ELECTION GUIDE

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

ART TINOCO
Registrar of Voters

MATTHEW CEBALLOS
Assistant Registrar of Voters

REGISTAR OF VOTERS
COUNTY OF RIVERSIDE

Dear Election Volunteer,

Thank you for volunteering to facilitate in the election process. By being a part of the Riverside County elections team you are helping your fellow community members exercise their right to vote. Elections are extremely important because they closely impact issues that affect our daily lives.

With each election we will continue to honor our commitment to make the voting locations as safe as possible. Your work in assisting these elections will help to reduce the risk.

This Election Guide is a resource to help you find answers to questions you may have while delivering in-person services to voters throughout Riverside County. It is not intended to be read cover to cover, but can be. The detailed Table of Contents will direct you to the desired information. Use this Guide to assist you in the proper procedures and remind you of the tasks you have been trained to complete and in what order they should be completed.

Thank you once again for your service. This election would not be possible without you.

Sincerely,

Riverside County Registrar of Voters

Questions about election policies may be directed to the Registrar of Voters' office by calling: (951) 486-7341 or toll free (877) 663-9906.

This is Your Guide.
You may make any margin notes, highlights, underlines, etc.

i

Contact List

**Command Center - Election Officers and Polls (EO Polls)......................
....(951) 486-7341**

Contact the Command Center if you need immediate assistance. The call should come from the Leads.

Emergency Assistance...911

Dial 911 for a medical or life threatening emergency. Contact the Registrar of Voters office once the situation is under control.

Non-Emergency Police Department Dispatch 1-800-950-2444

Call this number for reporting non-emergency incidents. After reporting a non-emergency incident, contact the Registrar of Voters for further guidance.

Leads

Fill in your Leads contact information below:

_____   _____
Lead Name   Phone Number

_____   _____
Lead Name   Phone Number

Table of Contents

Table of Contents

Table of Contents

Table of Contents

This page intentionally left blank.

1. ESSENTIAL INFORMATION

TEMECULA VALLEY
UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Essential Information

Voter Registration

QUALIFICATIONS

Every registered or conditionally registered voter has a right to cast a ballot. A registered voter is a United States citizen who is a resident of California, is at least 18 years old, is not currently serving a state or federal prison term for the conviction of a felony, is not currently found to be mentally incompetent to vote by a court, and who is registered to vote at their current residence address. (California Elections Code § 2300(a)(1))

REGISTRATION

Registration is a simple procedure. The person registering certifies under penalty of perjury that he or she meets the qualifications for registration and that the information entered on the registration affidavit is true and correct. No documentary proof of residence, citizenship or age is required; there is no charge for registration; and there are no language or literacy requirements. (A California resident may register with an affidavit of registration form obtained in any California county or online at www.voteinfo.net. The county receiving it will forward it to the county of the voter's residence.) (E.C. §§ 2102, 2114, 2150)

PRE-REGISTRATION

Online pre-registration is now available for eligible 16 and 17 year olds. Their registration will become active once they turn 18 years old. It does not change the voting age, which is 18. Instead, it allows for completing the online voter registration form providing sufficient time and opportunity to get ready to vote. (National Voters Registration Act of 2003)

PERMANENT VOTER REGISTRATION

California has permanent voter registration. Unless a voter's registration is cancelled for one of the reasons given below, the voter will not need to re-register except to change his/her name. A new registration must be executed for an out-of-county address or for a change of name or political party. If the address change is within the county, the voter may either re-register or simply notify the Registrar of Voters in writing of the change of address. (E.C. §§ 2115, 2116, 2118, 2119, 2152, 2200)

CANCELLATION OF REGISTRATION

A voter's registration may be canceled due to one of the following reasons: notice of death, mental incompetency, conviction of a felony, written request from voter, or receipt of out-of-county address change information from DMV, agencies, or other election officials, when that change was initiated by the voter. Voters will be notified in writing before cancellation of registration to respond if they believe the cancellation is an error. (E.C. §§ 2201 (c))

Essential Information

Voter Registration—Continued

INACTIVE VOTER FILES

Voters in the Inactive Voter File do not receive election materials, are not included in determining the number of signatures required on petitions, or in determining the number of vote centers, ballots or voting machines required to service voters. (National Voters Registration Act of 1993)

Conditional Voter Registration

Those who miss the voter registration deadline still have a chance to exercise their right to vote once the voter registration deadline passes, 15 days before Election Day. An individual can go to the Registrar of Voters office or any operating Vote Center to conditionally register to vote. Conditional Voter Registration (CVR) is treated and processed the same as other voter registrations; however, the individual will have to register at the Registrar of Voters office or at a Vote Center and vote a conditionally. Once the Registrar of Voters office has determined the voter's conditional registration eligibility, their ballot will be counted (E.C. § 2170 through 2171).

County Voter Information Guide

The Riverside County Voter Information Guide is mailed to all active registered voters. The guide will include information on what will be on the ballot, along with a sample ballot. Voters who conditionally register to vote can only receive this information at the Riverside County Registrar of Voters office or any voting location in the Riverside County. Guides can also be found on the Riverside County Registrar of Voters website at www.voteinfo.net.
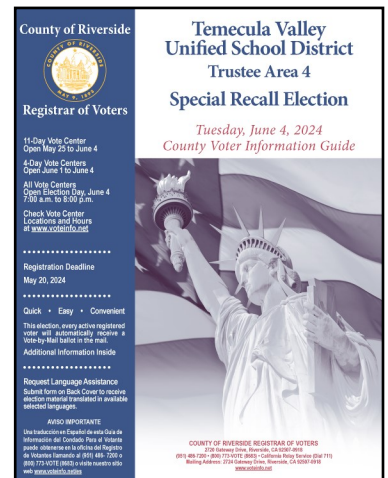
Voting Locations

All active eligible registered voters in Riverside County residing within the special election boundary will receive a ballot by mail beginning Monday, May 6, 2024. Voters have the following options for returning their Vote-by-Mail (VBM) ballot:

✦ Mail their ballot (postage paid) so that it is postmarked by Election Day, June 4, 2024, and received by the Registrar of Voters no later than seven days after Election Day.

✦ Drop off their ballot at the Riverside County Registrar of Voters office secure ballot drop off box located outside the building, open 24 hours per day, no later than 8:00 p.m. on Election Night, June 4, 2024.

Essential Information

Voting Locations—Continued

✦ Drop off their VBM ballot at one of the participating City Clerk's offices or designated ballot box drop off locations, available beginning Monday, May 6, 2024.

✦ Drop off their ballot at any 11-day Vote Centers in Riverside County, including Election Day.

✦ Drop off their ballot at any 4-day Vote Centers in Riverside County, including Election Day.

A full list of participating ballot drop off locations and Vote Centers, with their days and hours of operation, can be found on the Riverside County Registrar of Voters website at www.voteinfo.net.

✦ June 4, 2024 (Election Day): all locations, open from 7 a.m. to 8 p.m.

Vote Centers offer multiple stations for voters to be checked in and multiple ways to vote.

Citizens can do the following at any of the in-person voting locations:

✦ Vote on the Accessible Voting Unit (AVU) or receive a printed paper ballot

✦ Register and vote the same day at the desired Vote Center utilizing CVR.

✦ Drop off their completed and signed VBM envelope.

✦ Cast a ballot using a facsimile reference ballot in multiple languages.

✦ Have a voter's representative pick-up a replacement VBM ballot for the voter.

✦ Vote curbside from their vehicle for voters with disabilities or limited mobility

Important Dates

The last day to register for this election is **May 20, 2024.** However, CVR is available to voters who miss the deadline. Voters will be able to vote conditionally at the Vote Center. Registered voters may request an additional ballot if they did not receive one, if they made a mistake on their ballot, or for any other reason.

Remote Accessible Vote-by-Mail

The Remote Accessible Vote-by-Mail (RAVBM) system delivers ballot to voters electronically. The RAVBM system is open to all voters but designed specifically to meet the needs of elderly voters, voters with disabilities, emergency responders, overseas voters, and voters unable to make it to their Vote Center on Election Day. (E.C. § 3016.7) To ensure the privacy of each voter's selections, the RAVBM system does not store the voter's choices or transmit them over the internet.

Essential Information

Remote Accessible Vote-by-Mail - Continued

RAVBM allows voters to:

✦ download, mark, and print their ballot at home
✦ use their own assistive technology to read and mark their ballot
✦ select the language for their ballot

The site is compatible with all screen readers, tactile switches, closed captioning, and sip and puff systems. Once selections are made voters **must** print and return their ballot by mail, at any ballot drop off location, or at any Vote Center.

For more information refer to the Riverside County Voter Information Guide or call the Riverside County Registrar of Voters office at (951) 486-7200 or (toll free) at (877) 663-9906.

Poll Watchers

Anyone may be a Poll Watcher, but most often Poll Watchers are people who work with a political party or a campaign. A Poll Watcher is someone who observes the procedures at voting locations where ballots are being cast and/or they monitor who has, or who has not voted. Although the law allows poll watching, the following rules and guidelines must be followed:

✦ Poll Watchers are **NOT** permitted to disturb voters or interfere with the election process in any way.

✦ Poll Watchers may **NOT** sit at the processing table.

✦ Poll Watchers are **NOT** permitted behind the voting equipment or in the "voting area." Do not allow anyone other than a voter to touch the voting equipment unless they show you a County of Riverside Registrar of Voters ID.

✦ Poll Watchers may **NOT** remove any processing documents from the voting room. Documents may be viewed, but they must be returned. (Ex: Sign-In Roster)

✦ Poll Watchers may **NOT** at any time, handle ballots.

✦ Poll Watchers may **NOT** photograph or videotape voters for the purpose of intimidation (E.C. §18541(3).

Essential Information

Poll Watchers—Continued

Poll Watchers may ask for a list of voters who have not voted in a particular precinct. This list is referred to as the "Street Index" and is found in the "Vote Center Processing" database. **It can only be viewed on the laptop.** The Poll Watcher would have to know which district they would like to see. In the "Street Index" on the laptop you can show them the list of voters based on the district's precincts. Poll Watchers cannot video or take a picture of the processing table laptop screen.

Press & Media

Members of the press/media may come by your location to observe and speak with staff or voters. As with Poll Watchers, they may not interfere with the voting process. Ensure that they observe the rules concerning Exit Polling by staying **25 feet** away from entrance to the vote center.

Media may film or take pictures inside the voting location, however, **all present voters and Election Officers must give permission before being photographed or filmed (Mandated by the Secretary of State)**.

> **When speaking to the media, please refer any questions about which you have no direct knowledge to the Registrar of Voters' office at (951) 486-7341.**

Exit Polling

Exit Polling is a brief interview of a voter when **leaving** the Vote Center. Voters are under no obligation to speak to anyone engaged in Exit Polling. Exit Polling differs from electioneering in that voters are addressed **as they leave** the Vote Center. Exit Polling must be conducted at least **25 feet** away from the entrance to the Vote Center.

Essential Information

Electioneering

Electioneering means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100 of either: the entrance to a building that contains a polling place, or an outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

Prohibited electioneering information or activity includes, but is not limited to, any of the following:

- A display of a candidate's name, likeness, or logo.
- A display of a ballot measure's number, title, subject, or logo.
- Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- Dissemination of audible electioneering information.
- Obstructing access to, loitering near, or disseminating visible or audible electioneering information at VBM drop boxes.

Politely ask voters to remove or cover the visible electioneering before entering the vote center. A blue smock is provided in the "Resource Materials" bag to cover clothing.

Remain composed when asking those engaged in electioneering to move the activity past the 100 foot boundary. A 100-foot long string will be included in the "Resource Materials" bag to measure the boundary.

If a situation occurs that threatens the security of you, your staff, or voters contact the Registrar of Voters office and if necessary contact your local authorities at 911 (E.C. §18370 and E.C. §18540 -18541).

Ballot Selfie Law

The ballot **"selfie"** law allows voters to take a ballot selfie or disclose how they voted as long as the voluntary act does not violate any other law (E.C. § 14291). Ballot selfies cannot interfere with other voters and the voting location operation. All other restrictions on cell phones at the voting location remain in effect.

Personal Protective Equipment

The Registrar of Voters provides a supply of Personal Protective Equipment (PPE) to provide the safest experience to staff member and voters. The PPE includes the following supplies: hand sanitizer, electronic wipes, disinfectant spray, disinfecting wipes, and face masks.

Essential Information

Personal Protective Equipment - Continued

Here are some guidelines you will implement for this election:

✦ Frequently wash your hands and use hand sanitizer.

✦ Face masks are optional and not required to be worn.

✦ Please be sure to wipe down and sanitize all equipment after each use.

✦ Offer sanitary supplies to voters. Voters are not required to use the sanitary supplies.

Every election volunteer plays a valuable role in keeping our voters, their families, and our visitors safe. By washing our hands and avoiding large gatherings we can achieve this.

Active Shooter Situations[1]

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

• Have an escape route and plan in mind

• Evacuate regardless of whether others agree to follow

• Leave your belongings behind

• Help others escape, if possible

• Prevent individuals from entering an area where the active shooter may be

• Keep your hands visible

[1] *(Department of Homeland Security, https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)*

Essential Information

Active Shooter Situations—Continued

- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Not trap you or restrict your options for movement
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Essential Information

Fentanyl Overdose Information[2]

Opioids are currently the leading cause of overdose deaths in the United States. During an overdose, breathing can be dangerously slowed or stopped, causing brain damage or death. You don't have to be a medical professional to identify the signs or help, the important thing is to act quickly.

- Small constricted "pinpoint" pupils
- Won't respond to stimuli such as a sternal rub or their name
- Choking, snoring, wheezing, or gurgling sounds
- Pale, blue or cold/clammy skin

- Reduced level/loss of consciousness
- Slow shallow or stopped breathing
- Limp body

Opioid Overdose Signs Include:

Taking opioids that you buy off the street or from a friend can increase the risk of opioid overdose as there's no certainty of how strong the drug is or what might be mixed in with it!

It is at times difficult to tell whether a person is high or experiencing an overdose. If you aren't positive, it is best to treat it like an overdose.

1. **Call 9-1-1 immediately,** all you have to say is "Someone is unresponsive and not breathing" and provide a clear address and/or description of your location
2. **Administer Naloxone. Also known as "Narcan", you can find Naloxone in the PPE bag in Tub 2 of your vote center supplies. Follow the directions for administering Naloxone on the packaging.**
3. **Try to keep the person awake and breathing,** perform rescue breathing if needed. Administer another dose of naloxone 2-3 minutes after the first dose if they don't respond.
4. **Put the person on their side,** in a recovery position
5. **Stay with them** until the emergency workers arrive

[2] *Riverside University Health System, https://www.ruhealth.org/public-health/roda/how-recognize-and-respond-opioid-overdose)*

Essential Information

Fentanyl Overdose Information—Continued

There are also some things that you want to make sure not to do for the risk of putting the individual at more harm such as:

- Don't hit or try to forcefully wake or move the person - it will only potentially cause further harm.

- Don't put the person in a cold bath or shower. This increases the risk of falling, drowning or going into shock.

Don't try to make the person vomit. This increases the risk of choking or inhaling vomit into their lungs, which can cause a fatal injury.

Emergency Preparedness[3]

- Know your surroundings
- Identify exits
- Talk to facility Staff
- Have an emergency meet up location

Non-Life Threatening Emergencies

Fires/Wildfires

A wildfire is a natural disaster that starts in forests, deserts with heavy brush or other vegetated areas. They can be a great danger to people who live in or near such areas. Wildfires can be started by lightning, extremely dry vegetation in warm climates, human carelessness or intentionally. In the wilderness they can quickly burn thousands of square miles. In metropolitan cities such as Los Angeles, they can burn entire neighborhoods. Southern California is very prone to wildfires because of low annual rainfall, warm summers and dry vegetation.

Power Outages/Blackouts

A power outage is the loss of electricity to an area. A power outage may be referred to as a blackout if power is lost completely, or as a brownout if some power supply is still present. Blackouts and brownouts are common in California because of extremely dense populations. Though power outages are not necessarily considered natural disasters, they often occur with natural disasters.

> **Call the Registrar of Voters at 951-486-7341 as soon as possible.**
>
> **If your life is in danger, call 911 and report the incident to the Registrar of Voters as soon as possible.**

[3] (California Department of Public Health, https://www.cdph.ca.gov/Programs/EPO/Pages/BI_Natural-Disaster_Know-and-Understand.aspx)

Essential Information

Emergency Preparedness—Continued

Earthquakes

An earthquake is a sudden shift or movement of the plates in the earth's crust. On the surface, this moves and shakes the ground and can be very damaging to poorly built structures. The most powerful earthquakes can destroy even the best built structures. They can also cause other disasters, such as tsunamis and volcanic eruptions. Earthquakes occur along fault lines and are unpredictable. California is highly prone to earthquakes because of its many active fault lines.

Floods

A flood is a natural disaster caused by too much rain or water in an area, and could be caused by many different conditions. In California, floods are most often caused by prolonged rainfall from a storm. Flooding is particularly dangerous because it often leads to landslides or mudslides.

Closing a Vote Center

If you need to evacuate your vote center in a non-life threatening emergency, follow the guidelines on page 21 to ensure you are taking all the essential items out of your vote center.

Essential Information
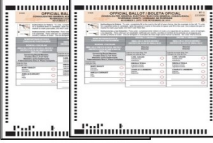
Returning Items

Incase of Non-Life-Threatening Emergency
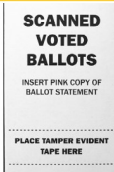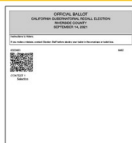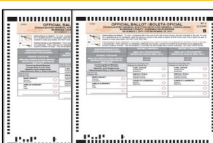
All election materials need to be stored as shown below to be returned to the Registrar of Voters office by the two Leads

Unscanned Voted Ballot Carton
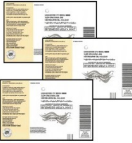
| AVU Ballots | BOD Printed Ballot A Cards | BOD Printed Ballot B Cards and C (if applicable) |

Scanned Voted Ballot

| AVU Ballots | BOD Printed Ballot A Cards | BOD Printed Ballot B Cards and C (if applicable) |

Black VBM BOX
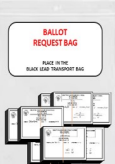
| Vote-By-Mail Voted Ballots | CVR Voted Ballots | Spoiled & Surrendered | Vote By Mail Research Ballots |

Ballot Scanner

Do not close the polls and break A,B,C and D seals.

Lead Bag

| Lead Binder | Security Seals Log Binder | Ballot Request Bag | Broken Seals Bag | Seals Bag | Dymo Printer Label Bag | Completed Voters Registration cards |

Official Returns Envelope (With 10 Activation Cards)

Riverside County Cell Phone

Laptops (5)
(With matching set of Sign-In Rosters and CVR Sign-In Rosters)

Items above are returned to the Registrar of Voters office in case of Non-Life-Threatening Emergency.

Follow the instructions given by the facility. Make sure the door to voting location is locked when leaving.

This page intentionally left blank.

2. ELECTION OFFICER INFORMATION

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Election Officer Information

Training Class

California State Law requires that the Registrar of Voters conducts training for Election Officers prior to each election. Training provides staff the knowledge, skills, confidence, and preparedness to appropriately handle unexpected situations, and the opportunity to ask questions of the Registrar of Voters staff. Learning new policies and procedures, proper use of equipment, and setting up of voting equipment will be reviewed in training class. We strive to ensure that Election Officers are extensively familiar with the policies and procedures required to run a successful election.

Election Officer Oath and Payroll and Compensation Forms

All Election Officers are required to fill out a Compensation Form and W-9 Tax Form, as well as complete their Oath and Payroll forms. The Oath of Allegiance is for the Leads and Election Officers to swear their loyalty to the electoral process. The Oath of Allegiance also asks you to support the Constitution and to defend and uphold these values by being willing to serve at the voting location.

Appointment Letter

The Registrar of Voters office will mail or email an appointment letter to Election Officers selected to work at a voting location. The letter contains the name and address of the assigned facility where the Election Officer will work, the location, date, and time of their training session, as well as who they're working with. Election Officers are asked to report to the assigned voting location one hour before the polls open for the day to assist tasks necessary to open the polls on time.

Note: Call the Registrar of Voters office immediately if a change of schedule is needed at (951) 486-7341.

Election Officer Information

Shared Expectations

As partners, Election Officers and the Registrar of Voters office have the legal duty and responsibility to conduct elections according to the procedures in this Election Guide and the California Elections Code. E.C. § 12309.5. For more information refer to the Secretary of State's website for "Poll Worker Training Standards". Volunteers are expected to think critically and use problem solving skills and common sense to resolve issues within the framework of these procedures and laws.

Election Officers can expect the Registrar of Voters office to:

✦ Provide prompt and accurate responses to questions.

✦ Extend professional courtesy and respect.

✦ Follow through and resolve any issues.

✦ Arrange reasonable accommodations for Election Officers.

✦ Coordinate the delivery of all election supplies and equipment.

✦ Provide adequate staff and locations.

✦ Provide timely compensation to all officers.

Election Officers are expected to:

✦ Be punctual each day.

✦ Take guidance from the Leads.

✦ Locate their assigned voting location to ensure officers know where to go, how to get there, and how long it will take to arrive on time.

✦ Review training materials and familiarize themselves with procedures.

✦ Abide by all election procedures provided to them.

✦ Attend all required training in order to work this election.

✦ Perform all duties assigned to the best of their ability.

✦ Treat each other with dignity and respect.

✦ Communicate with the Registrar of Voters office on completed set-up, when starting the day, throughout the day, and when leaving the site at closing.

✦ Respond promptly to phone calls and emails.

✦ Provide superior customer service.

Election Officer Information

Election Officer Duties

Officers must arrive at their assigned location at least one hour before voting begins to assist with AVU seals verification, Ballot on Demand (BOD) setup with seals verification, Ballot Scanner seals verification, and setting up the voting location processing tables.

Voting locations are staffed with two <u>Leads</u> and up to eight <u>Election Officers</u>.

Leads

Leads are responsible for communicating with the Registrar of Voters office on opening and closing times and additional information throughout the day. Information is provided to them concerning location access and/or duties. A Lead will need to communicate with the facility contact person to gain access into the voting location each day. They are also responsible for all Election Officer duties.

Election Officers

Election Officers will greet and process voters, answer voter questions, direct voters to AVUs and activate ballot sessions, print ballots on the BOD printer, assist in scanning a ballot in the Ballot Scanner, assist in checking equipment seals, and sanitize equipment after each use.

Election Officer Rules of Conduct

In addition to resolving issues within the framework of this Election Guide and the California Elections Code, officers must also behave in an appropriate manner. Remember, you are representing Riverside County Registrar of Voters office out in the community.

Election Officers must do the following:

✦ Act appropriately as a public official in the election.

✦ Always remain professional and politically neutral.

✦ Never discuss the election, candidates, politics, or religion with each other or the public at the voting location.

✦ Follow the Lead's directions.

✦ Should a conflict arise between the officers, call the Registrar of Voters office as soon as possible.

✦ Use diplomacy and tact when working with the public. Use sound judgment when resolving conflicts.

✦ Groom and dress appropriately (business casual) and practice good hygiene.

Election Officer Information

Election Officer Rules of Conduct—Continued

✦ Never eat or drink at the processing table.

✦ Remain calm at all times and ask for help, if needed. Use respectful, positive communication. Be patient and offer assistance.

✦ Be prepared for long days by bringing enough food, drink, and any medications needed.

✦ The Leads will arrange breaks and lunch times based on staffing needs and work flow. Election Officers are entitled to breaks and lunch and may leave the voting area during these times.

✦ Bring appropriate items to pass the time when voter volume is low, such as knitting or other handiwork, nonpolitical reading material, electronic devices, crossword puzzles, etc. None of these activities should interfere with voting or disrupt other Election Officers.

✦ Work as a team. Each Election Officer is expected to participate fully, accept all Lead assignments, and help others when needed.

✦ Keep the vote center clean, clutter-free and compliant with accessibility standards throughout each day.

✦ Ensure that these standards are followed, protect the rights of every voter, and report violations immediately to the ROV Command Center.

Dress and Demeanor

Election Officers are expected to dress and groom in a manner which represents the Registrar of Voters office in their community. Clothing should be clean, tasteful, and in good repair (no missing buttons, tears, etc.). T-shirts, oversized pants, and midriff-baring tops, are examples of inappropriate garments. Hair should be clean and combed or styled in a manner which respects the Election Officers role as a representative of the Registrar of Voters office.

It is expected that Election Officers be polite and courteous in all interactions with voters. **Be mindful of conversations in the presence of voters.** Conversations about political party activities or philosophies, observations about voting activities of individuals or groups, and any other political dialogue is prohibited within the vote center.

On occasion, it may be necessary to remind a fellow Election Officer about a regulation, procedure, or policy. If this occurs, take the Election Officer aside, be polite, tactful, and non-confrontational. This maintains an upbeat and cooperative spirit among the Election Officers. **Always treat one another with respect and dignity. Remember that you are performing a very important civic function.**

Election Officer Information

Environment and Atmosphere

The voter processing tables are for confirming voter eligibility, obtaining voter signatures, and providing voter assistance. Therefore, the tables should only be limited to those items issued by the Registrar of Voters office. Do not place any other items on these tables without authorization. **Never eat, drink, or place food or drink on the voter processing tables!**

Eating and drinking is to be done outside the presence of voters. If you are remaining on the premises during food breaks, please eat your meals away from the voting area.

Smoking, vaping, or consumption of any tobacco product is prohibited at the voting location. This applies to all voters, Election Officers, Poll Watchers, and Observers.

Political materials of any sort may not be posted nor distributed within 100 feet of the voting location in which the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance, curbside voting or drop box.

Audio and/or video broadcast, (i.e., radios, CD players, etc.,) must be kept at background volume. Viewing talk shows, political commentary programs, and news broadcasts of election activities are not permitted.

It is a violation of law to permit individuals other than Election Officers to sit or loiter at the voter processing tables (E.C. § 14223). This includes infants and small children. Election Officers may not be engaged in childcare while serving at the voting location.

Conduct a visual inspection outside the voting location every couple of hours to ensure that all signs are still in their original locations and that no tampering of the signs has occurred.

Please remind all voters that **NO** cell phone use is permitted in the voting area. Due to the "Ballot Selfie Law" voters are allowed to take a ballot selfie as long as the voluntary act does not violate any other law. E.C. § 14291. Election Officers are allowed to call the Registrar of Voters office when needed.

28

3. VOTE CENTER SUPPLIES & SETUP

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION JUNE 4, 2024

Vote Center Supplies & Setup

Voting Equipment

Use the Vote Center Lead Checklist from the Lead Binder to complete the required tasks on setup day. Answer each question on the checklist once the tasks have been completed at setup. The voting location will be set up by the Leads and Election Officers. They will set up the voter processing tables, American's with Disabilities Act (ADA) voting booths, silver voting booths, BOD Printer, Ballot Scanner, and assemble all AVUs the day before the voting location is scheduled to open or in some cases the morning of the first day of voting.

Registrar of Voters staff has completed surveys of equipment placement at the voting location. They have completed a diagram (Facility Layout Diagram) of the voting room. It is important that the Leads maintain the voting location setup and mitigation setup (if applicable) at the voting location. The Lead must bring the Security Seals Log Binder found in the black Lead Bag on setup day to verify seals on the AVU, BOD Printer, and Ballot Scanner. On the morning prior to opening of the voting location, verify the BOD Printer, Ballot Scanner, and all AVU seals are intact using the seals log found in the Security Seals Log Binder. Test the audio device on the AVU and the AVU printers. Place the AVU printer test page in the Broken Seals Bag.

Each facility will receive AVUs with printers, blue voting booths, shared Uninterruptible Power Supplies (UPSes). Two Vote Center (VC) printers with a VC tag number on the case. These printers will be included for printing needed documents at the voting location. The facility will also receive a Ballot Scanner and a BOD Printer that will be delivered by a transport company. The Leads will be picking up laptops with dedicated Sign-In Rosters and CVR Sign-In Rosters, a Router, Black VBM Ballot Box with Dymo® Printers, and a black Lead Bag with supplies and documents needed at the voting location.

Facility Layout

Vote Center Supplies & Setup

Voting Equipment—Continued

Vote Centers will have equipment delivered to each site. These supplies include:

- 10 AVU Blue Voting Booths
- 10 AVU Tablets
- 10 AVU Printers
- 5 Shared UPSes
- 1 Tub of Mitigation Supplies (including Curbside Voting Availability sign)
- 2 Supply Tubs
- 1 Blue Ballot Box with Voter Signs
- 10 Brown VBM Ballot Boxes (given out throughout the 4 days)
- 1 Black VBM Ballot Box

- 1 ADA Paper Voting Booth
- 5 Silver Paper Voting Booths
- 1 BOD Printer
- 1 Ballot Scanner with Cart
- 2 Vote Center HP Printers
- 1 Poster Display Board
- 1 Privacy Divider Screen
- 3 Tabletop Privacy Screens
- Tables and Chairs (if not supplied by the facility)

Vote Center Supplies & Setup

Lead Bag

The Leads are given a black Lead Bag which will contain items and documents you will use at the voting location. Each voting location is assigned specific items for their location and cannot be shared with other voting locations.

These are items you will receive in the black Lead Bag:

Sign-In Rosters

Each voting location will receive five Sign-In Rosters, one for each laptop. These rosters are voting location specific and are not to be shared with other voting locations.
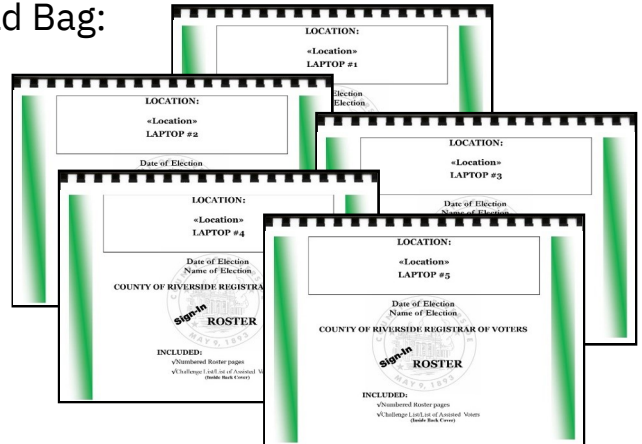
Conditional Voter Registration Rosters

Each voting location will receive five CVR Rosters, one for each laptop. These rosters are voting location specific and are not to be shared with other voting locations.
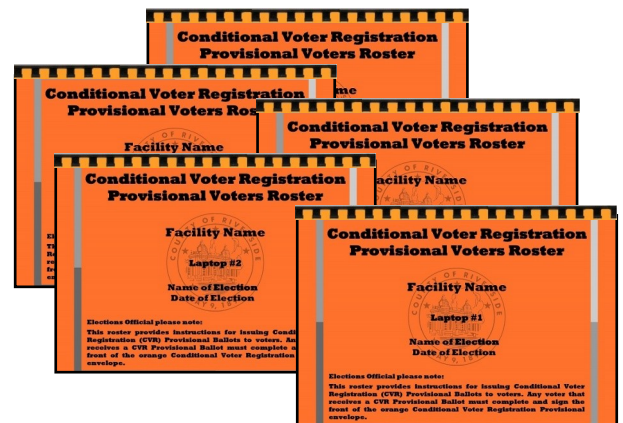
Official Returns Envelope with Poll Worker Ballot Activation Cards

This envelope is found in the black Lead Bag and contains Poll Worker Ballot Activation Cards for the AVUs. The activation information for the AVUs will be found on the bag identification label. Use the information to access the AVUs on setup day. With the voters precinct number, use the Poll Worker Ballot Activation Cards to activate a ballot session on the AVU. The BOD password and Ballot Scanner codes will also be found in this envelope.

Official Return Envelope with Poll Worker Ballot Activation Cards

Vote Center Supplies & Setup

Lead Bag—Continued

Return Bags

- Vote-by-Mail Voted Ballots Bag
- Conditional Voter Registration Voted Ballots Bag
- Spoiled & Surrendered Ballots Bag
- Completed Voter Registration Cards Bag
- Vote-by-Mail Research Ballots Bag

VOTE-BY-MAIL VOTED BALLOTS

PLACE IN THE RED TRANSPORT BAG

Vote-by-Mail Voted Ballots

CONDITIONAL VOTER REGISTRATION VOTED BALLOTS

PLACE IN THE RED TRANSPORT BAG

Conditional Voter Registration Voted Ballots

SPOILED & SURRENDERED BALLOTS

PLACE IN THE RED TRANSPORT BAG
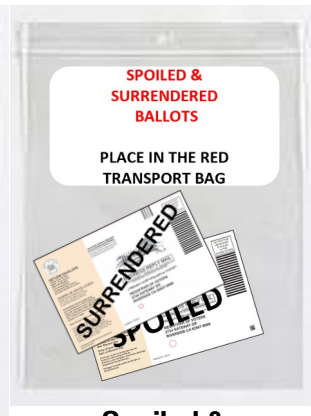
Spoiled & Surrendered Ballots

COMPLETED VOTER REGISTRATION CARDS

PLACE IN THE RED TRANSPORT BAG

Completed Voter Registration Cards

VOTE-BY-MAIL (VBM) RESEARCH BALLOTS

PLACE IN THE RED TRANSPORT BAG

Vote-by-Mail Research Ballots

Seals Bag/Dymo Printer Label Bag/Broken Seals Bag/Ballot Request Bag

The **Seals Bag** is found in the black Lead Bag and contains seals needed to secure voting equipment. Put any broken seals, voided "Ballot Request" forms or voided Voter Registration Applications in the **Broken Seals Bag**. The **Ballot Request Bag** is for "Ballot Request" forms completed each day at your vote center. It is important to keep them together each day and for each laptop. The **Dymo Printer Label Bag** is for voided Dymo Printer labels with voter information on them. Remember to place all of these bags back into the lead bag and return them to the Registrar of Voters each day.

SEALS BAG

PLACE IN THE LEAD BLACK TRANSPORT BAG

Seals Bag

DYMO PRINTER LABEL BAG

PLACE IN THE LEAD BLACK TRANSPORT BAG

Dymo Printer Label Bag

BROKEN SEALS BAG

PLACE IN THE LEAD BLACK TRANSPORT BAG

Broken Seals Bag

BALLOT REQUEST BAG

PLACE IN THE LEAD BLACK TRANSPORT BAG

Ballot Request Bag

Vote Center Supplies & Setup

Lead Bag — Continued

Language Kit

Riverside County is required to provide bilingual assistance and voting materials at the voting location. Display the language Voter Bill of Rights Poster and the "Do You Need Bilingual Assistance?" poster inside and outside the voting location. Check the appropriate box when an Election Officer is able to assist with the language checked on the poster. All voting locations will have Language Kits. There are six languages required in our county:

English, Spanish, Tagalog, Korean, Chinese (Mandarin/Cantonese), and Vietnamese.

List of items in the Language Kit:

✦ Multilingual Name Badges

✦ Multilingual Voter Bill of Rights

✦ "Do You Need Bilingual Assistance?" poster

✦ English and Spanish "No Electioneering" posters
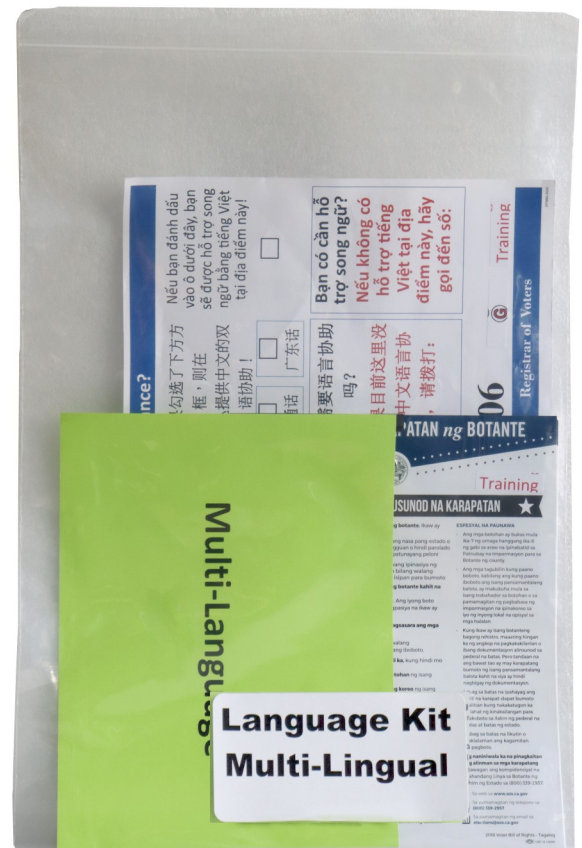
Vote Center Supplies & Setup

Lead Bag — Continued

Lead Binder

Inside the black Lead Bag will be a Lead Binder. The Lead Binder will have a plastic pouch with small items that will be needed for the voting location. Also in this binder are insert tabs with documents the voting location will utilize for the days the voting location is open. On the next page are the items in the Lead Binder.

Lead Binder Supplies

Items in the plastic pouch of the Lead Binder:

Ballot Box Tags

There are several Ballot Box Tags used to identify which site each ballot box belongs to. Box tags will be used on the Black VBM Ballot Box, the Blue Ballot Box, and red Transport bag. Put these tags into the slot of the ballot boxes and the slot opening on the red Transport bag. Tags are labeled with what bag they belong to—make sure you place the correct tag on the correct box or bag.

Lead Binder

County of Riverside — MAY 9, 1893

Date of Election
Name of Election
«Site Number»
«Location»

Riverside County Registrar of Voters Office
2720 Gateway Drive, Riverside, CA 92507
Mailing Address: 2724 Gateway Drive
Riverside, CA 92507

www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

2024-6

June 4, 2024
Temecula Valley USD, Trustee Area 4, Special Election

Return Black Vote by Mail Ballot Bag To:
Riverside County Registrar of Voters
2724 Gateway Dr
Riverside, CA 92507

Property of Riverside County Registrar of Voters. If found please call
(951) 486-7200 or (800) 773-VOTE (8683)

June 4, 2024
Temecula Valley USD, Trustee Area 4 Special Election

Return Red Transport Bag To:
Riverside County Registrar of Voters
2724 Gateway Dr
Riverside, CA 92507

Property of Riverside County Registrar of Voters. If found please call
(951) 486-7200 or (800) 773-VOTE (8683)

Ballot Request Data Entry Route Slip

All Election Officers will complete this route slip for each laptop used at the voting location each day by using the information from the "Ballot Request" forms processed and the "Sign-In Roster" signatures. This slip can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

RIVERSIDE COUNTY REGISTRAR OF VOTERS
BALLOT REQUEST
DATA ENTRY ROUTE SLIP

SITE NAME:

Date of Current Election
Name of Current Election

OPERATOR:_____   BOOK #_____   DATE ENTERED:_____

Re-Issue _____

AVU Issue _____   CVR Provisional _____

BOD Issue _____   VBM Re-Issue _____

BALLOT ISSUED TOTAL _____   GROUP TOTAL _____

Data Entry Route Slip

Vote Center Supplies & Setup

Lead Bag — Continued

Items in the plastic pouch of the Lead Binder — Continued:

Facility Layout Diagram

Registrar of Voters has surveyed voting locations to ensure equipment is setup properly at the voting location. This diagram illustrates how your voting location will be setup. Use the diagram for setting up the processing tables, AVUs, BOD Printer, Ballot Scanner, silver voting booths, gray ADA voting booths and all the other equipment needed for the voting location. Do not adjust or change the layout in any way. If the location needs adjustment or change use the comment sheet to let the Registrar of Voters office know. The Registrar of Voters staff will revisit the site after the election.
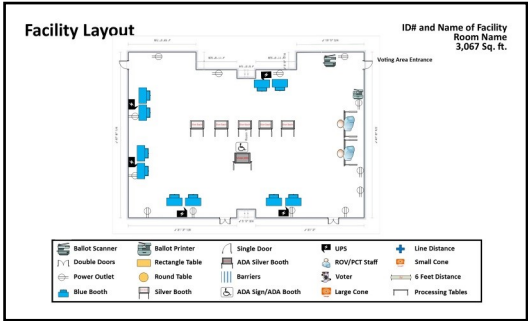
Facility Layout Diagram
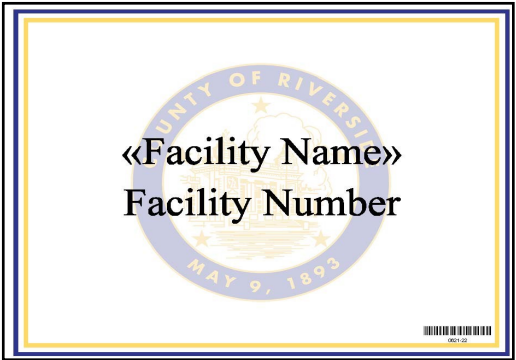
Site Location Sign

Install this sign in the designated slot on the Poster Display Board prior to opening the voting location.

Site Location Sign

Tub Site ID Cards

These cards identify that the supply tubs the vote center received belong to that specific vote center. Place two of these cards on supply tubs 1 and 2.
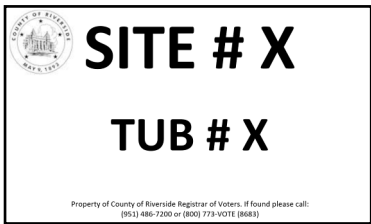
Tub Site ID Cards

Documents behind each insert tab in the Lead Binder:

Contact List

Each voting location will have a list of contacts for the Leads or Election Officers to contact when needing help from the Command Center. Follow the contact information so as not to delay getting the help needed.

Contact List

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Comment Sheet

This sheet is important for communicating occurrences such as materials that would be helpful, suggestions for the next election, mistakes that have occurred, and voter dissatisfaction with the vote location.

Comment Sheet

Lead Checklists

Each vote center will get checklists to remind the Lead and Election Officers of the tasks they will complete on setup and each day including election day. Refer to the checklists as often as needed to make sure assigned tasks are not forgotten.

Return Items (Reminders)

There are four pages (double sided) of reminder sheets with diagrams and pictures to follow for returning items each night and on election night. On the second and fourth page are return items to be brought back each night when there are large amounts (overflow) of VBM Ballots received. These reminders can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Election Officer Oath and Payroll

All Election Officers must sign the Oath of Allegiance and Election Officer Payroll before performing any election duties. It is located under one of the tabs in the Lead Binder. **Oath and Payroll forms will now come on NCR paper (similar to the ballot statement). Leads will remove the top sheet for each officer and turn in at the ROV everyday. Leave the other sheet in the same tab in the lead binder.** Make sure these forms are filled out each day before leaving the vote center.

To complete the Oath and Payroll form, each Election Officer will fill in their name, county employee ID# (if applicable), and address information. Each officer must take the Oath of Allegiance once. At the bottom of the sheet is the payroll information. Write in the hours worked minus one hour for lunch and the total hours for each day. Sign the form confirming your Oath and hours worked. A Lead must also sign confirming the Oath was given to the officer and the hours worked are correct. Not signing the Oath and Payroll sheet will cause delays in compensation. If any information is incorrect, cross it out and write the correct information.

Extra Compensation Forms, W-9 Forms, and Oath of Allegiance and Election Officer Payroll will be in the Lead Binder and in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

In the event a new Election Officer is sent to the voting location, Compensation and W-9 forms need to be filled out completely. If the Election Officer fails to do so, it could result in delay of their compensation. It is the responsibility of the Leads to make sure Election Officers sign their form.

If Election Officers fail to show up to work, call the Registrar of Voters office to report the vacancy. You may be provided a backup Election Officer if needed.

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

First Voter Procedural Checklist

This checklist will be completed at the beginning of each day before the polls are open. After the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the Ballot Scanner Cart and the Black VBM Ballot Box(s). **Note: A Lead is required to process the first voter.**

Verify the first voter is registered in the "Vote Center Application" on the laptop. Once verified, escort the voter to the Ballot Scanner and ask if it is empty. After confirmation, close and seal the Unscanned Ballot Slot and Ballot Scanner Cart sliding door with two red padlock seals. Ask the first voter if the Ballot Scanner is sealed. Escort the first voter to the Black VBM Ballot Box and ask if it is empty. After confirmation, close and seal the box with one red zipper seal (place seal on the zipper clasp). Ask the first voter if it is sealed. Upon confirmation of Ballot Scanner and Black VBM Ballot Box, initial in the appropriate box (Yes or No) in the "Ballot Box Verification" section. **Log the seal numbers on the Checklist form.** At the bottom of the sheet sign and date your name. Have the first voter

First Voter Procedural Checklist

«Facility Name »

Date:

California Elections Code 14215 requires that "before receiving any ballots, the precinct board, in the presence of any persons assembled at the Vote Center, shall open and exhibit and close the ballot container(s)." The following procedural checklist must be completed by the Lead for the "First Voter" that arrives at the Vote Center once their eligibility has been determined.

After processing and obtaining all required documentation from the first eligible voter, have the voter verify that all of the Ballot Boxes and Ballot Scanner Cart are empty and sealed, then the Lead must initial in the "Lead Initials" boxes below.

Ballot Box Verification		Yes	No
Are the blue and black ballot boxes Empty?		DA _Init._	Init.
Is the Ballot Scanner Cart Empty?		DA _Init._	Init.

Seals Verification	Yes No	Seal Numbers		
Are ballot boxes Sealed?	DA _Init._	Blue Box	Blue Box	015253
Is the Ballot Scanner Cart Sealed?	DA _Init._	015200	015521	

Please note that a voter dropping off their Vote-by-Mail ballot may be your First Voter. Voters dropping off their Vote-by-Mail ballot are not required to sign in the Sign-in Roster and should only sign on this form to identify them as the First Voter.

If the Vote-by-Mail voter wishes to surrender their ballot and vote at the Vote Center, they must sign on this sheet and on an available line in the Sign-In Roster. Remember to write the words "Voted at the Vote Center-Do Not Count!" on the envelope to identify that the voter has surrendered their ballot.

First Voter: _Jon Jamie_ / _Jon Jamie_ / _Current Date_
Print Name / Signature / Month / Day / Year

Checklist completed by: _Dolly Anthem_ / _Current Date_
Lead Signature / Month / Day / Year

Election Name and Date

2024-18-6

print their name, sign their name, and date on the First Voter Procedural Checklist (E.C. § 14215). They can now proceed to vote. **Note: The First Voter Procedural Checklist must be completed at the beginning of each day the voting location is open.**

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Supplies Checklist

Verify and refer to the supplies list of items received. All items will be in several bins. Please contact the Registrar of Voters office if any items are missing. This checklist can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

Supplies Checklist

Curbside Voters Roster

These voters can use the doorbell receiver or the phone number on the doorbell sign to call the Registrar of Voters office to let the voting location know they will be voting curbside. Election Officers will have to take a printed paper ballot or AVU voting booth, election materials, and supplies to the voter. Curbside Voters are considered regular voters at the voting location. CVR is also available to curbside voters. The Curbside Roster can be found in the Lead Binder.

