A known as the SOS Memo dated January 24, 2017 regarding the SOS OBSERVATIONS of our training program and the visit to polling locations on Election Day.

We believe that competency from our training was demonstrated on Election Day by all of the Poll Workers and their great performance.

Sincerely,

Gregory J. Diaz  
Nevada County Clerk-Recorder/ Registrar of Voter  
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Nevada City, CA 95959  
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# Exhibit A

**Gregory Diaz**

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**From:** Chaney, Kathryn <Kathyrn.Chaney@sos.ca.gov>  
**Sent:** Tuesday, January 24, 2017 3:24 PM  
**To:** Gregory Diaz  
**Subject:** Election Day Observation - November 8, 2016

Hi Greg:

Below are things that were observed in your county on Election Day:

Number of Polling Sites Visited: 6

1. The most effective training technique used was the reference guide and hands on training.
2. Observer was asked what would they change about the training and they chose the 'method of presentation'. The room setup made it difficult at times to see the demonstrations. Observer suggested an overhead projector, with camera and microphone, would have made a significant difference.
3. The trainers were very knowledgeable. However, they seemed to contradict each other at times. Observer suggests they take some time to discuss topics they have different interpretation of and stick to the facts.
4. When asked if the instructor held the attention of the class the observer noted yes, some participants were elderly, and most were veteran poll workers. The observer saw a few people dozing off during the presentation.
5. Lighting inside one of the precincts observed was not good. [11897 Tammy Way, Grass Valley [17, 18, 19] A voter even mentioned the poor lighting.
6. Suggestions:
  - a. All poll workers should be informed about election observer and the location of the election observers log, badges, etc.
  - b. Polling places at schools should take into consideration school bells. At one of the precincts located at a school they had the metal bell which startled everyone in the room when it rang.
7. Poll Workers:
  - a. Nice and helpful to voters
  - b. Knowledgeable about their jobs
  - c. Polling places were organized.

**Observer Call In Issues:** None

I hope this information is helpful.

Thank you.

KC

***Kathyrn C. Chaney***  
HAVA Project Analyst  
California Secretary of State  
1500 11<sup>th</sup> Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 695-1657 – Office





**Gregory J. Diaz**

Nevada County

Clerk-Recorder/Registrar of Voters

# Poll Worker Training Manual

**Nevada County Elections Department**

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Dear Poll Worker,

Thank you for becoming a Nevada County Elections Officer.

Behind every election there are hundreds of people who work hard to ensure a smooth and proper operation at the polling places. Their efforts play a vital part in making democracy work. In serving as a poll worker, you are helping the Elections Office provide more than 64,000 registered voters in Nevada County the opportunity to vote at their neighborhood precincts.

Your preparation is key to successful polling place operations. We hope this poll worker manual will guide you through the Election Day processes.

Many people find this to be a fulfilling and rewarding experience. We thank you for serving as a Nevada County poll worker. Together we are helping make democracy happen.

Sincerely,

Gregory J. Diaz

Nevada County Clerk-Recorder/Registrar of Voters

# Nevada County Poll Worker Manual

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## Nevada County Elections Office

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# TABLE OF CONTENTS

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<b>CHAPTER 1: GENERAL INFORMATION</b>	<b>1</b>
Poll Worker Expectations	2
Duties of FEDS and Inspectors	2
Duties of Judges	3
<b>CHAPTER 2: OPENING THE POLLS</b>	<b>4</b>
Step 1 – Arrive and Review Supplies and Layout	5
Step 2 – Set Up the Polling Place	6
Polling Place Signs	7
Step 3 – Verify Security Seals and Set Up Equipment	8
Security Seal and Equipment Set Up Outline	9 – 10
Security Seal Descriptions	11
Seal Verification Log	12
Set Up Voting Equipment	13
Set Up eSlate	14
eSlate Diagram	15
Step 4 – Oath of Office and Signatures	16
Step 5 – Open the Polls	17
Opening the Polls Checklist	18
<b>CHAPTER 3: ELECTION DAY</b>	<b>19</b>
Types of Voters	19
Terms	20
How to Check In Voters	21
Check In Active Voters	22
Check In Inactive Voters	23
Vote-by-Mail Voters	24 – 25
New Voters	26 – 27
Voter with Name Change	28
Issuing Paper and Electronic Ballots	29

# TABLE OF CONTENTS

---

Provisional Voters	30 – 32
Special Circumstances	33
Challenging a Voter	34
Ballot Quick Reference Table	35
Mistakes on Ballots	36
Corrections in Roster (Poll Book)	37
Observers, Media & Electioneering	38 – 39
<b>CHAPTER 4: CLOSING THE POLLS</b>	<b>40</b>
Step 1 – Announce the Polls Are Closed	40
Step 2 – Close Polls on Voting Equipment	40 – 42
Packing the JBC and eSlate	43
Packing the eScan	44
Step 3 – Count the Ballots	45
Count Unvoted Ballots	45
Count Voted Ballots	45 – 46
Count Vote-by-Mail Ballots	46
Count Provisional Ballots and Voters	46 – 47
Count Spoiled Ballots	47
Count eSlate Ballots	47
Finish Ballot Accounting Worksheet and Ballot Statement	47 – 48
Step 4 – Clean Up Polling Place	49
Step 5 – Bring Ballots to Check-In Center	50
Closing the Polls Checklist	50
<b>APPENDIX 1: TROUBLESHOOTING EQUIPMENT</b>	<b>51</b>
Troubleshooting the eScan	52
Change Printer Paper – eScan & JBC	53 – 54
Troubleshooting the eSlate	55
<b>APPENDIX 2: CONTACT INFORMATION</b>	<b>56</b>
<b>APPENDIX 3: EMERGENCY INFORMATION</b>	<b>57</b>
Glossary	58-61

# Chapter 1: General Information

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On Election Day, we expect all poll workers to be trained to perform a variety of tasks and procedures and are willing and able to do so as needed throughout the day. It is important that everyone be able to perform all of the tasks related to assisting voters.

Please read this manual; many of your questions will be answered by reading the manual and attending training. The more prepared you are for Election Day, the more confident and equipped you will be to perform your duties as a poll worker.

Poll workers should arrive at their polling place at 6 a.m. on Election Day. Please prepare for a long day. You will be serving at the polls from approximately 6 a.m. until approximately 9:30 p.m.

The workload on Election Day will vary throughout the day. Opening and closing the polls involves different tasks from those during the middle of the day.

Your inspector will coordinate your breaks during non-busy times. Remember to bring your meals and anything you may need during the day.

Dress in a manner that dignifies poll workers' important role in the election process. Wear comfortable shoes and bring a sweater or jacket. Clothing that promotes a particular party or issue is not allowed.

- No drinks or food are permitted on the Official Table.
- Poll workers are not allowed to bring children to the polling place.
- Be professional, discreet, considerate and courteous. Remember, you are an official representative of the Registrar of Voters.
- Do not discuss politics with anyone while at the polling place.
- Do not allow anyone at the polls to be disruptive or have political conversations; this disturbs voters and limits their right to vote independently.

Poll workers should clean up the poll place before closing. Just like you, the polling place owner is volunteering his/her facility for Election Day.



# 1. GENERAL INFORMATION: Duties of FED and Inspector

---

## Poll Worker Expectations

Poll workers are a vital part of a successful election. As partners with our office, expectations are placed mutually on poll workers and the Elections Office.

We expect all poll workers to:

- Attend all training required for your poll worker position
- Perform all duties assigned to the best of your ability.
- Communicate with the Elections Office and respond promptly.
- Communicate any scheduling conflicts, before the conflict occurs.
- Be at the polling place by 6:00 am.
- Provide good customer service.
- Dress and groom yourself appropriately.

## FED (Field Election Deputy)

A FED is a roving troubleshooter on Election Day. FEDs serve multiple precincts and assist with questions and equipment issues. At the end of the evening, FEDs extract the MBBs (Mobile Ballot Boxes – Memory Cards) from the equipment and bring them to the Election check-in center.

## Inspector

The Inspector is in charge of overseeing the polling place operation on Election Day. An Inspector's duties include:

- Coordinate with the polling facility for access and early set-up
- Coordinate with Precinct Board for early set-up
- Pick up supplies
- Set up polling location
- Certify opening and closing procedures
- Oversee ballot statement completion
- Assign tasks to poll workers to ensure that the voting process runs smoothly
- Assign breaks and lunches at appropriate times
- Inspectors (with one judge) will drop off the required supplies at the Election Check-In center after the close of Election.

# 1. GENERAL INFORMATION: Duties of Judge

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## Judge

A judge can be assigned many tasks on Election Day. A judge's duties include:

- Assist with early setup of polling place
- Set-up and break-down of voting equipment
- Assist with opening and closing the polls
- Check-in voters
- Issue ballots
- Operate voting equipment
- Assist voters when needed
- Assists with packing up supplies and cleaning polling location
- Other tasks assigned by the Inspector

Below are examples of specific judge assignments.

### **Check-In Judge:**

This worker is responsible for the Poll Book, Master Label Roster, updating the Outside Label Index, the Yellow Correction Memorandum and ensures that Vote-by-Mail ballots are placed in the Blue VBM Ballot Box.

### **Issuing Judge:**

This worker is responsible for the ballot marking pens, secrecy sleeves, issuing of official paper ballots and issuing a Voter Access Code for the eSlate.

### **Monitoring Judge:**

This worker is responsible for monitoring the eScan Ballot Box. They will assist voters in scanning their ballots through the eScan if needed. They will ensure that Voted but Not Scanned ballots are placed in the Auxiliary Bin on the left-hand side of the Black Ballot Box.

### **Greeter:** *Assigned by Board A group at Multiple Board Locations Only*

This worker sits at the entrance of the polling place or the room where voting is held. They use a Greeter Roster to locate voter names and direct voters to the correct precinct board. This worker may also ensure that Vote-by-Mail ballots are placed in the Blue VBM Ballot Box.

# Chapter 2: Opening the Polls

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## Overview of Opening the Polls

1. Arrive and Review Supplies and Layout
2. Set up the Polling Place
3. Set up the Voting Equipment
4. Recite the Poll Worker Oath
5. Open the Polls

## Delivery of Equipment and Supplies

Electronic voting equipment, tables, chairs, voting booths and lights will be delivered to your polling place prior to 6:00 AM on Election Day.

If your location is available before Election Day and you know the supplies have been delivered, it will be helpful if you can go in the day or night before Election Day and set up the polling place as much as you can. You can set up the tables, chairs, polling booths and post signage. This will save you time on the morning of Election Day.

**Warning: Voting equipment cannot be set up until 6:00 am on Election Day.**



## 2. OPENING THE POLLS: Step 1 – Supplies and Layout

### Step 1: Arrive and Review Supplies and Layout

Make sure the following supplies are at your polling place.

