COUNTY OF RIVERSIDE ELECTION GUIDE

Registrar of Voters

RivCo VOTE

Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024
GENERAL ELECTION

ART TINOCO
REGISTRAR OF VOTERS

MATTHEW CEBALLOS
ASSISTANT REGISTRAR OF VOTERS

Dear Election Volunteer,

Thank you for volunteering to facilitate in the election process. By being a part of the County of Riverside 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 it 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,

County of Riverside 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.

2724 GATEWAY DRIVE
RIVERSIDE, CA 92507-0918
MAIN (951) 486-7200
FAX (951) 486-7335
CA RELAY SERVICE (DIAL 711)
VOTEINFO.NET

Mission Statement

Ensure the electoral process will be conducted professionally, consistently demonstrating neutrality and non-partisan decision-making, based upon a thorough knowledge of and compliance with all election laws by administering them timely, responsively and with integrity on behalf of those we serve.

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 Lead's contact information below:

_____   _____
Lead Name   **Phone Number**

_____   _____
Lead Name   **Phone Number**

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1. ESSENTIAL INFORMATION

Registrar of Voters

RivCo VOTE

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NOVEMBER 5, 2024, GENERAL ELECTION

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

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

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 canceled for one of the reasons given below, the voter will not need to re-register except to change his/her address, name or political party preference. 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

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 (CVR)

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 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 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 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 County of Riverside Registrar of Voters office or any voting location in the County of Riverside. Guides can also be found on the County of Riverside Registrar of Voters website at www.voteinfo.net.
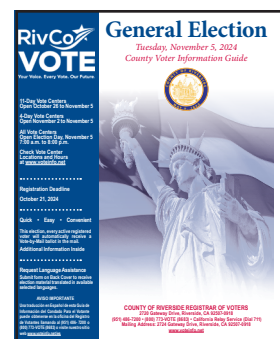
State Voter Information Guide

The California State Voter Information Guide contains information about federal and statewide candidates and statewide ballot measures. The State Voter Information Guide is only mailed prior to a statewide election. One guide will be delivered per household, not per voter. Guides can also be found on the California Secretary of State website at www.sos.ca.gov.

Voting Locations

All active, eligible registered voters in the County of Riverside will receive a ballot by mail beginning Monday, October 7, 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, November 5, 2024, and received by the Registrar of Voters no later than seven days after Election Day.
- Drop off their ballot at the County of Riverside 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, November 5, 2024.

Essential Information

- Drop off their Vote-By-Mail ballot at one of the participating City Clerk's offices or designated ballot box drop off locations, available beginning October 7, 2024.
- Drop off their ballot at any vote center in Riverside County, including Election Day.

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

- November 5, 2024 (Election Day): all locations, open from 7 a.m. to 8 p.m.

Voting locations offer multiple electronic check-in stations where Election Officers are able to verify a voter's eligibility and provide them access to their ballot.

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 Conditional Voter Registration (CVR).
- Change address or political party without having to re-register.
- 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 **October 21, 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 a 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.

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 County Voter Information Guide or call the County of

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Riverside Registrar of Voters office at (951) 486-7200 or (toll free) at (877) 663-9906.

Election Observers

Anyone may be an Election Observer, but most often Election Observers are people who work with a political party or a campaign. An Election Observer 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. Use the following guidelines to ensure Election Observers are not interfering with the voting process.

Observers may:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the "Street Index" at the convenience of the board.
- Make notes and watch election procedures.
- View election-related activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View vote-by-mail and CVR ballot processing.
- Ask questions of poll workers or voters at the polls as long as they do not interfere with the conduct of any part of the voting process.
- Ask questions of supervisors at the central counting site as long as they do not interfere with the conduct of the election procedures.

Observers are responsible for:

- Checking in at each site, whether polling place or central counting site.
- Maintaining a professional demeanor while observing the election process.
- Ensuring they do not interfere with the election process.

Observers may not:

- Interfere, in the judgment of the elections official, with the conduct of the election.
- Physically handle any ballots, voting materials, or equipment.
- Sit at the official work tables or view confidential voter information on any work terminal.
- Communicate with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to or attempt to stop the central counting site workers while they are processing ballots.

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- Use of telephones, computers or other facilities at the vote center or the central counting site.
- Make physical contact with election personnel.
- Eat or drink in the vote center or the central counting site.
- Assist in operations at any vote center or the central counting site.

> **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.**

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).**

Exit Polling

Exit Polling is a brief interview of a voter when **leaving** the voting location. 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 voting location. Exit Polling must be conducted at least **25 feet** away from the entrance to the vote center.

Electioneering

Electioneering means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within **100 feet of either the entrance to a building that contains a vote center or an outdoor site, including a curbside voting area or ballot drop box.**

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 ballot drop boxes.

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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 measuring tape 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. PPE supplied includes: hand sanitizer, electronic wipes, disinfectant spray, disinfecting wipes, and face masks.

Here are some guidelines to follow 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

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.[1]

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.

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

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

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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
- Yelling
- Throwing items and improvising weapons
- Committing to your actions

Fentanyl Overdose Information

Opioids are currently the leading cause of overdose deaths in the United States.[2] 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.

Opioid Overdose Signs Include:

- Small constricted "pinpoint" pupils
- Reduced level/loss of consciousness
- Won't respond to stimuli such as a sternal rub or their name
- Slow shallow or stopped breathing
- Choking, snoring, wheezing, or gurgling sounds
- Limp body
- Pale, blue or cold/clammy skin

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 your vote center supplies. Follow the directions for administering Naloxone on the packaging.

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

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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

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

- Know your surroundings

- Talk to facility Staff

- Identify exits

- Have an emergency meet up location

Non-Life Threatening Emergencies[3]

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.

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

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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.

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

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 the Non-Life-Threatening Emergency Returning Items from to ensure you are taking all the essential items out of your vote center.

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.
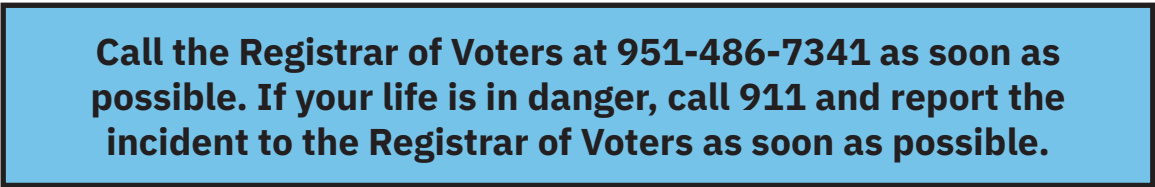
Rovers

County of Riverside Registrar of Voters office is committed to providing Election Officers with the training, supplies, assistance, and other support needed to have a successful election at the vote centers. Rovers are trained staff that support assigned voting locations throughout the election. Rovers work together with the Election Officers and the County of Riverside Registrar of Voters office to help with policies and procedures that might arise at the vote centers. Each Rover covers several locations within a geographic area and is responsible for communicating with the vote centers, delivering extra supplies, and providing Election Officers with any additional information from the Election Officers (EO) and Polls. Rovers report directly to the EO Polls of the County of Riverside Registrar of Voters office.

Essential Information
Gender Sensitivity

When communicating with, about, or for LGBTQI+ (lesbian, gay, bisexual, transgender, queer and/or questioning, intersex, and other) communities, it is important to consider the unique needs and barriers these populations encounter.[1] Compared to cisgender and heterosexual people, LGBTQI+ people experience higher rates of discrimination, stigma, and rejection because of their gender identity and sexual orientation.

Gender pronouns are an important consideration when communicating with and about sexual and gender minority people. By using someone's correct gender pronouns, you are signaling mutual respect and affirming their identity. **Intentional refusal to use someone's correct pronouns is equivalent to harassment and a violation of one's civil rights.**[2] Often, when someone's identity is unknown, it is best to use third-person pronouns (i.e., they/them).

It is important to stay up-to-date and to avoid using old-fashioned and dated terms that can be offensive to Sexual and Gender Minority (SGM) communities. Some common terms to use now are:

- **Affirmed gender**, not preferred gender or chosen gender or lifestyle
- **Transgender**, not transgendered, transgenderism, transsexual, or transvestite
- **Transition or transitioning**, not transgendering, sex change, or sex reassignment surgery

Voters may present and express their gender in a manner that is different than what may be assumed based on how they are listed on the voter list. A perceived difference between a voter's gender expression and the gender identity displayed in their documentation does not render their identification insufficient. **Any doubt as to the sufficiency of proof or a document presented shall be resolved in favor of permitting the voter or new registrant to cast a polling place ballot.**[3]

The photo in a voter's photo identification, should identification be required, may not appear to match the voter's current gender expression. This perceived difference does not disqualify the validity of a document establishing proof of residency or identity. **Any doubt as to the sufficiency of a proof of a document presented shall be resolved in favor of permitting the voter or new registrant to cast a polling place ballot.**

[1] *Tips for Communicating with and for LGBTQI+ Communities, NIH, https://www.nih.gov/about-nih/what-we-do/science-health-public-trust/perspectives/tips-communicating-lgbtqi-communities*

[2] *Gender Pronouns & Their Use in Workplace Communications, NIH Sexual & Gender Minority Research Office, https://dpcpsi.nih.gov/sgmro/gender-pronouns-resource*

[3] *2024 Poll Worker Training Standards, https://elections.cdn.sos.ca.gov/poll-worker-training-standards/poll-worker-training-standards.pdf*

2. ELECTION OFFICER INFORMATION

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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 Compensation Forms

All Election Officers must sign the Oath of Allegiance before performing any election duties. A copy of the Oath of Allegiance is in the Lead Binder, the Appendix of the Election Guide and in the shared drive on the vote center laptops.

Each Election Officer must raise their right hand and verbally pledge this Oath of Allegiance. Each Election Officer will sign the **one** Oath of Allegiance Form at the vote center. The Lead will place this form in the Lead Binder and return it to the Registrar of Voters.

Extra Compensation Forms and W-9 Forms can be found in the Lead Binder and in the shared drive on VC laptops. In the event a new Election Officer is sent to the site, 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 ROV Command Center to report the vacancy. You may be provided a backup Election Officer if needed.

Election Officer Information
Payroll Enrollment

Payroll forms will now be submitted on-line each day at the VC.

Before reporting to the vote center, the Election Officer will complete their online enrollment form. If they have not done so, they must complete the form on their first day at the vote center. This will establish the Dashboard for each specific vote center to complete the daily payroll forms.

Election Officer: To complete the Election Officer Payroll Enrollment Form:

1. Each Election Officer will fill in the date they enrolled, their Election Officer ID number, full name, and address information.

2. Select the assigned vote center written in the Election Officer's Appointment Letter.

Election Officer Information

3. The Election Officer will sign this form electronically using the mouse or laptop touch pad.

4. Click Submit.

The Daily Payroll will be completed electronically by the Lead.

Election Officer Payroll Forms will be submitted online each day by the Lead at the vote center. The link to the online payroll forms can be found in the shared vote center drive on the VC laptops. Make sure the electronic payroll forms are completed each day before leaving the vote center.

To find the link to the Online Payroll Forms can be found by clicking on the *File Explorer* icon on the task bar.

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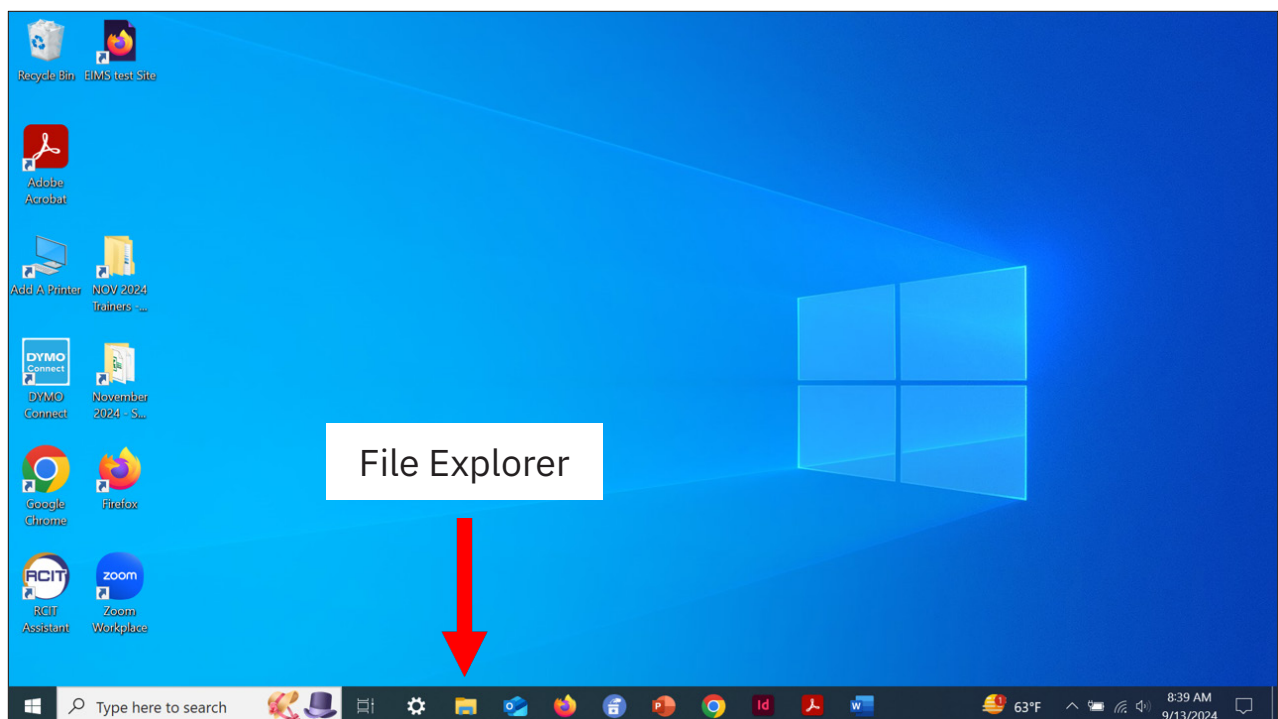
Election Officer Information

In the window that opens, click on the *ROV Shares* button on the left column. Open the *Vote Center Documents* folder.

ROV Shares Folder
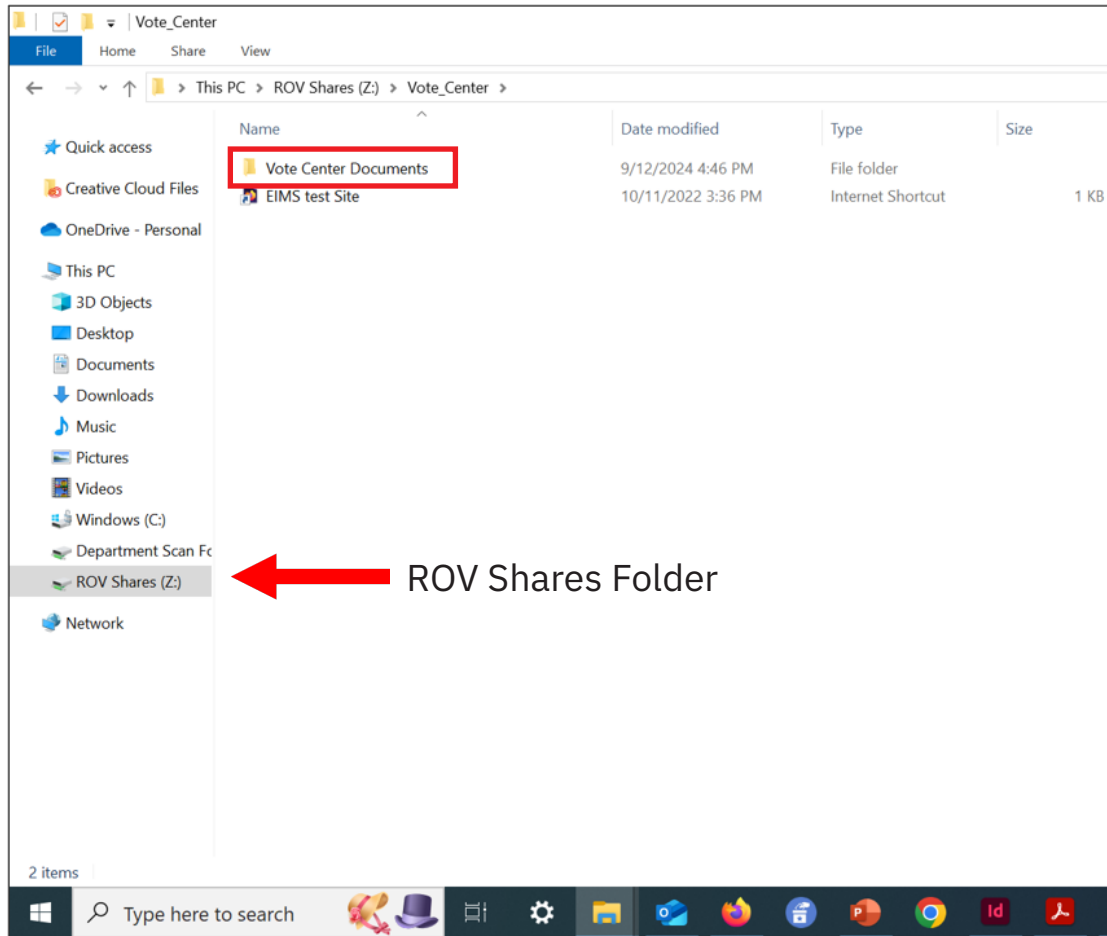
Open the *Election Officer Payroll* folder to find the link to the online payroll forms.
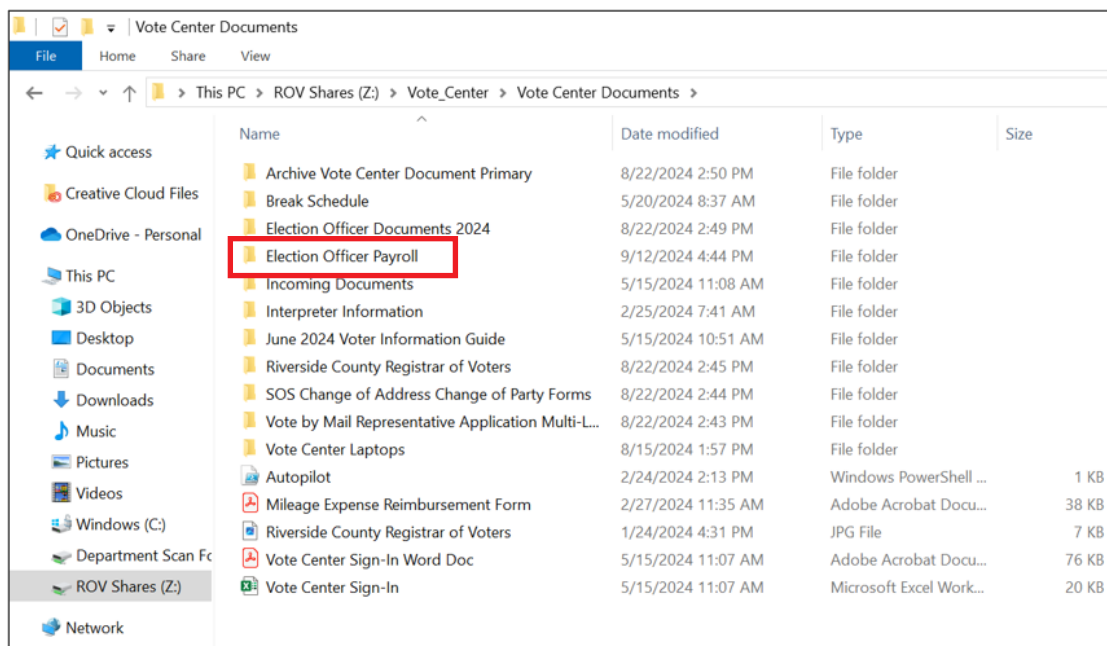
Election Officer Information

To complete each day on the Election Officer Timesheet Dashboard, the Lead will:

1. Log in by opening the link: Election Officer Timesheet Dashboard (arcgis.com). The Lead username and password will be in the Lead Binder pouch.

2. Select the Election Officer from the left-hand side.

3. Choose the date drop down menu and select the start and end time for each day.

Election Officer Information

4. Click Recalculate: the total time will calculate and automatically deduct one hour lunch for each day.

5. Comments Field: can be used to input additional information, such as late arrival, left early or quit, did not take lunch on setup day.
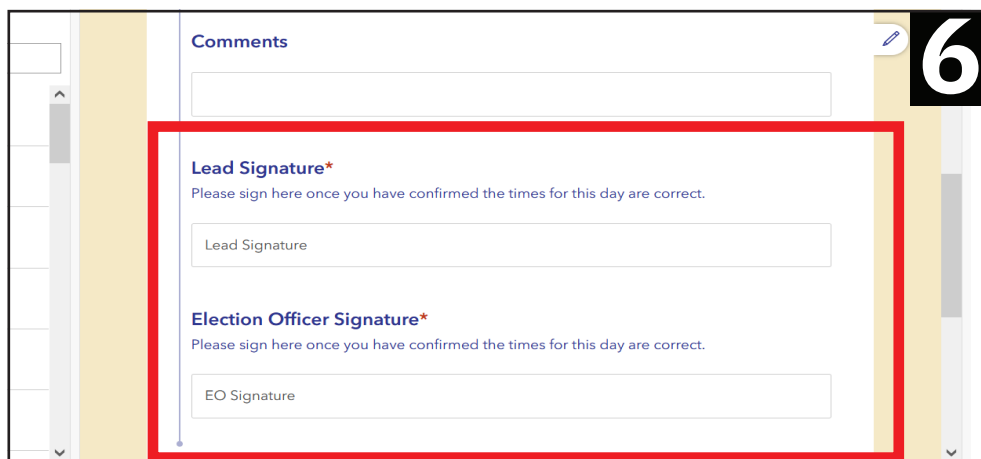
6. The Lead and Election Officer sign the electronic form by typing their names.
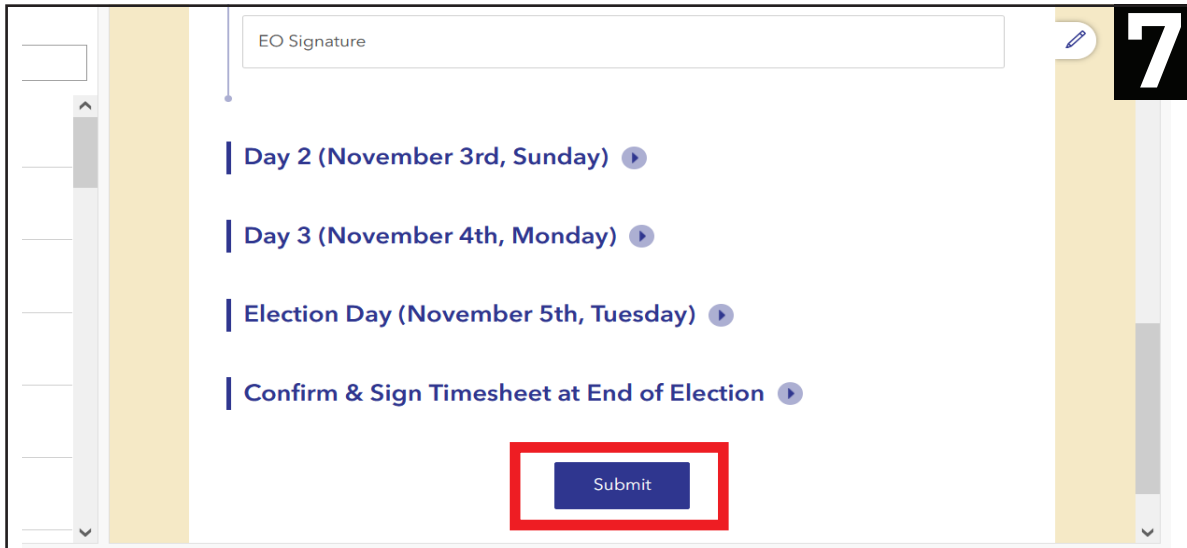
Election Officer Information

7. After signing the electronic form, the Lead will submit the information each day.

8. On Election Day only, the Lead Officer will project the estimated end time (including the time it take to close and tear down the vote center) for each Election Officer and complete the times. The Election Officer and Lead Officer will both sign but not submit. The submit button will be used in a later step.

If there are any issues or discrepancies, call the Command Center at (951) 486-7341.

Election Officer Information

9. Additionally, the Lead Officer and Election Officer will fill out the Confirm & Sign Timesheet at End of Election form. The Lead Officer will confirm with the Election Officer that the Election Officer Total Time is correct and both the Lead Officer and the Election Officer will sign before the Lead Officer submits the information.

Appointment Letter

The Registrar of Voters office will mail or email an appointment letter to Election Officers selected to work at a vote center. The letter contains the name and address of the assigned facility where the Election Officer will work and the location, date, and time of their training session. Election Officers are asked to report to the assigned voting location one hour before the polls open for the day to assist with 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*. Election Officers 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 Duties

Officers must arrive at their assigned location at least one hour before voting begins to assist with Accessible Voting Unit (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 three Leads and up to eight Election Officers.

Election Officer Information

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 County of Riverside 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.
- 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.

Election Officer Information

- 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. Items should be put away when there is a voter in your Vote Center.
- 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.**

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.

Election Officer Information

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.

Respect the Facility

As Leads and Election Officers, you are representing the Registrar of Voters out in the field. **Always treat the facility and staff with the utmost respect; we are their guests!** Always ask the facility point of contact before using any facilities outside of the vote center, especially kitchens and break rooms. If you are allowed to use these facilities, clean up after yourselves and leave them in better shape than you found them. We want to be invited back to use these spaces in future elections, and with your help we can maintain good relationships with our partners throughout Riverside County.

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3. VOTE CENTER SUPPLIES AND SETUP

Registrar of Voters

RivCo VOTE

Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024, GENERAL ELECTION

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 vote center 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 vote center. They have completed a Facility Layout Diagram of the voting room. It is important that the Leads maintain the vote center setup and mitigation setup (if applicable) at the vote center. 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 vote center.

Facility Layout
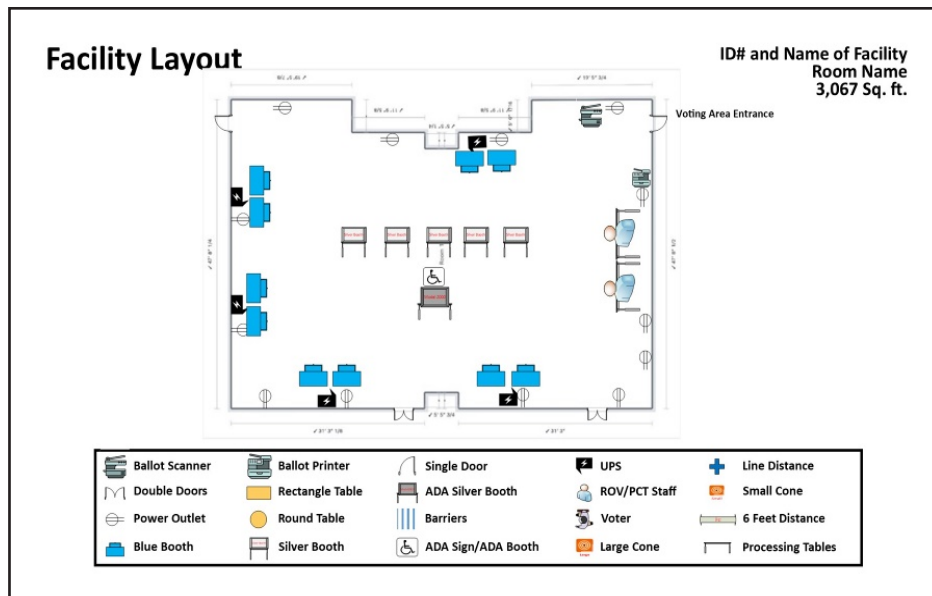
Vote Center Supplies & Setup

Vote centers will receive supplies delivered by a transport company. They will include:

- 10 AVU Blue Voting Booths
- 1 ADA Paper Voting Booth
- 10 AVU Tablets
- 5 Silver Paper Voting Booths
- 10 AVU Printers
- 1 Ballot on Demand Printer
- 5 Shared UPSes
- 1 Ballot Scanner with Cart
- 1 Tub of Mitigation Supplies
- 2 Vote Center HP Printers
- 2 Supply Tubs
- 1 Poster Display Board
- 1 Blue Ballot Box with Voter Signs
- 1 Privacy Divider Screen
- 15 Brown VBM Ballot Boxes (given out throughout the 4 days)
- 3 Tabletop Privacy Screens
- 1 Black VBM Ballot Box
- 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 VC. Each VC is assigned specific items for their location and cannot be shared with other VCs.

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

Sign-In Rosters

Each VC will receive five Sign-In Rosters, one for each laptop. These rosters are site specific and are not to be shared with other VCs.

Conditional Voter Registration (CVR) Rosters

Each VC will receive five CVR Rosters, one for each laptop. These rosters are site specific and are not to be shared with other VCs. CVR Rosters have orange covers and are for **CVR voters only** to sign.

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 and in the Security Seals Log Binder pouch. 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 admin code will also be found in this envelope and the Security Seals Log Binder pouch.

Official Returns Envelope with Poll Worker Ballot Activation Cards

Vote Center Supplies & Setup

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 (CVR) Voted Ballots

SPOILED & SURRENDERED BALLOTS

PLACE IN THE RED TRANSPORT BAG

Spoiled & Surrendered Ballots

COMPLETED VOTER REGISTRATION & PARTY/ADDRESS CHANGE (PAC) FORMS
PLACE IN THE RED TRANSPORT BAG
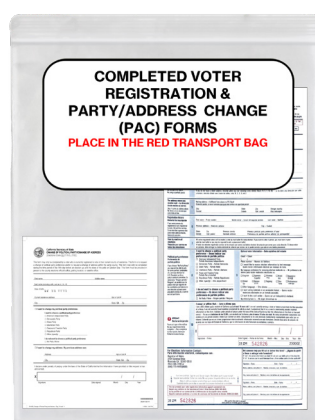
Completed Voter Registration & Party/Address Change (PAC) Forms

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 Requests or voided Voter Registration Applications in the **Broken Seals Bag**. The **Ballot Request Bag** is for Ballot Requests 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 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 office 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

BALLOT REQUEST BAG

PLACE IN THE LEAD BLACK TRANSPORT BAG

Ballot Request Bag

BROKEN SEALS BAG
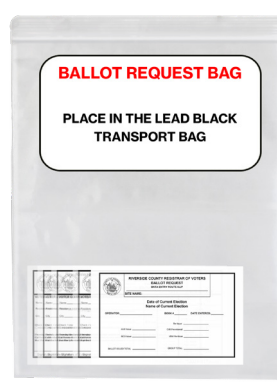
PLACE IN THE LEAD BLACK TRANSPORT BAG

Broken Seals Bag

Vote Center Supplies & Setup

Language Kit

The County of Riverside is required to provide bilingual assistance and voting materials at the vote centers. Display the language *Voter Bill of Rights* poster and the *Do You Need Bilingual Assistance?* poster inside and outside the VC. Check the appropriate box when an Election Officer is able to assist with the language checked on the poster. All sites will recieve Language Kits. The County of Riverside requires all election materials to be translated to English and Spanish and various vote centers will have some materials translated in Tagalog, Korean, Chinese (Mandarin/Cantonese), and Vietnamese, based on the language requirements of the voting precinct.

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
- Facsimile language ballots can be found in the vote center shared drive on the laptop designated to the HP Printer on the processing table.
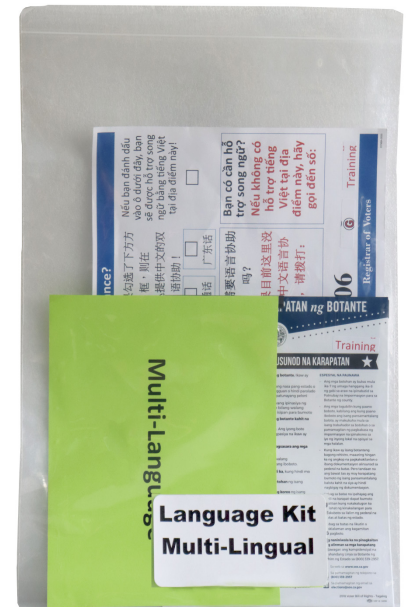
Lead Binder

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 site will utilize for the days the it is open. On the next page are the items in the Lead Binder.

Vote Center Supplies & Setup

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.

Workstation Summary Slip

All Election Officers will complete this summary slip for each laptop used at the VC each day by using the information from the Ballot Requests 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.

Workstation Summary Slip

Facility Layout Diagram

The Registrar of Voters has surveyed each site to ensure the ideal layout at the VC. This diagram illustrates how your site 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 at your site. 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, and call the ROV Command Center for permission. The Registrar of Voters staff will complete a new survey before each election.

Facility Layout Diagram

Vote Center Supplies & Setup

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 VC. 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 site will have a list of phone numbers for the Leads or Election Officers to contact when needing help from the ROV Command Center. Follow the contact information so as not to delay getting the help needed.

Contact List

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 site.

Comment Sheet

Vote Center Supplies & Setup
Lead Checklists

Each site 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 shared drive on your vote center laptops.

Vote Center Supplies & Setup

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 using EIMS on the VC laptop. Once verified, escort the voter to the Ballot Scanner Cart 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. Escort the voter to the blue Ballot Box and ask if it is empty. After confirmation, close and seal the blue Ballot Box with two red padlock seals. Place the blue Ballot Box behind the Processing Table. Upon confirmation of Ballot Scanner, black VBM Ballot Box, and blue 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 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.**

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Your Voice. Every Vote. Our Future.

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
Is the blue Ballot Box empty		B.S.	Init.
Is the black Ballot Box empty		B.S.	Init.
Is the Ballot Scanner Cart Empty?		B.S.	Init.

Seals Verification	Yes	No	Seal Numbers	Number
Is blue ballot boxes Sealed?	B.S.	Init.	015253	Blue Box
Is black ballot boxes Sealed?	B.S.	Init.	015253	Black VBM Bag
Is the Ballot Scanner Cart Sealed?	B.S.	Init.	015253	Seal (G)

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: _Bernardo Soares_ _Bernardo Soares_ _Current Date_
             Print Name   Signature   Month / Day / Year

Checklist completed by: _Vicente Guedes_ _Current Date_
                        Lead Signature   Month / Day / Year

November 5, 2024 General Election

2024-15-4DY-11
2024-18-4DY-11

Vote Center Supplies & Setup

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 shared drive on the vote center laptops.

Supplies Inventory (Sheet 1)

RivCo VOTE — ELECTION SUPPLIES INVENTORY FOR THE NOVEMBER 5, 2024 GENERAL ELECTION

Check items received, call the Registrar of Voters office immediately if any items are missing.

Lead and Assistant Lead will pick-up the following items at the Registrar of Voters (ROV) Office every morning.

LEAD BLACK TRANSPORT BAG (Location Specific Items)
- Ballot on Demand Key(1)
- Ballot Request Data Entry Route Slips(5 each day)
- Ballot Scanner Key and Token(1)
- Conditional Voter Registration Rosters(5)
- Large Site Name Sign(2) *(Place sign on Election Posters Display Board)*
- Lead Binder(1)
- Sign in Rosters(5)
- Security Seals Log Binder(1)

Official Returns Envelope
- Activation Cards on Black Lanyards(10)
- Ballot on Demand Printer Pins(2)
- Equipment Activation Codes(1 Card) *(on the back of the site name card)*

Return Bags 1-Set Per Day
- Ballot Request (1)
- Completed Voter Registration Cards & Secretary of State Party/Address Change (PAC) Forms(1)
- Conditional Voter Registration Voted Ballots (1)
- Spoiled and Surrendered (Do Not Count...)(1)
- Used Dymo Printer Labels(1)
- Vote-by-Mail (VBM) Research Ballot(1)
- Vote-by-Mail Voted Ballots(2)

Language Kit Bag
- Do You Need Bilingual Assistance? **Multilingual**(1)
- Name Badges **Multilingual**(4)
- Voter Bill of Rights Multilingual(1)

Seals Bag
- 1 bag containing: (1) Broken Seals Bag, (40) Elections Tamper Evident Tape, (45) Large Red Tamper Evident Ballot on Demand Cabinet Seals, (25) AVU Seals, (14-seals)- (1 card) Red Chamber Seals to seal the Red Transport Bag, (60) Red Seals for Blue Ballot Box and Ballot Scanner, (5) White lock Seals for Ballot Scanner, and (10) Yellow Seals for AVU and Ballot Scanner

DELIVERED TO THE SITE Tub #1 (Leave at Site)
- Supplies bag #1(bag) *(Leave at Site)*
  - Black Pens(60)
  - Black Sharpie Pens(5)
  - Blue Electioneering Smock(1), AVU Headset Ear Protectors (20 sets)
  - Calculator(1)
  - Election Officers' Badges - Eng(12) Span(10)
  - Election Officers Digest Year 2024-2025(1)
  - Highlighter Markers(6)
  - "I Voted", Sticker Roll - **(Multilingual)**(1)
  - Magnifying Sheet(1)
  - Masking Tape(1 Roll)
  - Paper Clips(1 Bag)
  - Pen Cushions(3)
  - Poll Worker Applications(5)
  - Post-It(2 Pads)
  - Rain Cover(1)
  - Rubber Bands(1 Bag)
  - Screen Stylus(5)
  - Signature Guide(1)
  - 100 ft. Measuring Tape(1)
  - Vote-By-Mail Envelope(50)
  - Yellow Bilingual Voter Information Pad(1)
- Black Vote by Mail Ballot Bag(1) W/5Dymo Printers(5)
- Cellular Wireless Integrated Server Router Bag(1)
- Laptop Computer Bags(5)

Tub #1 (Leave at Site)
- Application to P...
- (**English**) (10...
- AVU Printer To...
- Ballot Request...
- Ballot Scanner...
- Blue Painters...
- CVR Envelope...
- Dymo Label P...
- Red Transport...
- Vote-by-Mail V...
- Vote Center P...
- Vote Center P...
- Voter Registra...

Note: SEE REVERSE SIDE FOR ADDITIONAL SUPPLIES AND POSTING INSTRUCTIONS.

ElecSup...

Supplies Inventory (Sheet 2)

RivCo VOTE — ELECTION SUPPLIES INVENTORY FOR THE NOVEMBER 5, 2024 GENERAL ELECTION

- **Resource Materials(bag)(1) In Tub #1 (Leave at Site)**
  - Audio Voting Instructions(1)
  - Ballot Secrecy Sleeve with Voting Instructions(24)
  - Do You Need Bilingual Assistance? **(Multilingual)**(2)*
  - Disability Sensitivity at The Polls (English)(2)
  - Electioneering / Corrupting the Voting Process is Prohibited Sign**(Bilingual)**(2)*
  - Secretary of State Party/Address Change (PAC) Forms (**English**)(10) (**Spanish**)(10)
  - Small Voter Bill of Rights Poster **(Bilingual)**(1)
  - Spoiled Provisional Ballot Envelopes(25) blue ink
  - Spoiled Regular Ballot Envelopes(50) black ink *(if * is noted, one document will already be posted on the Election Posters Display Board)*

DELIVERED TO THE SITE
- **Tub #2 (Leave at Site)**
  - AVU Printer Paper(1,000 Sheets)
  - Clip Boards(5)
  - Electric Equipment Bag(1)
  - Envelope Moisteners(2)
  - Flashlight(1)
  - Trash Bags(4)
  - Wireless Alert System with Base(1)
- **Personal Protective Equipment (PPE)**
  - Disinfecting Screen Wipes(2)
  - Disinfecting Spray(1)
  - Disinfecting Wipes(1)
  - Face Masks(1 box of 50)
  - Hand Sanitizer(1)
  - Narcan(2)
  - Paper Towels(1 Roll)
- **Blue Ballot Box(1)**
  - American Flag(1)
  - Flag/Frames
  - Frames (7 Sets)
  - "Vote Here" Directional Signs(5)
  - "Reserved Voter Parking" Sign(1)

- **Election Equipment(Leave at Site)**
  - Accessibility Cardboard Privacy Divider Screen(1)
  - Accessible Voting Unit (AVU)(10)
  - ADA compliant Paper Ballot Booths(1)
  - AVU Blue Booths(10)
  - AVU Printer(10)
  - Ballot on Demand Printer(1)
  - Ballot Scanner(1)
  - Blue Ballot Box(1)
  - Brown Cardboard Ballot Boxes for (VBM and CVR Ballots Envelopes)(15)
  - Election Posters Display Board(1)
  - Silver Paper Ballot Booth(5)
  - Sneeze Guards(5)
  - UPS(5)
  - Vote Center Printers(2)
- **Ballot on Demand Printer Paper(1,000 Sheets)** *(Located Inside Ballot on Demand Printer Cabinet)*
- **Mitigation Tub(1)(If require at facility)**
  - Accessibility Kit(1) *(If required at Facility)*
- **Table Top Privacy Booths(3)**
- **Large Gold Vote Here Signs(3)**
- **Large Grey Voter Parking Signs(2)** *(Large Signs will be provided the first day of pickup at ROV)*

ELECTION POSTING INSTRUCTIONS (Leave at Site)

*(If * is noted, one document will already be posted on the Election Posters Display Board)*

POST OUTSIDE THE Site
- Directional Signs
- Do You Need Bilingual Assistance poster? **(Multilingual)**(1)
- Electioneering/Corrupting the Voting Process is Prohibited Sign **(Bilingual)**(2)*
- Flag - Post at or near the door to the Polling Place(1)
- Large Site Name Sign(1)
- Parking Signs
- Voter Bill of Rights Posters **(Multilingual)**(1)
- Vote-by-Mail Voters Poster **(Bilingual)**(1)

POST INSIDE THE Site
- Do You Need Bilingual Assistance? **(Multilingual)**(1)*
- Electioneering / Corrupting the voting Process is Prohibited Sign**(Bilingual)**(2)*
- Large Site Name Sign(1) *(Place sign on Election Posters Display Board on Election Eve)*
- No Cell Phone Poster **(Bilingual)**(1)*
- Tampering with Voting Equipment Signs **(Bilingual)**(1)*
- Voter Bill of Rights Poster **(Multilingual)**(1)*
- Vote-by-Mail Voters Poster **(Bilingual)**(1)

You may post the "Voter Parking" signs as needed.

ElecSupInventory-Rev 09062024

Curbside Voters Roster

These voters can use the phone number on the Curbside Voting Sign to call the Registrar of Voters office and let the office know they will be voting curbside. Registrar of Voters staff will notify the VC that they have a curbside voter. Election Officers will 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.

CURBSIDE VOTERS ROSTER
(E.C. § 14282)

RivCo VOTE — Registrar of Voters. Your Voice. Every Vote. Our Future.

Site Name

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.	PRINT NAME / NOMBRE LETRA DE MOLDE	SIGNATURE / FIRMA	CURRENT RESIDENCE ADDRESS / DIRECCIÓN ACTUAL
C 1			
C 2			
C 3			
C 4			
C 5			
C 6			
C 7			
C 8			
C 9			
C 10			

Name and Date of Election

Vote Center Supplies & Setup

Expense Reimbursement Claim Form

This form will be found in the Oath and Payroll insert tab in the binder. Leads are required to fill out the Reimbursement form when using their own vehicle. Mileage from the ROV office to the vote center and vice-versa should be logged and will be compensated for.

Expense Reimbursement Claim Form

Election Incident Report

This report should 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.

Election Incident Report

Voting Equipment Incident Log Sheet

This log sheet should 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) 486-7341.

Voting Equipment Incident Log Sheet

Vote Center Supplies & Setup
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 VC. 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.
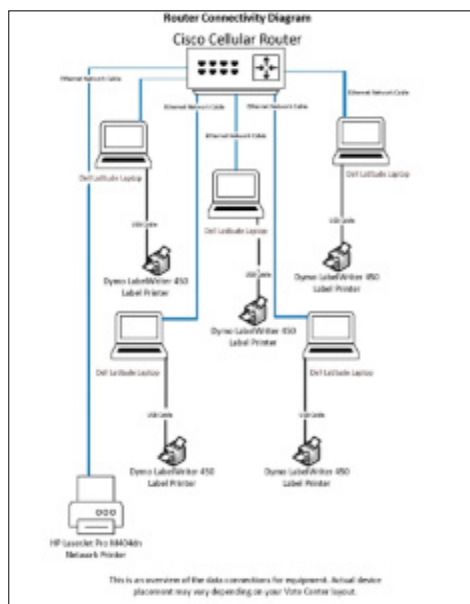
Router Connectivity Diagram
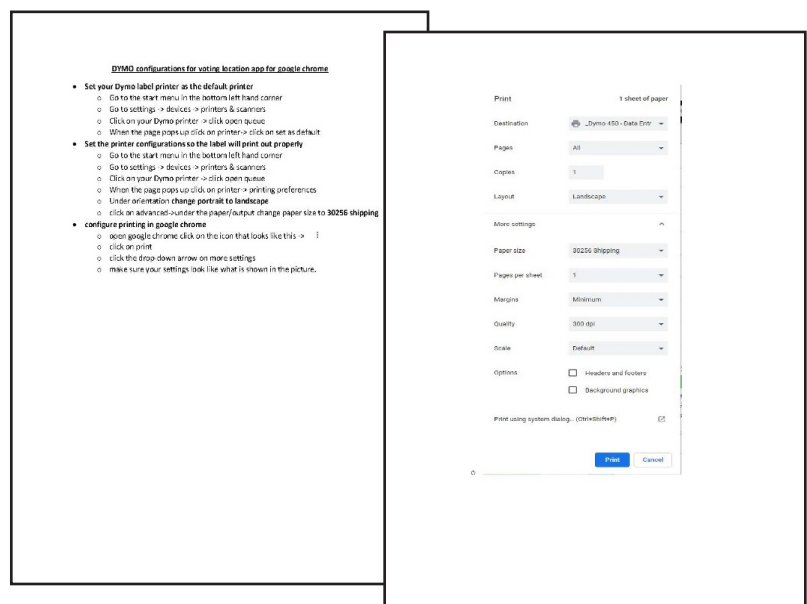
Dymo Configurations

Laptop Initialization

Printer Initialization

Vote Center Supplies & Setup

Election Guide

This guide has been developed for Leads and Election Officers on the proper policies and procedures for managing a VC. Refer to this guide as often as necessary.
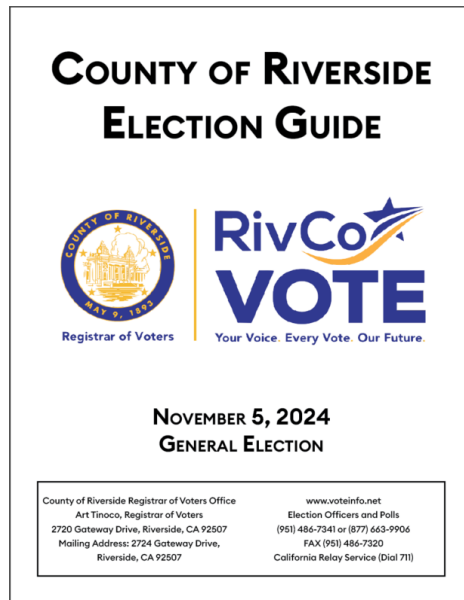
List of Qualified Write-In Candidates

Voters may write-in candidates for certain contests. In order for a write-in candidate to win a contest, they must meet certain qualifications as determined by the Secretary of State. A list of candidates that meet these qualifications can be found in the lead binder and shared drive on the laptops. A copy must be placed at the greeting station.