Vote Center Supplies & Setup

Lead Bag — Continued

Lead Binder — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Expense Reimbursement Claim Form

This log will be found in the Oath & Payroll insert tab in the binder. Leads are required to fill out the Reimbursement form when the Leads are using their own vehicle. In order to receive compensation for using their own vehicle the Leads mileage is for the total amount of mileage used for the each day used. Mileage is for leaving the Registrar of Voters pick up site to the voting location and from the voting location back to the Registrar of Voters drop off site.

Expense Reimbursement Claim Form

Vote Center Incident Report

This report will be filled out if there is an accident, injury, emergency, or property damage of the location. This report must have detailed information of the incident. Any incident that requires immediate attention, contact the Registrar of Voters office.

Incident Report

Voting Equipment Incident Log Sheet

This log sheet will be filled out if the voting equipment malfunctions or if the voting equipment was damaged during transport. Provide as many details as possible and report the incident to the Registrar of Voters office immediately at (951) 486-7217.

Voting Equipment Incident Log Sheet

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Processing Table Setup Documents

The processing table will require several items to be set-up each day. Use the instructions for setting up the Router, Dymo® Printer for each laptop, the Laptops, and the HP printer on the processing table. The HP Printer on the processing table allows for additional documents to be printed as needed at the voting location. Designate one laptop for printing any additional documents. **Documents can be found on the "Vote Center" shared drive of the designated laptop.**

The Router Connectivity Diagram, Dymo® Configurations, Laptop Initialization, and Vote Center Printer Initialization instructions will allow for a seamless setup of each item needed to process voters throughout the day.
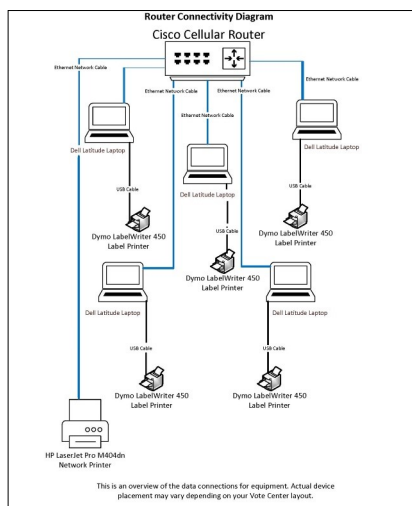
Router Connectivity Diagram
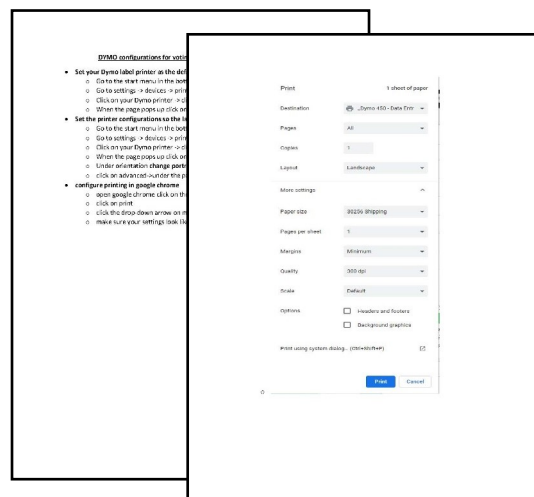
Dymo® Configurations
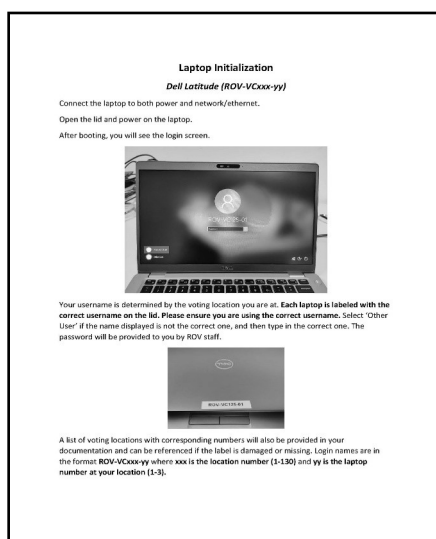
Laptop Initialization
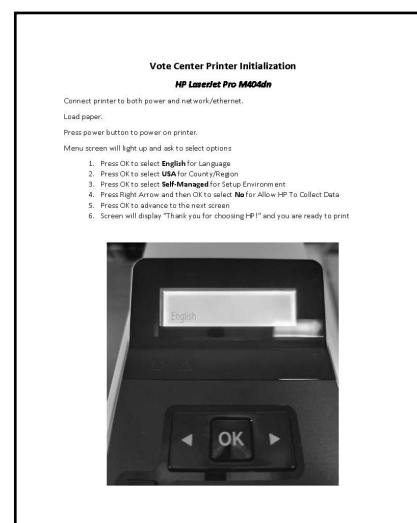
Printer Initialization

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Election Guide

This guide has been developed for Leads and Election Officers on the proper policies and procedures for managing a voting location. Refer to this guide as often as necessary.

ELECTION GUIDE

TEMECULA VALLEY
UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION JUNE 4, 2024

County of Riverside Registrar Voters Office	www.voteinfo.net
Art Tinoco, Registrar of Voters	Election Officers and Polls Division
2720 Gateway Drive, Riverside, CA 92507	(951) 486-7341 or (877) 663-9906
Mailing Address: 2724 Gateway Drive,	FAX (951) 486-7320
Riverside, CA 92507	California Relay Service (Dial 711)

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Lead Binder — Continued:

Ballot Statement

This form will be filled out at the end of each day including election day. Separate the unscanned voted paper ballots, scanned voted paper ballots, BOD spoiled printed paper ballots, CVR ballots, CVR spoiled printed paper ballots, and VBM ballots. Record the total on the Ballot Statement for each day.

Also count and record the total number of signatures in the Sign-In Roster, Curbside Voters Roster, and the CVR Roster on the Ballot Statement.

The white copy will stay in the Lead Binder. The yellow copy of the statement will go into the brown Unscanned Voted Ballot Carton. The pink copy of the statement will go into the white Scanned Voted Ballot Carton. The orange copy will go with the VBM ballots and CVR ballots in the red Transport Bag or the brown VBM overflow box.

Each Day Ballot Statement

Election Day Ballot Statement

Vote Center Supplies & Setup

Lead Bag — Continued

Ballot Card Accounting Record - Log Sheet

Each voting location will have to account for the amount of paper the BOD Printer has printed. An Inventory Report will need to be printed each night to ensure the amount of paper was used at the voting location. **Note: To get an accurate count of paper used DO NOT print a PDF ballot from the BOD Printer. The BOD Printer does not recognize a PDF ballot.** A "Ballot Card Accounting Record - Log Sheet" will be in the Lead Binder under the tab titled the "Ballot on Demand Unit Security Log." Use this log sheet to record the amount of paper you used in the BOD. **The printer tray will come empty. During setup, open and count one ream of BOD printer paper, and load the printer with 150 sheets of paper.** Additional reams of 250 sheets of paper can be found in the lower tray of the cart. A total of 750 sheets will be given to each voting location. If additional paper is needed, call the Registrar of Voters office at (951) 486-7341.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION

EC§20235
Vote Center Location: **Name of Vote Center**
Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**
Ballot Printer Name: **Registrar of Voters**
Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up Date	*750*							
1st Date of Election								
2nd Date of Election								
3rd Date of Election								
4th Date Election Day								

Log Sheet Found in Lead Binder

Vote Center Supplies & Setup

Lead Bag — Continued

Security Seals Log Binder

Each voting location will receive an additional binder with a plastic pouch containing the Ballot Scanner and BOD security keys and the seal checklists for the AVUs, BOD, and the Ballot Scanner. Follow the checklist for each unit when checking the security seals.

Documents behind each insert tab in the Security Seals Log Binder:

Accessible Voting Unit Security Log

Each assigned AVU will have a seals log for verifying seals on the AVU. Logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. This log will show the total number of days the voting location is open. Voting locations will be open four days and in some areas voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the "Accessible Voting Unit Security Log Instruction Sheet" for the seal locations on the AVU.

Accessible Voting Unit Security Log

Vote Center Supplies & Setup

Lead Bag — Continued

Ballot on Demand Unit Security Log

At setup, each day, and on election morning two Election Officers will have to check and confirm that the BOD Printer seals were not compromised. Use the "Ballot on Demand Unit Security Log" found in the Security Seals Log Binder and verify the seals on the BOD. Two Election Officers must complete each day the "Seal Verification For Vote Center Set-Up" section of the log. Election Officers will record the time and if the seals are intact at the time of verification. They must also print their names and place their initials in the appropriate box. Seals "T-1 and T-2" will need to be broken each day to have access to the printer and the laptop. The BOD laptop cover will have a security key found in the "Official Returns Envelope" used to unlock and gain access to the laptop. If a seal is broken, tampered with, or does not match the log, do not use the BOD until told to do so. Call the Registrar of Voters office immediately. Once setup is complete you will take two red seals from the Seals Bag and seal the top of the cart ("T-1 and T-2"). Record the new seal numbers on the "Ballot on Demand Unit Security Log." These checks must be done three times each day.

SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
Setup Day	8:00am	YES	Mary Lincoln	ML	Jackie Kennedy	JK

New Seals After Set-up

245687	(T-1)	246810	(T-2)	257956	(F)

New Red Seal

New Front

Vote Center Supplies & Setup

Lead Bag — Continued

Documents behind each insert tab in the Security Seals Log Binder — Continued:

Ballot Scanner Security Log

Each voting location will have a "Ballot Scanner Security Log" for verifying seals on the Ballot Scanner. The Ballot Scanner password will be found in the Official Returns Envelope. Seal logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. Two seals will have to be broken at the end of each day and resealed the next day after the first voter has assured that the Ballot Scanner slot and the bottom of the Ballot Scanner cart is empty. Each voting location will be open four days and in some areas the voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the "Ballot Scanner Security Log Instruction Sheet" for the seal locations on the Ballot Scanner.

Vote Center Supplies & Setup

Processing Table Setup

Processing tables will include:

- 5 vote center laptops
- 5 Dymo printers
- 1 vote center printer
- 5 regular and 5 CVR sign-in rosters
- 1 router

It is useful to number each laptop station (i.e. 1 through 5), to **ensure that each laptop and roster is placed in the same location every day**. Reserve one of the laptop stations for use by the leads only. Use this guide to properly layout your processing table, and refer to the following instructions to setup up each component of your processing table.
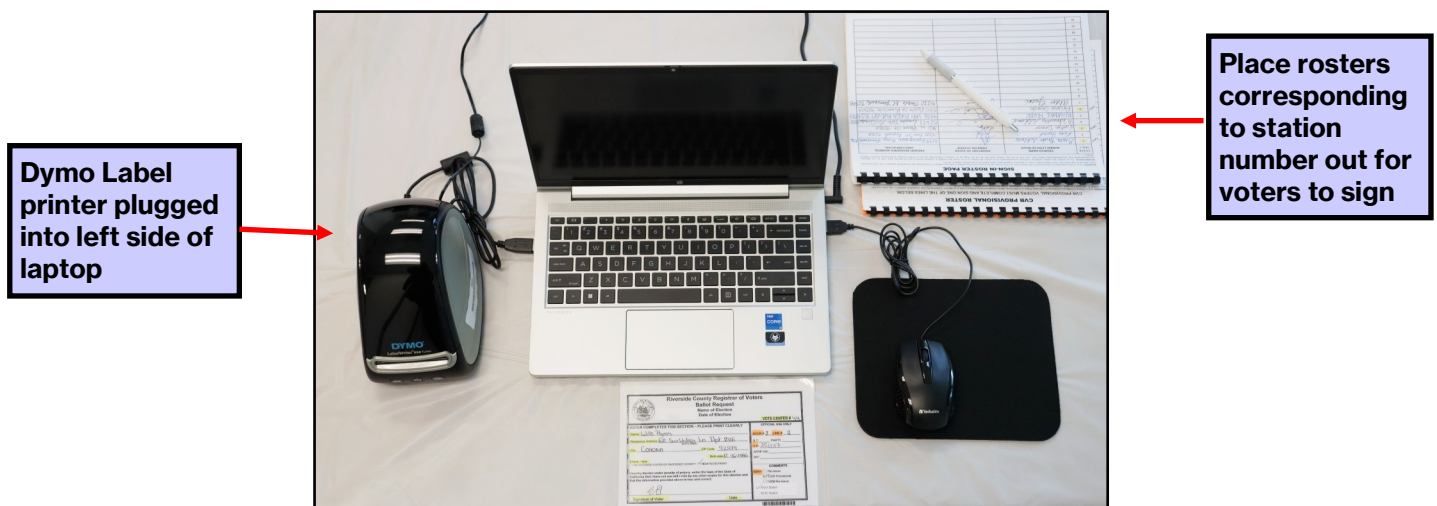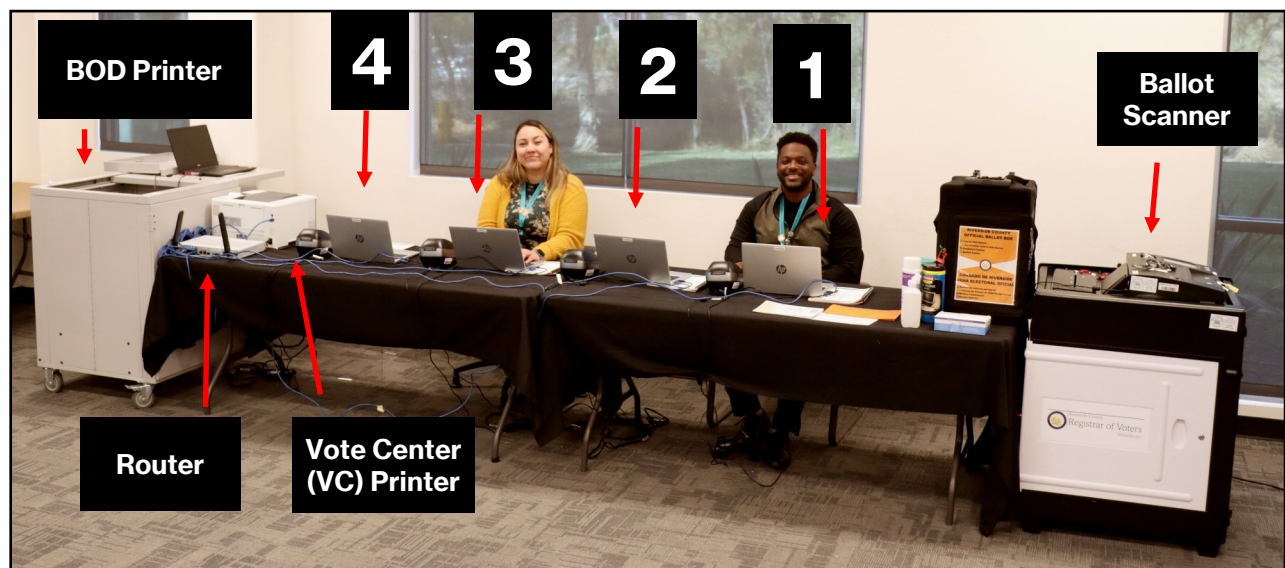
Vote Center Supplies & Setup

Connecting to the Router

The router provides internet connectivity to your Vote Center laptops and allows access to the EIMS Voter Processing Database. Be sure to follow the router layout diagram provided in the Lead Binder. The router will be setup on the processing table near your laptops and Vote Center (VC) printer. Make sure the power cord is plugged into the electrical outlet at your facility. **Do not block or place anything on top of it**. Otherwise, the router may overheat and shut down your network connection.

1 Remove the router, power cord, ethernet cables, and antennas from the router bag. Connect both antennas to the back of the router. Connect the power cord on the left side of the router back. Plug the other end of the power cord into the facility's electrical outlet.

2 On the back of the router are ethernet connection ports. There are eight ports all together. The ethernet cables will be connected to the laptops and VC printer. If you connect the ethernet cables into any other port you will not get a network connection.

3 Connect the six ethernet cables to the back of the router. One for each of the laptops for a total of five and one for the VC Printer used on the processing table. Push the power button on the back of the router.
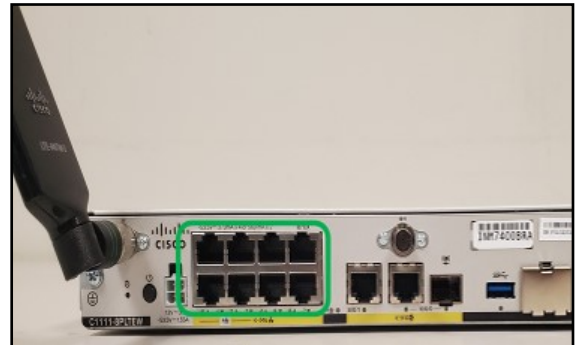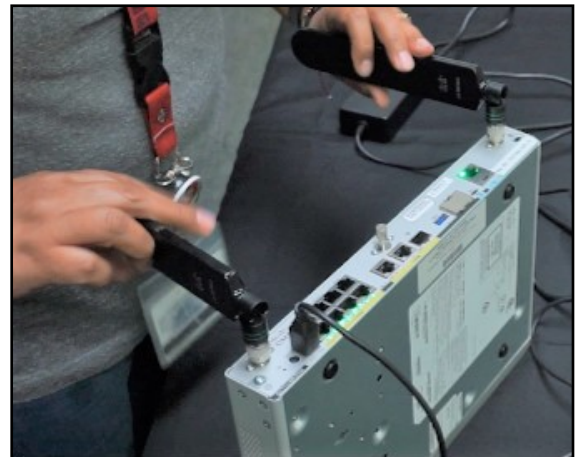
Vote Center Supplies & Setup

Connecting to the Router — Continued

4 On the front of the router green lights will appear. The four bars are your network signal bars. If you fall under three bars for an extended period of time you will lose your network connection. Call the RCIT team at (951) 955-9900 option 7 for further instructions.

Signal

Data Connection

ISR 1100 Series
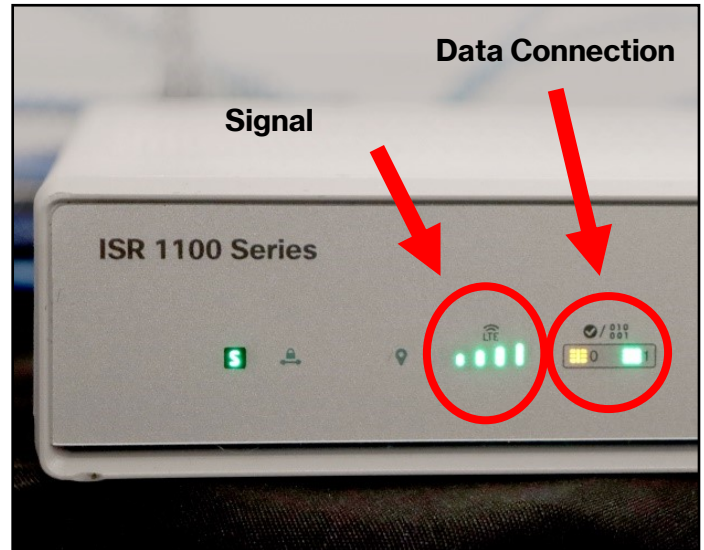
5 A green light to the right of the signal strength bars should be on. This indicates that the router is connected to the cellular network. If the router cannot connect to the internet, verify that this light is on. If not, call RCIT at (951) 955-9900 option 7 for help.

6 Use the router connectivity diagram found in the Lead Binder. Each laptop and VC printer has its own ethernet cord going into the router. Make sure each laptop and VC printer is connected to its own ethernet port according to the diagram. You can now connect the ethernet cables to the five laptops and the VC Printer.

Note: There are two VC printers, use one on the processing table and save the second one as a back-up printer for the processing table.

Router Connectivity Diagram
Cisco Cellular Router

Ethernet Network Cable

Ethernet Network Cable   Ethernet Network Cable   Ethernet Network Cable

Ethernet Network Cable

Dell Latitude Laptop   Dell Latitude Laptop

USB Cable   USB Cable

Dell Latitude Laptop

Dymo LabelWriter 450   USB Cable   Dymo LabelWriter 450
Label Printer   Label Printer

Dymo LabelWriter 450
Label Printer

Dell Latitude Laptop   Dell Latitude Laptop

USB Cable   USB Cable

Dymo LabelWriter 450   Dymo LabelWriter 450
Label Printer   Label Printer

HP LaserJet Pro M404dn
Network Printer

This is an overview of the data connections for equipment. Actual device placement may vary depending on your Vote Center layout.

If you require assistance or have connectivity issues, call the ROV Command Center at 951-486-7341.

Vote Center Supplies & Setup

Connecting to EIMS

Election Officers must verify each voter's eligibility to vote using the Election Information Management System (EIMS). Follow these steps to connect to EIMS using your Vote Center laptops:

1 Login on each Vote Center laptop using the supplied usernames and passwords. The username will be on a name tag on the laptop cover and bag. The password will be given to the Leads for their voting location. If you cannot find the passwords to your Vote Center laptops, call the ROV command center at (951) 486-7341.

2 The RCIT Disclaimer window will appear. Click "OK" and continue to the Vote Center desktop screen.

3 A blue screen will appear with several icons on the left side of the screen. Click twice on either the Vote Center Term01 or Vote Center Term02 (EIMS) icons and the Vote Center Dashboard will appear. Note: Once you have chosen Term01 or Term02 in EIMS, use the same <u>Term</u> throughout the day. **Do not change the <u>Term</u> or you will have to reset your Dymo® Printer configuration.**

4 Click on the square titled "Vote Center" and another screen will appear.
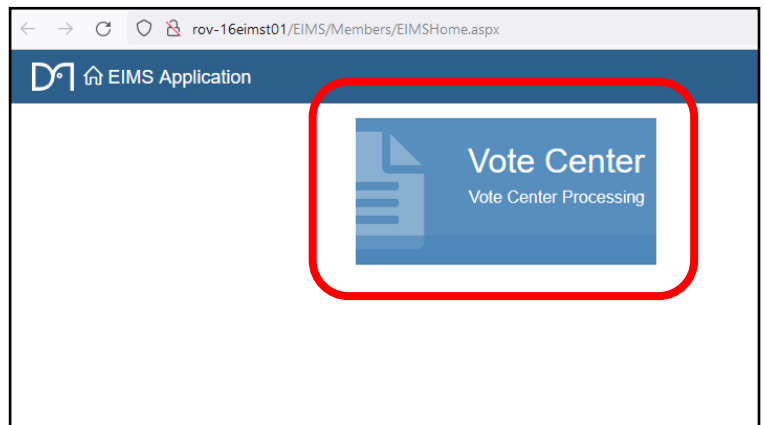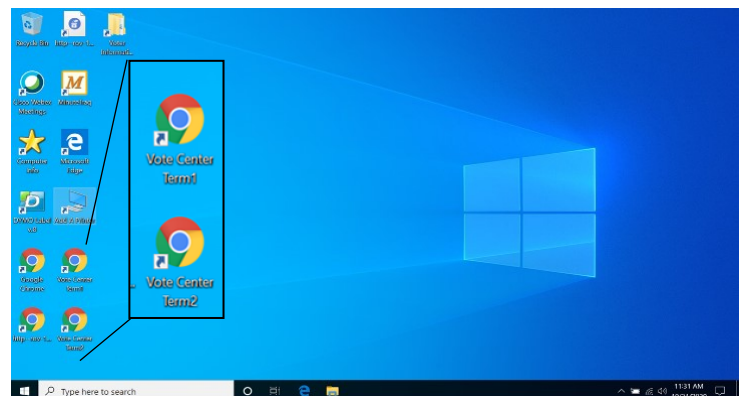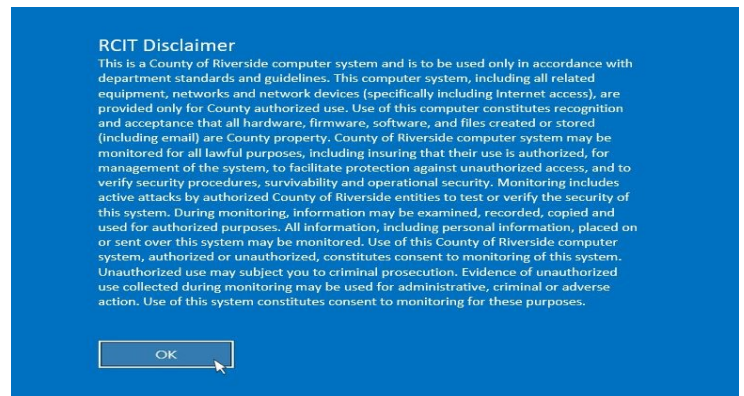
Vote Center Supplies & Setup

Connecting to EIMS — Continued

5 The next screen appearing will be the "Vote Center Processing" screen. The site location should be preset for each voting location on the top right side of the screen. **Continue through the following steps if the site location is not displayed on the upper right corner of the processing screen.**

Missing Voting Location
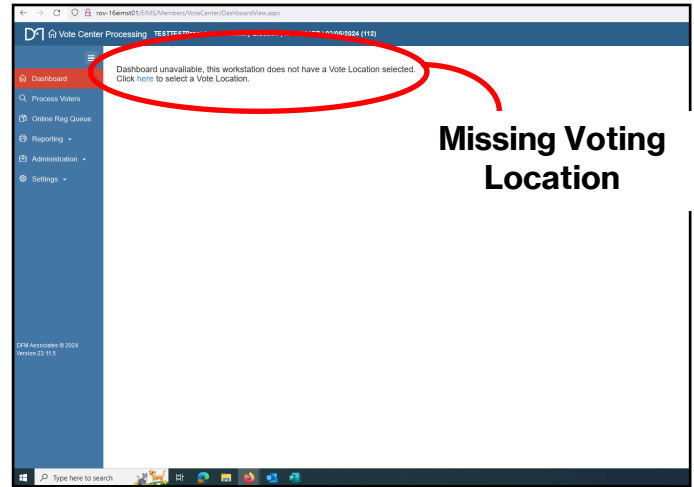
6 Maximize the screen. On the left side of the Vote Center Processing screen is a list of tabs. Go down to the "Settings" tab and click once. The sub menu will display "Workstation" from the list of options. Click once on the "Workstation" tab.

7 Another screen will appear. On the left middle of the screen is a list of Vote Center locations being used for this election. Choose your VC location from the list. Once the location is selected the laptop name will appear under the "Workstation" section.
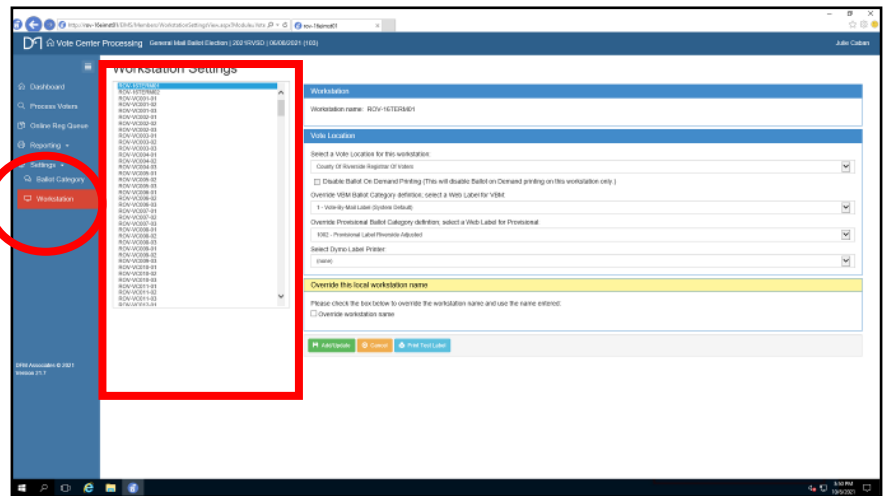
8 Continue to the "Vote Location" tab and from the drop down list "Select a Vote Location for this Workstation:" This list contains all the voting locations being used in the election. Click on your location from the list.
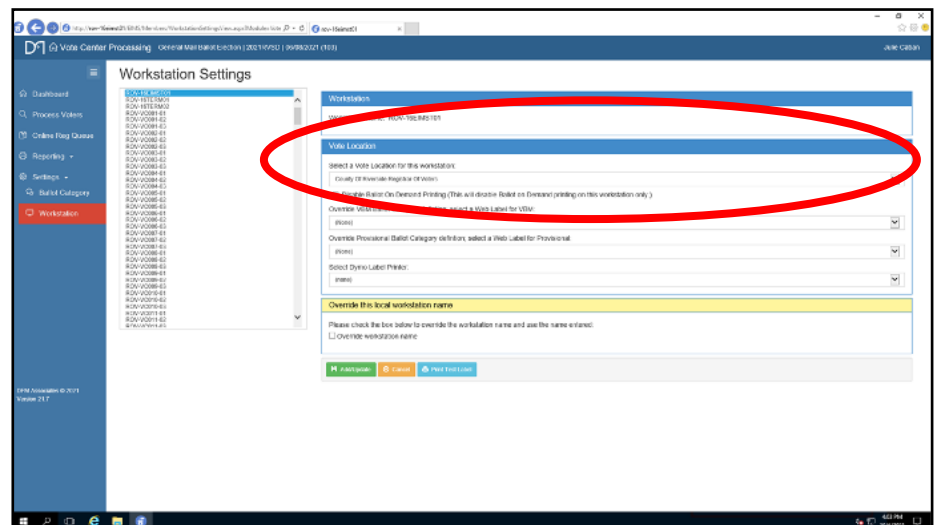
Vote Center Supplies & Setup

Connecting to EIMS — Continued

9 Continue to the bottom of the page and check "Override workstation name". Click the green "Add/Update" button.

10 Click on the "Process Voters" from the list of options on the left side of the screen and another screen will appear. You are now ready to process voters. This is the screen you will keep on the laptop to process voters throughout the day.

Note: Before processing any voter, make sure the voting location is the correct voting location on each of the laptops. This information is on the right hand corner of the "Process Voters" screen.

Vote Center Supplies & Setup

Connecting the Dymo® Printers

Each Vote Center will receive five Dymo label printers—one for each Vote Center laptop. Refer to the instructions in the Lead Binder under "Dymo® Configurations" for help configuring the Dymo label Printers.

1 Plug in the Dymo® Printer to the USB port on the **left** side of the laptop.
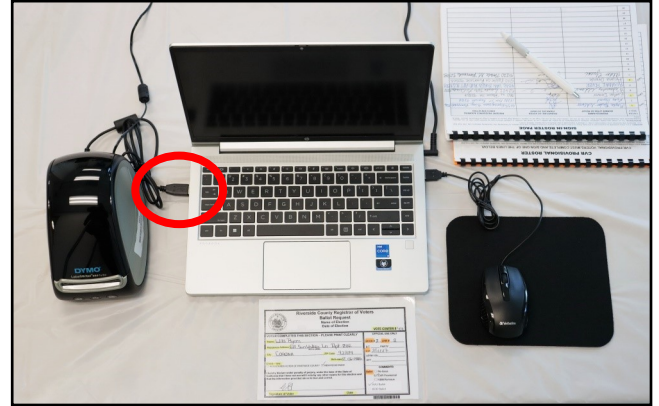
2 Set the Dymo® Printer as the default printer for each laptop. Type "devices" into the search box on your laptop's taskbar. Click on the "Printers & scanners" button that appears.
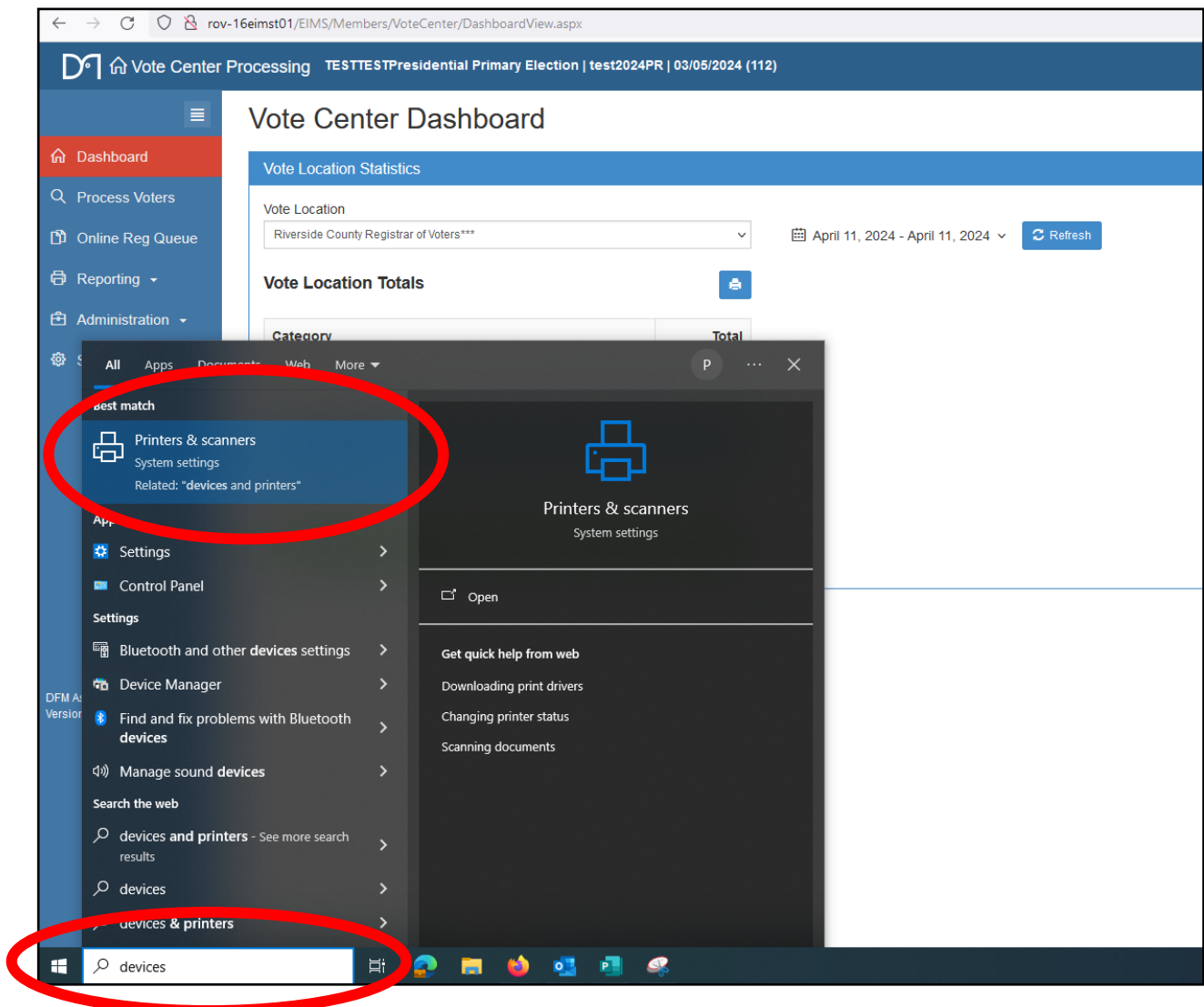
Vote Center Supplies & Setup

Connecting the Dymo® Printers — Continued

3 The "Printers & scanners" screen will appear with a list of printers. Click on the Dymo® Printer from the list.
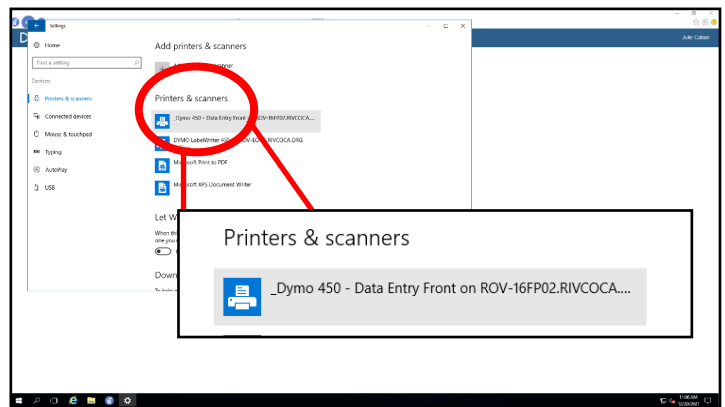
4 Once selected the screen will show more options. Click on the box that says "Open queue".
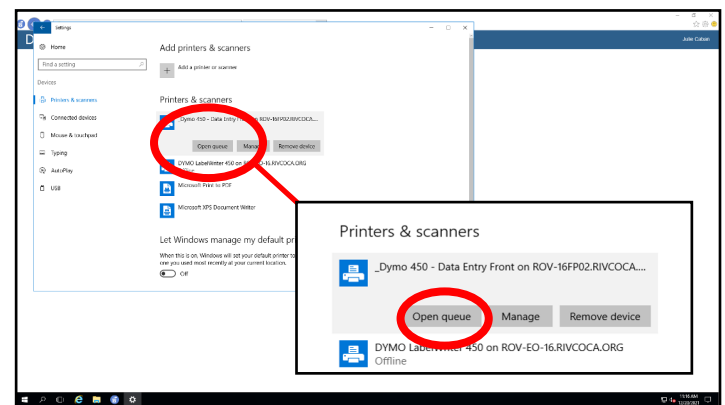
5 A new window will appear. Click on the "Printer" tab and a drop down window will appear. Click on "Set As Default Printer" and a check mark will appear next to it.
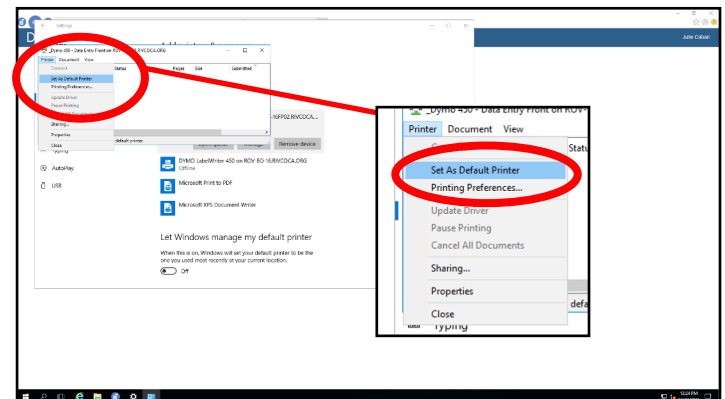
6 Click on the "Printer" tab again and from the drop down window select "Printing Preferences". A new window will appear.
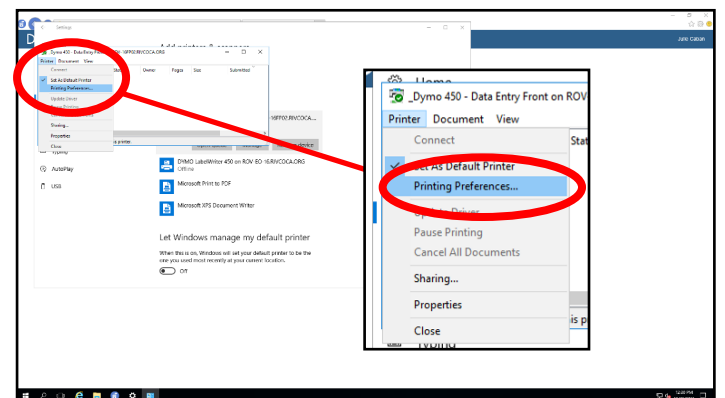
If you require assistance or have connectivity issues, call the ROV Command Center at 951-486-7341.

Vote Center Supplies & Setup

Connecting the Dymo® Printers — Continued

7 Under the "Layout" tab, change the "Orientation" settings from "Portrait" to "Landscape". The "Orientation" is now set to "Landscape". On the same screen click on the "Advanced" button located on the bottom of the same window.
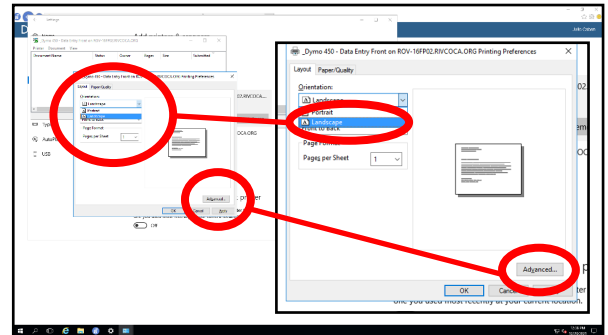
8 A new window will appear. Under the "Paper/Output" tab click on the arrow tab next to the "Paper Size:". It is currently set on "30252 Address" label. Change it to "30256 Shipping" label. Click "Ok" and the Dymo® label size will be set.
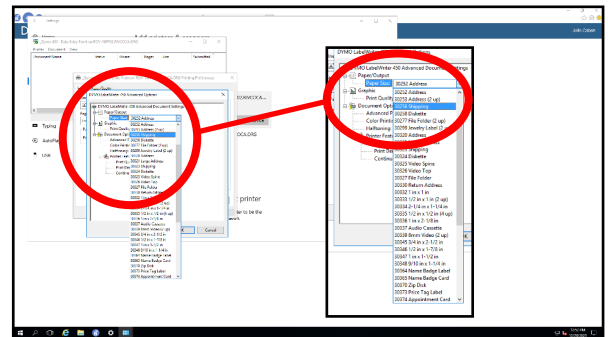
9 The "Advanced" window will disappear and return to the "Printing Preferences" window. Click on the "Apply" button under the "Advanced" button. Then click "OK". Your Dymo® Printer is now set to distribute the correct label name and size.
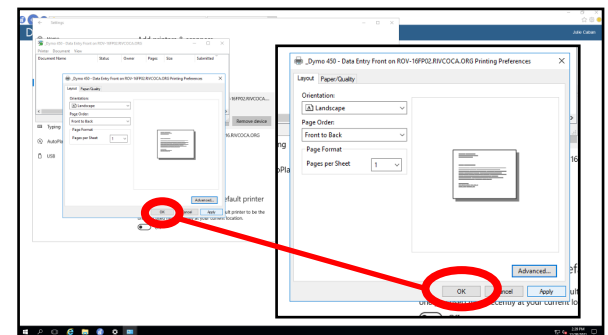
10 Exit out of all the Dymo® Printer screens and return to the Vote Center screen. Should you unplug the Dymo® Printer for any reason be sure to plug it back into the same USB port of the laptop or the laptop will not recognize the Dymo® Printer and will have to be reconfigured. Print a test label using the "Vote Processing" screen in EIMS. Confirm that the printer settings in the browser match those shown on the "Dymo Configurations" instructions found in the lead binder.
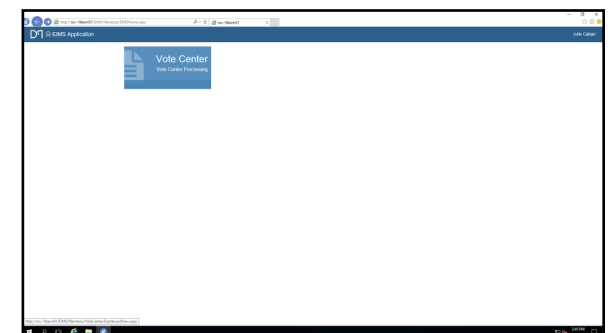
If you require assistance or have connectivity issues, call the ROV Command Center at 951-486-7341.

Vote Center Supplies & Setup

Connecting the Vote Center (VC) Printers

Vote Center printers have unique tags on their bags to differentiate them from AVU printers. These printers are used to print documents needed at the Vote Center. These documents will be found in the "Vote Center" shared drive on the laptops. Use one dedicated laptop to print these documents.

1 Setup one Vote Center printer on your processing table. Use an ethernet cable to connect the VC printer to the router.

2 On the laptop desktop is a "Add a Printer" icon. Double click the icon and a new window will appear.
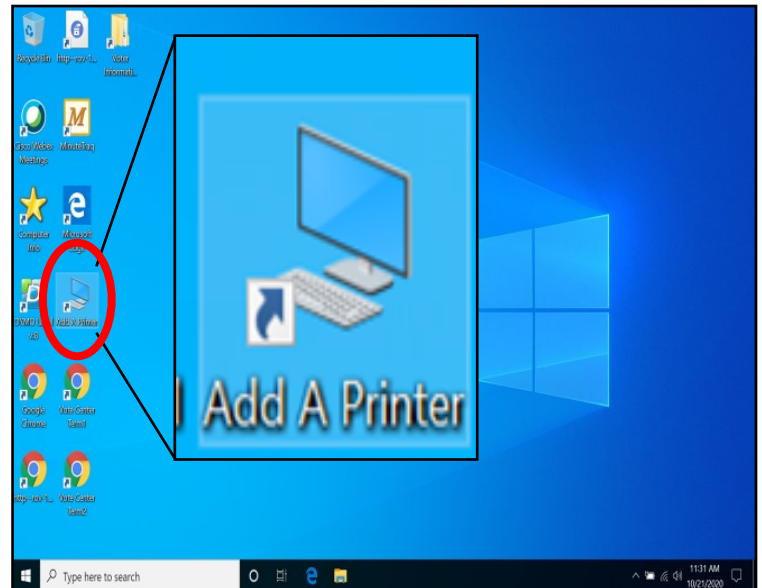
3 The new window will have a list of VC Printers being used for this election. On the top of the VC printer is the printer number for your site. Each printer has a VC number label.
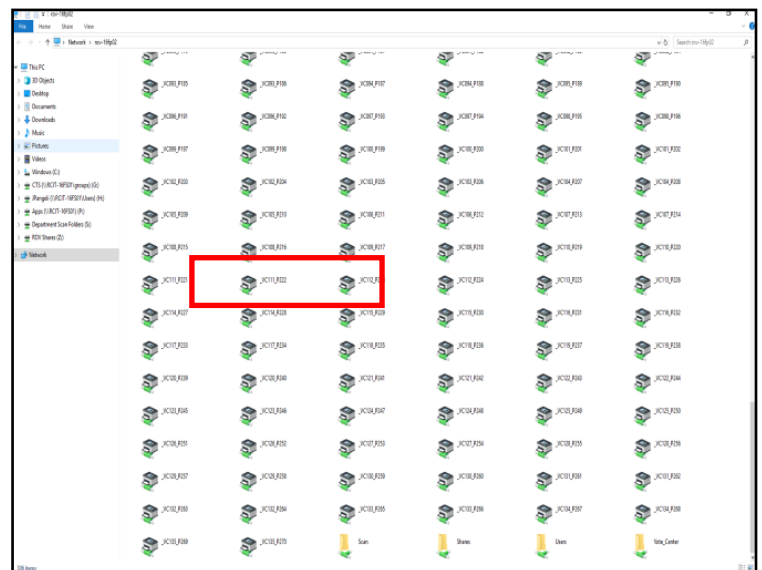
4 Double click on the VC printer based on your voting location. The VC printer number can be found on the top of the VC printer and is unique your Vote Center. Both of your VC printers will have a different number located on the top of the printer case and printer.