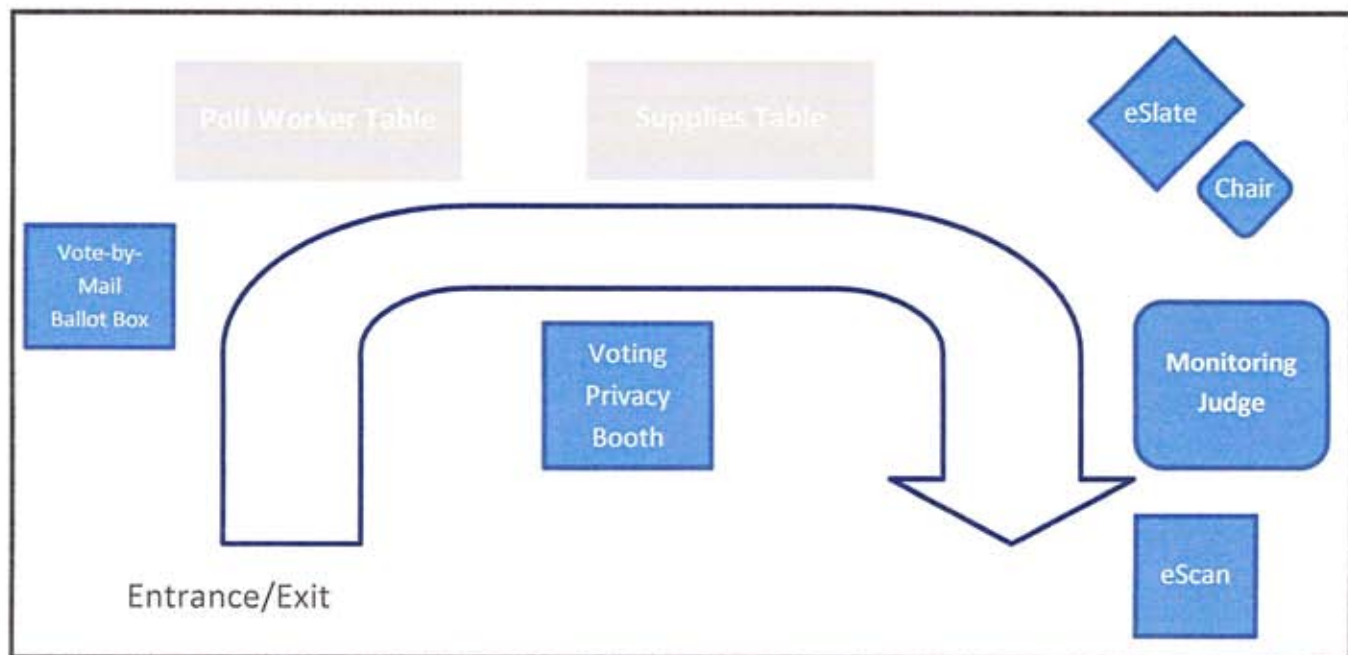
- Electronic Voting Equipment
  - JBC
  - eSlate
  - eScan (attached to Black Ballot Box)
- Accessibility Call Bell
- Blue Ballot Box for Vote-by-Mail Ballots

A poll worker will have the blue poll supply bag. A list of the supplies in the bag is in the black binder.

### Suggested Layout of Polling Place

**Warning: The voting equipment cannot be set up until 6:00 am on Election Day.**

Inspectors: You can move tables and supplies around for best use of the space for traffic flow on Election Day. Assess the space and make sure to designate an entrance, voter check-in table, voting area and an exit.



## 2. OPENING THE POLLS: Step 2 – Set Up the Polling

### Step 2: Set Up the Polling Place

1. Set up tables and chairs
2. Remove black binder from the poll supply bag (blue roller suitcase)
3. Set up voting booths and lights
  - Voting booths will be in the poll supply bag
  - Voting booth setup instructions are in the black binder in the “How To” section
  - Hang privacy curtains on the voting booth
4. Arrange polling place supplies on the precinct board tables
  - Polling place supplies are in the poll supply bag (blue roller suitcase)
  - Table layout diagram is below
5. Hang polling place signs
  - See polling place sign checklist and instructions on page 7.

#### Precinct Board Tables:

1. Poll Worker Table *Back of table*

<b>Check-In Judge</b> <ul style="list-style-type: none"><li>• Electronic Poll Book</li><li>• Master Label Roster</li><li>• Yellow Correction Memo</li><li>• Assisted Voter List</li><li>• Certificate of Roster</li><li>• Exceptions</li></ul>	<b>Issuing Judge</b> <ul style="list-style-type: none"><li>• Ballots</li><li>• Secrecy Sleeves</li><li>• Pens</li><li>• JBC (to issue electronic ballots)</li></ul>
Sample ballots, ballot marking instructions, eSlate instructions, voter guides and Certified Write-In list	

2. Supplies Table *Back of table*

<b>Extra Ballots</b>	<b>Provisional Packets</b> <ul style="list-style-type: none"><li>• Voter Registration Cards</li><li>• Provisional Envelopes</li></ul>	<b>Transport Bags:</b> Blue Yellow Green Maroon
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## 2. OPENING THE POLLS: Step 2 – Polling Place Signs

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### Polling Place Signs

Instructions: All signs will be in the poll supply bag. These signs are required at every polling place. You can post these signs the night before to save time on Election Day.

- Polling place signs display board  
Place display board near entrance so it is the first thing voters see when they arrive at the polling place.
- Electioneering Sign  
Find pre-measured 100 ft. rope in poll supply bag  
Post sign 100 ft. from polling place entrance  
**While posting Electioneering Sign, look for any political signs that have to do with the current election (signs for candidates, measures, etc.). Take these signs down if they are within 100 ft. of the polling place entrance.**
- Marking Your Ballot Properly  
Post one of these signs in each voting booth
- Election Code 18564 and 18569  
Post one of these signs in each voting booth  
Post sign in eSlate
- Official Polling Place Bilingual Poster  
Post somewhere inside polling place
- Vote Here Directional Sign  
Post these on the street or in the parking lot so voters can find the entrance
- Voter Parking Sign  
Post these on the street or in the parking lot so voters know where to park
- Accessible Signs  
Post as needed for polling place
- Accessibility Call Bell  
Place next to closest accessible parking spot
- Outside Index  
Hang outside the front door  
Use string and tacks in poll supply bag
- American Flag  
Display American Flag as shown





## 2. OPENING THE POLLS: Step 3 – Set Up Equipment

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**Warning: STOP HERE if you are setting up before Election Day. Security seals and voting equipment cannot be set up before Election Day.**

### Step 3: Verify Security Seals and Set Up Equipment

#### The Importance of Security Seal Verification

The Security Seal Verification Log is a very important form because it tracks the chain-of-custody of the voting equipment throughout Election Day. Verifying the seal numbers and placing and removing the proper seals is crucial to ensuring the security of the election and the integrity of the voting equipment.

You will use the Opening and Closing Procedures Flipbook in the poll supply bag to guide you in the seal verification procedures and equipment set up. The seals are color coded for ease of verification. You will remove or place the blue, white and green seals as directed.

#### Security Seal Verification

On election morning, the inspector and one judge must:

1. Check each seal number listed on the Seal Verification Log with its corresponding seal on the voting equipment to verify that the numbers match and the seal is in place, unbroken and shows no evidence of tampering.
  - If the seal is the same number and intact, circle "Y" on the Seal Verification Log.
  - If the seal is not the same number and it has been tampered with, circle "N" on the Seal Verification Log. Call your FED if this is the case.
2. Inspect all seals until verification is complete.
3. Once all seals have been verified, the inspector and judge must initial the bottom of the log.

## 2. OPENING THE POLLS: Step 3 – Set Up Equipment

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### Verifying Seals and Setting Up Equipment Outline

Below is a brief outline of setting up the equipment and verifying the security seals. Please refer to the Opening Procedures Flipbook for more detailed instructions.

1. Verify green seal on plastic that is securing the equipment
2. Move equipment to its position (See suggested layout of polling place on page 5)
3. Open black ballot box
  - Verify red wire seal on eScan in black ballot box
4. Set up eScan
  - Plug in eScan and turn on
  - Check printer tape; make sure there is enough for the whole day
  - Verify correct location and CP are on eScan tape
  - Verify public count is **zero**
  - Print zero tape on eScan
5. Open polls on eScan
  - Enter password (in black binder)
  - Polls Open Report will print
    - Have all board members sign polls open report
    - Place in the Seals and Reports envelope
6. Verify white wire seal on JBC transport bag
  - Open bag and remove JBC and cords
  - Place JBC near eSlate
7. Verify seals on JBC and eSlate
  - Verify seals on back and side of JBC
  - Remove specific seals from JBC and eSlate
  - Verify white wire seal on eSlate

## 2. OPENING THE POLLS: Step 3 – Set Up Equipment

---

8. Set up JBC and eSlate
  - Set up eSlate (see page 14)
  - Open eSlate
  - Connect JBC to eSlate (see page 14)
  - Plug JBC black power cord into outlet
  - Plug eSlate power cord into silver port in front compartment
  - Plug eSlate power cord into outlet or power strip
  - Make sure headphone cord is in groove so it does not get damaged
  - Close eSlate compartment and seal it with a blue tape seal
  - Check status of eSlate and assign booth
  - Turn on JBC and assign booth
  - Check time on JBC
  - Print zero tape
  - Verify precinct on JBC zero tape
  - Have all poll workers sign first zero tape
  - Post first zero tape in the polling place
  - Print a second zero tape to stay in JBC
9. Open polls on JBC
  - Enter Polls Open password (in black binder)
  - Polls Open Report will print
    - Have all board members sign polls open report
    - Place in the Seals and Reports envelope

For more detailed instructions, please refer to the Opening Procedures Flipbook.