Vote Center Supplies & Setup
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 Statements   **Election Day Ballot Statements**

Vote Center Supplies & Setup

Security Seals Log Binder

Each voting location will receive an additional binder with a plastic pouch containing the Ballot Scanner and BOD security keys; a card with passwords for the AVUs, Ballot Scanner, and BOD; and the seal checklists for the AVUs, BOD, and the Ballot Scanner. Follow the checklist for each unit when checking the security seals.
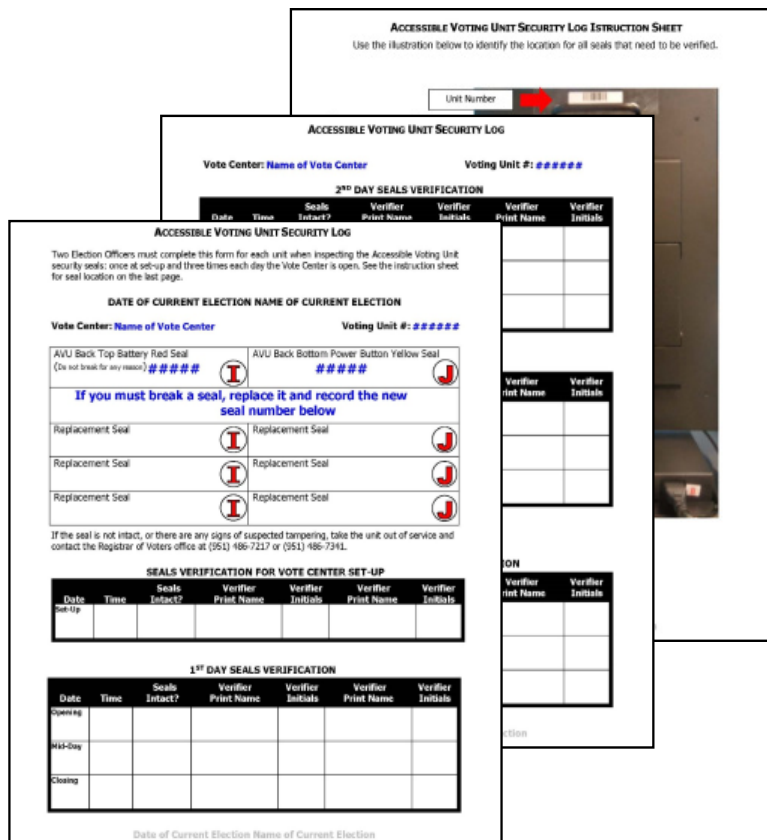
Documents behind each insert tab in the Security Seals Log Binder:

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 VC is open. This log will show the total number of days the VC is open. VCs will be open four days and in some areas VCs 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
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	Jackie Chan	JC	Chris Tucker	CT

New Seals After Set-up

245678	T-1	246810	T-2	257956	F

New Red Seal

New Front

51
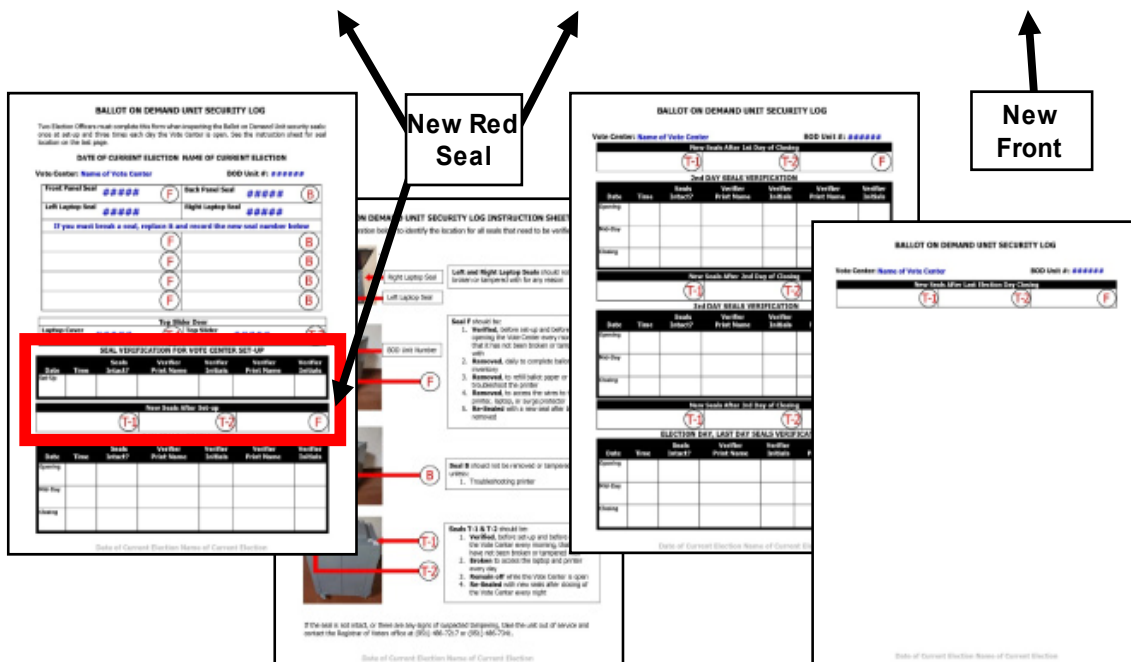
Vote Center Supplies & Setup
Ballot Scanner Security Log

Each VC will have a Ballot Scanner Security Log for verifying seals on the Ballot Scanner. The Ballot Scanner passwords will be found in the Official Returns Envelope or the Security Seals Log Binder. Seal logs have to be completed by two Election Officers, once at setup and three times each day the VC 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 VC will be open four days and some VCs 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
Greeting Station/Line Management

If possible, a table should be setup near the entrance to use as a greeting station to welcome voters entering the VC.

Supplies on the greeting station can include:
- Ballot requests on clipboards
- Replacement VBM envelopes
- Yellow voter information pads
- I Voted stickers
- Curbside doorbell receiver
- Pens, markers, and highlighters
- Sanitization supplies and PPE
- Voter registration cards
- Change of Political Party/Change of Address (PAC) forms
- Replacement Ballot to a Representative forms
- List of Qualified Write-In Candidates

The greeting station is the first point of contact between staff and voters entering the VC. Most commonly, staff working the greeting station are checking to see if voters are dropping off a VBM ballot or voting at the VC. If the entrance is also the exit of the VC, the greeting station is a perfect place to setup the black VBM ballot box. That way, staff working the greeting station can check the voter's VBM envelope and it can be cast at the same station. If voters are voting at the VC, staff can hand them a ballot request or any other paperwork they may need before they can be processed.

Staff working at the greeting station should also be monitoring the line, if present at the VC. They should ensure that any voter dropping off a VBM ballot does not need to wait in line, but can simply come up to the black VBM ballot box and cast their ballot. They should also keep an eye out for any forms of electioneering by voters entering the VC. For more details on what electioneering entails, see page 14.
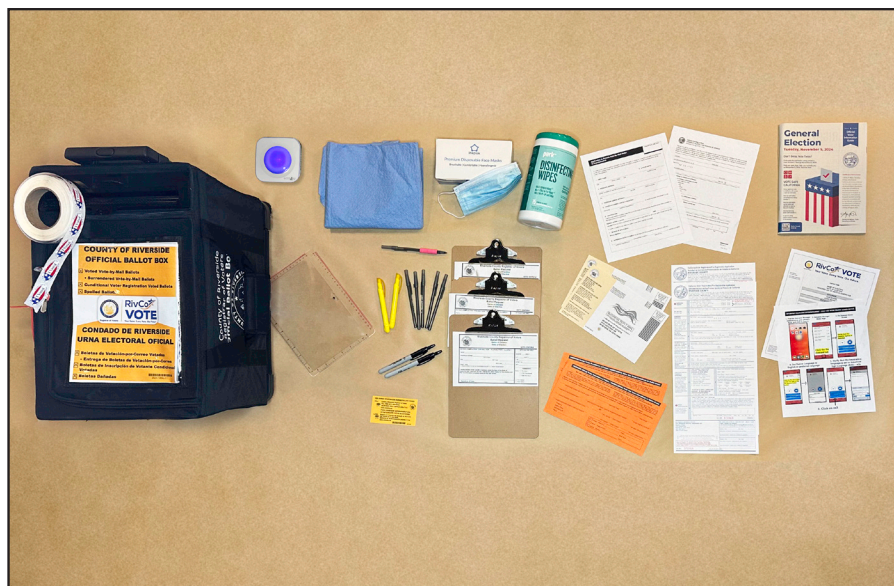
Vote Center Supplies & Setup
Line Update

There is a new function in the EIMS dashboard that allows leads notify the ROV of the number of Voters in line at the VC. On the EIMS dashboard where is says Vote Location Totals, there is a box to enter the number of Voters in line. **If you have 15 or more Voters in line**, enter that number in the box and press submit. The screen will refresh and the number of Voters in line category will be updated with the input number. ROV staff will be able to see this number. To access the box to update the totals, click on the orange icon with a person on it to reveal the box.

Update the number of Voters as needed throughout the day if there is a line of 15 voters or more.

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.** Use this guide to properly layout your processing table, and refer to the following instructions to setup up each component of your processing table.
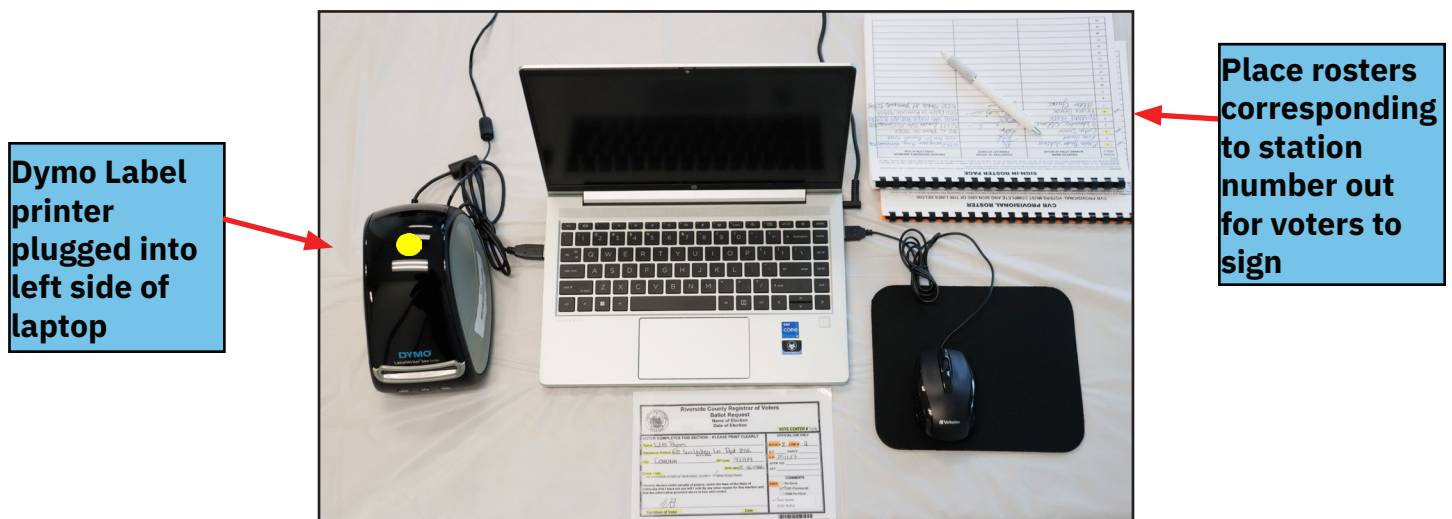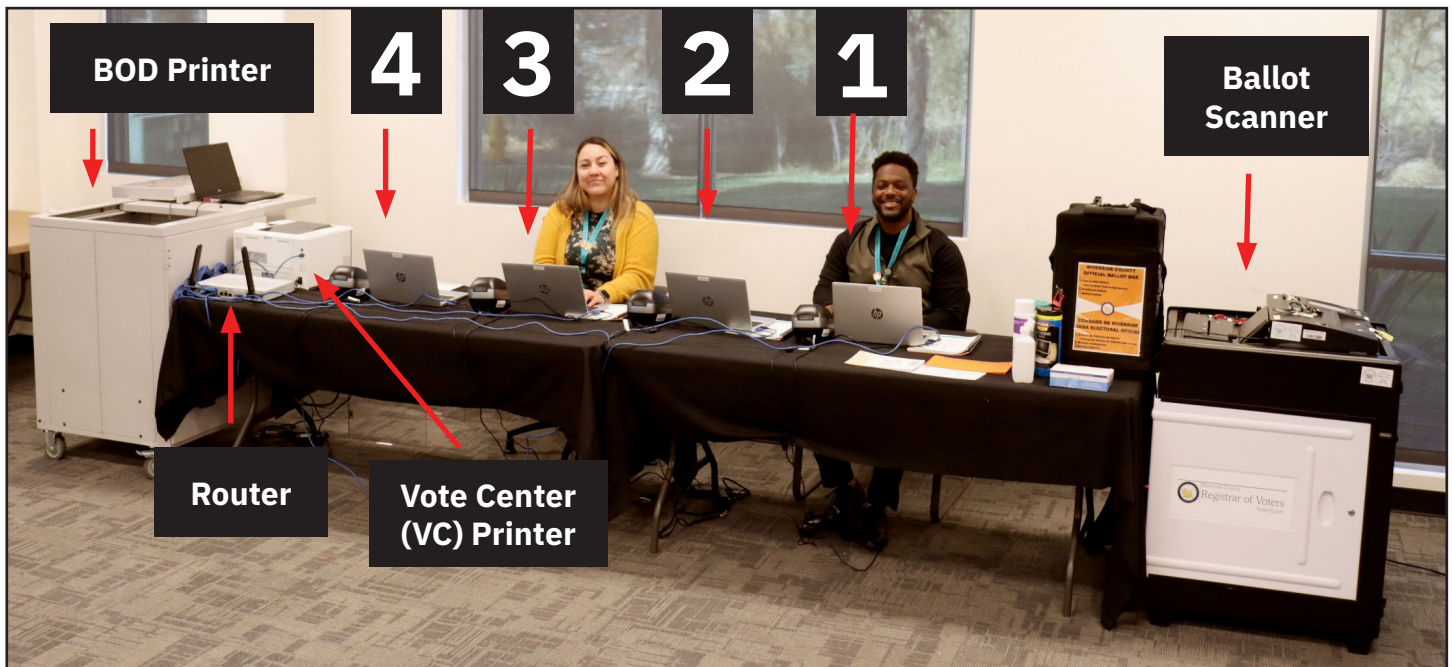
Vote Center Supplies & Setup
Connecting to the Router

The router provides Internet connectivity to your VC 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 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.
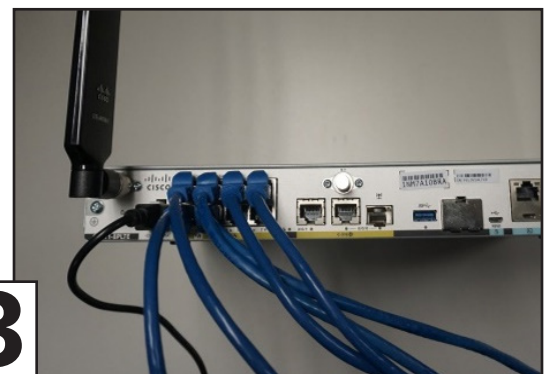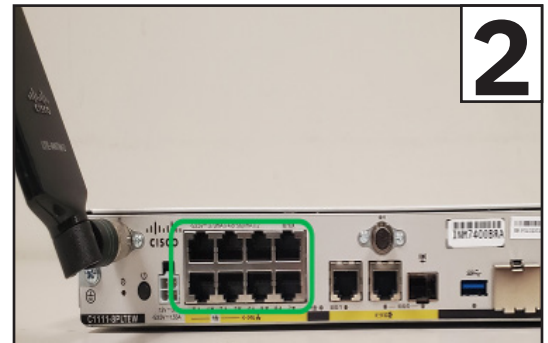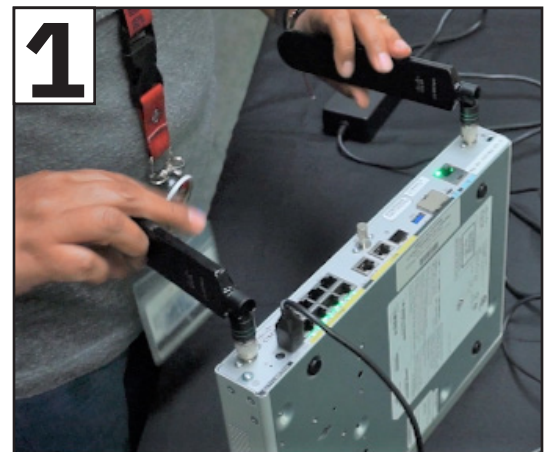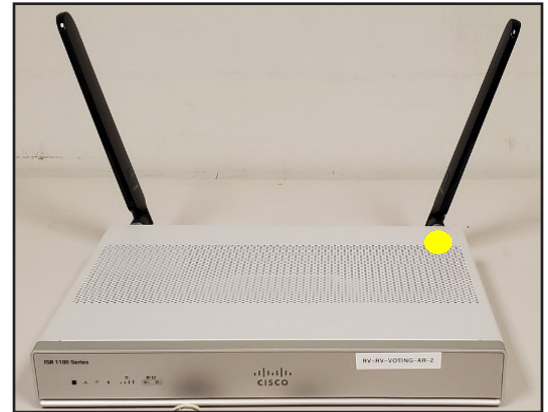
Vote Center Supplies & Setup

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.

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.

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.**
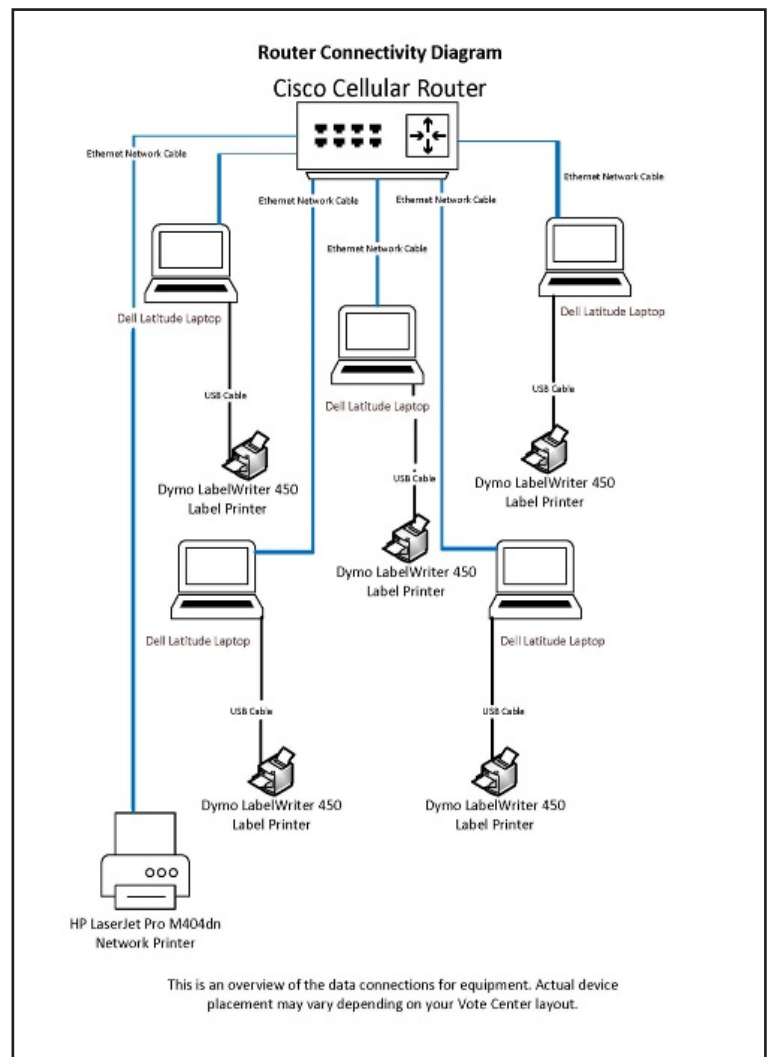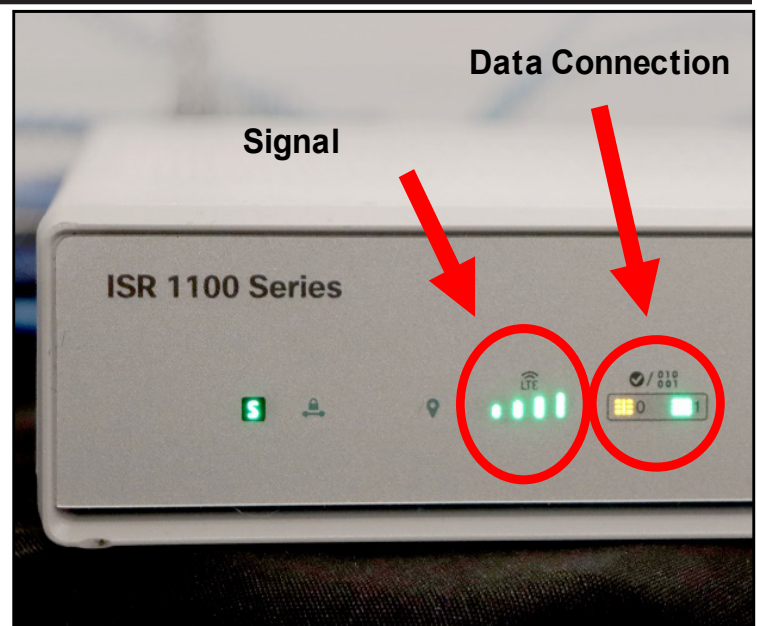
Data Connection

Signal

ISR 1100 Series

Router Connectivity Diagram
Cisco Cellular Router

This is an overview of the data connections for equipment. Actual device placement may vary depending on your Vote Center layout.
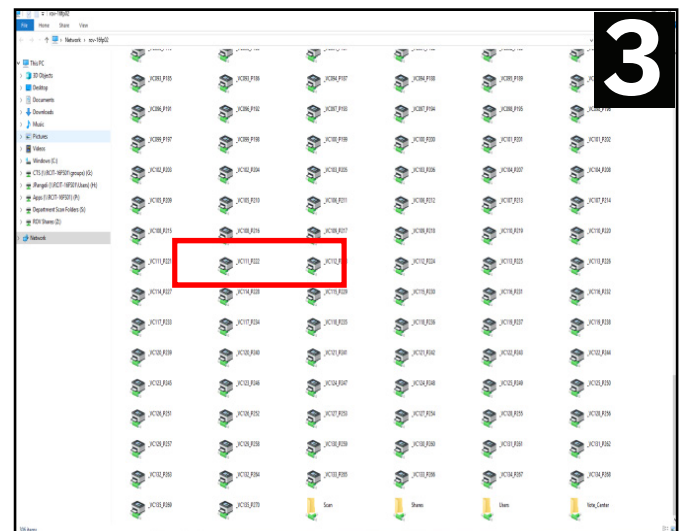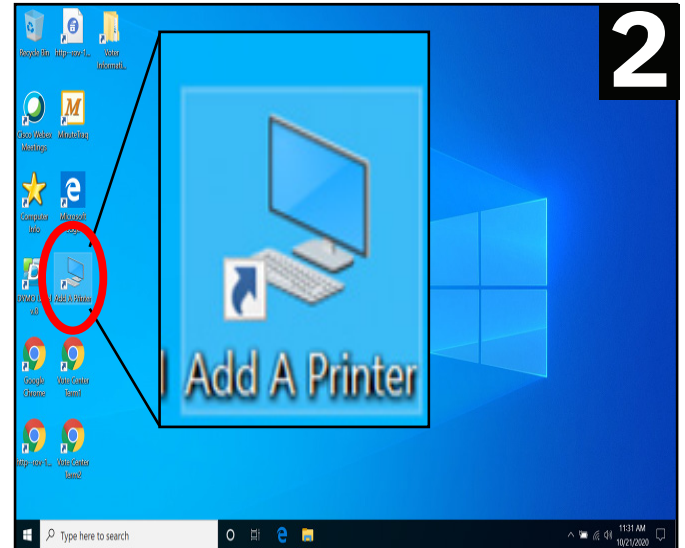
If you require assistance or have connectivity issues, call the ROV Command Center at 951-486-7341.
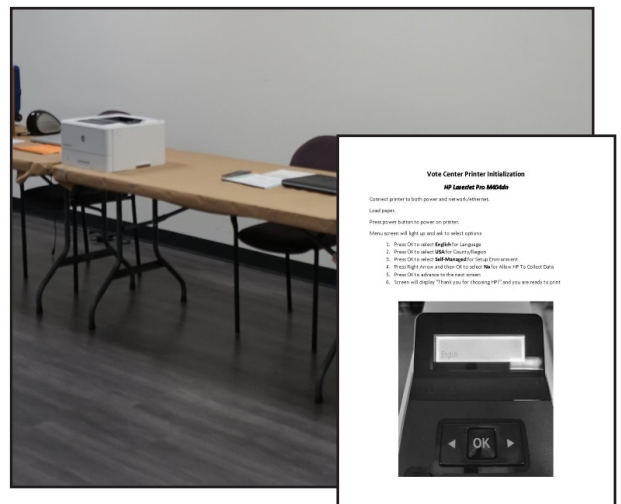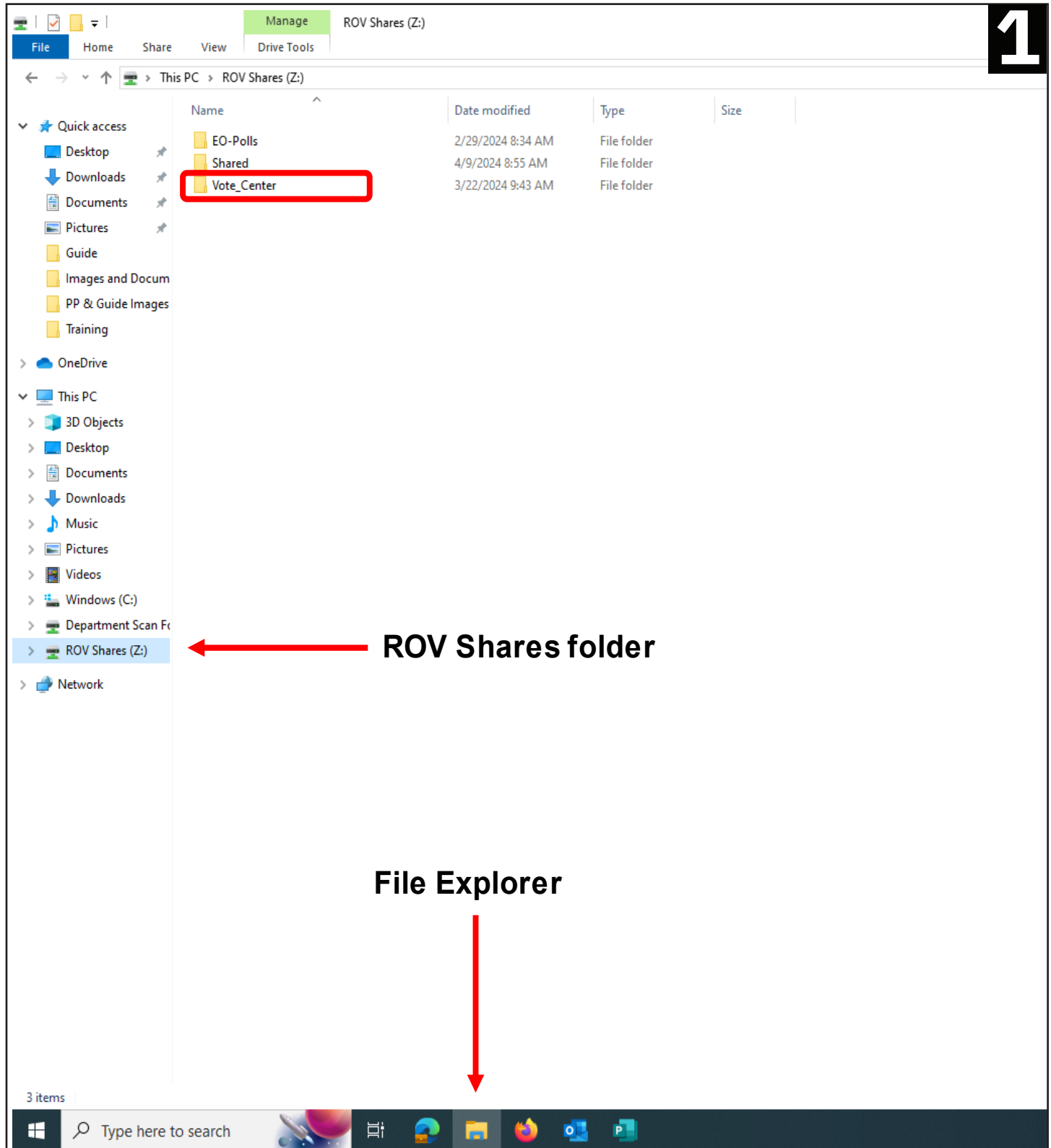
Vote Center Supplies & Setup

## Connecting to Election Information Management System (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 to 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 VC. If you cannot find the passwords to your VC 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 Term throughout the day. **Do not change the Term or you will have to reset your Dymo Printer configuration.**

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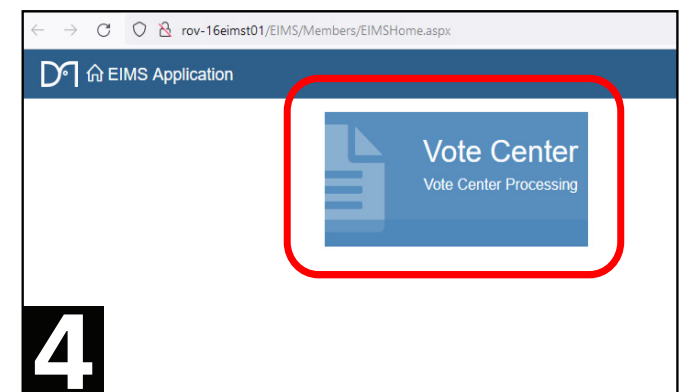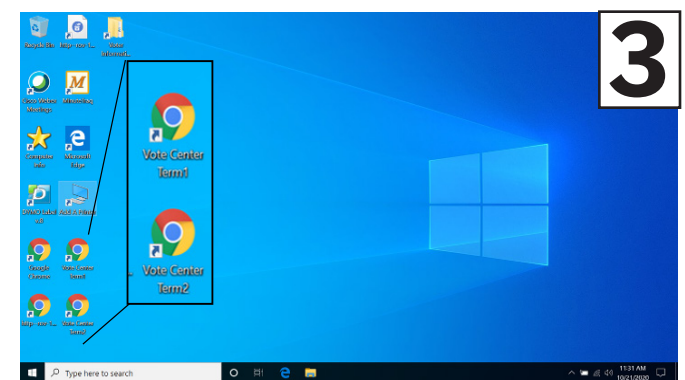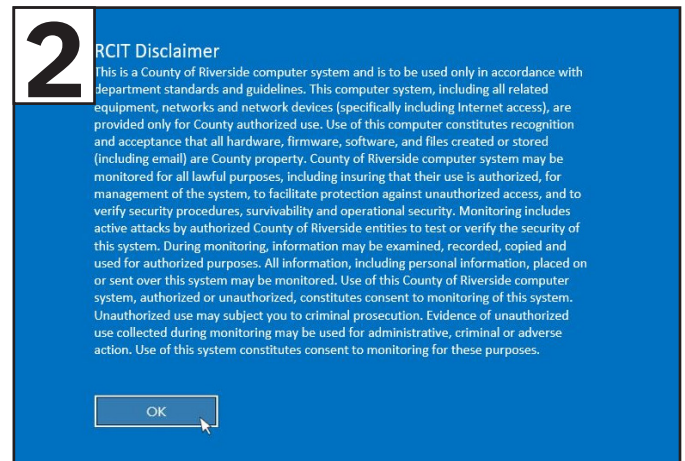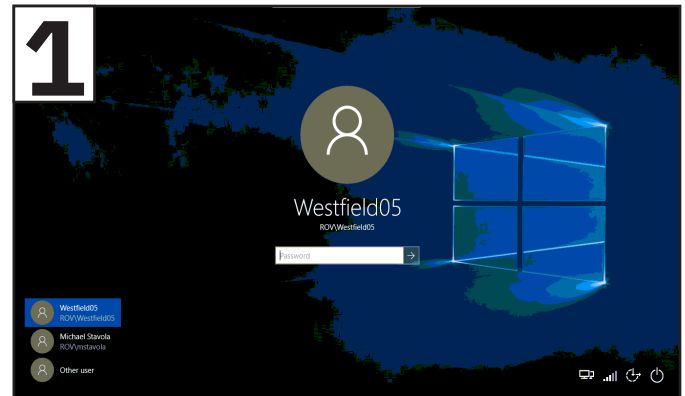
Vote Center Supplies & Setup

5. The next screen appearing will be the *Vote Center Processing* screen. The site location should be preset for each VC 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
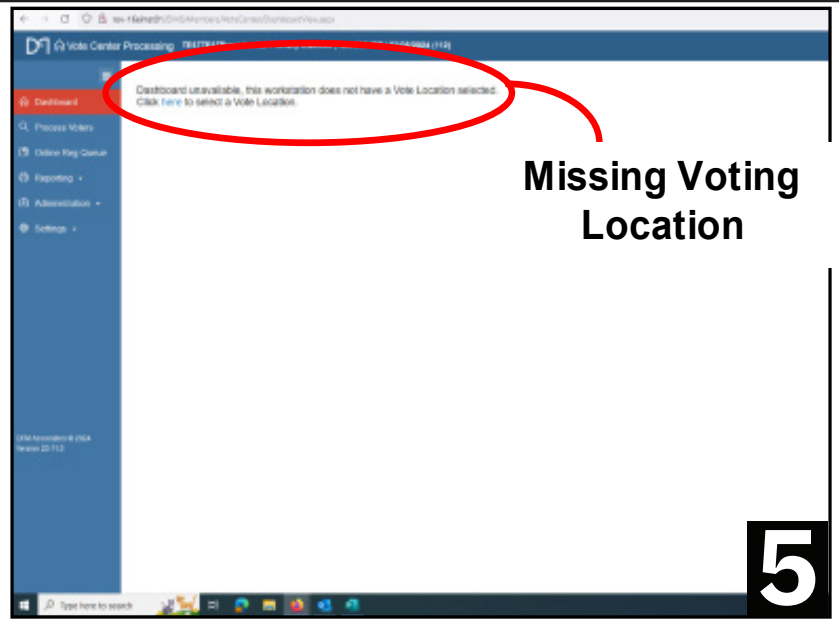
6. Maximize the screen. On the left side of the *Vote Center Processing* screen is a list of tabs. Go down to the *Settings* tab and click once. The sub menu will display *Workstation* from the list of options. Click once on the *Workstation* tab.

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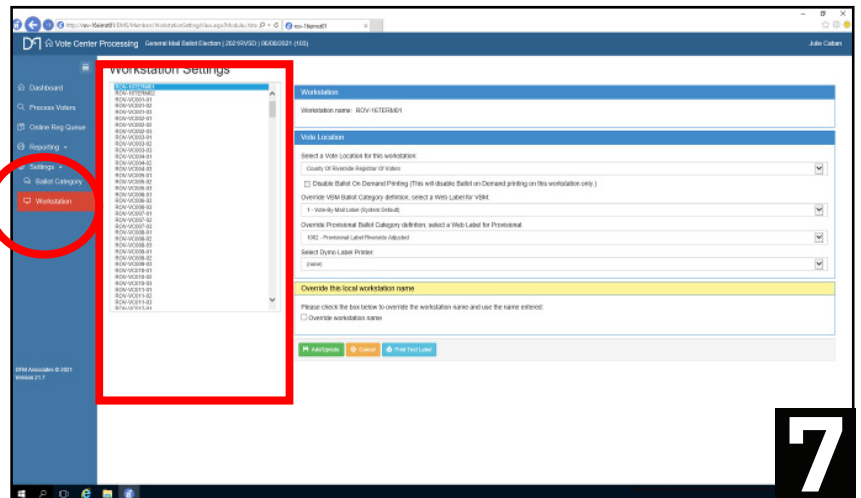
8. Continue to the *Vote Location* tab and from the drop down list *Select a Vote Location for this Workstation:* This list contains all the voting locations being used in the election. Click on your location from the list.
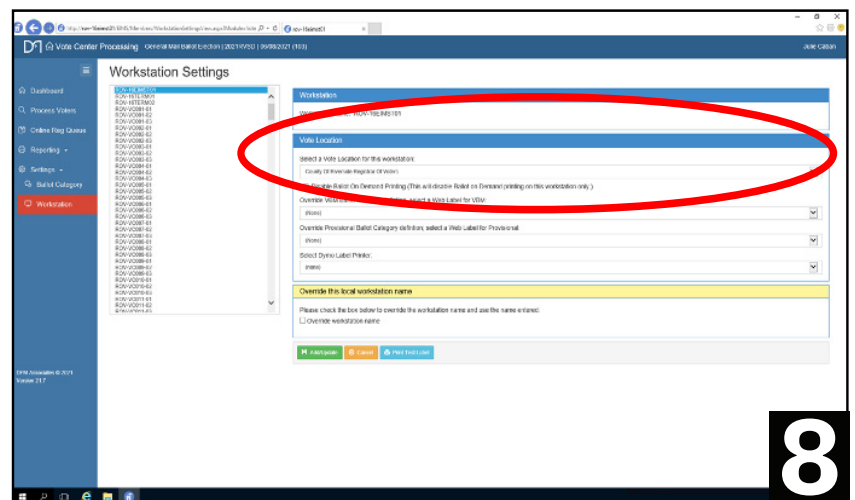
Vote Center Supplies & Setup

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* tab from the list of option 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 VC will receive five Dymo label printers—one for each VC 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.
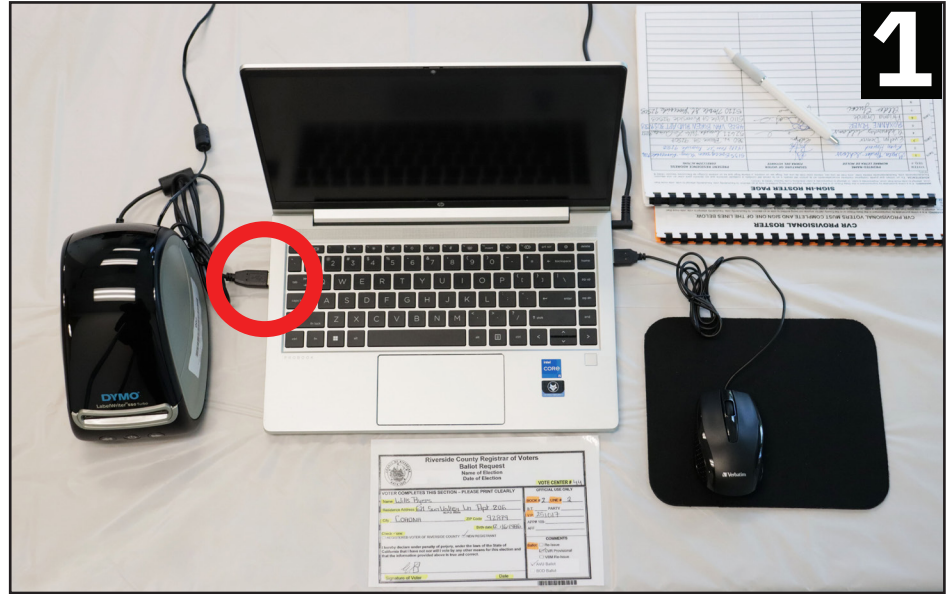
2. Set the Dymo Printer as the default printer for each laptop. Type "devices" into the search box on your laptop's task bar. Click on the *Printers & scanners* button that appears.
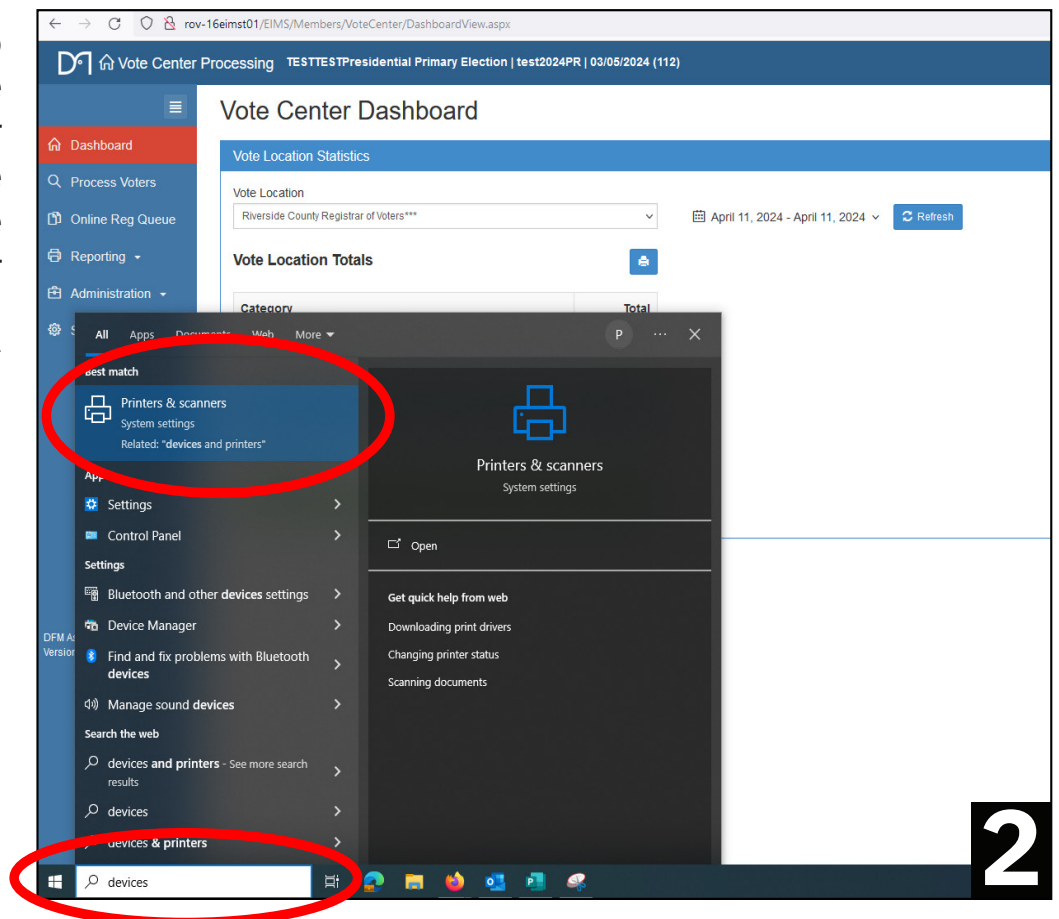
Vote Center Supplies & Setup

3. The *Printers & scanners* screen will appear with a list of printers. Click on the Dymo Printer from the list.

Printers & scanners

_Dymo 450 - Data Entry Front on ROV-16FP02.RIVCOCA....
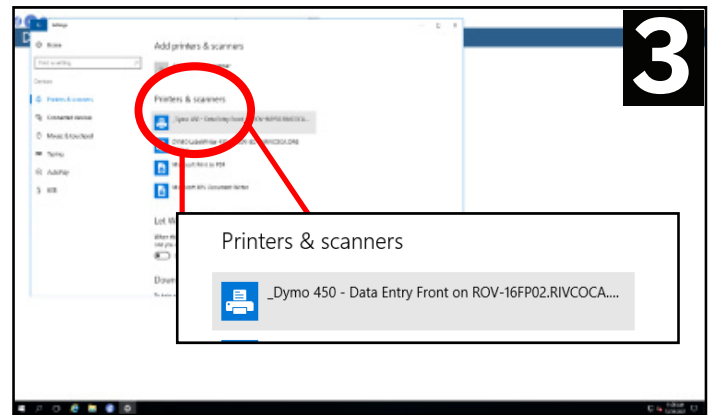
4. Once selected the screen will show more options. Click on the box that says *Open queue*.

Printers & scanners

_Dymo 450 - Data Entry Front on ROV-16FP02.RIVCOCA...

Open queue   Manage   Remove device

DYMO LabelWriter 450 on ROV-EO-16.RIVCOCA.ORG
Offline
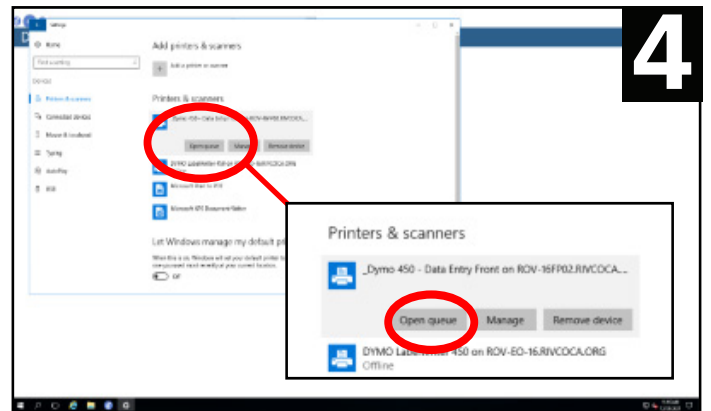
5. A new window will appear. Click on the *Printer* tab and a drop down window will appear. Click on *Set As Default Printer* and a check mark will appear next to it.

Printer Document View

Set As Default Printer
Printing Preferences...
Update Driver
Pause Printing
Cancel All Documents

Sharing...
Properties
Close
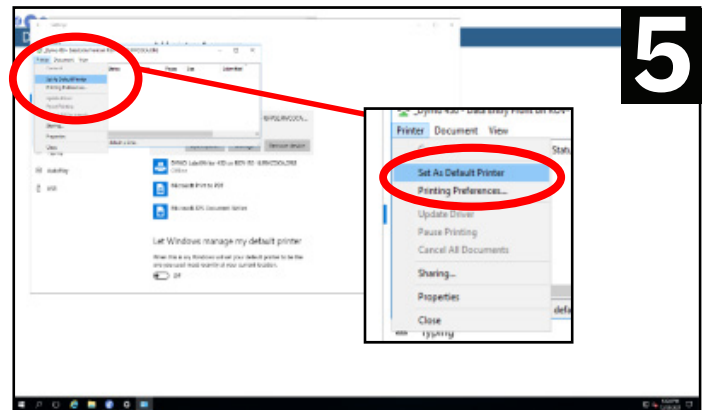
6. Click on the *Printer* tab again and from the drop down window select *Printing Preferences*. A new window will appear.
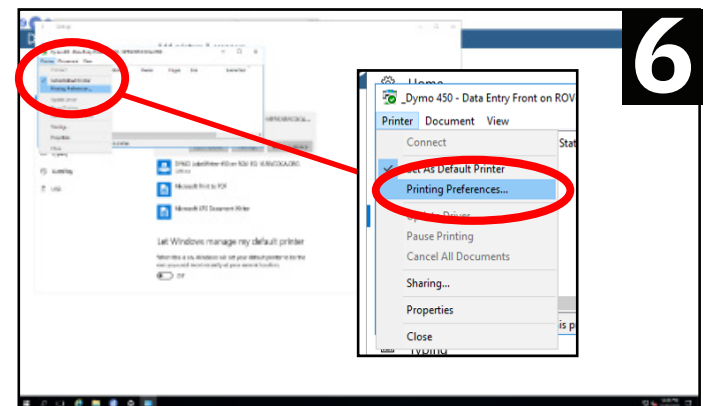
_Dymo 450 - Data Entry Front on ROV

Printer Document View

Connect
Set As Default Printer
Printing Preferences...

Pause Printing
Cancel All Documents

Sharing...
Properties
Close

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

Vote Center Supplies & Setup

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.
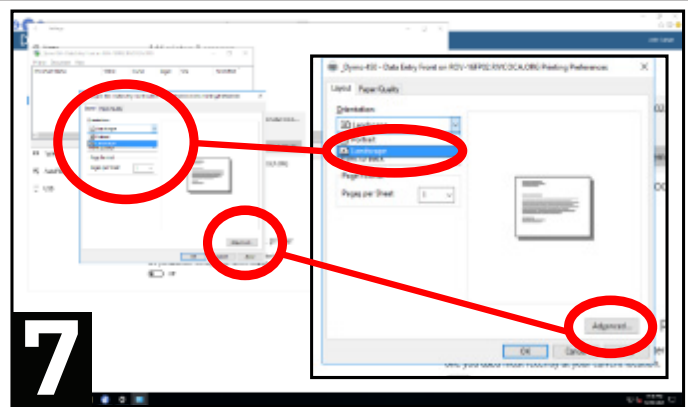
8. A new window will appear. Under the *Paper/Output* tab click on the arrow tab next to the *Paper Size:*. The default setting is *30252 Address* label. Change the size to *30256 Shipping* label. Click *Ok* and the Dymo label size will be set.
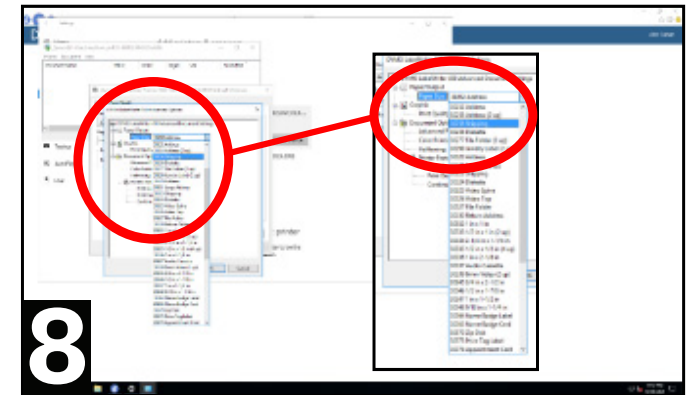
9. The *Advanced* window will disappear and return to the *Printing Preferences* window. Click on the *Apply* button under the *Advanced* button. Then click *OK*. Your Dymo Printer is now set to distribute the correct label name and size.
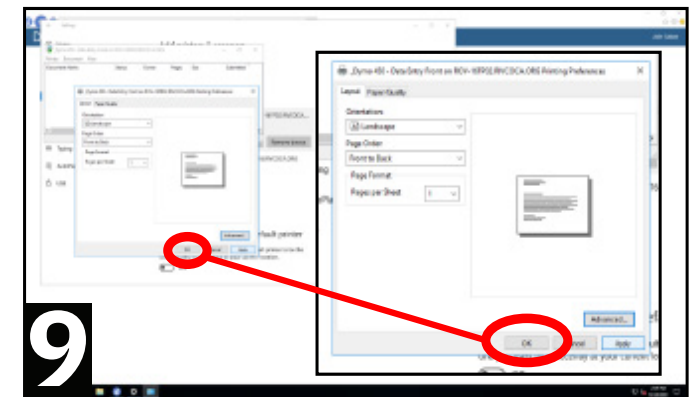
10. Exit out of all the Dymo Printer screens and return to the *Vote Center* screen. Should you unplug the Dymo Printer for any reason be sure to plug it back into the same USB port of the laptop or the laptop will not recognize the Dymo Printer and will have to be reconfigured. Print a test label using 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.
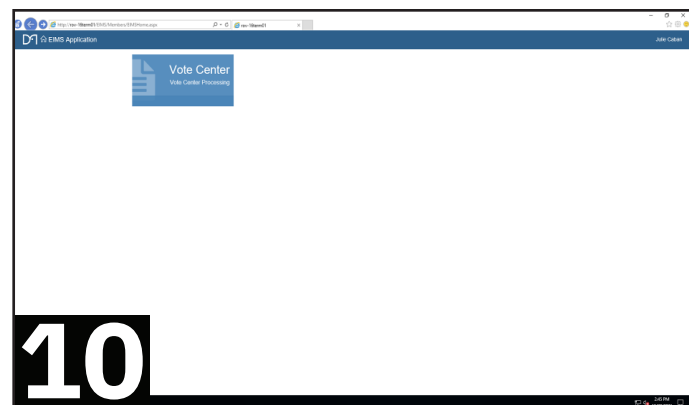
If you require assistance or have connectivity issues, call the ROV Command Center at 951-486-7341.