Vote Center Supplies & Setup

Connecting the Vote Center (VC) Printers — Continued

5 The VC Printer is now ready to be used as needed. It is recommended to configure the VC printer on your lead station laptop, rather than on all of the laptops. Save the second VC Printer as a back-up.

Use the "Vote Center Printer Initialization" instructions for the printer setup. The instructions will be found in the Lead Binder.

If you require assistance or have connectivity issues, call the ROV Command Center at 951-486-7341.

Vote Center Supplies & Setup

Printing Election Materials from the Shared Drive

1. Click on the "File Explorer" icon on the taskbar. In the window that opens, click on the "ROV Shares" button on the left column. Then open the "Vote_Center" folder.
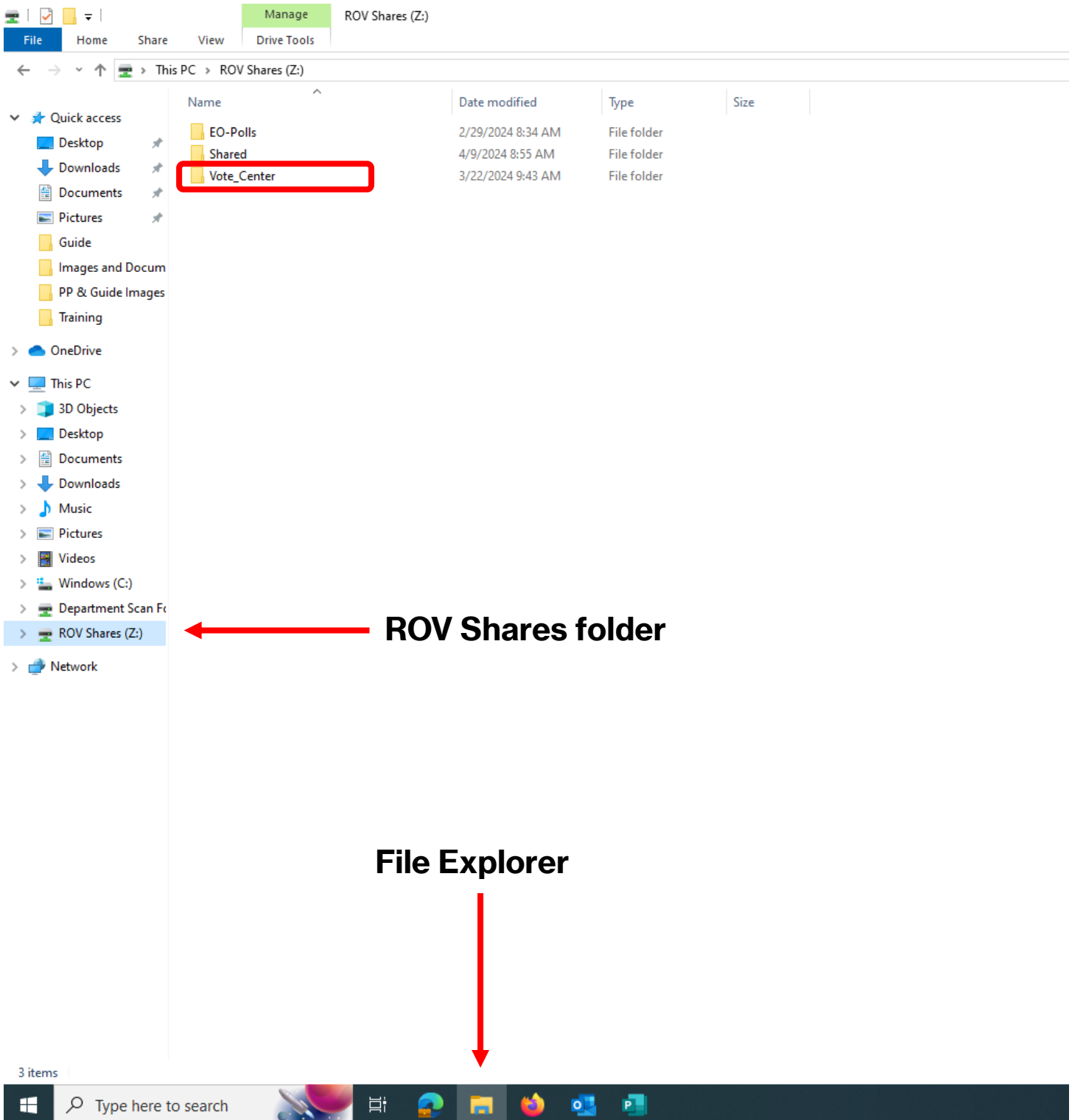
ROV Shares folder

File Explorer

Vote Center Supplies & Setup

Printing Election Materials from the Shared Drive on the Laptops — Continued

2. Inside the "Vote_Center" folder, double click on the "Vote Center Documents" folder to access the share drive documents.
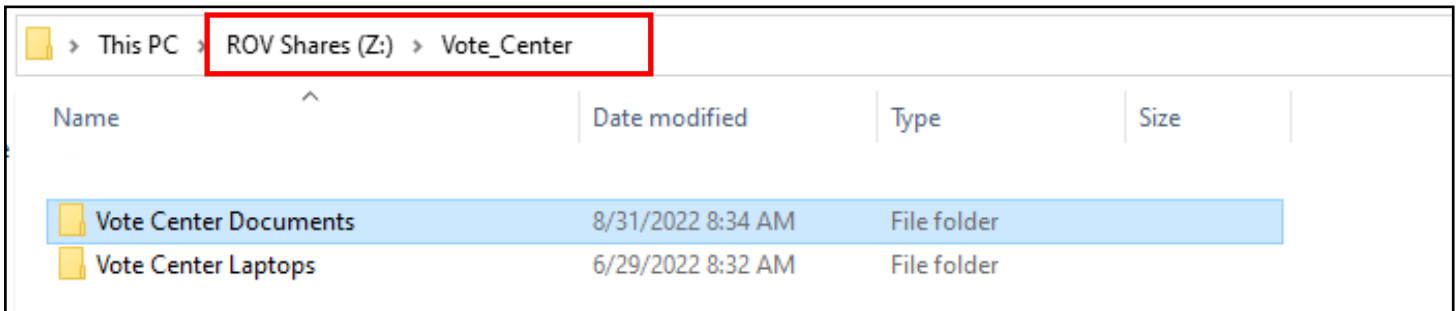
3. Double click on the file you will need to access the document. Each file will have documents you can print from the VC Printer on the processing table.

Vote Center Supplies & Setup

Printing Election Materials from the Shared Drive on the Laptops — Continued

Documents you will find on the Shared Drive include:

- **English County Voter Information Guides:** will contain guides with different ballot types. You will need to know which ballot type to give the voter based on the voter's residence address.
- **Spanish County Voter information Guides:** will contain different ballot types in Spanish. You will need to know which ballot type to give the voter based on the voter's residence address.
- **State Voter Information Guides:** available in English, Spanish, Tagalog, Korean, Vietnamese, and Chinese.
- **Ballot Request forms**
- **Compensation & Contact Information Form**
- **Data Entry Route Slip**
- **Election Officer Oath and Payroll sheet**
- **Election Officer Schedule worksheet**
- **Expense Reimbursement Claim form**
- **Lead Reminders**
- **Supply Inventory Checklist**
- **Vote Center Sign In Sheet**
- **Vote Center Final Locations**
- **W-9 forms**
- **Application to Provide Vote-by-Mail Ballot to Representative**

Vote Center Supplies & Setup

Ballot on Demand Printer

The BOD Printer is a self-contained system that allows Election Officers to print ballot cards on an as needed basis. Election officers can print out a ballot for any voter registered in Riverside County, at any Vote Center.

When setting up the printer, a sample page will need to be printed to ensure the printer is working properly. An Inventory Report will be printed from everyday to ensure the correct amount of paper was used. Use the "Ballot Card Accounting Record — Log Sheet" to log the amount of ballot paper sheets that were used from the printer each day.

The BOD Printer is delivered in a mobile cart for easy maneuverability. Place the BOD Printer next to the processing table. Assign an Election Officer to print ballots for voters using the voter's precinct number. Another officer will need to be available when printing the ballot to confirm the correct precinct was entered on the laptop.
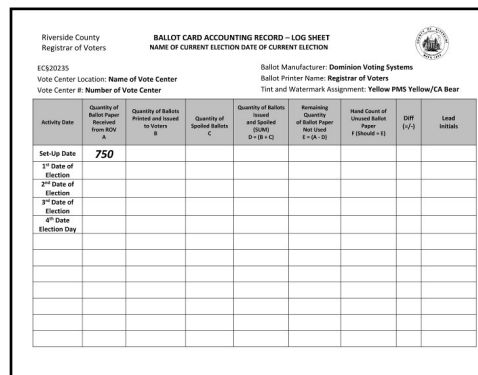
Vote Center Supplies & Setup

Ballot on Demand Printer Setup

Each Vote Center will receive one BOD Printer. BOD Ballots issued to voters are official ballots. Each Vote Center will receive three reams (250 sheets per ream) of card stock paper to print ballots on. **The printer will not come pre-loaded with any paper. When setting up the BOD Printer, open one of the reams of ballot paper and place 150 sheets into the tray.** All ballot paper must be accounted for and kept secure.

Make sure you are aware of the voter's precinct when printing ballots. Using the voters Dymo® Printer label will ensure the voter gets the correct ballot type. CVR ballots can also be printed from this system. Remember all CVR Ballots must be placed in an orange CVR Envelope by the voter.

Lock the laptop when not in use and do not write any passwords on the laptops or on post-it notes. Do not connect any external devices to the laptop.

1 Place the BOD printer near the processing table. Connect the power cord located on the back of the cart to an available electrical outlet.

2 Break seal "F" and use the BOD key to unlock the front door and access the printer tray. Open one ream of paper and place 150 sheets into tray 2. Place the rest of the ballot paper inside the BOD cart.

3 Break seals "T-1" and "T-2" on top of the BOD cart to access the laptop and the printer behind the sliding door cover.
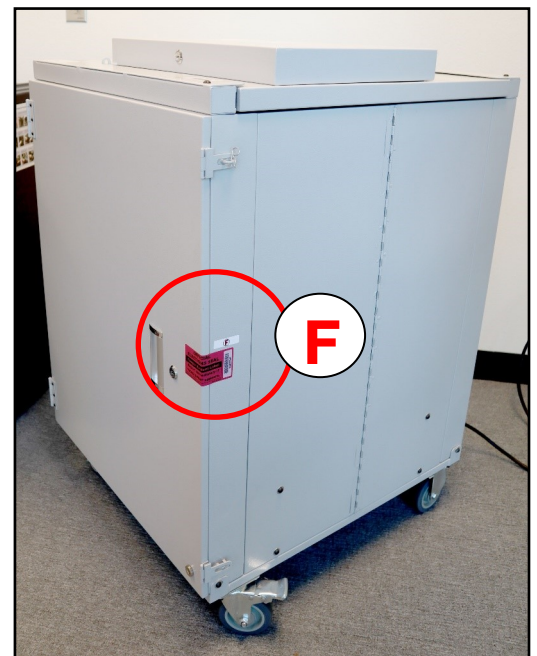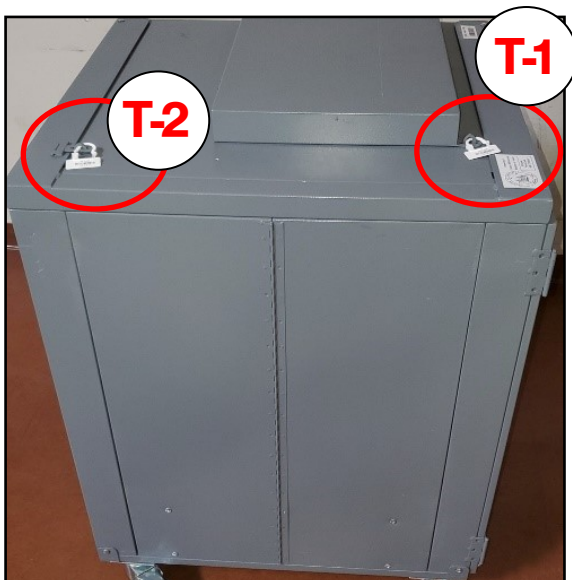
Vote Center Supplies & Setup

Ballot on Demand Printer Setup — Continued

4 Open the top box of the cart to access the laptop. Slide the top door cover open on the cart to access the printer. Take the laptop out of the bag and place it inside the cart next to the printer.

5 On the top of the printer are the laptop power cord and USB cable (see picture in step 4 above). Connect both cords to the laptop into the available ports on the laptop.

6 Power on the laptop. Select "MBPUser" which is preset on the laptop. Enter the given password into the password field. The password can be found in the Official Returns envelope.
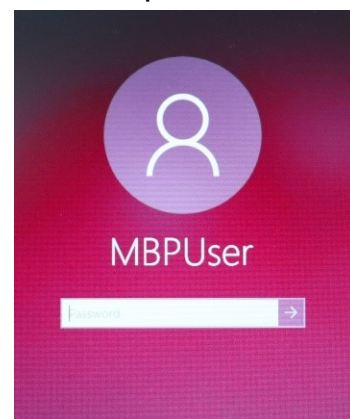
7 Double on the "EMS Mobile Ballot Production." icon on the desktop to launch the program.
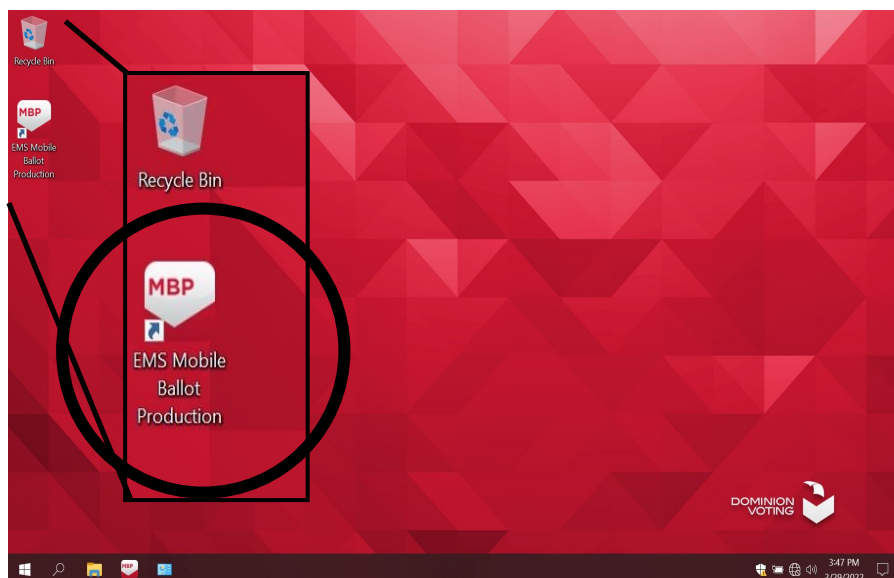
Vote Center Supplies & Setup

Ballot on Demand Printer Setup — Continued

8 Once opened, click on "File" located on the upper left hand corner of the screen and a window will appear to select "Open Project".
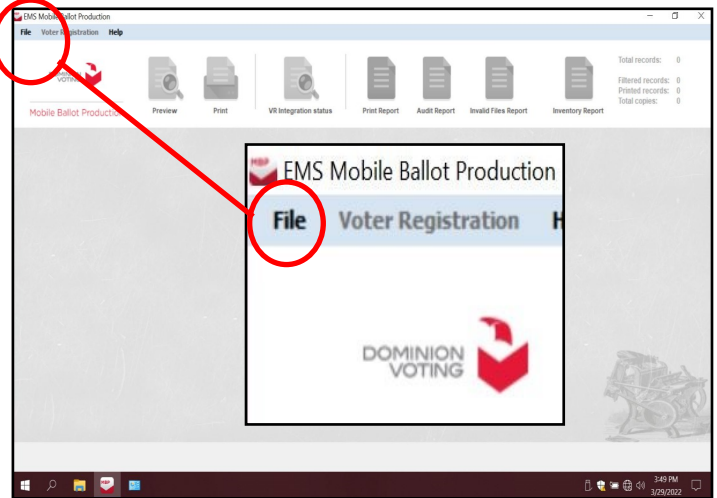
9 The "Open Project" screen will display the name of the election. The buttons to preview and print a ballot will not be available until the "Open Project" button is selected to open the correct election. Highlight the file, which is the name of the current election and click on the "OK" button.
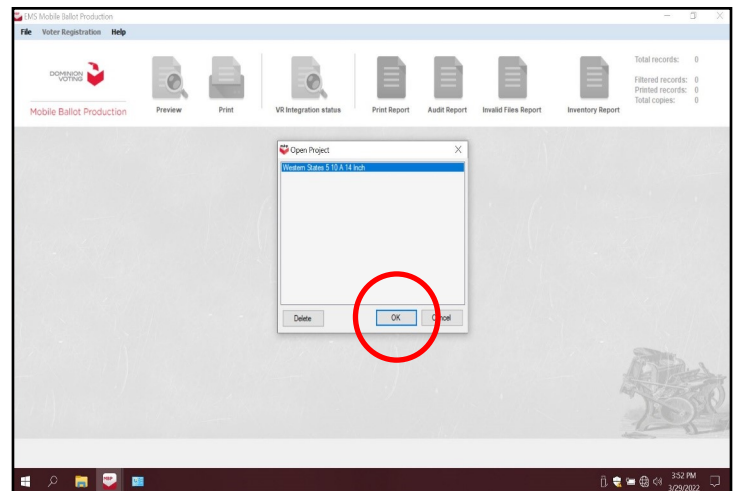
10 To get the list of precincts for this election, click on the first column, next to the words "Click here". A list of precincts for this election will appear.
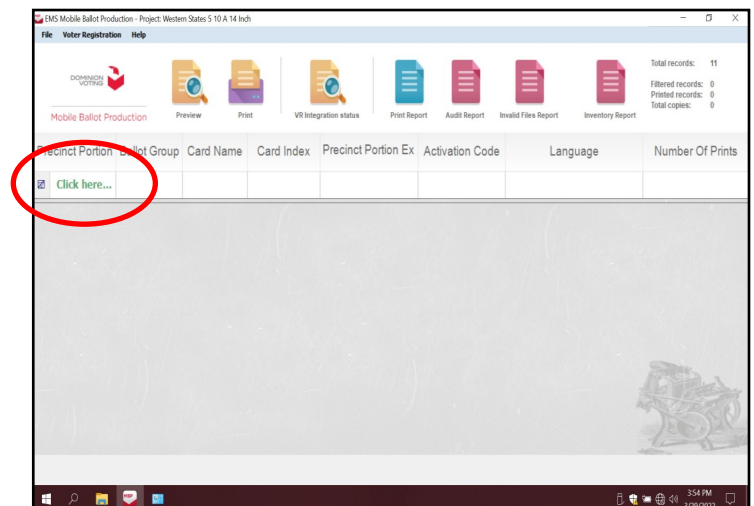
Vote Center Supplies & Setup

Ballot on Demand Printer Setup — Continued

11 You will need to test the printer during setup of the equipment. Click on any precinct number from the list to highlight. Make sure the precinct selected is highlighted.
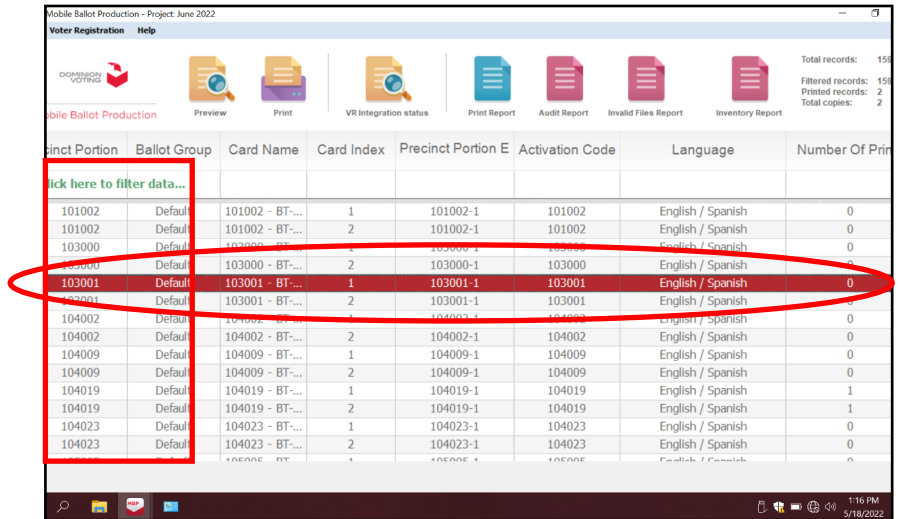
DO NOT double click on the highlighted precinct number screen. It will generate a PDF ballot and the "Inventory Report" at the end of setup will not show the correct number of ballots printed on the BOD.

12 Click on the Print icon. The printer screen will ask for the number of copies. It is pre-selected for "1" copy. **Do not check the "Sample Ballot" box.**

13 The next screen will ask to "Confirm number of printed ballots." Click on the "Confirm" button. A test sample ballot will now print.

Vote Center Supplies & Setup

Ballot on Demand Printer Setup — Continued

14 Write "SAMPLE" on the sample ballot and place the sample ballot ("A" or "B" card-if applicable) in the "Broken Seals" bag. The BOD Printer is now ready for printing ballots on the first day of opening the voting location.

15 Remove the "Ballot Card Accounting Record—Log Sheet" from the Lead Binder. The "Activity Date" and "Quantity of Ballots Received from ROV" (column A) is pre-printed. In column "B" list the "Quantity of Ballots Printed and Issued to Voters." At set-up this amount will be zero. In column "C" list the "Quantity of Spoiled Ballots." This quantity will include the sample ballot printed using the amount of ballot cards used for this election. In column "D" are the "Quantity of Ballots Issued and Spoiled," the sum of column "B" and "C." Example: 0 plus 1 equals 1. In column "E" is the "Remaining Quantity of Ballot Paper Not Used." "A" column minus "D" column equals "E" column. Example: 750 issued in column "A" minus the amount spoiled in column "D" equals 749 for "E" column. In column "F" list the "Hand Count of Unused Ballot Paper." For column "F," break the "F" seal (front door seal) on the BOD cart and count all the paper left in the printer tray. If there is a difference, list that total on the log sheet in the "Diff" column. Then initial the last column on the log sheet.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION

EC§20235
Vote Center Location: **Name of Vote Center**
Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**
Ballot Printer Name: **Registrar of Voters**
Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up Date	750	0	1	1	749	749	0	MJ
1st Date of Election								
2nd Date of Election								
3rd Date of Election								
4th Date Election Day								

Vote Center Supplies & Setup

Ballot on Demand Printer Setup — Continued

16 On the laptop screen click on the top right icon titled "Inventory Report".

17 After recording the totals on the "Ballot Card Accounting Record - Log Sheet" print and close the "Inventory Report" screen. **Make sure you switch to Tray 1 when printing your inventory report.** Place the printed "Inventory Report" in the Lead Binder with the "Ballot Card Accounting Record - Log Sheet". After printing the inventory report you can close the program and shut down the laptop. **See instructions on page 179 for printing the Inventory Report.**
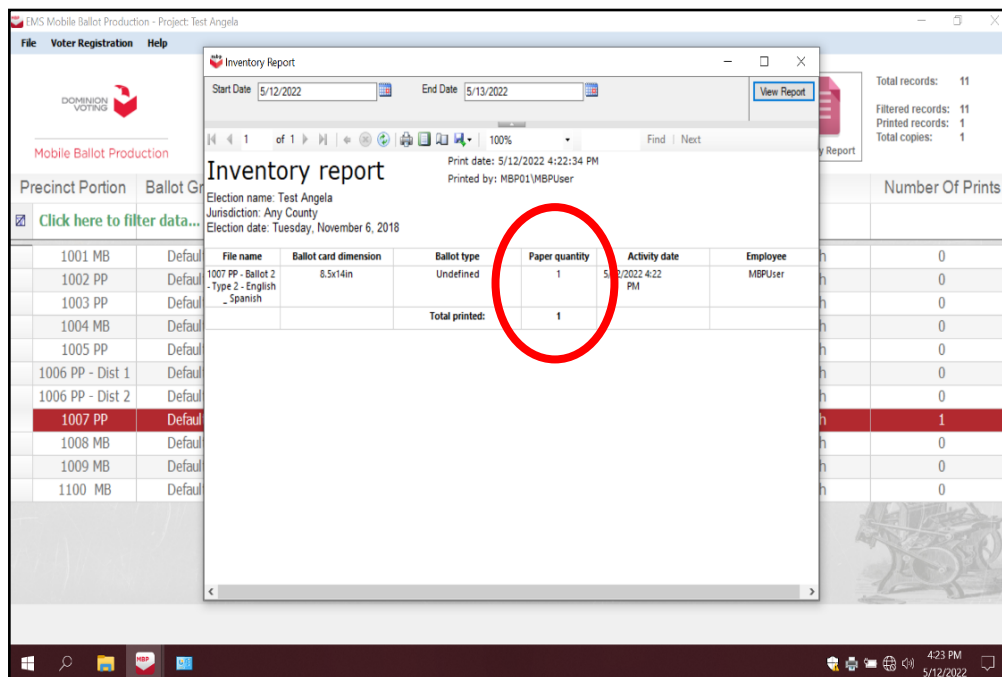
Vote Center Supplies & Setup

Ballot on Demand Printer Setup — Continued

18 At the end of each day of voting, disconnect the laptop cords from the printer. Close and reseal the printer and laptop with the cart key and two red padlock seals. Remember to record the red seals in the "Ballot on Demand Unit Security Log." The next time you open the voting location you will break the red padlock seals and unlock the cover to the laptop with the cart key to gain access to the printer and laptop.

19 Close and lock the front door on the BOD cart. Reseal the front door with a new padlock seal found in the Seals Bag. Record the new "F" seal on the "Ballot on Demand Unit Security Log." **Place the broken "F" seal on the "Official Elections Seal" sheet inside the "Broken Seals" bag.**
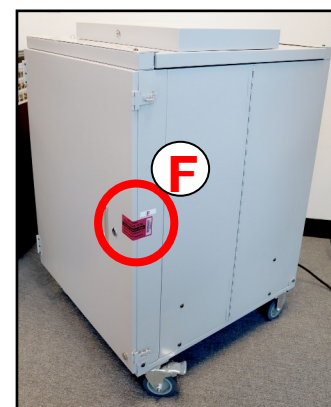
Vote Center Supplies & Setup

Changing the Toner on the Ballot on Demand Printer

Additional toner cartridges can be in your supplies tubs. **DO NOT CHANGE THE TONER CARTRIDGE UNLESS INSTRUCTED BY THE REGISTRAR OF VOTERS OFFICE. Changing the toner could cause damage to the printer.** If you experience any printer issues after replacing the paper or the toner cartridge, contact the Registrar of Voters office at (951) 486-7341. Do not replace the cartridge or add paper until the printer display says "Toner Empty" and "Tray 2 Empty".

1 The printer screen has made you aware of what needs to be added or changed. To gain access to the printer you will need to break the "F" seal on the front door of the BOD Cart. Open the front door of the cart to gain access to the printer.
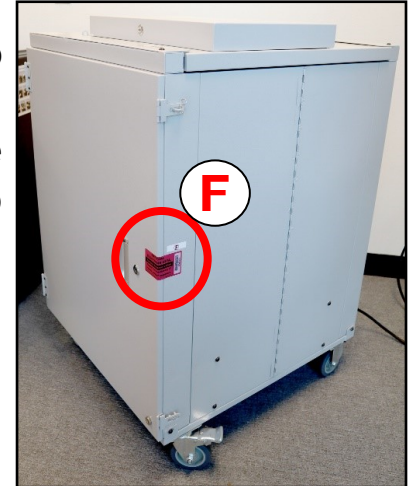
2 On the front of the printer, turn off the printer by pressing the power button on the front right hand side of the printer.
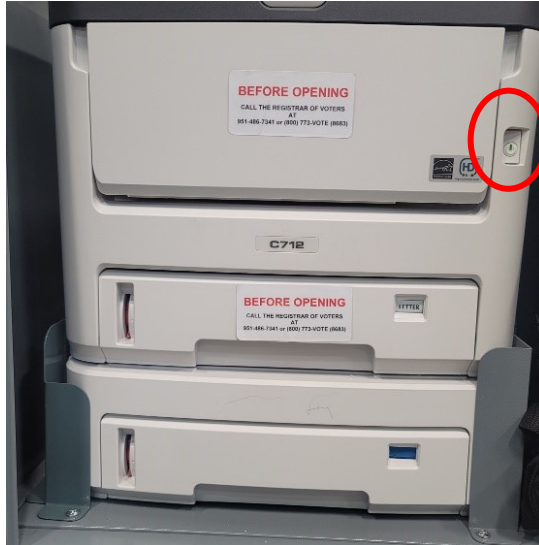
3 Push the button on the left side of the printer to access the toner cartridges.

71

Vote Center Supplies & Setup

Changing the Toner on the Ballot on Demand Printer—Continued

4 There are four cartridges in the printer. Note the positions of the four cartridges. There are several different color toner cartridges. It is essential they go back in the same order.

5 With two hands pull the toner cartridge from the printer.

6 Open the box of the new cartridge color that needs to be replaced.

7 Place the used printer toner cartridge aside until you are ready to store it in an empty box.

8 Remove the new toner cartridge from the box and remove the cartridge wrapping material. Gently shake the new cartridge from end to end several times.

9 Hold the cartridge in the center with two hands and insert the new cartridge into the cartridge carriage. Gently press on the cartridge to ensure that it is in firmly.

10 Close the cartridge cover on the printer, firmly on both sides until you hear a click. Gently pull on printer cover to ensure it has closed completely.

11 Turn on the power button on the right hand side of the printer. Reseal the front doors of the cart with a red seal from the Seals Bag. Printer is now ready to print additional paper ballots.

You MUST call the Registrar of Voters office at (951) 486-7341 before changing the toner cartridge on the BOD Printer.

Vote Center Supplies & Setup

Ballot Scanner

Each Vote Center will receive a Ballot Scanner with a Security Token and a cart key. This scanner allows voters to scan their ballots from both the AVUs and BOD Printer, and review their selections before they cast their ballot. VBM and CVR ballots cannot be scanned and must be placed in their own envelope and into the Black VBM Ballot Box.

Each scanner will be delivered in a fold up cart and small suitcase. The scanner is in the small suitcase and will have to be assembled to the folded cart.

Each scanner also comes with a "Ballot Scanner Security Log" for checking the seals each day. The log is located in the Security Seals Log Binder in the black Lead Bag.

The Ballot Scanner cart and QR code setup directions can also be found on the outside of the cart panel.
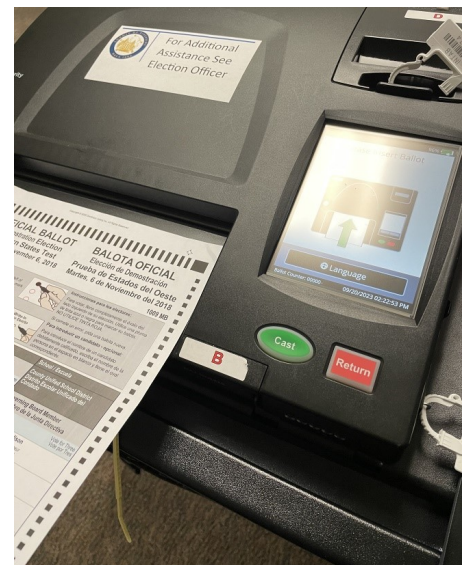
Vote Center Supplies & Setup

Ballot Scanner Setup

1 Unfasten the four Velcro® straps on the two sides of the folded cart.

2 Push apart the two sides, unfolding the cart into a square position.
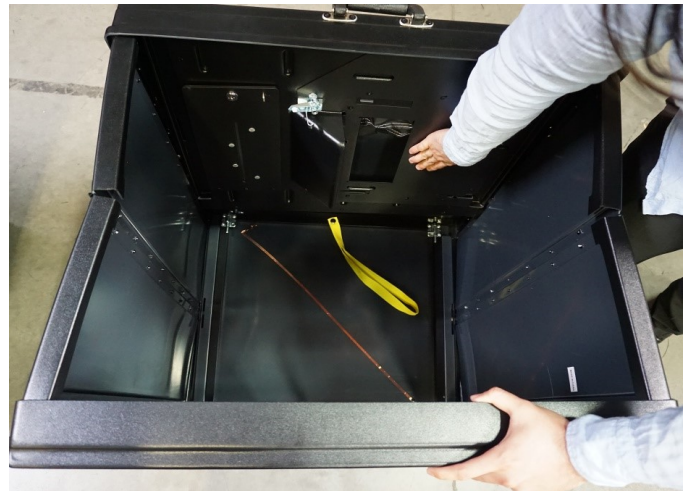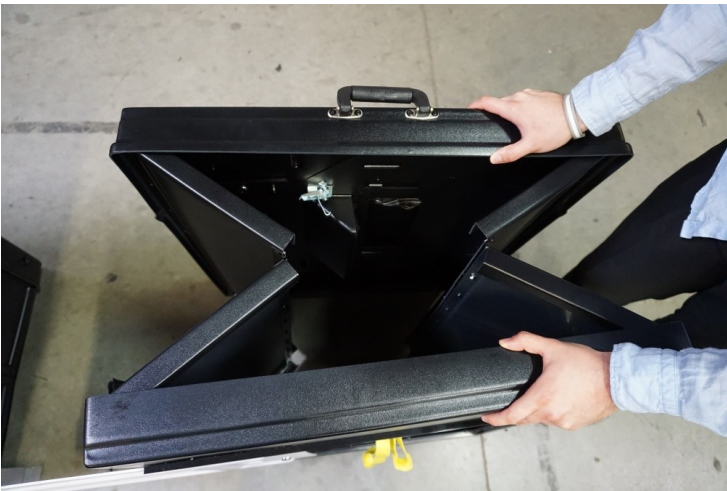
Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

3 The cart bottom base will swing down into the bottom position of the cart. Note: The unscanned ballot slot bag will interfere with the base of the cart.

Unscanned Ballot Slot Bag Under Cart Base
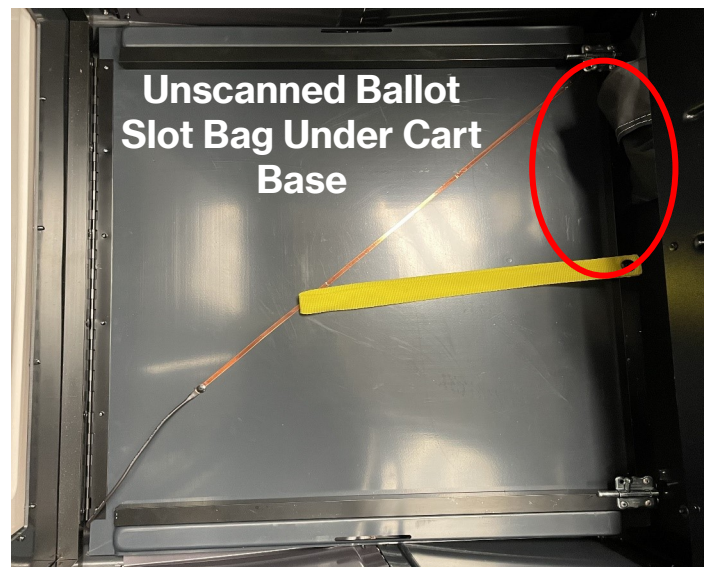
4 Unlock and open the cart base door using the cart key found in the Security Seals Log Binder plastic pouch. Pull the unscanned ballot slot bag forward to allow the bottom base of the cart to position into place.
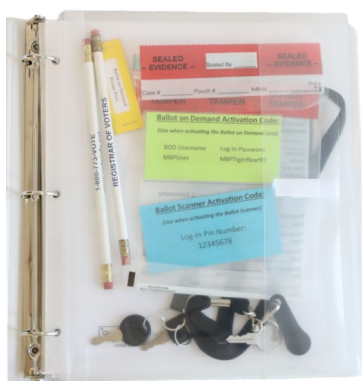
Security Seals Log Binder Plastic Pouch

Unscanned Ballot Slot Bag Tucked In

Unscanned Ballot Slot Bag Pulled Out
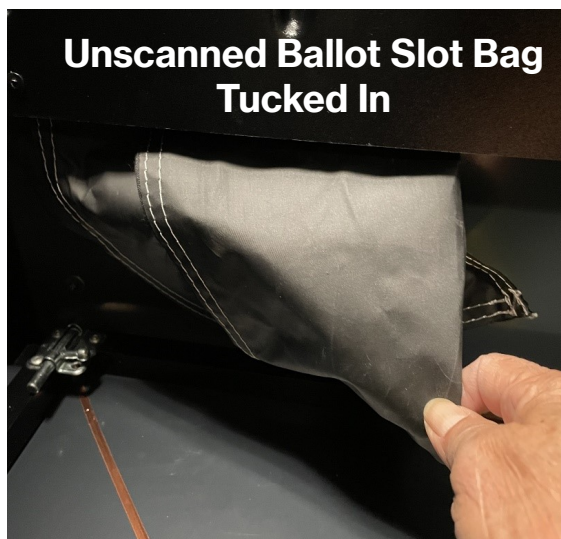
Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

5 With the cart door open, reach inside the base of the cart and latch the two latches into the bottom base side panel of the cart. Make sure the base slot lines up with the base cart tabs. **Be careful not to pinch your fingers when aligning the latches.**

Cart Base

Cart Base Slots and
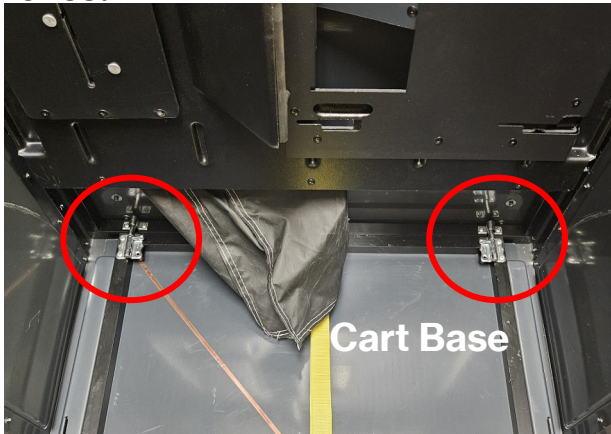
6 Pull the yellow strap hanging from inside the cart door to release the swinging arm. Velcro® binding is holding the swing arm next to the inside cart panel so it may be a little tight to pull apart.

7 Once the swing arm is down pull the top panel of the cart into the top position of the cart. Put the swinging arm back into position as originally found to hold up the top panel of the cart. If the swinging bar is not in position with the Velcro® binding in place, it will not hold the scanner on the top panel of the cart. **Be careful not to scrape yourself when grabbing edges on the top panel of the cart.**

Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

8 Remove the scanner and power cord from the Ballot Scanner bag.

9 The scanner will be placed on the top panel opening of the cart. The top of the cart has four insert slots and the scanner has four insert slot tabs. Place the four insert slot tabs into the four insert slot openings of the top of the cart and push the scanner into position.
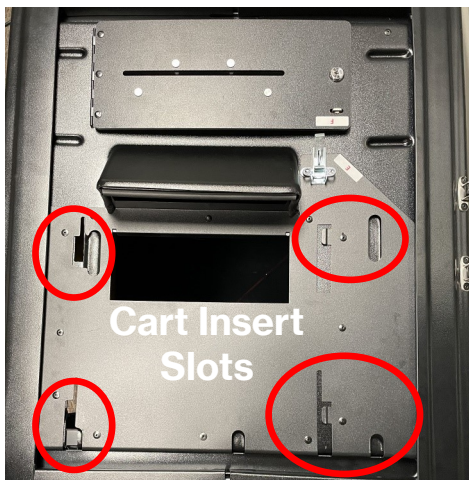
Cart Insert Slots
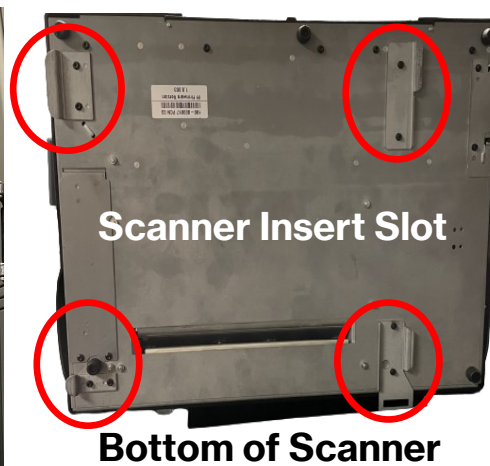
Scanner Cart

Scanner Insert Slot

Bottom of Scanner

Scanner in Position

10 Once the scanner is in position, latch the scanner to the top of the assembled cart using the latch on the back right side of the scanner. **The Ballot Scanner latch is very tight, use caution when latching the scanner to the cart.**

Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

11 Place a red seal on the latch that holds the scanner on the cart and record the seal number in section "E" on the Ballot Scanner Security Log.

SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
New Seals After Set-up						
						E

12 Verify the given seals for position A, B, C, and D on the Ballot Scanner Security Log. Refer to the Ballot Scanner Security Log Instruction Sheet for placement of the seals, found in the Security Seals Log Binder.

BALLOT SCANNER SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot Scanner security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

ELECTION DATE AND TITLE

Vote Center: Name of Vote Center   **Scanner #:** #####

Administrator Door Seal #####	A	Poll Worker Door Seal #####	B
Data Port Door Seal #####	C	Thermal Paper Door Seal #####	D

If you must break a seal, replace it and record the new seal number below

Security Seals Log

COUNTY OF RIVERSIDE
MAY 9, 1893

Date of Election
Name of Election
«Site Number»
«Location»

County Registrar of Voters Office
2720 Gateway Drive, Riverside, CA 92507
Mailing Address: 2724 Gateway Drive
Riverside, CA 92507

www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

2024-6

Administrator Door Seal — **A**
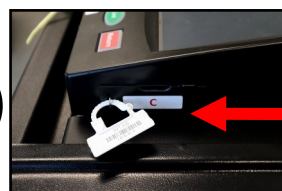
Data Port Seal — **C**

Poll Worker Door Seal — **B**

Thermal Paper Door Seal — **D**

Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

13 Place the Ballot Scanner cart as indicated on your facility layout diagram. An Election Officer should be assigned to the Ballot Scanner at all times to assist voters. The scanner does not need to be next to the processing table.

14 Unlock the cart door and unscanned ballot slot. On setup day **DO NOT** lock and seal the scanner cart. Wait for the first voter on opening day. **Make sure the unscanned ballot slot is opened as shown below.** Frequently, they are delivered closed from the warehouse.

15 Insert the power cord behind the scanner and plug the Ballot Scanner into an available outlet. The lights will luminate showing the scanner has electrical power. It can be plugged into a surge protector or an extension cord.
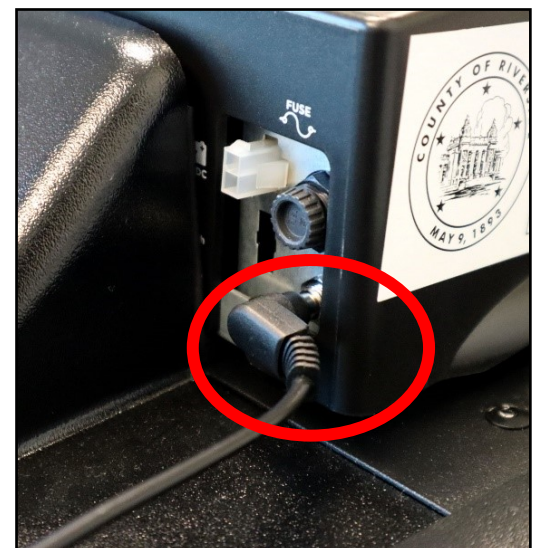
Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

16 Insert a stylus into the slot in front of the scanner to turn on the scanner. You will hear a beep and the scanner display screen will power on.
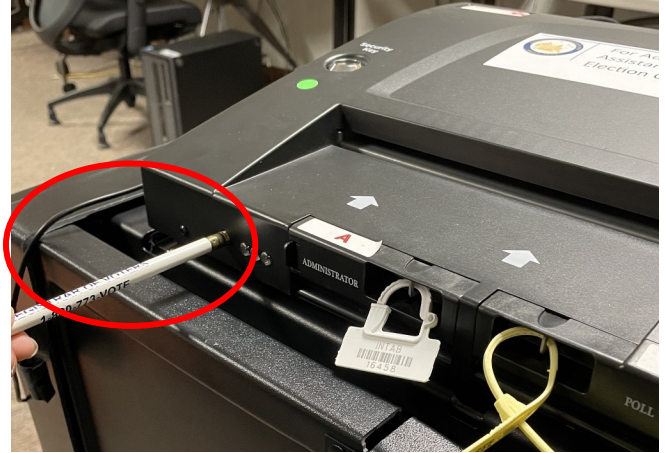
17 Once the scanner has powered on, the display screen will change to "Ready Please apply your Security Token to login". Remove the "Security Token" from the plastic pouch in the Security Seals Log Binder.

imageCAST PRECINCT 2

Verifying Configuration Files... (95 %)
Please wait...

Poll Closed   v5.10.5.1   100%

Ready
Please apply your
Security Token to login

Shutdown

Ballot Counter: 00000   06/21/2023 09:45:30 AM
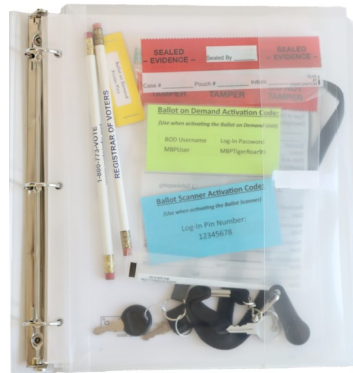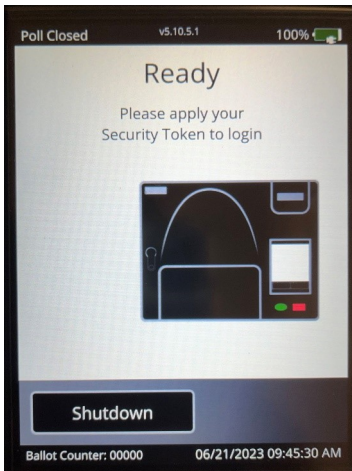
Security Seals Log Binder
Plastic Pouch

Security Token

18 Press the Security Token onto the Security Key holder on the top of the scanner. Hold into position for 15 seconds or swivel back and forth.

Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

19 Enter the Ballot Scanner password on the touchscreen. The password can be found in the Official Returns Envelope.
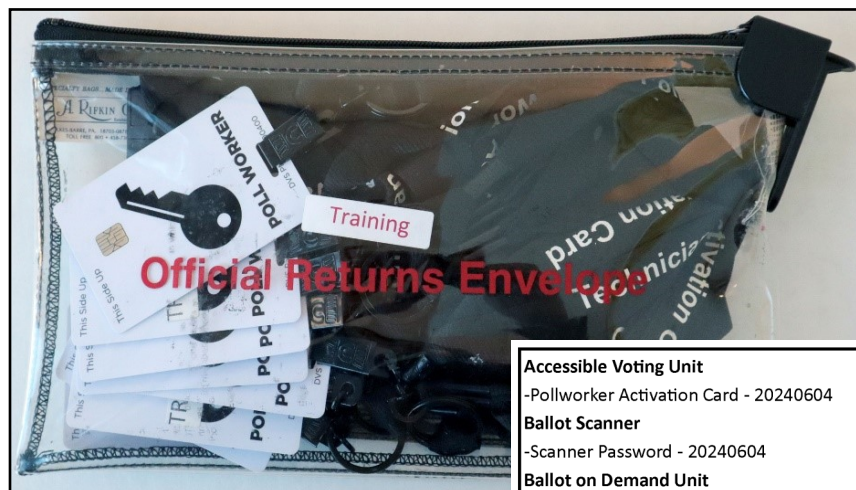
Accessible Voting Unit
-Pollworker Activation Card - 20240604
Ballot Scanner
-Scanner Password - 20240604
Ballot on Demand Unit
-MBUser profile password - June2024$
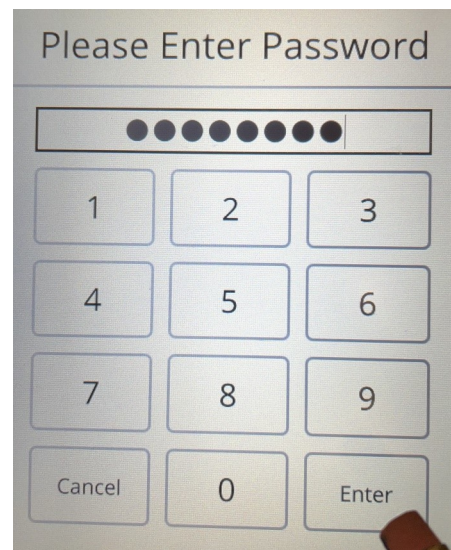
20 The scanner display screen will let you know if the password is correct. If the password is not correct try again making sure each number is inserted.
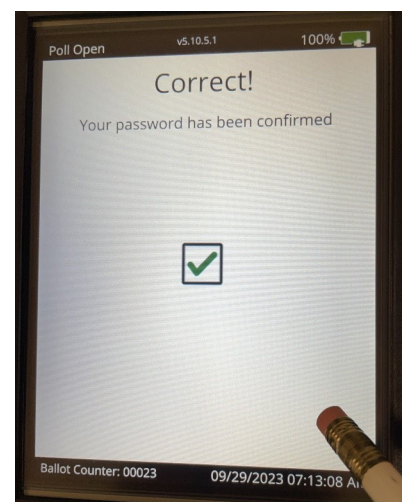
21 Next confirm the date and time on the display screen. Select the "Confirm" button on the screen. If the date and time needs to be changed, contact the Registrar of Voters office at (951) 486-7341. Note: If the time is over or under by 5 minutes, contact the Registrar of Voters office.
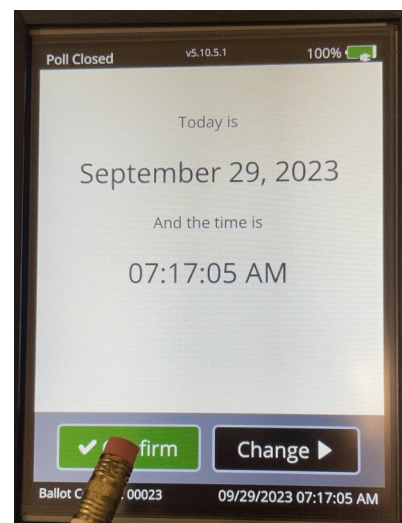
Vote Center Supplies & Setup

Ballot Scanner Setup — Continued

22 The display screen will change to "Main Menu". On the "Main Menu" screen select "Poll Management". The display screen will change to the "Open Polls…" screen. Select "Open Polls…" on the display screen.
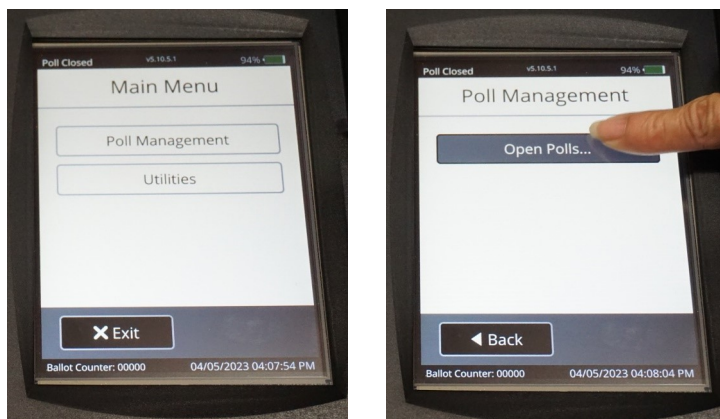
23 The display screen will change to "Report Printing". Press "Print" and then the "Next" button. Place the printed report in the plastic pouch in the lead binder. Press "Continue" and the screen will change to "Open Poll Confirmation". Press the "Confirm" button.
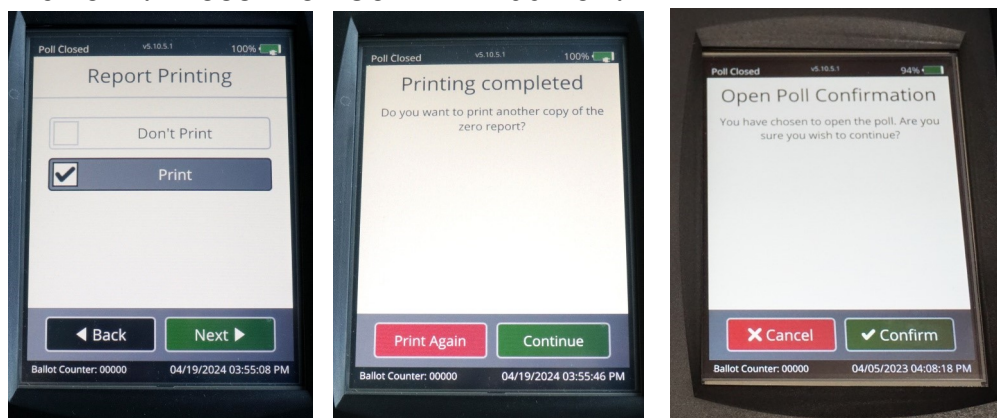
24 The display screen will initiate and change to "Please Insert Ballot". The scanner is now ready to scan ballots on the first day and throughout the election process. Note: **DO NOT** power off the scanner until the last day of voting at the voting location.
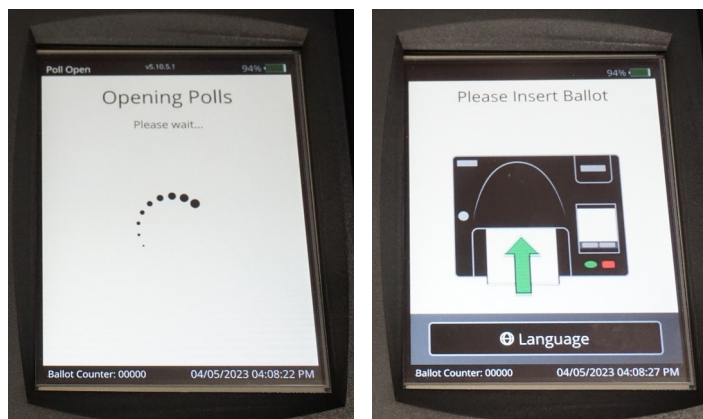
Vote Center Supplies & Setup

Mitigation Supplies

Mitigation is a modification technique used to temporarily remove a barrier to accessibility. Utilizing an Accessibility Checklist provided by the California Secretary of State, we are able to mitigate any potential obstacles a voter may encounter. The most common accessibility barriers at voting location sites are doors, doorways, thresholds, and parking stalls. Any voting location that requires mitigation equipment will be provided an Accessibility Kit. The mitigation supplies will be delivered to the voting location. The Registrar of Voters conducts surveys of all vote center locations to determine which mitigation supplies are necessary for each specific site. Mitigation supplies received by each site will vary based on the needs of the site.

The Accessibility Kit Folder includes a "Accessibility Mitigation Inventory Distribution Sheet" that lists the total number of items needed at the voting location in the "Quantity Issued" column. Once you confirm the contents of the Accessibility Kit, an Election Officer and a Lead must sign this sheet. Follow the Accessibility Kit instructions and ensure the equipment is placed exactly as shown in the available pictures. This will guarantee the equipment is placed as intended and that the non-accessible barrier has now been made accessible. If modifications need to be made, write the information on the yellow "Accessibility Mitigation Comment Sheet" found in the Accessibility Kit folder and call the Registrar of Voters at (951) 486-7341.

Voting locations have curbside voting availability signs at each location. Assemble the sign based on the instructions given inside the Accessibility Kit. Place the sign in the accessible parking space at the voting location. Make sure the signage is easily seen.

Place the mitigation equipment at the voting location each morning. Check the voting location to ensure equipment has been collected at the end of each day and election night.

When the election is over, place all items back in the Accessibility Kit crate or bag with the provided Accessibility Kit Folder.

CURBSIDE VOTING AVAILABLE
To Vote Curbside Call:
(877)663-9906 or California Relay Services (Dial 711)

Facility Number /
Número de Instalación:

VOTACIÓN EN LA ACERA DISPONIBLE
Para Votar en La Acera Llame al:
(877) 663-9906 o Servicio de Retransmision de California (Marque 711)

Vote Center Supplies & Setup

Accessibility Kit

Name of Voting Location
Room Used   ID#0001
Address
City, State Zip Code

Mitigation Supplies Required:

◊ 1 Large Cone

◊ 2 Small Cones

◊ 1 Wireless Alert System with Receiver

◊ 1 Van Accessible Parking Sign

Place 1 large cone with sign and 2 small cones

Accessibility Mitigation Inventory Distribution Sheet
Date of Current Election   Name of Current Election

You are being provided with the mitigation supplies listed below. Please check the items listed with the items you are given to ensure you have what you need to mitigate the Polling Place you have been assigned. If there are any discrepancies please notify the Registrar of Voters Staff immediately.

Item	Quantity Issued	Quantity Returned	Comments
Large Cones	1		
Small Cones	2		
Cone Toppers			
Voter ADA Parking Sign			
Van Accessible Sign	1		
Small Accessible Path of Travel Sign			
Large Accessible Path of Travel Sign			

LARGE CONE — SMALL CONE — CONE TOPPER — VOTER PARKING SIGN

VAN ACCESSIBLE SIGN — SMALL ACCESSIBLE PATH OF TRAVEL SIGN — LARGE ACCESSIBLE PATH OF TRAVEL SIGN

Voter Parking Sign — DOOR FINGER GUARD — DOOR STOP — DOOR GRIPPER

RUBBER THRESHOLD BEVEL/RAMP — METAL THRESHOLD — DOOR MAT — TAPE MEASURE

BLUE INDUSTRIAL SAFETY TAPE — PRIVACY SCREEN DIVIDER — WIRELESS ALERT SYSTEM FOR CURBSIDE VOTING

ADA Voting Booth

Note: If you need additional instruction on where or how mitigation equipment should be setup at the voting location, please call the Registrar of Voters office at (951) 486-7341.

Vote Center Supplies & Setup

Each Vote Center will also receive two supply tubs containing smaller supplies. They will be labeled Tub 1 and Tub 2.

Supply Tub 1

- 2 Printer Toner for AVU Printers and 1 Printer Toner for Vote Center Printers
- 1000 Sheets of Vote Center Printer Paper
- 5 Dymo® Printer Paper Rolls
- 250 CVR Envelopes
- 250 Voter Registration Cards in Plastic Bag
- 1 Blue Painters Tape
- 250 VBM Envelopes
- 250 Ballot Request Forms
- 5 Red Transport Bags
- 3 Ballot Scanner Paper Rolls
- 1 Tape Measure
- Supplies Bag #1
- Resource Materials Bag

Supply Tub 2

- 1000 Sheets of AVU Printer Paper
- 2 Envelope Moisteners
- 1 Flashlight
- 5 Clipboards
- 4 Trash Bags
- 1 Curbside Voting Availability Sign
- 1 Electric Equipment Bag
- PPE containing: 2 bottles of Hand Sanitizer, and 2 tubs each of Disinfecting Wipes and Screen Wipes, 2 boxes of 50 Face Masks (Face Masks are optional and not required to be worn), 1 can of disinfecting spray, 1 roll of paper towels, and 1 box of Naloxone spray

Vote Center Supplies & Setup

Blue Ballot Box

Each Vote Center will receive a blue Ballot Box containing voter signs. **Use this box as overflow on election day for unscanned ballots, when the unscanned slot on the Ballot Scanner cart is filled.**

Black Vote-by-Mail Ballot Box

Black VBM Ballot Boxes will store five Dymo® Printers in a black bag or in the printer's original box. This ballot box will be picked up when setting up the Vote Center and will be returned to the Registrar of Voters on election night or if needed for any overflow of VBM ballots. VBM and CVR voters will be casting their ballot in this ballot box so it must be emptied before accepting any VBM or CVR ballots each day the vote center is open.

Vote Center Supplies & Setup

Accessible Voting Unit Setup

1 Place the blue voting booths as shown in the facility layout diagram. Note: You do not need to setup all AVUs at your site if you do not have the room to do so. Only setup what you have room for.

2 Undo the Velcro® strap holding the sides in place.

3 Open the left side of the booth, then open the right side of the booth. **Be careful not to pinch yourself when opening the booth.**

4 Lift the center of the booth table up and then secure the latches on the bottom of the left and right sides. **Be careful not to pinch yourself when securing the latches.** Verify the table is secure before placing any items on it.
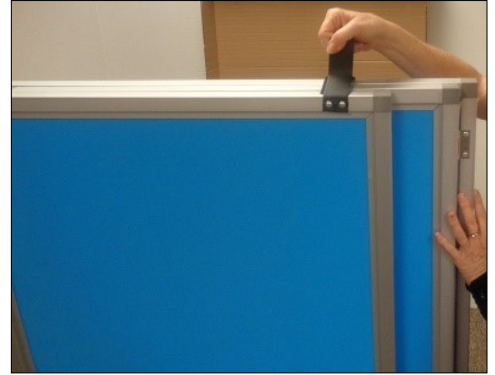
Reminder: AVUs, silver voting booths, and ADA Voting booth should be wiped down with the PPE after each use.

Vote Center Supplies & Setup

Accessible Voting Unit Setup — Continued

The large tablet case and the small printer case are paired up by matching numbers. Match both cases with the same number when setting up.

5 Place the tablet case on a flat and stable surface (large rolling case) with the rolling handle side down.

6 Open the case. Remove the power cord and Audio Tactile Interface (ATI) controller with headphones from the case; place them on the blue voting booth.

7 Using the handle on the back of the tablet, remove the unit out of the case.

8 Stand the tablet case up on the left side of the blue voting booth and remove the protective packaging.

Vote Center Supplies & Setup

Accessible Voting Unit Setup — Continued

9   Place the protective packaging back in the case. Close the case and place it away from the voting area.

10 Place the printer case on a flat and stable surface (small rolling case) with the rolling handle side down. Unzip and open the case. Remove the power cord from the case.

11 Remove the Velcro® strap from around the printer. Use the side handles on the bottom of the printer to pick it up from the case.

12 Place the printer on the right side of the blue voting booth. Close the case and store it with the tablet case.

13 Place the rolling cart with the attached UPS between two AVU blue voting booths. Both AVU and printer must be connected to the green section of the UPS power source located on the back right side.

Vote Center Supplies & Setup

Accessible Voting Unit Setup — Continued

14 Connect power cord labeled "A" from the UPS directly into a power outlet on the wall. **DO NOT** plug the UPS into a power strip or surge protector.

15 Connect the AVU power cord labeled "B" to the corresponding port labeled "B" on the bottom right side of the base of the tablet.

16 Connect the tablet power cord labeled "C" to the back of the UPS in the corresponding outlet labeled "C."

17 Connect the printer USB cord labeled "D" which is attached to the back of the tablet into the corresponding top USB port labeled "D" on the top right side of the back of the printer.

If any of the power cables are missing or damaged, call the Registrar of Voters office immediately at (951) 486-7341.

Vote Center Supplies & Setup

Accessible Voting Unit Setup — Continued

18 Connect the ethernet cable labeled "E" which is attached to the back of the tablet into the corresponding port labeled "E" of the ATI controller. The light should illuminate green when the power is on.

19 Connect the printer power cord labeled "F" to the corresponding port labeled "F" on the bottom right side of the printer.
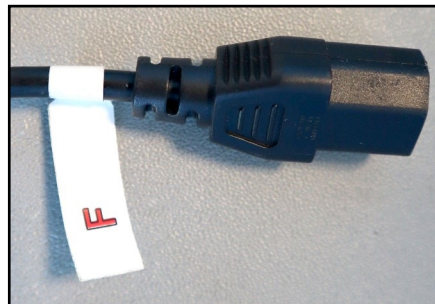
20 Connect the printer power cord labeled "G" to the back of the UPS in the corresponding port labeled "G".
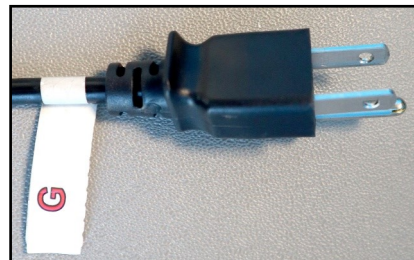
21 Connect the headphone's cable labeled "H" into the corresponding port labeled "H" on the ATI.
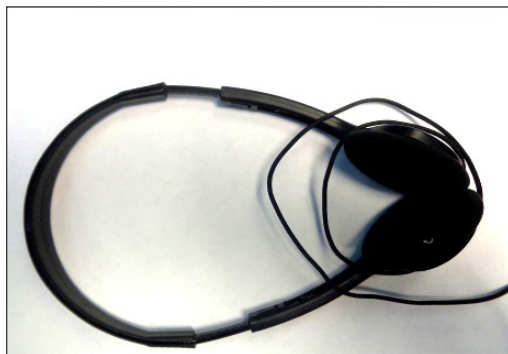
After completing the connection assembly steps, the UPS, tablet, and printer are now ready to be powered on and tested. **Repeat these steps for all units before testing the units. Remember, two units will be connected to one UPS.**

Vote Center Supplies & Setup

Accessible Voting Unit Security Log

Use the following instructions to properly verify the **voting location and Voting Unit Number** on all AVUs on the AVU Seals Log found in the Security Seals Log Binder.

At setup, two Election Officers **must inspect the seals on the AVU for tampering. First, verify that the "Voting Unit #" on the upper back side of the AVU screen matches the AVU seals log. Verify that the seal numbers "I" and "J" match the number on the seals log.** Once the seals have been verified, continue on to the next AVU. The AVU seals check must be completed three times each day for each AVU setup: once in the morning, once during the day, and at closing.

❑ AVU Back Top Battery Red Seal "I" (Do not break for any reason)

❑ AVU Back Bottom Power Button Yellow Seal "J" (Should only be broken if needed to manually power off and on the unit)
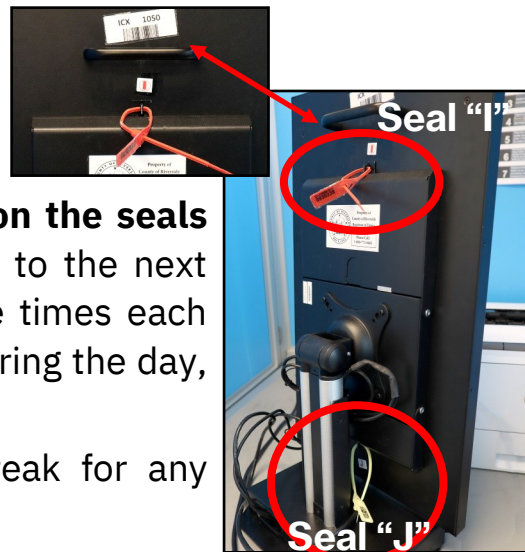
Should an Election Officer need to power on the AVU tablet manually, it will be necessary to break the "J" seal and record the replacement "J" seal number in the log in the space provided on the AVU Security Log.

Two Election Officers will complete the "Seals Verification For Vote Center Set-Up" section of the log. Record the date and time of verification and answer the "Seals Intact?" question box. Both Election Officers print their name in the "Verifier Name" box and initial in the "Verifier Initials" box for each operating AVU setup.

SEALS VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up Setup Day	8:00 am	YES	Mary Lincoln	ML	Jackie Kennedy	JK

If a seal is broken, tampered with or if the numbers do not match on the log, call the Registrar of Voters office immediately at (951) 486-7341.

Vote Center Supplies & Setup

Accessible Voting Unit Power & Testing

1 Verify that the two AVUs and two printers are plugged into the UPS before turning the power on. Press and hold the power button on the UPS until you hear two beeps. You will hear a beep after initially pressing the power button and a second beep about 15 seconds later.
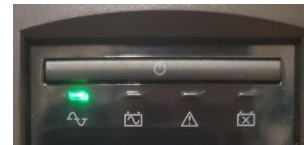
2 When the UPS is powered on, the AVU tablet and the printer will automatically power on. A "Dominion Voting" logo will display on the touchscreen about 20-30 seconds later. If the AVU tablet does not automatically power on, tilt the screen until you see the yellow "J" seal on the power button cover. Break the yellow "J" seal, open the panel, and hold the button for 1-2 seconds until the light is illuminated green. Apply a new yellow seal to the power button cover and record the new yellow seal number in the "Replacement Seal" entry box "J" of the "Accessible Voting Unit Security Log". Place the broken "J" seal in the Broken Seals Bag.

Seal "I"
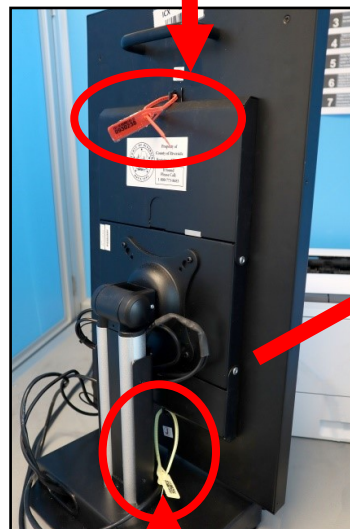
Seal "J"
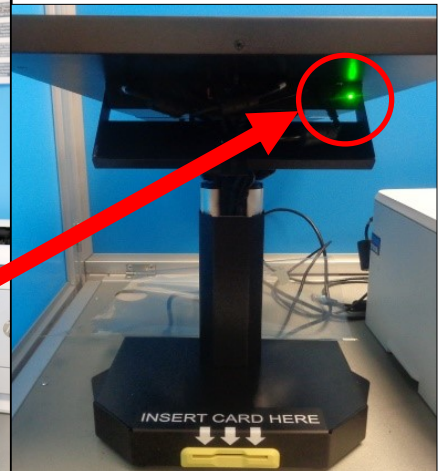
3 If the printer does not automatically power on, check the connections and press the power button on the front of the printer. When the printer is on, it will display "Ready" then "Secure."
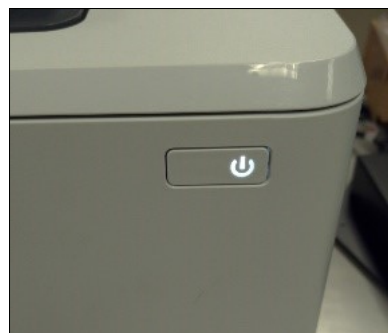
Ready   Secure

Vote Center Supplies & Setup

Accessible Voting Unit Power & Testing — Continued

4 After your AVU tablet has powered on, insert a Poll Worker Ballot Activation Card with the gold chip facing up and toward the device. The "Login" dialogue box will display. Enter your "Administrator Login Code" found in the Official Returns Envelope pocket name tag (example: 01020304), located in the black Lead Bag. Touch "Login" and the AVU touchscreen will turn to the "Poll Administration" screen.

Accessible Voting Unit
ker Activation Card - 20240604
anner
Password - 20240604
Demand Unit
profile password - June2024$
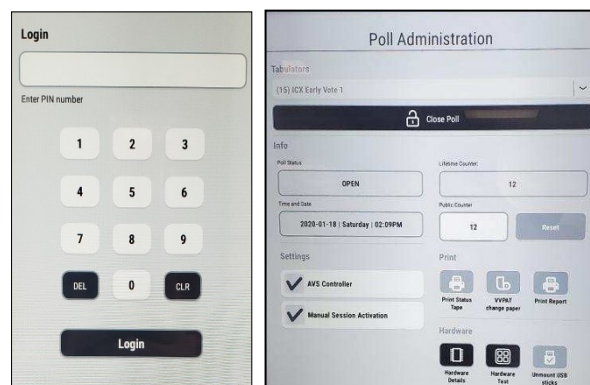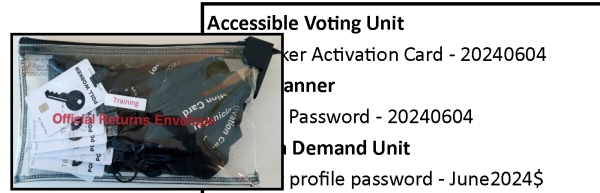
5 While on the "Poll Administration" screen, verify the polls are open in the "Info" section under the "Polls Status" tab. Also, verify under the "Settings" section that the "AVS Controller" and "Manual Session Activation" tab has a check mark in the box.
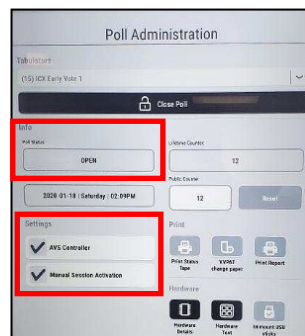
6 While still under the "Poll Administration" screen, two Election Officers will now complete the AVU printer test and the ATI test using the touchscreen of the AVU tablet. Under the "Hardware" section touch the "Hardware Test" button on the "Poll Administration" screen. Another screen will appear displaying the "Functional Test" options. Touch the "Printer" button from the list.
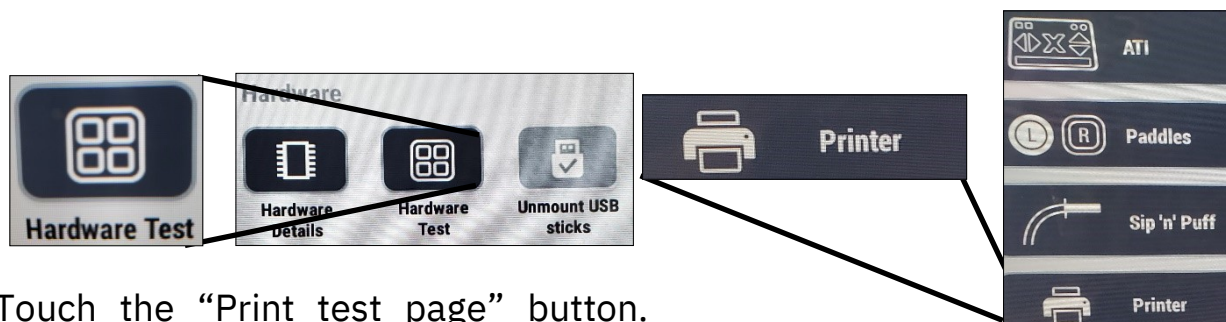
7 Touch the "Print test page" button. After touching the "Print test page" button, a "Printer Test" dialogue box will display "Printing test page."
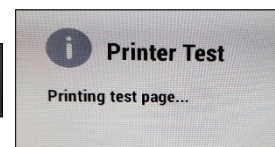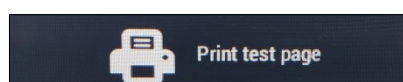
Vote Center Supplies & Setup

Accessible Voting Unit Power & Testing — Continued

8 After the test page has completed printing, remove it from the printer and place it in the Broken Seals Bag. Touch the "Back to Menu" button on the bottom left portion of the AVU touchscreen to return to the "Functional Test" screen. In the "Functional Test" screen, touch the "ATI" button from the options list.

9 To perform the ATI test, press each button on the device. A green bubble and white check mark will appear on every button icon on the screen. When finished, touch the "Close" button on the bottom right portion of the AVU touchscreen. Remove the Poll Worker Ballot Activation Card. The screen will now display the voting screen. You are now ready for the first voter.
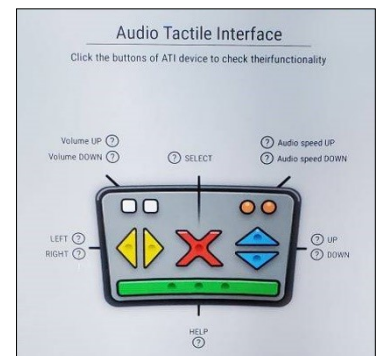
Note: Repeat all the steps for each AVU being used at the voting location. After the setup and testing has been completed, **DO NOT** power off the equipment throughout the election process.

Vote Center Supplies & Setup

Accessible Voting Unit Printer Cartridge Replacement

If the printer toner cartridge needs to be replaced at the voting location for the AVU or printer on the processing table, follow the steps below for toner cartridge replacement. If you experience any printer issues after replacing the toner cartridge, contact the Registrar of Voters office at (951) 486-7341.

1 Turn off the printer by pressing the power button on the front of the printer.
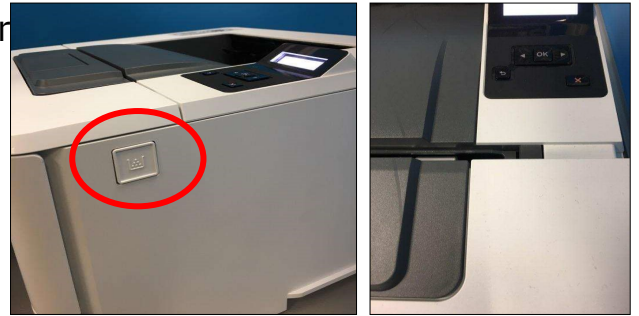
2 Press the toner storage compartment release button which is located on the right hand side of the printer. This will release the toner storage compartment.

3 Pull the toner storage compartment open in order to gain access to the toner cartridge.

4 Release the toner cartridge by pulling the toner cartridge up. Use two hands to remove the used toner cartridge.
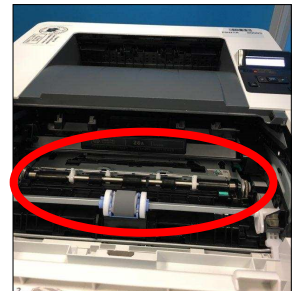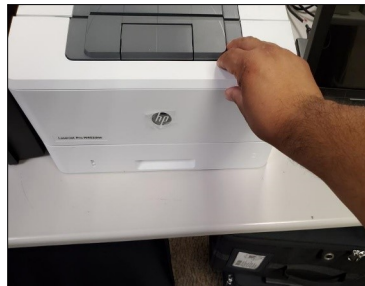
5 Place the used printer toner cartridge aside until you are ready to store it in an empty box.

6 Remove the new printer toner cartridge from the box after you have removed the used printer toner cartridge from the printer.

Vote Center Supplies & Setup

Accessible Voting Unit Printer Cartridge Replacement — Continued

7 With the printer toner cartridge facing up, align the printer toner cartridge with the guides on the left and right side of the printer and insert the cartridge until it is locked into place.

Top

Bottom
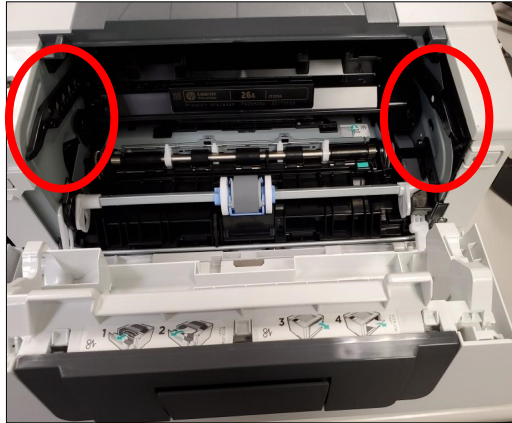
8 Lift the toner storage compartment and push it until it locks closed.
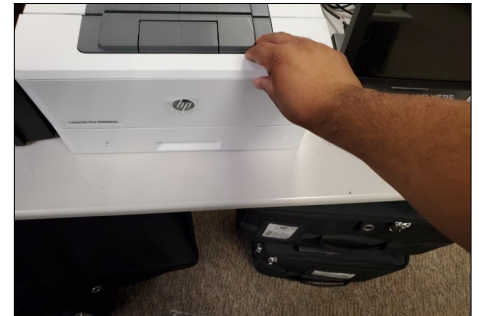
9 Turn the printer back on by pressing the power button.

10 Place the used printer cartridge in the empty box that you took out the new printer cartridge and place it in the return supply tubs in which it was originally received. Write "USED" on the cartridge box.

This page intentionally left blank.

4. MORNING ROUTINE

TV

TEMECULA VALLEY
UNIFIED SCHOOL DISTRICT

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Morning Routine

Each day use the Vote Center Lead Checklist from the Lead Binder as a reminder to complete essential tasks.

Here are some of the tasks necessary to complete each morning before the polls can be opened:

- Election officers must complete their oath and payroll form on their first day of work at the vote center. This includes taking the Oath of Allegiance.

- **Have a morning huddle with the entire team.** This is a good time assign tasks, whether they are things that need to be done before the polls open, or what each officer will be doing throughout the day to run a successful vote center. You can also use this time to relay any necessary information to the entire team, so that everyone is on the same page.

- **Set a work schedule for break and lunches.** Work schedules can be printed from the shared drive.

Morning Routine

- **Hand out name badges and lapel pins.** If an officer is bilingual, make sure they wear a bilingual name badge.

- **Get the First Voter Procedural Checklist ready for the first voter.** Take the form out of the lead binder and place near the ballot boxes along with one red seal for the black VBM ballot box, and two seals for to the Ballot Scanner. Refer to page 39 in this guide for detailed instructions on how to complete this form.

- **Complete the first seals check for the AVUs, BOD printer, and Ballot Scanner.** For detailed instructions on how to complete a seals check, see pages 92, 70, and 78.

Morning Routine

- **Setup all required signage and mitigation supplies.** This includes the curbside voting availability sign, as well as any supplies included in the site's Accessibility Kit. Refer to the supplies checklist to make sure all the required indoor and outdoor signage is posted.

Flags & Directional Signs

Posters: in the Language Kit, Lead Binder.

- **Setup your processing table.** Plug in your processing laptops, make sure they are working and connected to EIMS, and test out each Dymo printer. Be careful to place the laptops and rosters in the same order every day. Make sure you have your Sign-in Rosters and other materials required to process voters.

- **Get your greeting table and sanitization supplies ready.**

- **Get the BOD Printer ready for your first voter.** Break open the top compartment, power up the printer, and connect and log into the laptop.
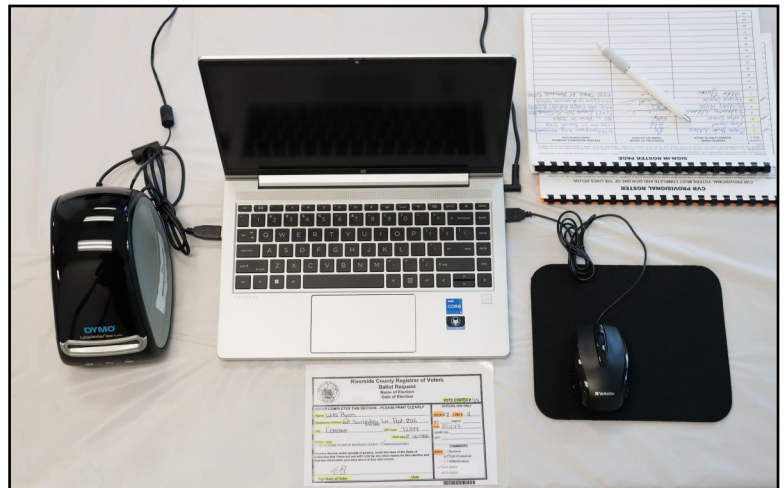
After completing these tasks, call the ROV command center to let them know you are ready to open the polls at your Vote Center.

> **Note: Remember to announce "The polls are now open" outside your Vote Center at the scheduled opening time.**

5. PROCESSING VOTERS

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Processing Voters

When a voter comes in to vote at a Vote Center, the first thing they will see is the greeting station. An election officer will greet the voter and determine what kind of help they need.

There a few different possibilities for voters depending on their chosen method of voting:

- Drop off a VBM ballot
- Vote at the vote center on an AVU or with a paper ballot (Regular voter)
- Vote at the vote center and change registered political party or address
- Vote at the vote center without previously registering (CVR)
- Pickup a ballot to take home and mail in when completed (VBM Re-issue)
- Cast a VBM ballot directly into the ballot box (Live VBM Return)
- Pick up a replacement ballot to take home for someone else
- Vote curbside

After the voter has completed their ballot, the ballot box they cast their ballot in depends on their method of voting and whether they choose to scan their ballot or not.

- VBM ballots are cast in the black VBM ballot box
- Regular ballots from an AVU or BOD printer can be scanned through the ballot scanner or cast directly into the unscanned slot or blue ballot box (overflow)
- CVR ballots are cast in the black VBM ballot box

Note: At the scheduled closing time, an election officer must announce outside the Vote Center "The polls are now closed". Any voters in line at the time of closing must be allowed to vote.

Processing Voters

Accepting Dropped Off Vote-by-Mail Ballots

Remember all persons dropping off VBM ballots <u>DO NOT</u> sign any roster. The Leads will collect VBM ballots at the end of the day and deliver them to the Registrar of Voters office before going home.

1 All dropped off VBM ballots will be inspected by an Election Officer before they are deposited into the Black VBM Ballot Box. VBM ballots can be dropped off at any voting location in the State of California.

2 Voters returning their VBM ballot to the voting location will be asked "Is this your ballot?". If the voter responds "Yes", the Election Officer will check that the voter has signed the envelope. If it is signed, the ballot will be deposited into the Black VBM Ballot Box.

3 When a voter responds "No," the Election Officer will ask the "Authorized Agent" to read the envelope flap. If the Authorized Agent agrees with the conditions they will print and sign their name on the flap where indicated. The Election Officer will check that the voter has signed the ballot envelope. If everything is correct, the ballot can be deposited into the Black VBM Ballot Box.

Envelope will show Registrar of Voters return address

Voter's name and address

Before depositing in the Black VBM Ballot Box, make sure the voter has signed the return envelope

Authorized Agent will print and sign their name on the back envelope flap.

AUTHORIZED AGENT: A person designated to return a VBM ballot shall not receive any form of compensation based on the number of ballots that the person returns and an individual, group, or organization shall not provide compensation on this basis (E.C. §3017 (e)(1)).

If the Authorized Agent refuses to complete the envelope flap of the VBM ballot, the Election Officer shall place the ballot into the "Vote-by-Mail Research" Bag. The Registrar of Voters office will determine how or if the ballot will be processed. Any questions can be directed to the Registrar of Voters office at (951) 486-7341. The Election Officer will offer an "I Voted" sticker and thank the voter for voting.

Processing Voters

Processing In EIMS

To verify a voter's eligibility in the Vote Center database, have the voter fill out a "Ballot Request" form before going to the processing table. On the laptop in the processing screen you will need to check the **"Return Status"** before issuing an AVU ballot or paper ballot. On this screen a green light signal will appear in the "Ballot Activity Status." Use the following steps to verify voter eligibility:

1 The "Process Voter" window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center processing screen. **Before processing a voter, check the voting location.**

2 Search for the voter's information using the "Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Select the "Search" button.

3 Find the voter's name from the list. Check address and birthdate for verification by using the "Ballot Request" form. Once confirmed select the verified voters "Voter ID" from the "Search Results" list.

Processing Voters

Processing In EIMS—Continued

4 With the "Ballot Request" form in hand, verify the voter's address, birth date, and signature from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voter's ballot has not been returned.

5 If a voter surrenders their VBM ballot or spoiled their Vote-by-Mail ballot, write on the envelope "DO NOT COUNT SURRENDERED" and deposit it into the "Spoiled & Surrendered Ballots" zip lock bag (found in the red Transport Bag.) Spoiled or Surrendered **VBM ballots** are not counted at the end of the day.

Reminder: In the Vote Center application you are able to see the voter return status, so it is not necessary for the voter to surrender a VBM ballot.

6 Once verified, click the **"Issue & Return"** button under the voters information. All voters requesting to vote at the vote center must be processed using the "Issue & Return" button.

Processing Voters

Processing In The EIMS—Continued

7 The printer screen will appear to print the voter's labels. Select the Dymo® Printer and select the print button and the printer will print two labels from the Dymo® Printer. The labels will be slightly different. **It is important to put the correct label on the voter's "Ballot Request" form.**
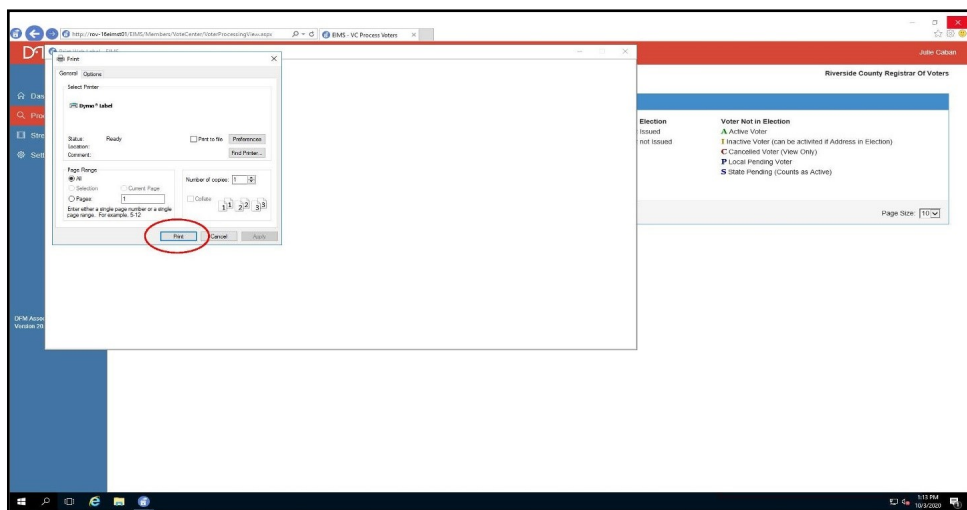
8 The first label will have the Voting Precinct, Ballot Type, Language, and voter's name on the left side of the label. This label will be given to the Election Officer to activate a ballot session on the AVU, or taken to the BOD station to print out a paper ballot. The label will show the voter's party, precinct, and ballot type. The voter will then sign the Sign-In Roster. **Make sure the voter signs the roster before leaving the processing table.**

Voting Precinct → **Voting Precinct:** 356321

Ballot Type → **Ballot Type** 116
Language English
ROSEMARY ADAME
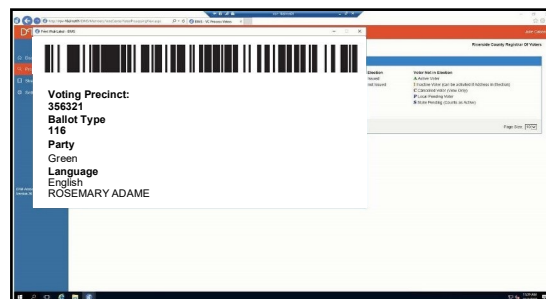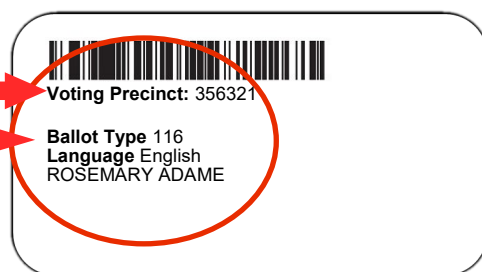
Processing Voters

Processing In EIMS—Continued

9 The next label will have the Election date, election UPC barcode with the group number of the voter, issue date, voter ID, voting precinct, ballot type, voter's name, and address. This label will go on the back of the "Ballot Request" form.

10 Have the voter sign on the next available line in the Sign-In Roster. **Make sure the voter signs the Sign-In Roster before walking away from the processing table. Highlight whether the voter voted on the AVU, BOD, or with their Live VBM ballot.**

Processing Voters

Processing In EIMS—Continued

11 Write the "VOTE CENTER #" and the "Book#, "Line#", and V.P. (voting precinct number) on the voters "Ballot Request" form in the "Official Use Only" section. In most cases a voter may have received a ballot in the mail. The return status in the database will determine if the ballot was returned. If not returned you can issue a ballot.

12 Have an election officer take the voter to either an AVU to activate a ballot session, or the BOD printer to print out their paper ballot, depending on the voter's choice. **Always ask the voter if they would like a paper ballot or to vote on the AVU.**

Processing Voters

Processing on the Accessible Voting Unit

1 Give the label with the voting precinct number on it to an Election Officer. The Election Officer will activate a ballot session for the voter on the AVU. The correct precinct, party, and ballot type for the voter is based on the information on the label.
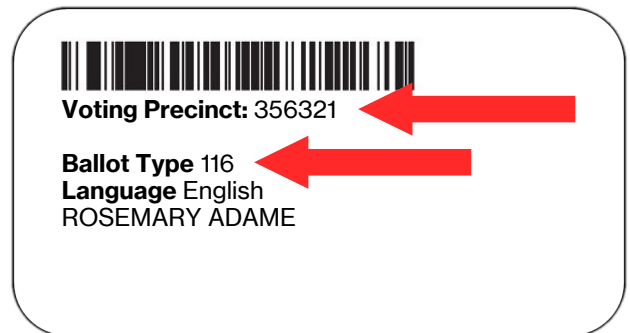
2 Insert the Poll Worker Ballot Activation Card into the AVU yellow slot. Enter the "Voting Precinct" number from the label.
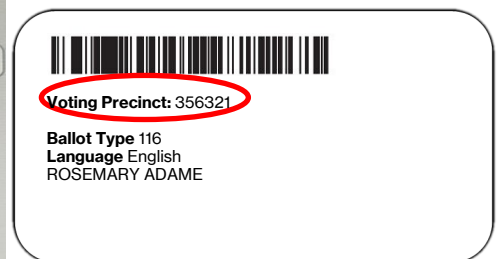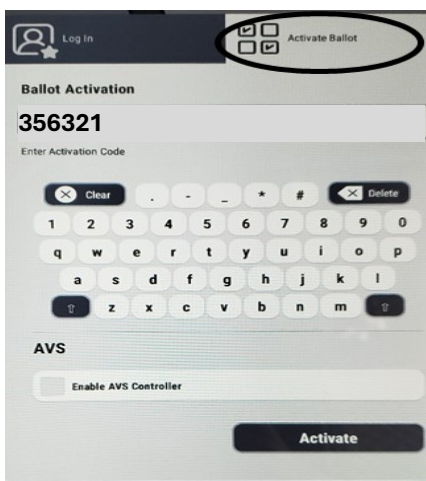
3 The next screen will ask for the voter's preferred language (English or Spanish). Have the voter select their language choice and remove the activation card.