## 2. OPENING THE POLLS: Step 3 – Verify Security Seals

---

### Security Seals

#### White Wire Seal

Located on the outside of equipment suitcases  
Located on handle of eSlate



#### Red Tape

**Never remove from equipment**

On the housing of eScan, eSlate and DAU unit  
Covers modem port on eScan  
Secures VBO printer in eSlate



#### Blue Tape Seal

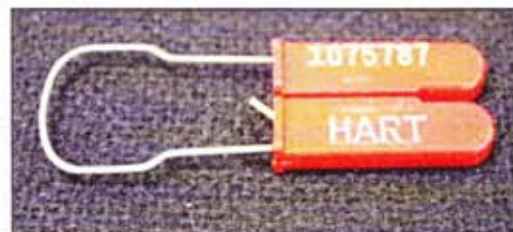
Located on outside of eSlate case  
Located on other ports



#### Red Wire Seal

**Never remove from equipment**

Secures MBBs in JBC and eScan  
Secures VBO in eSlate



# 2. OPENING THE POLLS: Step 3 – Verify Security Seals

## Seal Verification Log

NEVADA COUNTY SEAL VERIFICATION LOG  
PRESIDENTIAL PRIMARY ELECTION  
JUNE 7, 2016

eSlate Serial #: A0AAFE  
eScan Serial #: G78805  
VBO Serial #: VO43E7  
JBC Serial #: C03ERE

CP#: CP01  
Polling Place Name: OPHIR HILL FIREHOUSE 28  
Polling Place Location: 12668 COLFAX HWY, CEDAR RIDGE

Seal Location/ Description	Seal Number	Open Polls Seal in Tact? (Circle One)	Close Polls Seal in Tact? (Circle One)	Was Seal Replaced during the day?	Comments?	New Seal Number?	Placed By? (PW/FED Initials)
Green Zip Seal on Security Storage Bag (O-3)	7563202	Y N					
White Wire Seal on JBC Transport Bag (O-13)	313768	Y N					
Red Tape Seal on JBC Printer Port (O-14)	3015275	Y N	Y N	Y N			
Red Tape Seal on JBC Modem Port (O-14)	1135267	Y N	Y N	Y N			
Red Wire Seal on JBC MBB door (O-15)	1112820	Y N	Y N	Y N			
Red Tape seal on JBC Housing (O-15)	172390	Y N	Y N	Y N			
Blue Tape Seal on JBC "Booth Out" Port (O-15)	1538711	Y N	Y N	Y N			
Blue Tape Seal on eSlate "Booth In" Port (O-15)	013268	Y N	Y N	Y N			
White Wire Seal on eSlate Handle (O-16)	313773	Y N					
Red Tape Seal on eSlate VBO Housing (O-16)	3015300	Y N	Y N	Y N			
Blue Tape Seal Affixed to eSlate storage compartment (O-20)			Y N	Y N			
Red Tape Seal on eScan USB/Data Port (O-5)	3014001	Y N	Y N	Y N			
Red Wire Seal on eScan MBB Door (O-5)	1112872	Y N	Y N	Y N			
Red Tape Seal on eScan Housing (O-5)	172485	Y N	Y N	Y N			

POLL WORKER INITIALS:  
(INSPECTOR AND ONE JUDGE)

--	--	--	--

Open Polls Seal in Tact? (Circle One)
<input checked="" type="radio"/> Y N
<input checked="" type="radio"/> Y N

Red Tape Seal on eScan Housing (O-19)	666666	Y N
POLL WORKER INITIALS: (INSPECTOR AND ONE JUDGE)		

## 2. OPENING THE POLLS: Step 3 – Set Up Equipment

---

### eScan

The eScan scans paper ballots and tabulates votes. Set up eScan first on election morning. Most voters choose to vote a paper ballot.



### JBC and eSlate

The JBC, Judge's Booth Controller, and eSlate are the electronic voting equipment. Voters vote on the eSlate, which is controlled by the JBC.



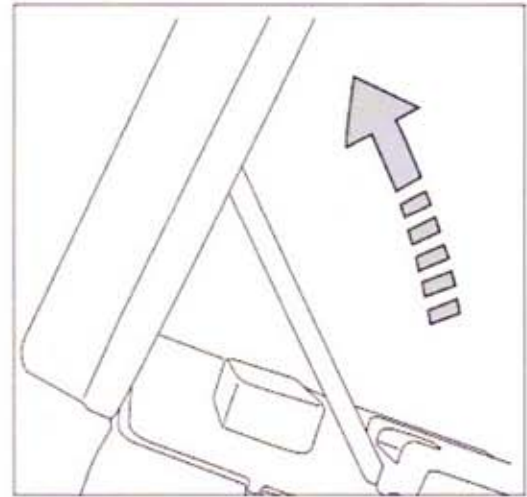


## 2. OPENING THE POLLS: Step 3 – Set Up eSlate

### Setting Up eSlate

Once the equipment is in place, follow these steps.

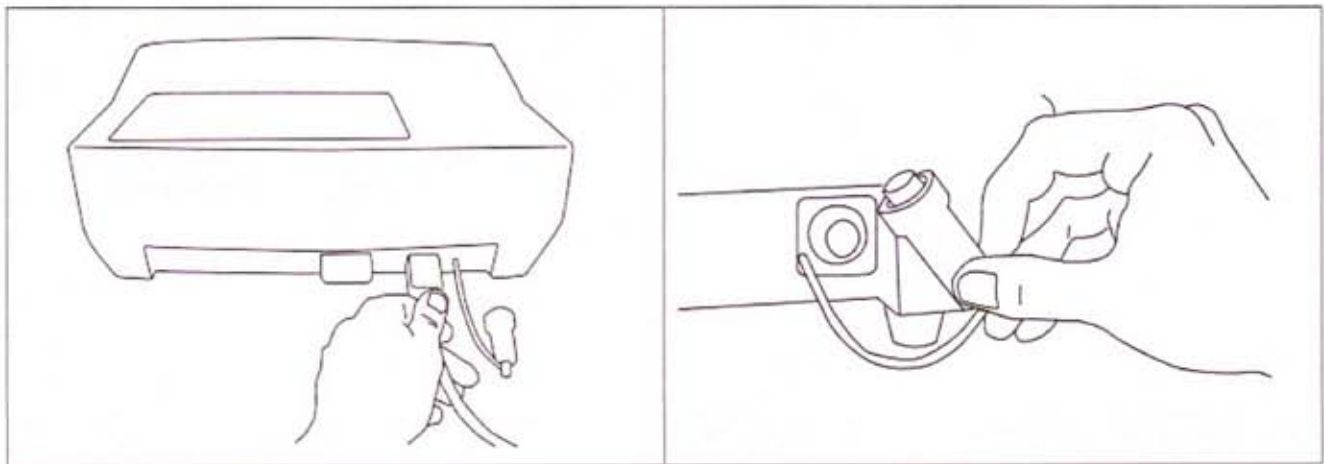
1. Unlatch and open the eSlate lid.
2. Secure the lid by pressing the lid lock hinge until it clicks.
3. Remove black power cord from Velcro and place gently on the floor.
4. Verify connection of power cord to black power adapter and printer.
5. Plug black power cord into power strip or outlet.



### Connect eSlate to JBC

After verifying the seals on the eSlate and JBC, you can connect the two pieces of equipment.

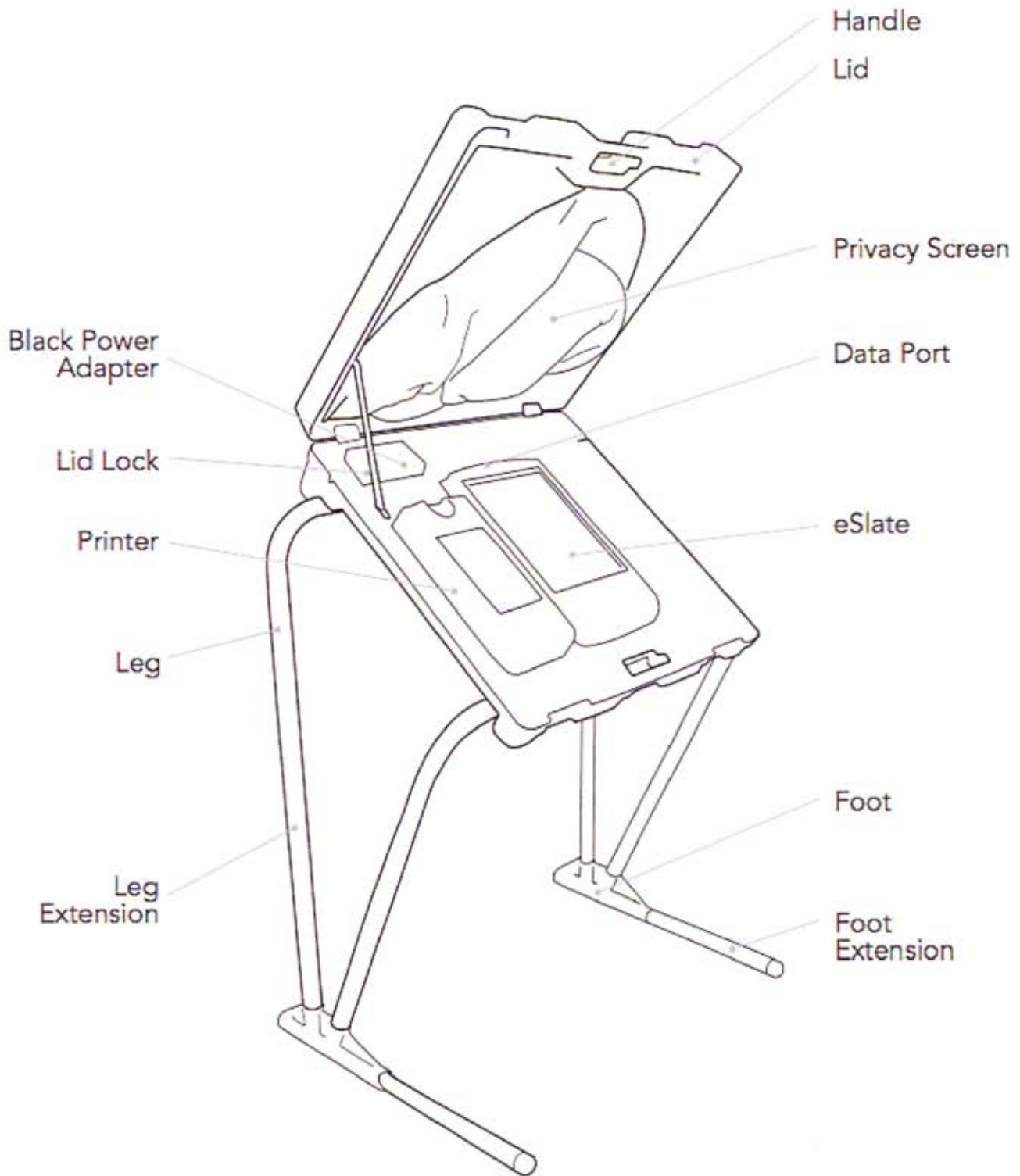
1. Get the gray data cable in the JBC box.
2. Plug the red end of the gray data cable into the red JBC port – twist to tighten.
3. Plug the black end of the gray data cable into the “Booth In” port on the eSlate – twist to tighten.
4. Insert the JBC battery key in the back of the JBC.
5. Plug the black power cord into the JBC.
6. Plug the black power cord into the outlet or power strip.



## 2. OPENING THE POLLS: Step 3 – Set Up eSlate

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eSlate



## 2. OPENING THE POLLS: Step 4 – Oath of Office

---

### Step 4: Oath of Office and Morning Signatures

1. Recite and sign Oath of Office and Declaration of Precinct Board Members form  
This form is in the black binder under the index tab titled "Paperwork to Sign". The inspector will witness the judges' signatures and one judge will observe the inspector's signature on the Oath of Office and Declaration of Precinct Board Member form.
2. Sign the equipment reports  
Each board member will sign two copies of the zero reports printed from the JBC and eScan. Post the first set of reports in the polling place. Place the second set in the Seals and Reports envelope in the poll supply bag.
3. Sign the poll worker payroll  
Sign the Precinct Board Payroll. This is in the black binder under the index tab titled "Paperwork to Sign".
4. Sign the top of the ballot statement  
Sign the top of the ballot statement located in the black binder under the index tab titled "Paperwork to Sign".
5. Put on your name badge  
Write your name clearly and your CP



## 2. OPENING THE POLLS: Step 5 – Open the Polls

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### Step 5: Open the Polls

All poll workers must arrive at their assigned polling location by 6:00 am in order to set up the polling place and have the polls open on time.

