## Preparing for Election Day

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<th>Task</th>
<th>Page(s)</th>
</tr>
</thead>
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Preparing for Election Day: All Election Officers

Review Your Training Materials

• This manual is key to a successful Election Day.
• Visit http://www.elections.saccounty.net and select ‘Poll Workers’ from the ‘Get Involved’ menu for more information about being an Election Officer, to access the training manual online, and watch videos shown in class.

Locate Your Assigned Polling Place

• Your Notice of Appointment Letter (NOA) will list the location of your polling place assignment.
• Arrange for transportation if you plan on carpooling with another Election Officer, or locate your polling place to ensure you arrive by 6:00 a.m. on Election Day.

Get Ready the Day Before

• Get extra sleep. Being well-rested will help you stay alert throughout the day.
• Pack extra food and water. Election Day is very long and you want to be sure to have enough refreshments to get you through the day.
• Be sure to dress appropriately. Pack extra clothes to keep warm in case it’s cold in June or November.

Your Options to Vote Before Election Day

On Election Day, you’ll be busy assisting voters and may not be able to go to your home polling place to vote.
• Request a Vote by Mail ballot and have your ballot mailed directly to you.
• Visit the Elections Office to vote early.

If you are unable to work Election Day, call Precinct Operations at (916) 875-6100 to ensure a replacement is staffed. An Election Officer who is a “no show” will not be asked to work in future elections.
Preparing for Election Day: Inspectors

Pick Up Supplies and Talk to Your Precinct Board

1. Pick up your supplies. Each Inspector receives a colored supply pickup card in their Notice of Appointment Letter with instructions about supply pick up and drop off.

2. If the Inspector is unable to pick up the supplies during the available time, they may have another person pick up the supplies. The person must have the supply pick up card to present at the pick up site. The card must have the signatures and phone numbers of both the Inspector and the person picking up the supplies.

3. Verify your issued supplies match your assigned precinct number on your Notice of Appointment Letter:
   - Precinct number on the Red Supply Bag
   - Precinct number on the Precinct Scanner (M100)
   - Official Ballots

4. Call your Clerks. If a Clerk is unable to work, call Precinct Operations at (916) 875-6100 immediately.

5. Call the polling place (see Equipment Receipt for contact information).

6. Talk to your Coordinator.

Election equipment must be in a secure location at all times.

**Do not store** election equipment or materials in a vehicle or at the polling place.
1. When you visit the polling place, check that the following equipment has arrived:
   - [ ] AutoMARK - verify precinct number is correct
   - [ ] AutoMARK Table
   - [ ] Black Ballot Box
   - [ ] Voting Booths (5 regular booths & 1 accessible booth)
   - [ ] Tables and/or chairs (if requested)

2. Verify the assigned surveyed room has not changed.
3. Confirm polling place will be unlocked by 6:00 a.m. or make arrangements to pick up the key. If someone else will open the polling place, get the name and phone number for the contact person.
4. Have a plan for setting up the inside of the polling place, including the AutoMARK and precinct scanner with the black ballot box.
5. If the equipment receipt indicates a threshold ramp, van accessible parking or any other special equipment, determine where it will be placed.
6. Call Precinct Operations at (916) 875-6100 if you are missing supplies or equipment, a room change has been made, or if you have any questions regarding set up.

**Equipment Receipt**

The Inspector will receive an Equipment Receipt at the Supply Pick Up Site.

The descriptions for the receipt can be found on the next page.
Equipment Receipt Definitions

1. A declaration that the Inspector will faithfully discharge the duties of an Election Officer.
2. Phone numbers and contact information for the polling place.
3. Surveyed voting area(s) - these are the rooms the elections office have approved for use.
4. Standard supplies include the red supply bag, precinct scanner in soft case, official ballots, and 8 wire frames.
5. Special supplies needed for the polling place.
6. Special instructions for the placement of signs and/or supplies, such as accessibility signs, voter parking signs, threshold ramps, etc.

Inspector’s Supply Checklist

Retrieve this list from the Red Supply Bag.

Verify that you have received all items on the list.

If you are missing any items, call Precinct Operations at (916) 875-6100.
Final forms for each precinct. Verify that these items match your assigned precinct.