4 The voter has the option to change the "Language," "Text Size," and screen "View" as needed.

Language   Text Size   View
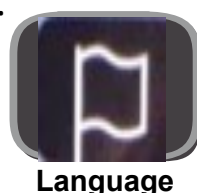
Processing Voters

Processing on Accessible Voting Unit — Continued

5 The voter will touch their desired choice to vote. Instruct the voter to touch the "Review," "Back to Ballot," "Previous," or "Next" buttons to navigate the screens.

| Review | Back to Ballot | ← Previous | Next → |

6 Once the voter is satisfied with their selections, they touch "Print Ballot." A confirmation screen will appear to "Print your ballot" or "Review your choices." Select "Print your ballot" to print ballot. If the voter has reviewed their choices and changes their mind they can go back to the contest and deselect the choice and then select the updated choice.
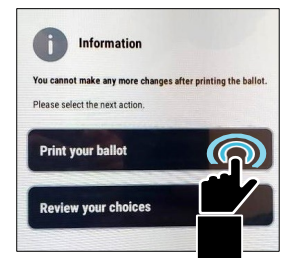
7 Issue the voter a Secrecy Sleeve and move away from the AVU and let the voter vote. Be available to assist if necessary. Place the label in the "Dymo Printer Label Bag" once the voter has completed voting.
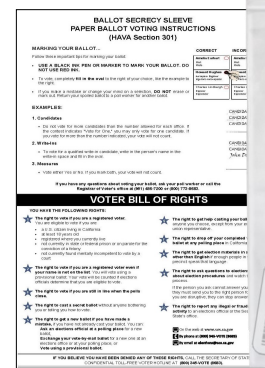
8 **THE VOTER SHOULD NOT LEAVE THE AVU UNTIL THEIR BALLOT HAS PRINTED.** When the ballot has been printed offer the voter a secrecy sleeve for their ballot. Ask the voter if they would like to scan their ballot with the Ballot Scanner or cast it in the unscanned ballot slot. Retrieve the Secrecy Sleeve before the voter's ballot has been cast and deposited. Offer the voter an "I Voted" sticker and thank the voter for voting.
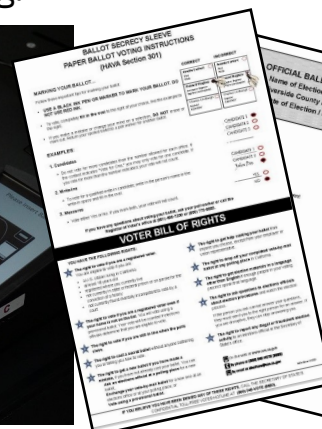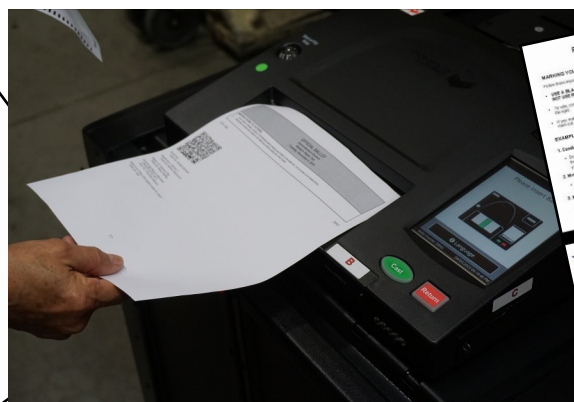
Processing Voters

Printing a Paper Ballot on the Ballot on Demand Printer

The BOD Printer offers the ability to provide a printed ballot to any eligible voter at any Vote Center throughout Riverside County. The BOD application is configured with the current election database and all ballot types for the election. Always keep the laptop secure when not in use.

1 When the voter requests a paper ballot, the processing table Election Officer will give the label with the voting precinct number on it to an Election Officer at the BOD Printer station. The correct precinct and ballot type for the voter is based on the information on the label.

2 On the BOD Printer, the laptop screen should be ready to go. On the screen under "Precinct Portion" is a section that reads "Click here..." and shows in green colored numbers. Click on that section.
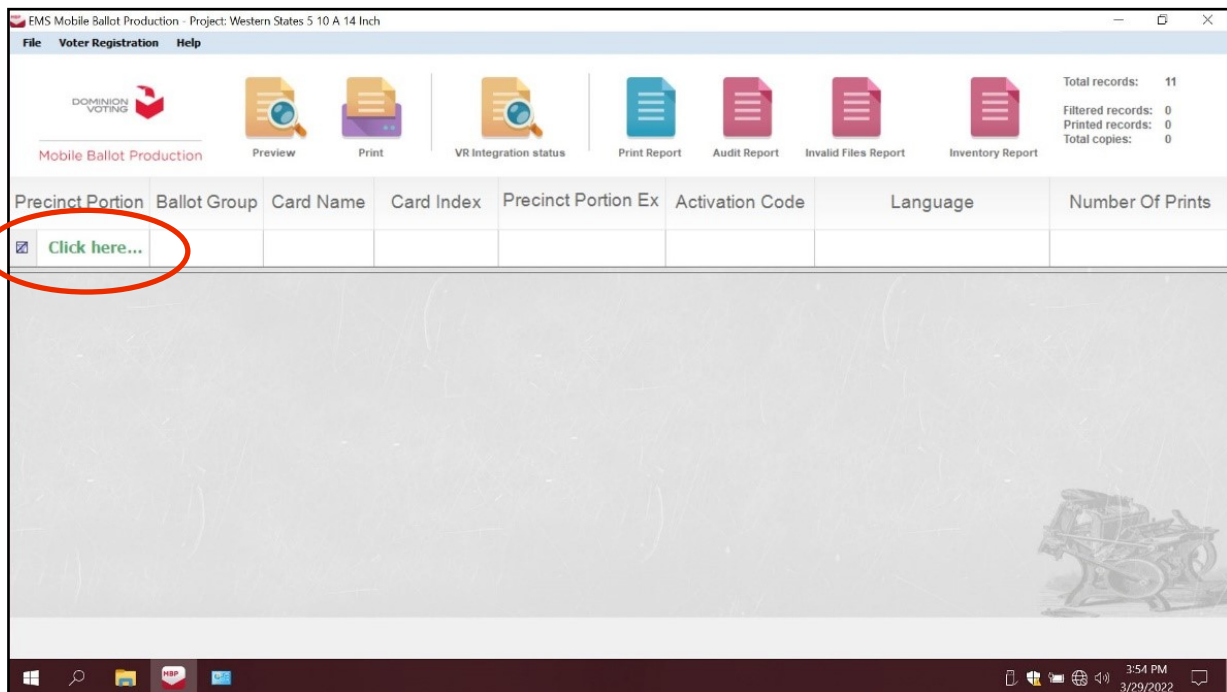
Processing Voters

Printing a Paper Ballot on the Ballot on Demand Printer — Continued

3 Enter the voter's precinct number from the Dymo label.
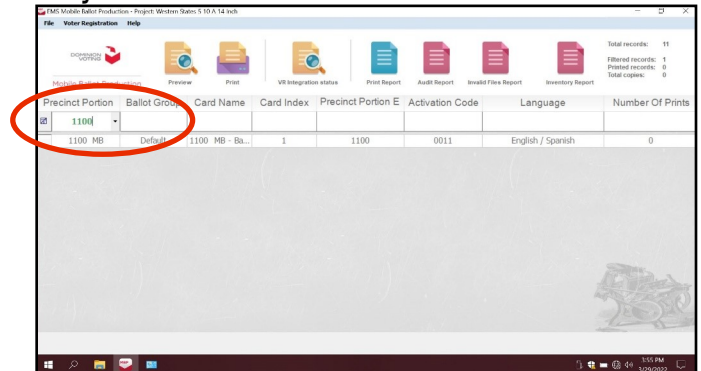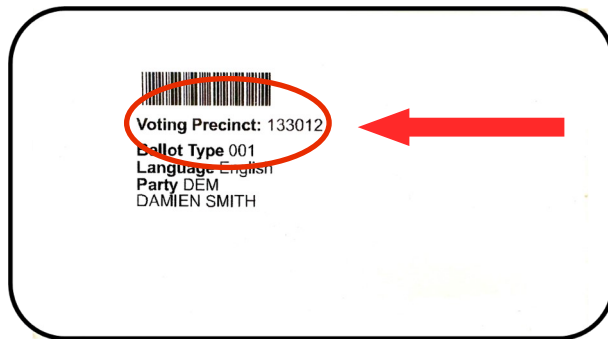
4 The precinct number will appear once or twice. This depends on how many ballot cards will be given to the voter. Highlight the precinct number with the number 1 under "Card Index" and select the "Print" icon and another window will appear.

DO NOT double click on the highlighted screen. It will generate a PDF ballot and the "Inventory Report" at the end of the day doesn't show the correct number of ballots printed on the BOD.
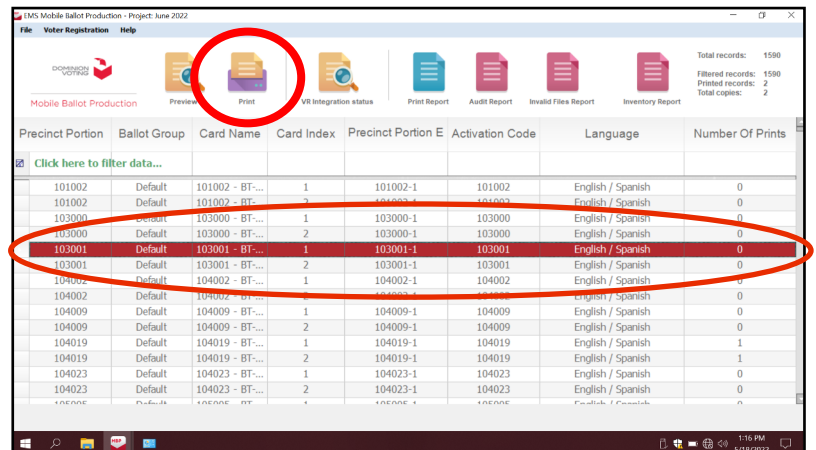
5 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window will appear once or twice depending on how many ballot cards the voter will receive. Select the "Print" button.
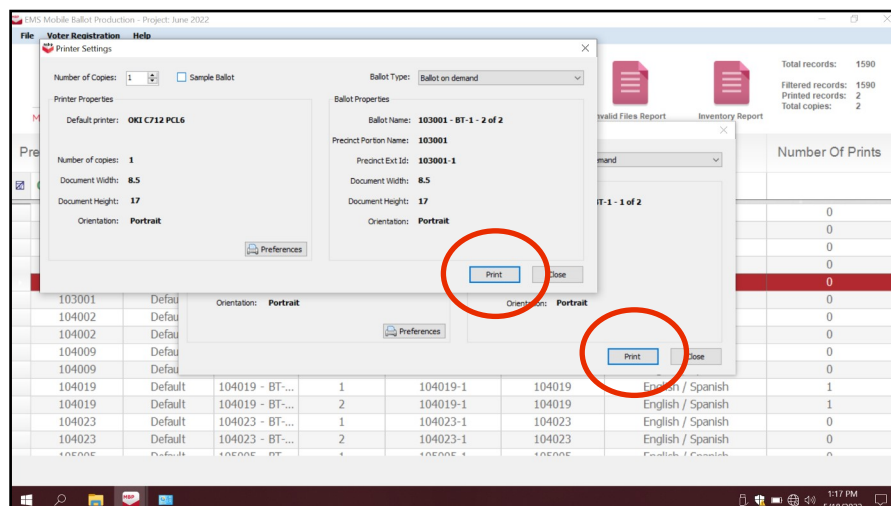
Processing Voters

Printing a Paper Ballot on the Ballot on Demand Printer – Continued

6 The "Number of Printed Pages" screen will appear and shows the number of times the voter is given a ballot card. Select the "Confirm" button. The ballot cards are dependent on how many contests are on the ballot for the election.
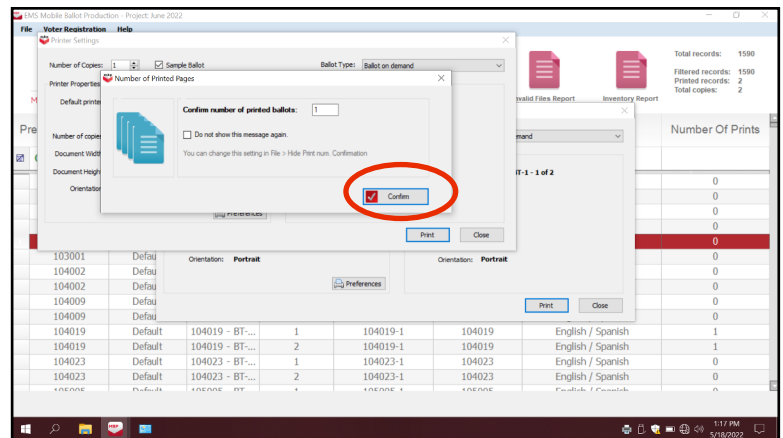
7 After the ballot(s) has printed, hand the voter the printed paper ballot(s), a Secrecy Sleeve and a pen. Direct the voter to an available silver voting booth and move away from the voter. After the voter has finished voting, ask them if they would like to scan their ballot with the Ballot Scanner or cast it directly into the unscanned ballot slot. Be available to assist if necessary. Place the Dymo label into the "Dymo Printer Label Bag" once the voter has finished voting.
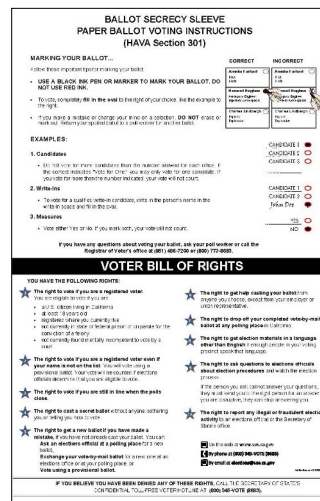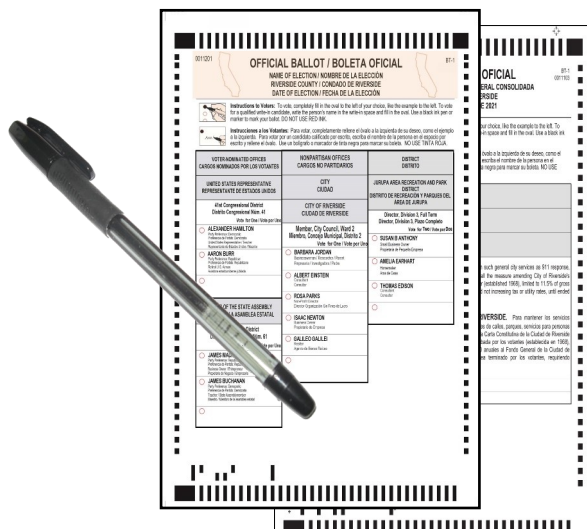
Processing Voters

Printing a Paper Ballot on the Ballot on Demand Printer — Continued

8 Retrieve the Secrecy Sleeve and pen before the ballot has been cast. Offer the voter an "I Voted" sticker and thank the voter for voting.

Note: If a voter requests a ballot and they are not in the "Vote Center Processing" database as a registered voter in the County of Riverside, they must follow the CVR process.

Processing Voters

Change of Political Party/Change of Address

Riverside County voters can now change their political party and/or residential address at any Vote Center while still receiving a non-CVR ballot. When a voter indicates they would like to change their political party and/or residential address, complete the following steps to process them:

1. If a voter would like to change their political party and/or residential address and **no other** information on their voter registration, they must complete a Ballot Request and a Change of Political Party/Change of Address form. If they would like to change additional information on their voter registration other than their political party and/or residential address, they will need to go through the CVR process.

2. Using the voter's completed Ballot Request and Change of Political Party/Change of Address Form, find the voter in the EIMS database using the voter's information from the Ballot Request.

3. After finding and selecting the voter, click on the blue Update Voter box.

4. A window will open allowing the voter's political party and residential address to be changed.

Processing Voters

Change of Political Party/Change of Address— Continued

5. To change a voter's residential address, type their new residential address as indicated on the completed Change of Political Party/Change of Address form in the "Residence Address" field. After entering their updated address, click the green "Verify" button to precinct the new address. A voting precinct number in green will appear in the "Precinct" box if entered correctly. Click the blue "Save Changes" button to confirm the changes. **Make sure you are entering any changes correctly. Any changes made in these fields will be reflected in the voter's registration.** If you are not able to correctly precinct the address, verify that it has been entered correctly and is located in Riverside County. If you are unable to precinct the address, call the Registrar of Voters office at 951-486-7341 for further guidance.

6. To change a voter's political party, select their new party from the "Party" dropdown menu. Click the blue "Save Changes" button to confirm the changes.

Processing Voters

Change of Political Party/Change of Address—Continued

7. If the voter writes in an Other Party, ☐ Other *(specify)*: _____ select Other in the dropdown menu and type their party in the Other Party field. Inform the voter that if they register as a member of an unqualified political party, in this primary election they will receive a non-partisan/no party preference ballot.

8. After saving the changes to the voter's political party and/or address, confirm that their information is correct in EIMS, and continue to process them following the instructions starting on page 109 of the Election Guide. **When printing the Dymo labels, print two of the label with the voter's address by changing the quantity to 2 as shown.** Remember to check the "Change of Political Party" or "Change of address" box in the Comments section of the Ballot Request.

Processing Voters

Change of Political Party/Change of Address— Continued

9. After you are finished processing the voter, place the voter's completed Change of Political Party/Change of Address form in the "Completed Voter Registration Cards" bag.

Processing Voters

Processing Conditional Voter Registration Voters

CVR Voters are individuals whose eligibility to vote cannot be verified in the "Vote Center Processing" database. These voters are issued an AVU Ballot or paper ballot which will be counted when their eligibility is verified by the Registrar of Voters office.

Situations which require voters to vote conditionally:

✦ Voters not found in the "Vote Center Processing" database as a registered voter.

✦ Voters with a name change.

✦ Voters whose signature on their "Ballot Request" form does not match the signature in the "Vote Center Processing" database.

Inform voters of the following reasons for issuing a CVR Ballot:

✦ Their information in the "Vote Center Processing" database is Cancelled, Inactive, or Pending.

✦ CVR Ballots **ARE** counted after the voter's eligibility is confirmed.

✦ CVR Voters must retain the stub from the CVR Envelope in order to check on the status of their CVR Ballot.

✦ A CVR Ballot **must be** placed in the CVR Envelope and put into the Black VBM Ballot Box in order to be processed.

✦ Voters may call (800) 773-VOTE (8683) or go online at www.voteinfo.net to find out the status (counted or not counted) of their CVR Ballot after the election is certified.

Voters not found in "Vote Center Processing" database will vote conditionally (CVR)

Processing Voters

Issuing a Conditional Voter Registration Ballot

Use the following steps to issue a CVR Ballot once the voter has filled out the "Ballot Request" form and eligibility to vote cannot be verified in the "Vote Center Processing" database. Any voter who is Inactive, Canceled, or not found in database must be processed as CVR voters. **Voters who need to change their registered party or address will no longer be processed as CVR voters.**

1 On the back of a CVR Envelope, check the reason why the CVR Ballot is being issued.

2 Give a CVR Envelope and Voter Registration Application to the voter. Instruct the voter to complete the envelope and Registration Application. Instruct the voter to return to the processing table after they have completed the documents.

3 When the voter is ready to be processed, verify the voter has completed and signed the envelope and Registration Application. All required information must be filled out by the voter on the CVR Envelope and Voter Registration Application, otherwise their vote may be delayed or possibly not counted.

Processing Voters

Issuing a Conditional Voter Registration Ballot — Continued

4 Instruct the voter to remove the stub from the completed Voter Registration Application. Completed Voter Registration Applications go into a provided zip-lock bag for returning to the Registrar of Voters office. **Voters do not need an extra CVR Envelope for their Voter Registration Application.**

Note: Voters must provide a residential address, NOT a P.O. Box. The voters address given must be able to precinct. If the address does not precinct, call the Registrar of Voters office at (951) 486-7341.

5 The "Voter Processing" window should be on the laptop screen. You could not find the voter so you will have to process them as a CVR voter. Select "Provisional Label" and the "Print Provisional Label" window will appear.

6 Enter the voter's name and residential address and click the green "Verify" button. The voter must provide a valid residential address in order to get a precinct number. A PO Box address will not precinct. You will not be able to give the voter a ballot unless they have a valid resident address.

Processing Voters

Issuing a Conditional Voter Registration Ballot — Continued

7 If the voter's residential address is valid, a green precinct number will appear. If the residential address is not able to precinct, ask the voter to give you a valid residential address. If the voter is sure it is a valid residential address, call the Registrar of Voters at (951) 486-7341 and get a precinct number before proceeding to the next step.

8 Next, select the blue "Print Provisional Label" and the printer screen will appear.

9 The printer screen will appear twice. The first screen will have a picture of the label. It will have the voter's name, address, ballot type, voting precinct, party, language, election date, date printed, and time printed. Select the blue "Print" button. Close out of this label and the next label image will appear.

Processing Voters

Issuing a Conditional Voter Registration Ballot — Continued

10 The second label window will appear. This label will have the voting precinct, ballot type, party, language, and the voter's name. Select the blue "Print" button. Both labels will print on your Dymo® Printer. Close out of this screen.
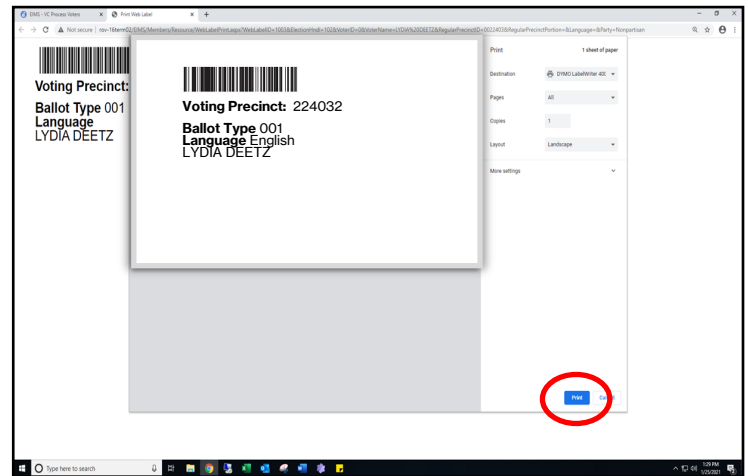
11 The "Vote Center Processing" database will return to the "Voter Processing" screen. It is now ready for the next voter.
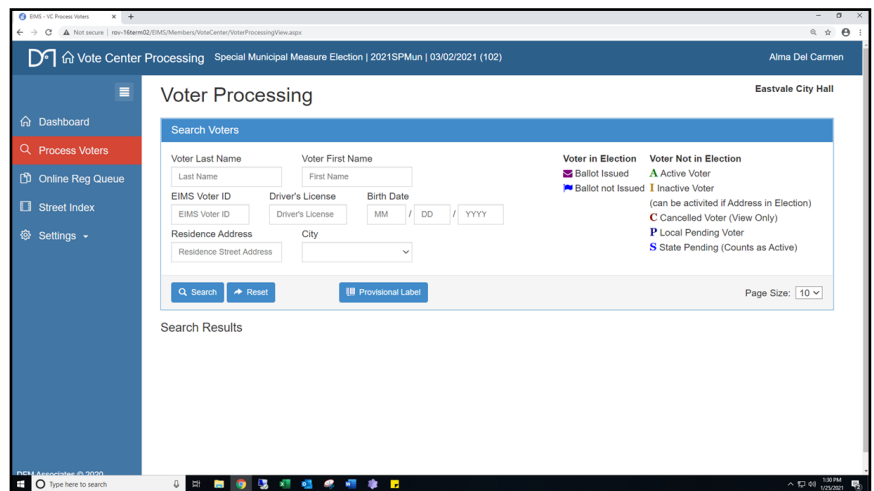
12 Place one of the two printed labels on the back of the voter "Ballot Request" form. This will be the label with the voter's precinct number, party, and ballot type. Place the second label on the back of the voter's CVR Envelope. This is the label with the voter's name and address.
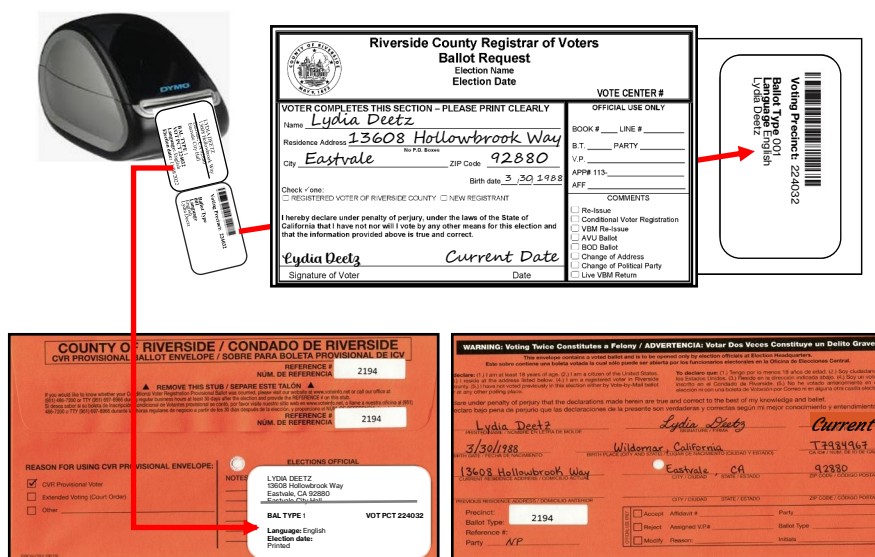
Processing Voters

Issuing a Conditional Voter Registration Ballot — Continued

13 Have the CVR Voter sign the CVR Sign-In Roster on the next available line. Write the "Book#", "Line#" and "V.P." (Voting Precinct) number on the voters "Ballot Request" form and check the "CVR" box and "AVU Ballot" box in the "Comments" section on the "Ballot Request" form.

14 After the voter signs the CVR Sign-In Roster, hand the CVR Envelope to an Election Officer and they will accompany the voter to the AVU and activate a ballot session. Once at the AVU enter the ballot activation code. **This Pin is the "Voting Precinct" number on the printed label, located on the back of the CVR Envelope.** Hand the voter the CVR Envelope and let the voter know to fold their voted ballot in half and put their folded voted ballot into the CVR Envelope. The Election Officer will walk away to give the voter privacy, but be available if needed.

Ballot Activation

Remind the voter to fold their ballot and put it in the envelope before depositing it into the ballot box.

Processing Voters

Issuing a Conditional Voter Registration Ballot — Continued

15 If the voter requests a paper ballot, hand the voter a pen, the CVR envelope, paper ballot from the BOD printer and direct them to an available silver voting booth. Remind them to fold their ballot and put their folded voted ballot into the CVR Envelope. The Election Officer will walk away to give the voter privacy but be available if needed.

16 At the completion of voting, remind the voter to put their folded voted AVU ballot or paper ballot or ballots into the CVR Envelope, and seal the envelope. Remind the voter to remove and retain the stub from the CVR Envelope.

17 Escort the CVR voter to the Black VBM Ballot Box to deposit their ballot. Offer the voter an "I Voted" sticker and thank them for voting.

> **Remind the voter to fold their ballot and place it in the CVR envelope before depositing it into the ballot box.**

Processing Voters

Issuing a Vote-by-Mail Ballot (VBM Re-Issue)

Voters requesting a VBM Ballot do not sign any roster. Voters will have the opportunity to ask for a paper ballot to take home and bring back at a later date or time. They can also ask for an envelope to put their VBM ballot. Use the following steps to issue a paper VBM Ballot.

1 The "Voter Processing" window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center Processing screen. **It is important to check the voting location before processing any voter.**

2 Search for the voter's information using the "Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then select the "Search" button.

3 Find the voter's name from the list. Check address and birthdate for verification by using the "Ballot Request" form. Once confirmed, select the verified voters "Voter ID" from the "Search Results" list.

Processing Voters

Issuing a Vote-by-Mail Ballot—Continued

4 With the "Ballot Request" form in hand, verify voter's address, birthdate, and signature from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned. If a red signal light is indicated then the voter **did** return their ballot.

5 Once verified that the voter did not return a ballot, **click the "Issue" button** under the voter's information. **Do not select the "Issue and Return" tab.** The voter is taking it home with them and they will only be issued a ballot. By selecting the "Issue and Return" button, it will indicate the voter is voting at your vote center.

6 The voting location will be able to issue a paper ballot from the BOD Printer. Retrieve a VBM envelope to issue to the voter with their printed ballot.
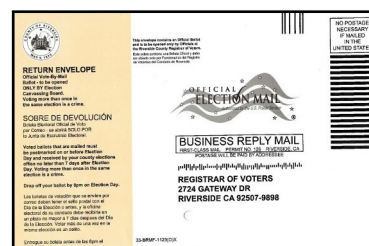
7 The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have the most information about the voter. This label will go on the back of the VBM envelope.

Processing Voviers

Issuing a Vote-by-Mail Ballot — Continued

8 Place the first label with the most information about the voter on the back of the VBM envelope.

9 The second screen will appear to print the second label. Select to print the label. This label will have less information about the voter.

10 The second label will go on the back of the Ballot Request form. Place the Ballot Request on the side of your laptop. Do not count this request because the voter did not sign the roster. The VBM envelope will go to the Election Officer printing the paper ballot from the BOD Printer.

Processing Voters

Issuing a Vote-by-Mail Ballot — Continued

11 On the BOD Printer the laptop screen will display the processing screen titled "Mobile Ballot Production".
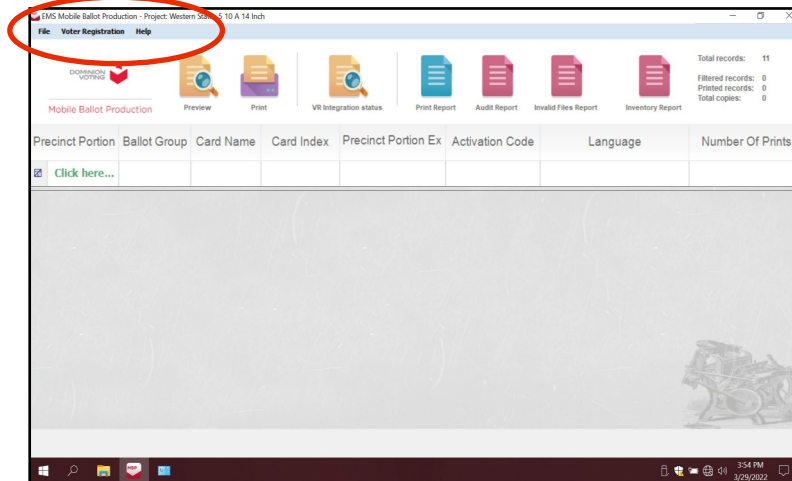
12 On this screen under "Precinct Portion" is a section that reads "Click here..." and shows in green colored numbers. Click on that section. This is where you will be entering the voter's precinct number based on the voter's VBM envelope.

Processing Voters

Issuing a Vote-by-Mail Ballot — Continued

13 Enter the voter's precinct number from the voter's VBM envelope. The number will appear once or twice, depending on the number of ballot cards for the election. Highlight the precinct number with the number 1 under "Card Index" and select the "Print" icon and another window will appear.
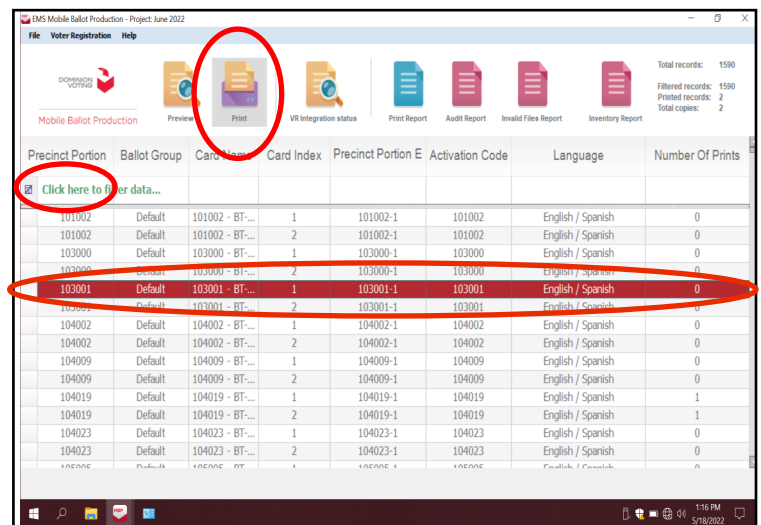
DO NOT DOUBLE CLICK ON THE HIGHLIGHTED SCREEN. IT WILL GENERATE A PDF BALLOT AND THE "INVENTORY REPORT" AT THE END OF THE DAY DOESN'T SHOW THE CORRECT NUMBER OF BALLOTS PRINTED ON THE BOD.

14 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window will appear once or twice, depending on the amount of ballot cards for the election. Select the "Print" button.
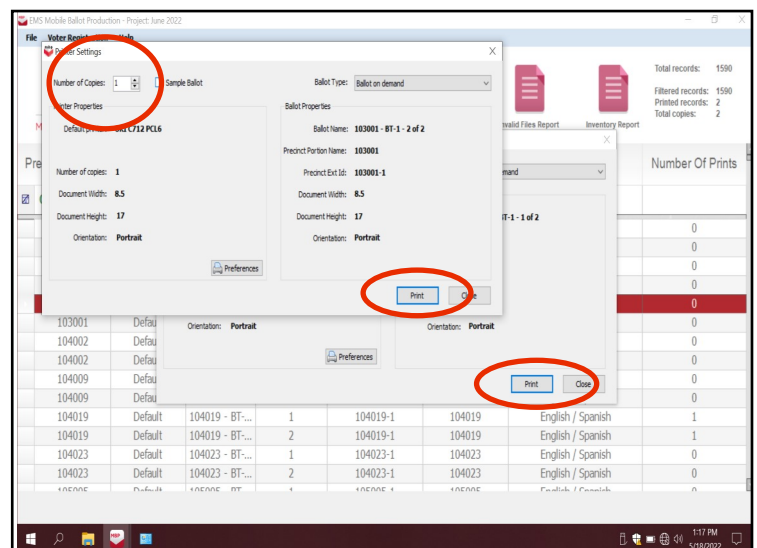
15 The "Number of Printed Pages" screen will appear once or twice, depending on the number of ballot cards for the election. Select the "Confirm" button for as many ballot cards are for the election. Fold the ballot card(s) and place in the voter's VBM envelope.

Processing Voters

Issuing a Vote-by-Mail Ballot — Continued
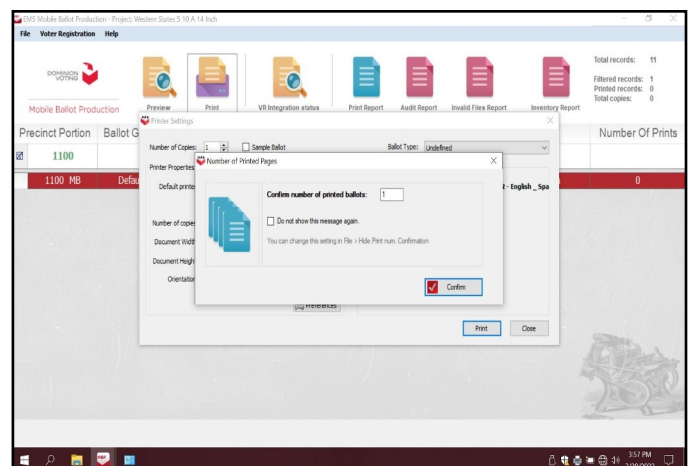
16 Fold the ballot card(s) and place in the voter's VBM envelope.

17 Issue the voter the VBM envelope with the ballot inside. Remind the voter to sign the envelope before returning it, and to mail or bring the ballot back to any voting location or ballot drop off site on or before election day.

Processing Voters

Live VBM Return

Riverside County voters can now cast their VBM ballot at any Vote Center without a VBM envelope. This is known as a Live VBM Return. When a voter indicates that they would like to cast their VBM ballot live at the Vote Center, complete the following steps to process them:

1. Have the voter complete a ballot request, and bring it to the lead station at the processing table.

2. Lookup the voter using the information provided on the Ballot Request. **Only leads should be processing voters who request a Live VBM Return.** Check the "Live VBM Return" box in the Comments section of the Ballot Request.

Processing Voters

Live VBM Return– Continued

3. Find the VBM ballot issued to the voter in EIMS and re-print a Dymo label. Place the Dymo label with the address on the back of the goldenrod Ballot Request.

4. After re-printing the Dymo label, call the Registrar of Voter's office at 951-486-7341 for further guidance.

Processing Voters

Issuing a Ballot to a Voter's Representative
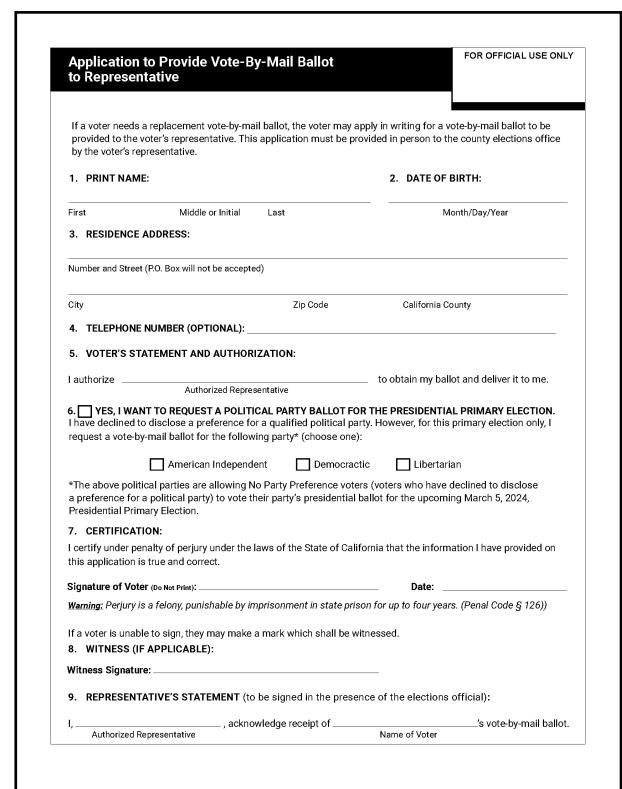
A replacement ballot can be provided to a voter's representative upon receipt of a form signed by the voter, requesting that a ballot be provided to the voter's representative. **Only the registered voter themself may request a replacement ballot. A request for a replacement ballot that is made by any person other than the registered voter is a criminal offense.** (Elec. Code, § 3014(a).) **An voter's representative picking up a VBM Ballot for a voter will not sign any roster.** Use the following steps to issue a VBM Ballot to a Voter's Representative.

1 When an voter's representative comes to your vote center, print an "Application to Provide Vote-by-Mail Ballot to Representative" from the shared drive in the voter's preferred language.

2 The representative must bring the "Application to Provide Vote-by-Mail Ballot to Representative" to the voter to be completed. After the voter has completed the "Application to Provide Vote-by-Mail Ballot to Representative", the representative can bring the completed form to any Riverside County vote center for a replacement ballot to be issued.

3 Search for the voter's information in EIMS using the "Application to Provide Vote-by-Mail Ballot to Representative" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then click the "Search" button.

Do not look up the authorized representative's information.

Processing Voters

Issuing a Ballot to a Voter's Representative—Continued

4 Find the voter's name from the list. Check address for verification by using the "Application to Provide Vote-by-Mail Ballot to Representative" form. Once confirmed select the verified voter's "Voter ID" from the "Search Results" list.


5 With the "Application to Provide Vote-by-Mail Ballot to Representative" form in hand, verify voter's address, from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned.

6 Once verified that the voter did not return a ballot, press the **"Issue"** button under the voter's information. **Do not press the "Issue and Return" button.** The representative is taking the voter's ballot to the voter to be returned at a later time.
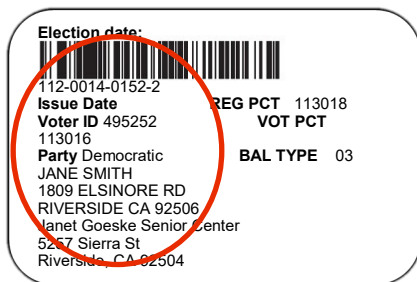
Processing Voters

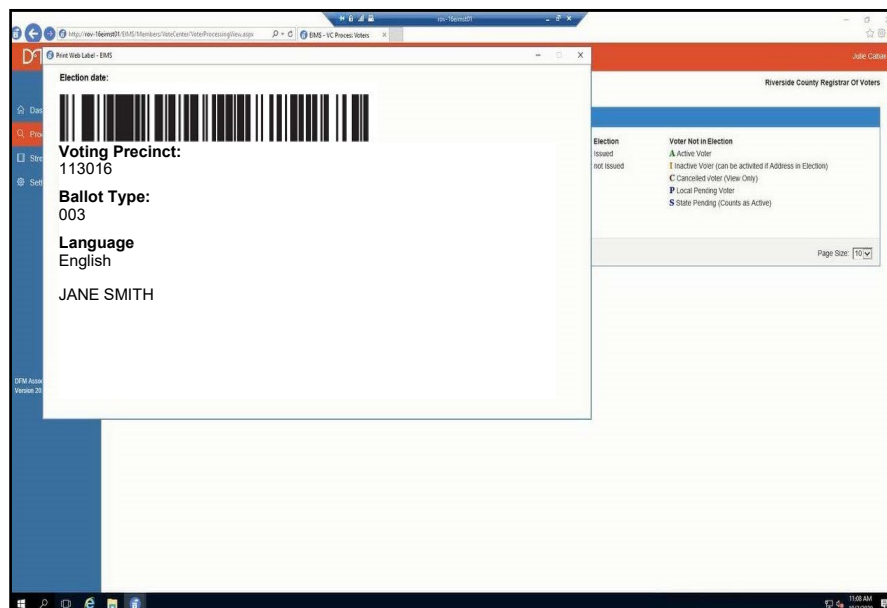## Issuing a Ballot to a Voter's Representative—Continued

7 The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have the most information about the voter.
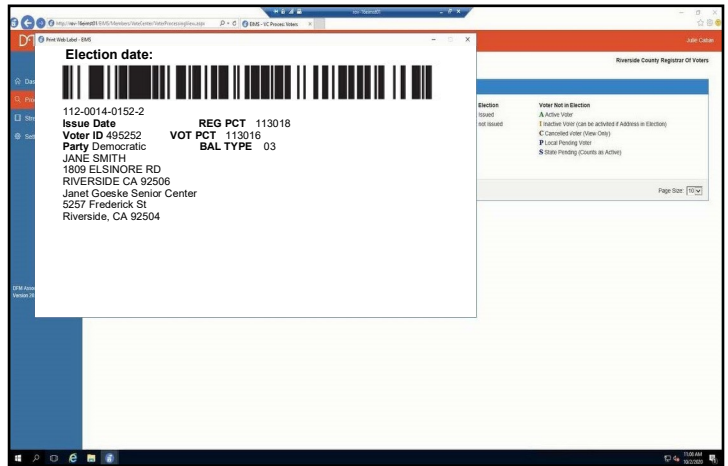
8 Place the label with the voter's address on the back of a new VBM envelope. You can find new VBM envelopes in your supply tubs.
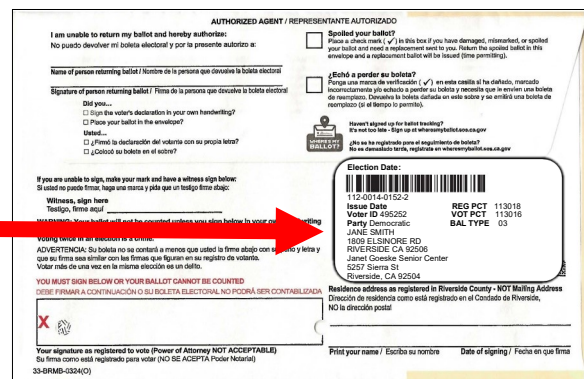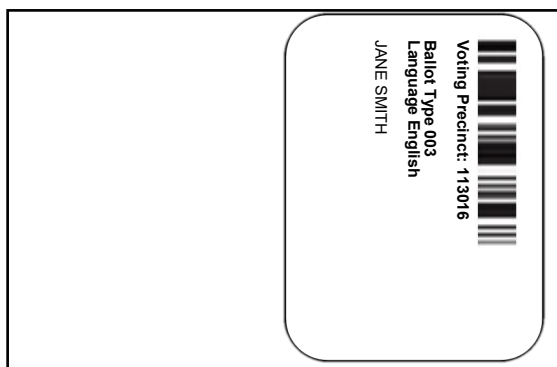

9 The second screen will appear to print the second label. Print the label. This label will have less information about the voter.

Processing Voters

Issuing a Ballot to a Voter's Representative—Continued

10 Apply the second label on the back of the Ballot Request form. Check the "VBM Re-Issue" box on the bottom right of the Ballot Request. Place the Ballot Request on the side of your laptop. The VBM envelope will go to the Election Officer printing the paper ballot from the BOD Printer.

11 Print the voter's ballot using the BOD printer.

12 When the ballot is printed, fold the ballot card(s) and place in the voters VBM envelope.

Processing Voters

Issuing a Ballot to a Voter's Representative—Continued

13 Hand the representative the VBM envelope. Remind the representative that the voter must sign the envelope before returning it. The voter or the representative can mail or bring the ballot back to any voting location or ballot drop off site on or before election day.