At 7:00 am the assigned poll worker will declare the polls open by announcing out loud, "THE POLLS ARE NOW OPEN".

When the first voter enters the precinct, you must display the empty ballot boxes by unlocking the side and exposing the empty black ballot box, auxiliary bin and the blue vote-by-mail ballot box.

After the ballot boxes are confirmed empty, lock the ballot boxes and store the key in a secure location. The Ballot Boxes shall remain locked and supervised by the monitoring judge at all times until close of polls. The auxiliary bin slot shall remain in the open position at all times.

**Polls are open 7:00 am until 8:00 pm.**

## 2. OPENING THE POLLS: Checklist

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### Opening the Polls Checklist:

- Seals Verified
- Equipment is set up
- Polling place signs are hung
- Poll workers signed the following:
  - Oath of Office
  - Poll Worker Payroll
  - Top of the Ballot Statement
  - Opening Polls Report Tapes from JBC and eScan
- Polls are open on eScan
- Booth is assigned on eSlate
- Polls are open on JBC

# Chapter 3: Election Day

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## In this chapter:

- Definitions and Terms
- How to Check In Voters
- Vote-by-Mail Voters
- Provisional Voters
- How to Issue Ballots
- Issuing Ballots Quick Reference
- Observers and Electioneering

## Processing Voters Overview

On Election Day, you will have various interactions with different types of voters. In this chapter you will learn how to check-in voters and issue ballots to active voters, inactive voters, vote-by-mail voters and provisional voters. You will also learn how to process spoiled and surrendered ballots.

## Different Types of Voters

### Active Voters:

A voter who has registered with the correct name and current address and has signed his/her voter registration card.

### Inactive Voter:

A voter that has been inactivated by the Elections Office.

Possible reasons for inactive voters:

- The voter does not participate in any election in the previous four years and has not updated or confirmed his/her voter record.
- We receive notification from another government agency, such as DMV or USPS, that the voter's address has changed.
- The Elections Office receives returned mail for that voter.

### New Voter:

A voter whose voter record is active but has never previously registered to vote and may have presented minimal identification upon registration.



### 3. ELECTION DAY: Definitions and Terms

---

#### Terms

**Master Label Roster:** The main roster where you place the label from the electronic poll book printer with the voter's signature and address.

**Check-In Judge:** The judge who will manage the electronic poll book, Master Label Roster and Outside Label Roster as well as check in voters as they come.

**Voter Status:** The electronic poll book will tell you the status of the voter.



**Active voter**



**Inactive voter, new voter that must show ID or vote-by-mail voter**



**Already voted**

**Tally Number:** The number in the first column of the Master Label Roster.

**Vote-by-Mail Voter:** A voter who already received his/her ballot in the mail. There will be a yellow exclamation point next to the voter's name if he/she is a vote-by-mail voter.

**Inactive Voter Oath:** An inactive voter will have a yellow exclamation point next to his/her name. An inactive voter must read the Inactive Voter Oath before he or she can be allowed to vote. See page 23.

# 3. ELECTION DAY: How To Check In Voters

---

## How To Check In Voters

1. Voters will start at the first table (poll worker table on page 6).
2. Judge asks voter to state his/her name and address.
3. Judge looks up voter in electronic poll book.
4. Judge finds voter in poll book.
  - Green checkmark: Voter is active. Continue to step 6.
  - Yellow exclamation point: Voter is an inactive, vote-by-mail or new voter. See pages 23 – 27.
  - Red X: Voter has already voted. If the voter insists on voting, he/she can vote provisionally. See pages 30 – 32.
5. Judge cannot find voter in poll book.
  - Ask voter if he/she has changed his/her name. Try searching by previous name if possible.
  - Change poll book preference to view the entire county.
  - If you can find the voter's name and the voter is at the wrong polling place, the voter has two options:
    - Go to correct polling place or Elections Office. The poll book will give directions to correct polling place.
    - Vote provisionally at current polling place. See pages 30 – 32.
  - If you cannot find the voter's name, the voter must vote provisionally. See pages 30 – 32.
6. Judge repeats name and address back to voter to confirm.
7. Voter signs and writes address on poll book **or** label, if busy.
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
8. Judge puts label with signature in the Master Label Roster.
  - Each voter only gets **ONE** spot in the Master Label Roster. See warning below.
9. Judge puts label without signature in the Outside Label Roster.
10. **For Presidential Primary Elections only:** Judge gives voter a party card based on voter's registration.
  - No Party Preference voters have the option of crossing over to another qualified political party. Crossover information will be available at every polling place.
  - The party card will tell the issuing judge what ballot to issue the voter.

### Warnings:

- The Master Label Roster cannot be written in except for the voters' signatures and addresses.
- Only put one label per voter in the Master Label Roster. This is how we keep a tally of how many voters came to the polling place. **A voter receives only ONE tally number regardless of the number of ballots that were spoiled and reissued to the voter.**

### 3. ELECTION DAY: Check In Active Voters

---



#### Check In Active Voters

1. Voters will start at the first table (poll worker table on page 6).
2. Judge asks voter to state his/her name and address
3. Judge looks up voter in electronic poll book
4. Judge finds voter in poll book
  - Green checkmark: Voter is active.
5. Judge repeats name and address back to voter to confirm
6. Voter signs and writes address on poll book **or** label, if busy.
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
7. Judge puts label with signature in the Master Label Roster
  - Each voter only gets **ONE** spot in the Master Label Roster.
8. Judge puts label without signature in the Outside Label Roster
9. For the Presidential Primary Election only: Judge gives voter a party card
  - The party card will tell the issuing judge what ballot to issue the voter.



### 3. ELECTION DAY: Check In Inactive Voters

---



#### Check In Inactive Voters

1. Voters will start at the first table (poll worker table on page 6).
2. Judge asks voter to state his/her name and address
3. Judge looks up voter in electronic poll book
4. Judge finds voter in poll book
  - Yellow exclamation point: Voter is inactive.
5. Judge repeats name and address back to voter to confirm
6. Voter reads Inactive Voter Oath (top of page in Master Label Roster)  
**“I swear (or affirm) under penalty of perjury that I am a registered voter in this precinct and continue to reside at the registered address shown.”**
7. Voter can now be processed as an active voter.
8. Voter signs and writes address on poll book **or** label, if busy.
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
9. Judge puts label with signature in the Master Label Roster
  - Each voter only gets **ONE** spot in the Master Label Roster.
10. Judge puts label without signature in the Outside Label Roster
11. For the Presidential Primary Election only: Judge gives voter a party card
  - The party card will tell the issuing judge what ballot to issue the voter.

### 3. ELECTION DAY: Vote-by-Mail Voters

---



#### Vote-by-Mail Voters

##### Vote-by-Mail Voters – Dropping Off Ballots

Vote-by-mail voters can drop off ballots at **any** polling place on Election Day. Vote-by-mail ballots go in the blue Vote-by-Mail Ballot Box (blue bin).



Please remind voters to sign and seal their ballot envelopes. Ballots cannot be counted if the signature is missing from the ballot envelope.

##### Vote-by-Mail Voters – Voting at Polling Place

If a vote-by-mail voter wants to vote at the polling place, the voter **MUST SURRENDER HIS/HER VOTE-BY-MAIL BALLOT AND ENVELOPE**. If the voter needs a replacement envelope, see page 25. If the voter cannot surrender his/her ballot, he/she must vote provisionally (see pages 30 – 32).

1. Voters will start at the first table (poll worker table on page 6).
2. Judge asks voter to state his/her name and address
3. Judge looks up voter in electronic poll book
4. Judge finds voter in poll book
  - Yellow exclamation point: Voter is a vote-by-mail voter.
5. Judge repeats name and address back to voter to confirm
6. Voter gives vote-by-mail ballot and envelope to judge.
7. Judge writes “SURRENDERED” on the voter’s ballot and envelope and puts both in the Surrendered Ballots envelope.
8. Voter can now be processed as an active voter.
9. Voter signs and writes address on poll book **or** label, if busy.
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
10. Judge puts label with signature in the Master Label Roster
  - Each voter only gets **ONE** spot in the Master Label Roster.
11. Judge puts label without signature in the Outside Label Roster
12. **For Presidential Primary Elections only:** Judge gives voter a party card based on voter’s registration.
  - No Party Preference voters have the option of crossing over to another qualified political party. Crossover information will be available at every polling place.
  - The party card will tell the issuing judge what ballot to issue the voter.

## 3. ELECTION DAY: Vote-by-Mail Voters

---



### Vote-by-Mail Voters

#### Replacement Vote-by-Mail Envelopes

If a voter did not bring his/her ballot envelope, you can issue the voter a replacement vote-by-mail envelope. Replacement vote-by-mail envelopes are in the Poll Supply Bag.

If the voter wants to vote at the polling place and does not have a ballot envelope:

- The voter must vote provisionally
- Follow instructions on pages 30 – 32 to issue ballot to voter

If the voter wants to drop off his/her ballot:

- Issue a replacement vote-by-mail envelope
- Follow “Instructions to Poll Worker” on the front of the envelope
- Write the precinct number (CP ##) on the envelope
- Have voter follow and complete “Instructions to Voter”
- Make sure voter signs envelope
- Voter will put sealed envelope in the Vote-by-Mail Ballot Box (blue bin)

#### Unsigned Ballot Statement

If a voter did not sign his/her ballot envelope and has already submitted his/her ballot, the voter can sign the Unsigned Ballot Statement so his/her ballot can be counted.

Have the voter fill out the form and put it in the blue ballot box with the vote-by-mail ballots. At the end of the day you will keep the Unsigned Ballot Statements with the vote-by-mail ballots. You do not need to keep track of how many are dropped off at your polling place.

You will have this form in your polling place supplies.



### 3. ELECTION DAY: Check In New Voters

---



#### New Voters

A new voter must provide valid ID before you can issue him/her a ballot.

Valid forms of ID include:

- Driver's License or ID issued by any state
- Passport
- Employee ID card
- Business ID card
- Credit or Debit card
- Military ID card
- Student ID card
- Health Club ID card
- Insurance Plan ID card
- Voter notification card
- Voter Information Pamphlet/Sample Ballot
- Personal check
- Paycheck
- Utility bill
- Bank statement
- Public Housing ID card
- Tuition statement/bill
- Property tax statement
- Vehicle registration
- Certificate of ownership

If a voter cannot provide a valid form of identification, the voter must vote provisionally.

See pages 30 – 32.