Vote Center Supplies & Setup
Connecting the Vote Center Printers

VC printers have unique tags on their bags to differentiate them from AVU printers. These printers are used to print documents needed at the VC. 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 VC 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 site. The VC printer number can be found on the top of the VC printer and is unique your site. Both of your VC printers will have a different number located on the top of the printer case and printer.

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 task bar. 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

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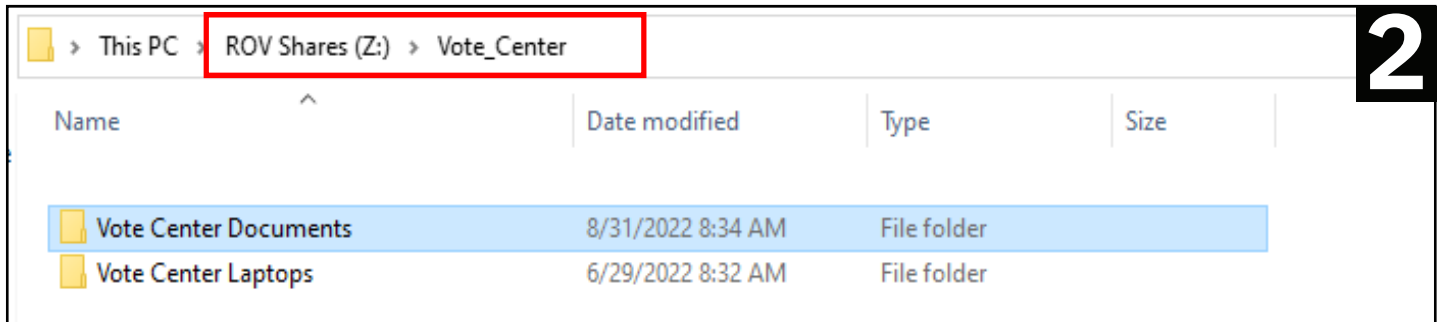
3. Double click on the file you will need to access the document. Each file will have documents you can print from the VC Printer on the processing table.
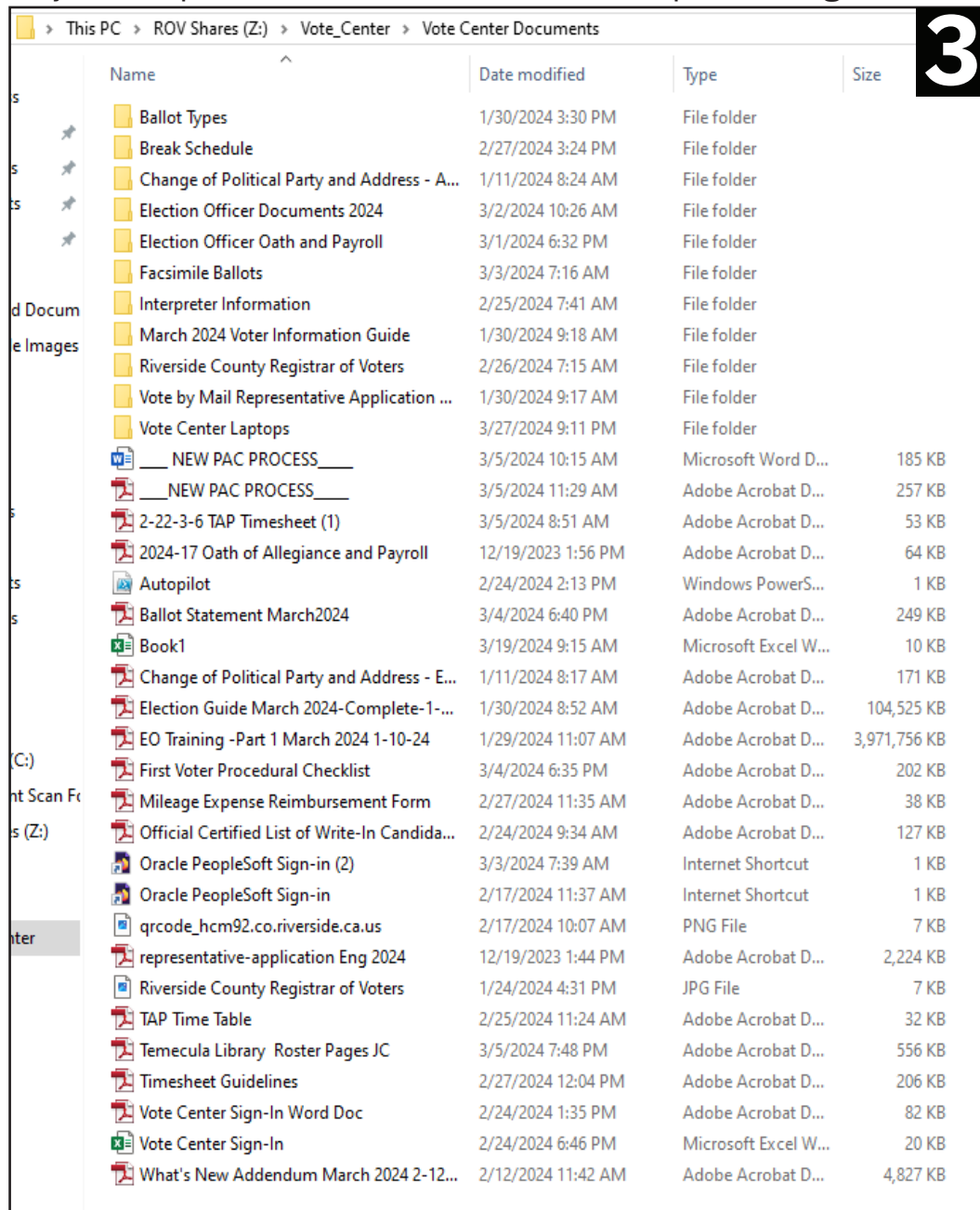
Vote Center Supplies & Setup

Documents you will find on the Shared Drive include:

- **Facsimile Ballots:** alternate language ballots in Chinese, Korean, Tagalog, and Vietnamese.
- **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 Requests**
- **Change of Political Party/Change of Address Form (PAC)**
- **Compensation & Contact Information Form**
- **Data Entry Route Slip**
- **Election Officer Oath of Allegiance**
- **Election Officer Schedule worksheet**
- **Expense Reimbursement Claim form**
- **List of Qualified Write-In Candidates**
- **Lead Reminders**
- **Supply Inventory Checklist**
- **Vote Center Final Locations**
- **W-9 forms**
- **Application to Provide Vote-by-Mail Ballot to Representative**

Vote Center Supplies & Setup
Ballot on Demand Printer (BOD)

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 VC.

When setting up the printer, a test ballot 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.

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.

Each VC will receive one BOD Printer and 1000 sheets of card stock ballot paper bundled in 20 numbered reams of 50 sheets. There is a sleeve attached to the inside of the BOD laptop cover containing a Ballot on Demand Paper Chain of Custody form. Two Election Officers will count the reams of paper to verify that 20 (numbered 1-20) reams have been received with the BOD Printer. Once

verified, the two Election Officers will sign the BOD Chain of Custody form and place it back into the BOD laptop cover sleeve. If the count is not 20 reams of paper, over or under, call the Command Center (951-486-7341) and fill out a Voting Equipment Incident Log Sheet.

The printer will not come pre-loaded with any paper. When setting up the BOD Printer, open three of the reams (150 sheets) of ballot paper, fan them to prevent the pages from sticking together, and place them 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 voter's Dymo Printer label will ensure the voter gets the correct ballot type. CVR ballots can also be printed from this system. Remember all CVR voters must place their ballot in an orange CVR Envelope.

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.

Vote Center Supplies & Setup

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 three bundles (150 sheets) of paper and fan them to ensure they do not stick together. Place them place it into tray 2. Place the rest of the ballot paper inside the BOD cart.
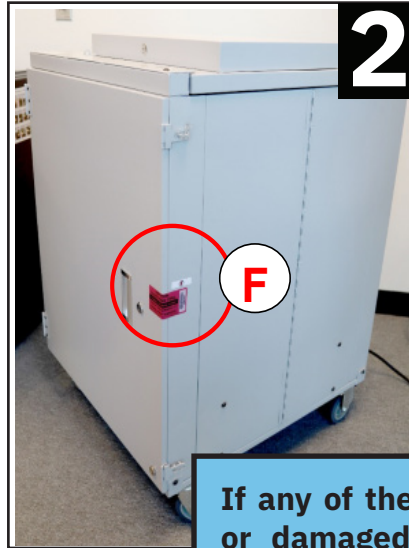
> **If any of the power cables are missing or damaged, call the ROV Command Center immediately at (951) 486-7341. Fill out a voting equipment incident log.**

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.

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.
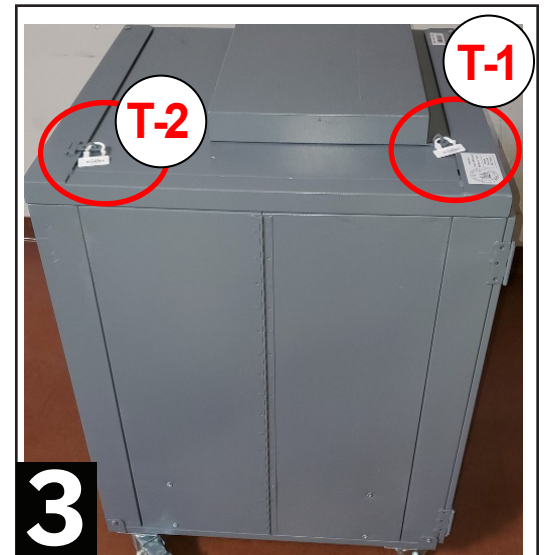
Vote Center Supplies & Setup

5. On the top of the printer are the laptop power cord and USB cable. 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.

7. Double click on the *EMS Mobile Ballot Production* icon on the desktop to launch the program.
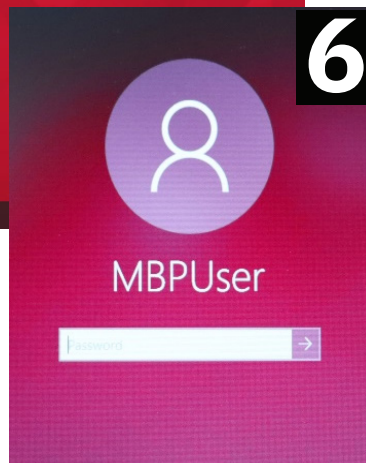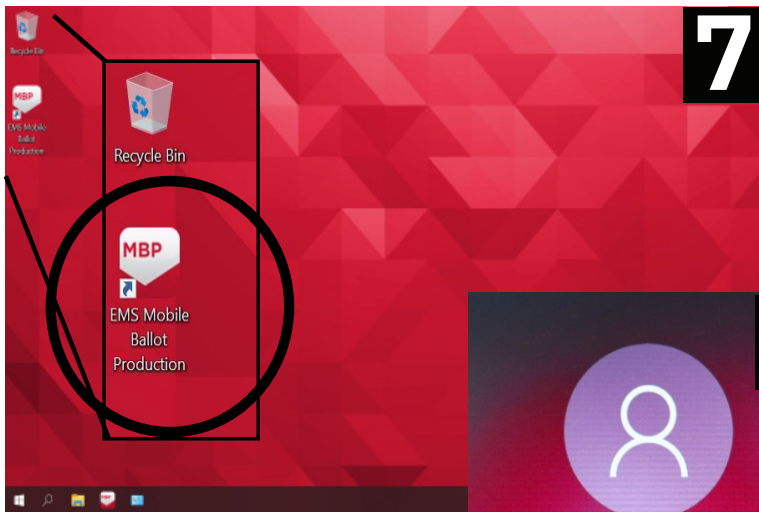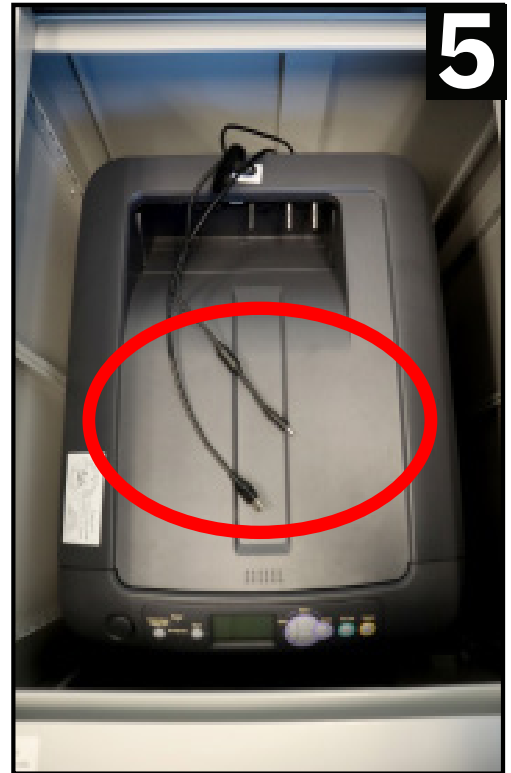
8. Once opened, click *File* in the upper left hand corner of the screen and select *Open Project* in the context menu.
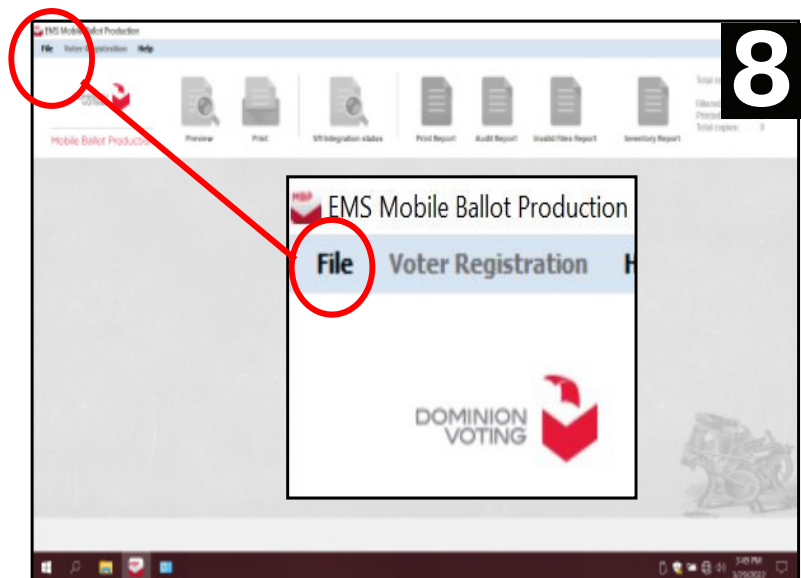
Vote Center Supplies & Setup

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 election is selected. Highlight the file, which is the name of the current election and click the *OK* button.
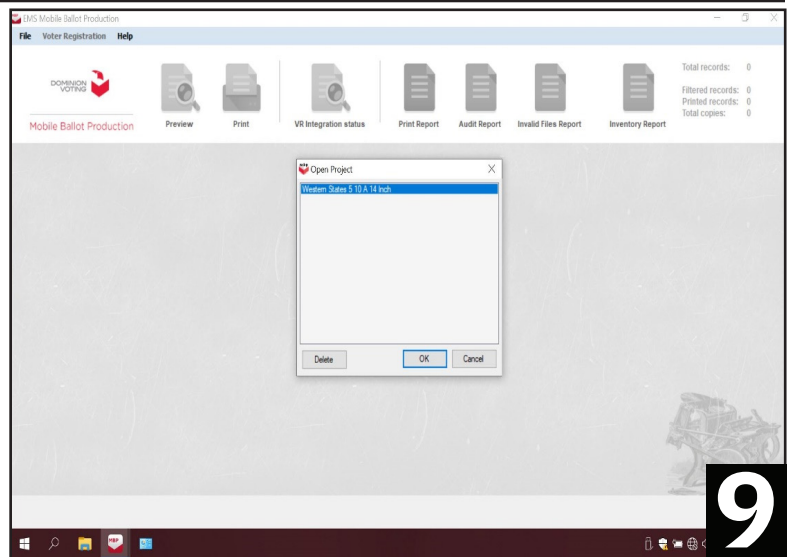
10. To get the list of precincts for this election, click on the first column, next to the words *Click here.* A list of precincts for this election will appear.
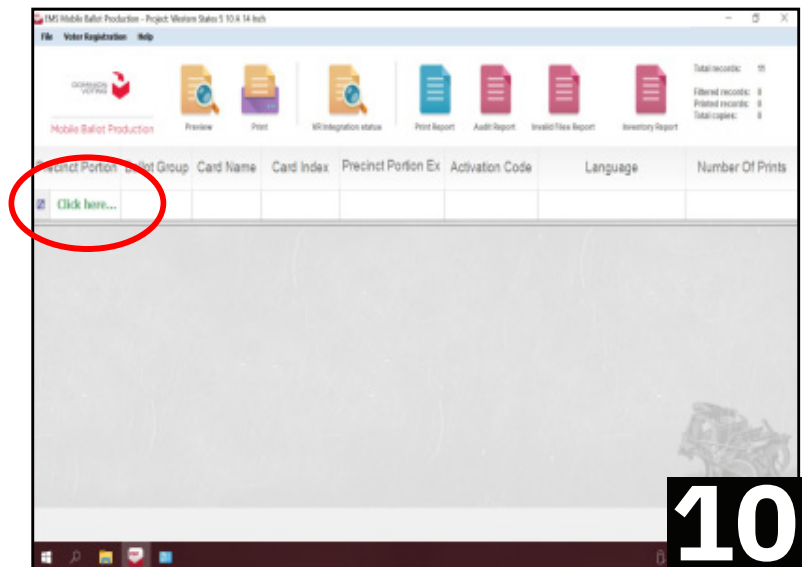
Vote Center Supplies & Setup

11. You will need to test the printer during setup of the equipment. Click once on any precinct number from the list to highlight it in red. Make sure the precinct selected is highlighted.
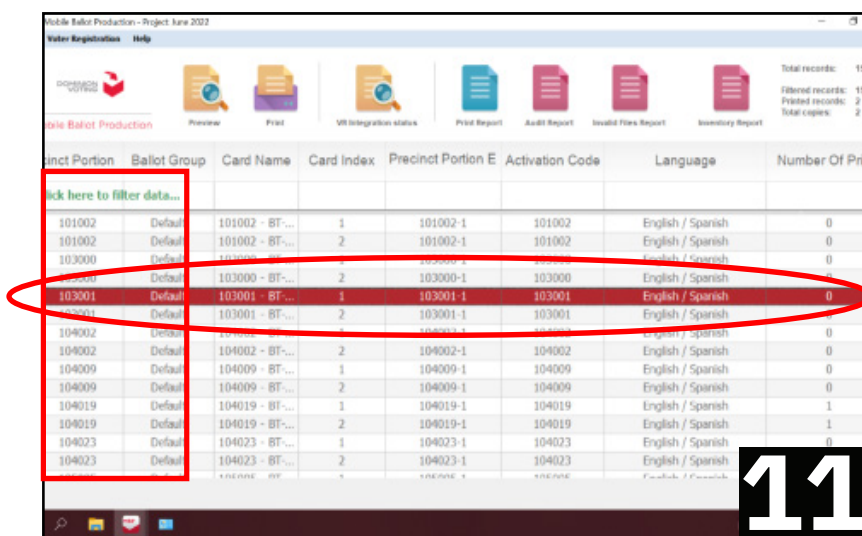
DO NOT double click on the highlighted precinct number screen. It will generate a PDF ballot and the *Inventory Report* at the end of setup will not show the correct number of ballots printed on the BOD. If you accidentally open a PDF ballot, simply close the PDF window to return to the main ballot printing screen.

12. Click on the Print icon. The printer screen will ask for the number of copies. It is pre-selected for one copy. **Do not check the *Sample Ballot* box.**
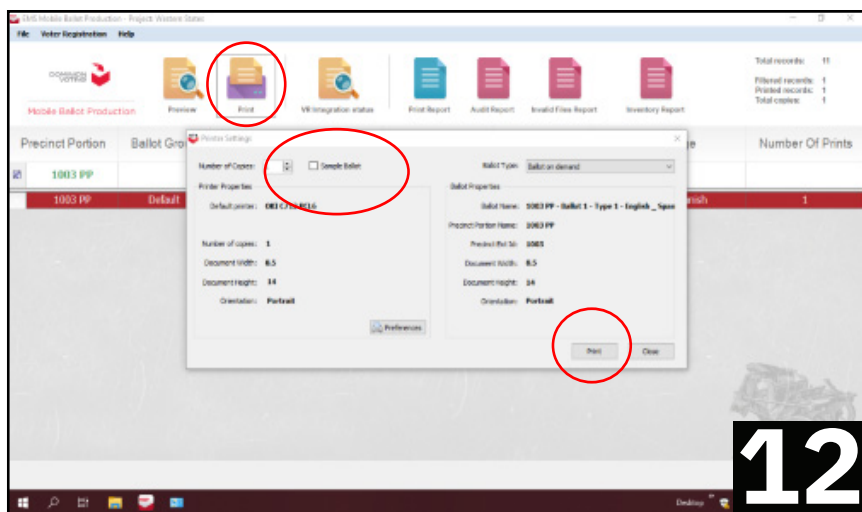
13. The next screen will ask to *Confirm number of printed ballots*. Click on the "Confirm" button. A test ballot will now print.
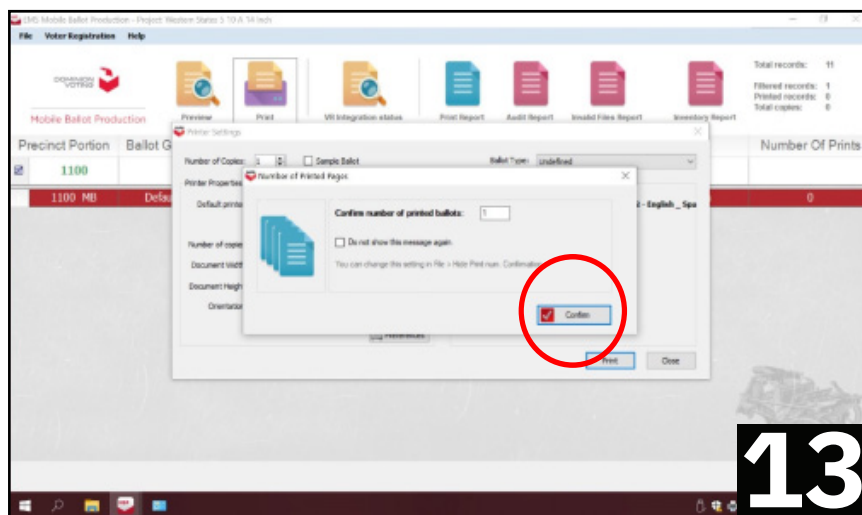
Vote Center Supplies & Setup

14. Write **TEST** on the test ballot and place the test ballot (A or B card if applicable) in the Spoiled and Surrendered Ballot Bag. The BOD printer is now ready for printing ballots on the first day of opening the VC.
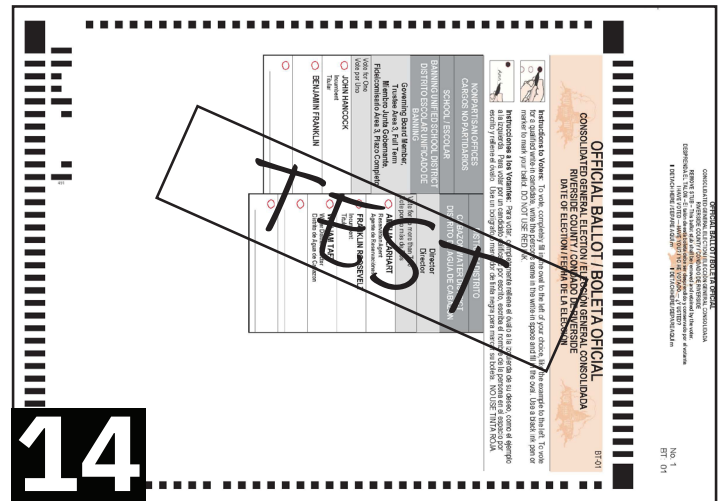
Ballot Card Accounting Record - Log Sheet

The Ballot Card Accounting Record - Log Sheet will now be completed at the ROV. To ensure the ballots get back to the ROV in an efficient and timely manner, the ROV will complete the audit of the official ballot paper at headquarters, so the Election Officers can focus on counting, recording, and bringing back the ballots.

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15. On the laptop screen click on the Inventory Report icon.
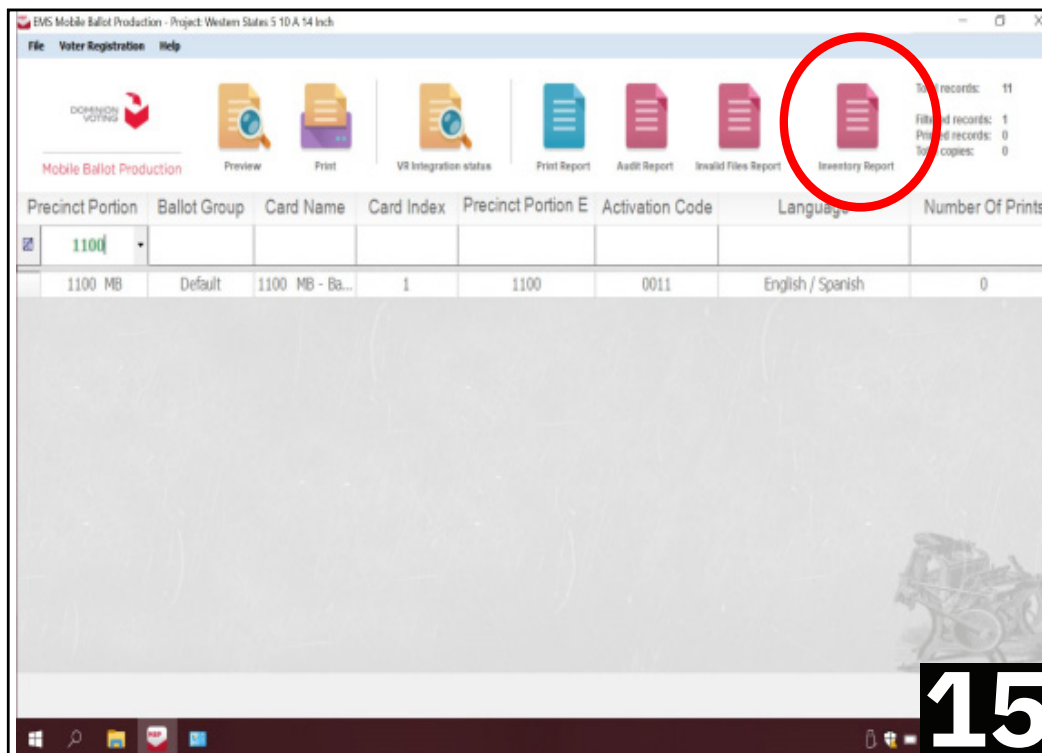
Vote Center Supplies & Setup

16.   Print the Inventory Report. **Make sure you switch to Tray 1 when printing your Inventory Report.** Place the printed Inventory Report in the Security Seals Log Binder plastic pouch. After printing the Inventory Report you can close the program and shut down the laptop. **See instructions on page 185 for printing the Inventory Report.**

Vote Center Supplies & Setup

17. 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 new 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.

18. Close and lock the front door on the BOD cart. Reseal the front door with a new sticker seal. 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.**

Changing the Toner on the Ballot on Demand Printer

Additional toner cartridges can be found 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, call the ROV Command Center. 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.
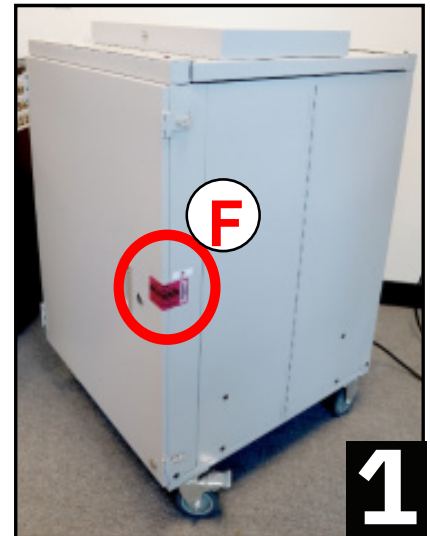
2. On the front of the printer, turn off the printer by pressing the power button on the front right hand side of the printer.
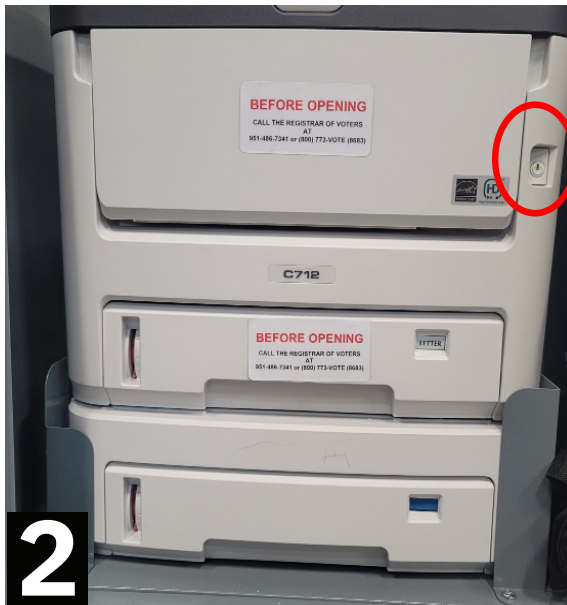
3. Push the button on the top left side of the printer to access the toner cartridges.

Vote Center Supplies & Setup

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 and place store it in the box from the replacement cartridge.

6. Gently shake the new cartridge from end to end several times before inserting it into the printer.

7. 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 completely in place.

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

9. Press the power button on the right hand side of the printer to turn the printer back on. Reseal the front doors of the cart with a red seal from the Seals Bag. Remember to log the new seal in the Ballot on Demand Unit Security Log

> **You MUST call the ROV Command Center at (951) 486-7341 before changing the toner cartridge on the Ballot on Demand Printer.**

Vote Center Supplies & Setup
Ballot Scanner

Each VC 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 itself is in the small suitcase bag and will have to be installed on top of the 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.
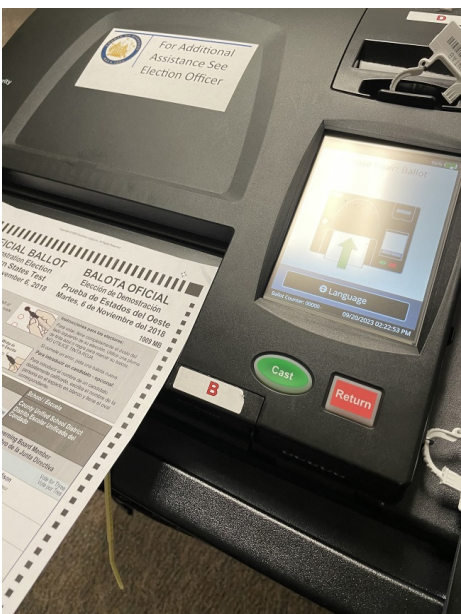
Vote Center Supplies & Setup
Ballot Scanner Setup

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.

Vote Center Supplies & Setup

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
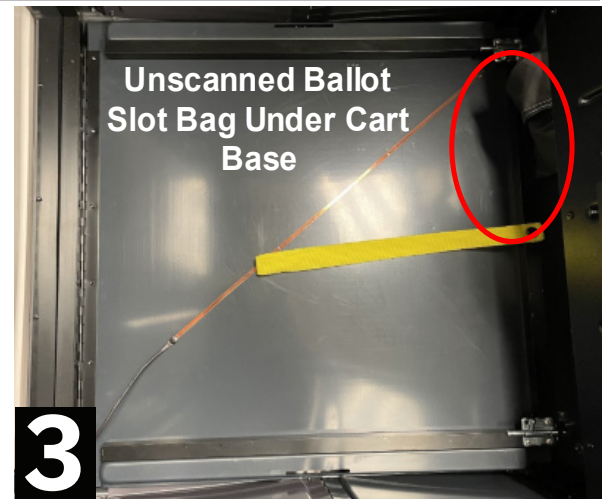
4. Unlock and open the cart base door using the cart key found in the Security Seals Log Binder plastic pouch. Pull the unscanned ballot slot bag forward to allow the bottom base of the cart to position into place.

Security Seals Log Binder Plastic Pouch

Unscanned Ballot Slot Bag Tucked In

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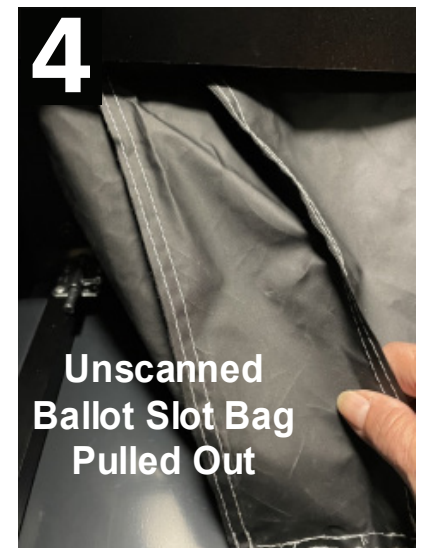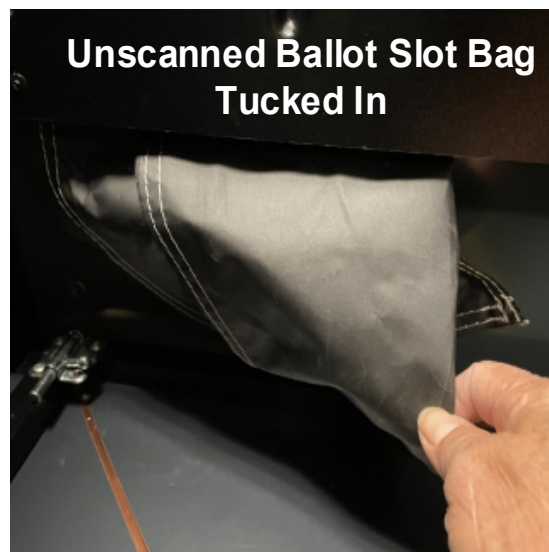
5. With the cart door open, reach inside the base of the cart and latch the two latches into the bottom base side panel of the cart. Make sure the base slot lines up with the base cart tabs. **Be careful not to pinch your fingers when aligning the latches.**

Cart Base

Cart Base Slots and
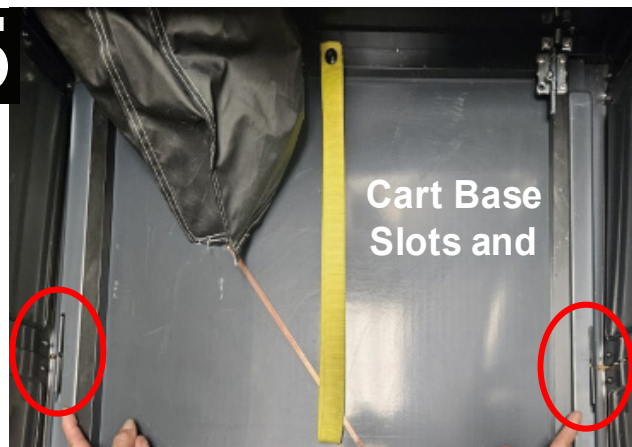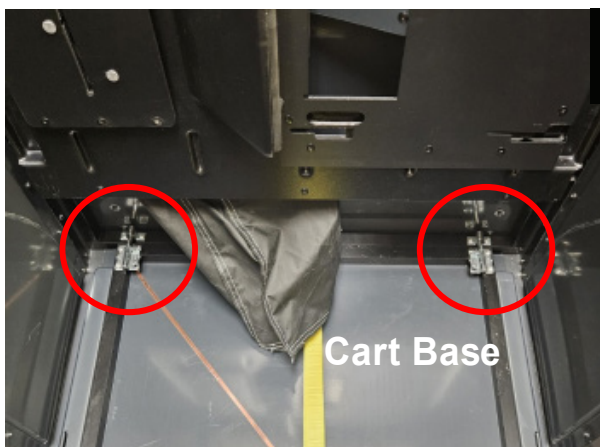
Vote Center Supplies & Setup

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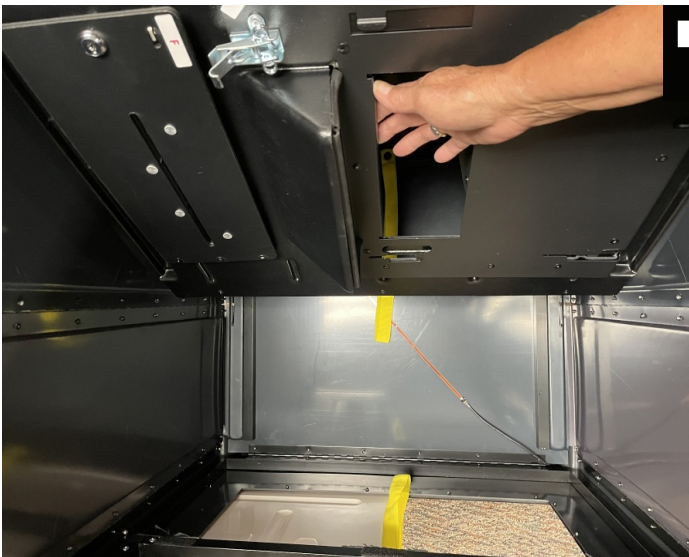
8. Remove the scanner and power cord from the Ballot Scanner bag.

Vote Center Supplies & Setup

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.

Scanner Cart
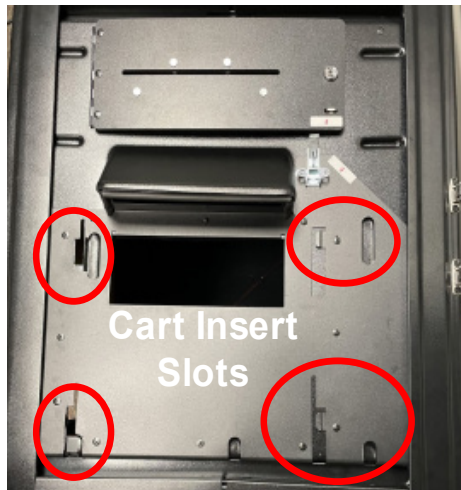
Scanner Insert Slot
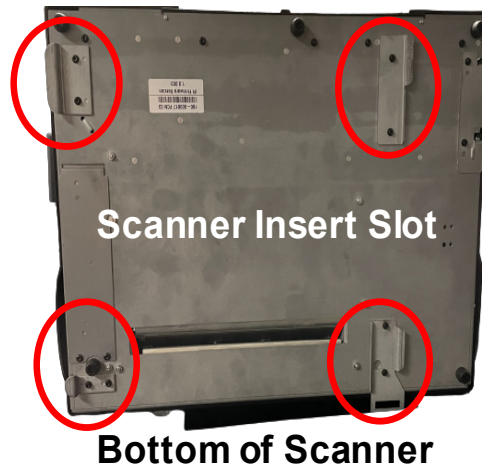
Bottom of Scanner

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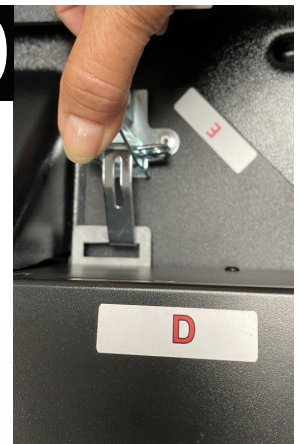
11. Place a red seal on the latch that holds the scanner on the cart and record the E seal number on the Ballot Scanner Security Log.

			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

Vote Center Supplies & Setup

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
#####		#####	

a seal, replace it and record the new seal number below.

Security Seals Log

RivCo VOTE
Registrar of Voters   Your Voice Every Vote Our Future

Date of Election
Name of Election
Site Number
Site Name

Riverside County Registrar of Voters Office   www.voteinfo.net
2720 Gateway Drive, Riverside, CA 92507   Election Officers and Polls Division
Mailing Address: 2724 Gateway Drive   (951) 486-7341 or (877) 663-9906
Riverside, CA 92507   FAX (951) 486-7320
                                          California Relay Service (Dial 711)
                                          2024-02-11
                                          2024-02-11

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

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.

1

2

Vote Center Supplies & Setup

15. Insert the power cord behind the scanner and plug the Ballot Scanner into an available outlet. The lights will illuminate showing the scanner has electrical power. It can be plugged into a surge protector or an extension cord.
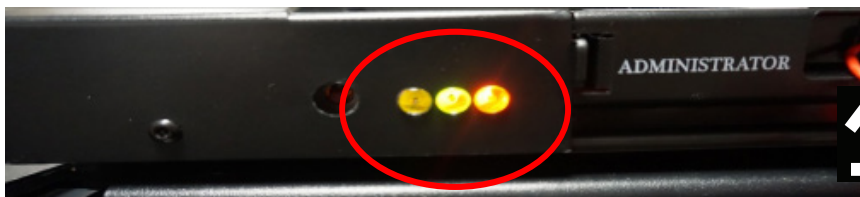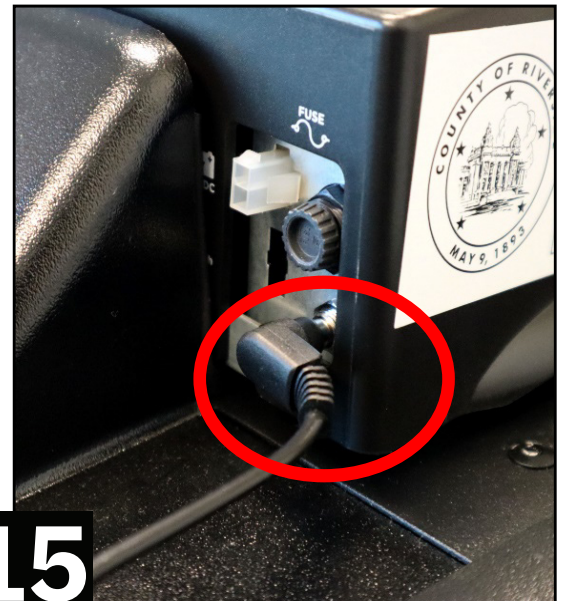
16. Insert a stylus into the slot in front of the scanner to turn on the scanner. You will hear a beep and the scanner display screen will power on.
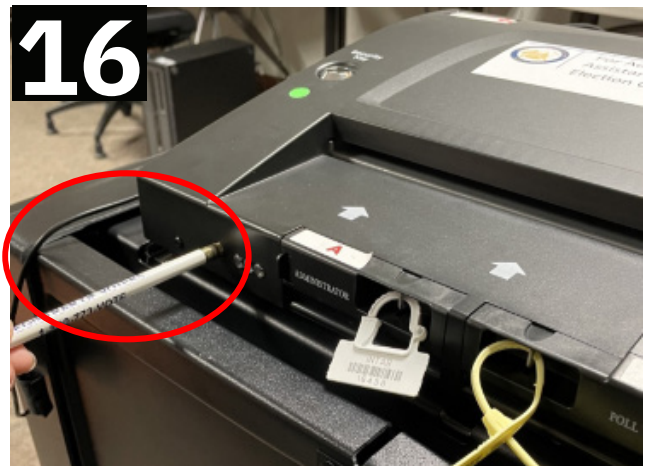
17. Once the scanner has powered on, the display screen will change to *Ready Please apply your Security Token to login*. Remove the Security Token from the plastic pouch in the Security Seals Log Binder.
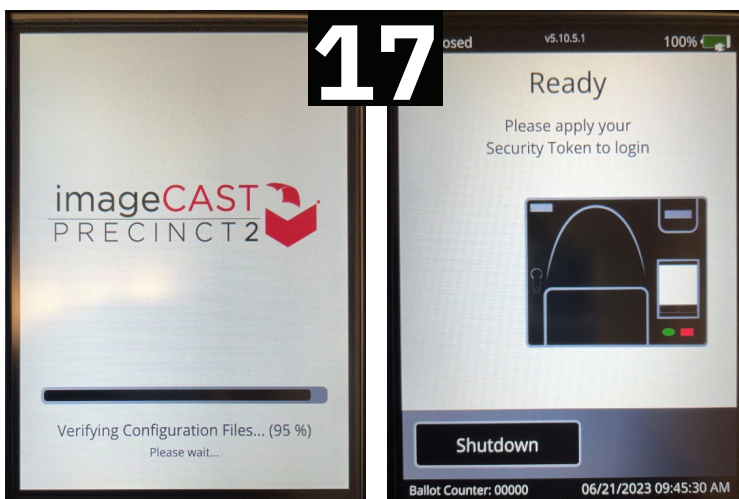
Security Token

Security Seals Log Binder Plastic Pouch

Vote Center Supplies & Setup

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.

19. Enter the Ballot Scanner password on the touchscreen. The password can be found in the Official Returns Envelope or the Security Seals Log Binder.
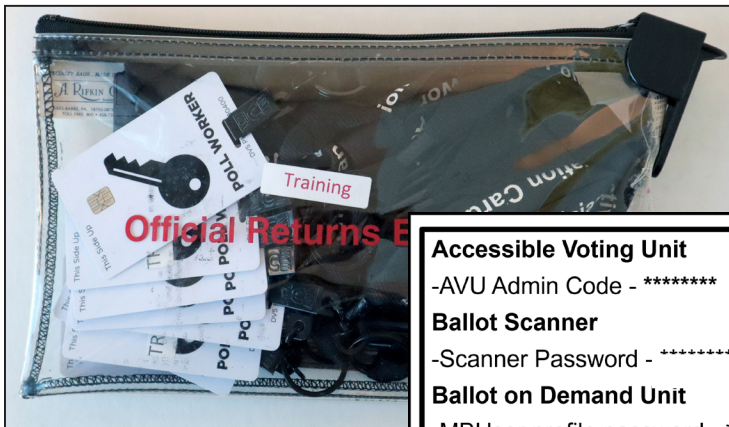
Accessible Voting Unit
-AVU Admin Code - ********
Ballot Scanner
-Scanner Password - ********
Ballot on Demand Unit
-MBUser profile password - ************
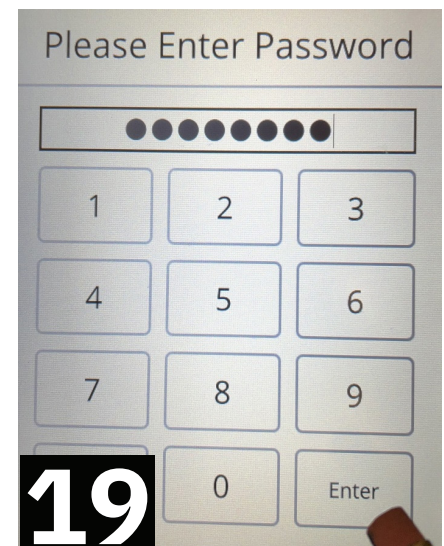
20. The scanner display screen will let you know if the password is correct. If the password is not correct try again making sure each number is inserted.
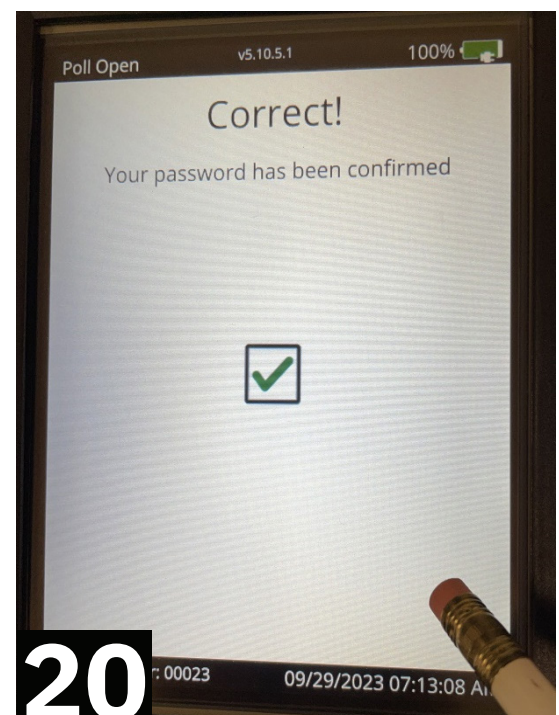
If the power cable is missing or damaged, call the Command Center immediately at (951) 486-7341. Fill out a voting equipment incident log.