Processing Voters

Scanning a Ballot on the Ballot Scanner

The Ballot Scanner allows voters to review their ballot before officially casting their it into the scanner. Once the ballot is cast, this paper record of the ballot is retained inside the Ballot Scanner SD Card. The SD Card is part of the election audit trail to verify the accuracy of the votes recorded. In accordance with California law, voters do not get a printed paper record of their vote choices. Ballots from the AVU and BOD can be cast on the Ballot Scanner. Voters with a CVR Ballot will cast their ballot inside the CVR envelope into the Black VBM Ballot Box. Voters casting a Live VBM Return ballot will cast their ballot into the unscanned ballot slot on the ballot scanner cart. The Election Officer assigned to the Ballot Scanner will have to pay close attention to which ballots are going into the Ballot Scanner. If there is a paper jam call (951) 486-7341 at the Registrar of Voters office to get further instructions. **Voters have the option to scan their ballot or cast it directly into the unscanned ballot slot; scanning their ballot is not mandatory.**

1 Voters choosing to scan their ballot will take their ballot to the Ballot Scanner. Insert one ballot card at a time in any orientation. The Ballot Scanner screen will display "Please Insert Ballot".
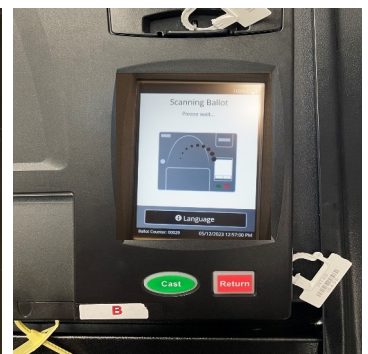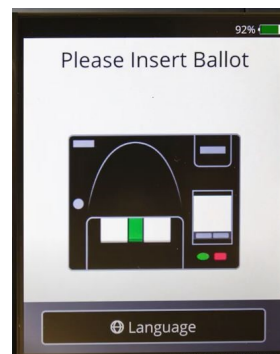
2 Once inserted, the scanner screen will display "Scanning Ballot".

3 If the ballot is marked correctly the scanner screen will display "Review Complete". The voter can choose to have the ballot returned or they can cast their ballot.
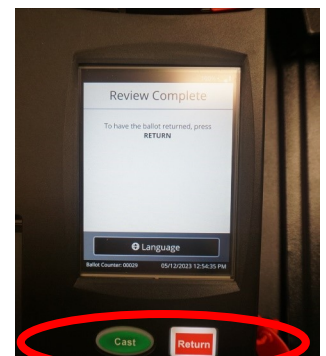
4 Push the green button to "Cast" the ballot or the red button to "Return" the ballot to the voter for review.

5 If the voter cast their ballot the scanner screen will display "Ballot Successfully Cast! Congratulations".
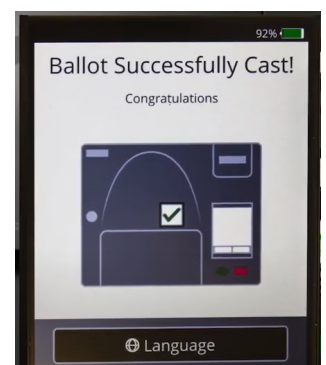
Processing Voters

Scanning a Ballot on the Ballot Scanner — Continued

Note: If the voter does not wait to insert the next ballot card an error message will appear on the screen as a "Clear Paper Jam". The voter can insert their ballot(s) into the Unscanned Ballot Slot located on the cart behind the initial scanner.

6 The voter can now insert the second ballot card. The scanner display will return to the "Please Insert Ballot" screen. It will have the same instructions as the first ballot card.

7 If the scanner display screen reads "Clear Paper Jam" this means the ballot is jammed in the front paper slot. The ballot was partially inserted into the Ballot Scanner and was not able to move freely through the scanner.
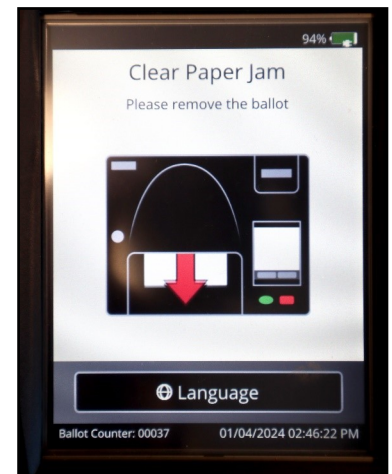
8 The Election Officer will gently pull on the ballot so as not to tear it in any way. Wait for the message on the scanner display screen to clear. When the display screen displays "Please Insert Ballot" have the voter reinsert the ballot.
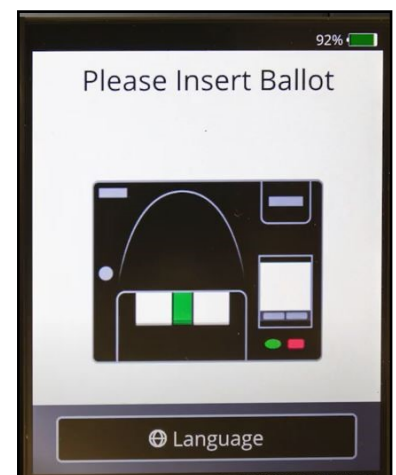
9 If the scanner display screen reads "Assistance Required!" this means the ballot has jammed inside the ballot scanner in the rear slot. The ballot may or may not be cast. The scanner display screen will let you know if the ballot was read or not read.
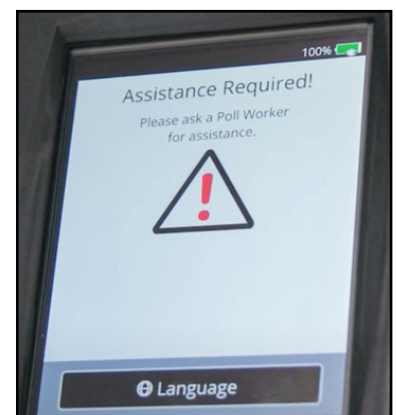
Processing Voters

Scanning a Ballot on the Ballot Scanner — Continued

10 Retrieve the Security Key from the Security Seals Log Binder. Place the Security Key on the security key port and enter the password from the Official Returns Envelope. The display screen will alert you if the password is correct or incorrect.
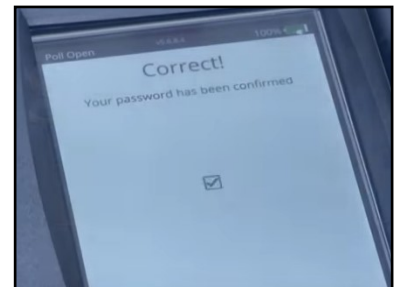
Note: If there is a paper jam or a problem with the password contact the Registrar of Voters office at (951) 486-7341 for further instructions.

11 Read the message on the display screen. The message that displays on the screen will determine if the ballot was counted or not. If the display screen reads "Paper Jam IMPORTANT: RESULTS HAVE BEEN SAVED", try to manually remove the ballot from the MAIN EXIT slot. Once the ballot has been removed, place it in the MAIN ballot box." This means the ballot was jammed in the rear slot of the Ballot Scanner and the ballot has been cast.
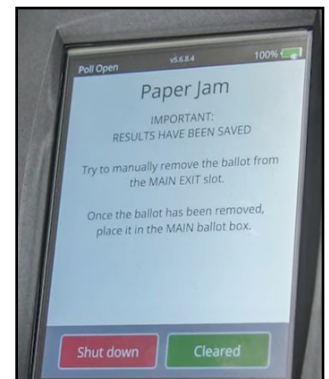
12 Let the voter know their ballot has been cast. You will have to break the seal on the scanner latch to place the ballot in the main compartment of the Ballot Scanner Cart.

13 Move the scanner forward and gently pull the ballot out of the rollers and drop the ballot in the main compartment of the Ballot Scanner Cart. Once the ballot has cleared press the green button "Cleared" on the display screen.

143
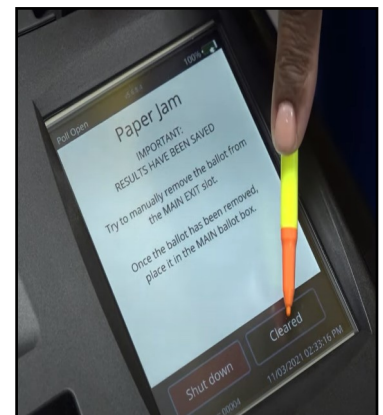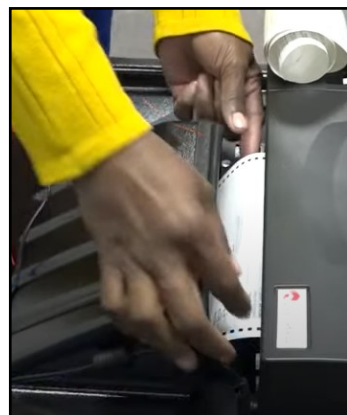
Processing Voters

Scanning a Ballot on the Ballot Scanner — Continued

14 The display screen will read "Checking Jam... Please wait". Once confirmed that the ballot has cleared, the "Main Menu" screen will appear.
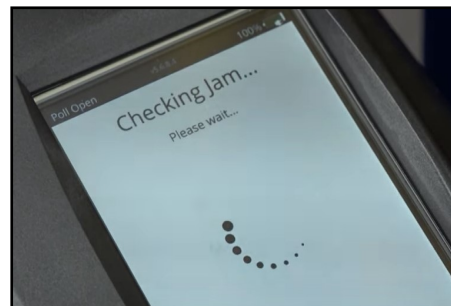
15 On the "Main Menu" screen press "Standard Voting" and then press confirm on the next screen to "Start Voting Session Confirmation The screen will display "You have chosen to start a standard voting session. Do you wish to continue?". Touch the "Confirm" button.
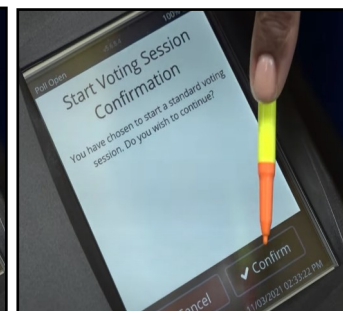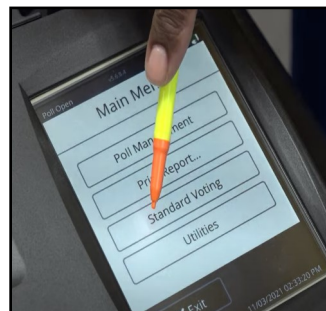
16 The display screen will return to the "Please Insert Ballot" screen. If the ballot has not been cast or not been damaged reinsert it into the Ballot Scanner. If the ballot is damaged and not read by the scanner, spoil the ballot and issue another ballot to the voter. If the ballot has been read insert it into the bottom of the Ballot Scanner Cart.

17 Retrieve a red padlock seal from the Seals Bag and place it on the scanner latch. Record the new seal on the "E" seal section of the seals log.

Seals Bag
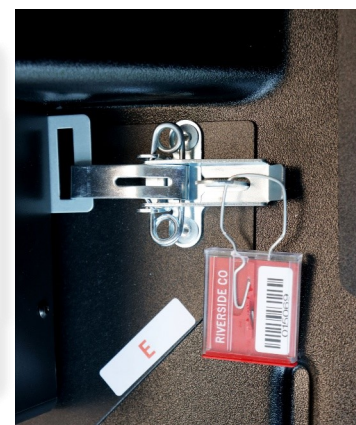
If you must break a seal, replace it and record the new seal number below		
	A	B
	B	C
	D	# # # # # # E
	F	F
	G	G

Processing Voters

Scanning a Ballot on the Ballot Scanner — Continued

18 Place the broken seal in the "Broken Seals Bag" and place the Ballot Scanner seals log back into the "Security Seals Log" Binder.

Broken Seals Bag
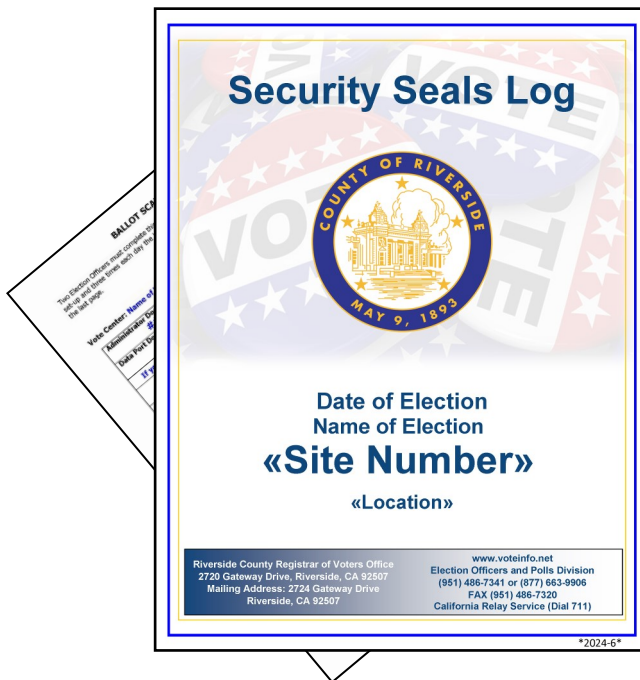
19 Once the voter has scanned all their ballot(s) successfully. Retrieve the Secrecy Sleeve and pen. Offer the voter an "I Voted" sticker and thank the voter for voting.

Processing Voters

Scanning a Ballot on the Ballot Scanner — Continued

20 Return the Secrecy Sleeve and pen to the processing table. Place the voter's Dymo® label in the "Dymo Printer Label" bag.

> **Note:** Remind the voter to put only one ballot card in the Ballot Scanner at a time. This will decrease any system jams that may occur. If there is a problem with unjamming the Ballot Scanner or wondering if the ballot was scanned successfully on the Ballot Scanner contact the Registrar of Voters office at (951) 486-7341 for further instructions.

21 If the Ballot Scanner cannot be unjammed by the Election Officer use the Unscanned Ballot Slot located on the cart behind the initial scanner. These ballots are unscanned and will be counted and placed in the brown Unscanned Voted Ballots Carton at the end of the day.
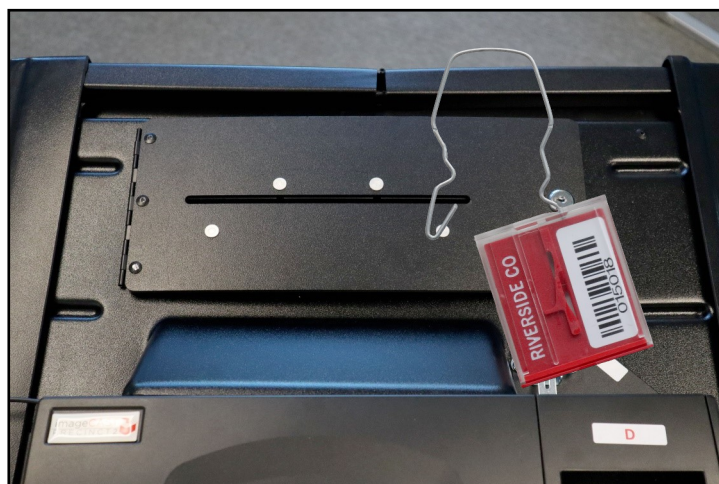
Unscanned Ballot Slot

Processing Voters

Ballot Scanner Review Options

Voters will have the option to review their ballot before casting it into the Ballot Scanner. At the voter's request, the Election Officer can also review the ballot before the voter places their ballot into the scanner while keeping the privacy of the ballot. The Ballot Scanner only recognizes marks that are made inside of the selected ovals on the ballot.

Although the AVU allows the voter to review their ballot before printing it on the AVU, the voter can review their ballot again at the Ballot Scanner before casting it.

There are several different scenarios that can be reviewed by the voter.

Language Selection

The scanner is equipped with two language options, English and Spanish. To change the displayed language, press the "Language" button on the screen and select the preferred language. Once the voter has cast their ballot, the display screen will revert back to English.
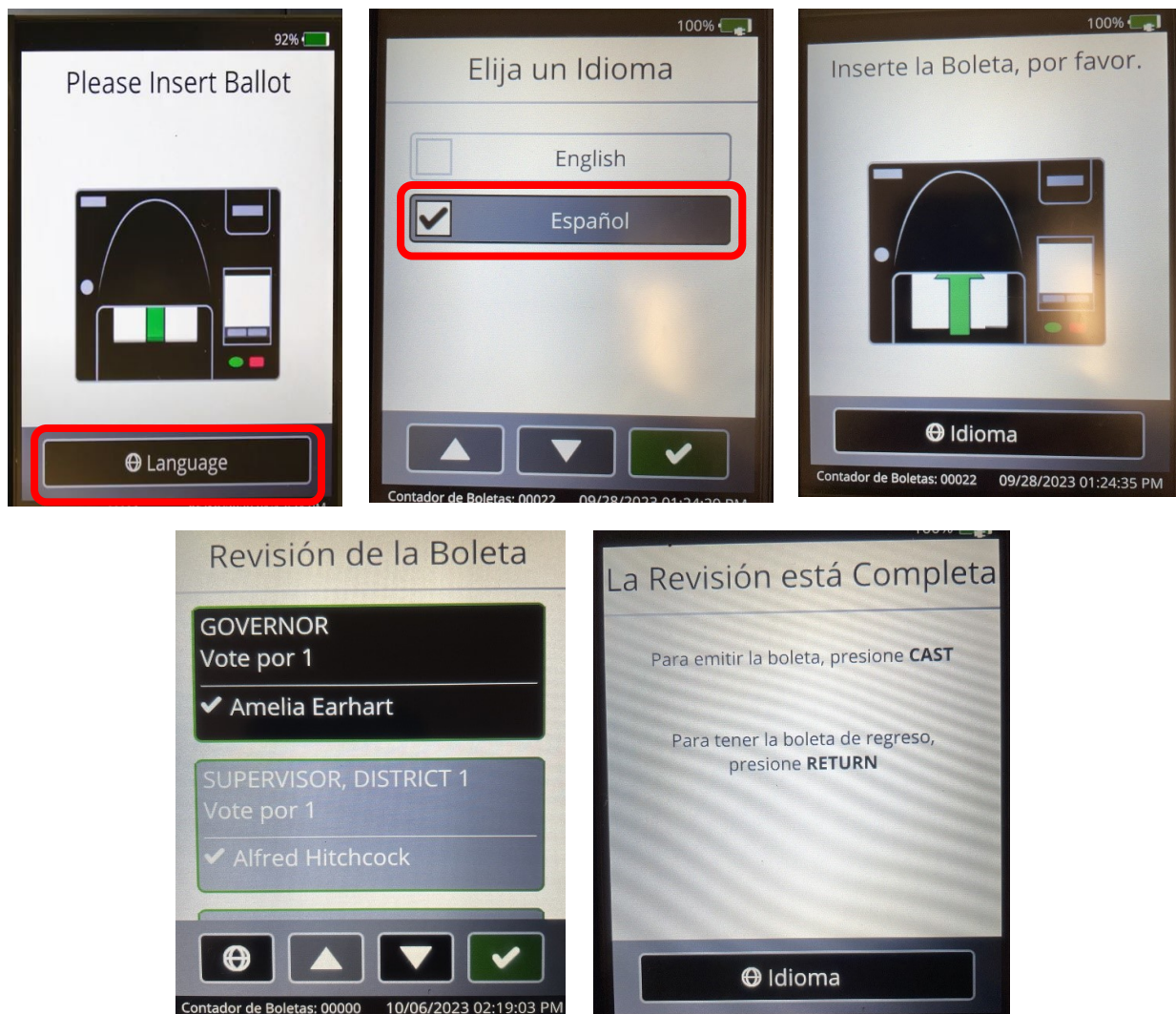
Processing Voters

Ballot Scanner Review Options — Continued

These are the Ballot Review options:

Good Ballot:

A good ballot is a correctly marked ballot. The voter has correctly filled in the oval circle for all the contests on a printed ballot or on the AVU ballot.

The scanner display screen will show the review screen. There will be no warning signs on the scanner display screen. The voter can press the up or down arrow buttons on the scanner display to review their selections. Once the voter is finished reviewing their selections they can press the green checkmark button and the scanner will change to the "Review Complete" screen. The voter can now cast their ballot. The screen will show that their ballot is being cast. Once finished, the screen will say "Ballot Successfully Cast!". The ballot will be deposited into the bottom of the locked Ballot Scanner Cart.

Good Ballot

Good Ballot
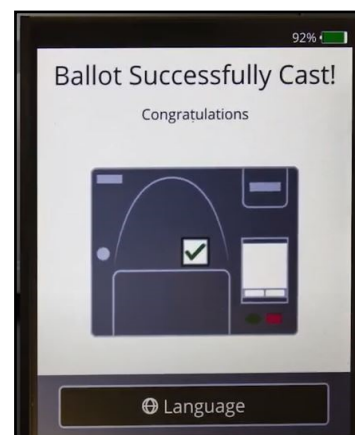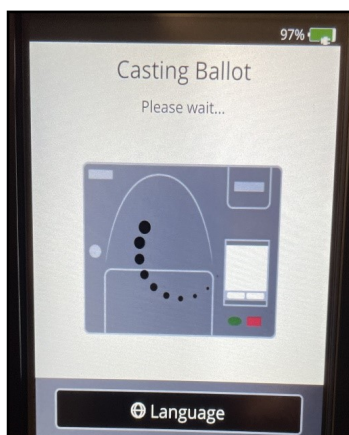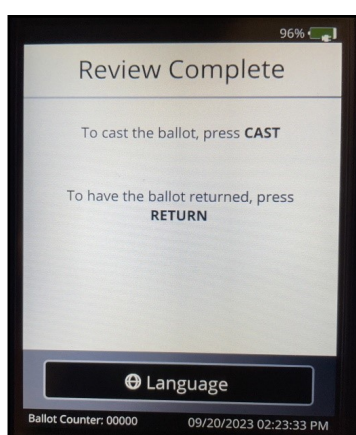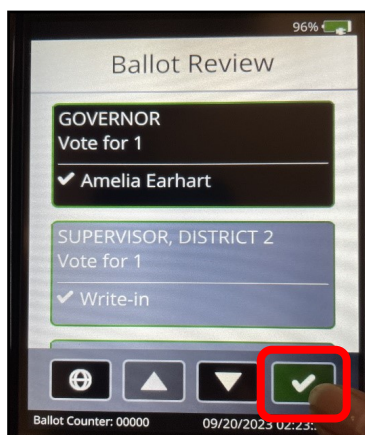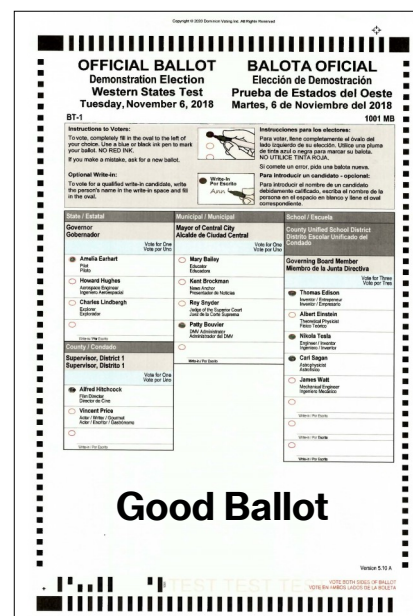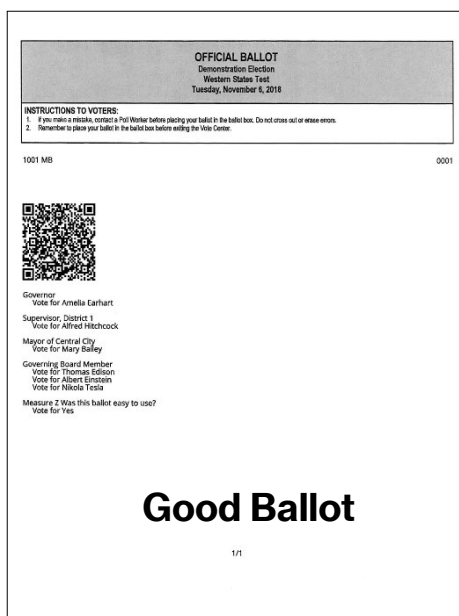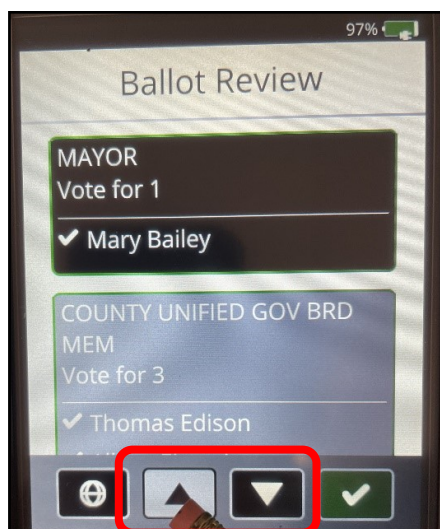
Processing Voters

Ballot Scanner Review Options — Continued

Ambiguous Mark:

An ambiguous mark on the ballot can't be recognized by the scanner. The voter may have not filled in the oval completely so the scanner recognized it as a blank contest. Return the ballot to the voter and have them fill in the oval circle completely. The voter may also have marked an oval with an "X" but the voters intent was clearly identified by filling out the oval circle on the correct selection. Spoil the ballot and give the voter another ballot from the BOD.

Oval Circle Not Filled In Completely

Crossed Out Candidate
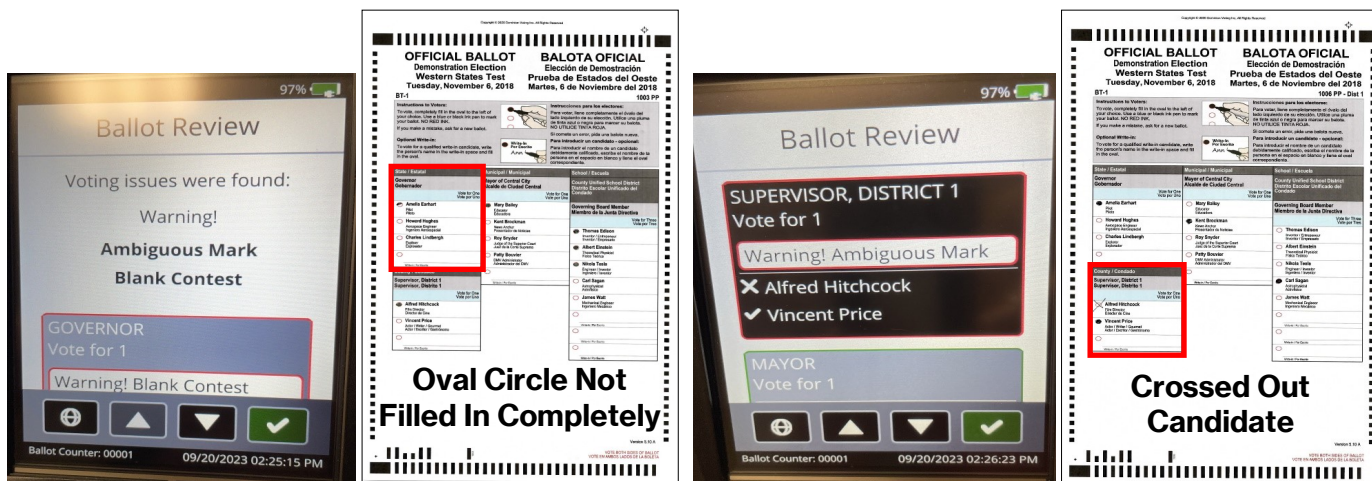
Blank Ballot:

The scanner will show a blank ballot was detected. The voter will have the option to return their ballot and correct the selection or cast the ballot as is. If the voter uses a red pen to make their selections the scanner does not recognize the markings on the ballot even though the ballot is clearly marked. Give the ballot back to the voter and have them place the markings with a black or blue pen to correct their selections. If the voter chooses to cast their ballot as is, all the ballot selections will *not count on the ballot. If the voter chooses to return their ballot and correct the blank ballot selections, the voter should be given back the blank ballot and directed to an available voting booth.*

No Selections Made

Voter Used a Red Pen
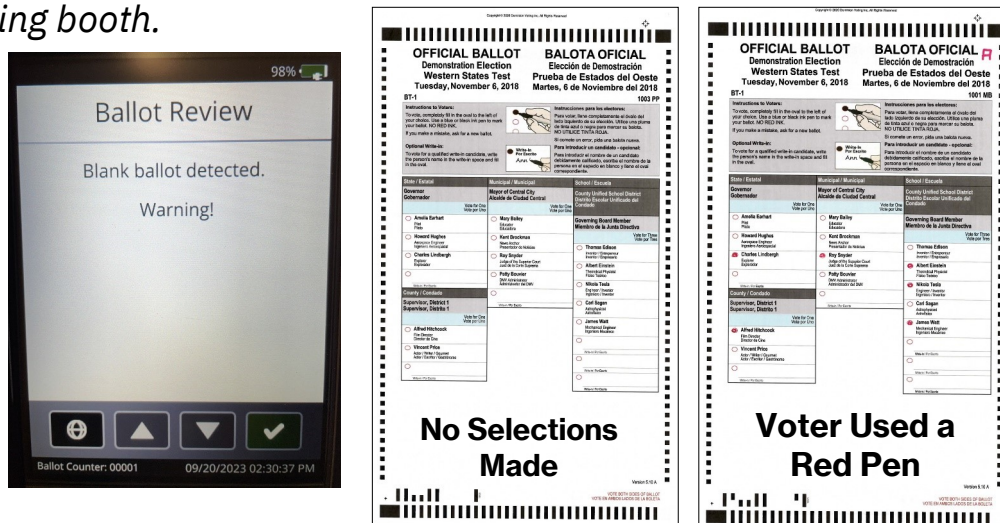
Processing Voters

Ballot Scanner Review Options — Continued

Overvote:

The scanner display screen will show the contest that has an overvote. The voter will have the option to return their ballot and correct the selection or cast the ballot as is. If the voter chooses to cast their ballot as is, the voter selects the cast button on the scanner display screen. Let the voter know that the contest that has the overvote will not count on the ballot. If the voter chooses to return their ballot and correct the overvote, the voter will have to spoil the ballot and get another ballot from the BOD. An AVU Ballot will not allow the voter to overvote.

Contest is-Vote For One
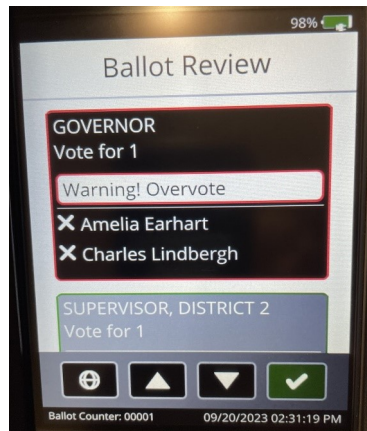
Undervote:

If the voter did not mark the ballot for all the contests on the ballot. The scanner display screen will alert the voter that a contest on the ballot was undervoted. The voter can choose to cast their ballot as is by selecting the cast button or select the return button for the ballot to be returned to the voter to make additional selections. If the voter chooses to make additional selections, instruct the voter to select the return button on the scanner and direct them to an available voting booth.
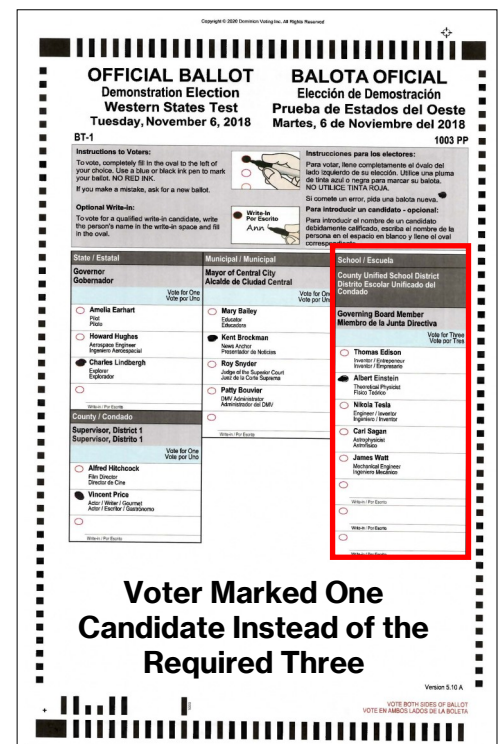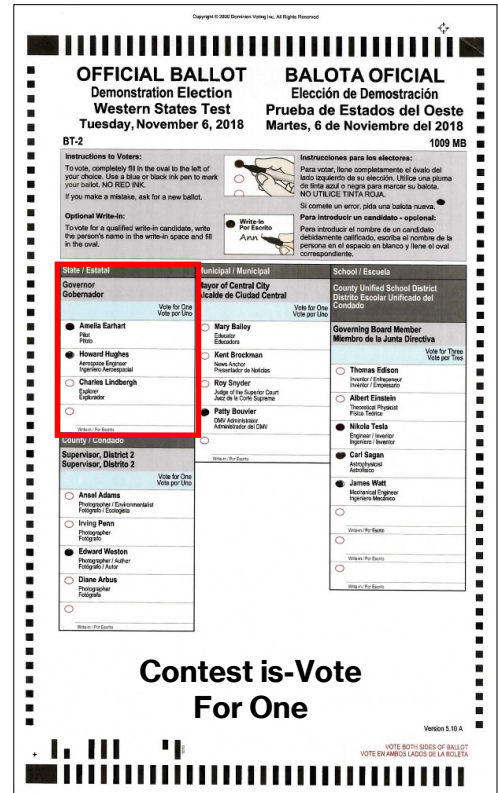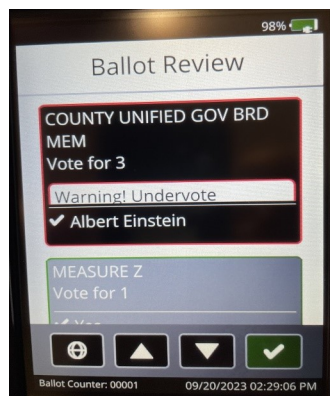
Voter Marked One Candidate Instead of the Required Three

Processing Voters

Ballot Scanner Review Options — Continued

Write-In Ballot– Voters have the option to write in a qualified write-in candidate name on their ballot. The AVU ballot allows voters to type in a qualified write-in candidate name on the AVU ballot. This will not affect the ballot from scanning the ballot unless it is an overvote, undervote, or ambiguous marked ballot. The voter will have to fill in the oval circle of the write in candidate in order for it to scan.

Good Ballot with a Write-In Candidate

Good Ballot with a Write-In Candidate

Processing Voters

Assisted and Challenged Voters

The List of Assisted Voters and the Challenge List are found at the back of the Sign-In Rosters.

Assisted Voters

Occasionally, voters may require assistance in marking their ballots. When voters ask to be accompanied to the AVU or silver voting booth **and assisted with marking their ballot**, an Election Officer must notate voters names on the List of Assisted Voters and have the voter initial next to their printed name.

Once voters are documented as an "Assisted Voter," they may be helped in whatever manner they require. Voters can be assisted by up to two people of the voter's choice. The person(s) providing assistance may be of any age, do not have to be registered to vote, and are not required to be noted or identified. When asked, an Election Officer can provide the needed assistance to the voter. This may include, but is not limited to, translation, reading the ballot, marking the voters' choices on the ballot and AVU touchscreen, etc. (E.C. § 14282).

Challenged Voters

Contact the Registrar of Voters office prior to challenging any voter.

A person attempting to vote may be challenged **only** by an Election Officer upon any of the following grounds:

- ✦ That the voter is not the person whose name appears on the "Ballot Request" form
- ✦ That the voter is not a resident of the County of Riverside
- ✦ That the voter is not a citizen of the United States
- ✦ That the voter has voted that day

NOTE: Please contact the Elections Officers and Polls Division immediately at (951) 486-7341 before making a challenge to any voter.

6. VOTERS REQUIRING ASSISTANCE

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Voters Requiring Assistance

Etiquette and good manners apply when working with every voter who enters a voting location. The following guidelines may be helpful when interacting with voters with disabilities.[1]

Disability Rights California Guidelines to Assisting Voters with Disabilities

✦ There are over 5.9 million people with disabilities in California (Mobility, Visual, Hearing, Cognitive & Mental Health impairments).

✦ A person assisting a person with a disability to vote must keep all information about the person's choices confidential (E.C. § 14282(b)).

Meeting a Voter With a Disability

✦ Greet everyone with a smile, eye contact, and a verbal greeting. Some people are uncomfortable with shaking hands or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept if applicable.

✦ Keep your communication simple. Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you are speaking with them, as they may be using body language to communicate.

✦ When communicating with someone who is deaf, hard of hearing, or uses an assistive hearing device let the person take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).

✦ Speak directly to a voter with a hearing disability even if interpreters are present. Make direct eye contact and look at the voter. Don't assume that voters can lip read. If the voter does lip read, face him or her directly and speak at a moderate pace. Face shields will need to be worn in order for the voter to see your lips.

✦ Offer assistance but do not insist on providing it. It is best to ask all voters if they need assistance or would like to use an AVU instead of assuming who may or may not have a disability. Always ask how you may best assist before acting. Wait until the offer is accepted and then listen or ask for instructions. For example, it may be unsafe to grab a walker, cane, or other aid devices used by a person who has a disability.

---

[1] Disability Sensitivity at the Polls, CA SOS, https://elections.cdn.sos.ca.gov/voters-with-disabilities/disability-sensitivity.pdf

Voters Requiring Assistance

Meeting a Voter With a Disability—Continued

✦ Don't ask about or mention a person's disability unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.

Service Animals

✦ People with disabilities may be accompanied by a guide or service animal.

✦ Do not pet or distract these animals. The animal is responsible for the owner's safety and is working.

✦ People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use these animals as well.

✦ Service animals to assist voters with disabilities must be permitted at the voting location.

Common Barriers

✦ Ensure parking is clearly designated; place a cone if required.

✦ Prop doors open as instructed in the Accessibility Kit or have a staff monitor the door and assist voters entering a voting location.

✦ Check for tripping hazards (cords, loose rugs, etc.) and objects protruding from the walls more than four inches (fire hydrants, drinking fountains, etc.)

✦ Make sure there are adequate signs to clearly direct the voter into the voting location.

✦ Ensure the AVUs have enough clear space for the voter to enter and exit. Make sure the units are also positioned to provide **PRIVACY** while restricting access to the rear of the unit.

Using Appropriate Language

✦ Instead of disabled person, handicapped, or crippled, say **person with a disability.**

✦ Instead of an able-bodied person, say **person without a disability.**

✦ Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability.**

✦ Instead of a blind person, say **person who is blind or visually impaired.**

✦ Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf.**

✦ Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**

Voters Requiring Assistance

Using Appropriate Language—Continued

✦ Instead of epileptic, say **person with epilepsy.**

✦ Instead of a Down's or Mongoloid person, say **person with Down Syndrome.**

Interacting With a Voter With Restricted Mobility or Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

Voters with mobility restrictions, crutches, walkers, canes, wheelchairs, etc., may require assistance to enter the voting location. Use the following guidelines in assisting voters with restricted mobility:

✦ Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of the voter's personal space.

✦ Remove obstacles from the path of travel by making sure the processing tables and voting booths are clear before the polls open and remain clear throughout the day. Make sure there are four feet of clear space along the path of travel at all times.

✦ When giving directions to someone using a mobility device, consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

✦ Offer a chair to voters that cannot stand for extended periods of time.

✦ Adjust the ballot touchscreen tablet to accommodate the voter.

✦ Offer an Audio Voting Session (AVS) when appropriate (limited motion is required to operate the ATI device).

✦ Prop open heavy and difficult to open doors.

Meeting a Voter With a Disability That Affects Speech

✦ Pay attention and be patient. Wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.

✦ Understand a person may use assistive technology such as an alphabet board or computer to communicate.

> **Offer your assistance as often as necessary. Should you require additional assistance, call the Registrar of Voters office at (951) 486-7341.**

Voters Requiring Assistance

Voters Who Are Deaf

✦ Have writing materials available to assist with communication.
✦ Wait until the voter can see you before speaking. It may be helpful or necessary to touch the voters shoulder or arm to get their attention.
✦ Use good lighting but do not stand in front of a light source.
✦ Use gestures. When pointing at something, such as a different area of the room or preprinted information, be sure you maintain or regain eye contact before speaking.
✦ Repeat and rephrase your question or statement, if necessary.
✦ Do not assume that deaf people can read, write, or read lips.
✦ Be patient and courteous.

Voters Who Are Hard of Hearing

Voters who are hard of hearing have similar guidelines as deaf voters. The way you speak to the voter is slightly different. Be sure to speak clearly face-to-face at a normal rate and minimize background noise or third-party conversations.

Voters With Visual Impairments

Visually-impaired voters may or may not require assistance. They may ask for assistance in reading and/or marking the ballot. They may also request to vote using an AVS on the AVU. **Never assume visually-impaired voters require assistance**.

✦ Speak directly to the voter.
✦ Never touch a voter or their keypad without requesting and/or receiving permission to do so.
✦ Identify yourself and introduce anyone else that may be with you. Also, don't leave the person without saying you are leaving.
✦ If asked to be a guide, place your arm against their hand, close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
✦ Offer the voter access to either a ballot session or an AVS on the AVU.
✦ Provide instruction on AVS when requested.
✦ Have the voter describe situations and ask questions when encountering problems or not understanding instructions while in the AVS. Assist with the correct course of action.
✦ Place the plastic signature guide on the appropriate signature line on the roster page so visually-impaired voters can sign their name.

Voters Requiring Assistance

Voters With Visual Impairments—Continued

✦ Offer the supplied magnifier sheet to voters with limited vision.

Audio Voting and Assisting Audio Voters

Never question a voter as to why they wish to be an audio voter on the AVU. Simply allow the voter to use the AVU.

To ensure the privacy of the voter, provide 48 inches of clear space in front of the AVU voting booths. Position the booths in such a way that the voter has the same level of privacy as any other voter. For additional privacy, a Privacy Screen is available at the voting location.

Audio Voters

Voters using the audio feature will use the AVU to vote. The AVU is equipped to provide an AVS. Voters may request an AVS due to visual problems, low literacy proficiency, or other reasons.

Assisting Audio Voters
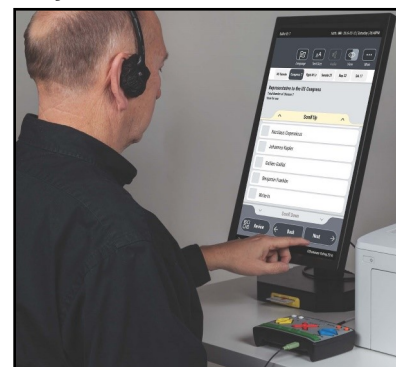
The **Audio Voting Instructions** booklet provides instruction on placing the AVU into the AVS. It also provides instructions to the voter on how to use the keypad device on the AVU which is known as the ATI. Selections should be performed **only** by the voter unless the voter specifically asks for assistance. If assistance is requested, the voter's name is recorded by an Election Officer and the voter initials in the **List of Assisted Voters** which is found at the back of each regular Sign-In Roster.

> **If a voter requests to vote an AVS, follow the instructions located on pages four through six in the Audio Voting Instructions booklet.**

Voters Requiring Assistance
Activating an Audio Voting Session

The AVU is equipped with an **audio feature** for voters who request their ballots using the **AVS.** A device known as the ATI is provided to assist voters with making their selections. **Instruct the voter on how to use the ATI prior to activating a voting session**. In order for the audio feature to function, the AVU must be placed into the **AVS**. Follow these instructions to place the AVU into the AVS:
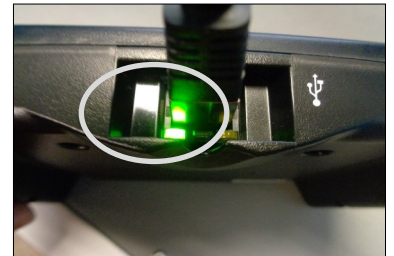
1 Verify that the ethernet cable labeled "E" from the AVU is connected to port "E" on the ATI. The light should be illuminated green on the ATI. Plug the headphone cable labeled "H" into the "H" port on the ATI.

Ethernet cable "E"

Ethernet port "E"

Power light

Headphone cable "H"

Headphone port "H"

2 Hand the voter the ATI. Explain the ATI functions to the voter. An audio session of the ATI device and visual prompt will also explain the function buttons to the voter.

White square buttons = VOLUME

Orange circle buttons = RATE (SPEED)

Yellow triangle buttons = LEFT/RIGHT

Red "X" button = SELECT

Blue triangle buttons = UP/DOWN

Green rectangle button = HELP

Voters Requiring Assistance

Activating an Audio Voting Session — Continued

3 Insert the Poll Worker Ballot Activation Card into the AVU. With the logo facing up and the chip at the top, place the card in the yellow slot at the base of the AVU.

4 When the Poll Worker Ballot Activation Card is fully inserted, a keyboard will display. At the "Ballot Activation" prompt, enter the activation code. This is the voter's precinct number found on the Dymo® label.


Voting Precinct: 356321

Ballot Type 116
Language English
ROSEMARY ADAME

Activate Ballot

Ballot Activation

356321

Enter Activation Code

AVS

✓ Enable AVS Controller

Activate

Voters Requiring Assistance

Activating an Audio Voting Session — Continued

5 Touch the "Enable AVS Controller" box on the AVS section of the touchscreen. A check mark will appear in the box. To activate the ballot and the ATI controller you must ensure the "Enable AVS Controller" box has a check mark. To continue, touch "Activate" and remove the Poll Worker Ballot Activation Card.
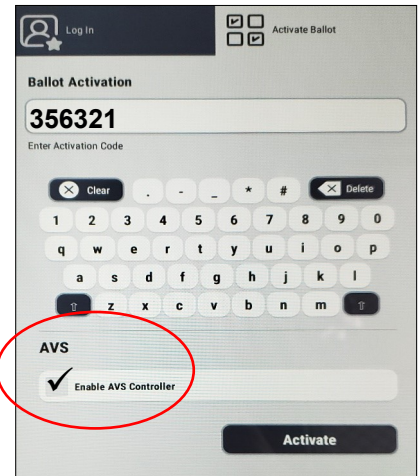
6 The AVU can now be placed into Audio Voting Mode by touching the "ATI" button. If a voter has their own device, they may select that mode by touching the appropriate button displayed on the touchscreen.

Note: The voter can engage the privacy mask by touching the **"Privacy Mask"** button on the screen prior to selecting the voting device. With the privacy mask on, a black screen will appear throughout the voting session. However, the privacy mask can be turned off or on later at a voter's request.
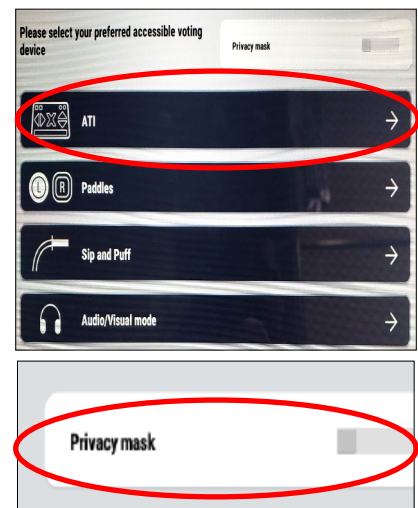
7 The voter chooses their desired language by touching twice on the language button of their choice or selecting the red "X" button once on the ATI device. To use the touchscreen on the AVU the voter will have to touch the screen twice. If using the ATI device the voter will use the buttons provided on the ATI.