### 3. ELECTION DAY: Check In New Voters

---



#### Check In New Voters

1. Voters will start at the first table (poll worker table on page 6).
2. Judge asks voter to state his/her name and address.
3. Judge looks up voter in electronic poll book.
4. Judge finds voter in poll book.
  - Yellow exclamation point: Voter is a new voter.
5. Judge repeats name and address back to voter to confirm.
6. Judge asks voter for a valid ID (see page 26).
  - If voter cannot provide valid ID, voter must vote provisionally. See pages 30 – 32.
7. Voter can now be processed as an active voter.
8. Voter signs and writes address on poll book **or** label, if busy.
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
9. Judge puts label with signature in the Master Label Roster.
  - Each voter only gets **ONE** spot in the Master Label Roster.
10. Judge puts label without signature in the Outside Label Roster.
11. **For Presidential Primary Elections only:** Judge gives voter a party card based on voter's registration.
  - No Party Preference voters have the option of crossing over to another qualified political party. Crossover information will be available at every polling place.
  - The party card will tell the issuing judge what ballot to issue the voter.

### 3. ELECTION DAY: Check In Voters with Name Change

---



#### Name Change

1. Voters will start at the first table (poll worker table on page 6).
2. Judge asks voter to state his/her name and address.
3. Judge looks up voter in electronic poll book.
4. Judge finds voter in poll book under a different name.
  - Green checkmark: Voter is active.
5. Judge repeats name and address back to voter to confirm.
6. Judge has voter complete a new Voter Registration Card.
7. Voter signs his/her name **TWICE** on poll book or label, if busy.
  - 1<sup>st</sup> – Signs name as registered
  - 2<sup>nd</sup> – Signs new name
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
8. Judge puts label with signature in the Master Label Roster.
  - Judge will put brackets around both signatures showing that they belong to the same voter. See example below.
  - Each voter only gets **ONE** spot in the Master Label Roster.
9. Judge puts label without signature in the Outside Label Roster.
10. **For Presidential Primary Elections only:** Judge gives voter a party card based on voter's registration.
  - No Party Preference voters have the option of crossing over to another qualified political party. Crossover information will be available at every polling place.
  - The party card will tell the issuing judge what ballot to issue the voter.
11. Judge directs voter to issuing judge.

### 3. ELECTION DAY: Issuing Paper and Electronic Ballots

---

After voters check in with the check-in judge, voters will go to the issuing judge to receive their ballots.

#### Issuing a Paper Ballot

1. **For Presidential Primary Elections only:** Issuing judge will ask voter for the party card.
  - Judge finds the correct party ballot for the voter. The party is printed at the top of the ballot.
2. Issuing judge finds ballot with lowest serial number to give to voter.
3. Issuing judge will give voter a paper ballot with the ballot stub attached, a secrecy sleeve and a ballot marking pen.
4. Issuing judge reminds voter to completely darken the square next to his/her choice on the ballot.
5. Issuing judge tells voter to remove ballot stub when finished and put ballot in eScan.

#### Issuing an Electronic Ballot

1. **For Presidential Primary Elections only:** Issuing judge will ask voter for the party card.
  - When prompted on JBC, issue the party ballot that the voter requested.
2. Issuing judge will look at line for eSlate. If there is a long line, please offer a paper ballot or tell the voter he/she will have to wait.
  - Remember: The access code will expire in 15 minutes. Wait to give the voter the access code until the eSlate is ready.
3. On JBC press arrow next to "Add Voter".
4. On the next screen press "Print".
5. Give access code to voter. Tell voter to read the directions on the screen. Offer written instructions to voter if needed.



### 3. ELECTION DAY: Provisional Voters

A voter should always be given the opportunity to vote. A voter is considered a provisional voter if one of the following is true:

- Voter is not on county roster (poll book)
- Voter is at wrong polling place
- Voter is a vote-by-mail voter but cannot surrender his/her vote-by-mail ballot
- Voter is a new voter and cannot provide valid ID
- Voter's address is different than the address in the poll book

#### Check In A Provisional Voter

1. Check-in judge will determine if voter is a provisional voter based on the criteria above.
  - **Remember:** If you are at a multi-board polling place, verify the voter's CP. Send voter back to the greeter to make sure the voter is going to the correct precinct board.
2. On poll book select the "Provisional Voter" button.
3. Judge fills in the voter's information.
4. Voter signs and writes address on poll book **or** label, if busy.
  - If there is a line of voters waiting to check in, the judge can print a label for the voter to sign instead of having the voter sign the electronic poll book.
5. Judge puts label with signature in the Master Label Roster.
  - Each voter only gets **ONE** spot in the Master Label Roster.
6. Judge puts label without signature in the Outside Label Roster.
7. **For Presidential Primary Elections only:** Judge will ask voter which party he/she would like to vote. Voter must vote the party that his/her registration reflects if the voter is registered.



### 3. ELECTION DAY: Provisional Voters

#### Provisional Envelope

1. Issuing judge gives voter a provisional envelope. Judge then has inspector come to finish processing the voter.
2. Voter fills out top portion of envelope.
3. Voter signs bottom of envelope.
4. Inspector fills out envelope. Mark why the voter is voting provisionally.
5. Inspector prints name, signs and puts the precinct number.  
Note: The inspector writes his/her own name, not the voter's.

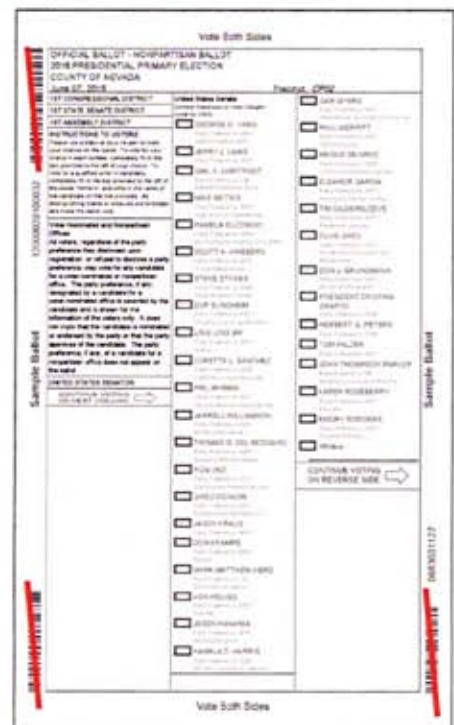
After the provisional envelope is filled out, the voter can be issued a ballot.

We strongly encourage all provisional voters to vote on the eSlate.

1. Voter gives issuing judge party card.
2. Issuing judge selects "Add a Voter" on the JBC menu.
3. Judge selects "Provisional" on the bottom right of the JBC screen.
4. JBC will ask "Are you sure you want to make this voter provisional?" Judge selects "Yes".
5. A provisional stub will print out. Tear off the access code and have voter sign the stub.
6. Place the signed stub in the voter's provisional envelope.
7. Seal the envelope and put inside the black ballot box.
8. Give access code and voting directions to voter.

If there is a line for the eSlate or the voter insists on voting a paper ballot, follow these instructions.

1. Voter gives issuing judge party card.
2. Judge finds the party ballot the voter is requesting.
3. **Judge puts lines through the barcodes on the ballot.**  
A provisional ballot cannot go through the eScan.  
The eScan will reject the ballot only if you put lines through the barcodes.
4. Judge tells voter to put ballot in provisional envelope and in the black ballot box when finished voting.



### 3. ELECTION DAY: Provisional Voters

#### NEVADA COUNTY

#### Provisional Ballot Envelope

**Voter** please complete the following:

1. Fill out a new Voter Registration Card if your name is not in the roster and LEAVE attached to envelope.
2. Vote your ballot and remove the stub
3. Place your voted ballot in this Provisional Ballot Envelope and seal it
4. Complete the following information
5. Sign the Declaration
6. Deliver sealed, completed envelope to Precinct Officer for deposit into Ballot Box

First Name	MI	Last Name
Current Residence Address	City	State & Zip
Current Mailing Address	City	State & Zip

**If moved:**

Previous Address	City	State & Zip
Date of Birth: _____ <small>mm/dd/yyyy</small>	Political Party: _____ <small>(For Presidential Primary Elections Only)</small>	

I am a citizen of the United States:       Yes       No  
 I am 18 years or older:                       Yes       No

California Driver's License or  
 last four digits of Social Security Number (*ONE REQUIRED*): \_\_\_\_\_

**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)

**Precinct Officer** please complete the following:

- Voter's name is not listed in roster
- Voter is listed in Roster as an Vote-by-Mail Voter but CANNOT surrender ballot
- Moved – did not reregister
- Other: \_\_\_\_\_
- 29ZA \_\_\_\_\_

\_\_\_\_\_  
 (Precinct Officer's printed last name and Signature) CP#: \_\_\_\_\_ Party Voted: \_\_\_\_\_

**VOTED BALLOT ENCLOSED**  
**To Be Opened By Canvassing Board ONLY**

Voter completes this portion

Inspector completes this portion



## 3. ELECTION DAY: Special Circumstances

---

### Assisted Voters

Some voters may request assistance when marking a ballot. A voter may designate up to two assistants to help them vote, one or both of which can be a poll worker.

If any poll worker assists a voter, you must write the voter's name on the "Assisted Voters List" located in the black binder.

### Curbside Voting

Some voters may request to vote a paper ballot at his/her car due to a physical disability or illness.

If a voter wants to vote from his/her car, follow these steps:

1. Two judges go to the voter with the poll book, printer and master label roster.
2. The judges check in the voter. Follow normal check in procedures.
3. Once voter is checked in, the judges then get the voter the correct paper ballot.
4. Both judges bring paper ballot to voter.
5. Both judges wait for voter to finish voting.
6. When voter is finished, bring ballot to monitoring judge and scan ballot in eScan.

### Fleeing Voters

A voter who signs the roster but does not vote is a fleeing voter. If this happens, follow these steps:

1. Write voter's name and tally number on the "Certificate of Roster Exceptions" form found in the black binder under "Logs".
2. Make a note on the "Ballot Statement" in the black binder that this happened to account for the differences in voters and ballots.

### Voter Signs Roster and Does Not Finish Voting

If a voter signs the poll book and his/her label is in the master label roster and leaves the polling place before he/she finishes voting his/her ballot, put the voter's ballot through the eScan as is.

If a voter was at the eSlate and does not cast his/her ballot before leaving, press the "Cast Ballot" button on the eSlate. Do not look at the ballot or change anything on the ballot.



### 3. ELECTION DAY: Challenging a Voter

---

You may challenge a voter's right to vote for any of the following reasons:

- The voter is not the person who he/she is claiming to be
- The voter is not a resident of the precinct
- The voter is not a citizen of the United States
- The voter has already voted in this election
- The voter is currently on parole for conviction of a felony

If you have any doubts about the voter's eligibility, first contact the Elections Office before challenging the voter.

Challenging Voters Information:

- Only poll workers can challenge a voter. Poll observers cannot challenge voters.
- If someone gives you a list of voters to be challenged, you must first submit that to the Elections Office before taking any action.
- If a challenge is resolved in favor of the voter, the voter must be allowed to vote a regular ballot.
- If the challenge cannot be resolved, the voter must be allowed to vote using a provisional ballot.

If you do challenge a voter, document the situation on the Challenge List in the black binder.