Vote Center Supplies & Setup

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 ROV Command Center. Note: If the time is over or under by 5 minutes, contact the Registrar of Voters office.

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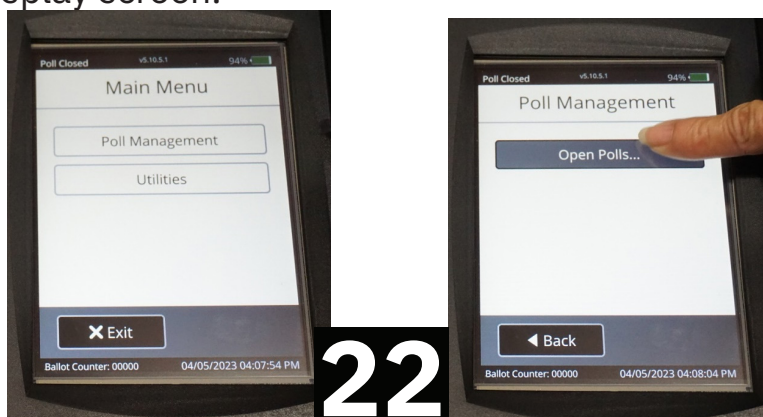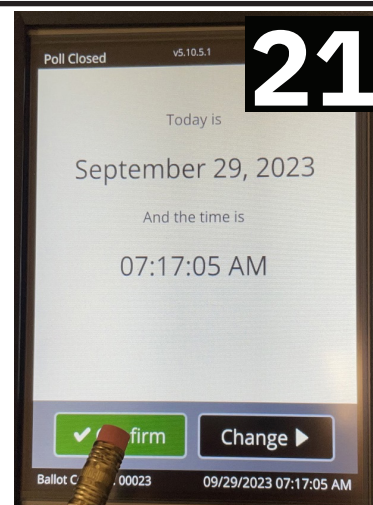
23. The display screen will change to *Report Printing*. Press *Print* and then the *Next* button. Sign and place the printed report in the plastic pouch in the lead binder. Press *Continue* and the screen will change to *Open Poll Confirmation*. Press the *Confirm* button.
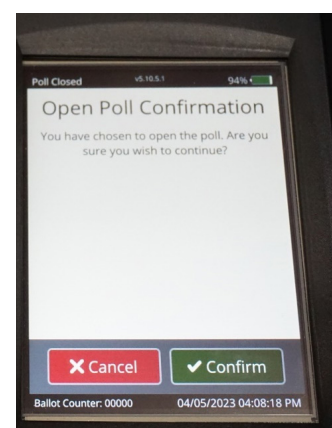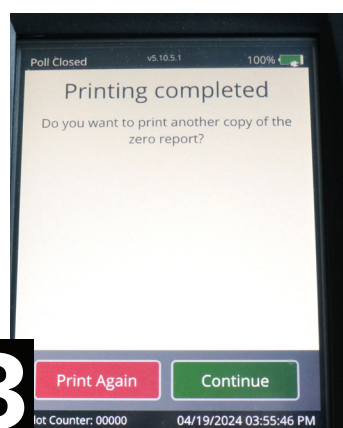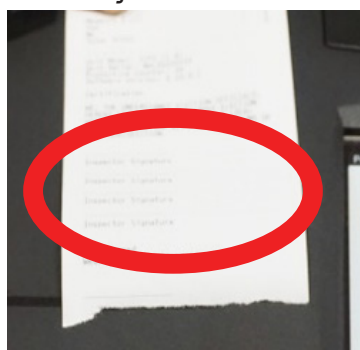
24. The display screen will initiate and change to *Please Insert Ballot*. The scanner is now ready to scan ballots on the first day and throughout the election process. **Note: DO NOT power off the scanner until the last day of voting at the voting location.**
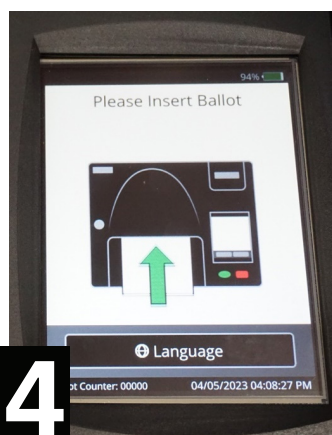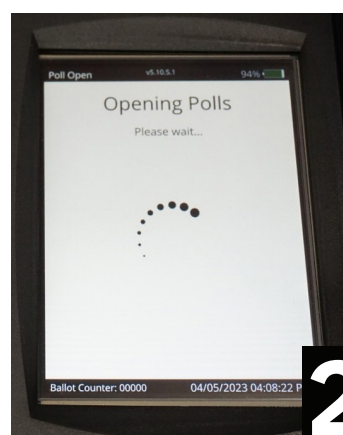
Vote Center Supplies & Setup
Mitigation Supplies

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 sites are doors, doorways, thresholds, and parking stalls. Any VC that requires mitigation equipment will be provided an Accessibility Kit. The mitigation supplies will be delivered to the VC. The Registrar of Voters conducts surveys of all VC 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 VC. 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.

VCs 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 site. Make sure the signage is easily seen.

Place the mitigation equipment at the VC each morning. Check the site 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 tub or bag with the provided Accessibility Kit Folder.
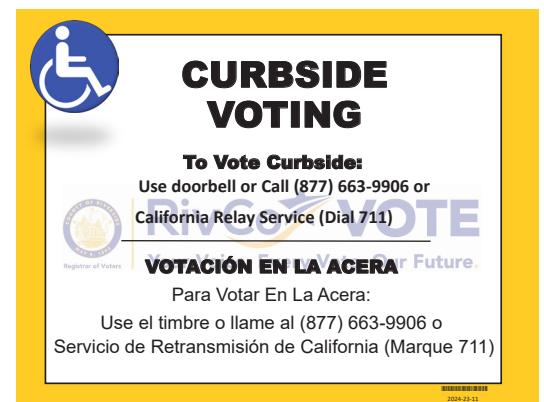
Vote Center Supplies & Setup

Accessibility Kit

Facility Name   ID#
Room name
Address
City, State Zip code

Mitigation Supplies Required:

◊ 1 Large Cone

◊ 1 ADA Door Stop

Date

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

ADA Voting Booth

Note: ADA voting booths must be setup to provide a turning space in front of the booth the size of a circle at least 60" in diameter.

Note: If you need additional instruction on where or how mitigation equipment should be setup at the Vote Center, please call the ROV Command Center 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 VC Printer Paper
- 5 Dymo Printer Paper Rolls
- 250 CVR Envelopes
- 250 Voter Registration Cards in Plastic Bag
- 1 Blue Painters Tape
- 250 Vote-By-Mail Envelopes
- 1000 Ballot Requests
- 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 Wireless Alert System with Base
- 1 Electric Equipment Bag
- Personal Protective Equipment (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 VC 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 VC 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 VC is open.

Vote Center Supplies & Setup
Accessible Voting Unit (AVU) Setup

1. Place the blue voting booths in the location shown in the facility layout diagram. Make sure to orient the AVUs so that the tablet screen is not visible throughout the VC. **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.
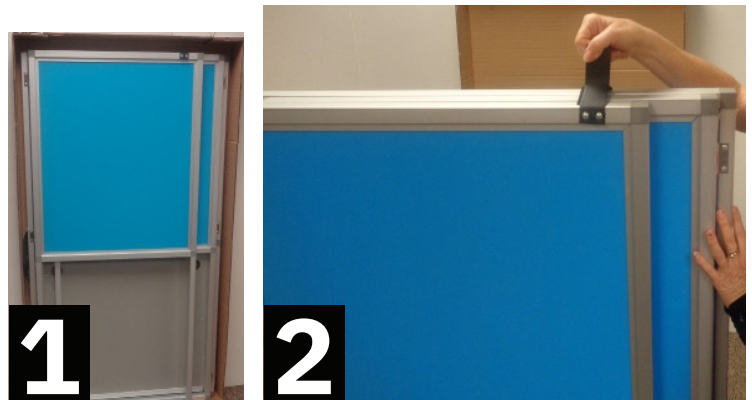
Note: Setup the AVU booths to ensure voter privacy. Make sure AVU screens are not visible throughout the vote center. The way the booths are facing in the facility layout diagrams is not necessarily the way they need to be positioned.
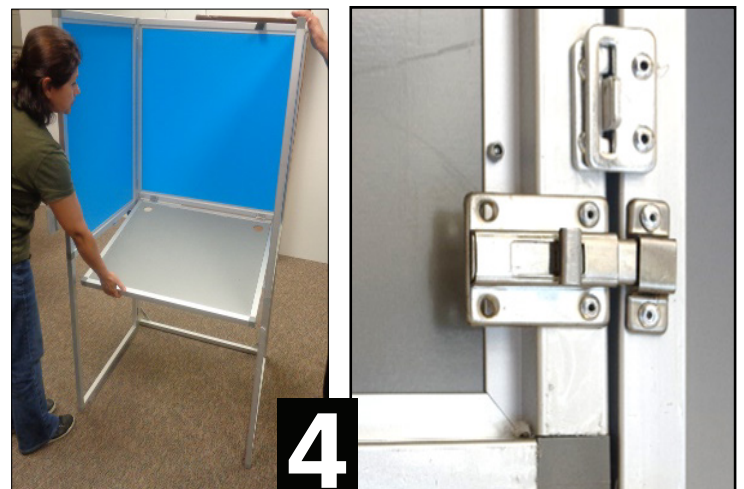
Reminder: AVUs and voting booths should be wiped down with Personal Protective Equipment (PPE) after each use.

Vote Center Supplies & Setup

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

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 located on the back right side.

Vote Center Supplies & Setup

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**.
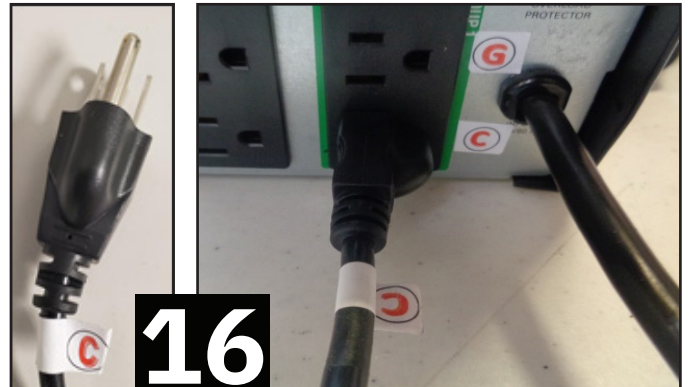
17. Connect the printer USB cord labeled **D** which is attached to the back of the tablet into the corresponding top USB port labeled **D** on the top right side of the back of the printer.
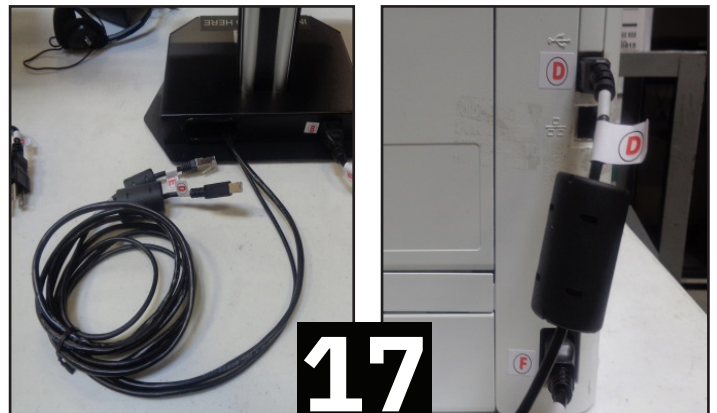
If any of the power cables are missing or damaged, call the ROV Command Center immediately at (951) 486-7341. Fill out the voting equipment incident log.

Vote Center Supplies & Setup

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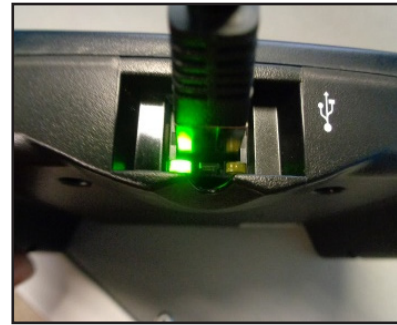
19. Connect the printer power cord labeled **F** to the corresponding port labeled **F** on the bottom right side of the printer.
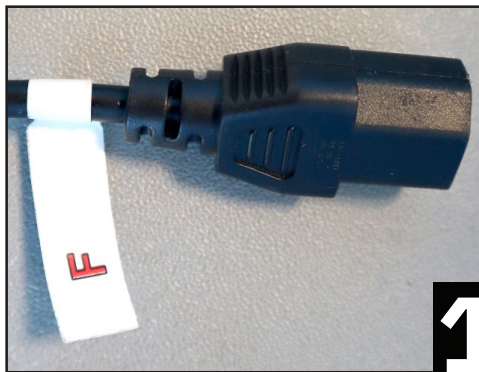
20. Connect the printer power cord labeled **G** to the back of the UPS in the corresponding port labeled **G**.
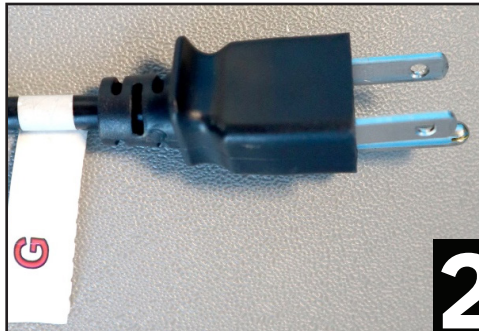
21. Connect the headphones cable labeled **H** into the corresponding port labeled **H** on the ATI.
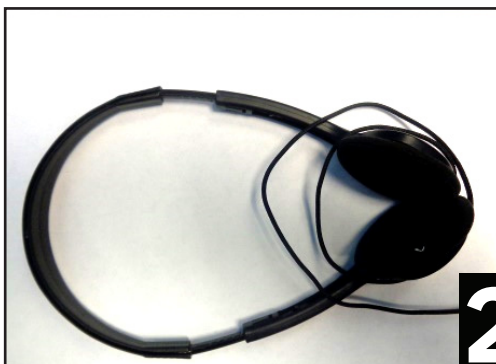
After completing the connection assembly steps, the UPS, tablet, and printer are now ready to be powered on and tested. **Repeat these steps for all units before testing the units. Remember, two units will be connected to one UPS.**

Vote Center Supplies & Setup
Accessible Voting Unit Security Log

Use the following instructions to properly verify the **VC 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 number on the upper back side of the AVU tablet 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.
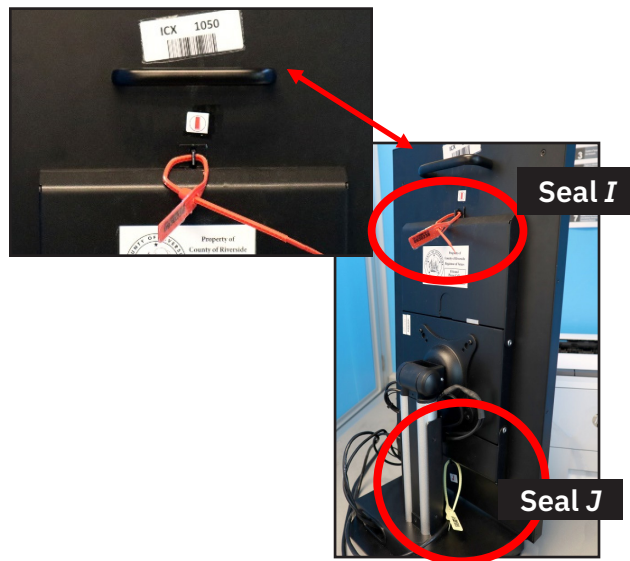
Seal *I*

Seal *J*

- 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 *Seal 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
Setup Day	Set-Up	8:00am	Yes	Jackie Chan	JC	Chris Tucker	CT

1ST DAY SEALS VERIFICATION

	Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials

If a seal is broken, tampered with or if the numbers do not match on the log, call the ROV Command Center 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.
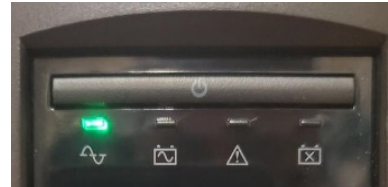
2. When the UPS is powered on, the AVU tablet and the printer will automatically power on. A Dominion Voting logo will display on the touchscreen about 20-30 seconds later. If the AVU tablet does not automatically power on, tilt the screen until you see the yellow *J* seal on the power button cover. Break the yellow *J* seal, open the panel, and hold the button for 12 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"
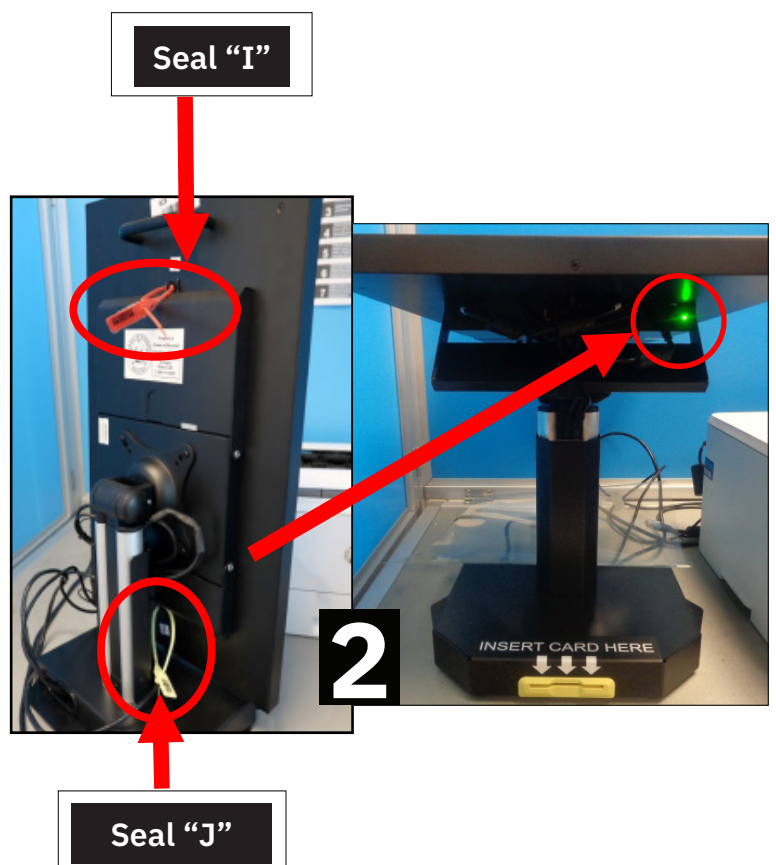
3. If the printer does not automatically power on, check the connections and press the power button on the front of the printer. When the printer turns on it will display *Ready*, then *Secure*.
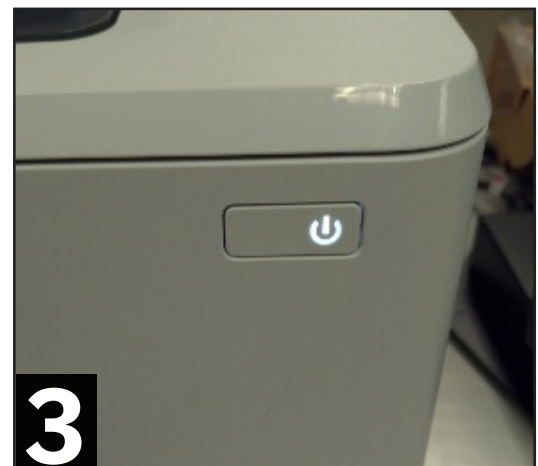
Vote Center Supplies & Setup

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. Press Login and the AVU touchscreen will change to the Poll Administration screen.

Accessible Voting Unit
-AVU Admin Code - ********
Ballot Scanner
-Scanner Password - ********
Ballot on Demand Unit
-MBUser profile password - ************
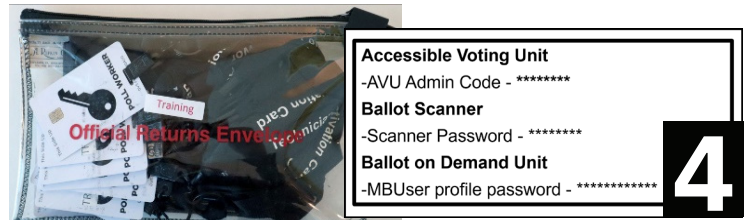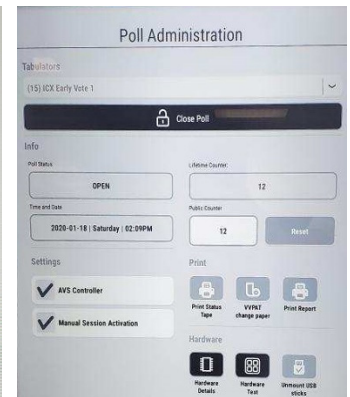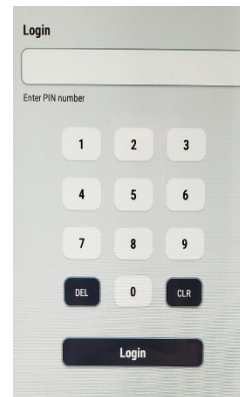
5. While on the Poll Administration screen, verify the polls are open in the Info section under the Polls Status tab. Also, verify under the Settings section that the AVS Controller and Manual Session Activation boxes are checked.
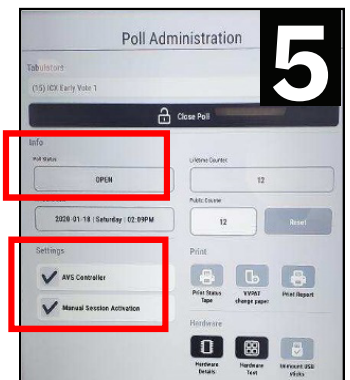
6. While still under the Poll Administration screen, two Election Officers will now complete the AVU printer test and the ATI test using the touchscreen of the AVU tablet. Under the Hardware section press the Hardware Test button on the Poll Administration screen. Another screen will appear displaying the Functional Test options. Press the Printer button from the list.
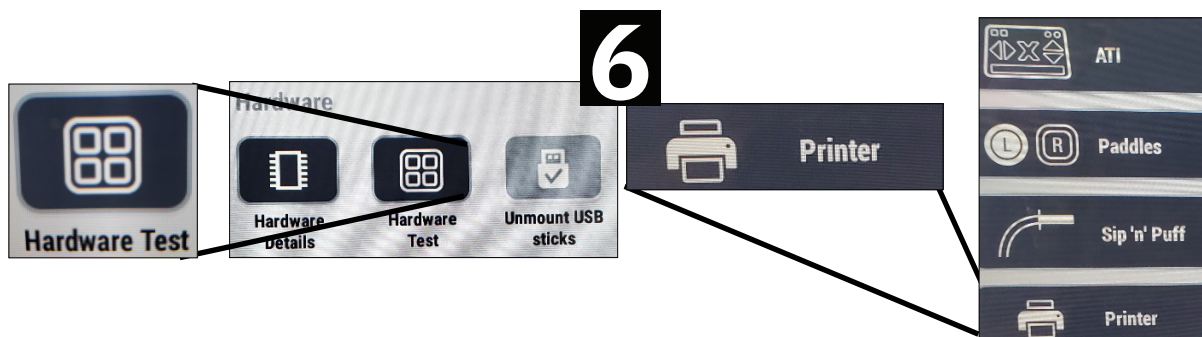
7. Press the Print test page button. After pressing the Print test page button, a Printer Test dialogue box will display Printing test page.
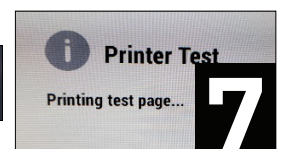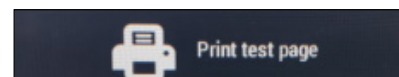
Vote Center Supplies & Setup

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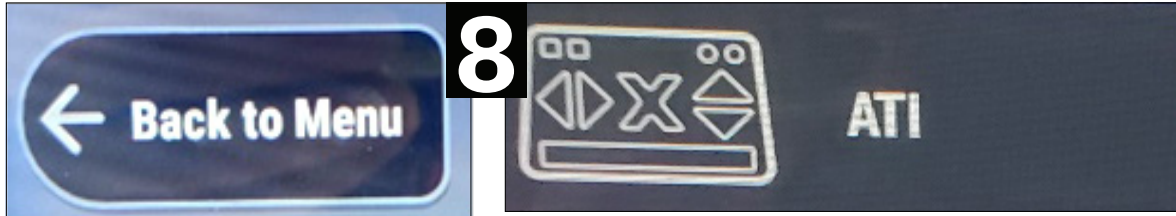
9. To perform the ATI test, press each button on the device. A green bubble and white check mark will appear on every button icon on the screen. When finished, press the Close button on the bottom right portion of the AVU touchscreen. Remove the Poll Worker Ballot Activation Card. The screen will now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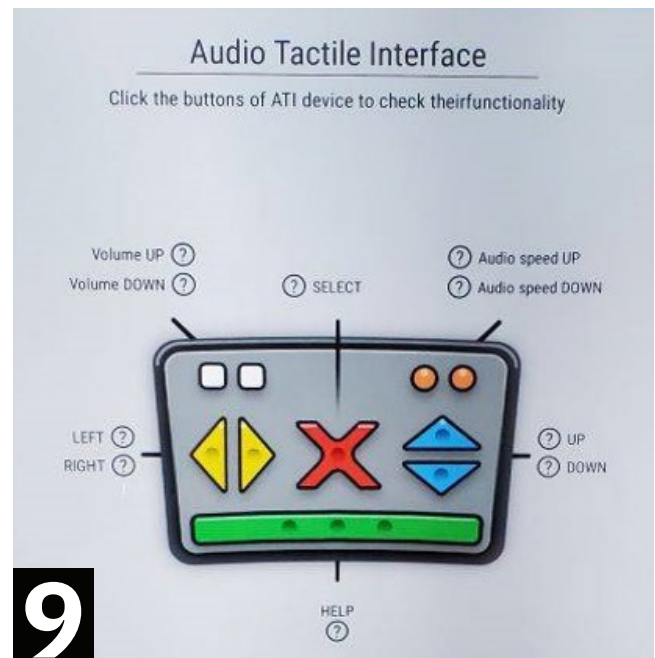
Note: Repeat all the steps for each AVU being used at the voting location. After the setup and testing has been completed, **DO NOT** power off the equipment throughout the election process.

Vote Center Supplies & Setup
AVU 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 ROV Command Center 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.
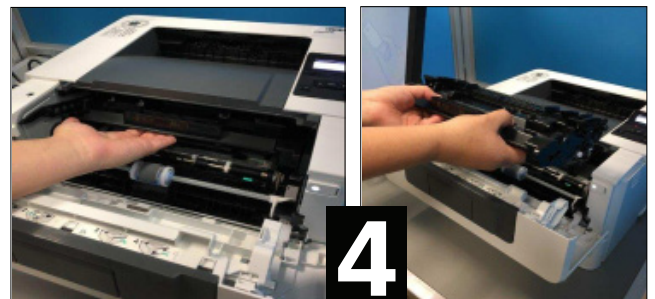
5. Place the used printer toner cartridge aside until you are ready to store it in an empty box.

6. Remove the new printer toner cartridge from the box after you have removed the used printer toner cartridge from the printer.
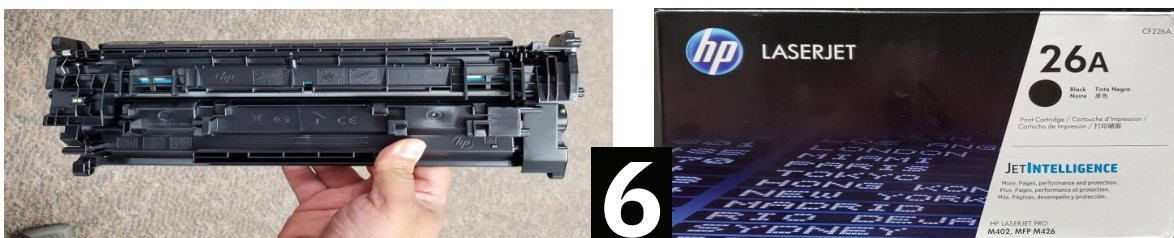
Vote Center Supplies & Setup

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
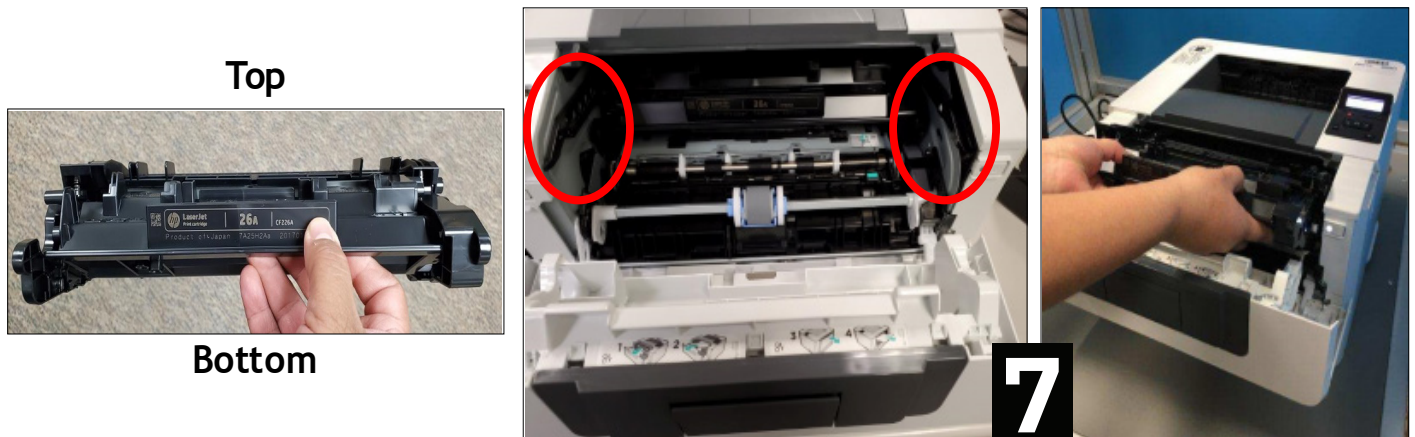
8. Lift the toner storage compartment and push it until it locks closed.

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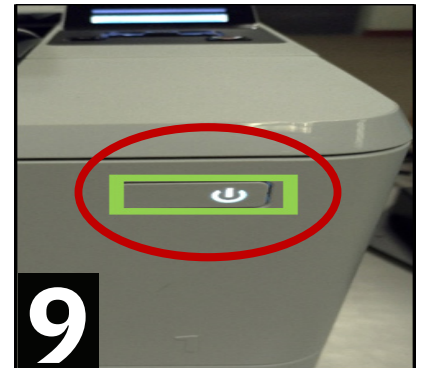
10. Place the used printer cartridge in the empty box that you took out the new printer cartridge and place it in the return supply tubs in which it was originally received. Write "USED" on the cartridge box.

The page intentionally left blank.

4. MORNING ROUTINE

Registrar of Voters

RivCo VOTE

Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024, GENERAL ELECTION

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 online EO Payroll Enrollment form on their first day of work at the VC. This includes taking the Oath of Allegiance and all Election Officers signing the one Oath of Allegiance form found in the Lead Binder.

- **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 VC. 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 Vote-by-Mail ballot box, and two seals for the Ballot Scanner. Refer to page 44 in this guide for detailed instructions on how to complete this form.

- **Complete the first seals check for the AVUs, Ballot-on-demand printer, and Ballot Scanner.** For detailed instructions on how to complete a seals check, see pages 50, 51, and 52 in this guide.

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 Ballot-on-demand Printer ready for your first voter.** Break open the top compartment, power up the printer, and connect and log into the laptop. You can also test print a ballot to make sure there are no jams.

After completing these tasks, call the ROV Command Center to let them know you are ready to open the polls at your VC.
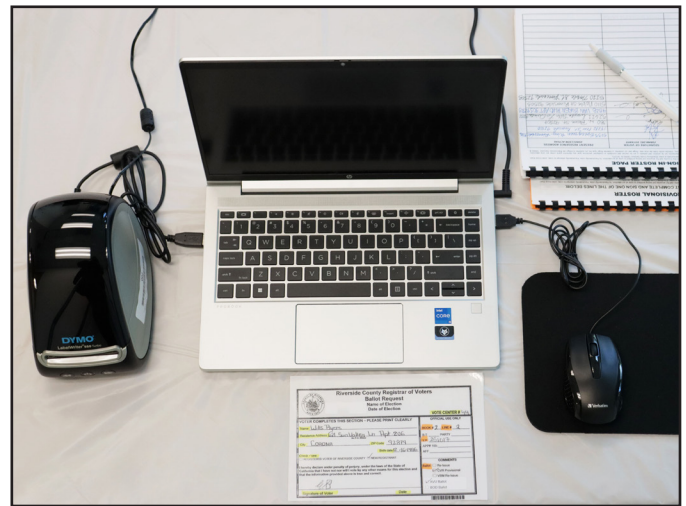
> **Note: Remember to announce "The polls are now open" outside your Vote Center at the scheduled opening time.**

5. PROCESSING VOTERS

Registrar of Voters

Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024, GENERAL ELECTION

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

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

Processing Voters

When a voter comes in to vote at a VC, 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 VC on an AVU or with a paper ballot from BOD (Regular voter)
- Vote at the VC and change your registered political party or address (PAC)
- Vote at the VC without previously registering (CVR)
- Pickup a ballot to take home and mail in when completed (VBM Re-issue)
- Cast their 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.

   Envelope will show Registrar of Voters return address
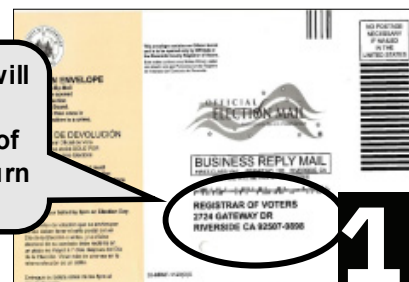
2. Voters returning their VBM ballot to the VC will be asked "Is this your ballot?". If the voter responds "Yes," the Election Officer will check that the voter has signed the envelope. If it is signed, the ballot will be deposited into the black VBM Ballot Box.

   Voter's name and address

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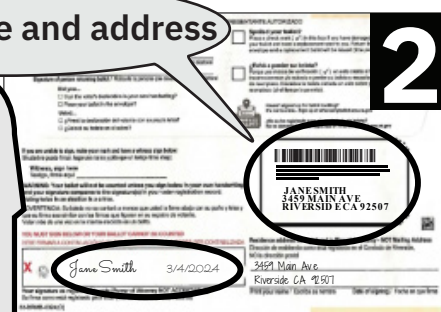
3. If a voter responds "No," the Election Officer will ask the Authorized Agent to read the envelope flap. If the Authorized Agent agrees with the conditions they will print and sign their name on the flap where indicated. The Election Officer will check that the voter has signed the ballot envelope.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

   Authorized Return Agent will print and sign their name on the back envelope flap.
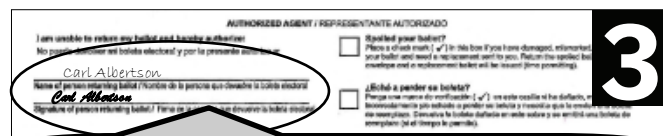
   AUTHORIZED RETURN AGENT: A person designated to return a vote by mail ballot shall not receive any form of compensation based on the number of ballots that the person returns and an individual, group, or organization shall not provide compensation on this basis (E.C. §3017(e)(1)).

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 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 site location is correct on the top right hand corner of the VC processing screen. **Before processing a voter, check the site location.**
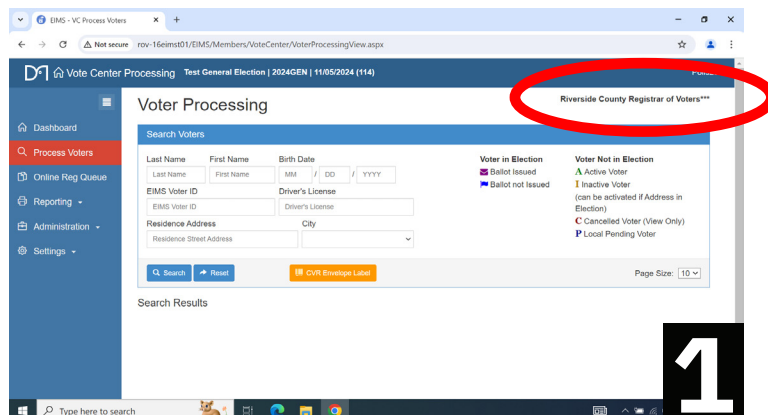
2. Search for the voter's information using the Ballot Request. Type in the voter's last name in the Last Name field and the voter's first name in the First Name field. Click the Search button.

3. Find the voter's name from the list. Check the address and birth date for verification by using the Ballot Request. Once confirmed, click on the voter's Voter ID from the search results.

Processing Voters

4. With the Ballot Request 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. **Note: If a voter's ballot request needs to be discarded for any reason, place it in the Broken Seals Bag.**
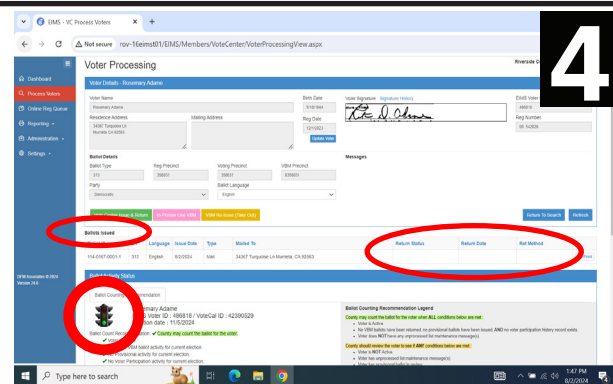
5. If a voter surrenders their VBM ballot or spoiled their VBM ballot, write on the envelope "DO NOT COUNT SURRENDERED" and place it into the Spoiled & Surrendered Ballots bag. **Spoiled or Surrendered VBM ballots** are not counted at the end of the day. If the voter did not bring their envelope, place the VBM ballot in a generic VBM envelope and proceed as instructed above.
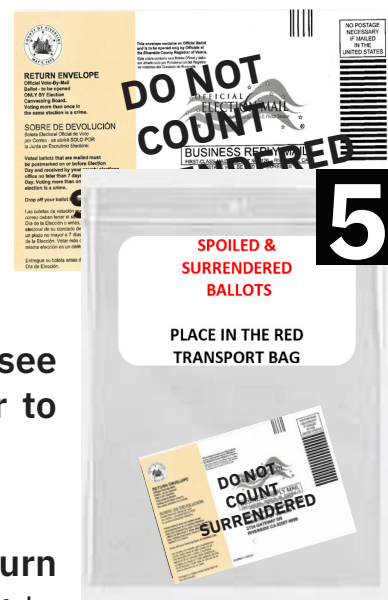
Reminder: In the Vote Center application you are able to see the voter return status, so it is not necessary for the voter to surrender a VBM ballot.

6. Once verified, click the green **Vote Center Issue & Return** button under the voter's information. All voters requesting to vote at the VC must be processed using the Vote Center Issue & Return button.
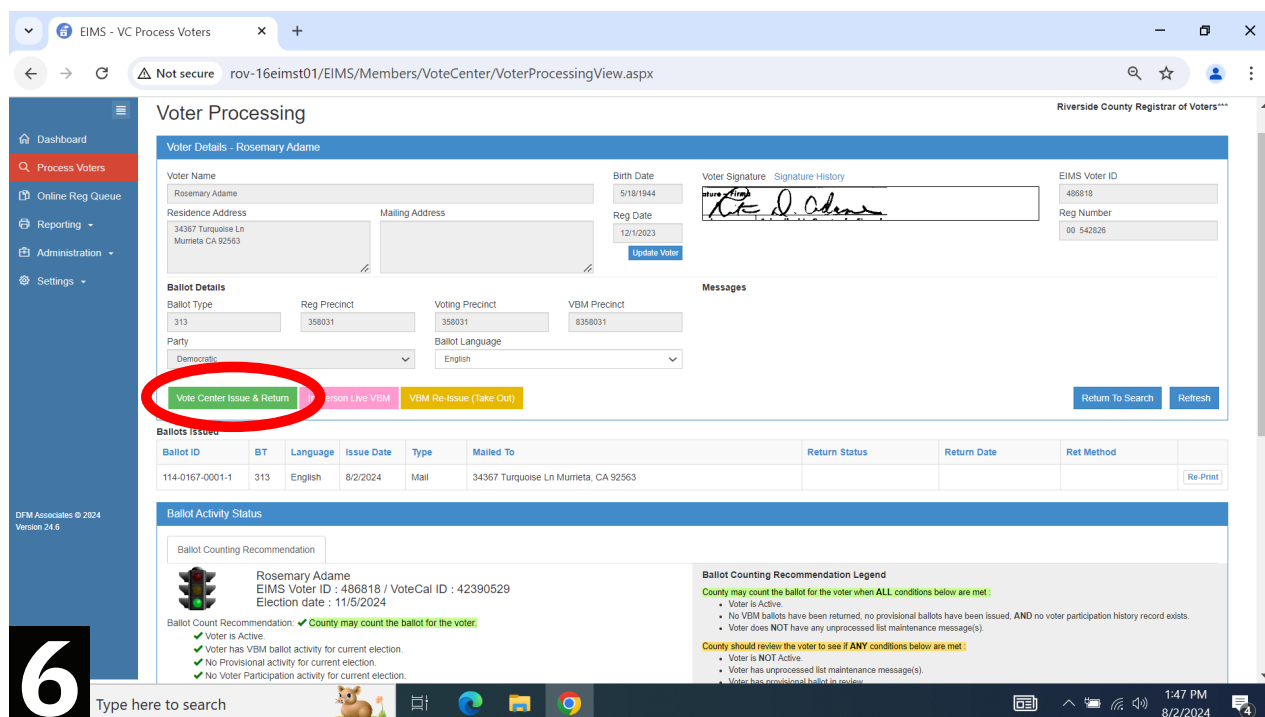
Processing Voters

7. The printer screen will appear to print the voter's Dymo labels. Change the print quantity to 2, click print, and the printer will print two labels from the Dymo Printer.
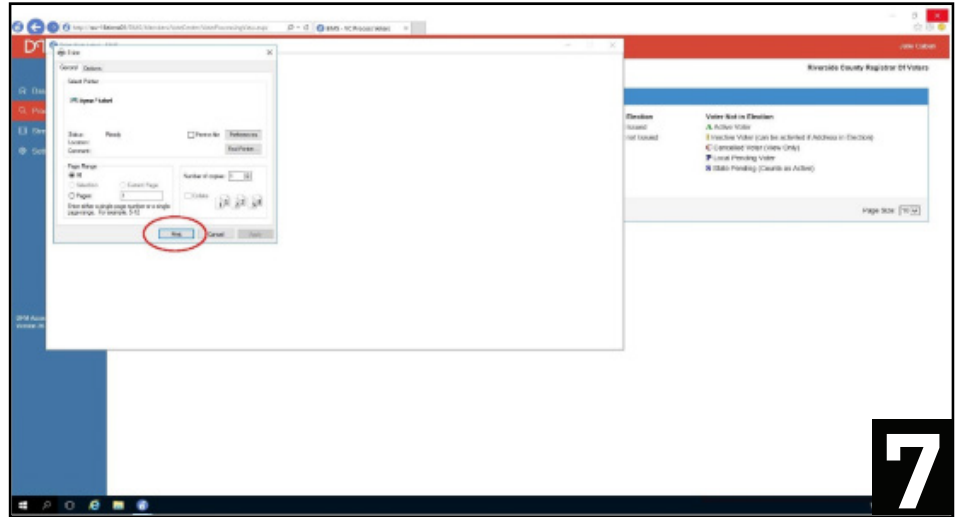
8. Give one label to an Election Officer who will activate a ballot session for the Voter. Place the other label on the back of the Ballot Request.

Processing Voters

9. 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. If the voter refuses or forgets to sign the roster, write in the voter's name and write "Refused to sign" or "Forgot to sign" in the signature field. Highlight whether the voter voted on the AVU, BOD, or with their Live VBM ballot.**

10. Write the book and line number the voter signed on, as well as the voting precinct number on the voter's Ballot Request 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.

11. Offer the voter a Secrecy Sleeve and 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
Activating a Ballot on the Accessible Voting Unit (AVU)

1. Give one of the dymo labels to an Election Officer. The Election Officer will activate a ballot session for the voter on the AVU. The correct precinct 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.

Election date:
112-0012-0002-2
Issue Date   REG PCT   356321
Voter ID 765342   VOT PCT   356321
Party Green   BAL TYPE   116
ROSEMARY ADAME
34367 TURQUOISE LN
MURRIETA CA 92563
Murrieta City Hall
1 Town Square
Murrieta, CA 92562

1

2

Log In   Activate Ballot
Ballot Activation
356321
Enter Activation Code
Clear . - _ * # Delete
1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
AVS
Enable AVS Controller
Activate

Election date:
112-0012-0002-2
Issue Date   REG PCT   356321
Voter ID 765342   VOT PCT   356321
Party Green   BAL TYPE   116
ROSEMARY ADAME
34367 TURQUOISE LN
MURRIETA CA 92563
Murrieta City Hall
1 Town Square
Murrieta, CA 92562

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.

English →
Español →

3

INSERT CARD HERE

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

Language   **Text Size**   **4**   **View**

Processing Voters

5. The voter will press their desired choice to vote. Instruct the voter to press 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 press Print Ballot. A confirmation screen will appear to Print your ballot or Review your choices. Select Print your ballot to print the marked 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.
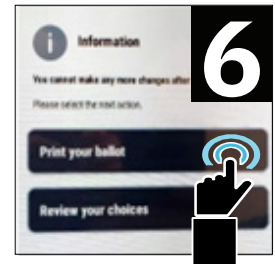
7. Move away from the AVU and let the voter vote. Be available to assist if necessary. Place the label in the Dymo Printer Label Bag once the voter has completed voting.
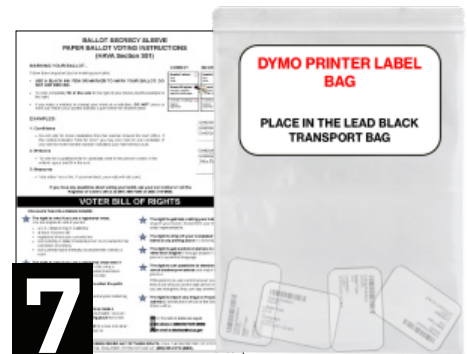
8. **THE VOTER SHOULD NOT LEAVE THE ACCESSIBLE VOTING UNIT UNTIL THEIR BALLOT HAS PRINTED.** When the ballot has been printed offer the voter a secrecy sleeve for their ballot. Ask the voter if they would like to scan their ballot with the Ballot Scanner or cast it in the unscanned ballot slot. Retrieve 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.
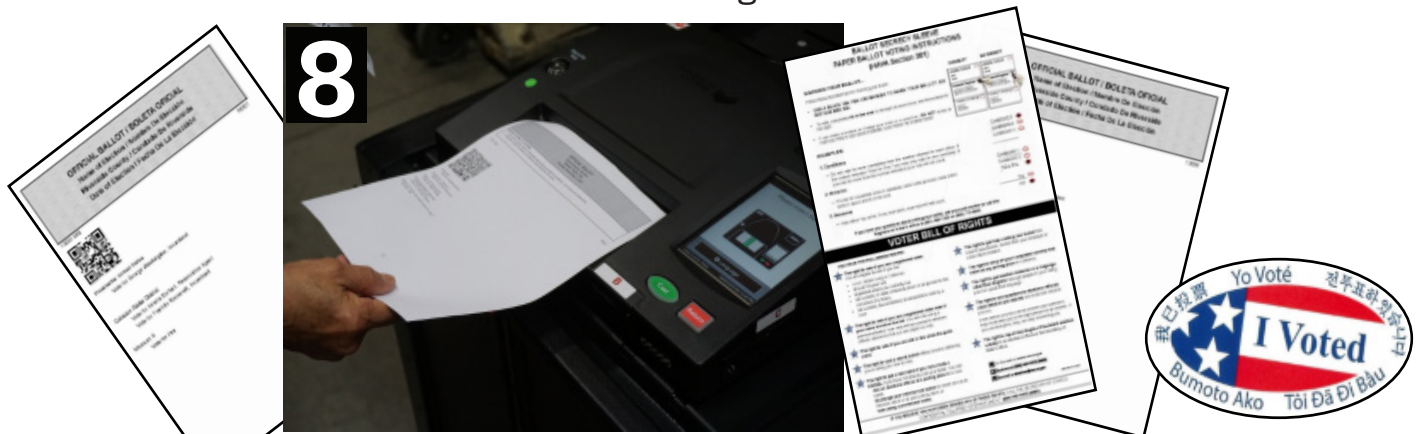
Note: If a voter made a mistake on their printed ballot, write "SPOILED" on the ballot and seal it in a spoiled regular ballot envelope. Place the sealed envelope in the Spoiled & Surrendered Ballots Bag. Every voter gets three attempts to successfully complete their ballot.