8 After listening to the ATI instructions, the voter can press the red X-shaped button or touch the image on the screen twice, to advance to the ballot.

Important: If the ATI is not working, cancel the voting session and go back to step 5 to reactivate a ballot session for the voter. The "Enable AVS Controller" box must be checked in order for the voter to hear the ballot session on the AVU.

Voters Requiring Assistance

Activating an Audio Voting Session — Continued

9 After advancing to the ballot, an audio prompt will provide the voter information and instructions regarding navigating the ballot on the ATI device.

10 To navigate through the current contest or move to the next/previous contest, the voter will press the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons on the ATI. The voter will press the red X-shaped "SELECT" button to make their selection(s). The voter will repeat these steps for selecting their choices for the entire ballot session. The voter can also make their selections by touching the buttons displayed on the touchscreen. The voter must touch the desired button twice to navigate through the ballot session when using the touchscreen on the AVU.
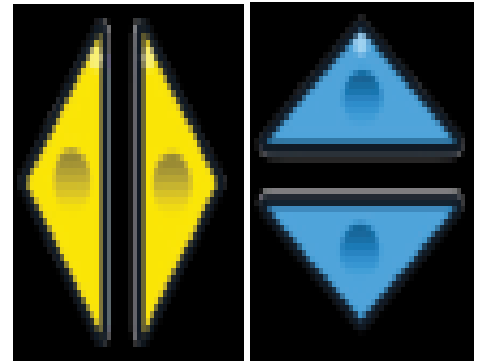
11 After navigating through the entire ballot session, the voter will press the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons until they hear the "Review" audio prompt and then they will press the red X-shaped "SELECT" button. If any contests do not have the required amount of selections made, warning prompts will notify the voter if they would like to return to the ballot.

12 The voter will be prompted to use the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons to navigate through the blank contest or print their ballot. At this time the voter can change their selection(s).

13 Once the voter has made their selection(s) and reviewed their ballot, they will press the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons until they hear the "Print Ballot" audio prompt and then they will press the red X-shaped "SELECT" button. The voter will again be notified if there are any blank contest(s). If there are no blank contest(s), an "Information" dialogue box will display with the options to "Print your ballot" or "Review your choices."

Voters Requiring Assistance

Activating an Audio Voting Session — Continued

14 When the voter is satisfied with their selection(s), they will select "Print your ballot" and their ballot will print. Ask the voter if they would like to scan their ballot using the Ballot Scanner, or cast their ballot directly into the unscanned ballot slot.

Voters With Language, Literacy, and Comprehension Needs

Voters who are unable to speak, read, or write the English language, have comprehension or communication problems, or are unable to understand how to complete their ballot, may need assistance. Use the following guidelines to assist the voter in these situations:

✦ Offer the voter the option of an AVS when unable to read or comprehend the text ballot.

✦ Address comprehension (including non-English speakers) and literacy issues by using the graphics from the County of Riverside Voter Information Guide.

✦ Use oral communication to demonstrate voting procedures.

✦ Go to our website at www.voteinfo.net to print election information.

✦ Voter Information Guides or facsimile ballots can be printed on the HP Printer at the processing table in the "Vote Center" shared drive on the designated laptop in Spanish, Chinese (Mandarin), Vietnamese, Korean and Tagalog for voter referencing.

✦ Assure the voter that you are there to assist.

Curbside Voting

Curbside voting is available at all vote centers. Curbside Voters are voters who are unable to leave their vehicle to enter the voting location. Each voting location will receive a Curbside Voting Availability sign with a phone number to call when voters need assistance from their vehicle. They are processed in the same manner as any voter at the voting location. Based on the voters request, they can either drop off their VBM ballot, vote on an AVU or request a paper ballot. Voting materials and or equipment will be taken out to the voter to complete and vote in their vehicle. E.C. § 14282 (d)

CURBSIDE VOTING AVAILABLE
To Vote Curbside Call:
(877)663-9906 or California Relay Services (Dial 711)

Facility Number /
Número de Instalación:

VOTACIÓN EN LA ACERA DISPONIBLE
Para Votar en La Acera Llame al:
(877) 663-9906 o Servicio de Retransmision de California (Marque 711)

Curbside Voting Availability Sign

Offer your assistance as often as necessary. Should you require additional assistance, call the Registrar of Voters office at (951) 486-7341.

Voters Requiring Assistance

Processing Curbside Voters

1 An Election Officer will take a pen and a "Ballot Request" form out to the voter. Ask the voter if they are registered to vote.

2 Once the Election Officer has confirmed that the voter is eligible to vote. Process the voter in the same manner as a regular walk in voter in the "Vote Center Processing" database. **Note: If you determine the curbside voter must be a CVR voter, process them as a CVR voter as described in the previous section.**

3 Take the Curbside Voters Roster found in the Lead Binder and assemble the following materials: a Poll Worker Ballot Activation Card, voter's Dymo® label with their precinct number, a pen, a Secrecy Sleeve, and an "I Voted" sticker. **If the curbside voter asks for a paper ballot, bring them a printed ballot from the BOD rather than bringing an AVU out to them.**

Voting Precinct: 224362

Ballot Type 008
Language English
MAYA BROWES

4 With three Election Officers, carefully bring the unplugged UPS, the blue voting booth with the voting tablet and printer outside to the voter. The UPS will keep the voting tablet and printer functional.

Voters Requiring Assistance

Processing Curbside Voters—Continued
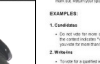
5 Instruct the voter to sign and complete the next available line in the Curbside Voters Roster. If the voter is a Curbside CVR voter, check the "CVR Voter" box on the line they signed in the Curbside Voters Roster.

6 Use the Poll Worker Ballot Activation Card to activate a ballot session on the AVU based on the voter's precinct number located on the Dymo® label. Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED AND THE BALLOT HAS PRINTED.**

Voting Precinct: 224362

Ballot Type 008
Language English
MAYA BROWES
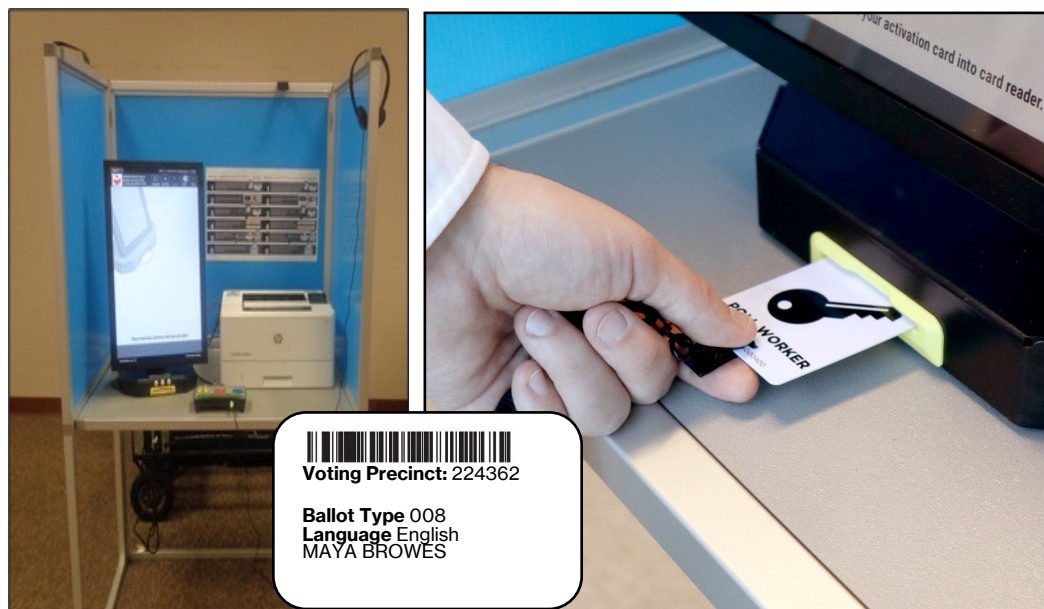
7 At the completion of voting, have the voter place their ballot(s) inside the Secrecy Sleeve and return it to you. Offer the voter an "I Voted" sticker and thank the voter for voting.

Voters Requiring Assistance

Processing Curbside Voters—Continued

8 Insert the voter's ballot into the Ballot Scanner Unscanned Ballot Slot. **Do not scan a curbside voter's ballot.** Return the pen and Secrecy Sleeve to the processing table. Return the Curbside Voters Roster to the Lead Binder. Place the Dymo® label with the voter's information into the "Dymo Printer Label Bag".

Unscanned Ballot Slot
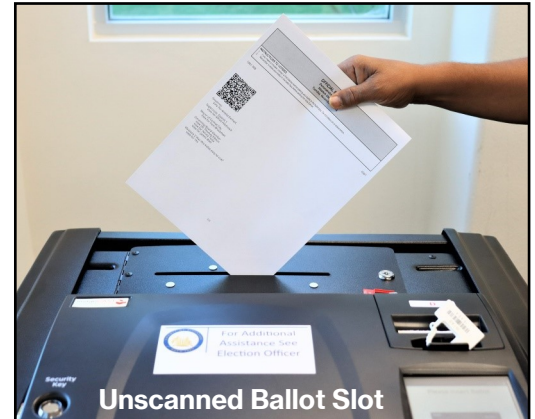
9 Return the blue voting booth with the voting tablet, printer, and UPS to its original location inside the voting location. Plug the AVU back into the UPS and **plug the UPS back into the power outlet.**

Voters Requiring Assistance

Language Interpretation Services

Riverside County provides interpretation services for many languages, including: Spanish, Vietnamese, Korean, Chinese, Tagalog, and American Sign Language. To access interpretation services, follow the instructions placed in the lead bag.

For American Sign Language interpretation services, find the "Interpret Manager" application on the dock of your Vote Center iPhone. Press the On Demand button on the bottom of the application and verify that the camera option is selected. Set the native language to English, and set the translation language to American Sign Language, and press the call button when ready. A reference sheet with screenshots of the instructions is available in the Vote Center share drive.

This page intentionally left blank.

7. CLOSING THE VOTE CENTER EACH DAY

RIVERSIDE COUNTY

TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Closing the Vote Center Each Day

Note: At the scheduled closing time, an election officer must yell "The polls are now closed" outside the Vote Center. Any voters in line at the time of closing must be allowed to vote.

End of Each Day Audit Process

1 At the end of the day Election Officers will count the total amount of signatures in the regular Sign-in Roster, and the Curbside Voters Roster. This total should match the total amount of "Ballot Request" forms received at each laptop workstation. Do not count the "Ballot Request" forms for VBM voters.

2 Count the total amount of signatures in the CVR Voters Roster and the CVR "Ballot Request" forms. These totals should match. Do not count the "Ballot Request" forms for VBM voters.

Closing the Vote Center Each Day

End of Each Day Audit Process — Continued

3 On the "Ballot Request Data Entry Route Slip" from each processing laptop workstation, write the total amount of regular "Ballot Request" forms issued, CVR "Ballot Request" forms issued, and add together to obtain a combined sum on this slip. If totals do not match, match the names on the roster with the names on the "Ballot Request" forms. **If there are any discrepancies, write a comment on the comment sheet provided in the Lead Binder and inform the Registrar of Voters office.** Also, write the total amount of VBM Re-Issue Ballots, AVU voters and BOD voters. Place the "Ballot Request" forms with the route slips in the Ballot Request Bag and put them in the Black Lead Bag.

Ballot Request Bag

4 After everything has been counted, shut down you laptops and return them to their bags.

Closing the Vote Center Each Day

End of Each Day Audit Process — Continued

5 After all the laptops have shut down, remove the ethernet cord, laptop mouse, Dymo® Printer, and power cord from each of the laptops. Leave the ethernet cord , laptop mouse, laptop mouse pad, Dymo® Printer, and laptop power cord on the processing table until the next day.

6 Place each of the laptops in their designated bag with the Sign-In Rosters assigned to the laptop. The Leads will take these laptops and rosters back to the Registrar of Voters office each night. Remember to place the laptops in the same position on the processing table as originally setup or you will have to reconfigure the Dymo® Printer on the laptops.

Closing the Vote Center Each Day

Closing Steps Each Day

The following closing steps can be done by breaking up the Election Officers into several teams of two officers:

1 Retrieve the Ballot Statement with the correct date from the Lead Binder. There are three additional carbon copies of the Ballot Statement (a yellow, a pink copy, and an orange copy). You will count your scanned and unscanned voted ballots, spoiled voted ballots, CVR ballots, spoiled CVR ballots, roster signatures, and VBM ballots. The Lead will write the total numbers on each section of the Ballot Statement. There are eight sections on the statement that need to be completed. Do not skip any section. If there are no ballots to report on the statement write zero in that section. Research VBM Ballots are counted with the VBM Voted Ballots.

2 Check the last seals for the day on the BOD Printer, Ballot Scanner, and all the AVU's being used. The Ballot Scanner and the AVU's being used can be left on and plugged in throughout the election process. Refer to the information sheet on the Ballot Scanner and AVU's to locate the security seals. Leave the Ballot Scanner Cart open. It must be verified by the first voter the next day. Print the "Inventory Report" from the BOD before locking and sealing it for the day.

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

3 Break the "G" Seal on the Ballot Scanner Cart and unlock the door on the bottom of the Ballot Scanner Cart. Break the "F" Seal for the Unscanned Ballots and unlock the Unscanned Ballot Slot located at the top of the cart. If no ballots are in the Unscanned Ballot Slot, leave the Unscanned Ballot Slot door open.
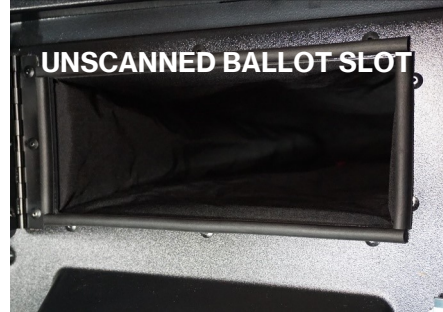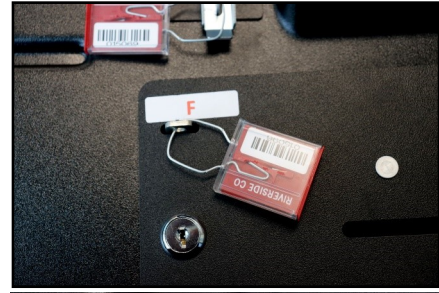
4 If there were any ballots placed in the Unscanned Ballot Slot and were not counted in the scanner, count the AVU Ballots and the "A" card BOD paper Ballots and place a post-it note on each pile. Record the total of the AVU Ballots and the BOD paper Ballots in section "A" on the Ballot Statement. When there are more then one card ballot, only count the "A" card. **You must keep the Unscanned and Scanned Ballots separated.**

AVU Ballots

"A" Card BOD Paper Ballots

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

5 Place the second unscanned ballot card into the Unscanned Voted Ballots Carton (do not count). Remove the post-it notes and place the Unscanned AVU Ballots and the "A" card BOD paper Ballots into the brown Unscanned Voted Ballots Carton with the completed yellow copy of the Ballot Statement. Seal the carton with a Elections Tamper Evident Tape once the Ballot Statement has been completed of all sections. **Note: If there were no Unscanned Voted Ballots seal the brown carton with the yellow copy of the Ballot Statement and bring it back to the Registrar of Voters office.**

6 Remove the Scanned AVU Ballots and the BOD paper Ballots from the bottom of the Ballot Scanner Cart. Count and place a post-it note on each pile. Record the total of the AVU Ballots and the "A" card BOD paper Ballots on section "B" of the Ballot Statement. When there are more then one card ballot, only count the "A" card. **You must keep the Unscanned and Scanned Ballots separated.**

AVU Ballots

"A" Card BOD Paper Ballots

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

7 Place the second ballot card into the Scanned Voter Ballots Carton (do not count). Remove the post-it notes and place the Scanned AVU Ballots and the "A" card BOD paper Ballots into the white Scanned Voted Ballots Carton with the pink copy of the Ballot Statement. Seal the carton with a Elections Tamper Evident Tape located in the Seals Bag once the Ballot Statement has been completed of all sections.

8 Break the seals on the black VBM Ballot Box(s) for VBM Ballots and CVR Envelopes and the blue Ballot Box for any overflow unscanned ballots.

Black VBM Ballot Box

Blue Ballot Box

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

9 Separate and count the Spoiled Regular Ballots, CVR Envelopes, and Spoiled CVR Ballots. Place a post-it note on each pile and record totals on section "C" for Spoiled regular Ballots, "E" for CVR Envelopes, and "F" for the Spoiled CVR Ballots on the Ballot Statement. Place the CVR Envelopes in the CVR zip lock bag. Place the Spoiled and Surrendered Ballots in the Spoiled and Surrendered zip lock bag. Place all items in the red Transport Bag with the orange copy of the Ballot Statement once all sections of the Ballot Statement have been completed. Place the broken seals from the blue Ballot Box and VBM Ballot Box in the Broken Seals Bag and place the Broken Seals Bag in the black Lead Bag.
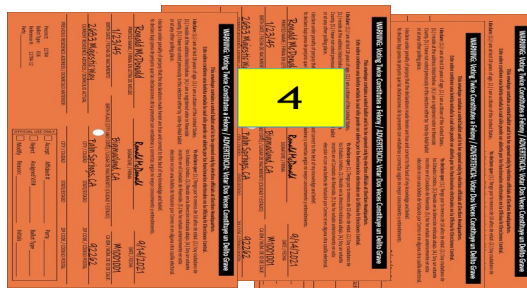
CVR Envelopes

CVR Provisional Envelopes

Regular Spoiled Ballots

CVR Spoiled Ballots
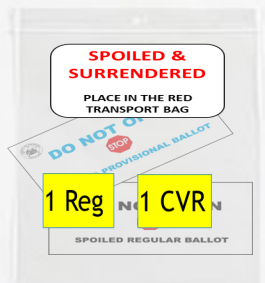
Spoiled Ballots

Broken Seals Bag

10 Count the VBM Envelopes. Record the total in section "H" on the Ballot Statement. Place the ballots in the zip lock bag and in the red Transport Bag with the orange copy of the Ballot Statement with the Spoiled Regular Ballots, CVR Envelopes, and Spoiled CVR Ballots.
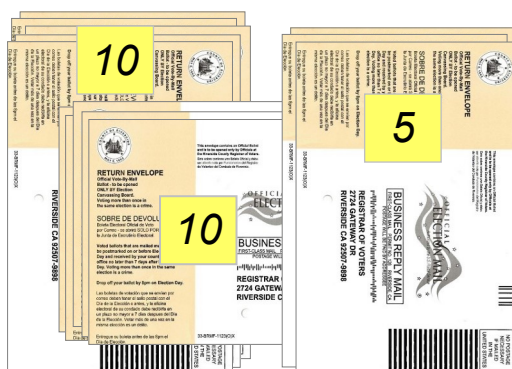
Closing the Vote Center Each Day

Closing Steps Each Day — Continued

11 Place the completed Voter Registration Applications, VBM Voted Ballots (if no overflow of VBM ballots), Voted CVR Ballots, VBM Research Ballots, and Spoiled & Surrendered Ballots in their individually labeled zip lock bags. Place all the items into the red Transport Bag with the orange copy of the Ballot Statement. Seal the red Transport Bag with a red Chamber Seal found in the Seals Bag.

12 If there is a large amount of VBM Ballots that will not fit in the red Transport Bag, place these ballots in the brown VBM Ballot Box and seal it with a Elections Tamper Evident Tape from the Seals Bag. Leave the orange copy of the Ballot Statement in the red Transport Bag even if there are several boxes of VBM Ballots.

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

13 Before doing the last seals check on the BOD you will need to look at the "Inventory Report" and count the ballot paper not used for the day. Print an "Inventory Report" at closing every day even if no ballots were printed on the BOD. The "Inventory Report" must be printed on standard paper from "Tray 1", not on ballot paper. On the laptop screen select the top right icon titled "Inventory Report".
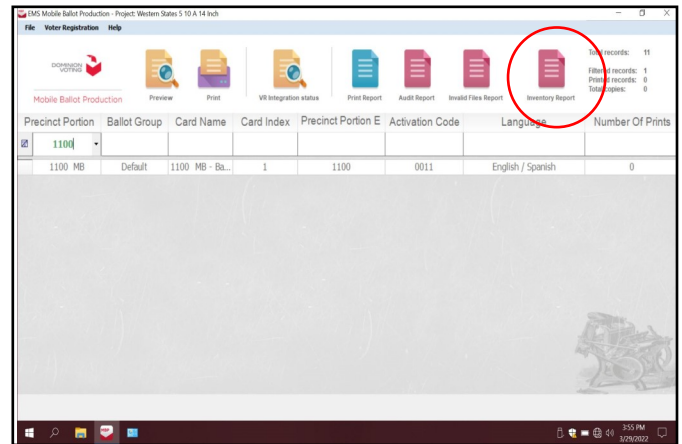
14 A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Each day you will check the total amount of sheets used. Record the totals on the "Ballot Card Accounting Record - Log Sheet" and count the total number of sheets left in the printer cart. Don't forget to count the bundles of paper not used. Select the "Print Icon".
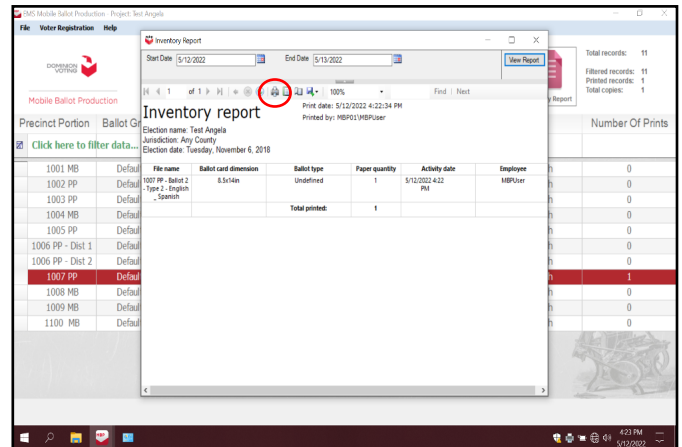
15 On the pop up screen select the "Preferences" box.
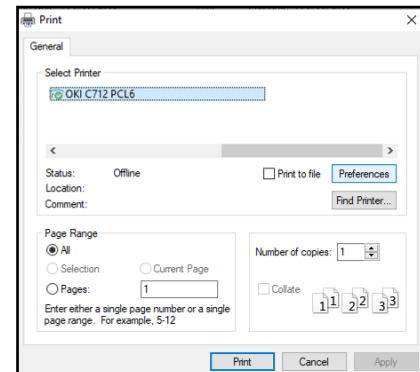
16 In the drop down menu under "Driver Setting" select "Inventory Report".
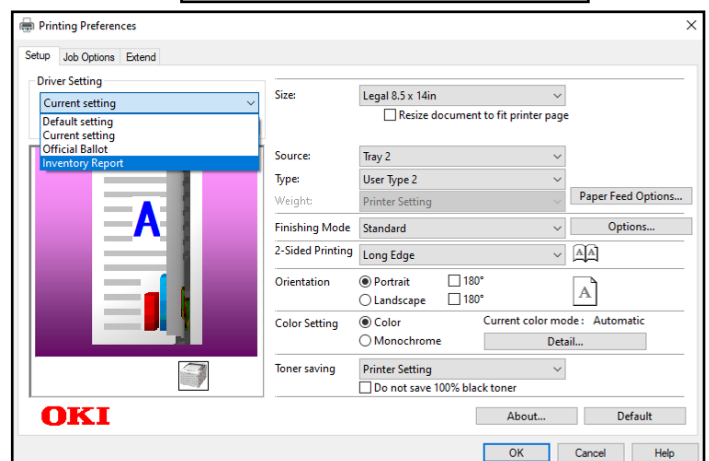
Closing the Vote Center Each Day

Closing Steps Each Day — Continued

17 Once "Inventory Report" has been selected, the Size:, Source:, and 2-Sided Printing settings will change. It is important to print the report on "Size: Letter 8.5 x 11in" from "Tray 1".

18 Click the "OK" button.

19 The printer screen will reappear. Click the "Print" button. **Do not click the "Apply" button or else the settings will stay on "Tray 1" and not revert back to "Tray 2" for printing the ballots.**

20 After the printer has printed the "Inventory Report" place it in the Lead Binder with the "Ballot Card Accounting Record - Log Sheet" or under the BOD laptop until the end of the election. If a PDF Ballot was printed, the "Inventory Report" will not reflect that total. **Never print a PDF Ballot.**
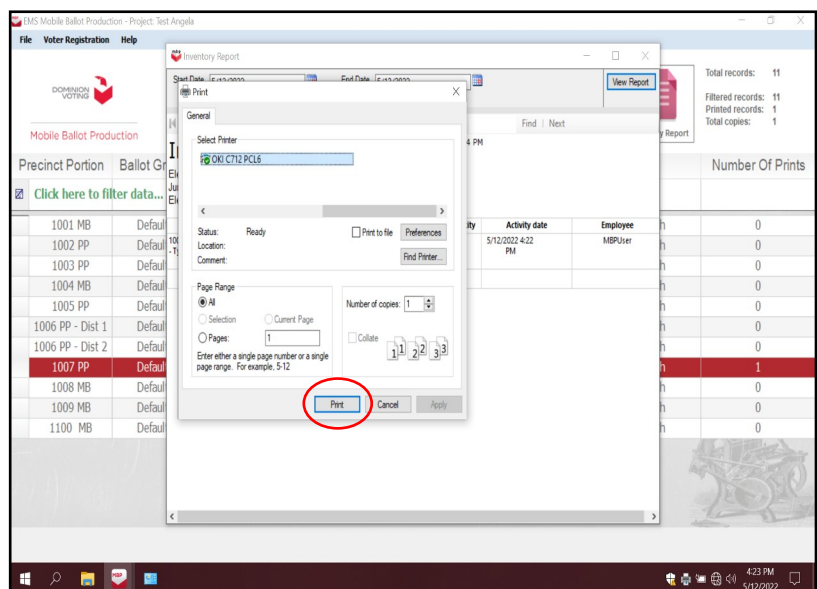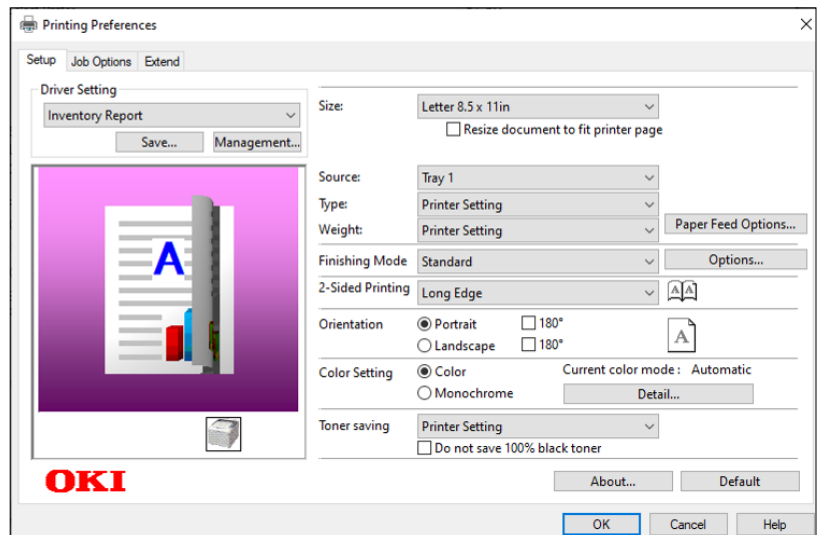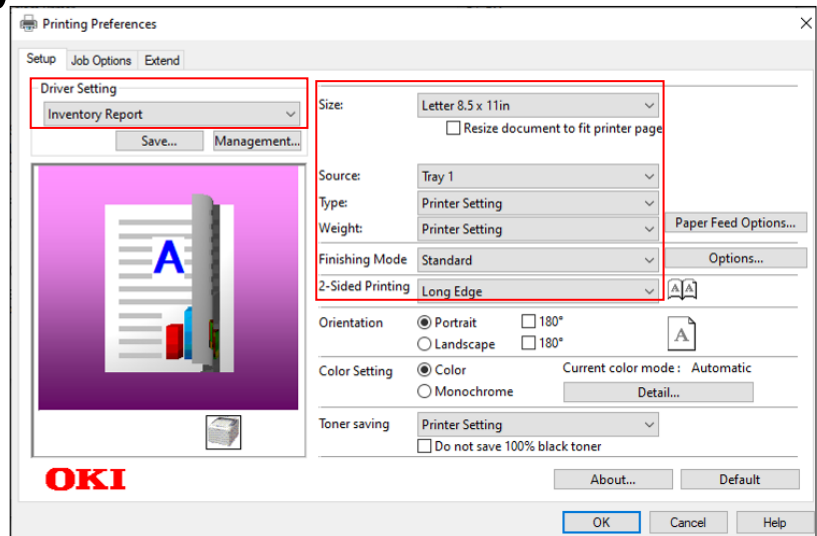
Closing the Vote Center Each Day

Closing Steps Each Day — Continued

21 After recording and printing the totals on the "Ballot Card Accounting Record - Log Sheet" close the "Inventory Report" screen. Shut down the laptop by selecting the "x" box located in the upper right hand corner of the screen.
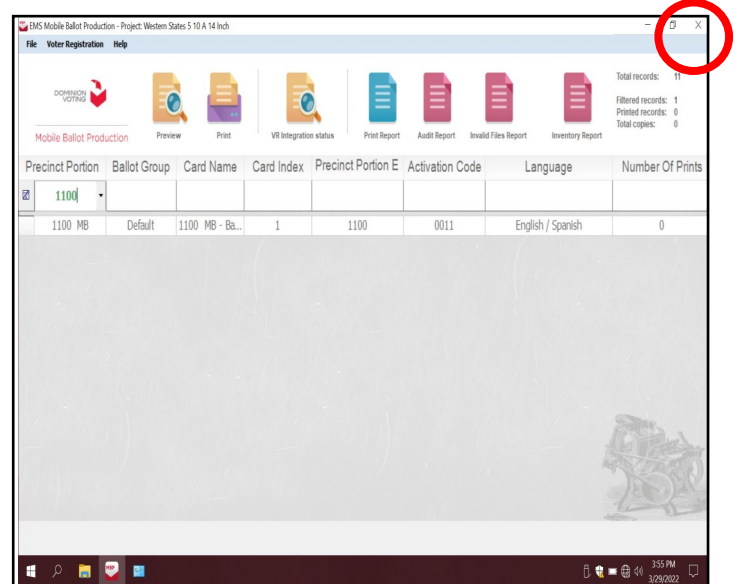
22 A new box will appear asking "Are you sure you want to leave this application?", select "YES".
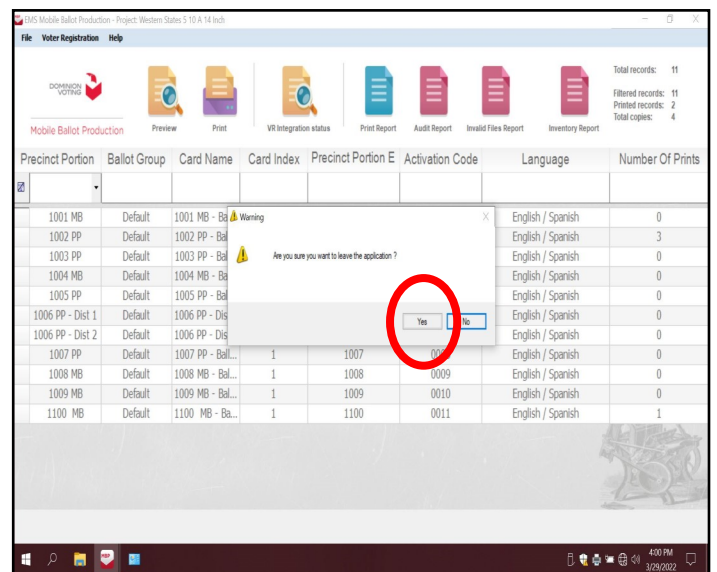
23 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer until the next day the voting location is open. Leave the BOD Cart plugged in and the printer will go into power saver mode.
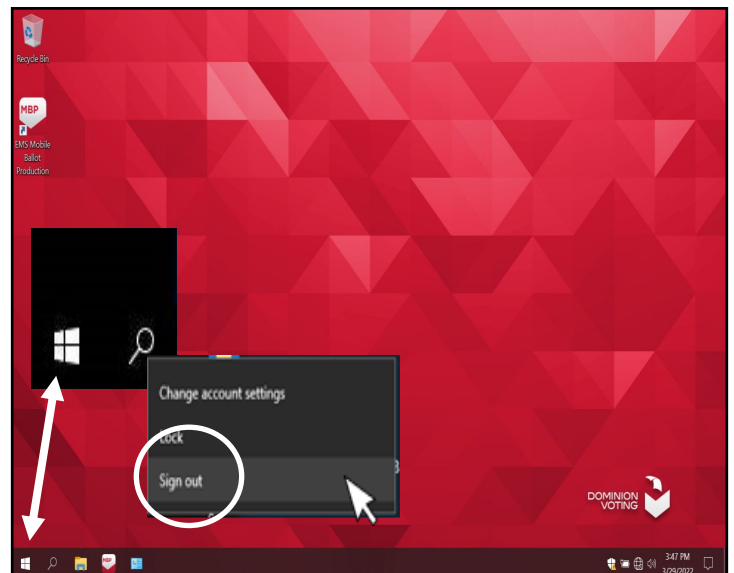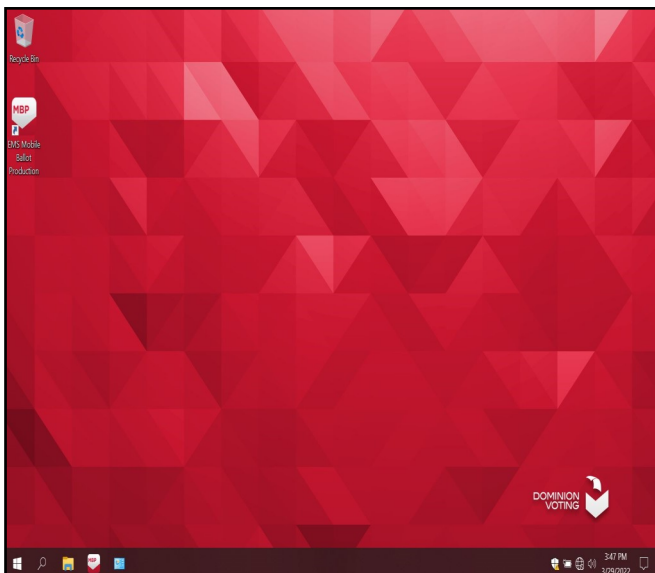
Closing the Vote Center Each Day

Closing Steps Each Day — Continued

24 Use the "Ballot Card Accounting Record - Log Sheet" located under the BOD laptop or in the Lead Binder. The "Activity Date" and "Quantity of Ballot Paper Received from ROV" (column A) was added on set-up day. In column "B" list the "Quantity of Ballots Printed and Issued to Voters". If multiple ballot cards, multiply the total by the total number of ballot cards given to the voter. In column "C" list the "Quantity of Spoiled Ballots." In column "D" include the "Quantity of Ballots Issued and Spoiled (SUM)" from columns "B and C". Example: 11 plus 0 equals 11. In column "E" include the "Remaining Quantity of Ballot Paper Not Used" (column 'A" minus column "D" equals column "E". Example: 749 is the "Quantity of Ballot Paper Received from ROV" in column "A" minus the "Quantity of Ballots Issued and Spoiled (SUM)" in column "D" equals 738 for column "E".)

In column "F" break the "F" seal (front door seal) on the BOD Cart and "Hand Count of Unused Ballot Paper" left in the printer tray. If there is a difference, list that total on the log sheet in column "Diff (=/-)" next to the column for the "Lead Initials". Finally, initial the last column on the log sheet. Leave the sheet under the laptop or place it in the Lead Binder under the tab in which it was received for the next day.

Riverside County Registrar of Voters	**BALLOT CARD ACCOUNTING RECORD – LOG SHEET** NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION							
EC§20235 Vote Center Location: **Name of Vote Center** Vote Center #: **Number of Vote Center**				Ballot Manufacturer: **Dominion Voting Systems** Ballot Printer Name: **Registrar of Voters** Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**				
Activity Date	**Quantity of Ballot Paper Received from ROV A**	**Quantity of Ballots Printed and Issued to Voters B**	**Quantity of Spoiled Ballots C**	**Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)**	**Remaining Quantity of Ballot Paper Not Used E = (A - D)**	**Hand Count of Unused Ballot Paper F (Should = E)**	**Diff (=/-)**	**Lead Initials**
Set-Up Date	*750*	*0*	*1*	*1*	*749*	*749*	*0*	*MJ*
1ˢᵗ Date of Election	*749*	*11*	*0*	*11*	*738*	*738*	*0*	*MJ*
2ⁿᵈ Date of Election								
3ʳᵈ Date of Election								
4ᵗʰ Date Election Day								

Completed Log Sheet First Day

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

25 Disconnect the laptop cords from the printer. Close and reseal the printer and laptop with the Security Key and two red seals from the Seals Bag. Record the red seals in the BOD Unit Security Log. The next time you open the voting location you will break the red seals and unlock the cover to the laptop with the Security Key to gain access to the printer and laptop.

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

26 Close and lock the front door on the BOD Cart. Reseal the front door with a new seal found in the Seals Bag. Record the new seal on the BOD Unit Security Log. Leave the BOD next to the processing table and plugged in.

27 Check the seals on the Ballot Scanner. Refer to the Ballot Scanner Security Log Instruction Sheet found in the Security Seals Log Binder. Each seal is labeled according to the information sheet. "F" and "G" seals are broken each day to retrieve the voted ballots. New seals for "F" and "G" are put on after the first voter has verified that the scanner is empty.

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

28 Check the seals on all the AVU's being used. Refer to the AVU Security Log Instruction Sheet found in the Security Seals Log Binder. Each seal is labeled according to the information sheet.
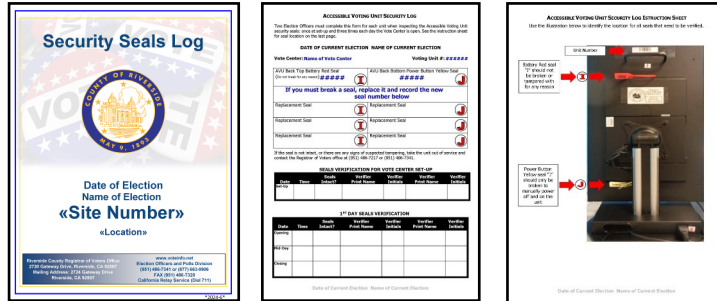
29 In the black Lead Bag place the Lead Binder with the white copy of the Ballot Statement and all the documents and items that were originally received. The Security Seals Log Binder with the BOD Printer key and the Ballot Scanner Security Token and cart key. Collect the Poll Worker Ballot Activation Cards and place them in the Official Returns Envelope. Collect the voter Ballot Request forms with the attached "Ballot Request Data Entry Route Slip" and place in the zip lock bag. Collect the Broken Seals Bag and Seals Bag. Collect the work cell phone with the charging cord. Place all these items in the black Lead Bag for returning to the Registrar of Voters office.

Official Returns Envelope
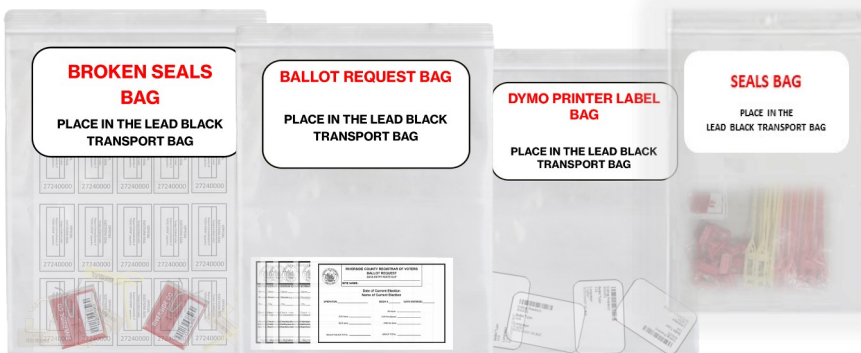
Closing the Vote Center Each Day

Closing Steps Each Day — Continued

30 Gather the sealed red Transport Bag with the Vote-by-Mail Voted Ballots Bag, Conditional Voter Registration Voted Ballots Bag, Spoiled and Surrendered Ballots Bag, Vote-by-Mail Research Ballots Bag, Completed Voter Registration Cards, and the orange copy of the Ballot Statement.

31 Gather the five laptop bags with the regular Sign-In Voters Rosters and the CVR Sign-In Voters Rosters. Mark the processing table with post-it numbers of the laptops. Place them in the same position when returning the next day.

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

32 Gather the brown Unscanned Voted Ballots Carton with the yellow copy of the Ballot Statement and the white Scanned Voted Ballots Carton with the pink copy of the Ballot Statement. Make sure both cartons are sealed with a Elections Tamper Evident Tape from the Seals Bag.

33 If there is a large amount of VBM Ballots and CVR Ballots that will not fit in the red Transport Bag, place the box(s) with all the voted ballots for transporting back to the Registrar of Voters office.

34 Retrieve the mitigation supplies (if any) including the Curbside Doorbell and voter directional signs from outside.

Curbside Voting Availability Sign

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

35 Use the Return Items (Reminders) checklist and the Vote Center Lead Checklist found in the Lead Binder to ensure the items are returned properly to the Registrar of Voters office. Refer to the back side of the Return Items sheet for overflow VBM Ballots.

Returning Items Checklist

Returning Items Overflow Checklist

Vote Center Lead Checklist

36 The Leads will load their vehicle with the brown Unscanned Voted Ballots Carton, the white Scanned Voted Ballots Carton, five laptop bags, the red Transport Bag, the Black Lead Bag and the overflow brown VBM Ballot Box(s), if any. These items will be returned to the Registrar of Voters office each night. When returning the next day, make sure to put the laptops back in the same position on the processing table.

37 Make sure all officers have retrieved their personal belongings. Pick up and throw away any trash that needs to be returned to the Registrar of Voters office. Secure the location as instructed by the facility.

8. CLOSING THE VOTE CENTER ELECTION DAY

RIVERSIDE COUNTY
TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Closing the Vote Center Election Day

Closing the Vote Center on Election Day is similar to the closing process on the other days your Vote Center is open. This section will highlight the differences between the two. Follow the closing instructions in the previous section, **in addition to** the instructions in this section.

Complete the end of the day audit process. However, instead of placing the Sign-In rosters in each laptop bag, bundle them all together in numerical order and place them in your black lead bag.

When filling out the Ballot Card Accounting Record—Log Sheet and printing your final inventory report from the BOD Printer, place all of the inventory reports in the lead binder together with the Log Sheet under the tab it came in. **Do not leave the inventory reports in the BOD Printer.**

Complete your ballot statement and final seals log check for all your equipment. Then, follow the instructions in this section to takedown all of the equipment setup in your Vote Center. Place all the equipment neatly as you found it on setup day. Remember to take in any signs or posters that are outside the Vote Center.

When leaving the Vote Center, remember to take the wireless router and ethernet cables, as well as all five Dymo label printers in the black VBM ballot box, in addition to all of the other supplies you have been bringing back to the ROV daily.

Closing the Vote Center Election Day

Closing the Ballot Scanner

1 To close the Ballot Scanner, retrieve the scanner Security Key from the plastic pouch inside the Security Seals Log Binder. Insert the Security Key into the Security Key slot. Hold in position until the scanner display screen reads "Please Enter Password". Remove the Security Key and enter the password given in the plastic pouch of the Security Seals Log Binder.

Security Token

Lanyard with Cart Key and Security Token

Closing the Vote Center Election Day

Closing the Ballot Scanner – Continued

2 Place the Security Key back into the "Official Returns Envelope". Once the password is entered the scanner display screen will display "Correct-Your password has been confirmed" with a checked box. The next scanner display screen will display the "Main Menu" screen.

3 On the "Main Menu" screen select "Poll Management". Under "Poll Management" select "Close Poll…". The scanner display screen will ask for the password again. Enter the given password.