### 3. ELECTION DAY: Ballot Quick Reference Table

#### Issuing Ballots Quick Reference Table

Voter	Regular Ballot	Provisional Ballot	Tally Number	VRC	Replacement Envelope
Inactive	X		X		
Name change	X		X	X	
Different address		X	X	X	
Not in roster		X	X	X	
New voter with ID	X		X		
New voter without ID		X	X		
VBM can surrender ballot	X		X		
VBM cannot surrender ballot		X	X		
VBM ballot but no envelope					X
Voter lives in a mail ballot precinct & wants to vote at polling place		X	X		

## 3. ELECTION DAY: Mistakes on Ballots

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### Spoiling a Ballot

Sometimes voters make mistakes when marking their ballots. If a voter makes a mistake or somehow spoils the ballot, you may issue the voter up to 2 replacement ballots. Voters cannot be issued more than 3 ballots.

If you issue a replacement ballot, do not make any changes to the master label roster. The voter should only have one space in the master label roster, even if he/she receives more than one ballot.

#### To spoil a paper ballot:

1. Voter brings ballot to issuing judge.
2. Issuing judge will write "SPOILED" on the ballot stub and across the ballot on both sides.
3. Issuing judge puts spoiled ballot in the Spoiled Ballots envelope.
4. Issuing judge will give voter a new ballot with the ballot stub attached.

#### To spoil/cancel an electronic ballot:

Each access code given to the voter counts as one ballot. An electronic ballot can only be cancelled/spoiled if the access code has been entered on the eSlate. If a voter wants to cancel his/her electronic ballot, follow these steps.

1. Issuing judge will cancel the booth from the JBC.
2. On JBC select "Other".
3. Then select "Cancel Booth".
4. Enter the booth number that you want to cancel.
5. On the eSlate press the "Enter" button.
6. Go back to the JBC and select "Continue".
7. On JBC select "Polls Open Menu".
8. Put the canceled access code in the Spoiled Ballots envelope.
9. Issuing judge can now issue the voter a new access code or paper ballot.
10. Issuing judge will document this situation in the Canceled Booth Log.

### 3. ELECTION DAY: Corrections in Roster

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If a voter's name or address has an error in the poll book and needs correction, write the change on the Yellow Correction Memorandum.

Changes to make note of on the Yellow Correction Memorandum include:

- Deceased voters
- Voters who no longer live in the county
- Voters who have changed their mailing addresses
- Duplicate voter listings
- Other problems or corrections

If the voter has moved, he/she will have to vote provisionally. Encourage the voter to fill out a new voter registration card so we can update his/her voter registration.

Please document any of these situations in the notebook in the poll worker supply bag.



## 3. ELECTION DAY: Observers & Media

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### Observers

Observers have the right to be in your polling place. However, they may only observe the election processes and procedures. Observers may not, in any way, be involved with polling place operations, nor are they permitted to interfere with your operation of the polling place.

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

If you believe an observer is interfering with the polling place in any way, call the Elections Office (see page 55).

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 the polling place
- Disobey a lawful command of a poll worker
- Remove the outside index from its location

### Media

Reporters, camera crews and other members of the media are allowed at the polling place as long as they respect voter privacy and do not interfere or disrupt the voting process. Taking pictures or recording footage of actual ballots is not allowed.

If a member of the media wants to take photographs or video of the polling place, he/she must receive permission from every person inside the polling place, voters and poll workers.

If someone not from the media is taking photographs or video while inside the polling place, please ask the person to stop.

If you have any issues with the media, call the Elections Office (see page 55).

### Exit Polling

People who are asking voters how they voted must be 25 feet from the polling place entrance.

## 3. ELECTION DAY: Electioneering

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### 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 polling place (CA Elections Code 319.5).

In other words, electioneering is any discussion or printed materials of any candidate or measure that is being voted on that election that is happening within 100 feet of the polling place. This includes campaign buttons, shirts, hats and posters.

Voters are not allowed to wear items in the polling place that display messages related to measures or candidates who are on the current ballot.

Prohibited materials and information 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 or stickers containing information about candidates or measures on the ballot
- Any audible broadcasting or information about candidates or measures on the ballot

If a voter, or anyone else, is displaying any form of electioneering, kindly ask the person to cover up, take off or turn inside out the shirt so they are not violating the law.

# Chapter 4: Closing the Polls

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## Overview of Closing the Polls

1. Announce the Polls Are Closed
2. Close Polls on Voting Equipment
3. Count the Ballots
4. Clean Up Polling Place
5. Deliver the Ballots and Supplies

### Step 1: Announce the Polls Are Closed

At 8:00 pm announce inside and outside, "The polls are now closed."

If there is a line, politely tell the tardy voters that the polls are closed. Try to get all voters who are in line at 8:00 pm into the polling place and shut the door. Any voter who is at the polling place by 8:00 pm is allowed to vote. Do not allow any voters who have arrived after 8:00 pm to vote.

After the last voter has cast his/her ballot and left the polling place, you may start closing the polling place.

### Step 2: Close Polls on Voting Equipment

1. Verify seals on voting equipment
  - The inspector and one poll worker will verify the seals on the voting equipment using the Seal Verification Log.
  - The inspector and poll worker will verify that the seal is the same number as it was in the morning and that it is intact.
  - If the seal is the same number and intact, circle "Y" on the Seal Verification Log.
  - If the seal is not the same number and has been tampered with, circle "N" on the Seal Verification Log.
  - When finished checking all seals on the Seal Verification Log, initial at the bottom of the log.
  - If there are any issues or discrepancies, contact your FED.

The following page has a list of important seals.

## 4. CLOSING THE POLLS: Seal Verification

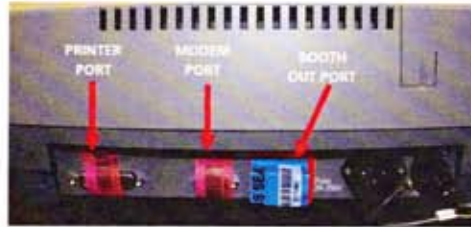
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### Equipment/Seal Description

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JBC – Back Seals

- Printer Port
- Modem Port
- Booth Out Port



JBC – Red Wire Seal

- MBB Door



JBC – Red Tape Seal

- Housing



eSlate – Blue Tape Seal

- Front Compartment



eScan – Red Wire Seal

- MBB Door





## 4. CLOSING THE POLLS: Closing the Voting Equipment

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2. Close polls on JBC and eSlate
  - On JBC press “Close Polls” button below the screen.
  - Select “Continue”.
  - Enter the JBC close polls password found in the black binder.
  - Select “Accept”.
  - **Warning: Do not tear off the Polls Closed Report until you have completed the next step.**
  - Select “Print Tally”.
  - You will print 4 Tally Tapes. Every poll worker needs to sign each tape.
    1. Post next to the zero report tape at the polling place.
    2. Place in the Seals and Reports Envelope.
    3. Place in the MBB Transport Envelope.
    4. Leave last copy attached to JBC.
  - Do not turn off JBC until FED comes to remove the MBB.
  
3. Close polls on eScan
  - Press the red poll worker button on the back of the eScan.
  - Enter the eScan poll worker password found in the black binder.
  - Select “Close Polls”.
  - Select “Yes”.
  - Enter the eScan close polls password found in the black binder.
  - Select “Accept”. The Close Polls Report will print. Leave it attached to the machine.
  - **Warning: Do not tear off the Polls Closed Report until you have completed the next step.**
  - Select “Continue”.
  - Select “Finished”.
  - Select “Print Tally”.
  - You will print 4 Tally Tapes. Every poll worker needs to sign each tape.
    1. Post next to the opening tape at the polling place.
    2. Place in the Seals and Reports Envelope.
    3. Place in the MBB Transport Envelope.
    4. Leave last copy attached to the eScan.
  - Do not turn off eScan until FED comes to remove the MBB.

## 4. CLOSING THE POLLS: Packing the JBC and eSlate

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### 4. Call FED to pick up MBB and VBO

Your FED needs to come to your polling place to remove the MBBs and VBO from the equipment. Your FED will also assist you in completing the Seal Verification Log.

**Warning: Do not turn off any equipment until your FED has removed the MBBs and VBO.**

### 5. After FED has picked up MBB and VBO, shut down and pack up voting equipment

#### Disconnecting the JBC

- Remove the black power cord from the outlet or extension cord.
- Unplug the battery key.
- Remove black power cord from the JBC.
- Disconnect the gray data cable from the JBC.
- Disconnect the gray data cable from the eSlate.
- Wind black power cord and gray data cable and set aside.

#### Securing JBC Booth Out Port

- Place a blue tape seal over the JBC Booth Out port.  
Write seal number on Seal Verification Log.
- Place a blue tape seal over the MBB door on JBC.  
Write seal number on Seal Verification Log.

#### Packing up the JBC

- Place JBC in its box with the black power cord and gray data cable.
- Put JBC box in the red transport bag.
- Seal the zipper tags with a white wire seal.  
Write the seal number on the Seal Verification Log.

#### Packing up the eSlate

- Remove blue tape seal on the front compartment of eSlate.
- Unplug the black power cord from the silver port.
- Place black power cords in front compartment. Close the compartment.
- Close the lid of the eSlate.
- Place white wire seal through plastic loop inside the eSlate handle.  
Write the seal number on the Seal Verification Log.
- Place a blue tape seal over the Booth In port on the back of the eSlate.  
Write the seal number on the Seal Verification Log.

## 4. CLOSING THE POLLS: Packing the eScan

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### Disconnecting the eScan

- Turn off eScan. Power switch is in back of eScan.
- Disconnect the black power cord from the outlet.
- Disconnect the black power cord from the machine.
- Place black power cord in the auxiliary bin of the black ballot box.
- Place a blue tape seal on the MBB door.  
Write the seal number on the Seal Verification Log.
- Place black ballot box lid on top of black ballot box. This should cover the eScan.
- Lock the lid with the ballot box key.
- Lock the side door of the black ballot box.

## 4. CLOSING THE POLLS: Count the Ballots

---

### Step 3: Count the Ballots

You will use the Ballot Accounting Worksheet and Ballot Statement found in the black binder to count the ballots.

#### 1. Count unvoted ballots

- Write the total number of ballots that were issued to the polling place on Line 1 of the Ballot Accounting Worksheet and the Ballot Statement.
- Count the unused ballots by hand.  
**Presidential Primary Elections Only:** You will have to count the ballots for each political party and the Nonpartisan ballots.
- Enter the number of unused ballots on Line 2 of the Ballot Accounting Worksheet and the Ballot Statement.
- Write the serial numbers of the unvoted ballots on the Unvoted Ballots Seal. Have all poll workers sign the Unvoted Ballots Seal.
- Place unvoted ballots in the unvoted ballots box.
- Do not seal box until ballot accounting is finished.

#### 2. Count voted ballots

##### **Remove all ballots from the black ballot box.**

- Get the key for the black ballot box.
- Have two poll workers remove all the voted and scanned ballots from the bottom of the black ballot box. Set aside.
- Pull out the Auxiliary Bin from the black ballot box. Set aside.