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 VC 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 Election Officer at the processing table 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... in green. Click on that section.
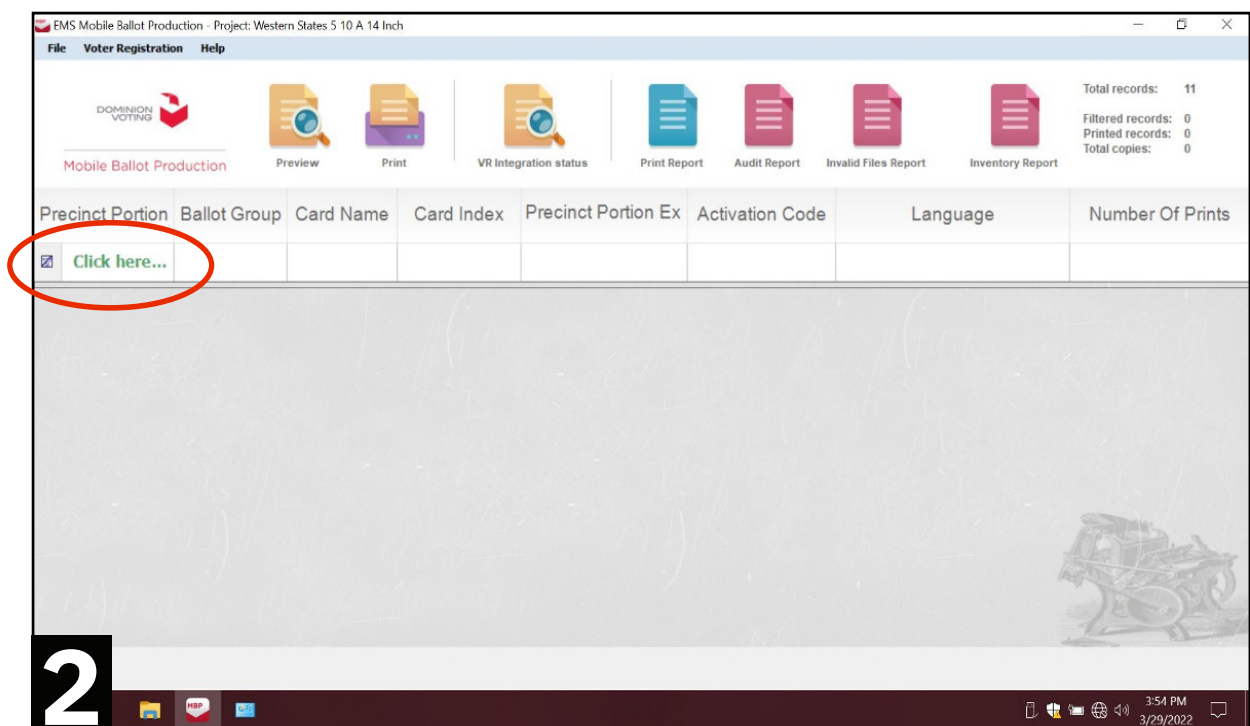
Processing Voters

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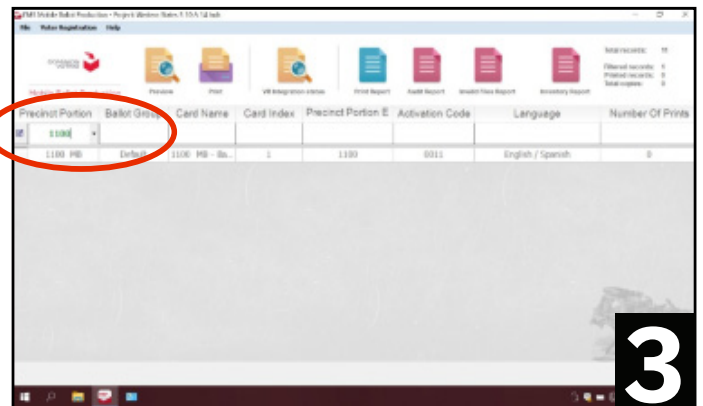
4. The precinct number will appear once or twice. This depends on how many ballot cards will be given to the voter. Highlight the precinct number with the number 1 under Card Index and select the Print icon and another window will appear.

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.
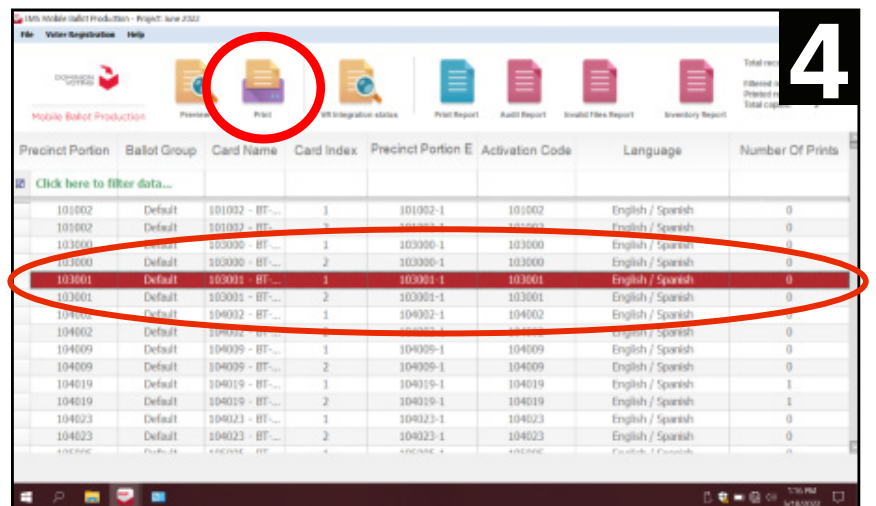
5. The next window Printer Settings will ask for the number of Copies to print and gives a description of the ballot name. This window will appear once or twice depending on how many ballot cards the voter will receive. Select the Print button.

Processing Voters
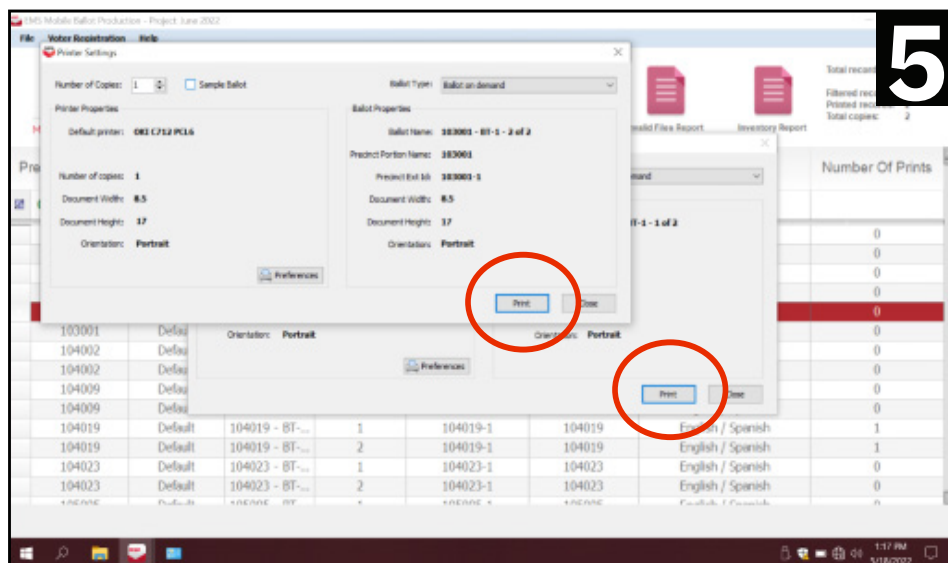
6. The Number of Printed Pages screen will appear and shows the number of times the voter is given a ballot card. Select the Confirm button. The ballot cards are dependent on how many contests are on the ballot for the election.

7. After the ballot(s) has printed, two EOs must verify the ballot(s) is correct by comparing the voting precinct number on the Dymo label to the voting precinct number on the upper right corner of the ballot(s). Once verified, hand the voter the printed paper ballot(s), a Secrecy Sleeve and a pen. Direct the voter to an available 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

Note: If a voter made a mistake on their printed ballot, write "SPOILED" on the ballot and seal it in a spoiled regular ballot envelope. Place the sealed envelope in the Spoiled & Surrendered Ballots Bag. Every voter gets three attempts to successfully complete their ballot.

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.
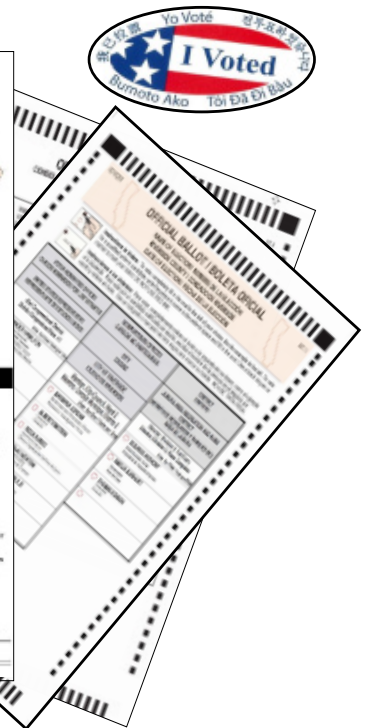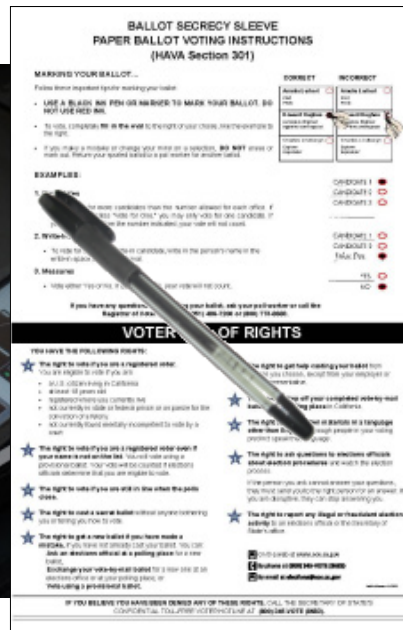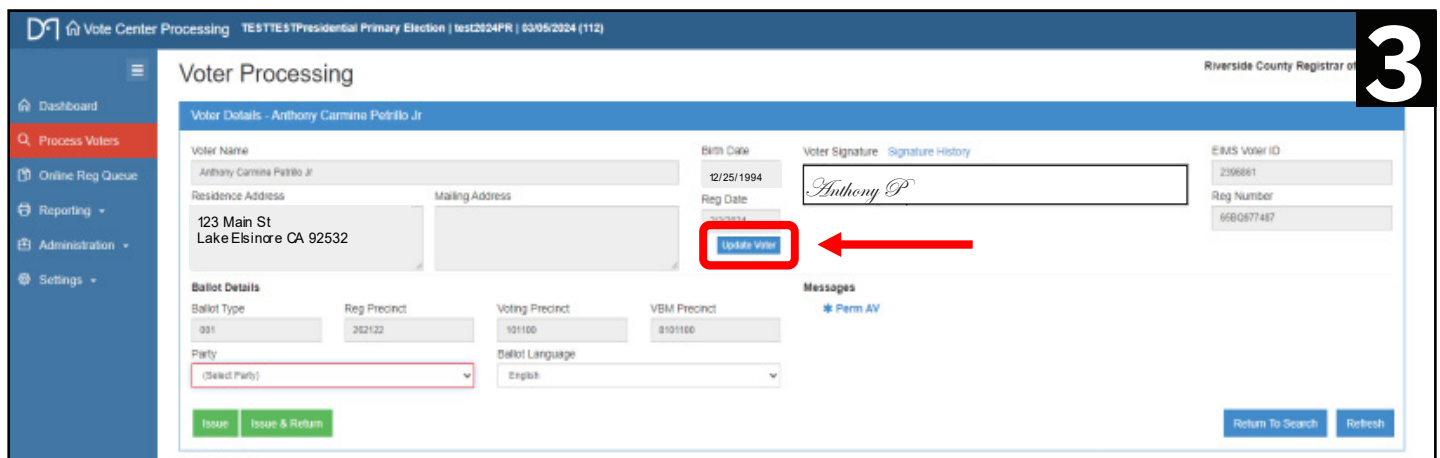
Note: If a voter requests a ballot and they are not in the Vote Center Processing database as a registered voter in the County of Riverside, they must follow the CVR process.
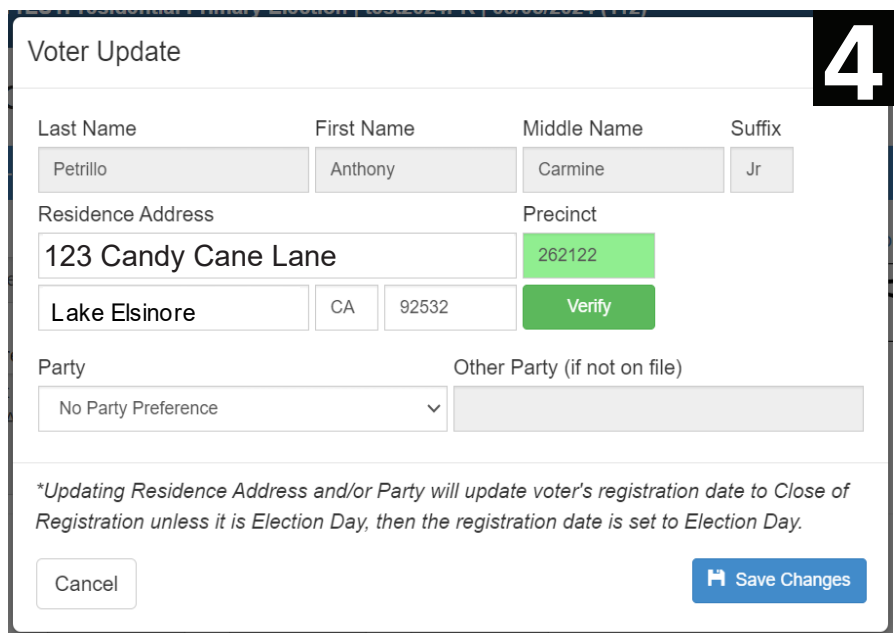
Processing Voters
Change of Political Party/Change of Address (PAC)

Riverside County voters can now change their political party and/or residential address at any VC without re-registering. 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 (PAC) 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 (PAC) Form, find the voter in the EIMS database.

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

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 (PAC) 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 ROV Command Center 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

7. If the voter writes in an Other Party, select Other in the dropdown menu and type their party in the Other Party field.

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 110 of the Election Guide. **When printing the Dymo labels, change the quantity to 3 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

9. Place a Dymo label with the voter's address on the back of the completed PAC form. After you are finished processing the voter, place the voter's completed Change of Political Party/Change of Address (PAC) form in the Completed Voter Registration & Party/Change of Address Forms bag.

Election Day Processing PAC Voter Procedure

On **Election Day only,** when a voter's address and/or party is changed, processing them will be slightly different. After updating the voter's information, the regular processing buttons will be removed from EIMS and the only processing button you will see is one labeled *PAC Issue & Return (E-Day)*. This button replaces the Issue and Return button and functions the same.

After updating the voter's information, click on the *PAC Issue & Return (E-Day)* **button.** The window to print the dymo labels will open. Continue processing the voter as a described in the previous section.

Processing Voters

Processing Conditional Voter Registration Voters (CVR)

CVR Voters are individuals whose eligibility to vote cannot be verified in the EIMS 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.

Some examples 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 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 Canceled, Inactive, or Pending.
- Once the ROV validates the voter's information, the registration becomes permanent, and the CVR ballot will be processed.
- 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 of their CVR Ballot after the election is certified.

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

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 and eligibility to vote cannot be verified in the EIMS database. Any voter who is Inactive, Canceled, or not found in database must be processed conditionally. **Voters who need to change their registered party or address will no longer need to vote conditionally.**

1. On the back of a CVR Envelope, check the reason why the voter is voting conditionally.

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

4. Instruct the voter to remove the stub from the completed Voter Registration Application. Completed Voter Registration Applications go into a labeled bag to be returned to the Registrar of Voters office. **Voters do not need an extra CVR Envelope for their Voter Registration Application.**
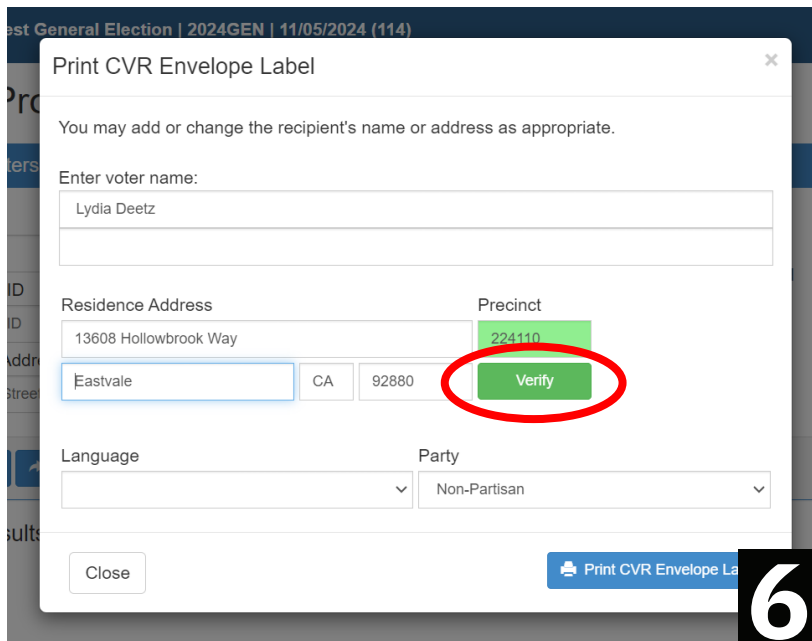
Note: Voters must provide a residential address, NOT a P.O. Box. The voter's address given must be able to precinct. If the address does not precinct, call the ROV Command Center at (951) 486-7341.

5. The Voter Processing window should be on the laptop screen. You could not find the voter so you will have to process them conditionally. Click CVR Envelope Label and the Print CVR Envelope 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 P.O. Box address will not precinct. You will not be able to give the voter a ballot unless they have a valid residential address.

Processing Voters

7. If the voter's residential address is valid, a green precinct number will appear. If the residential address is not able to precinct, confirm the address with the voter. If the voter is sure it is a valid residential address, call the ROV Command Center at (951) 486-7341 and get a Voting Precinct number before proceeding to the next step.

8. Next, click the blue Print CVR Envelope Label and the printer screen will appear.

9. The printer screen will pop-up. Change the number of copies to 2 and click the blue Print button. Then you can close that window.

Processing Voters

10. The Vote Center Processing database will return to the Voter Processing screen. It is now ready for the next voter.

11. Place one of the Dymo labels on the back of the voter's Ballot Request and the other on the back of the voter's CVR Envelope.

12. Have the CVR Voter sign the CVR Sign-In Roster on the next available line. Write the book and line number the voter signed on, as well as the voting precinct on the voter's Ballot Request and check the CVR and AVU Ballot boxes in the Comments section on the Ballot Request.

Processing Voters

13.   After the voter signs the CVR Sign-In Roster, offer them a Secrecy Sleeve and 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 Voting Precinct number. **The Voting Precinct number is on the Dymo 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.

Voting Precinct Number

14.   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 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.

Processing Voters

15. 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.

Note: If a voter made a mistake on their printed ballot, AVU or BOD, write "SPOILED" on the ballot and seal it in a spoiled CVR ballot envelope. Place the sealed envelope in the Spoiled & Surrendered Ballots Bag. Every voter gets three attempts to successfully complete their ballot.

16. 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 black VBM 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. 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.

3. Find the voter's name from the list. Check address and birth date for verification by using the Ballot Request. Once confirmed, click the voter's Voter ID from the search results.

Processing Voters

4. With the Ballot Request in hand, verify 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 voters ballot has not been returned. If a red signal light is indicated then the voter **did** return their ballot.
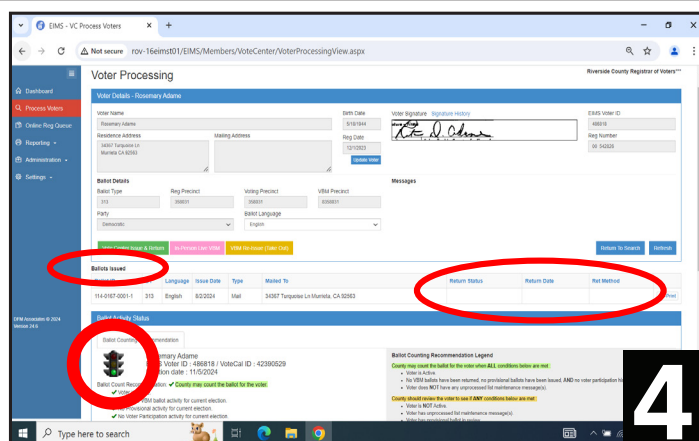
5. Once verified that the voter did not return a ballot, **click the VBM Re-Issue (Take Out) button** under the voter's information. **Do not click the Vote Center Issue and Return button.** The voter is taking it home with them and they will only be issued a ballot. By selecting the Issue and Return button, it will indicate the voter is voting at your vote center.
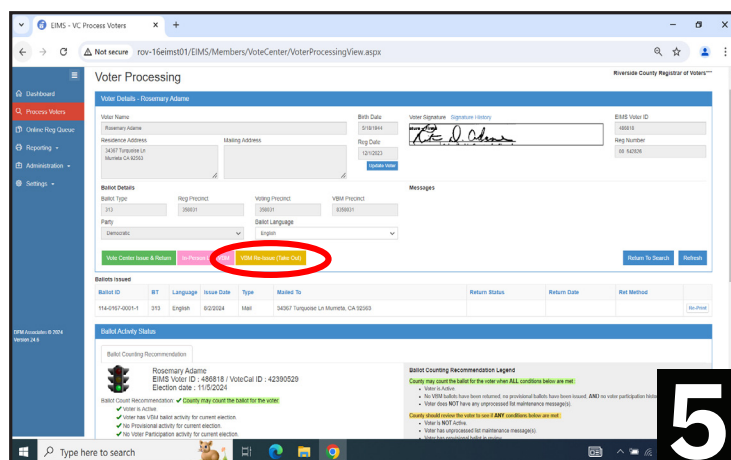
6. The voting location will be able to issue a paper ballot from the BOD Printer. Retrieve a VBM envelope to issue to the voter with their printed ballot.

7. The printer screen will appear and the voting location will allow you to print two labels from the Dymo Printer. Change the number of labels printed to 2.

Processing Voters

8. Place one label on the back of the VBM envelope.

9. The second label will go on the back of the Ballot Request. Place the Ballot Request on the side of your laptop. Do not count this request during your daily audit 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.

10. On the BOD Printer the laptop screen will display the processing screen titled Mobile Ballot Production.

Processing Voters

11. On this screen under Precinct Portion is a section that reads "Click here…" in green. Click on that section. This is where you will be entering the voter's Voting Precinct number based on the voter's VBM envelope.
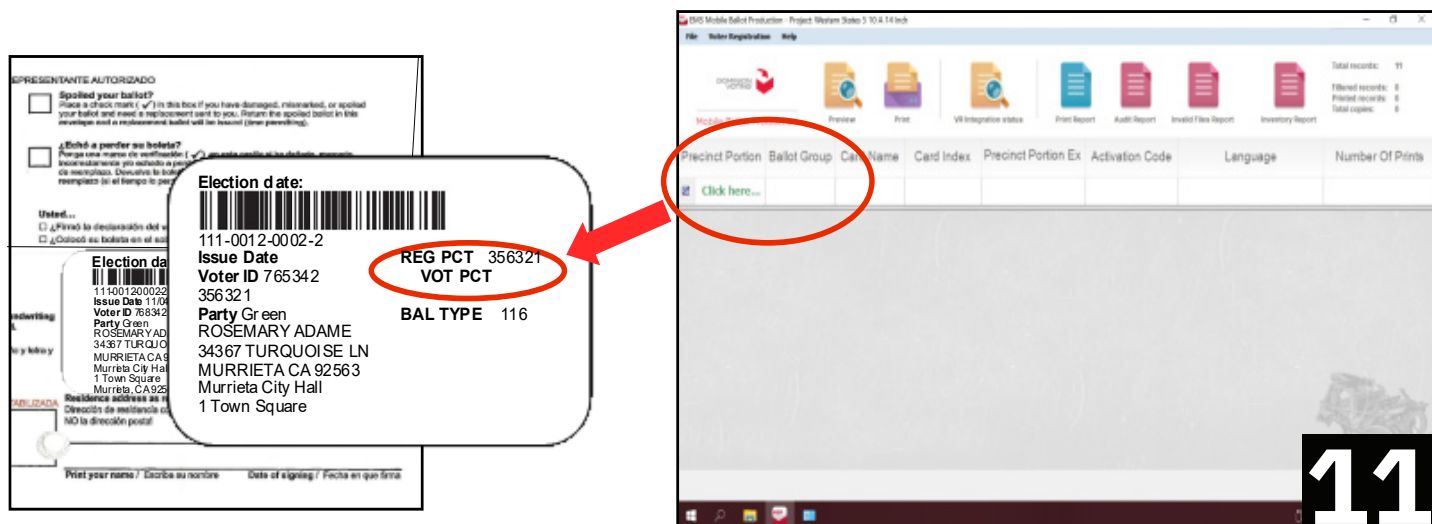
12. Enter the voter's Voting Precinct number from the voter's VBM envelope. The number will appear once or twice, depending on the number of ballot cards for the election. Highlight the precinct number with the number 1 under Card Index and click the Print icon and another window will appear.
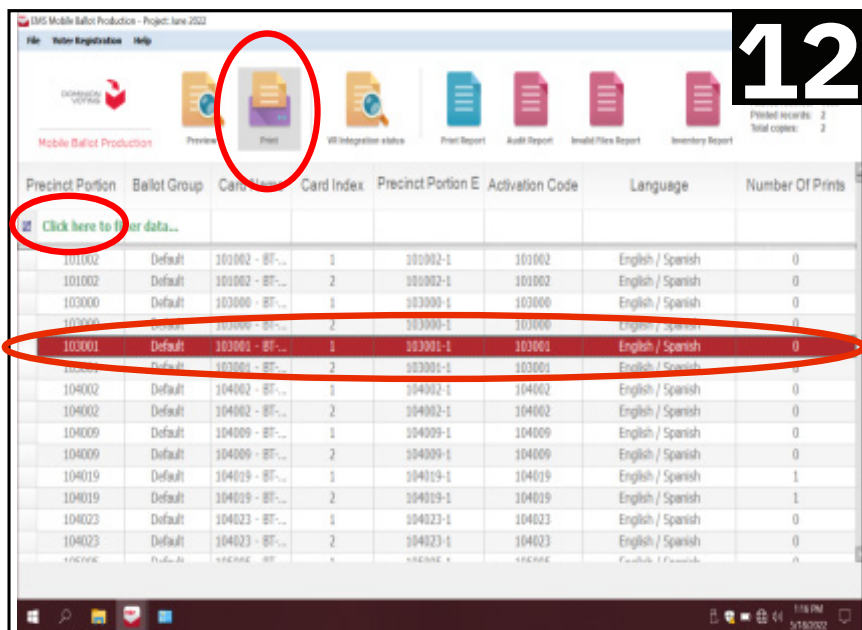
DO NOT DOUBLE CLICK ON THE HIGHLIGHTED SCREEN. IT WILL GENERATE A PDF BALLOT AND THE INVENTORY REPORT AT THE END OF THE DAY WILL NOT SHOW THE CORRECT NUMBER OF BALLOTS PRINTED ON THE BOD.

13. 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. Click the Print button.
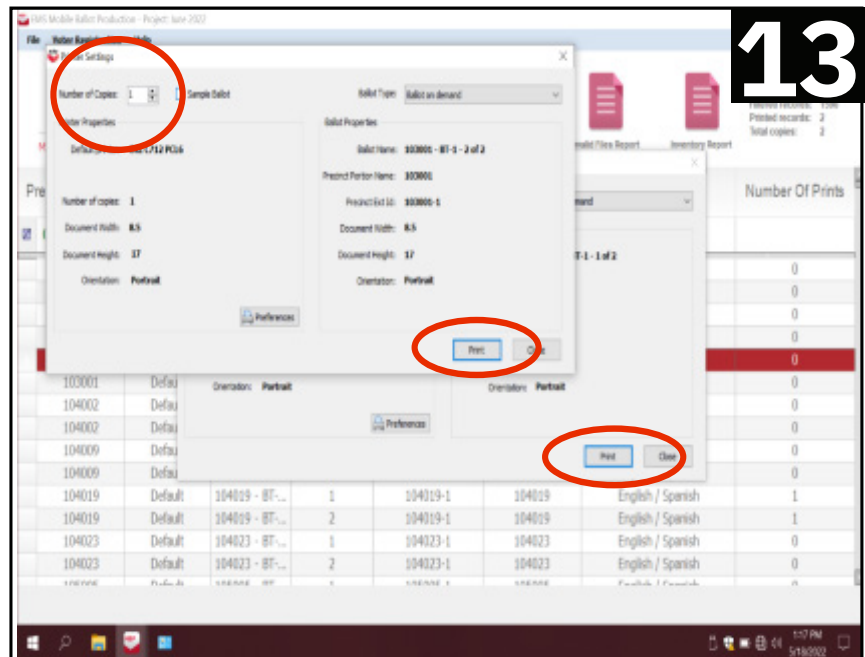
14. The Number of Printed Pages screen will appear once or twice, depending on the number of ballot cards for the election. Select the Confirm button for as many ballot cards are for the election. Once printed, two Election Officers must verify that the ballot cards are correct by matching the voting precinct number on the voter's Dymo label with the voting precinct number on the upper right hand corner of the ballot cards. Fold the ballot card(s) and place in the voter's VBM envelope.

Processing Voters

15. Fold the ballot card(s) and place in the voter's VBM envelope.

16. 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.
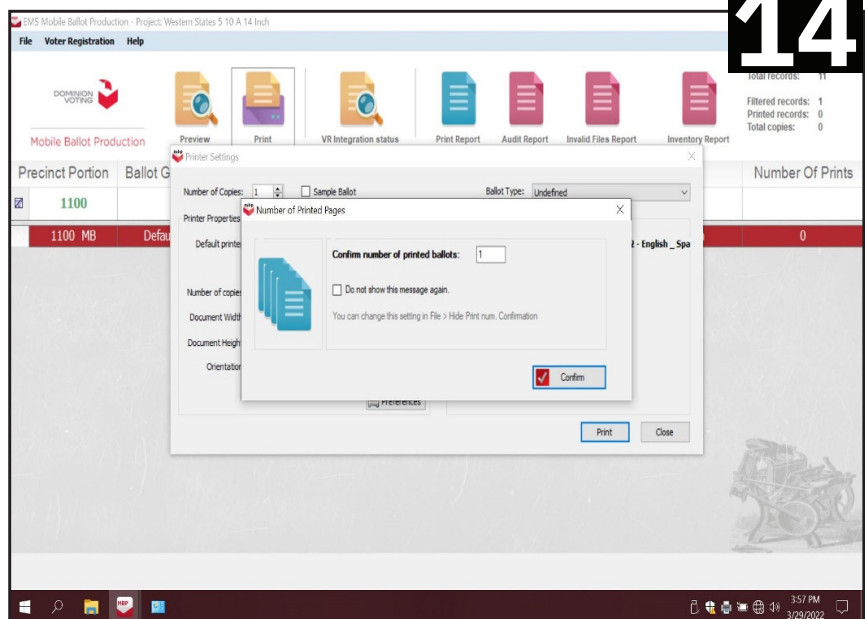
Processing Voters
Live VBM Return

Riverside County voters can now cast their VBM ballot at any VC 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 VC, complete the following steps to process them:

1. Have the voter complete a Ballot Request, and bring it to a lead 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.

3. Find the VBM ballot issued to the voter in EIMS and click the In-Person Live VBM button.

4. Print one Dymo label and place it on the back of the Voter's Ballot Request. Don't forget to have the voter sign the regular sign-in roster. The Voter can then cast their ballot into the unscanned slot on the Ballot Scanner.

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 themselves 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).) **A 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 a voter's representative comes to your VC, give them an Application to Provide Vote-by-Mail Ballot to Representative. More copies of this form can be printed from the shared drive on the VC laptops.

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 VC 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 representative's information.

Processing Voters

4. Find the voter's name from the list. Verify the address by using the Application to Provide Vote-by-Mail Ballot to Representative form. Once confirmed click the voter's Voter ID from the search results.
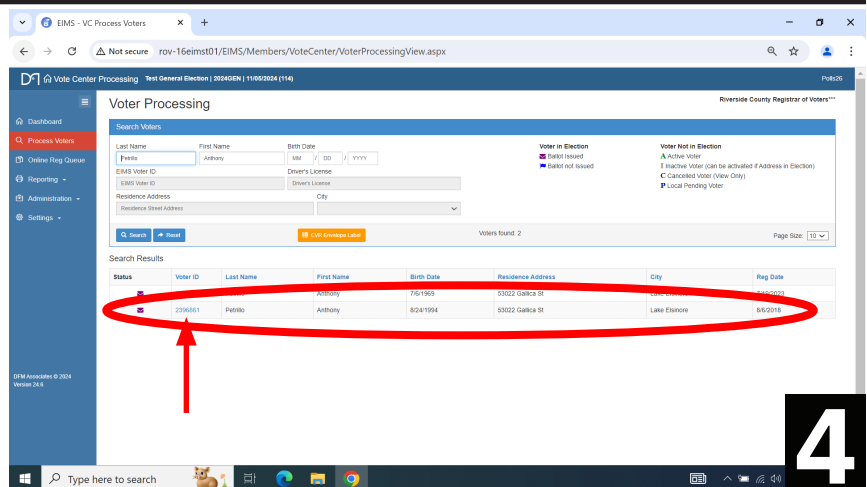
5. With the Application to Provide Vote-by-Mail Ballot to Representative form in hand, verify voter's address in EIMS. On the same screen, in the Return Status of the Ballots Issued verify a ballot has not been returned by the voter. A green signal light will verify the voter's ballot has not been returned.
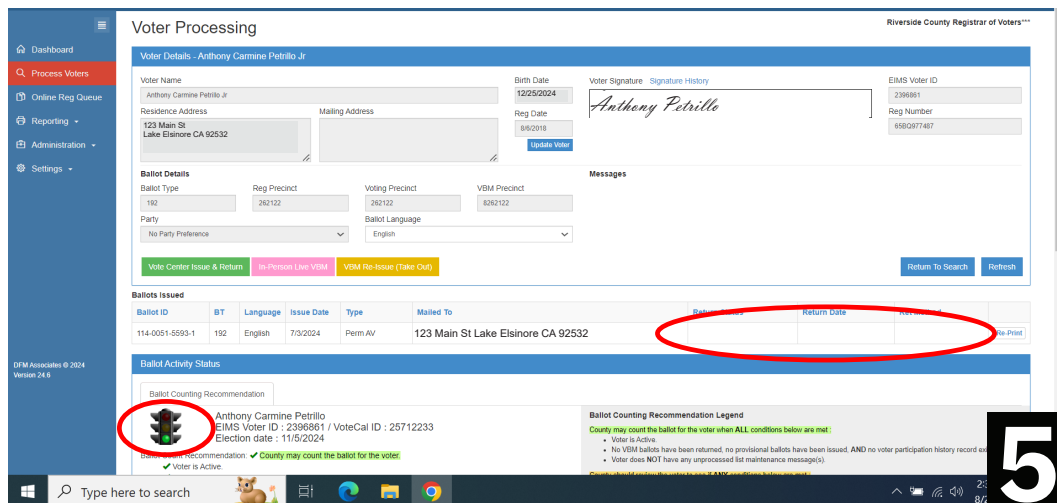
6. Once verified that the voter did not return a ballot, click the **VBM Re-Issue (Take Out)** button under the voter's information. **Do not click the Issue and Return button.**
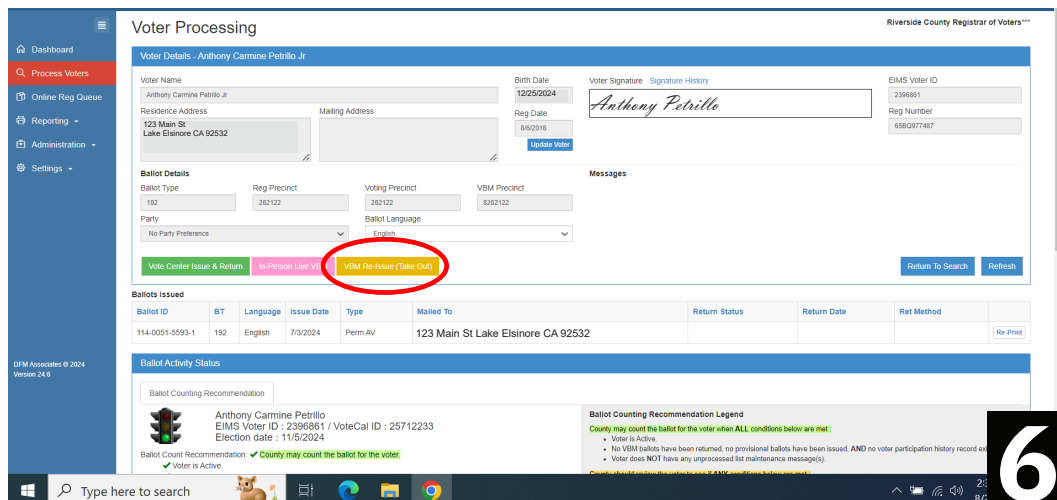
Processing Voters

7. The printer screen will appear and allow you to print two labels from the Dymo Printer. Make sure to change the quantity of labels printed to 2.
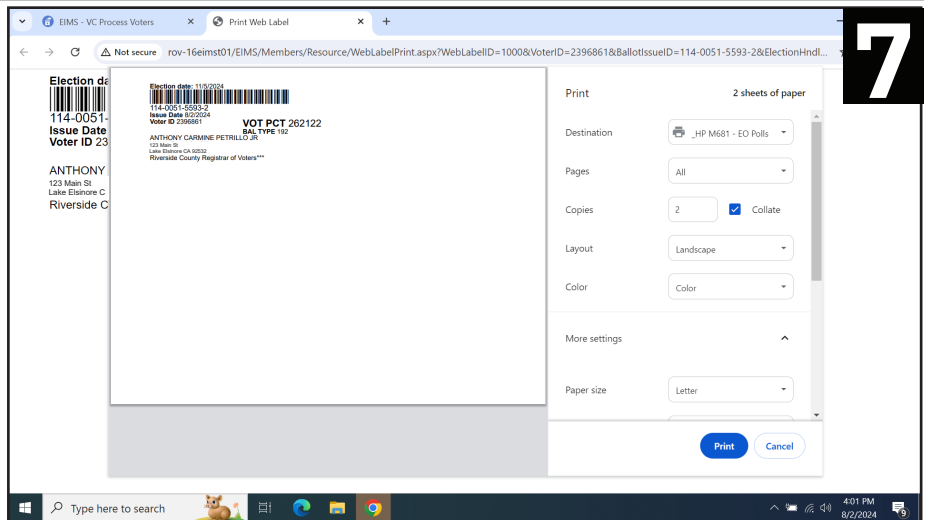
8. Place one Dymo label on the back of a new VBM envelope. You can find new VBM envelopes in your supply tubs.
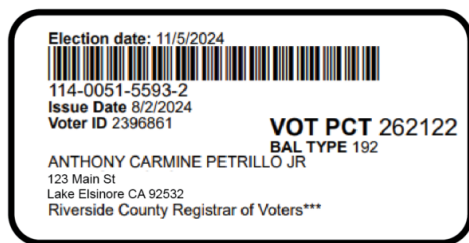
9. Place the other label on the back of the Application to Provide Vote-by-Mail Ballot to Representative form.
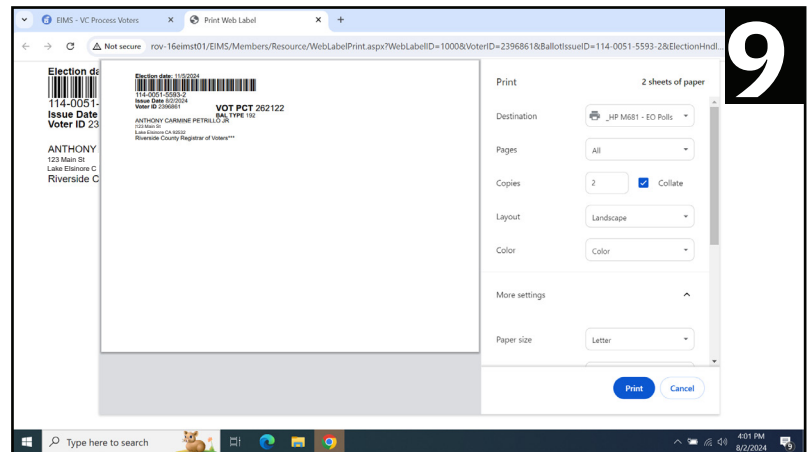
Processing Voters

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

11.   When the ballot is printed, fold the ballot card(s) and place in the voter's VBM envelope.
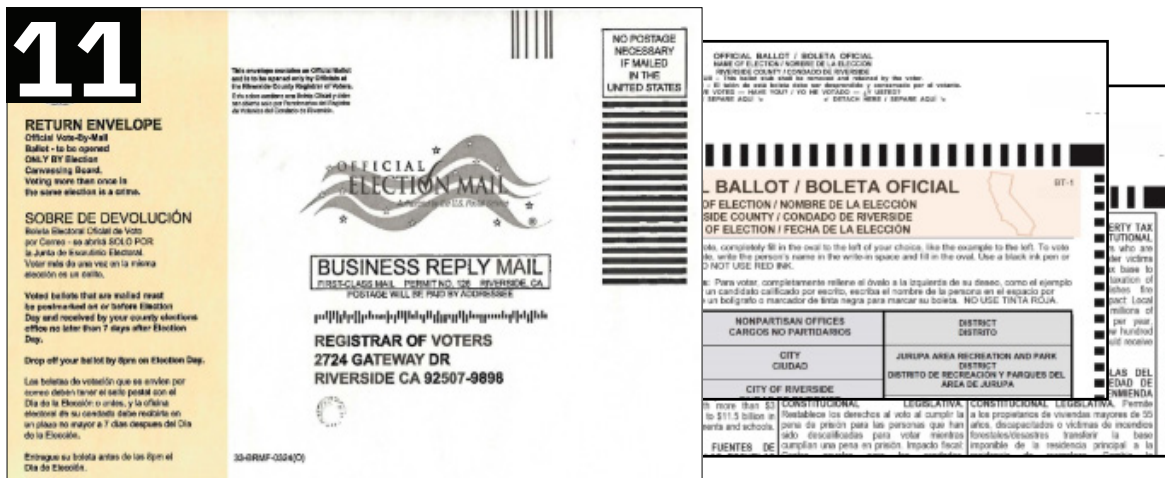
12.   Hand the representative the VBM envelope. Remind the representative that the voter must sign the envelope before returning it. The voter or the representative can mail or bring the ballot back to any VC or ballot drop off site on or before election day.

13.   Fold the Application to Provide Vote-by-Mail Ballot to Representative form in half and keep it with the rest of the VBM Re-Issue Ballot Requests.

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 say "Please Insert Ballot."

2. Once inserted, the scanner screen will say "Scanning Ballot."
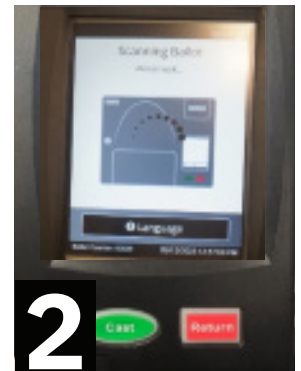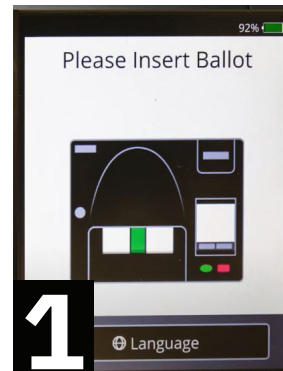
3. If the ballot is marked correctly the scanner screen will display Review Complete. The voter can choose to have the ballot returned or they can cast their ballot.

4. Push the green button to cast the ballot or the red button to return the ballot to the voter for review.
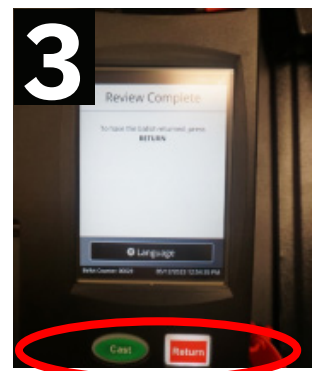
5. If the voter cast their ballot the scanner screen will say "Ballot Successfully Cast!"
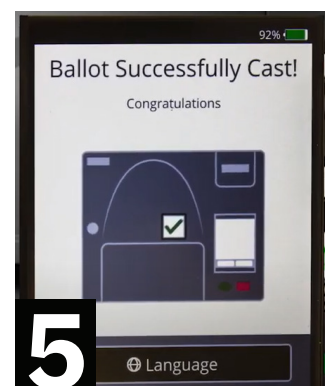
Processing Voters

> **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. Gently pull on the ballot so as not to tear it in any way. Wait for the message on the scanner display to clear. When the display says "Please Insert Ballot," have the voter reinsert the ballot.