4 After entering the password again the scanner display screen will display "Close Poll Confirmation-You have chosen to close the poll. Are you sure you wish to continue?". Select the checked green "Confirm" button.
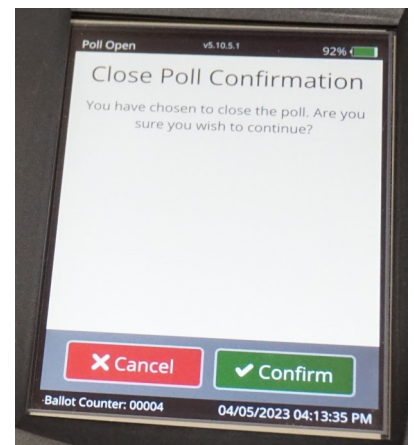
5 The scanner will refer to printing two result reports. The scanner display screen will read "Printing in progress-Printing copy 1 of 2 copies of the result report". Wait until the scanner has finished printing.
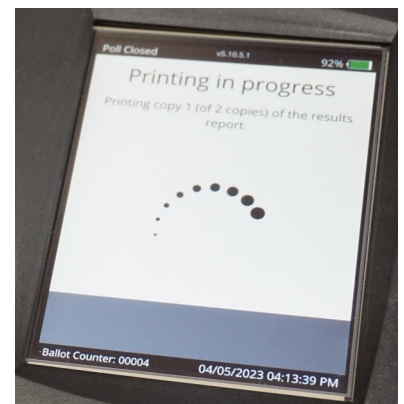
Closing the Vote Center Election Day

Closing the Ballot Scanner – Continued

6 Once scanner has finished printing the scanner display screen will read "Printing Complete-Do you want to print another copy of the results report?". Select "Continue" this will **not** generate another results report. **DO NOT PRINT ANOTHER RESULTS REPORT.**

7 At the end of each report is a place for the Leads and two Election Officers to sign their name. Tear the two reports apart from each other and sign both reports.
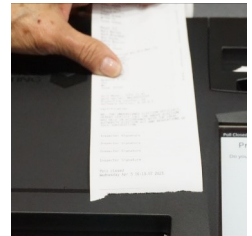
8 Place one signed report inside the Evidence Bag found in the Security Seals Log Binder plastic pouch. Place the Evidence Bag inside the brown Unscanned Voted Ballot Carton. Place the other signed report on the outside of the exit door at the Vote Center.
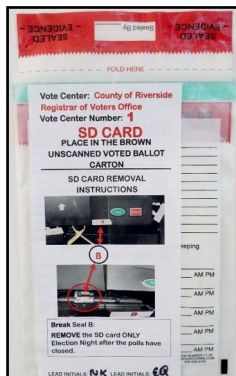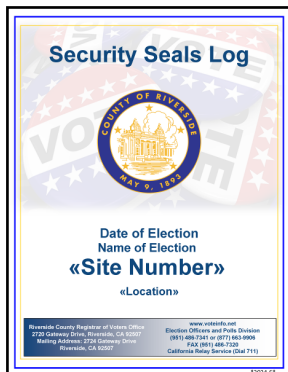
9 The scanner display screen will go back to the "Main Menu" screen. Select "Utilities". Under the Utilities screen select "Power Options".
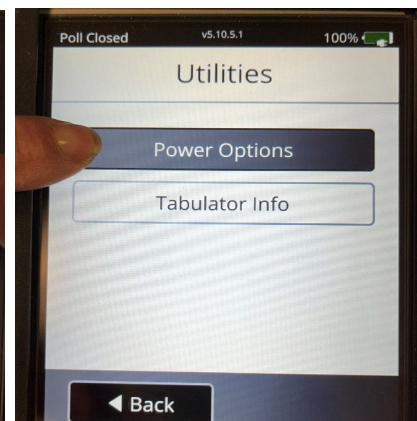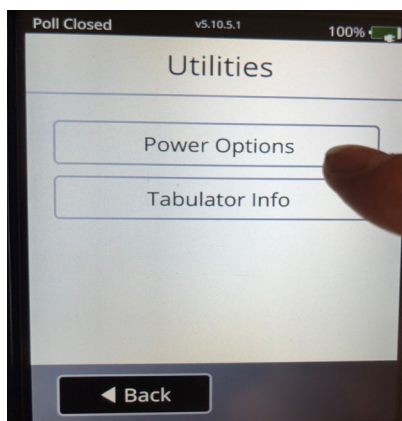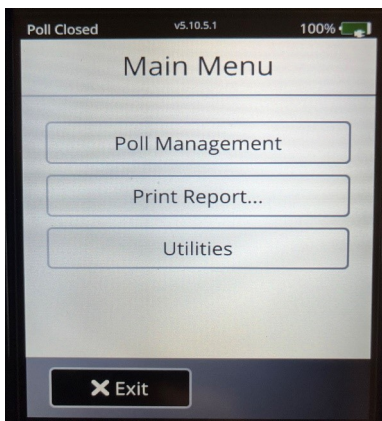
Closing the Ballot Scanner – Continued

10 Under the "Power Options" screen select "Power Down". The scanner display screen will read "Power Down-You have chosen to power down the machine. Do you wish to continue?". Select "Confirm" button.
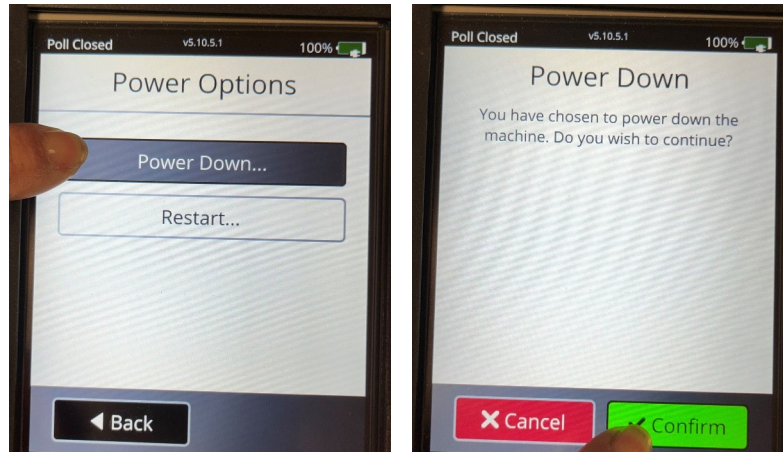
11 The scanner display screen will read "System Shutdown -The system will shutdown in 10 seconds…" The scanner will beep several times and then the scanner display screen will go black.
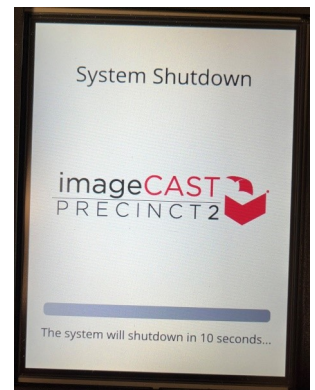
12 Break the "B" Poll Worker seal on the Ballot Scanner. Retrieve the SD Card Bag from the Security Seals Log Binder.
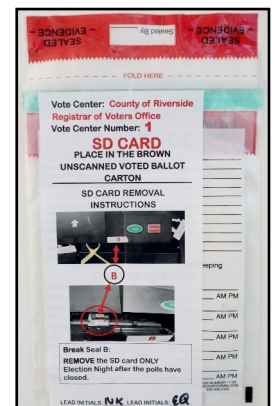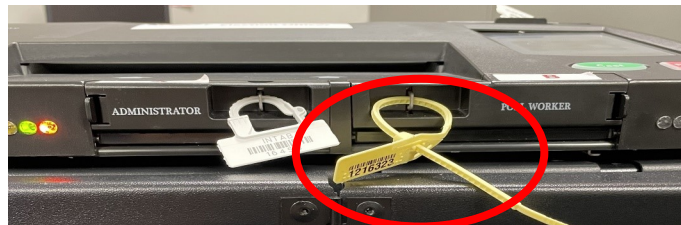
13 Remove the SD Card from the scanner slot. Insert the SD Card into the SD Card Bag with the scanner Results Report. Two Leads will initial the SD Card Bag and seal it.
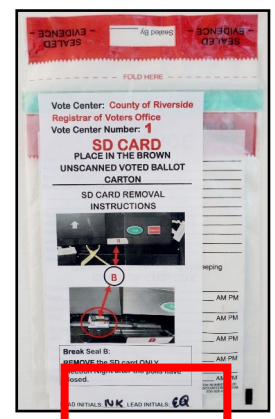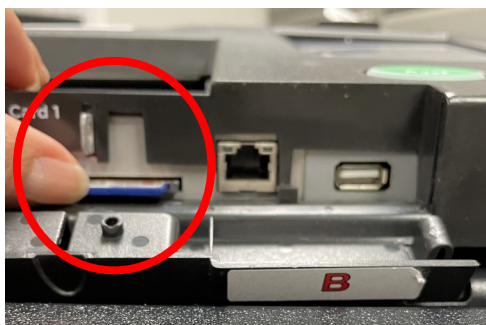
Closing the Vote Center Election Day

Closing the Ballot Scanner – Continued

14 Place the Evidence Bag with the report and the SD Card inside the brown Unscanned Voted Ballots Carton with unscanned ballots from the scanner and the yellow copy of the completed Ballot Statement. Seal with a Elections Tamper Evident Tape from the Seals Bag.
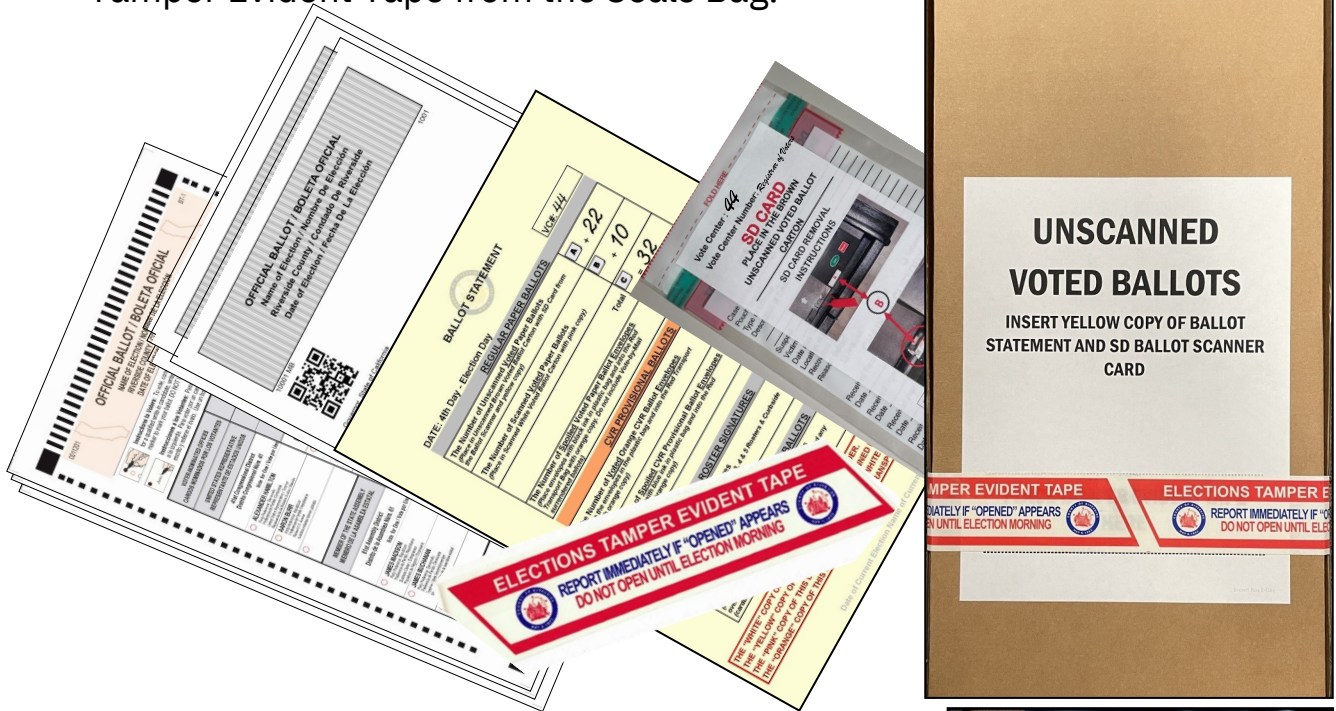
15 Break the seal "E" on the scanner latch. Refer to the Ballot Scanner Security Log Instruction Sheet found in the Security Seals Log Binder. Place the broken seal in the Broken Seals Bag.

16 Unplug and remove the scanner (tabulator) from the scanner cart. Place the scanner and the plug into the small suitcase it originally came in and zip it closed.

17 Lock the unscanned Ballot Scanner slot with the scanner key.

Closing the Ballot Scanner – Continued

18 Open the door on the Ballot Scanner cart. There is a yellow strap, hold on to the top of the cart and pull the strap to release the metal arm holding the top of the cart.

19 Gently let the top of the cart fall into place on the inside of the cart. Put the metal arm back into place after the top of the cart is inside the cart.

20 There are two latches on the bottom base of the cart. Unlatch them and pull the bottom base of the cart upward and into position on the side of the cart.
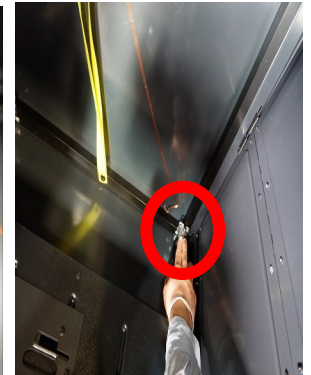
21 Close the cart into a folding position and lock the cart door. Attach the four Velcro© straps to keep the cart in the closed position. Place the cart and Ballot Scanner suitcase with the other voting equipment items in a designated space for pick up by the transport company to bring back to the Registrar of Voters office.

Closing the Vote Center Election Day

Closing the Accessible Voting Units

1 Follow the steps below to close the polls and power off the AVU, printer, and UPS on election night.

a On the AVU, insert the activation card and on the administration screen, enter the "Administrator Login Code", which is located on a label on the back of the name card inside the "Official Returns Envelope." Press the "Close Polls" button and then press "Yes" on the pop-up window to confirm.
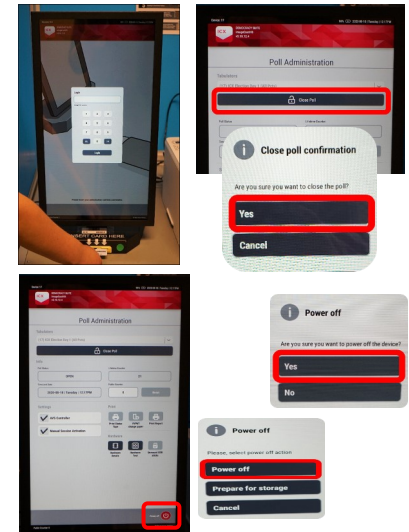
b Press the "Power Off" button on the lower right corner. A pop-up window will appear to "Power Off". Press "Yes" on the pop-up window to confirm. The screen will turn to a black screen.

2 To power off the printer, press the power button located on the top right-hand side on the printer.

3 To power off the UPS, press and hold the power button located on the front of the UPS for 15 seconds. Release the button after you hear the second beep.
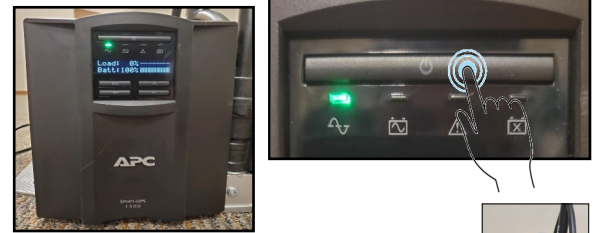
4 Verify that the UPS is secured to the cart with the black or white tie straps and begin the power cord disassembly.

a Disconnect the UPS power cord labeled "A" from the wall power outlet.

b Disconnect the UPS power cord labeled "B" from the bottom right side of the tablet.

c Disconnect tablet power cord labeled "C" from the UPS. Wrap the cord neatly for storage.
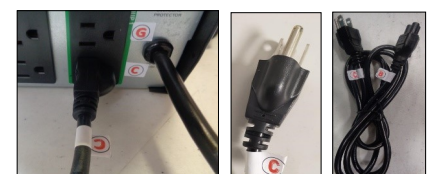
Closing the Vote Center Election Day

Closing the Accessible Voting Units- Continued

5 Disconnect the printer USB cable labeled "D" from printer port "D" on the top right side on the rear of the printer.
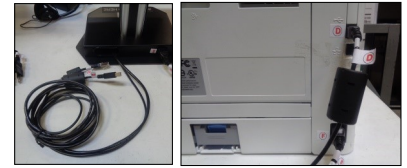
6 Disconnect the ethernet cable labeled "E" from port "E" of the ATI.
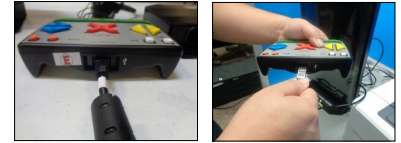
7 Disconnect the printer power cord labeled "F" from printer port "F" on the bottom right side of the back of the printer.

8 Disconnect the printer power cord labeled "G" from UPS port "G" and wrap the cord neatly.

9 Disconnect the headphones cable labeled "H" from port "H" of the ATI.

10 Place the AVU case on a flat stable surface. Apply the protective packaging to the AVU tablet. The protective packaging has an arrow designating the right and left sides.

11 Once secured, place the AVU tablet in its case with the **screen facing down.**
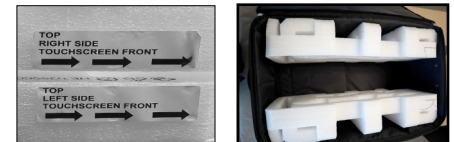
12 Return the power cord, ATI, and headphones to the AVU tablet case. Secure the items mentioned in any available space in the protective packaging. Zip the AVU tablet case closed.

13 | **Repeat all the steps for each AVU** |

Place the printer case on a flat stable surface. Use the handles on the side of the printer and place the printer into the case. Return the printer power cord into the case next to the printer.

Closing the Vote Center Election Day

Closing the Accessible Voting Units—Continued

14 Secure the printer with the Velcro® strap. Zip the printer case closed.

Repeat all the steps for each printer on the AVU and on the processing table

15 Disassemble the AVU blue voting booth by following the steps listed below.

a Detach the latches from the bottom of the left and right sides of the voting booth. Lower the table until it is completely flat against the rear of the booth.

b Close the right side of the booth all the way. Close the left side of the booth all the way.
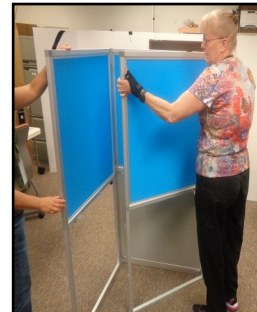
c Attach the Velcro® strap on the top of the blue voting booth in order to hold the sides in place. Store the blue voting booth with the other AVU equipment after completing disassembly.

Repeat all the steps for each AVU blue voting booth

16 Disassemble the gray ADA voting booth and the silver voting booths. Place them in a designated area where they can be picked up by the Registrar of Voters staff.
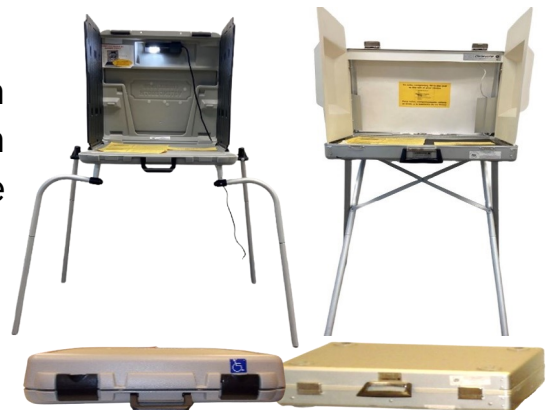
Closing the Vote Center Election Day

Securing the Location

1 Leave the disassembled AVUs, printers, blue voting booths, and UPS units in the area designated for pick up. Place the locked and sealed BOD cart, Ballot Scanner cart, and Ballot Scanner bag in the same designated area for pick up.

AVU Supplies

BOD Cart

Ballot Scanner Bag with Cart

2 Place the disassembled silver voting booths and gray ADA voting booths in the same area.
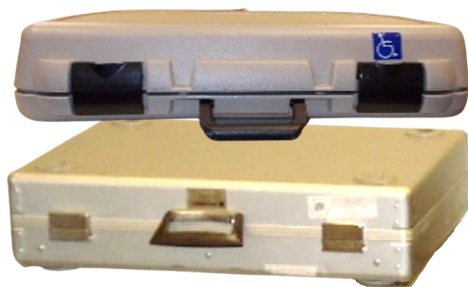
3 If necessary, fold the tables and chairs and place them along with the voting equipment or if borrowed from the facility: place them as instructed by the facility.

4 Retrieve all mitigation supplies, including the Curbside Voting Availability Sign, and PPE materials. Repack them into the bins that were originally received and place them with the election equipment for pickup.

ELECTIONS

Closing the Vote Center Election Day

Securing the Location — Continued

5 Place the Poster Display Board and Privacy Divider Screen with the remainder of the items for pickup.

6 Place all the equipment supplies and election supplies in their designated Tub 1 and Tub 2. Place with all the other items for pickup.

Tub 1

Tub 2

7 Make sure all outdoor signs and posters have been retrieved and put into the empty blue Ballot Box or supply tubs.

Closing the Vote Center Election Day
Securing the Location — Continued

8 Election Officers should verify they signed the Election Officer Oath and Payroll sheet and any other compensation documents (W-9 etc.). If not signed it could delay their compensation.

9 Use the Return Items Checklist (Reminders) and the Vote Center Lead Checklist found in the Lead Binder to ensure the items are returned properly to the Registrar of Voters office. Refer to the back side of the Return Items checklist for overflow VBM Ballots.

10 The Leads will secure the location in the manner instructed by the location contact. If you need to locate someone on the grounds to lock the doors, be sure you do so. If you have been instructed to simply close the door behind you, check that the door locked securely behind you. Leave the Ballot Scanner Results Report on the outside door.

Closing the Vote Center Election Day

Securing the Location — Continued

11 In the same vehicle the Leads will load their vehicle with the sealed white Scanned Voted Ballot Carton, the sealed brown Unscanned Voted Ballot Carton, the overflow VBM and CVR Ballots (if any), red Transport Bag, the black Lead Bag, the black VBM Ballot Box with all the Dymo® Printers inside, the Router in the return bag with the Antennas and Ethernet Cables, and the Laptops in their tote bags. The Leads will return these items to the Registrar of Voters office on election night.

SCANNED VOTED BALLOTS
INSERT PINK COPY OF BALLOT STATEMENT

UNSCANNED VOTED BALLOTS
INSERT YELLOW COPY OF BALLOT STATEMENT AND SD BALLOT SCANNER CARD
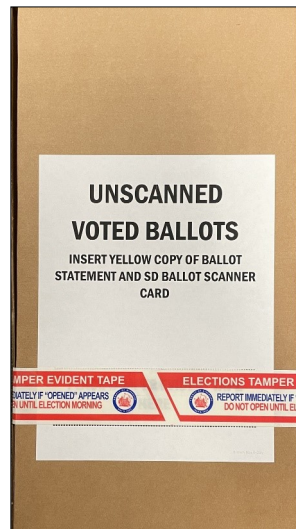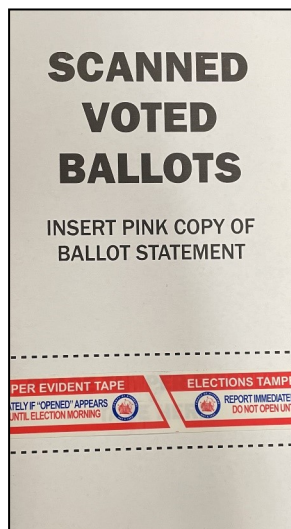
Overflow of VBM and CVR Envelopes

LEAD BAG

Red Transport Bag

Black VBM Ballot Box with Dymo® Printers

Router and Ethernet Cables

Laptops with power cord, mouse, and mouse pad

This page intentionally left blank.

APPENDIX

RIVERSIDE COUNTY
TEMECULA VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 4, SPECIAL ELECTION
JUNE 4, 2024

Appendix

Acronyms

AVU	**Accessible Voting Unit**
ADA	**American's with Disabilities Act**
ATI	**Audio Tactile Interface**
AVS	**Audio Voting Session**
BCARL	**Ballot Card Accounting Record Log Sheet**
BOD	**Ballot On Demand**
BT	**Ballot Type**
CVR	**Conditional Voter Registration**
E-Day	**Election day**
EIMS	**Election Information Management System**
EO	**Election Officer**
NPP	**No Party Preference**
PPE	**Personal Protective Equipment**
ROV	**Registrar Of Voters**
RAVBM	**Remote Accessible Vote-By-Mail**
RCIT	**Riverside County Information Technology**
TAP	**Temporary Assignment Program**
UPS	**Uninterruptible Power Supply**
VC	**Vote Center**
VBM	**Vote-By-Mail**
VP	**Voting Precinct**

Appendix

Ballot Card Accounting Record - Log Sheet

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
ELECTION – Election Date

EC§20235

Vote Center Location: **Registrar of Voters**

Vote Center #: «**Site_Number**»

Ballot Manufacturer: **Dominion Voting Systems**
Ballot Printer Name: **Registrar of Voters**
Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballots Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up	750							
XX/X/20XX								
XX/X/20XX								
XX/X/20XX								
XX/X/20XX								

Appendix

Conditional Voter Registration Envelope Front

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.

Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1.) I am at least 18 years of age. (2.) I am a citizen of the United States. (3.) I reside at the address listed below. (4.) I am a registered voter in Riverside County. (5.) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

Yo declaro que: (1.) Tengo por lo menos 18 años de edad. (2.) Soy ciudadano de los Estados Unidos. (3.) Resido en la dirección indicada abajo. (4.) Soy un votante inscrito en el Condado de Riverside. (5.) No he votado anteriormente en esta elección ni con una boleta de Votación por Correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.

Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE

SIGNATURE / FIRMA

DATE / FECHA

BIRTH DATE / FECHA DE NACIMIENTO

BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO)

CA ID# / NÚM. DE ID DE CALIF.

CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL

CITY / CIUDAD   STATE / ESTADO   ZIP CODE / CÓDIGO POSTAL

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR

CITY / CIUDAD   STATE / ESTADO   ZIP CODE / CÓDIGO POSTAL

Precinct:

Ballot Type:

Reference #:

Party

OFFICIAL USE ONLY

☐ Accept   Affidavit #

☐ Reject   Assigned V.P.#

☐ Modify   Reason:

Party

Ballot Type

Initials

*Refer to page 122

208

Appendix

Conditional Voter Registration Envelope Back

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE
CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV

REFERENCE #
NÚM. DE REFERENCIA

▲ REMOVE THIS STUB / SEPARE ESTE TALÓN ▲

If you would like to know whether your Conditional Voter Registration Provisional Ballot was counted, please visit our website at www.voteinfo.net or call our office at (951) 486-7200 or TTY (951) 697-8966 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.
Si desea saber si su boleta de Inscripción Condicional de Votantes provisional se contó, por favor visite nuestro sitio web en www.voteinfo.net, o llame a nuestra oficina al (951) 486-7200 o TTY (951) 697-8966 durante las horas regulares de negocio a partir de los 30 días después de la elección, y proporcione el NÚM. DE REFERENCIA de este talón.

REFERENCE #
NÚM. DE REFERENCIA

ELECTIONS OFFICIAL

REASON FOR USING CVR PROVISIONAL ENVELOPE:

NOTES:

☐ CVR Provisional Voter

☐ Extended Voting (Court Order)

☐ Other

PROV-CRV (0618)

*Refer to page 122

209

Appendix

Spoiled Regular Ballot Envelope

Spoiled Provisional Ballot Envelope

Appendix

Vote-By-Mail Envelope Front

*Refer to page 105

Vote-By-Mail Envelope Back

*Refer to page 105

Appendix

Voter Registration Application

California Voter Registration/Pre-Registration Application
Solicitud de Inscripción/Preinscripción de Votante de California
RIVERSIDE COUNTY

Print clearly using blue or black ink. Use this form if you: (1) are a new voter, (2) are pre-registering to vote, (3) have changed your name, (4) have moved and need to update your voter registration address, or (5) want to change your political party preference. **You can also register to vote online at RegisterToVote.ca.gov.** — Escriba en letra de molde usando tinta azul o negra. Use este formulario si: (1) es votante nuevo; (2) se está preinscribiendo para votar; (3) cambió de nombre; (4) se mudó y tiene que actualizar el domicilio en su inscripción de votante; o (5) quiere cambiar su preferencia de partido político. **También puede inscribirse en línea en RegisterToVote.ca.gov.**

1 — Qualifications / Requisitos

I am a U.S. citizen and resident of California .... ☐ Yes-Sí ☐ No
Soy ciudadano de EE.UU. y residente de California
I am 18 or older – Tengo al menos 18 años de edad .... ☐ Yes-Sí ☐ No
I am 16 or 17 and want to pre-register .... ☐ Yes-Sí ☐ No
Tengo 16 o 17 años de edad y quiero preinscribirme

If "No," you CANNOT register. – Si "No", NO PUEDE inscribirse para votar.
Only choose one. – Elija solo una.

2 — Your legal name / Su nombre legal

☐ Mr. – Sr. ☐ Ms. – Sra. ☐ Mrs. – Sra. ☐ Miss – Srta. (optional) (optativo)
First – Primer nombre   Middle – Segundo nombre
Last (including suffix, such as Jr., Sr., III) – Apellido (con sufijo, como Jr., Sr., III)

3 — Identification / Identificación

If you do not have a CA driver license or CA ID card, list the last 4 numbers of your Social Security Number (SSN), if you have one. – Si no tiene una licencia de manejar de CA o tarjeta de identidad de CA, ponga las últimas 4 cifras de su número del Seguro Social (SSN), si tiene uno.

Date of birth – Fecha de nacimiento (mes/día/año) M M D D Y Y Y Y
California driver license or ID card # – Núm. de licencia de manejar o tarjeta de identidad de California
SSN (last 4 numbers) SSN (las últimas 4 cifras) X X X - X X - _ _ _ _
U.S. state or foreign country of birth
Estado de EE.UU. o país extranjero donde nació

4 — The address where you live / La dirección donde vive

Do not use a P.O. Box # / No ponga apartado postal

Home address – Domicilio   Apt or Unit # – Nº de depto. o Unidad
City / Ciudad   State / Estado CA   Zip / Cód. postal   California county / Condado de California
If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W, etc. – Si no tiene una dirección con calle y número, describa dónde vive (cruce de calles, ruta, N, S, E, O, etc.)

5 — The address where you receive mail / La dirección donde recibe su correo

Skip if same as address above. – No llene si es la misma que puso más arriba.

Mailing address – if different from above or a P.O. Box #
Dirección postal, si no es la misma que puso más arriba o es apartado postal
City / Ciudad   State / Estado   Zip / Cód. postal   Foreign country / País extranjero

6 — Registration history / Historial de inscripción

If you were previously registered or pre-registered to vote, fill out this section. – Si se inscribió o preinscribió para votar anteriormente, llene esta sección.

First name – Primer nombre   Middle initial – Inicial del segundo nombre   Last name – Apellido
Previous address – Dirección anterior   City – Ciudad
State / Estado   Zip / Cód. postal   Previous county / Condado anterior   Previous political party preference (if any) / Preferencia de partido político anterior (si corresponde)

7 — Vote by mail in all elections / Votación por correo en todas las elecciones

All active registered voters will be mailed a vote-by-mail ballot for every election. If you want to vote in person, you must turn in your vote-by-mail ballot or you may be required to vote a provisional ballot. – A todos los votantes registrados activos se les enviará por correo una boleta electoral de votación por correo para cada elección. Si desea votar en persona, debe entregar su boleta electoral de votación por correo o se le puede solicitar que vote en una boleta provisional.

8 — Political party preference / Preferencia de partido político

If you choose "No Party/None," you may not be able to vote for some parties' candidates at a primary election for U.S. President, or for a party's central committee. Si selecciona "Ningún partido/Ninguno", es posible que no pueda votar por algunos de los candidatos partidarios en una elección primaria para presidente de EE.UU. o comité central partidario.

I want to choose a political party preference – Deseo indicar una preferencia de partido político
☐ American Independent Party / Partido Americano Independiente
☐ Democratic Party – Partido Demócrata
☐ Green Party – Partido Verde
☐ Libertarian Party – Partido Libertario
☐ Peace and Freedom Party / Partido Paz y Libertad
☐ Republican Party – Partido Republicano
☐ Other (specify) – Otro (especificar):

I do not want to choose a political party preference – No deseo indicar una preferencia de partido político.
☐ No Party / None – Ningún partido / Ninguno

9 — Optional voter information / Datos optativos del votante

Email – Email
(   ) Phone number – Número de teléfono
☐ I would like to receive election information by text message. Quiero recibir información electoral por mensaje de texto.
My language preference for receiving election materials is: – Mi preferencia de idioma para recibir materiales electorales es:
☐ English ☐ Spanish / Español ☐ Chinese 中文 ☐ Hindi ☐ Japanese 日本語
☐ Khmer ☐ Korean 한국어 ☐ Tagalog ☐ Thai ☐ Vietnamese / Việt ngữ
☐ Other language: – Otro idioma:
☐ I want voting materials in an accessible format. – Quiero recibir materiales electorales en un formato accesible.
☐ I want to be a poll worker. – Quiero ser un trabajador(a) electoral.
My ethnicity/race is: – Mi origen étnico/raza es:

10 — Affidavit / Declaración jurada

You must sign in the red box for your registration to be complete. – Para completar su inscripción, tiene que firmar en la casilla roja.

I swear or affirm that: – Juro o afirmo que:
I am a U.S. citizen and a resident of California and at least 16 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. – Yo soy un ciudadano de los EE.UU. y un residente de California y de al menos 16 años de edad. No estoy actualmente cumpliendo una condena en una prisión estatal o federal por cometer un delito. Actualmente no he sido declarado mentalmente incompetente para votar por un tribunal. Entiendo que es un crimen proporcionar intencionalmente información incorrecta en este formulario. Declaro bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que la información de este formulario es verdadera y correcta.

X
Signature – Firma   Date Signed – Fecha de la firma   Month – Mes   Day – Día   Year – Año
33 ZM 542826   230002

For Elections Information Contact:
Para información electoral, comuníquese con:
Registrar of Voters
2724 Gateway Drive
Riverside CA 92507-0918
(951) 486-7200 or
(800) 773-VOTE(8683)

↓ Tear here and fold. Tape to seal. Do not staple. The bottom part is your receipt.
Separar aquí y doblar. Sellar con cinta. No use grapas. La parte inferior es su recibo.
↑ Keep it until you receive a notice from your county elections official.
Guárdelo hasta que reciba un aviso del funcionario electoral de su condado.

The law protects your voter registration information against commercial use. Report any problems to the Secretary of State's Voter Hotline: (800) 345-8683.
La ley prohíbe el uso comercial de su información de inscripción como votante. Reporte cualquier problema a la Línea de asistencia del Secretario de Estado: (800) 232-8682.

33 ZM 542826

Did someone help you fill out or deliver this form? – ¿Alguien le ayudó a llenar o entregar este formulario?
If "yes," the person who helped you must fill out and sign both parts of this blue box. Si "sí", la persona que lo ayudó tiene que llenar y firmar ambas partes de esta casilla azul.
Signature – Firma   Date – Fecha / /
Name, address, and phone # – Nombre, dirección y núm. de teléfono
Org. name and phone # – Nombre y núm. de teléfono de la organización
Signature – Firma   Date – Fecha / /
Name, address, and phone # – Nombre, dirección y núm. de teléfono
Org. name and phone # – Nombre y núm. de teléfono de la organización

(This part is the voter's receipt.)
(Esta parte es el recibo para el votante.)

*Refer to page 122

212

Appendix

Ballot Request

Riverside County Registrar of Voters
Ballot Request
Election Name
Election Date

VOTE CENTER #

VOTER COMPLETES THIS SECTION – PLEASE PRINT CLEARLY

Name _____

Residence Address _____
No P.O. Boxes

City _____ ZIP Code _____

Birth date ____/___/_____

Check ✓one:
☐ REGISTERED VOTER OF RIVERSIDE COUNTY ☐ NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.

Signature of Voter   Date

OFFICIAL USE ONLY

BOOK # _____ LINE # _____

B.T. _____ PARTY _____

V.P. _____

APP# 113-_____

AFF _____

COMMENTS
☐ Re-Issue
☐ Conditional Voter Registration
☐ VBM Re-Issue
☐ AVU Ballot
☐ BOD Ballot
☐ Change of Address
☐ Change of Political Party
☐ Live VBM Return

Data Entry Route Slip

RIVERSIDE COUNTY REGISTRAR OF VOTERS
BALLOT REQUEST
DATA ENTRY ROUTE SLIP

SITE NAME: _____

Date of Current Election
Name of Current Election

OPERATOR:_____   BOOK #_____   DATE ENTERED:_____

Re-Issue _____

AVU Issue _____   CVR Provisional _____

BOD Issue _____   VBM Re-Issue _____

BALLOT ISSUED TOTAL _____   GROUP TOTAL _____

*Refer to page 171

213

Appendix

Ballot Statement—Everyday

BALLOT STATEMENT

VC#: _____

DATE: 1st Day

REGULAR PAPER BALLOTS

The Number of Unscanned Voted Paper Ballots
(Place in Unscanned Brown Voted Ballot Carton with yellow copy)
[A] +

The Number of Scanned Voted Paper Ballots
(Place in Scanned White Voted Ballot Carton with pink copy)
[B] +

Total [C] =

The Number of Spoiled Voted Paper Ballot Envelopes
(Place envelopes with black ink in plastic bag and into the Red Transport Bag with orange copy. Do not include Vote-by-Mail surrendered ballots)
[D]

CVR PROVISIONAL BALLOTS

The Number of Spoiled CVR Provisional Ballot Envelopes
(Place envelopes with blue ink in plastic bag and into the Red Transport Bag with orange copy)
[F]

The Number of Voted Orange CVR Ballot Envelopes
(Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)
[E]

ROSTER SIGNATURES

Total Number of Voter Signatures
(Check Laptop 1, 2, 3, 4 & 5 & CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster)
[G]

VOTE-BY-MAIL BALLOTS

The Number of Dropped Off Vote-by-Mail Ballots
(Place the envelopes in the plastic bag. Place plastic bag and any overflow envelopes into the Red Transport Bag or the Brown (cardboard) VBM Ballot Box, if needed with orange copy)
[H]

THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
THE "YELLOW" COPY OF THIS DOCUMENT IN THE UNSCANNED BROWN VOTED BALLOT CARTON.
THE "PINK" COPY OF THIS DOCUMENT IN THE SCANNED WHITE VOTED BALLOT CARTON.
THE "ORANGE" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

2023-15

Ballot Statement—Election Night

BALLOT STATEMENT

VC#: _____

DATE: 4th Day-Election Day

REGULAR PAPER BALLOTS

The Number of Unscanned Voted Paper Ballots
(Place in Unscanned Brown Voted Ballot Carton with SD Card from the Ballot Scanner and yellow copy)
[A] +

The Number of Scanned Voted Paper Ballots
(Place in Scanned White Voted Ballot Carton with pink copy)
[B] +

Total [C] =

The Number of Spoiled Voted Paper Ballot Envelopes
(Place envelopes with black ink in plastic bag and into the Red Transport Bag with orange copy. Do not include Vote-by-Mail surrendered ballots)
[D]

CVR PROVISIONAL BALLOTS

The Number of Spoiled CVR Provisional Ballot Envelopes
(Place envelopes with blue ink in plastic bag and into the Red Transport Bag with orange copy)
[F]

The Number of Voted Orange CVR Ballot Envelopes
(Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)
[E]

ROSTER SIGNATURES

Total Number of Voter Signatures
(Check Laptop 1, 2, 3, 4 & 5 & CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster)
[G]

VOTE-BY-MAIL BALLOTS

The Number of Dropped Off Vote-by-Mail Ballots
(Place the envelopes in the plastic bag. Place plastic bag and any overflow envelopes into the Red Transport Bag or the Brown (cardboard) VBM Ballot Box, if needed with orange copy)
[H]

THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
THE "YELLOW" COPY OF THIS DOCUMENT IN THE UNSCANNED BROWN VOTED BALLOT CARTON.
THE "PINK" COPY OF THIS DOCUMENT IN THE SCANNED WHITE VOTED BALLOT CARTON.
THE "ORANGE" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

2023-15

Appendix

Sign-In Roster Cover

LOCATION:

«Location»

LAPTOP #1

Date of Election
Name of Election

COUNTY OF RIVERSIDE REGISTRAR OF VOTERS

Sign-In **ROSTER**

INCLUDED:

√Numbered Roster pages

√Challenge List/List of Assisted Voters
(Inside Back Cover)

*Refer to page 109

Sign-In Roster Page 1

SIGN-IN ROSTER PAGE

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

VOTER SEQ. #	Official Use Only (Check one)	PRINTED NAME NOMBRE LETRA DE MOLDE	SIGNATURE OF VOTER FIRMA DEL VOTANTE	PRESENT RESIDENCE ADDRESS DIRECCIÓN ACTUAL
1	AVU BOD Live VBM			
2	AVU BOD Live VBM			
3	AVU BOD Live VBM			
4	AVU BOD Live VBM			
5	AVU BOD Live VBM			
6	AVU BOD Live VBM			
7	AVU BOD Live VBM			
8	AVU BOD Live VBM			
9	AVU BOD Live VBM			
10	AVU BOD Live VBM			
11	AVU BOD Live VBM			
12	AVU BOD Live VBM			
13	AVU BOD Live VBM			
14	AVU BOD Live VBM			
15	AVU BOD Live VBM			
16	AVU BOD Live VBM			
17	AVU BOD Live VBM			
18	AVU BOD Live VBM			
19	AVU BOD Live VBM			
20	AVU BOD Live VBM			

Appendix

Conditional Voter Registration Roster Cover

Conditional Voter Registration Voters Roster

Site Name

Laptop #1

Election Name
Election Date

Elections Official please note:

This roster provides instructions for issuing Conditional Voter Registration (CVR) Ballots to voters. Any voter that receives a CVR Ballot must complete and sign the front of the orange Conditional Voter Registration envelope.

2022-19

*Refer to page 126

Conditional Voter Registration Roster Page 1

CONDITIONAL VOTER REGISTRATION ROSTER (CVR)

CONDITIONAL VOTER REGISTRATION VOTERS MUST COMPLETE AND SIGN ONE OF THE LINES BELOW.

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

VOTER SEQ. #	PRINTED NAME NOMBRE LETRA DE MOLDE	SIGNATURE OF VOTER FIRMA DEL VOTANTE	PRESENT RESIDENCE ADDRESS DIRECCIÓN ACTUAL	PREVIOUS RESIDENCE ADDRESS DIRECCIÓN ANTERIOR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

PPRosterPages-2021

Appendix

Curbside Voters Roster

CURBSIDE VOTERS ROSTER
(E.C. § 14282)

«Site Number

«Location»

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Uso Oficial Solamente
C 1	☐			
C 2	☐			
C 3	☐			
C 4	☐			
C 5	☐			
C 6	☐			
C 7	☐			
C 8	☐			
C 9	☐			
C 10	☐			

*Refer to page 164

List of Assisted Voters

LIST OF ASSISTED VOTERS (E.C. § 14283)
LISTA DE VOTANTES ASISTIDOS (C.E. § 14283)

I DECLARE UNDER OATH THAT I AM UNABLE TO MARK MY BALLOT WITHOUT ASSISTANCE. Following are the names of those voters of this Ballot Drop-Off Location who were assisted in marking their ballots.

YO DECLARO BAJO JURAMENTO QUE NO PUEDO MARCAR MI BOLETA SIN ASISTENCIA. Los siguientes son los nombres de los votantes de este Lugar para Depositar Boletas que fueron asistidos en marcar sus boletas.

INITIALS INICIALES	NAME OF PERSON ASSISTED NOMBRE DE LA PERSONA ASISTIDA	INITIALS INICIALES	NAME OF PERSON ASSISTED NOMBRE DE LA PERSONA ASISTIDA

ListofAssist.2021

*Refer to page 158

Appendix

ACCESSIBLE VOTING UNIT SECURITY LOG

Two Election Officers must complete this form for each unit when inspecting the Accessible Voting Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION

Vote Center: Name of Vote Center   **Voting Unit #: ######**

AVU Back Top Battery Red Seal (Do not break for any reason) #####	**I**	AVU Back Bottom Power Button Yellow Seal #####	**J**
If you must break a seal, replace it and record the new seal number below			
Replacement Seal	**I**	Replacement Seal	**J**
Replacement Seal	**I**	Replacement Seal	**J**
Replacement Seal	**I**	Replacement Seal	**J**

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

SEALS VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

1ST DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election

*Refer to page 92

BALLOT ON DEMAND UNIT SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION

Vote Center: Name of Vote Center   **BOD Unit #: ######**

Front Panel Seal #####	(F)	**Back Panel Seal** #####	(B)
Left Laptop Seal #####		**Right Laptop Seal** #####	

If you must break a seal, replace it and record the new seal number below

	(F)		(B)
	(F)		(B)
	(F)		(B)
	(F)		(B)

Top Slider Door

Laptop Cover Seal #####	(T-1)	**Top Slider Door Seal** #####	(T-2)

SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

New Seals After Set-up

(T-1)	(T-2)	(F)

1st DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

***Refer to page 70**

Appendix

BALLOT SCANNER SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot Scanner security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION

Vote Center: Name of Vote Center   **Ballot Scanner #:#####**

Administrator Door Seal #####	(A)	
Poll Worker Door Seal #####	(B)	
Data Port Door Seal #####	(C)	
Thermal Paper Door Seal #####	(D)	

If you must break a seal, replace it and record the new seal number below

Administrator Door Seal	(A)	
Poll Worker Door Seal	(B)	
Poll Worker Door Seal	(B)	
Data Port Door Seal	(C)	
Thermal Paper Door Seal	(D)	
Ballot Box Support Latch	(E)	
Untabulated Ballot Storage Door	(F)	
Untabulated Ballot Storage Door	(F)	
Ballot Box Door	(G)	
Ballot Box Door	(G)	

SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

New Seals After Set-up						
Ballot Box Support Latch						(E)

FIRST DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

*Refer to page 78

Appendix

Application to Provide Vote-by-Mail Ballot to Representative

Application to Provide Vote-By-Mail Ballot to Representative

FOR OFFICIAL USE ONLY

If a voter needs a replacement vote-by-mail ballot, the voter may apply in writing for a vote-by-mail ballot to be provided to the voter's representative. This application must be provided in person to the county elections office by the voter's representative.

1. PRINT NAME:

First   Middle or Initial   Last

2. DATE OF BIRTH:

Month/Day/Year

3. RESIDENCE ADDRESS:

Number and Street (P.O. Box will not be accepted)

City   Zip Code   California County

4. TELEPHONE NUMBER (OPTIONAL): _____

5. VOTER'S STATEMENT AND AUTHORIZATION:

I authorize _____ to obtain my ballot and deliver it to me.
Authorized Representative

6. ☐ **YES, I WANT TO REQUEST A POLITICAL PARTY BALLOT FOR THE PRESIDENTIAL PRIMARY ELECTION.** I have declined to disclose a preference for a qualified political party. However, for this primary election only, I request a vote-by-mail ballot for the following party* (choose one):

☐ American Independent   ☐ Democractic   ☐ Libertarian

*The above political parties are allowing No Party Preference voters (voters who have declined to disclose a preference for a political party) to vote their party's presidential ballot for the upcoming March 5, 2024, Presidential Primary Election.

7. CERTIFICATION:

I certify under penalty of perjury under the laws of the State of California that the information I have provided on this application is true and correct.

Signature of Voter (Do Not Print): _____   **Date:** _____

Warning: _Perjury is a felony, punishable by imprisonment in state prison for up to four years. (Penal Code § 126))_

If a voter is unable to sign, they may make a mark which shall be witnessed.

8. WITNESS (IF APPLICABLE):

Witness Signature: _____

9. REPRESENTATIVE'S STATEMENT (to be signed in the presence of the elections official):

I, _____ , acknowledge receipt of _____'s vote-by-mail ballot.
Authorized Representative   Name of Voter

Appendix

Change of Political Party/Change of Address Form

California Secretary of State
CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS
(Elections Code §§ 2119.5, 2152)

This form may only be completed by a voter who is currently registered to vote in their current county of residence. This form is to request a change of political party preference and/or to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

First name _____ Middle name _____

Last name *(including suffix, such as Jr., Sr., III)* _____

Date of birth __ __ __ __ __ __ __ __
            M M   D D   Y Y Y Y

Current residence address _____ Apt or Unit # _____

City _____ State **CA**   Zip _____

☐ **I want to change my political party preference.**

     I want to choose a political party preference
     ☐ American Independent Party
     ☐ Democratic Party
     ☐ Green Party
     ☐ Libertarian Party
     ☐ Peace and Freedom Party
     ☐ Republican Party
     ☐ Other *(specify)*: _____

     I do not want to choose a political party preference
     ☐ No Party / None

☐ **I want to change my address. My previous address was:**

     Address _____ Apt or Unit # _____

     City _____ State **CA**   Zip _____

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X _____   /   /
    Signature   Date signed   Month   Day   Year

English
02/2020

*Refer to page 118