##### **Count the voted and scanned ballots**

- Count the voted and scanned ballots twice.
- Enter the total number of voted and scanned ballots on Lines 7 and 12 of the Ballot Accounting Worksheet and Line 6 of the Ballot Statement.
- Place the voted and scanned ballots in the voted ballot box.
- Fill out the Voted and Scanned Ballots Seal. Have all poll workers sign the seal.
- Do not seal box until ballot accounting is finished.



## 4. CLOSING THE POLLS: Count the Ballots

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### Count the voted but not scanned ballots in the auxiliary bin

- Empty the voted but not scanned ballots that are in the auxiliary bin. Set aside the provisional ballots. These will be counted later.
- Count the total number of voted but not scanned ballots twice.
- Enter the total number of voted but not scanned ballots on Line 8 of the Ballot Accounting Worksheet and Line 5 Ballot Statement.
- Complete the Voted but Not Scanned Verification Sheet with the total number of ballots enclosed. Have all poll workers sign this sheet.
- Put the voted but not scanned ballots in the green transport bag.
- Put the Voted but Not Scanned Verification Sheet in the green transport bag, face out.
- Apply the white wire seal used for transport.
- Do not seal the bag until ballot accounting is finished.

### 3. Count vote-by-mail and provisional ballots

#### Count vote-by-mail ballots

- Have two poll workers remove the vote-by-mail ballots from the blue ballot box.
- The poll workers must verify that the box is empty.
- Count the vote-by-mail ballots.
- Complete the Vote-by-Mail Verification Sheet. Enter the total number of vote-by-mail ballots. Have all poll workers sign the sheet.
- Put the vote-by-mail ballots in the maroon transport bag.
- Put the Vote-by-Mail Verification Sheet in the maroon transport bag, face out.
- Apply the white wire seal used for transport.
- Do not seal the bag until ballot accounting is finished.

Note: Do not enter the vote-by-mail ballots on the Ballot Accounting Worksheet or Ballot Statement.

#### Count provisional ballots

- Gather the provisional envelopes from the auxiliary bin.
- Count the number of provisional envelopes and enter number on Line 4 of Ballot Accounting Worksheet and Ballot Statement.
- Check the number of provisional ballots cast on the eSlate. This will be on the bottom of the Tally Tape on the JBC.
- Enter total number of provisional ballots cast on the eSlate on Line 5 of the Ballot Accounting Worksheet.
- Lines 4 and 5 on the Ballot Statement should match.

## 4. CLOSING THE POLLS: Count the Ballots

---

Note: If you issued paper ballots to provisional voters, this number will not match. Add the number of paper ballots issued to provisional voters to the number of provisional ballots cast on the eSlate.

- Complete the Provisional Ballots Verification Sheet. Enter the total number of ballots enclosed. Have all poll workers sign the sheet.
- Put the provisional ballots in the yellow transport bag.
- Put the Provisional Ballots Verification Sheet in the yellow transport bag, face out.
- Apply the white wire seal used for transport.
- Do not seal the bag until ballot accounting is finished.

### Count provisional voters in the poll book

- The poll book will tell you how many provisional voters checked in.
- On the Poll Workers Resource screen, tap Inventory & Report.
- Enter the total number of provisional voters on Line 15 of the Ballot Accounting Worksheet and Line 9 of the Ballot Statement.
- Complete the Provisional Ballots Verification Sheet.

### 4. Count spoiled ballots

- Count the number of spoiled paper ballots.
- Enter the total number of spoiled ballots on Line 3 of the Ballot Accounting Worksheet and the Ballot Statement.

### 5. Count eSlate ballots

- On the JBC, there is a public count number.
- Enter this number on Line 13 of the Ballot Accounting Worksheet and Line 7 of the Ballot Statement.

### 6. Finish Ballot Accounting Worksheet and Ballot Statement

- All lines should be filled on the Ballot Accounting Worksheet and Ballot Statement.
- If the total number of voters and total number of ballots voted are the same, you are done! Congratulations.
- If the total number of voters and total number of ballots voted do not match, go over the numbers again. Double check the totals on the Ballot Account Worksheet and Ballot Statement.

## 4. CLOSING THE POLLS: Count the Ballots

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7. When finished with step 6, seal the boxes with the voted and unvoted ballots.

Common mistakes with balancing the roster:

- Provisional ballots were not properly counted.
- Vote-by-mail ballots were included in any of your totals. Vote-by-mail ballots should NOT be included in the Ballot Accounting Worksheet or Ballot Statement.
- Surrendered ballots were included in any of your totals.
- Paper ballots were not counted correctly.
- Provisional ballots were accidentally scanned and the provisional envelope was counted. This would be considered 1 ballot, but is coming up as 2.
- If a provisional ballot is scanned, you will have to remember that it will be included in your tally totals.

If you have tried to reconcile the Ballot Accounting Worksheet and Ballot Statement at least 3 times and cannot balance, please continue with your other duties.

## 4. CLOSING THE POLLS: Clean Up Polling Place

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### Step 4: Clean Up Polling Place

Please make sure the following items are in the correct place.

#### Seals and Reports Envelope

- JBC and eScan Polls Open Reports
- Must have signatures of all poll workers
- JBC and eScan Polls Closed Reports
- Must have signatures of all poll workers
- Canceled Booth Log
- Removed Seals

#### Blue Transport Bag

- Poll Book
- Pages from the black binder:
  - Precinct Board Payroll
  - Oath of Office/Declaration of Precinct Board
  - Ballot Accounting Worksheet
- Yellow Correction Memorandum
- Completed Seal Verification Log
- Completed Voter Registration Cards (excluding those attached to provisional envelopes)
- Yellow Transport Bag – Provisional Ballots
- Green Transport Bag – Voted but Unscanned Ballots
- Maroon Transport Bag – Vote-by-Mail Ballots
- Seals and Reports Envelope

#### Blue Polling Place Supply Suitcase

- Black binder
- Large supplies
- Extra seals
- All other signs, posters and materials

#### Cleaning up

Before leaving the polling place, please make sure the facility is as clean as it was in the morning. Discard any broken light bulbs, dry pens, empty rolls of tape, etc.



## 4. CLOSING THE POLLS: Bring Ballots to Check-In Center

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### Step 5: Bring Ballots to Check-In Center

In the same vehicle, the inspector and one judge shall bring the following items to the check-in center:

- Blue transport bag
- Voted Ballot Box(es)
- Unvoted Ballot Box(es)

#### Items that remain at polling place

- Blue polling place supply suitcase
- Red rolling bag with JBC
- eSlate (must be sealed shut)
- Locked black ballot box with eScan inside
- Empty blue vote-by-mail ballot box
- Voting booths (packed in boxes)

#### Closing Polls Checklist

- Proclaim polls are closed at 8:00 pm
- Close polls on voting equipment
- Call FED for MBB pickup
- Count ballots
- Fill out Ballot Accounting Worksheet and Ballot Statement
- Place ballots in appropriate bag/box
- Make sure all poll workers have signed required paperwork
  - Oath of Office
  - Poll Worker Payroll
  - All reports from JBC and eScan
  - Seal Verification Log
  - Voted/Unvoted Ballot Box Seals
  - Voted Ballots Count Verification Sheet (Unscanned, VBM and Provisional)
  - Ballot Statement
- After FED has picked up MBBS, pack and seal equipment
- Clean up polling place
- Deliver ballots and supplies to check-in center

# Appendix 1: Troubleshooting Equipment

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You might experience some trouble with the voting equipment on Election Day. Try these troubleshooting methods before calling your FED for help. If problems persist after troubleshooting the equipment, call your FED.

1. Make sure the equipment is plugged in.  
This includes checking the power strips and surge protectors. Make sure those are plugged in and turned on.
2. Make sure the equipment is turned on.
3. Make sure all data cables are connected properly.
4. Try restarting the equipment.

## **To restart the JBC:**

- Unplug the battery key in the back of the JBC.
- Unplug the black power cord.
- Wait 30 seconds before reconnecting the power.

## **To restart the eSlate:**

- Unplug the gray connector cable. This cuts off the power source.
- Wait 30 seconds before reconnecting the power.

## **To restart the eScan:**

- Turn off power using switch in back of eScan.
- Unplug black power cord.
- Wait 30 seconds before reconnecting the power.

# APPENDIX 1: Troubleshooting the eScan

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## If the eScan stops working:

1. Check all power connections.
  - Black power cord is properly connected to eScan.
  - Black power cord is properly connected to the power strip or surge protector.
  - The power strip or surge protector is turned on.
  - The power strip or surge protector is connected to an outlet.
2. Restart the eScan
  - Turn off using toggle switch on back of eScan.
  - Wait 30 seconds before turning back on.

## If the power goes out:

- Instruct all voters to put their ballots in the auxiliary bin (the slide slot on the black ballot box). These will be counted at the Elections Office.
- Unplug the eScan from its power source. This will prevent the eScan being damaged from a power surge.
- Immediately call your FED or the Elections Office for assistance.
- When the power comes back on, put the tapes printed from the eScan in the appropriate envelope.

## If a paper ballot is jammed in the eScan:

- Instruct all voters to put their ballots in the auxiliary bin (the slide slot on the black ballot box).
- Immediately call your FED or the Elections Office.
- Refer to page 81 of the Hart Election Day Desk Reference in the black binder.

# APPENDIX 1: How To Change Printer Paper on eScan

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## How to change the printer paper on the eScan:

1. Get the Hart Election Day Desk Reference in the black binder. Instructions are on page 85.
2. Open the lid to the printer compartment.  
Take note of how the spindle is inserted through the paper roll.  
Take note of how the paper is being routed under the rubber roller.
3. Lift up the feed lever on the right side of the printer compartment.  
**Note:** To change the printer paper the feed lever has to be up. To print the feed lever has to be down.
4. Take the old paper roll off the spindle.
5. Insert the spindle into the new paper roll.
6. Peel the free end of the paper off the roll.
7. Insert the new roll in its place in the printer compartment so the roll feeds paper from the bottom.
8. Place the spindle tips into their slots.
9. Put the free end of the paper under the rubber roller and turn the roller by hand to feed the paper through.
10. Pull enough paper through to thread through the slot on the printer cover so you have extra when you close the lid.
11. Push the feed lever down and close the lid.



# APPENDIX 1: How To Change Printer Paper on JBC

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## How to change the printer paper on the JBC:

1. Get the Hart Election Day Desk Reference in the black binder. Instructions are on page 47.
2. Open the lid to the printer by pressing on the tab on the back of the lid and lifting.  
Take note of how the spindle is inserted through the paper roll.  
Take note of how the paper is being routed under the rubber roller.
3. Lift up the feed lever on the right side of the printer compartment.  
**Note:** To change the printer paper the feed lever has to be up. To print the feed lever has to be down.
4. Take the old paper roll off the spindle.
5. Insert the spindle into the new paper roll.
6. Peel the free end of the paper off the roll.
7. Insert the new roll in its place in the printer compartment so the roll feeds paper from the bottom.
8. Place the spindle tips into their slots.
9. Put the free end of the paper under the rubber roller and turn the roller by hand to feed the paper through.
10. Pull enough paper through to thread through the slot on the printer cover so you have extra when you close the lid.
11. Push the feed lever down and close the lid.