9. If the scanner display screen reads "Assistance Required!", 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.
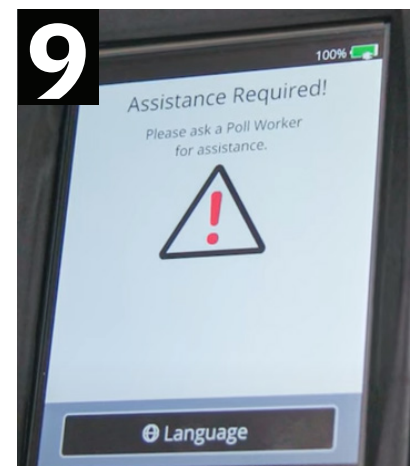
Processing Voters

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.
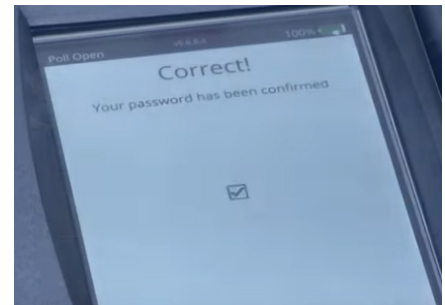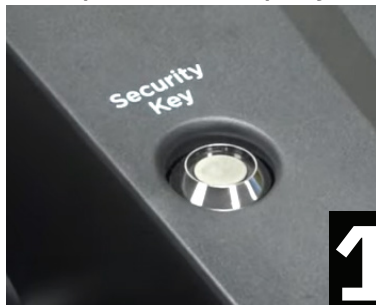
> **Note: If there is a paper jam or a problem with the password contact the Registrar of Voters office at (951) 486-7341 for further instructions.**

11. Read the message on the display screen. The message that shows on the screen will determine if the ballot was counted or not. If the screen reads "Paper Jam IMPORTANT: RESULTS HAVE BEEN SAVED", try to manually remove the ballot from the rear scanner slot. Once the ballot has been removed, place it in the scanned ballot compartment. This means the ballot was jammed in the rear slot of the Ballot Scanner and the ballot has been cast.
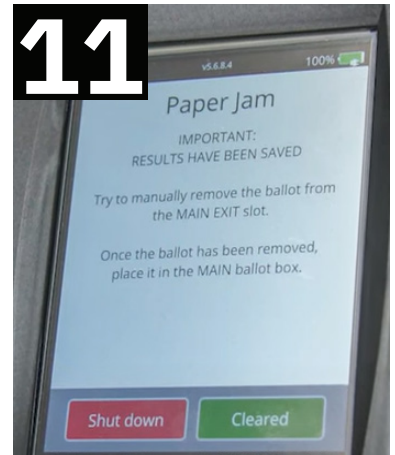
12. Let the voter know their ballot has been cast. You will have to break the seal on the scanner latch to place the ballot in the scanned ballot compartment of the Ballot Scanner Cart.
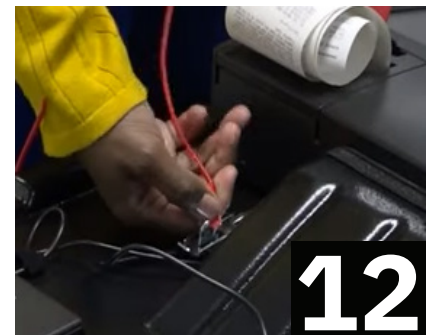
13. Move the scanner forward and gently pull the ballot out of the rollers and drop the ballot in the scanned ballot compartment of the Ballot Scanner Cart. Once the ballot has cleared press the green Cleared button on the display.
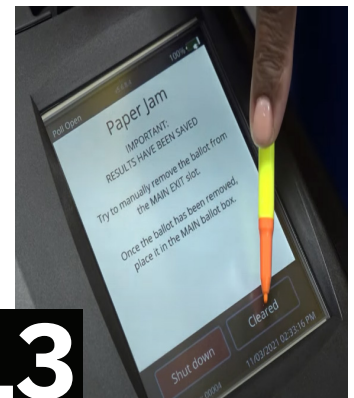
Processing Voters

14. The display will read "Checking Jam... Please wait...". Once confirmed that the ballot has cleared, the *Main Menu* screen will appear.
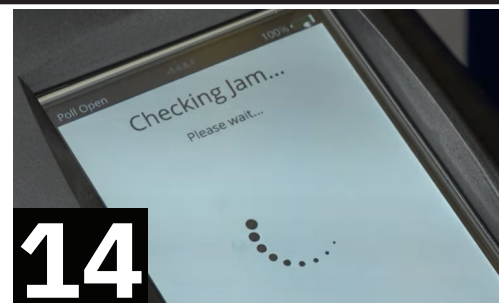
15. On the Main Menu screen press Standard Voting and then press confirm on the next screen to return to the regular scanning screen. The screen will say "You have chosen to start a standard voting session. Do you wish to continue?" Touch the *Confirm* button.
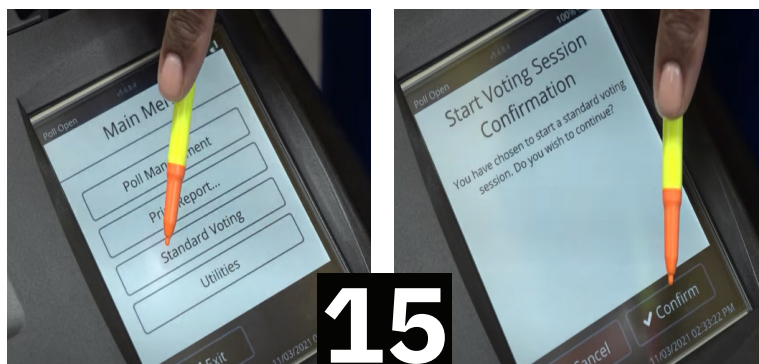
16. The screen will return to the *Please Insert Ballot* screen. If the ballot has not been cast or damaged, reinsert it into the Ballot Scanner. If the ballot is damaged and not read by the scanner, spoil the ballot and issue another ballot to the voter. If the ballot has been read insert it into the 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. Make sure to put the broken E seal into the Broken Seals Bag.

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

18. 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.

19. Return the Secrecy Sleeve and pen to the processing table. Place the voter's Dymo® label in the Dymo Printer Label bag.
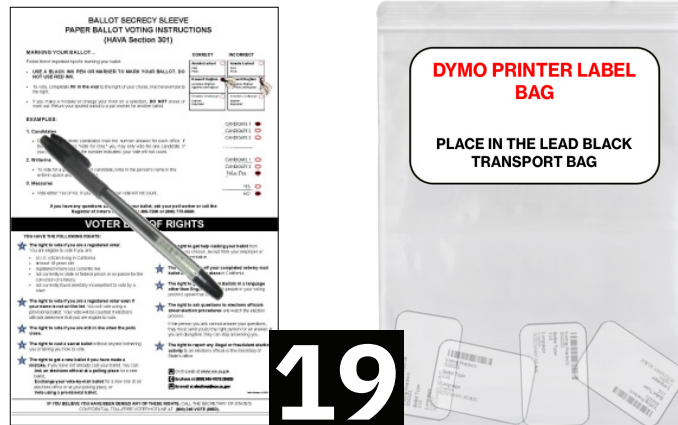
Note: Remind the voter to put only one ballot card in the Ballot Scanner at a time. This will decrease any system jams that may occur. If there is a problem with unjamming the Ballot Scanner or wondering if the ballot was scanned successfully on the Ballot Scanner contact the Registrar of Voters office at (951) 486-7341 for further instructions.

20. 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, 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 will revert back to English.

147
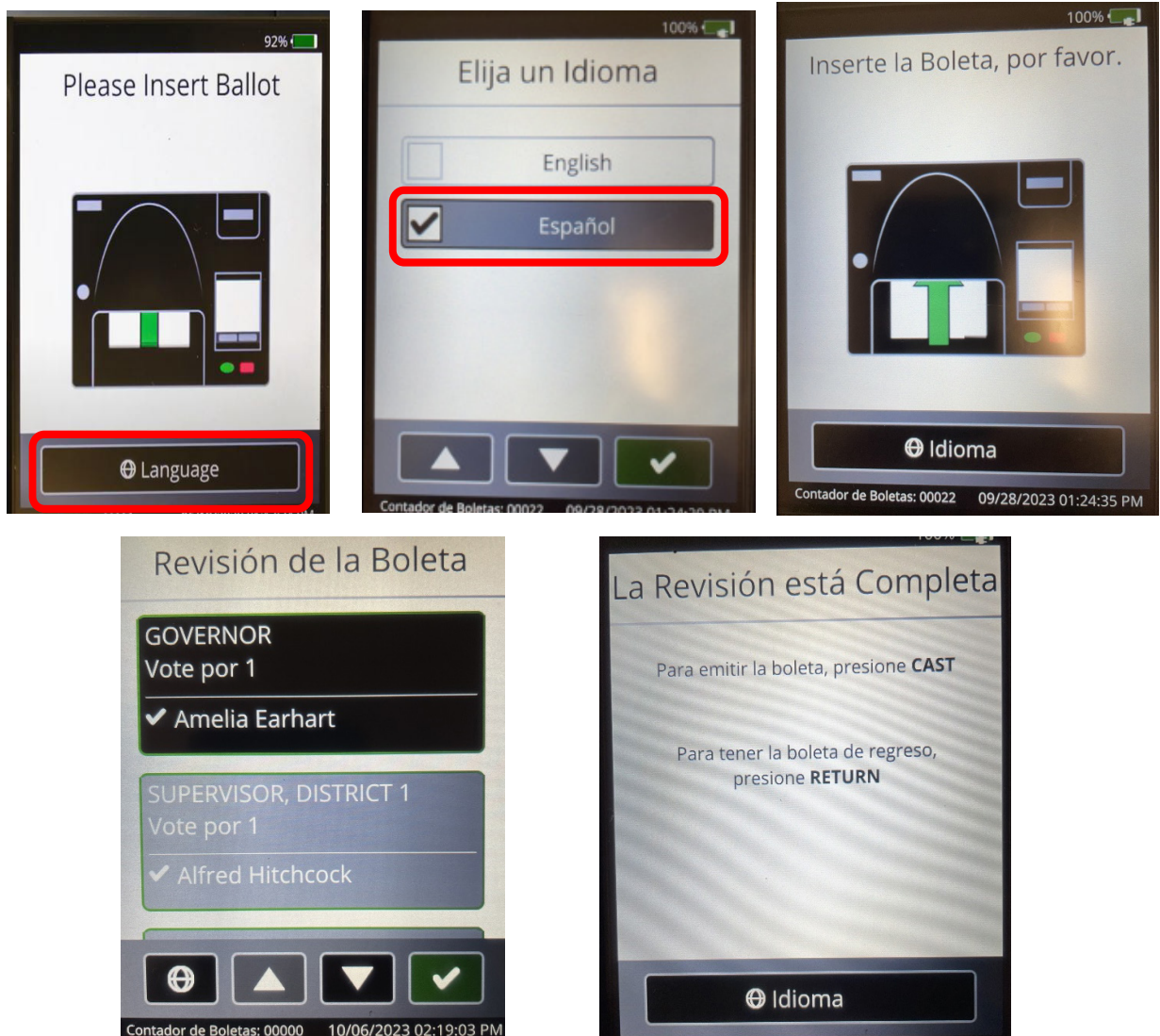
Processing Voters

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 paper ballot or 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 check mark 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.
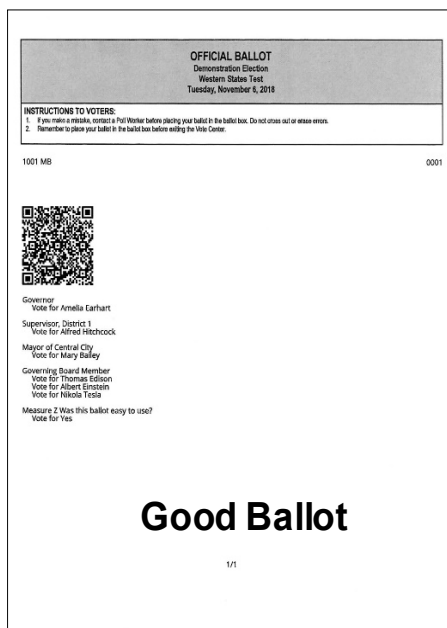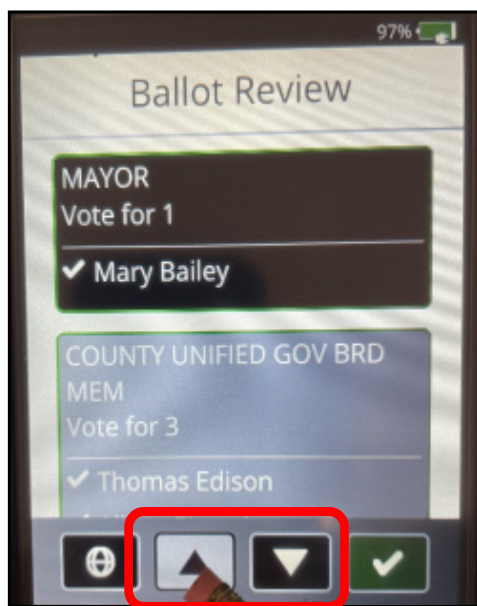
Good Ballot
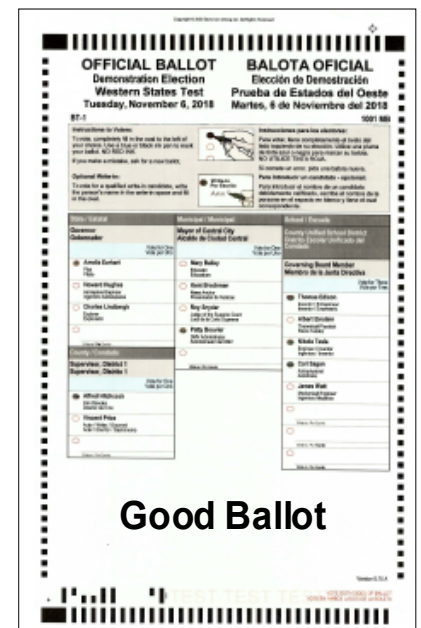
Good Ballot
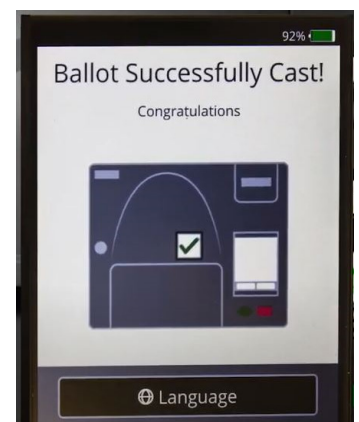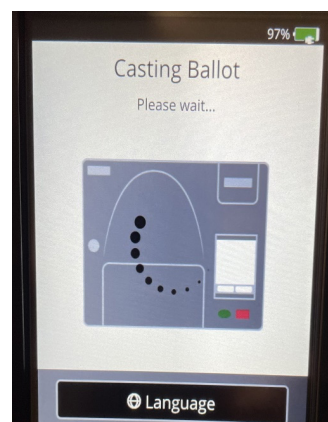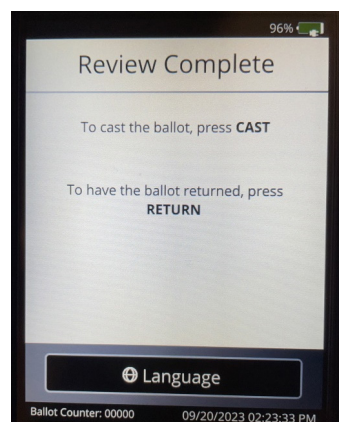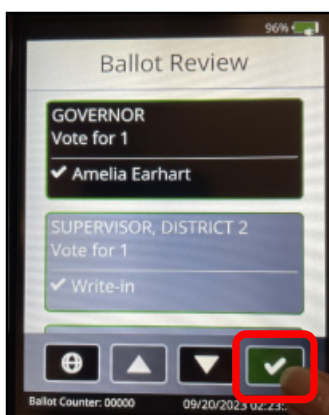
Processing Voters

Ambiguous Mark:

An ambiguous mark is a mark on the ballot that 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
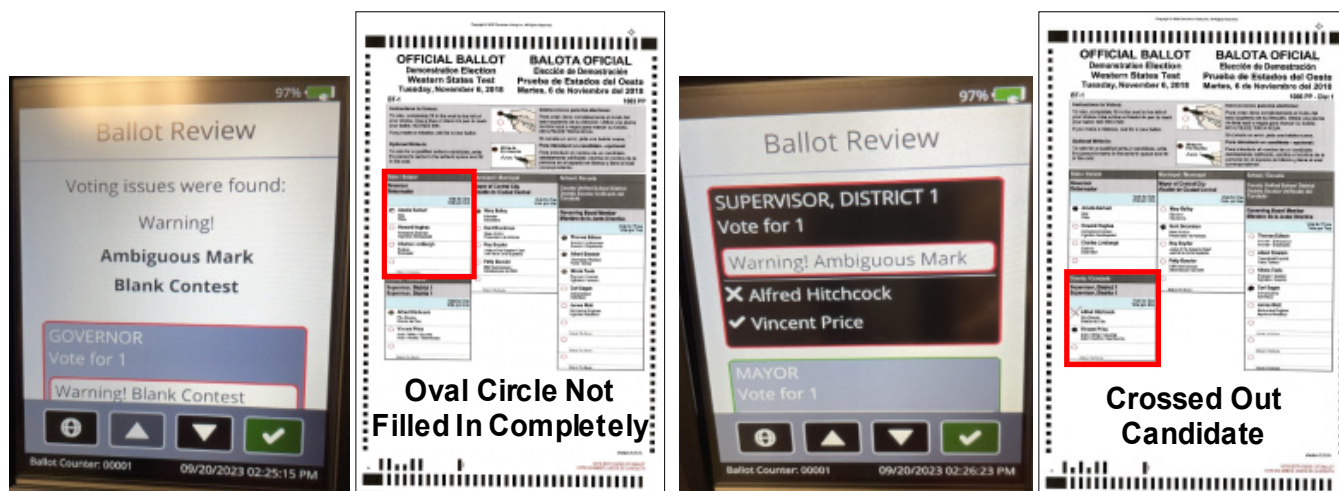
Blank Ballot:

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
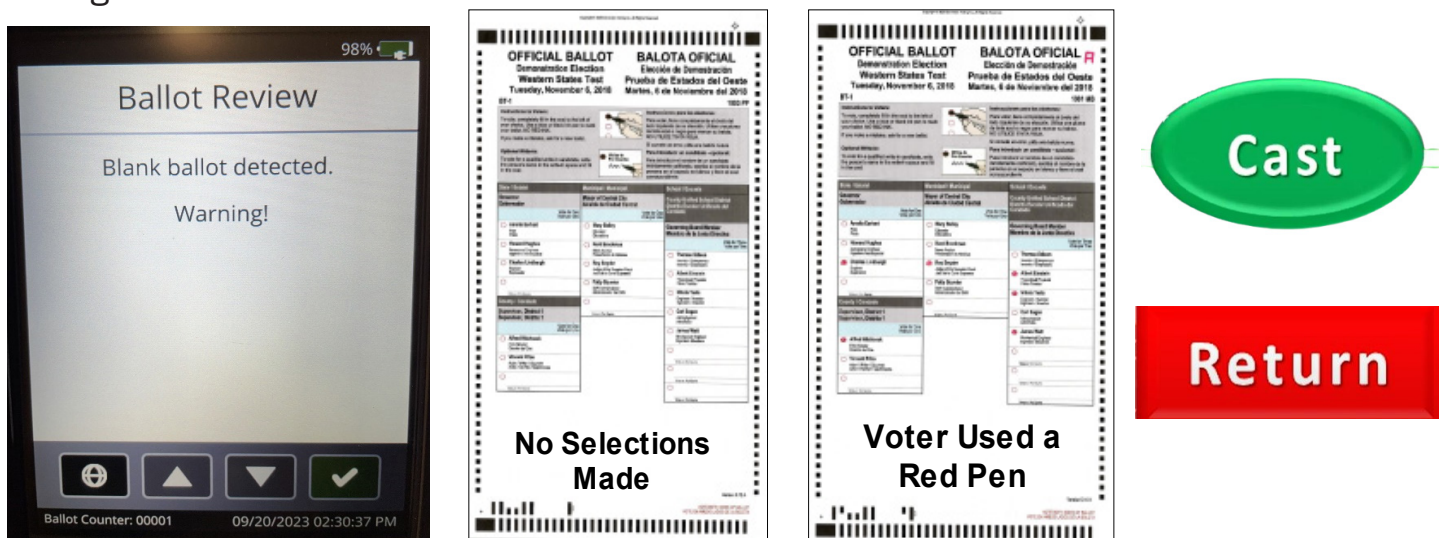
Processing Voters

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
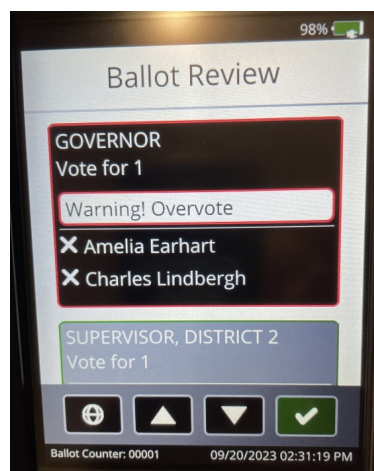
Undervote:

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.
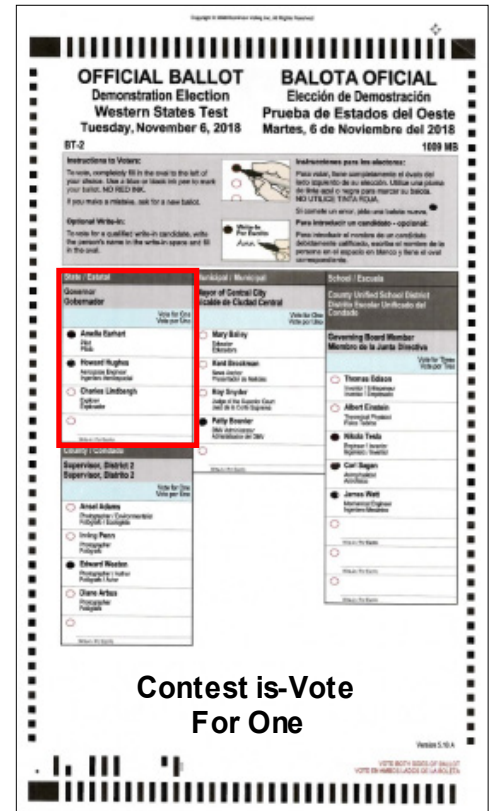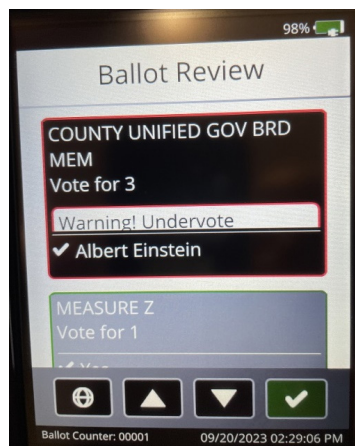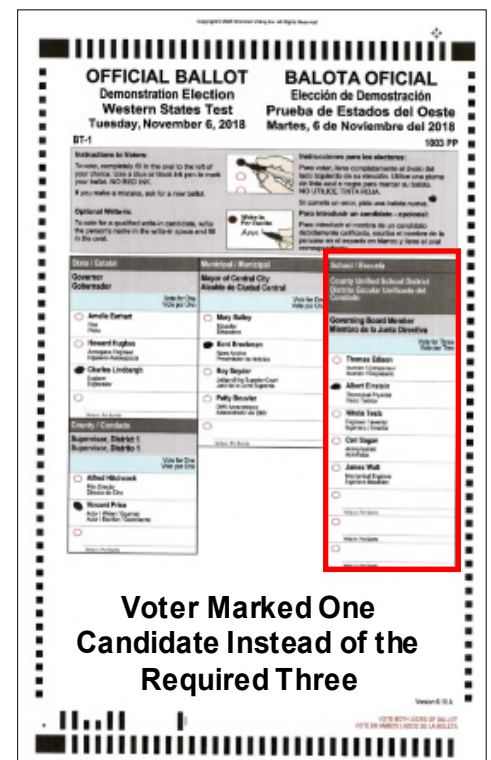
Voter Marked One Candidate Instead of the Required Three

Processing Voters

Write-In Ballot:

Voters have the option to write in a qualified write-in candidate on their ballot. The AVU ballot allows voters to type in a qualified write-in candidate 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. A list of qualified write-in candidates can be found in the lead binder or printed from the G drive on the vote center printer. A copy must be placed at the greeting station.

Good Ballot with a Write-In Candidate

Good Ballot with a Write-In Candidate
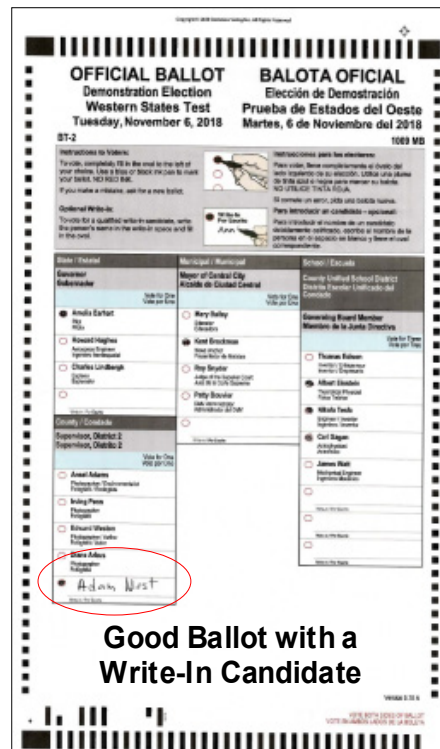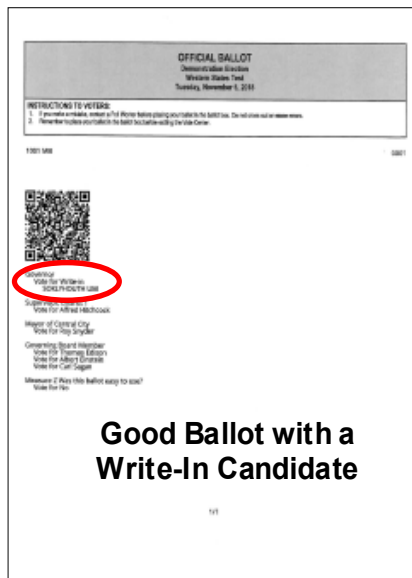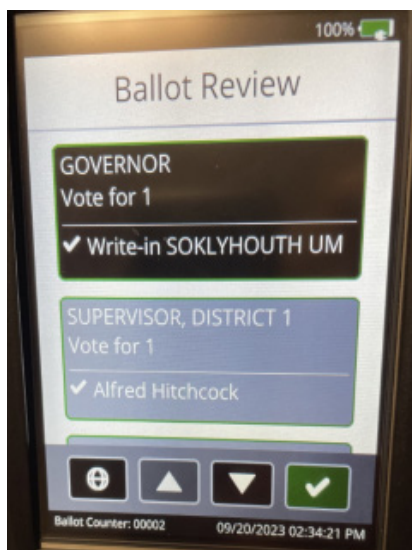
Processing Voters

List of Acceptable Identification Documents for Voters with "First Time Federal Voter - ID Required" Status

Under federal law, first-time voters who registered by mail may be required to show identification to vote. This notation on the voter list (EIMS) will be made when the voter mailed in or submitted online a voter registration application without providing a driver license number or the last four digits of their social security number. (Section 303 of the Help America Vote Act of 2002, 52 U.S.C. § 21083(b); Cal. Code of Regs., tit. 2 § 20107)

When processing a voter, look out for the message as shown below, "First Time Federal Voter - ID Required" in the Voter Processing screen. **If the "First Time Federal Voter - ID Required" message is not shown, do not ask the voter for identification.** The voter must present one of the acceptable documents listed on the following page. Voters are only required to present one of the documents below for verification. Any voter designated as "First time Federal Voter - ID Required" who is unable to present one of the documents listed shall be permitted to cast a CVR ballot. See processing instructions on the next page.

Processing Voters

Photo ID **Must have photo and name** (The ID must be current and valid)	Other ID **Must have name and address** (The document must be dated subsequent to the date of the last general election, unless the nature of the document is permanent)
Driver's license or ID card of any state	Utility Bill (i.e. electric, water, gas)
Passport	Bank statement
Employee identification card	Government check
Identification card provided by a commercial establishment	Government paycheck
Credit or debit card	Document issued by a governmental agency
Military identification card	Voter Information Guide
Student identification card	Voter notification card
Health club identification card	Public housing identification card
Insurance plan identification card	Lease or rental statement or agreement
Public housing identification card	Student identification card
	Tuition statement or bill
	Insurance plan card
	Discharge certificates, pardons, or other official documents issued to the voter in connection with the resolution of a criminal case, indictment, sentence, or other matter
	Senior citizen discount cards issued by public transportation authorities
	Identification documents issued by governmental disability agencies
	Identification documents issued by government homeless shelters and other temporary or transitional facilities
	Drug prescription issued by a doctor or other health care provider
	Property tax statement
	Vehicle registration or certificate of ownership

> When processing a voter who is unable to present one of the document mention in this form, Election Officer will notate on the back of the CVR Envelope under "Other" write "FTFV - No ID Provided".

If you require assistance in processible a "First Time Federal Voter - ID Required" contact the Registrar of Voters' Office at 951-486-7341.

Processing Voters
Confidential Voters

Occasionally, after looking up a voter in EIMS, you will find an Active Voter whose Voter ID you will not be able to click on; you will also see a message that states "Please instruct the VOTER to contact Registrar of Voters Office" in the Voter's Residence Address field. This Voter is a Confidential Voter. To process a Confidential Voter, after looking them up in EIMS, instruct the Voter to contact the Registrar of Voters Office for further instruction. These Voters should know they are Confidential Voters and have different protocols for voting than regular Voters.

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 a voter asks to be accompanied to a voting booth and **assisted with marking their ballot**, an Election Officer must notate the voter's name 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
- 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 ROV Command Center immediately at (951) 486-7341 before making a challenge to any voter.

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6. VOTERS REQUIRING ASSISTANCE

NOVEMBER 5, 2024, GENERAL ELECTION

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

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

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.
- 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.

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

Voters Requiring Assistance
Service Animals

People with disabilities may be accompanied by a guide or service animal. Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally **must allow service animals** to accompany people with disabilities in all areas of the facility where the public is allowed to go.[2] **Do not pet or distract** these animals. The animal is responsible for the owner's safety and is working.

Under the ADA, **a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability.** The task(s) performed by the dog must be directly related to the person's disability.

The dog must be trained to take a specific action when needed to assist the person with a disability. For example, a person with diabetes may have a dog that is trained to alert him when his blood sugar reaches high or low levels. A person with depression may have a dog that is trained to remind her to take her medication. Or, a person who has epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure.

In situations where it is not obvious that the dog is a service animal, **staff may ask only two specific questions:** (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

The ADA **does not require** service animals to wear a vest, ID tag, or specific harness.

The ADA **requires that service animals be under the control of the handler at all times**. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. Under control also means that a service animal should not be allowed to bark repeatedly in a lecture hall, theater, library, or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control.

If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

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[2] *Frequently Asked Questions about Service Animals and the ADA, U.S. DOJ Civil Rights Division, https://www.ada.gov/resources/service-animals-faqs/*

Voters Requiring Assistance

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.**
- 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.

Voters Requiring Assistance

- 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.

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.

Voters Requiring Assistance

- 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.
- 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 vote center.

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 Audio Tactile Interface (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 must initial the

> 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

List of **Assisted Voters**, which can be found in the back of each regular Sign-In Roster.

Activating an Audio Voting Session (AVS)

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.
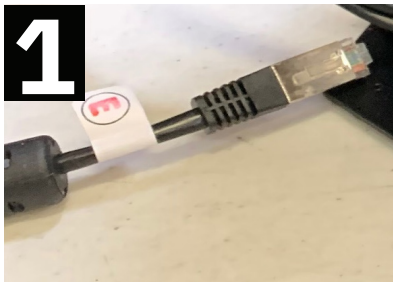
Ethernet cable *E*   Ethernet port *E*   Power light
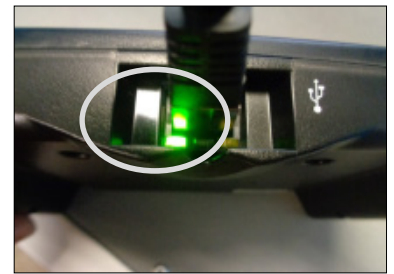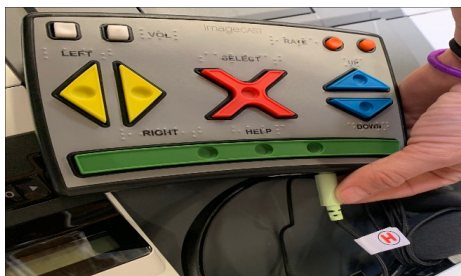
Headphone cable *H*   Headphone port *H*

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

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Voters Requiring Assistance

3. Insert the Poll Worker Ballot Activation Card into the AVU. With the "Key" image 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 voting precinct number found on the Dymo label.

Election date:

112-0012-0002-2
Issue Date   **REG PCT**   356321
Voter ID 765342   **VOT PCT**   356321
Party Green   **BAL TYPE**   116
ROSEMARY ADAME
34367 TURQUOISE LN
MURRIETA CA 92563
Murrieta City Hall
1 Town Square
Murrieta, CA 92562

Voters Requiring Assistance

5. Press the *Enable AVS Controller* box in 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, press Activate and remove the Poll Worker Ballot Activation Card.
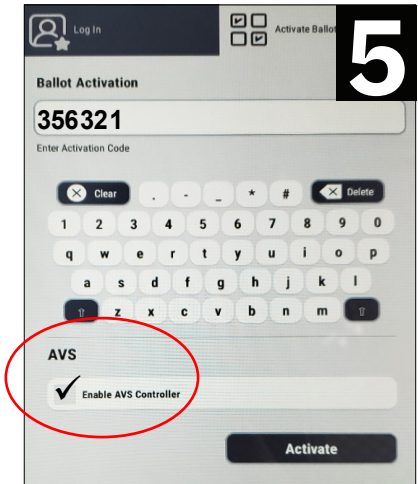
6. The AVU can now be placed into *Audio Voting Mode* by touching the ATI button. If a voter has their own device, they may select that mode by pressing the appropriate button displayed on the touchscreen.

   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 can choose their desired language by pressing twice on the language button of their choice or selecting the red X button once on the ATI controller. To use the touchscreen on the AVU the voter will have to touch the screen twice. If using the ATI controller the voter will use the buttons provided on the ATI.

8. After listening to the ATI instructions, the voter can press the red X button or press 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

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 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 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".

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.
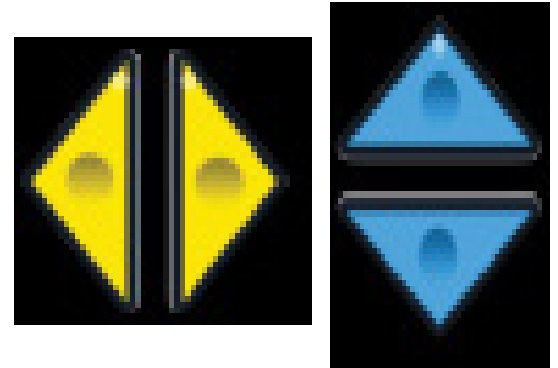
Voters With Language, Literacy, and Comprehension Needs

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:

Voters Requiring Assistance

- 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 VC Printer from the 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 sign with a wireless doorbell or 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

To Vote Curbside:
Use doorbell or Call (877) 663-9906 or
California Relay Service (Dial 711)

VOTACIÓN EN LA ACERA
Para Votar En La Acera:
Use el timbre o llame al (877) 663-9906 o
Servicio de Retransmisión de California (Marque 711)
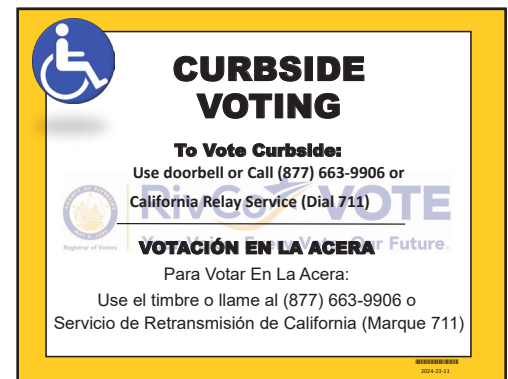
Offer your assistance as often as necessary. Should you require additional assistance, call the ROV Command Center at (951) 486-7341.

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.

County of Riverside Registrar of Voters
Ballot Request

VOTE CENTER #

VOTER COMPLETES THIS SECTION — PRINT CLEARLY | OFFICIAL USE ONLY

Name _____

Current Residence Address _____

City _____ ZIP Code _____

Birth date ___/___/___

BOOK # ____ LINE # _____

V.P. _____ PARTY ____

- Vote Center Issue & Return
- In-Person Live VBM
- VBM Re-Issue (Take Out)
- Conditional Voter Reg (CVR)
- AVU Ballot
- BOD Ballot
- Party / Address Change (PAC)
- Curbside Voters

Comment:

I hereby ... penalty of perjury under the laws of the State of Califor... not voted, nor will I vote by any other means for this ele... e information provided above is true and correct.

Signature of Voter   Date

2024-81-11 2024-81B-11

Voters Requiring Assistance

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 EIMS 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 voting precinct number, 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.**

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

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.

CURBSIDE VOTERS ROSTER
(E.C. § 14282)

| Site Name |

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.	PRINT NAME NOMBRE LETRA DE MOLDE	SIGNATURE FIRMA	CURRENT RESIDENCE ADDRESS DIRECCIÓN ACTUAL
C 1	Maya Browes	Maya Browes	
C 2			
C 3			

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.**

Election date :

112-0012-0002-2
Issue Date
Voter ID 765342
Party Green
ROSEMARY ADAME
34367 TURQUOISE LN
MURRIETA CA 92563
Murrieta City Hall
1 Town Square
Murrieta, CA 92562

REG PCT 356321
VOT PCT 356321
BAL TYPE 116

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.
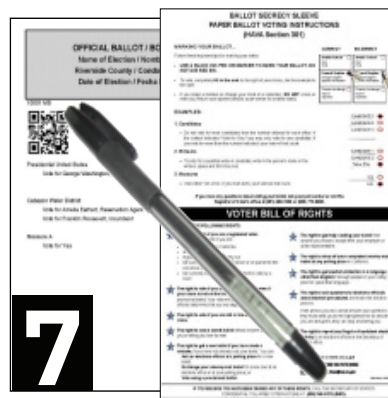
Voters Requiring Assistance

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.

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.

Unscanned Ballot Slot

Language Interpretation Services

The County of Riverside provides interpretation services for many languages, including the following: 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 located in the Resource Materials Bag found in Tub #1 and is also available in the vote center share drive.

7. CLOSING THE VOTE CENTER EACH DAY

Registrar of Voters

RivCo VOTE
Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024, GENERAL ELECTION

Closing the Vote Center Each Day

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

Closing Steps Each Day

The following steps can be done by breaking up the Election Officers into several teams, depending on how many EOs are available. All of these tasks should be completed simultaneously. Remember that any Return Bags mentioned in this section can be found in the black Lead Bag. Designate a "completed" area to place all the return items ready to go back to the ROV. The exact number of Election Officers assigned to a team will vary based on available EOs.

Final Seals Check

Two election officers must check the last seals for the day on the BOD Printer, Ballot Scanner, and all the AVUs in use. **Important: this must be completed immediately after closing before the ballot and paper counting begins.**
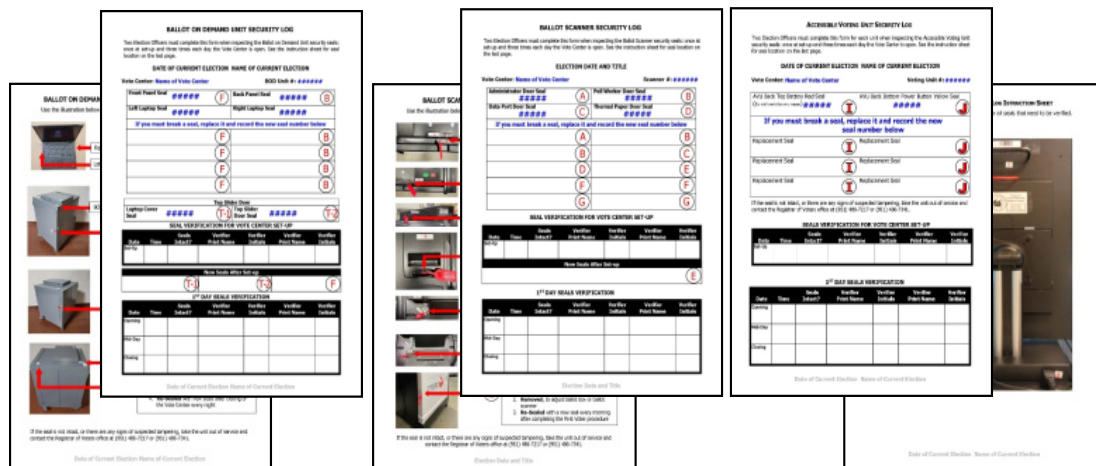
Sign, Curbside Doorbell, and Mitigation Retrieval

Retrieve all required signage and mitigation supplies. This includes all voting and informational signs, the curbside doorbell, as well as any supplies included in the site's Accessibility Kit. The items should all be place in an area that is easy to find for the next day's morning setup.

Flags & Directional Signs

Posters: in the Language Kit, Lead Binder.

Closing the Vote Center Each Day
Daily Audit Process

Two Election Officers will close the processing table and audit workstations. This must be done after the polls have closed and the last voter has been processed. The information this team collects will be used to complete Box G on the Ballot Statement.

1. Begin by retrieving a Workstation Summary Slip from the Lead Binder for each workstation used at your vote center. These can be found in your Lead Binder plastic pouch. Fill out the operator's name, workstation number, and the date.
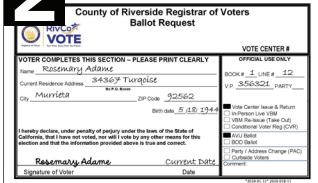
2. Count the Ballot Request forms retrieved from each laptop workstation and fill in line **A**. Only count the Ballot Request forms for voters that voted in your vote center. If any of the Ballot Request forms are from voters who requested a replacement ballot to take home (VBM Re-Issue Take Out), place that Ballot Request form, along with any Authorized Agent forms, with the BOD laptop.
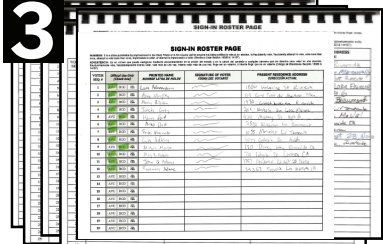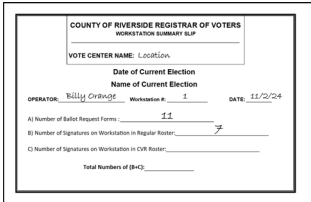
3. Count the total number of signatures in the regular Sign-In Roster for each laptop workstation. Exclude any names that have been crossed out (voter may have changed their mind and left without voting) and make sure any voters who signed on more than one line are only counted once. Once all signature are counted, fill in line **B**.
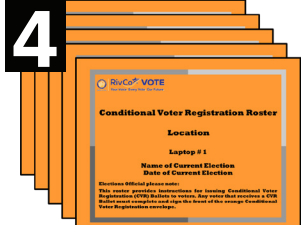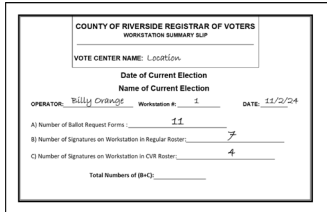
4. Repeat Step 3 for the CVR Roster and fill in line **C**.

Closing the Vote Center Each Day

5. Add lines B and C together at the bottom of the Workstation Summary Slip.

$$= 11$$

6. Repeat Steps 1-5 for each laptop workstation used at your vote center and add up all of totals from the bottom line for all Workstation Summary Slips. Write the total on a post-it note and place the post-it note on the stack of Workstation Summary Slips.

7. Retrieve the Curbside Voters Roster from the Lead Binder and count the total amount of signatures. Add the total amount of Curbside Voters Roster signatures to your total amount of signatures accounted for from the Workstation Summary Slips.

$$+ \quad = 60$$

8. Give the final amount of signatures on a post-it note to the Lead so they may complete the Ballot Statement.

9. For each laptop workstation, bundle all of the Ballot Request forms together with the station Workstation Summary Slip with a rubber band. Take all of the bundles and wrap them with another rubber band, and place them in the Ballot Request Bag

Closing the Vote Center Each Day

10. Retrieve the Ballot Request forms located under the BOD laptop, along with any Authorized Agent forms, and bundle them together with a rubber band and place them in the Ballot Request Bag.

11. Shut down each of the processing table laptops and disconnect the Ethernet cord, laptop mouse, Dymo printer, and power cord from the laptop. Only remove the laptop; leave everything else at the vote center until the final election night.

12. Place each of the laptops in their designated laptop bag (each bag is numbered) along with their corresponding Rosters (regular Sign-In and CVR).
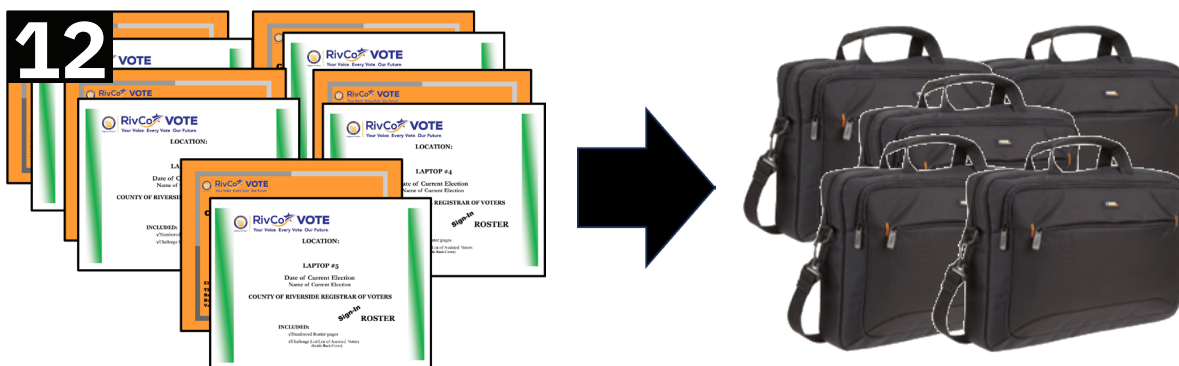
13. Place the laptop bags in the "Completed" area.

Closing the Vote Center Each Day

14.   Place all completed Voter Registration Cards in the Completed Voter Registration & Party/Address Change (PAC) Bag and place it in the red Transport Bag. Place the red Transport Bag in the "Completed" area.

Ballot Counting

Before you begin, you will establish three areas. One will be designated as the "counting" area. The next will be the "completed" area. The third will be the "envelope" area. **You must make this clear distinction to avoid mixing up the Scanned and Unscanned Ballots.**

Envelopes

To be completed by at least two Election Officers.

1. Break the seal on the black VBM Ballot Box and retrieve any VBM envelopes and CVR envelopes. Place the seal in the Broken Seals Bag.

2. Separate the VBM Envelopes from the CVR Envelopes and count the total number of both. If there is a large number of VBM Envelopes, sort them into stacks of 25 for ease of counting. Record the total number of VBM Envelopes and write them both on a post-it note. Give the post-it note to the Lead filling out the Ballot Statement.
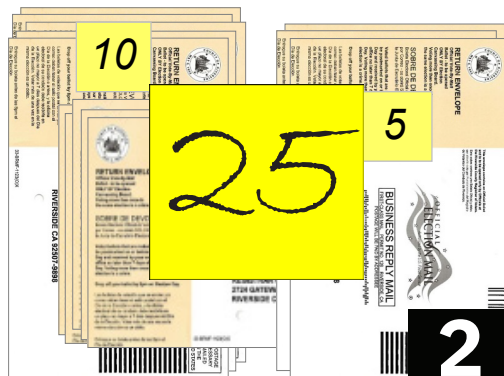
Closing the Vote Center Each Day

3. Place the VBM envelopes in the Vote-By-Mail Voted Ballots Bag and place it in the red Transport Bag in the completed area.

4. Count the total number of CVR Envelopes and write the total on a post-it note. Give the post-it note to the Lead filling out the Ballot Statement.

5. Place the CVR Envelopes in the Voted CVR Provisional Ballots Bag and place it in the red Transport Bag in the completed area.

6. Any out-of-county Ballots found in the black VBM Ballot Box will not be counted. Bundle the out-of-county Ballots together and place them in the Vote-By-Mail (VBM) Research Ballots Bag and place it in the red Transport Bag in the completed area.

AVU and BOD Ballot Sorting and Counting

1. One Lead and one Election Officer will work together on the following steps, starting with retreiving the Ballot Statement with the current date from the Lead Binder. The Ballot Statement is a white sheet of paper with three additional carbon copies attached (yellow, pink, and orange copy). The Lead assigned to the AVU and BOD Ballot Sorting and Counting team will be filling the Ballot Statement with each step.

Closing the Vote Center Each Day

2. Break the F Seal on the Ballot Scanner Unscanned Slot located on the top of the cart and place the broken seal in the Broken Seals Bag. Unlock and open the Ballot Scanner Unscanned Slot door.
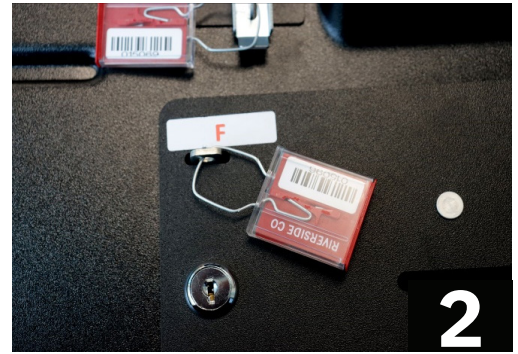
3. Collect the Unscanned Ballots from the Ballot Scanner Unscanned Slot.
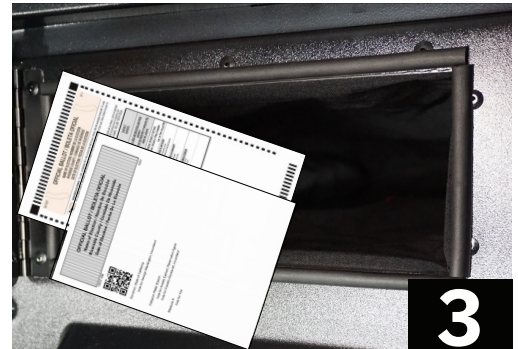
4. In the counting area, separate the AVU Unscanned Ballots from the BOD Unscanned Ballots. When the BOD Unscanned Ballot has more than one card, isolate the A cards for counting, and place the rest of the cards in the brown Unscanned Voted Ballots Carton. The other cards are not included in the count. **Only count the A cards.**

5. Count the AVU Unscanned Ballots and place a post-it note with the total count on top of the stack.

6. Count the BOD Unscanned Ballots (card A only) and place a post-it note with the total count on top of the stack.

7. Add the totals from the AVU Unscanned Ballots and the BOD Unscanned Ballots together and record the final count in box **A** on the Ballot Statement.

AVU Ballots

A Card BOD Paper Ballots
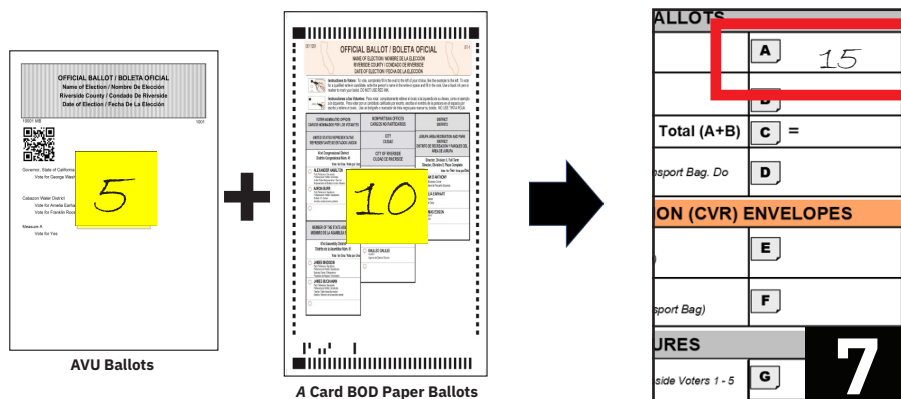
Closing the Vote Center Each Day

8. Remove all post-it notes and place all of the Unscanned Ballots, AVU and BOD, in the brown Unscanned Voted Ballot Box. Place the brown Unscanned Voted Ballot Box in the completed area.

Do not proceed to the next step until this step is complete!
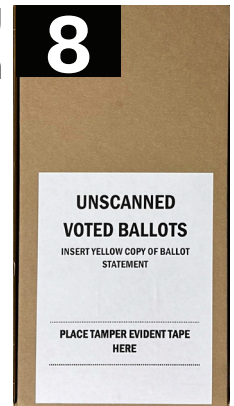
9. Break the G Seal on the Ballot Scanner Cart and place the broken seal in the Broken Seals Bag.

10. Unlock and open the cart door on the side of the Ballot Scanner Cart. Remove all Scanned Ballots from the Ballot Scanner Cart.
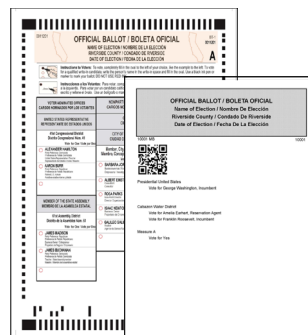
> **Note: At the end of every night, the Ballot Scanner remains plugged in and powered on. Leave the Ballot Scanner Unscanned Slot and the Ballot Scanner Cart door open every night up to Election Day.**

11. In the counting area, separate the AVU Scanned Ballots from the BOD Scanned Ballots. When the BOD Scanned Ballot has more than one card, isolate the A cards for counting, and place the rest of the cards in the white Scanned Voted Ballots Carton. The other cards are not included in the count. **Only count the A cards.**

12. Count the AVU Scanned Ballots and place a post-it note with the total count on top of the stack.

13. Count the BOD Scanned Ballots (card A only) and place a post-it note with the total count on top of the stack.

Closing the Vote Center Each Day

14. Add the totals from the AVU Scanned Ballots and the Scanned Ballots together and record the final count in box **B** on the Ballot Statement.

15. Remove all post-it notes and place all of the Scanned Ballots, AVU and BOD, in the white Scanned Voted Ballot Box. Place the white Scanned Voted Ballot Box in the completed area.

    Do not proceed to the next step until this step is complete!

16. On the Ballot Statement, add Lines A and B together and right the total amount on Line C.

17. Retrieve the Spoiled & Surrendered Bag from the processing table. Remove and sort the Spoiled Regular Ballot Envelopes, Spoiled CVR Ballot Envelopes, and Spoiled or Surrendered VBM Ballot Envelopes into separate stacks. **Neither the Spoiled or Surrendered VBM Ballot Envelopes are included in the Spoiled Ballot count.**

Closing the Vote Center Each Day

18. Count the Spoiled Regular Ballot Envelopes and write the total amount in box **D** of the Ballot Statement. Place the Spoiled Regular Ballot Envelopes back in the Spoiled & Surrendered Bag and keep it in the counting area.
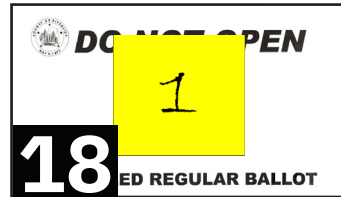
ALLOTS		
	A	15
	B	25
Total (A+B)	C	= 40
nsport Bag. Do	**D**	**1**
ION (CVR) ENVELOPES		
	E	
port Bag)	F	
URES		
side Voters 1 - 5	G	

19. Take the total count of the orange CVR Envelopes post-it and write the number in box **E** on the Ballot Statement.
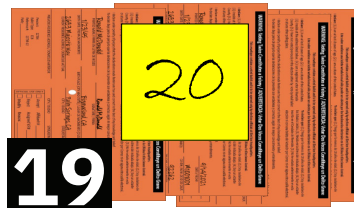
ALLOTS		
	A	15
	B	25
Total (A+B)	C	= 40
nsport Bag. Do	D	1
ION (CVR) ENVELOPES		
)	**E**	**20**
port Bag)	F	
URES		
side Voters 1 - 5	G	

20. Count the Spoiled CVR Ballot Envelopes and write the total amount in box **F** on the Ballot Statement.
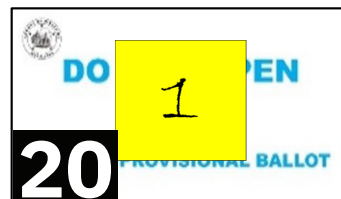
ALLOTS		
	A	15
	B	25
Total (A+B)	C	= 40
nsport Bag. Do	D	1
ION (CVR) ENVELOPES		
)	E	20
port Bag)	**F**	**1**
URES		
side Voters 1 - 5	G	

21. Place the Spoiled Regular Ballot Envelopes, Spoiled CVR Ballot Envelopes, and Spoiled or Surrendered VBM Ballot Envelopes in the Spoiled & Surrendered Bag and place it in the red Transport Bag in the completed area.
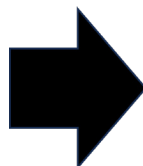
Closing the Vote Center Each Day

22. Take the total count of the combined roster signatures (regular Sign-In Rosters, CVR Rosters, and Curbside Roster) post-it and write the number in box **G** on the Ballot Statement.
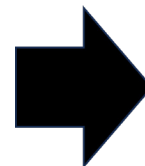
ALLOTS	A	15
	B	25
Total (A+B)	C =	40
nsport Bag. Do	D	1
ON (CVR) ENVELOPES	E	20
sport Bag)	F	1
URES		
side Voters 1 5	G	60

23. Take the total count of VBM Ballot Envelopes post-it and write the number in box **H** on the Ballot Statement.
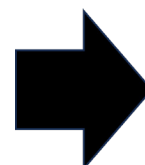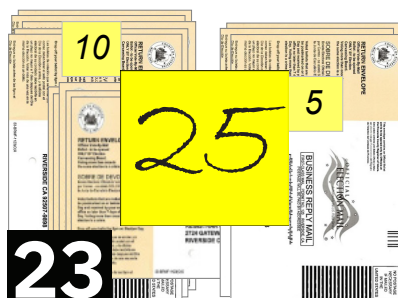
Total (A+B)	C =	40
sport Bag. Do	D	1
ON (CVR) ENVELOPES	E	20
port Bag)	F	1
URES		
side Voters 1 - 5	G	60
LLOTS		
the Red overflow VB	H	25

24. All Members of the Board (All Leads and Election Officers) will review the totals of the completed Ballot Statement and sign the bottom of the Ballot Statement.

e Number of Voted Orange CVR Envelopes (ce the envelopes in the plastic bag and into the Red Transport Bag)	E	20
The Number of Spoiled CVR Envelopes (Place envelopes with blue ink in plastic bag and into the Red Transport Bag)	F	1
ROSTER SIGNATURES		
Total Number of Voter Signatures (Use the Workstation Summary Slip for Regular Rosters including Curbside Voters 1 - 5 and CVR Rosters 1 - 5)	G	60
VOTE-BY-MAIL BALLOTS		
The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in the plastic bag and any overflow envelopes into the Red Transport Bag. If needed, use the Brown cardboard VBM Ballot Box for overflow VBM Ballots).	H	25

We further certify that the total number of official ballots received, voted, rejected, spoiled and canceled, found in the ballot container and the number accounted for is as indicated on the ballot statement. We further certify that the assisted voters list and challenge list show a complete list of all voters assisted or challenged. (Elec Code § 14107)

Signatures of All Members of the Board:

Rosemary Thyme	Jack Watanabe
Hong Hae-In	William Jefferson
Hong Hyu-Woon	Samuel Johnson
Lyle McCleod	Philips Sand
Billy Orange	Bob Farley

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.

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2024-15 - 4DY-11

Closing the Vote Center Each Day

25. Separate all of the carbon copies of the Ballot Statement and place them each in their assigned location. Place the white copy in the Lead Binder under the Daily Ballot Statement tab. Place the yellow copy in the brown Unscanned Voted Ballot Box. Place the pink copy in the white Scanned Voted Ballot Box. Place the orange copy in the red Transport Bag.

26. Close the Voted Ballot Boxes (Scanned and Unscanned) and seal them with Elections Tamper Evident Tape.

Closing the Vote Center Each Day

27. If not done already, place the Completed Voter Registration & Party/Address Change (PAC) Bag, the Vote-By-Mail Voted Ballots Bag, the Voted CVR Provisional Ballots Bag, the Vote-By-Mail (VBM) Research Ballots Bag, and the Spoiled & Surrendered Ballots Bag in the red Transport Bag. Make sure the orange copy of the Ballot Statement has been placed in the red Transport Bag. Seal the red Transport Bag with a red Chamber Seal.

27

> **Note: Make sure the red Transport Bag Ballot Box Tag has been inserted into the slot opening on the red Transport bag <u>before</u> sealing the bag and inserting the red Chamber Seal.**

28. Place the closed and sealed Voted Ballot Boxes (Scanned and Unscanned) and red Transport Bag together in the completed area.

28
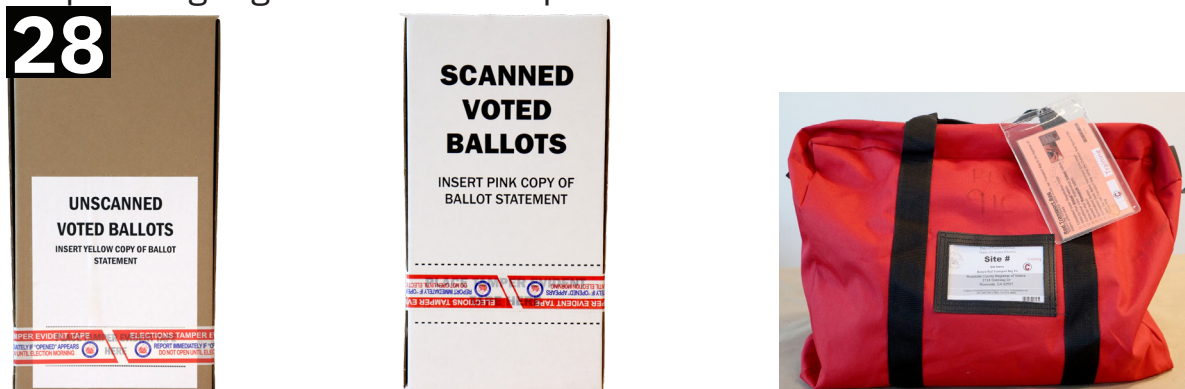
Closing the Vote Center Each Day
BOD Closing Procedures

1. 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 (Tray 2). On the laptop screen select the top right icon titled Inventory Report.
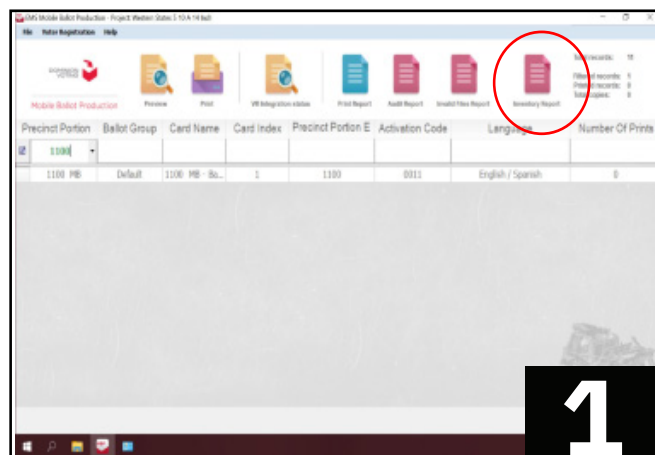
2. A new screen will appear with the inventory of the total amount of sheets that were used. Click the Print Icon.
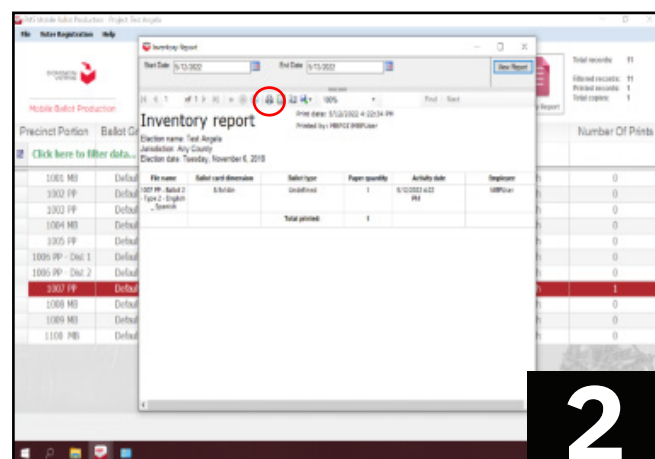
3. When the pop up screen appears, click the Preferences box.
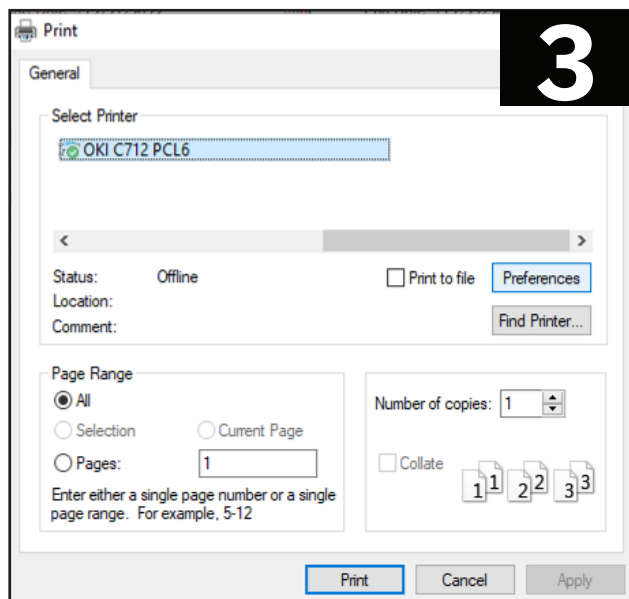
Closing the Vote Center Each Day

4. In the drop down menu under Driver Setting, select Inventory Report.
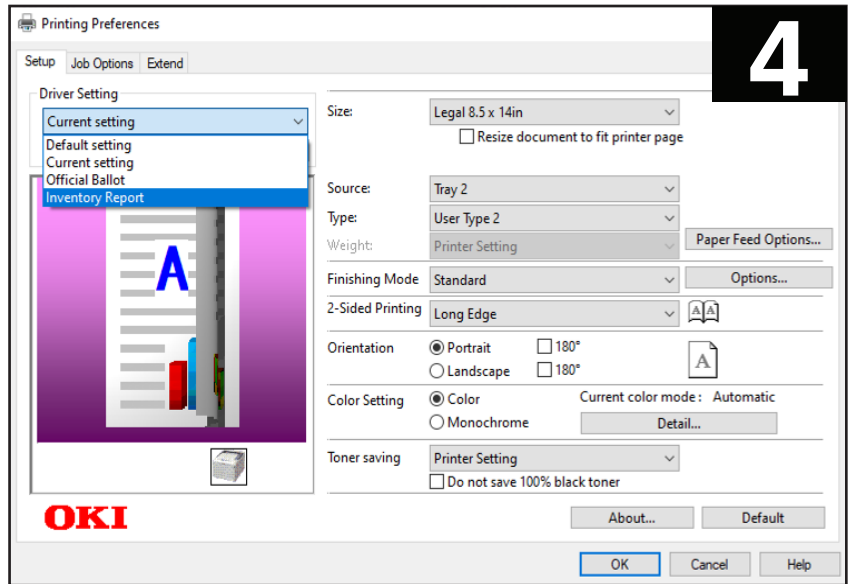
5. Once Inventory Report has been selected, the Size, Source:, and 2-Sided Printing settings will change. It is important to print the report on *Size: Letter 8.5 x 11 in* from *Tray 1*. Click the *OK* button to apply the settings.
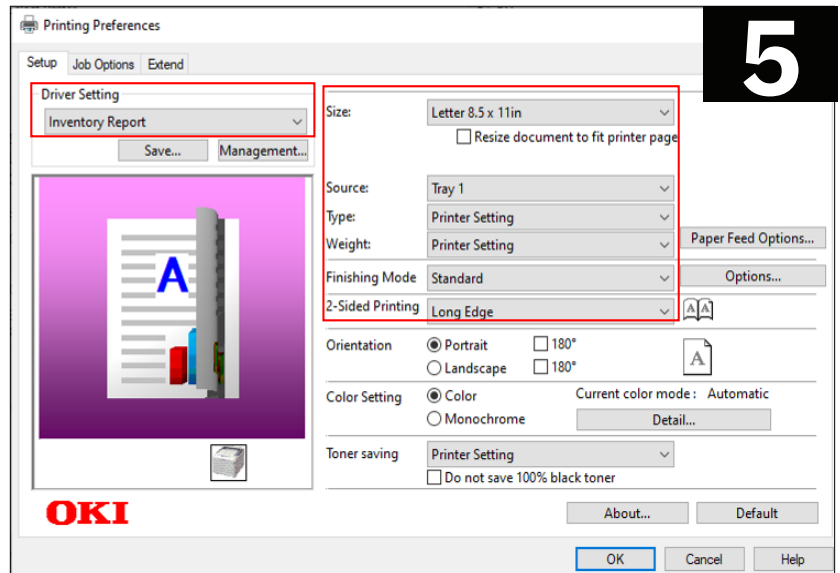
6. The printer screen will reappear. Click the *Print* button. **Do not click the *Apply* button** or else the settings will stay on Tray 1 and not revert back to Tray 2 for printing the ballots.

7. After the printer has printed the Inventory Report, place it in the Security Seals Log Binder plastic pouch.
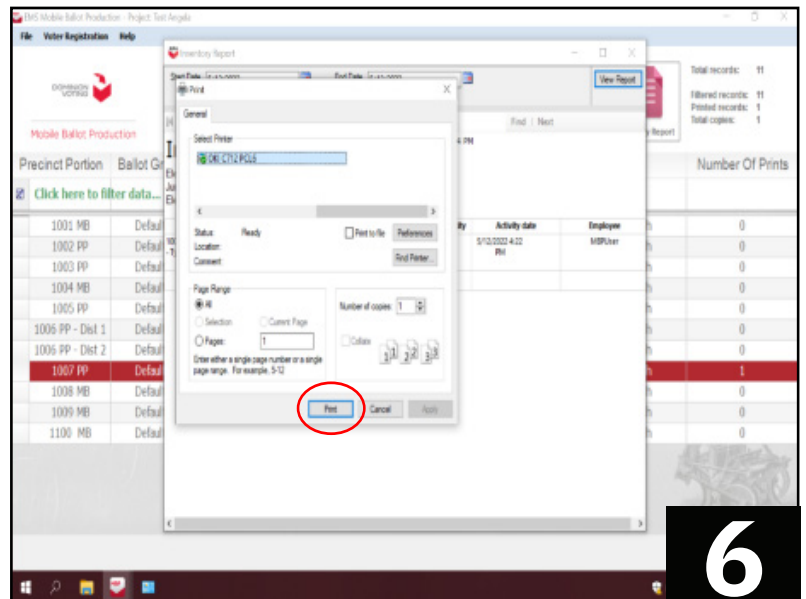
Closing the Vote Center Each Day

8. Shut down the laptop and disconnect the laptop cords from the BOD Printer. Place the cords so that they are easy to grab the next morning. Leave the BOD Cart plugged in and the printer will go into power saver mode.

9. Close and reseal the printer and laptop with the Security Key and two red padlock seals. Record the red padlock 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 access the printer and laptop.

Closing the Vote Center Each Day

10.   If you need to add any paper to Tray 2 for the following day, break seal **F** and load more paper into the tray. Close and lock the front door on the BOD Cart. Reseal the front door with a new red sticker seal and record the new seal on the BOD Unit Security Log. Return the Security Seals Log Binder to the black Lead Bag. Leave the BOD next to the processing table and plugged in.

ROV Return Items

1. **Black Lead Bag.** The black Lead Bag should contain the Lead Binder with the Ballot Statement white copy, the Security Seals Log Binder with the Ballot Scanner Security Token and Key and the BOD Security Key, the Official Returns Envelope with all ten Poll Worker Ballot Activation Cards, the Seals Bag, the Broken Seals Bag, the Ballot Request Bag, the Dymo Printer Label Bag, and the VC iPhone and cable.

Official Returns Envelope
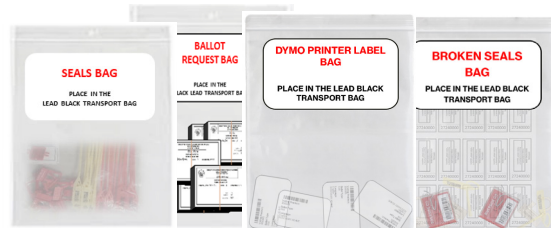
Closing the Vote Center Each Day

2. **Red Transport Bag.** The red Transport Bag should contain the Completed Voter Registration & Party/Address Change (PAC) Bag, the Vote-By-Mail Voted Ballots Bag, the Voted CVR Provisional Ballots Bag, the Vote-By-Mail (VBM) Research Ballots Bag, and the Spoiled & Surrendered Ballots Bag, along with the Ballot Statement orange copy.
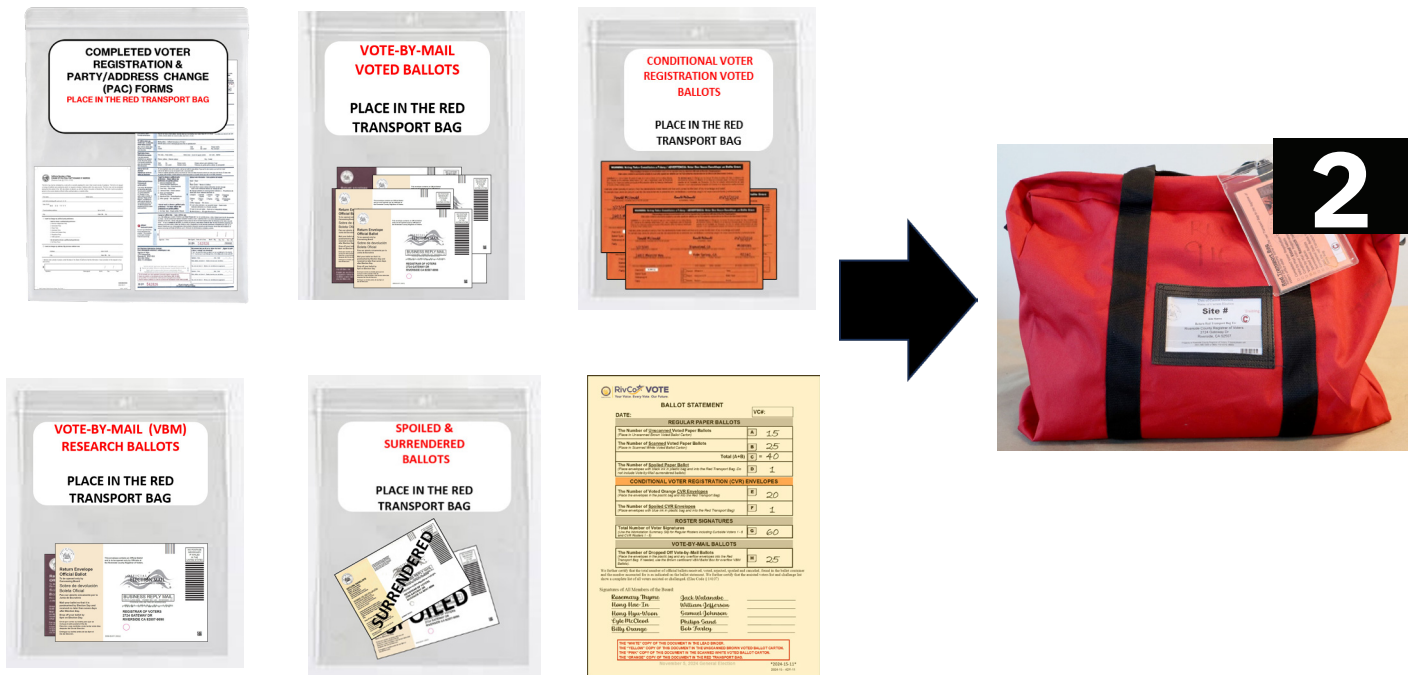
3. **Brown VBM Ballot Box.** If there is a large amount of VBM voted ballots that will not fit in the red Transport Bag, place the VBM voted ballots in the brown VBM Ballot Box(es) for transport back the ROV. All other return items will, including the Ballot Statement orange copy, will remain in the red Transport Bag.

4. **Vote Center Laptops and Rosters.** Return all five laptops, in their bags, along with their corresponding Rosters (regular Sign-In and CVR).
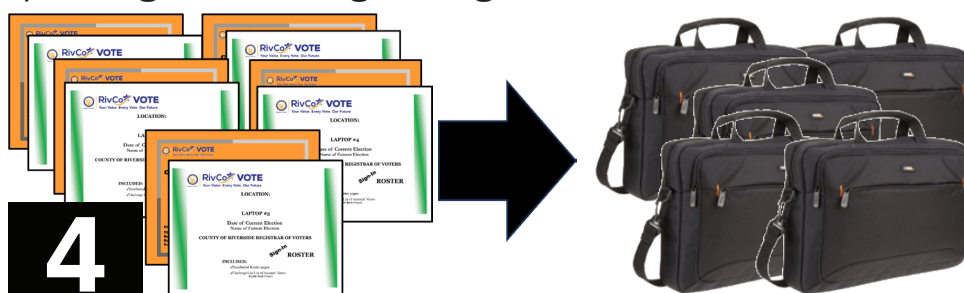
Closing the Vote Center Each Day

5. **Voted Ballot Boxes.** Return the Voted Ballot Boxes (Unscanned and Scanned) sealed with Elections Tamper Evident Tape.
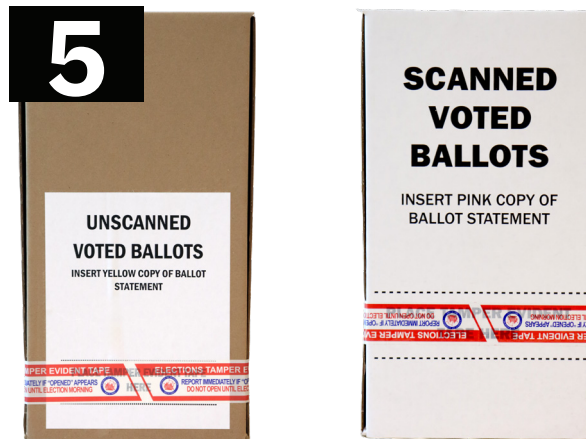
6. **Vote Center iPhone.** Refresh the Workforce Application before leaving the vote center to ensure the ballot tracking function is working.

Closing the Vote Center Each Day

> **Note: Use the Return Items (Reminders) sheets (double sided) and Lead Checklist, both found in the Lead Binder, as a guide to successfully close the vote center.**
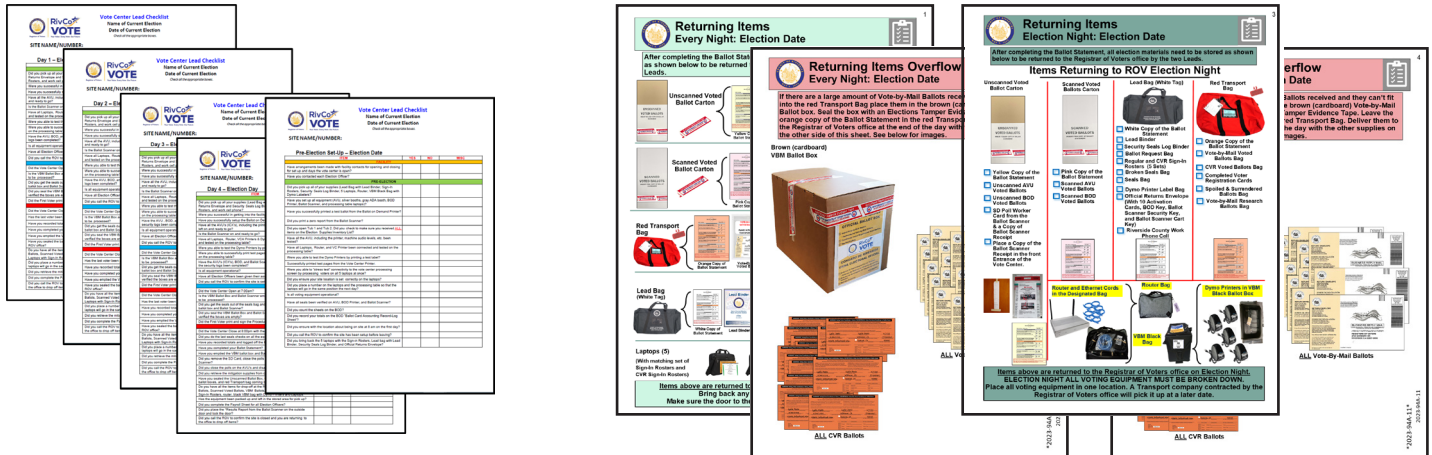
Clean Up

Every night after closing procedures, ensure the vote center is clean and organized. Make arrangements with the facility contact on how to properly dispose of any trash and secure the facility. Be sure to retrieve all personal belongings before leaving.

Submit Hours to Election Officer Dashboard

Every day, submit hours for all Election Officers using the Election Officer Timesheet Dashboard. Submit the ending hours for all Election Officers before returning to the ROV.
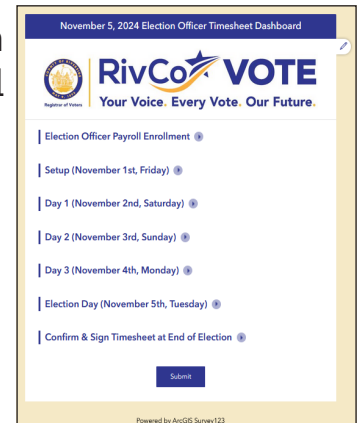
Closing the Vote Center Each Day
Load the Vehicle

Call the Command Center when ready to return with all supplies. The leads will load the vehicle with all returning items listed above into the trunk of the vehicle. Please make sure the storage space is cleared of any personal belongings to ensure a quick and easy transfer of items at the ROV. **Note: Truck beds can only be used to transport items and supplies if the bed of the truck is covered.**

8. CLOSING THE VOTE CENTER ELECTION DAY

Registrar of Voters

RivCo VOTE

Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024, GENERAL ELECTION

Closing the Vote Center Election Day

Closing the vote center on Election Day is similar to closing procedures on the other days the 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.

An important difference on Election closing night is Lead assignments. In order to deliver the ballots to the Registrar of Voters in a timely manner, two Leads will return to the ROV with the ballots, the wireless router, the five Dymo Printers, the Ballot Scanner SD card, and the all the supplies typically brought back to the ROV at the end of the day. The third Lead will assist the Election Officers with the breakdown of equipment.

Election Night Closing Steps to Complete Before the Two Leads Return to the ROV
Processing Table

1. Complete the normal Daily Audit Process, but instead of placing the set of Rosters to the laptop bags, bundle all the Rosters (regular Sign-In and CVR) together in numerical order and place them in the Lead Bag.
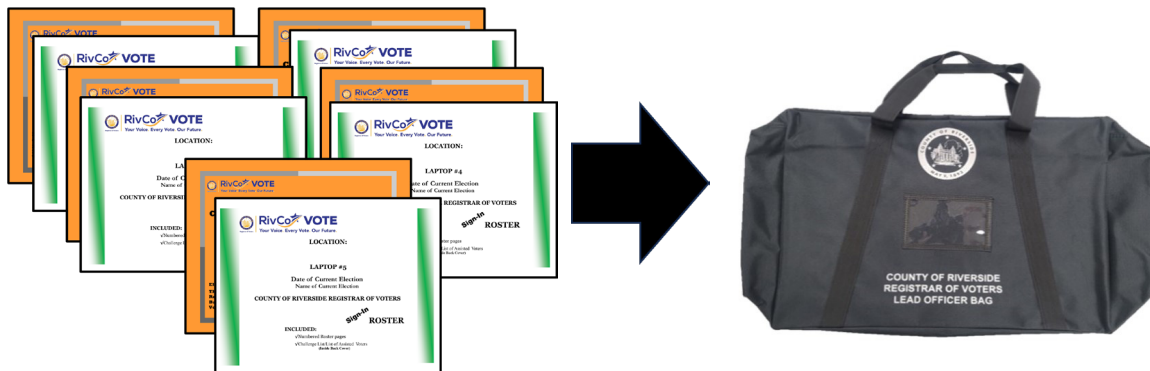
2. Place all Dymo Printers in the black VBM Ballot Box.
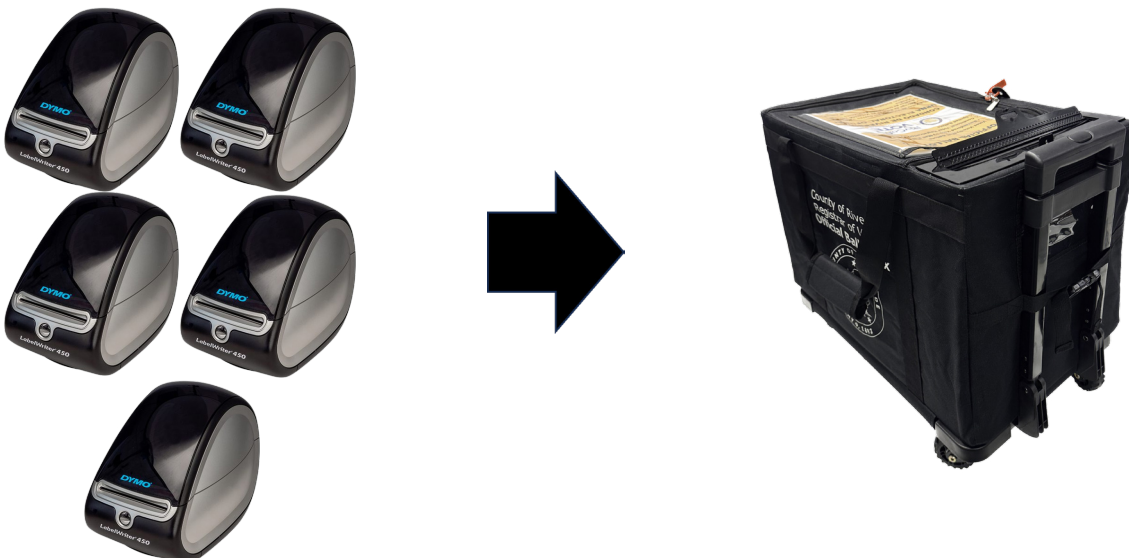
Closing the Vote Center Election Day

3. **Before closing down the last laptop, submit the ending hours for all Election Officers using the Election Officer Timesheet Dashboard.** Once the ending hours of the Election Officers have been submitted, shut down the last laptop and disassemble the wireless router. See **Submit EO Payroll and Pack Up Router** section found later in this chapter.

Closing the Ballot Scanner

1. On Election Night, assign a team of Election Officers, including one Lead, to perform closing procedures for the Ballot Scanner.

2. To close the Ballot Scanner, retrieve the scanner Security Key from the plastic pouch inside the Security Seals Log Binder. Press the Security Token onto the Security Key holder on top of the scanner. Hold in position until the scanner display screen reads, "Please Enter Password." Remove the Security Token and enter the Ballot Scanner Password.

Security Token

Lanyard with Cart Key and Security Token
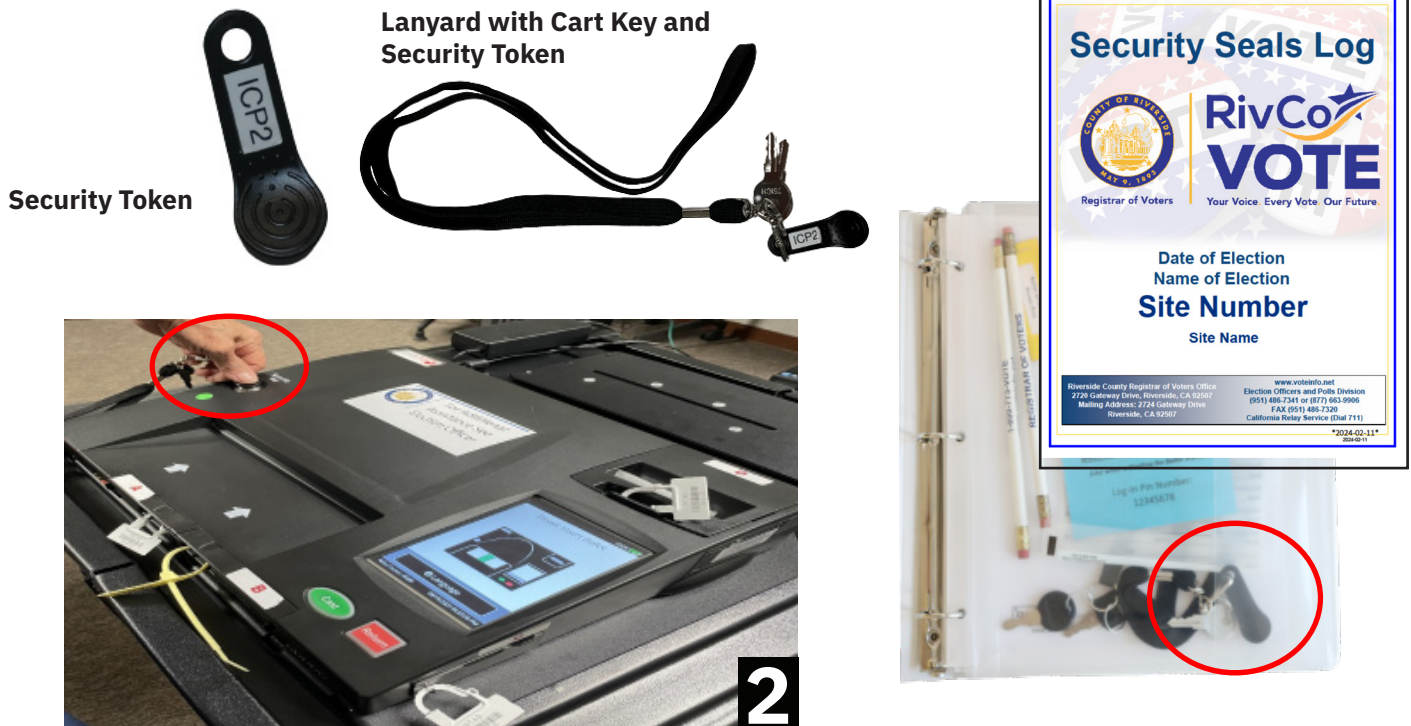
3. Once the password is entered, the screen will say "Correct - your password has been confirmed" with a check box. The next screen will show the main menu.

Closing the Vote Center Election Day

4. On the Main Menu screen select *Poll Management*. Under *Poll Management* press *Close Poll...* The scanner display screen will ask for the password again.

5. After entering the password the screen will display "Close Poll Confirmation-You have chosen to close the poll. Are you sure you wish to continue?". Press the green *Confirm* button.

6. The scanner will print two result reports. The scanner display screen will say "Printing in progress-Printing copy 1 of 2 copies of the result report" until the scanner has finished printing.
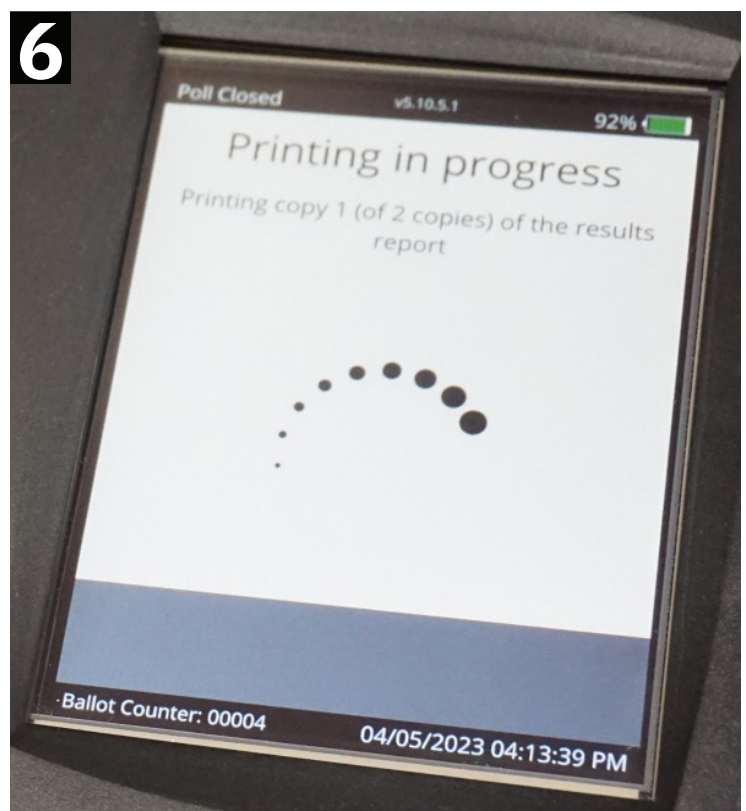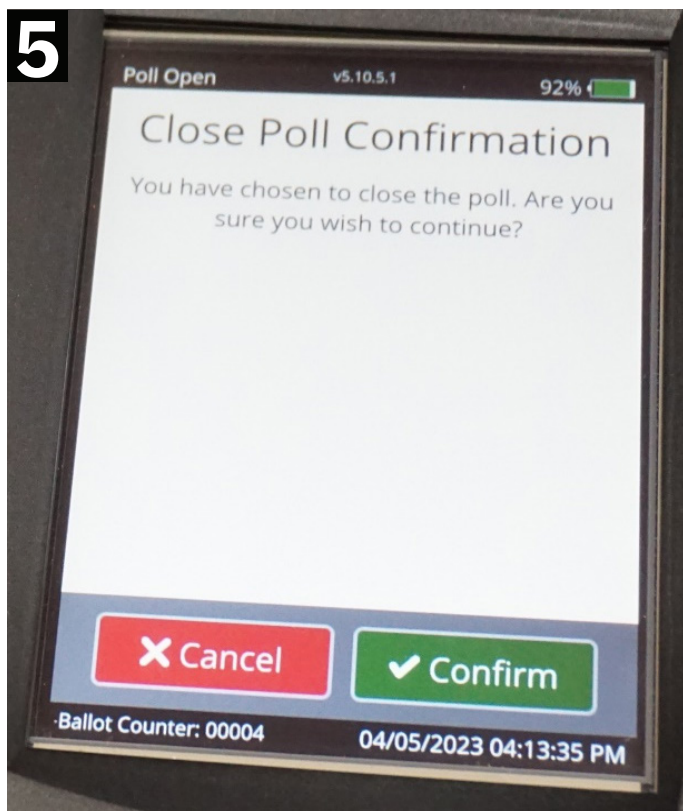
Closing the Vote Center Election Day

7. Once scanner has finished printing the scanner display screen will say "Printing Complete-Do you want to print another copy of the results report?". Press *Continue*; this will **not** generate another results report. **Do not print another results report.**

8. At the end of each report is a place for two Leads and two Election Officers to sign their name. Tear the two reports apart from each other and sign both reports.
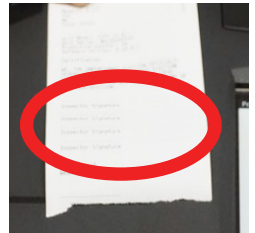
9. Place one signed report inside the Evidence Bag found in the Security Seals Log Binder plastic pouch. **Place the Evidence Bag inside the brown Unscanned Voted Ballot Carton.** Place a copy of the Ballot Scanner Receipt in the front Entrance of the vote center.
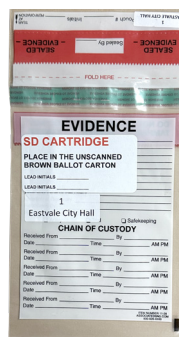
10. The scanner display screen will go back to the *Main Menu* screen. Select *Utilities*. Under the *Utilities* screen, select *Power Options*.
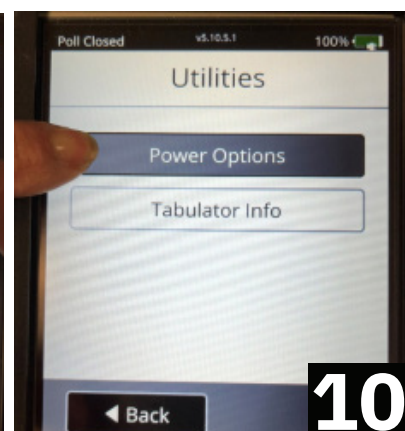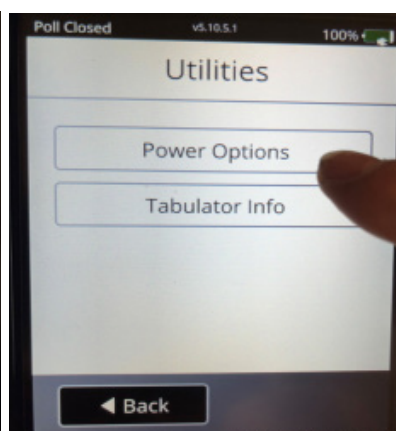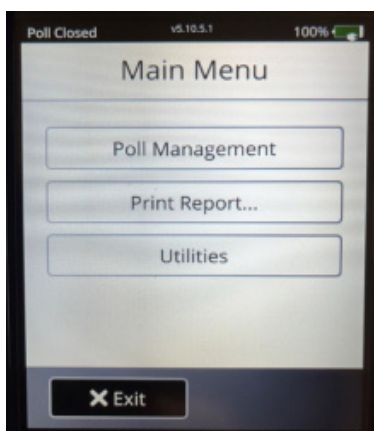
Closing the Vote Center Election Day

11. On the Power Options screen choose *Power Down*. The screen will say "Power Down-You have chosen to power down the machine. Do you wish to continue?". Press the *Confirm* button.
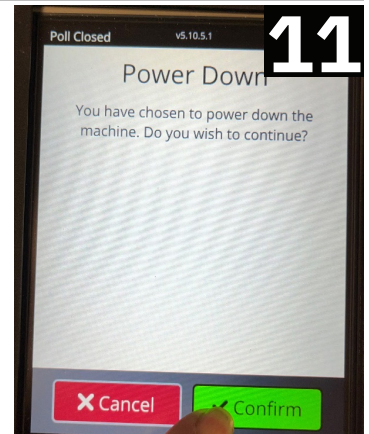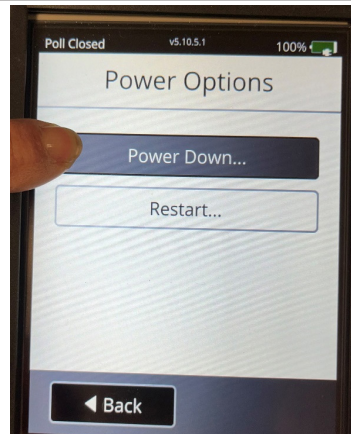
12. The screen will read "System Shutdown - The system will shutdown in 10 seconds..." The scanner will beep several times and then the scanner display screen will go black.
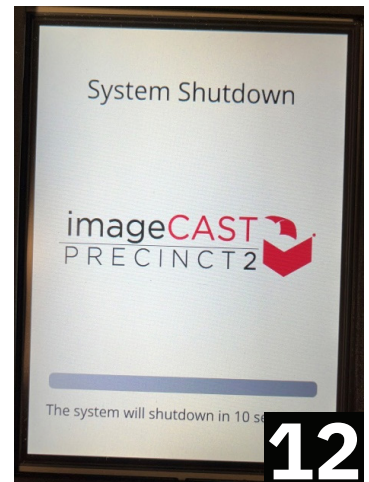
13. Break the **B** Poll Worker seal on the Ballot Scanner. Retrieve the SD Evidence Bag, that the scanner Results Report was placed in, from the Security Seals Log Binder.
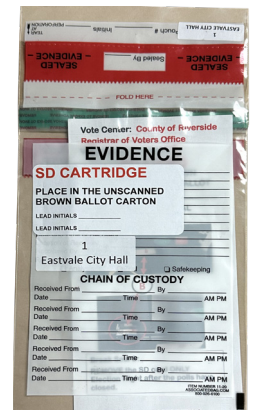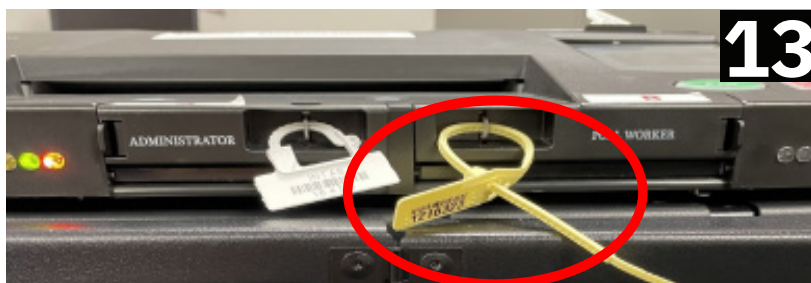
14. Remove the SD Card by pressing down on the Poll Worker Door. Press lightly on the SD card to eject it. Place the SD Card in the SD Evidence Bag. Two Leads will initial the SD Card Bag and seal it.
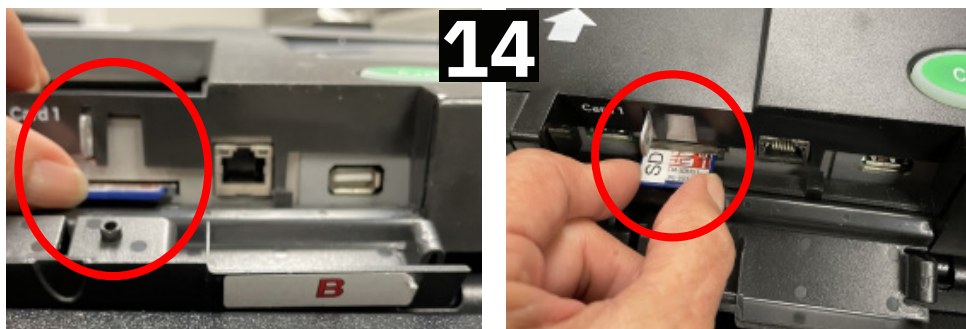
Closing the Vote Center Election Day

15. Place the Evidence Bag with the scanner Results Report and the SD Card inside the brown Unscanned Voted Ballots Carton with unscanned ballots from the scanner and the yellow copy of the Ballot Statement. Seal with the Elections Tamper Evident Tape.