## APPENDIX 1: Issues with eSlate

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Issue	Solution
eSlate says "Unavailable"	Reboot the JBC.
eSlate screen is frozen	Reboot the JBC. <i>If voter is voting, issue a new access code.</i>
EVBO 101 Error	Look up issue in Hart Election Day Desk Reference, page 44. Call your FED. <i>If voter is voting, allow to finish.</i>
EVBO 102 Error	Look up issue in Hart Election Day Desk Reference, page 44. Call your FED. <i>If voter is voting, allow to finish.</i>
EVBO 103 Error (not flashing)	Check all connections. Verify every cable is connected properly. Call your FED if you cannot fix it.
EVBO 103 Error (flashing)	Look up issue in Hart Election Day Desk Reference, page 45. Call your FED. <i>If voter is voting, allow to finish.</i>
EVBO 104 Error	Look up issue in Hart Election Day Desk Reference, page 45. Call your FED. <i>If voter is voting, issue a new access code.</i>
"Audio Card Invalid"	Call your FED.
"BATTERY [NONE]"	Call your FED.

**DO NOT** close polls on the JBC while troubleshooting.

# Appendix 2: Contact Information

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## Before Election Day

Nevada County Elections Office	(530) 265-1298
<i>Monday – Friday, 8:00 am – 5:00 pm</i>	1-888-395-1298

## On Election Day

### Voter Information Support

Poll Worker Help Desk	(530) 205-0769
	(530) 205-0815

Clerk-Recorder/Registrar of Voters Hotline	(530) 205-0613
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### Technical Support

Please call your assigned FED (Field Election Deputy). Your FED is responsible for several polling places in your area and will be your contact when you have technical questions or problems on Election Day.

## Voter Complaints

California Secretary of State	1-800-345-8683
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Nevada County Elections Office	(530) 265-1298
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# Appendix 3: Emergency Information

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In the case of a medical emergency, bomb threat, fire, flood or physical threat, dial 911.

## Within city limits:

Grass Valley Police Department	(530) 477-4600
Nevada City Police Department	(530) 265-2626
Truckee Police Department	(530) 550-2320

## In the unincorporated area of Nevada County:

Nevada County Sheriff's Office	(530) 265-7880
Lake Wildwood Security	(530) 432-4434

## Polling Place Evacuation:

Most importantly, take care of yourself and the people around you. Get out, lock the door, and don't risk any person's safety.

If it becomes necessary to evacuate the polling place due to an emergency situation, gather the items below to continue serving voters outside or at a new location:

- Poll book
- Master label roster
- Unvoted ballots
- Black ballot box
- Blue vote-by-mail ballot box
- JBC and eSlate


If you change locations, please post the new location on the polling place door.

If you are unable to remove the above supplies from the building and voters come to vote but are not able to, write their names, addresses and phone numbers so the Elections Office can contact them about voting. You can also send them to the Elections Office to vote.





# GLOSSARY

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<b>Access Code</b>	A unique code printed from the JBC (Judges' Booth Controller). This code is used by the voter to access his/her ballot on the eSlate.	
<b>Active Voters</b>	Voters in the poll book who are at the correct polling place and their information is correct.	
<b>Affidavit</b>	Voter registration form.	
<b>Auxiliary Bin</b>	The slot on the left side of the black ballot box. The slot can be opened only from the inside of the ballot box. Provisional envelopes and voted but unscanned ballots are placed in this slot. In emergencies this can be used when the eScan is not working.	
<b>Ballot Accounting Worksheet</b>	A worksheet that poll workers will finish after the polls are closed to reconcile the amount of voters, ballots cast and unvoted ballots. The results will be transferred to the Ballot Statement.	
<b>Ballot Statement</b>	The form in the black binder used to reconcile the number of ballots issued, voted, unused and spoiled.	
<b>Blue Vote-by-Mail Ballot Box</b>	The blue tub that is used for vote-by-mail voters who are only dropping off their ballots. The tub should be locked all day.	
<b>California State Voter Information Guide</b>	A pamphlet prepared and sent by the Secretary of State containing information on state candidates and propositions. Sometimes a supplemental guide is issued as an addendum to the original.	
<b>Check-In Center</b>	The assigned regional location where voted ballots are returned after the close of the polls on election day.	
<b>Election Official</b>	The County Clerk-Recorder/Registrar of Voters or any person who is charged with the duty of conducting an election.	
<b>Electioneering</b>	Any discussion or printed materials of any candidate or measure that is being voted on that election that is happening within 100 feet of the polling place. This includes campaign buttons, shirts, hats and posters.	

# GLOSSARY

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<b>eScan</b>	The equipment that scans ballots. It is placed on top of the black ballot box. Uses optical technology to scan each paper ballot, advice of errors (overvotes, undervotes or ballots that are otherwise not able to be read by the scanner) and tabulates results for all races and measures on the ballot. eScan was created by Hart InterCivic.
<b>eSlate</b>	The equipment that allows voters to vote electronically. This is the voting unit in ever polling place that provides accessible voting. It also provides an audible ballot and tactile switches for those with limited dexterity to make selections on their ballots. The equipment is available for use by any voter. eSlate was created by Hart InterCivic.
<b>Fleeing Voter</b>	A voter who signs the roster but does not vote.
<b>Inactive Voter</b>	Voters in the poll book who are inactive will have a yellow exclamation point next to their names. Voters who are inactive must take the Inactive Voter's Oath on the voter confirmation screen. 
<b>JBC (Judge's Booth Controller)</b>	This piece of equipment is the brains to the eSlate. It is controlled by the poll workers only. The poll worker will issue electronic ballots to the voters using the JBC. The JBC was created by Hart InterCivic.
<b>List of Qualified Write-In Candidates</b>	This is a list of qualified write-in candidates who completed all of the official documentation required by Secretary of State or the county. You can provide this list to any voter who requests it.
<b>Mail Ballot Precinct</b>	A precinct where all voters were mailed ballots, regardless if they are vote-by-mail voters, and there is no polling place available to the voters. A mail ballot precinct has less that 250 registered voters.
<b>Master Label Roster</b>	The roster used to affix labels issued from the poll book. It includes a tally number to keep track of how many voters were issued ballots at the polling place.
<b>MBB (Mobile Ballot Box)</b>	A memory card that keeps track of all cast vote records (CVRs). MBBs are placed in every eScan and JBC.
<b>New Voters</b>	A voter whose voter record is active but has never previously registered to vote and may have presented minimal identification upon registration. A new voter who is required to show ID will have a yellow exclamation point next to his/her name. 

# GLOSSARY

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<b>No Party Preference Voter</b>	Voters whose voter registration is not affiliated with any political party. Also known as non-partisan or decline to state voters. No party preference voters could also be voters who are affiliated with a non-qualified political party, such as the Communist or Socialist parties.
<b>Non-Partisan Office</b>	An office in which no political party affiliation is required to be a candidate. Examples of non-partisan offices: judicial, school, special district, county and municipal offices.
<b>Overvote</b>	Voting for more selections or candidates than allowed. The eSlate will not allow overvotes. The eScan will inform the voter if a contest contains overvotes. An overvote cannot be counted. However, an overvote does not affect other contests on the ballot.
<b>Partisan Office</b>	An office for which a party must nominate a candidate. The presidential office is a partisan office.
<b>Poll Book</b>	A tablet that contains a list of all voters at a specific polling place and all voters in the county. This takes the place of the master roster, tally index and provisional roster.
<b>Precinct Board Member</b>	A poll worker who is assigned to a polling place. This includes the inspector and judges.
<b>Provisional Ballot</b>	A ballot issued to a provisional voter. All provisional ballots shall be placed in a completed provisional envelope.
<b>Provisional Voter</b>	A voter is considered a provisional voter if one of the following is true: <ul style="list-style-type: none"><li>• Voter is not on county roster (poll book)</li><li>• Voter is at wrong polling place</li><li>• Voter is a vote-by-mail voter but cannot surrender his/her vote-by-mail ballot</li><li>• Voter is a new voter and cannot provide valid ID</li><li>• Voter's address is different than the address in the poll book</li></ul>
<b>Sample Ballot</b>	An exact facsimile of an actual ballot in the voter's Voter Information Pamphlet.



# GLOSSARY

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<b>Secrecy Sleeve</b>	A folder used by the voter for confidentiality when voting a paper ballot.
<b>Security Seal</b>	A zip tie or tape that is applied to voting equipment for security purposes. Can also be a paper seal used to seal boxes with voted and unvoted ballots.
<b>Spoiled Ballot</b>	A ballot that has been voted incorrectly or damaged by a voter.
<b>Surrendered Vote-by-Mail (VBM) Ballot</b>	A vote-by-mail ballot that is surrendered to a precinct board member so the voter can vote at the polling place. Vote-by-mail voters need to surrender their vote-by-mail ballots because we cannot issue two valid ballots at one time.
<b>Tally Report</b>	The printed tape report on the JBC and eScan that is printed at poll closing. This report verifies the ballot counts for all races and measures. The precinct board members check and sign each report at poll closing. Four sets of reports from each machine are printed and distributed as instructed.
<b>Tape Seal</b>	An official seal applied to the voting equipment.
<b>Undervote</b>	Voting for less selections or candidates than allowed. Most commonly this means a contest was not voted on at all. The eSlate will inform the voter of an undervote. An undervote does not affect other contests on the ballot.
<b>Unvoted Ballots</b>	Ballots issued to the precinct inspector by the Elections Office that are unvoted at the close of the polls. These ballots are counted and placed in a sealed box for delivery to the assigned check-in center.
<b>Vote-by-Mail Voter (VBM)</b>	A voter who has requested to be a permanent vote-by-mail voter or a voter who lives in a precinct with less than 250 registered voters.
<b>Vote-by-Mail Ballots</b>	Ballots that are mailed to voters per request or if voters reside in a vote-by-mail precinct. Vote-by-mail ballots can be dropped off at any polling place on <i>Election Day</i> .
<b>Voted but Unscanned Ballots</b>	A paper ballot that was not scanned by the eScan for various reasons. Voted but unscanned ballots will be placed in the auxiliary bin.
<b>Voter Information Pamphlet</b>	A pamphlet sent to all registered voters containing information about the current election. Also called Sample Ballot Booklet.



# GLOSSARY

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**White Provisional Envelope**

An envelope used for provisional voters. All fields must be filled out so the provisional ballot can be processed properly.

**Write-In Candidate**

All contests with candidates will have a write-in option. However, the write-in will only count if the candidate that is written in is a qualified write-in candidate. An official list of qualified write-in candidates will be in the precinct supplies.

**Zero Tape**

The first tape report as the equipment is being set up. Zero tapes will print from the JBC and eScan. This report verifies that all counters are set to zero for every candidate and measure. All poll workers must check, sign and post the zero tapes when the polls are opened.