16. Break seal **E** on the ballot scanner latch. Place the broken seal in the Broken Seals Bag.

17. Lock the Unscanned Slot using the Ballot Scanner Security Key found in the Security Seals Log Binder pouch.

Closing the Vote Center Election Day
Power Down 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 in 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 off.
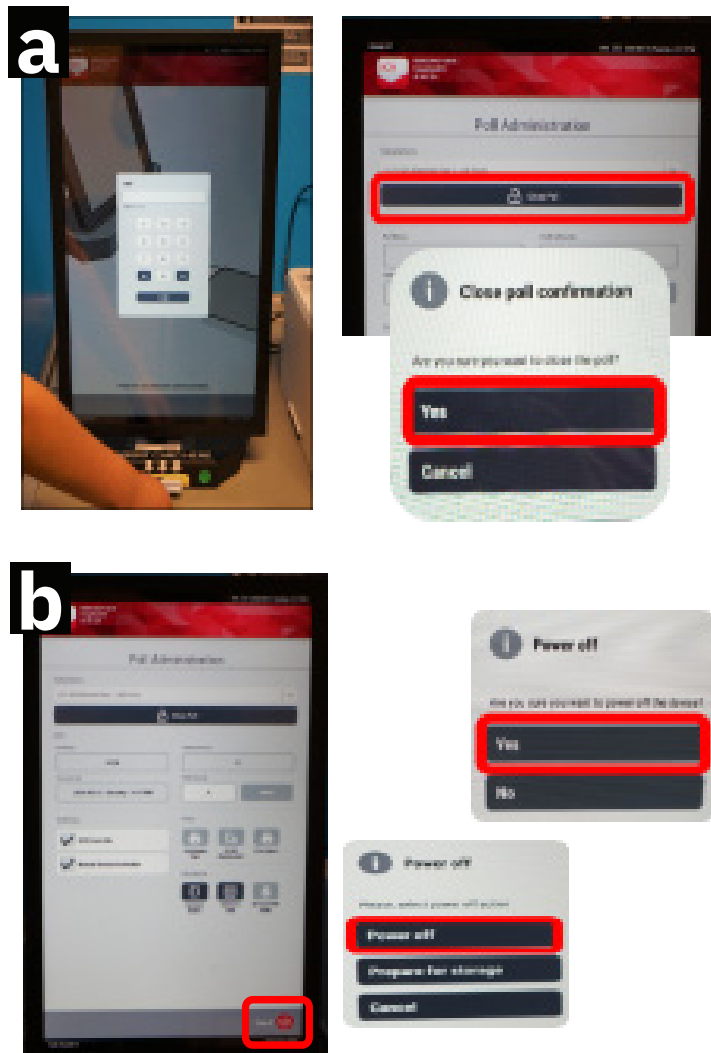
2. The rest of the steps for breaking down the AVUs will continue in the next section, under Equipment Breakdown. The AVUs must have the Polls closed and be powered down before the two Leads can return to the ROV.

Closing the Vote Center Election Day
Submit EO Payroll and Pack Up Router

1. Submit the hours for the Election Officers before the two leads return to ROV with the ballots and supplies. Log into the Election Officer Timesheet dashboard.

2. Enter the estimated end time for the Election Officers for Election Day and confirm the total hours for the four days of the Election. The final end time for the Election Officers will be reported by the third Lead in charge of equipment breakdown. Any time difference will be adjusted to reflect the hours worked.

3. Verify all Election Officers hours have been submitted and that they have signed the Oath in the Lead Binder and any Compensation Forms they were required to fill out to ensure that there is no delay in compensation.

4. Shut down the last laptop and disassemble the wireless router. Place the wireless router, the two antennae, and the Ethernet cords in the wireless router bag.

Gather Supplies

The two leads may now gather their return items and take them back to the ROV. Refer to the Return Items Checklist (Reminders) and Vote Center Lead Checklist found in the Lead Binder to ensure all items are returned. Refer to the Returning Items Overflow Election Night sheet to handle overflow VBM Voted Ballots.
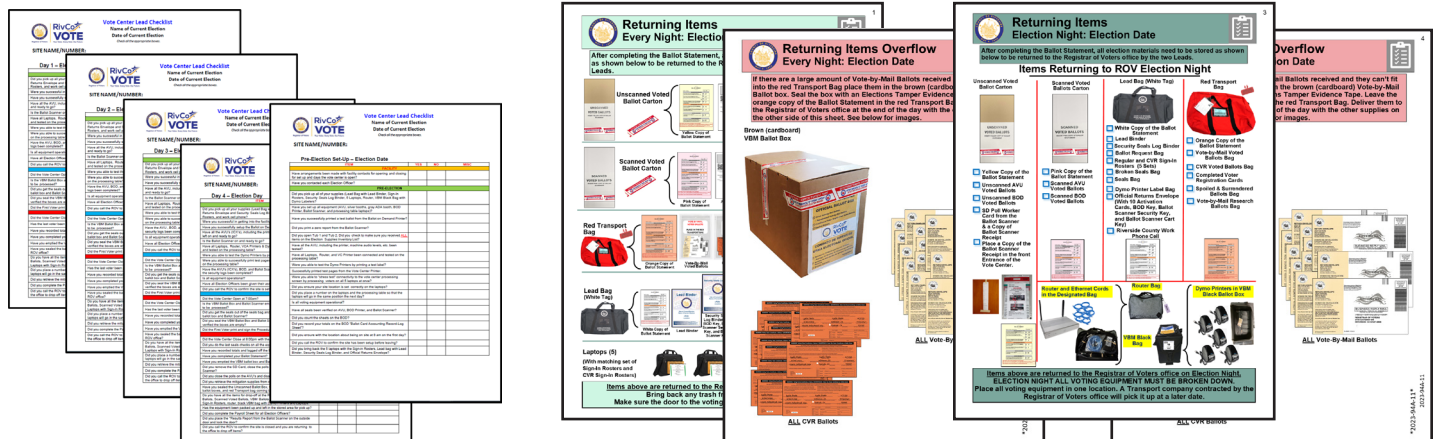
Closing the Vote Center Election Day

As a reminder, on Election night two leads will return to ROV with the following items: the black Lead Bag, the red Transport Bag, the brown Unscanned Voted Ballots Box with SD Evidence Bag inside, the white Scanned Voted Ballots Box, the brown VBM Ballot Box if there is an overflow of VBM Voted Ballots, the black VBM Ballot Box with Dymo Printers inside, the wireless router bag, and the five laptop bags. Once all return items have been accounted for, the two Leads will return to the ROV while the third Lead stays behind to direct the Election Officer in equipment breakdown.
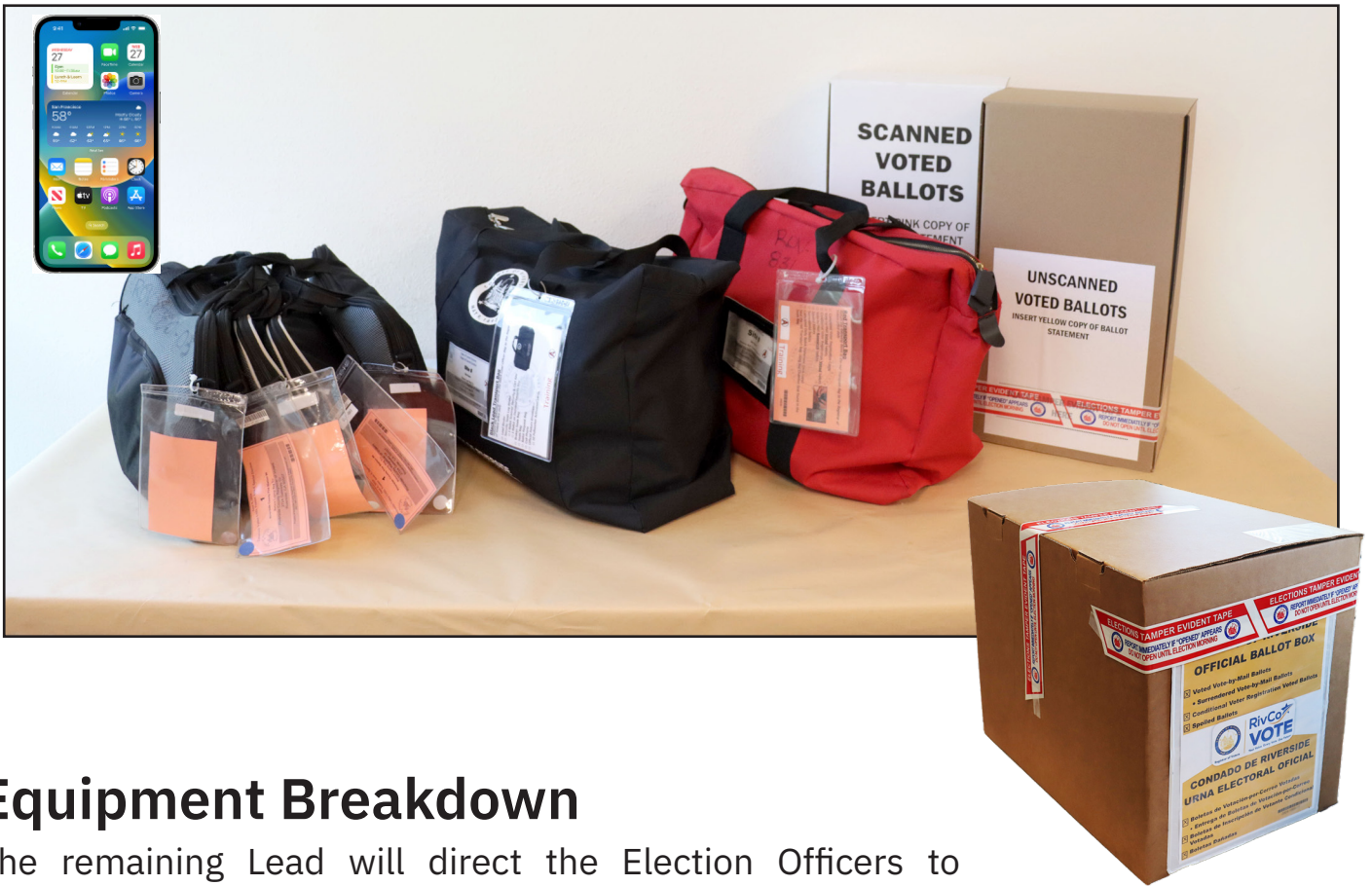
Equipment Breakdown

The remaining Lead will direct the Election Officers to perform all the remaining steps for vote center breakdown.

Once finished, the Lead will call the Command Center to report that vote center breakdown is complete and the Election Officers are ready to be released.

Closing the Vote Center Election Day
Ballot Scanner Breakdown

1. 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.

2. Open the door on the Ballot Scanner cart. You will see 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.

3. 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.
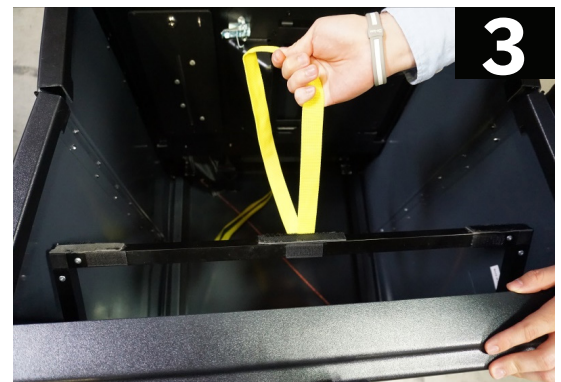
4. There are two latches on the bottom base of the cart. Unlatch them and pull the bottom base of the cart upward and into position on the side of the cart.

Closing the Vote Center Election Day

5. 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.

AVU and ADA Breakdown

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

2. 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.

3. 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.
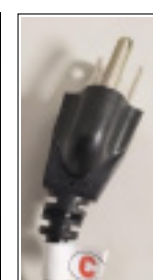
Closing the Vote Center Election Day

4. Disconnect the printer USB cable labeled **D** from printer port **D** on the top right side on the rear of the printer.
5. Disconnect the Ethernet cable labeled **E** from port **E** of the ATI.
6. Disconnect the printer power cord labeled **F** from printer port **F** on the bottom right side of the back of the printer.
7. Disconnect the printer power cord labeled **G** from UPS port **G** and wrap the cord neatly.
8. Disconnect the headphones cable labeled **H** from port **H** of the ATI.
9. Place the AVU case on a flat stable surface. Put the AVU tablet back inside the protective foam. The foam has an arrow designating the right and left sides.
10. Once secured, place the AVU tablet in its case with the **screen facing down.**
11. 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.
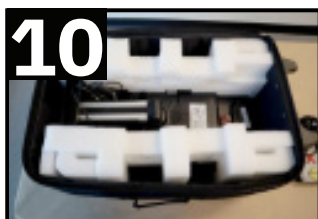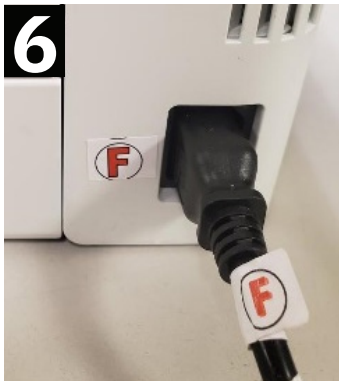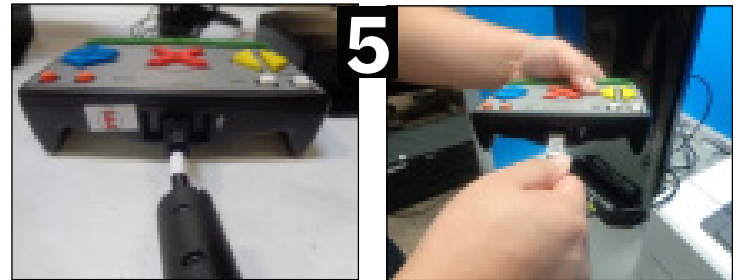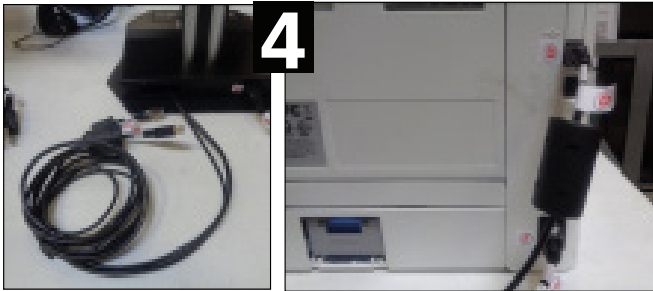
Repeat all the steps for each AVU.

Closing the Vote Center Election Day

12. 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 and secure the printer with the Velcro strap. Zip the printer case closed.
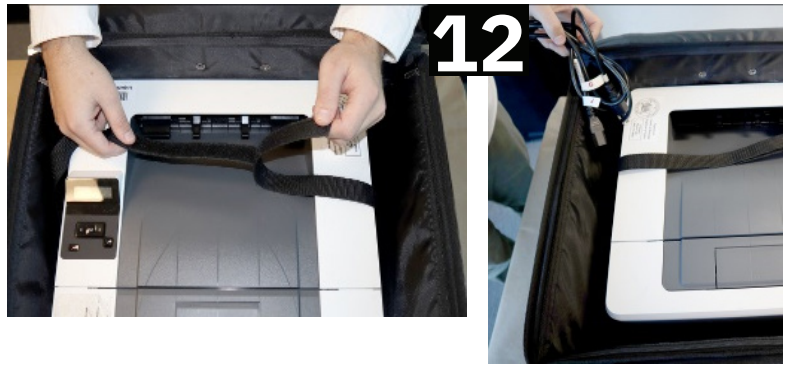
13. Disassemble the AVU blue voting booth by following the steps listed below.

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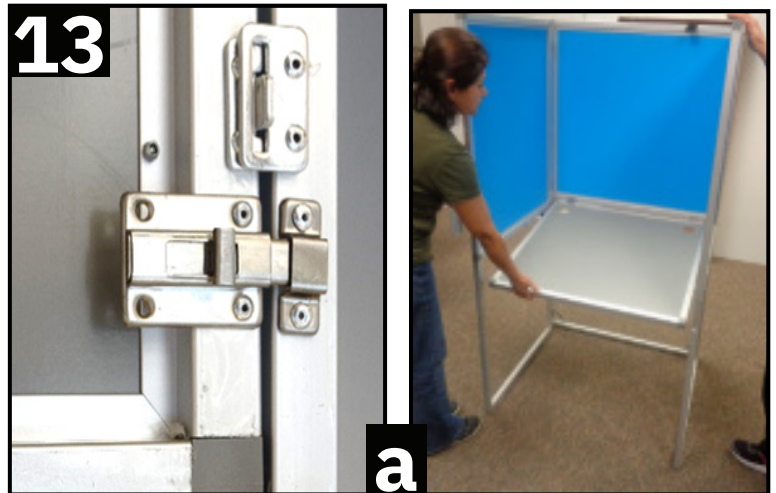
14. Disassemble the gray ADA voting booth and the silver voting booths. Place them in a designated area where they can be picked up by the Registrar of Voters staff.
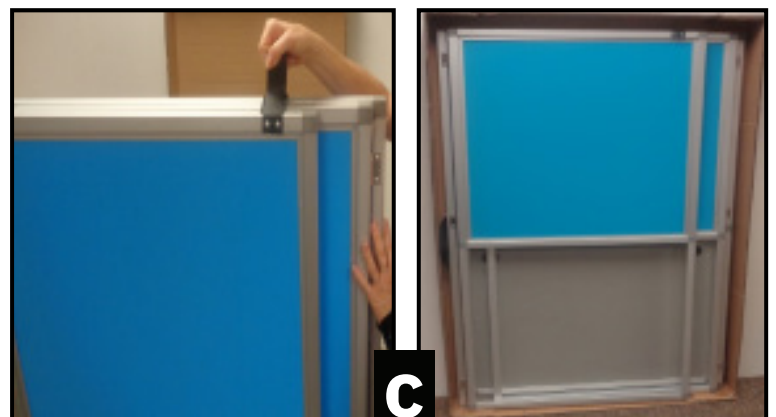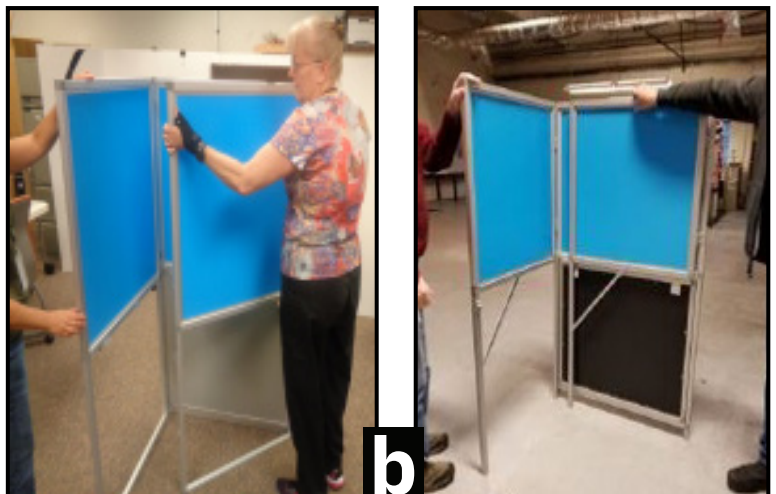
Closing the Vote Center Election Day
Securing the Location

1. Leave the following neatly in the area they were delivered:
   - Disassembled AVUs, printers, blue voting booths, and UPSes
   - Locked and sealed BOD cart, Ballot Scanner cart, and Ballot Scanner bag
   - Silver voting booths and gray ADA voting booths
   - Mitigation supplies, including the Curbside Voting Sign, placed in the bins they were received in
   - Poster display board and privacy divider screen
   - Supplies in Tubs 1 and 2
   - Outdoor signs and posters

2. 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.

Make sure any supplies belonging to the ROV are taken down and stored in the manner they were received. This includes small supplies like surge protectors, extension cords, etc.

Closing the Vote Center Election Day

3. 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. Tape the signed Ballot Scanner Tabulation on the outside of the door.

Final Step

Call the Command Center to report the vote center is completely broken down and the Election Officers are ready to be released. Report the final end time for the Election Officers so that any time difference will be adjusted to reflect the hours worked.

Congratulations, you have successfully closed your vote center. Great Job!

APPENDIX

Registrar of Voters

RivCo VOTE
Your Voice. Every Vote. Our Future.

NOVEMBER 5, 2024, GENERAL ELECTION

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

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

Appendix
Glossary

1% Manual Tally: A legally required manual count of ballots to verify the machine count of the votes before certification.

15-Day Close of Registration: The deadline in California, set by law, to register to vote prior to each election. (California Elections Code §2102)

3PCOA: Abbreviation of Third Party Change of Address. One of reasons that the voters record has been changed, a third party has informed us of a voters change of address. Examples would be DMV telling us the voter has moved.

Abandoned Ballot: Ballot that the voter did not place in the ballot box or record as cast on a direct electronic recording device (DRE) before leaving the polling place.

Accessible Voting Unit (AVU): Voting station equipped for individuals with disabilities.

Accessibility: Measurable characteristics that indicate the degree to which a system is available to, and usable by, individuals with disabilities. The most common disabilities include those associated with vision, hearing and mobility, as well as cognitive disabilities.

Active Voter: A voter whose (1) information is up to date, (2) who can receive voting materials, and (3) who has most recently voted or whose address has been confirmed through an address residency confirmation mailing. An active voter is legally entitled to vote and sign a petition. (California Elections Code §§2220 - 2227)

Adjudication: Process of resolving cast ballots to reflect voter intent. Common reasons that ballots require adjudication include: write-ins, overvotes, marginal machine-readable mark, having no contest selections marked on the entire ballot, or the ballot being unreadable by a scanner.

Affidavit: A written statement confirmed by oath or affirmation.

Affidavit of Registration: Also known as a voter registration form, voter registration card, application for voter registration, and voter registration application. Every person who desires to be a registered voter must complete this form (except upon the production and filing of a judgment of the superior court). A properly executed affidavit shall be deemed effective upon receipt by the county elections official on or before the 15th day before an election, and under other specified and timely conditions. Whenever a voter has moved, the voter shall execute a new affidavit of registration or a notice or letter of the change to be properly registered.

Affiliation: Officially associated with an organization. In terms of voting, this usually refers to voters registering to vote and formally associating themselves with a recognized political party.

Appendix

American's with Disabilities Act (ADA): The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life and all public and private places that are open to the general public.

Audio Tactile Interface (ATI): Voter interface designed to not require visual reading of a ballot. Audio is used to convey information to the voter and sensitive tactile controls allow the voter to communicate ballot selections to the voting system.

Audio Voting Session (AVS): A ballot display format in which contest options and other information are communicated through sounds and speech.

Audit: (1) Systematic, independent, documented process for determining the extent to which specified requirements are fulfilled. (2) A review of a system and its controls to determine its operational status and the accuracy of its outputs.

Ballot: The official presentation of all of the contests to be decided in a particular election. Either in paper or electronic format, the mechanism for voters to show their voter preferences.

Ballot Access: Rules and procedures regulating the conditions under which a candidate, political party, or ballot measure is entitled to appear on voters' ballots.

Ballot Card Accounting Record Log (BCARL): Form that must be completed daily at the vote center to account for all sheets of ballot paper from the Ballot on Demand printer.

Ballot Drop-Box: A secure receptacle established by the Registrar of Voters/county elections official whereby a voted mail ballot may be returned.

Ballot Drop-off Location (BDL): A location established by the Registrar of Voters where the secure Official Ballot Drop-box will be located, either inside or outside of a location.

Ballot Harvesting: The act of collecting ballots, typically by a political party or nonprofit organization, for multiple voters and returning those ballots to an elections office on behalf of those voters.

Ballot Marking Device (BMD): A device used to assist a voter in marking their ballot. The device may be of any size, shape, or form, and the impression made on the ballot must clearly indicate the choice of the voter. (California Elections Code §14270)

Ballot Measure: (1) A question that appears on the ballot for approval or rejection. (2) A contest on a ballot where the voter may vote yes or no.

Ballot on Demand (BOD): A certified self-contained system that allows a county elections official to print, on demand, ballots onto official ballot card stock to provide to registered voters for voting. This system will supplement the official ballots prepared, in advance of the election, on an as needed basis. (California Elections Code §13004.5)

Appendix

Ballot Type (BT): A ballot with a specific set of contests and candidates for a particular precinct. Ballot styles vary based on which combination of contests and which party affiliation (in a primary election), that voters are eligible to participate in

Blank Ballot: An issued ballot without any selections made.

Canceled Voter: A voter may be canceled in the voter database after the following actions: the voter is deceased, or by the voter's own request submitted in wriiting

The voter will not appear on the roster of voters or any list prepared by the elections official and will not receive any voting materials. A canceled voter is eligible to vote upon the completion of a new Voter Registration Application. A canceled voter is not eligible to sign a petition. (California Elections Code §2183)

Candidate: A person legally qualified to run for office. No person shall be considered a legally qualified candidate for any office or party nomination for a partisan office under the laws of this state unless that person has filed a declaration of candidacy, or statement of write-in candidacy, with the proper official for the particular election.

Canvass: The legal time frame, commencing after election day, for the county election officials to complete the processing and tallying of all ballots received, including vote by mail and conditional voter ballots, reconcile materials, conduct the manual tally (verification) of ballots, certify results, and issue election certificates.

Cast Ballot: A ballot has been deposited by the voter in the ballot box, mailbox, drop box or electronically submitted for tabulation.

Central Committee: The organization of the central or executive committees of the political parties in a county, state, or other political subdivision.

Certification of Election: A written statement attesting that the tabulation and canvassing of the election is complete and accurate.

Challenged Ballot: Ballot voted by an individual whose eligibility to vote has been questioned by another (typically an election official). The ballot is held until the reason for the challenge is resolved.

Challenged Voter: A voter whose eligibility to cast a ballot has been questioned.

Closed Primary: Primary election in which voters receive a ballot listing only those candidates running for office in the political party with which the voters are affiliated.

Conditional Voter Registration (CVR): Also known as "Same Day Registration". A properly executed Affidavit of Registration that is delivered by the registrant to the county elections official during the 14 days immediately prior to or on election day and which may be deemed effective after the elections official processes the affidavit, determines the registrant's eligibility to register, and validates the registrant's information before, or during, the canvass period.

Appendix

Consolidated Election: An election where more than one jurisdiction is holding an election on the same day, and participating jurisdictions take an official action to combine elections on the same ballot.

Contest: (1) A single decision or set of associated decisions being put before the voters (for example, the option of candidates to fill a particular public office or the approval or disapproval of a constitutional amendment). This term encompasses other terms such as "race," "question," and "issue" that are sometimes used to refer to specific kinds of contests. (2) A legal challenge of an election outcome.

Crossover Voting: The act of a voter participating in a partisan primary election of a party that they are not officially registered or affiliated with.

Cured Ballot: A ballot that was originally rejected for an error or because it was missing required information but was ultimately counted because the voter corrected the error or supplied the required information.

District: A agency that is providing services to the public and has elected officers. Examples a school district, congressional district, water district.

Election Day (E-Day): The last day on which voters may cast a ballot. Absentee ballots and early voting ballots may be cast in advance of Election Day

Election Information Management System (EIMS): Our elections software database program we use, leased from DFM.

Election Officer (EO): A member of a precinct board, shall be a voter of the state, shall be able to read and write the English language, and must attend training conducted by the Registrar of Voters (ROV) in order to serve at a vote center. Formerly known as a Poll Workers, Election Officers can be assigned as a Clerk or Inspector with varying duties. Election Officers assist voters at vote centers, verify eligibility, issue Official Ballots, and perform other duties. (Referred to by the Elections Code as Election Boards)

Electioneer: The activity of trying to persuade people to vote for or against a particular candidate, measure or political party.

Exit Poll: A poll taken of a small percentage of voters as they leave the polls, used to forecast the outcome of an election or determine the reasons for voting decisions. Exit polling must be conducted at least 25 feet away from the vote center entrance.

Geographic Information System (GIS): The computer software program used for precinct mapping and mapping by other departments.

Appendix

Facsimile Ballot: A copy of a printed ballot made available in formats a voter may request for use, such as translated into a specific language (see Sample Ballot) or printed with large text for the visually impaired. Voters may request to receive a facsimile ballot by mail. The facsimile ballot is not an Official Ballot and cannot be tabulated by the voting system. Voters can use the Facsimile Ballot as an aid in filling out their Official Ballot.

First-Time Federal Voter (FTFV): A voter who registers to vote or votes for the first time in a federal election. Pursuant to the Help America Vote Act, these voters must provide identification before they can vote.

Inactive Voter: A voter may be deemed inactive if the county has received: a returned residency confirmation mailing without a forwarding address within the same county, or, information obtained through the United States Postal Service National Change of Address (NCOA) database indicating the voter has moved outside the county. This voter will appear on the roster of voters, but will not receive any voting materials. Further, inactive voters who do not vote in two consecutive federal general elections are subject to becoming inactive. An inactive voter becomes active and eligible to vote upon the response to the address confirmation card, by signing a petition indicating the same address, or through completion of a new Voter Registration Application.

Initiative: A procedure (a petition form) enabling a specified number of voters by petition to propose a law and secure its submission to the electorate or to the legislature for approval.

Issue (To Issue A Vote): When an official authority, election clerk or poll worker gives a voter a ballot to vote.

Live VBM Return: The Voter casts the ballot they received in the mail directly into the ballot box at the vote center, without placing it in a Vote-By-Mail envelope.

Logic and Accuracy (L&A) Testing: Equipment and system readiness tests whose purpose is to detect malfunctioning devices and improper election-specific setup before the equipment or systems are used in an election. Jurisdictions are required to test the correctness of every ballot style and to determine that every possible valid and invalid voter choice can be captured or handled by the voting system, both technologically and legally. Election officials conduct L&A tests prior to the start of an election as part of the process of setting up the system and the devices for an election according to jurisdiction practices and conforming to any state laws.

Mitigation Equipment: Materials and supplies used to improve the accessibility of and access to a voting location, limiting the barriers to voting. Samples of equipment may be: additional or temporary lighting; additional chairs for people who cannot stand; signage showing the accessible route of travel; wedges, ramps or rubber mats to cover gratings or improve thresholds; door stops to hold doors open; orange cones for marking accessible parking; and a notification system for offering curbside voting.

Appendix

National Change of Address (NCOA): A system of updating addresses on the voter registration database through the Secretary of State Cal Voter system. The SOS gets data from the post office on address changes and forwards them to us. See Elections Code 2222 and 2223 (b).

Nonpartisan Office: Elected office for which candidates run without political party affiliation.

No Party Preference (NPP): Those voters who register to vote but do not affiliate with a qualified political party.

Open Primary: Primary election in which any voters can participate, regardless of their political affiliation.

Overvote: When the number of selections made by a voter in a contest is more than the maximum number allowed.

Partisan Office: An elected office for which candidates run as representatives of a political party.

Party: A political party or organization which has qualifies for participation in any primary election. (E.C. 338-1994)

Pending Registration: Voter registration cards that are returned with missing information or information not verified yet by the SOS are classified as pending.

Petition: There are several petition types, including: the recall of an elected official, gathering of signatures in order to run for office, gathering signatures to offset filing fees or gathering signatures for an initiative or referendum to change a law or stop it from being implemented.

Precinct: Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on.

Proposition: A proposal to enact a new law or constitutional amendment that is placed on the ballot for approval or rejection by voters.

Personal Protective Equipment (PPE): equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

Qualified Candidate: A candidate that has completed the filing process and is ready to go on the ballot.

Qualified Write-in Candidate: Any person seeking election, but whose name will not be printed on the ballot. For these votes to be tallied and certified, the candidate must file forms with the election official during the qualifying period. A space will be provided on the ballot for voters to write in the candidate's name. The candidate must educate voters to write in the candidate's name in the space provided.

Recall: A petition where the voters recall the elected official before their term expires.

Appendix

Registrar of Voters (ROV): An official who is responsible for election administration.

Remote Accessible Vote by Mail (RAVBM): A system and its software that is used for the sole purpose of marking an electronic vote by mail ballot for a voter with disabilities or a military or overseas voter who shall print the paper cast vote record to be submitted to the election official. A remote accessible vote by mail system shall not be connected to a voting system at any time

Residence for Voting: The place in which a voter's habitation is fixed, wherein the person has the intention of remaining, and to which, whenever they are absent, the person has the intention of returning. Persons experiencing homelessness can register and vote, as long as they can describe the physical location where they sleep at night. At a given time, a person may have only one voting residence.

Riverside County Information Technology (RCIT): Riverside County's IT department.

Secretary of State (SOS): The California elected official whose job it is to oversee the county elections offices statewide.

Split Precinct: A precinct that contains an election district subdivision, e.g., parts of the precinct are in different political jurisdiction such as a water district or school board district, requiring an additional ballot configuration.

Spoiled Ballot: A ballot which has been mistakenly marked or altered by a voter. A spoiled ballot is not cast, and the voter may request a new ballot to mark correctly.

Tabulation: Process of totaling votes.

Tabulation Report: A report containing the counts associated with ballots tabulated for a given election district.

Temporary Assignment Program (TAP): recruits and hires temporary employees for all Riverside County departments.

Undeliverable: An undeliverable piece of mail by the post office (ballot, etc.) sent to the voter.

Undervote: Occurs when the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest or when no selection is made for a single choice contest.

Uninterruptible Power Supply (UPS): A battery powered back-up system that quickly switches to battery power when electrical current to the computer system is disrupted (surge, sags, and failures).

Void Ballot: A ballot that has been issued but cannot be cast by a voter. This could be because a ballot was lost in the mail, spoiled, or the voter is no longer eligible to vote using that ballot, among other reasons.

Appendix

Vote Center (VC): A location, established for holding elections, that offers services for voters to vote; drop-off their mail ballot; register to vote; or receive and vote a Conditional, Replacement, or Accessible Ballot. Vote centers are larger facilities than traditional Polling Places, will have more voting devices and more Election Officers to assist voters, and must comply with the same regulations that apply to Polling Places. A voter of the county may visit any vote center to cast their vote. (California Elections Code §§2170, 4005, & 4007)

Vote by Mail (VBM): Method of casting ballots by which eligible voters are mailed ballots and information packets by the local jurisdiction. Voters can return their marked ballots by mail, to a voting location, or in drop boxes, depending on the jurisdiction.

Write-In: When a voter chooses to manually write-in a vote for a candidate(s) not printed on the ballot.

Zero Report: Report produced prior to tabulation to check that there are no stored votes.

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 _____

OFFICIAL USE ONLY

☐ Accept   Affidavit # _____   Party _____
☐ Reject   Assigned V.P.# _____   Ballot Type _____
☐ Modify   Reason: _____   Initials _____

Precinct: _____
Ballot Type: _____
Reference #: _____
Party _____

*Refer to page 125

Conditional Voter Registration Envelope Front

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

NOTES:

REASON FOR USING CVR PROVISIONAL ENVELOPE:

☐ CVR Provisional Voter

☐ Extended Voting (Court Order)

☐ Other

PROV-CRV (0618)

*Refer to page 125

Appendix

Spoiled Regular Ballot Envelope

COUNTY OF RIVERSIDE · MAY 9, 1893

DO NOT OPEN

STOP

*Refer to page 115

SPOILED REGULAR BALLOT

Spoiled CVR Ballot Envelope

COUNTY OF RIVERSIDE · MAY 9, 1893

DO NOT OPEN

STOP
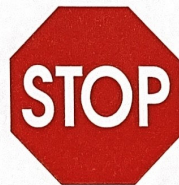
SPOILED PROVISIONAL BALLOT

*Refer to page 130

Appendix

Vote-by-Mail Envelope Front

COUNTY OF RIVERSIDE · MAY 9, 1893

This envelope contains an Official Ballot and is to be opened only by Officials at the Riverside County Registrar of Voters.

Este sobre contiene una Boleta Oficial y debe ser abierto solo por Funcionarios del Registro de Votantes del Condado de Riverside.

RETURN ENVELOPE
Official Vote-By-Mail
Ballot - to be opened
ONLY BY Election
Canvassing Board.
Voting more than once in
the same election is a crime.

SOBRE DE DEVOLUCIÓN
Boleta Electoral Oficial de Voto
por Correo - se abrirá SOLO POR
la Junta de Escrutinio Electoral.
Votar más de una vez en la misma
elección es un delito.

Voted ballots that are mailed must
be postmarked on or before Election
Day and received by your county elections
office no later than 7 days after Election
Day.

Drop off your ballot by 8pm on Election Day.

Las boletas de votación que se envíen por
correo deben tener el sello postal con el
Día de la Elección o antes, y la oficina
electoral de su condado debe recibirla en
un plazo no mayor a 7 días después del Día
de la Elección.

Entregue su boleta antes de las 8pm el
Día de Elección.

33-BRMF-0324(O)

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service ®

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 126   RIVERSIDE, CA
POSTAGE WILL BE PAID BY ADDRESSEE

REGISTRAR OF VOTERS
2724 GATEWAY DR
RIVERSIDE CA 92507-9898

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

*Refer to page 109

Vote-by-Mail Envelope Back

AUTHORIZED AGENT / REPRESENTANTE AUTORIZADO

I am unable to return my ballot and hereby authorize:
No puedo devolver mi boleta electoral y por la presente autorizo a:

Name of person returning ballot / Nombre de la persona que devuelve la boleta electoral

Signature of person returning ballot / Firma de la persona que devuelve la boleta electoral

Did you...
☐ Sign the voter's declaration in your own handwriting?
☐ Place your ballot in the envelope?

Usted...
☐ ¿Firmó la declaración del votante con su propia letra?
☐ ¿Colocó su boleta en el sobre?

Spoiled your ballot?
Place a check mark (✓) in this box if you have damaged, mismarked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in this envelope and a replacement ballot will be issued (time permitting).

¿Echó a perder su boleta?
Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado incorrectamente y/o echado a perder su boleta y necesita que le envíen una boleta de reemplazo. Devuelva la boleta dañada en este sobre y se emitirá una boleta de reemplazo (si el tiempo lo permite).

Haven't signed up for ballot tracking?
It's not too late - Sign up at wheresmyballot.sos.ca.gov

¿No se ha registrado para el seguimiento de boleta?
No es demasiado tarde, regístrate en wheresmyballot.sos.ca.gov

If you are unable to sign, make your mark and have a witness sign below:
Si usted no puede firmar, haga una marca y pida que un testigo firme abajo:

Witness, sign here
Testigo, firme aquí

WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares to the signature(s) in your voter registration record.
Voting twice in an election is a crime.

ADVERTENCIA: Su boleta no se contará a menos que usted la firme abajo con su puño y letra y que su firma sea similar con las firmas que figuran en su registro de votante.
Votar más de una vez en la misma elección es un delito.

*Refer to page 109

YOU MUST SIGN BELOW OR YOUR BALLOT CANNOT BE COUNTED
DEBE FIRMAR A CONTINUACIÓN O SU BOLETA ELECTORAL NO PODRÁ SER CONTABILIZADA

X

Your signature as registered to vote (Power of Attorney NOT ACCEPTABLE)
Su firma como está registrado para votar (NO SE ACEPTA Poder Notarial)

33-BRMB-0324(O)

Residence address as registered in Riverside County - NOT Mailing Address
Dirección de residencia como está registrado en el Condado de Riverside,
NO la dirección postal

Print your name / Escriba su nombre   Date of signing / Fecha en que firma

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   State   Zip   California county
Ciudad   Estado CA Cód. postal 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   State   Zip   Foreign country
Ciudad   Estado   Cód. postal 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   Zip   Previous county   Previous political party preference (if any)
Estado   Cód. postal Condado anterior   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 हिंदी ☐ Japanese 日本語
☐ Khmer ខ្មែរ ☐ Korean 한국어 ☐ Tagalog ☐ Thai ไทย ☐ 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)

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 le 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.

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

*Refer to page 125

Appendix

Ballot Request

County of Riverside Registrar of Voters
Ballot Request

RivCo VOTE
Registrar of Voters | Your Voice. Every Vote. Our Future.

VOTE CENTER #

VOTER COMPLETES THIS SECTION – PLEASE PRINT CLEARLY

Name _____

Current Residence Address _____
No P.O. Boxes

City _____ ZIP Code _____

Birth date____/___/_____

I hereby declare, under penalty of perjury under the laws of the State of California, that I have not voted, 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 # _____

V.P. _____ PARTY____

☐ Vote Center Issue & Return
☐ In-Person Live VBM
☐ VBM Re-Issue (Take Out)
☐ Conditional Voter Reg (CVR)
☐ AVU Ballot
☐ BOD Ballot
☐ Party / Address Change (PAC)
☐ Curbside Voters
Comment:

2024-81-11 2024-81B-11

Workstation Summary Slip

COUNTY OF RIVERSIDE REGISTRAR OF VOTERS
WORKSTATION SUMMARY SLIP
_____

VOTE CENTER NAME:

Date of Current Election
Name of Current Election

OPERATOR:_____ Workstation #: _____ DATE:_____

A) Number of Ballot Request Forms : _____

B) Number of Signatures on Workstation in Regular Roster:_____

C) Number of Signatures on Workstation in CVR Roster:_____

Total Numbers of (B+C):_____

*Refer to page 173

Ballot Statement

RivCo VOTE
Your Voice. Every Vote. Our Future.

BALLOT STATEMENT

DATE: _____   VC#: [   ]

REGULAR PAPER BALLOTS

The Number of <u>Unscanned</u> Voted Paper Ballots *(Place in Unscanned Brown Voted Ballot Carton)*	**A**
The Number of <u>Scanned</u> Voted Paper Ballots *(Place in Scanned White Voted Ballot Carton)*	**B**
Total (A+B)	**C** =
The Number of <u>Spoiled Paper Ballot</u> *(Place envelopes with black ink in plastic bag and into the Red Transport Bag. Do not include Vote-by-Mail surrendered ballots)*	**D**

CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPES

The Number of Voted Orange <u>CVR Envelopes</u> *(Place the envelopes in the plastic bag and into the Red Transport Bag)*	**E**
The Number of <u>Spoiled CVR Envelopes</u> *(Place envelopes with blue ink in plastic bag and into the Red Transport Bag)*	**F**

ROSTER SIGNATURES

Total Number of Voter Signatures *(Use the Workstation Summary Slip for Regular Rosters including Curbside Voters 1 - 5 and CVR Rosters 1 - 5)*	**G**

VOTE-BY-MAIL BALLOTS

The Number of Dropped Off Vote-by-Mail Ballots *(Place the envelopes in the plastic bag and any overflow envelopes into the Red Transport Bag. If needed, use the Brown cardboard VBM Ballot Box for overflow VBM Ballots).*	**H**

We further certify that the total number of official ballots received, voted, rejected, spoiled and canceled, found in the ballot container and the number accounted for is as indicated on the ballot statement. We further certify that the assisted voters list and challenge list show a complete list of all voters assisted or challenged. (Elec Code § 14107)

Signatures of All Members of the Board:

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

November 5, 2024 General Election   *2024-15-11*
2024-15 - 4DY-11

*Refer to page 49

Appendix

Sign-In Roster Cover

RivCo VOTE
Your Voice. Every Vote. Our Future.
Registrar of Voters

LOCATION:

LAPTOP #1

Date of Current Election
Name of Current 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 113

Sign-In Roster Page

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	CURRENT RESIDENCE ADDRESS DIRECCIÓN ACTUAL
1	AVU	BOD	List & VBM			
2	AVU	BOD	List & VBM			
3	AVU	BOD	List & VBM			
4	AVU	BOD	List & VBM			
5	AVU	BOD	List & VBM			
6	AVU	BOD	List & VBM			
7	AVU	BOD	List & VBM			
8	AVU	BOD	List & VBM			
9	AVU	BOD	List & VBM			
10	AVU	BOD	List & VBM			
11	AVU	BOD	List & VBM			
12	AVU	BOD	List & VBM			
13	AVU	BOD	List & VBM			
14	AVU	BOD	List & VBM			
15	AVU	BOD	List & VBM			
16	AVU	BOD	List & VBM			
17	AVU	BOD	List & VBM			
18	AVU	BOD	List & VBM			
19	AVU	BOD	List & VBM			
20	AVU	BOD	List & VBM			

Appendix

Conditional Voter Registration Roster Cover

*Refer to page 128

Conditional Voter Registration Roster Page

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. #	Official Use Only (check one)		PRINTED NAME NOMBRE LETRA DE MOLDE	SIGNATURE OF VOTER FIRMA DEL VOTANTE	CURRENT RESIDENCE ADDRESS DIRECCIÓN ACTUAL
1	AVU	BOD			
2	AVU	BOD			
3	AVU	BOD			
4	AVU	BOD			
5	AVU	BOD			
6	AVU	BOD			
7	AVU	BOD			
8	AVU	BOD			
9	AVU	BOD			
10	AVU	BOD			
11	AVU	BOD			
12	AVU	BOD			
13	AVU	BOD			
14	AVU	BOD			
15	AVU	BOD			
16	AVU	BOD			
17	AVU	BOD			
18	AVU	BOD			
19	AVU	BOD			
20	AVU	BOD			
21	AVU	BOD			
22	AVU	BOD			

PPRosterPages-2021

Appendix

Curbside Voters Roster

CURBSIDE VOTERS ROSTER
(E.C. § 14282)

Site Name

RivCo VOTE
County of Riverside — Registrar of Voters
Your Voice. Every Vote. Our Future.

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.	PRINT NAME / NOMBRE LETRA DE MOLDE	SIGNATURE / FIRMA	CURRENT RESIDENCE ADDRESS / DIRECCIÓN ACTUAL
C 1			
C 2			
C 3			
C 4			
C 5			
C 6			
C 7			
C 8			
C 9			
C 10			

Name and Date of Election

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

Accessible Voting Unit Security Log

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

Appendix

Ballot on Demand Unit Security Log

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							

Ballot Scanner Security Log

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						

Date of Current Election Name of Current Election

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 second 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. 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.

7. WITNESS (IF APPLICABLE):

Witness Signature: _____

8. 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 (PAC)

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

2024-120-11

014052_Change of Political Party and Address - Eng_01.indd   1   1/15/24   3:40 PM
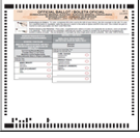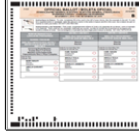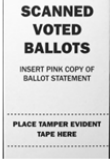
*Refer to page 120

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Appendix

Returning Items In Case of Non-Life-Threatening Emergency

Returning Items

In case 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
- BOD Printed Ballot

Scanned Voted Ballot
- AVU Ballots
- BOD Printed Ballot
- BOD Printed Ballot

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 and PAC Forms
- 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.

*Refer to page 19