- **Declaration of Election Officers and Payroll** - Used to process payroll.
- **Inspector’s Vote by Mail List** - An updated list of voters who have received Vote by Mail ballots after the roster was printed. Print ‘VBM’ next to the voters name in the REMARKS column of the roster.
- **Roster Updates** - Voters on the roster who have been cancelled and are not eligible to vote in the election. Print ‘Ineligible to Vote’ in the REMARKS column next to the voter’s name.
- **Supplemental Roster of Voters** - A list of voters who registered to vote after the rosters were printed. Use this list if you are unable to locate the voter’s name on the roster. Place it in the front of the roster.
- **Supplemental Street Index** - A list that matches the supplemental roster of voters. Keep with street index on the table.
- **Precinct Equipment Verification Sheet** - Used to verify seals and tags on the precinct scanner on election morning.
- **Job Cards** - Jobs to pass out to precinct board.
- **Language Folder** - Precincts with language requirements will receive a purple folder with additional information to post.
- **Phone Authorization to Vote and Password** - The Inspector may receive a phone call from the elections office regarding any updated information about voters. Before the caller gives out any information, they must give a password. The password is found in the Final Instructions Envelope. Add the voter’s name and address to the ‘Voter’s Added to Roster’ page provided in the back of the roster.
- **Qualified Write-in Candidates List** - List of qualified write in candidates to be available for voters who wish to vote for a write-in candidate.

**NOTE:** Items listed with an (*) should be placed into the Roster of Voters/Forms Bag by the end of Election Night.
Official Ballots

Follow the instructions on the Ballot Receipt inside the box of official ballots.
1. Count and print the total number of ballots received from the elections office on Line #1 of the Ballot Statement on the back of the Roster of Voters.
2. Check the ballot type and precinct number.

Once the ballots are checked by the Inspector, each ballot box is to be re-sealed with the Official Ballot Inspection Seal found in the ballot box. This ensures the security of the ballots after they have been inspected.

Test Ballots

- Each precinct will receive a test ballot for the AutoMARK, along with instructions, in a clear envelope inside the first box of Official Ballots.
- The test ballot may or may not match the ballot type for your assigned precinct.
- The test ballot will be used to test the accuracy of the AutoMARK and must be completed before the polls are opened.

Do not run the test ballot through the precinct scanner.
Make sure you have the correct ballot type and precinct number for your polling place. Check the following items before Election Day. If you notice a discrepancy between your issued supplies and your assigned precinct number, contact your Coordinator or Precinct Operations immediately.

- Check the precinct number on your red supply bag.
- Check the luggage tag on your precinct scanner.
- Check the precinct number on the Official Ballot box label(s).
- Verify the ballot type number on the Sample Ballot and Voter Information Pamphlet matches the ballot type number on the Official Ballots.
- Verify the precinct number on the Roster of Voters matches the precinct number on the Official Ballots.

County of Sacramento

Sample Ballot and Voter Information Pamphlet

Presidential Primary Election
Tuesday, June 7, 2016
Polls are open 7:00 am – 8:00 pm
← Find your polling place and party registration on the back cover
Roster of Voters Information and Procedures

The Roster of Voters is an alphabetical list of active voters’ names and addresses that are assigned to vote at your precinct.

1. Locate your Inspector’s Vote by Mail List (if your precinct is provided one) inside your Final Instructions Envelope.

2. Print ‘VBM’ in the REMARKS column on the line corresponding to the name of the voter from the Inspector’s Vote by Mail List. If ‘Vote by Mail’ is already printed on the line, it is not necessary to write ‘VBM’ on the same line. Place the Inspector’s Vote by Mail List into Roster of Voters.

3. To ensure all voters are processed properly, take a moment to look through the Roster of Voters to familiarize yourself with the following remarks:

- **ID Required** - This is a first time voter in Sacramento County voting in a federal election. The voter has been identified as a HAVA (Help America Vote Act) voter.
- **Vote by Mail** - This shows that the voter requested and was issued a Vote by Mail ballot.
- **VBM Received** - This shows that the elections office has already received the voters voted Vote by Mail ballot.
- **Vote by Mail/ID Required** - This shows that the voter requested and was issued a VBM ballot. If they SURRENDER their VBM ballot to you, check for their HAVA Required ID.
## Voter Roster List
### Presidential Primary Election

**VOTER DECLARATION:** I am a U.S. Citizen. I am at least 18 years old.

**WARNING:** By signing this roster, you are affirming that you have not moved from the address shown. It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than one, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Section 18560)

**DECLARACION DEL VOTANTE:** Soy ciudadano de EE UU. Soy al menos 18 años.

**ADVERTENCIA:** Al firmar esta lista, usted afirma que no se ha mudado de la dirección señalada. Es un crimen penado con encarcelamiento en la Prisión Estatal, on en la Cárcel del Condado para cualquier persona que vote fraudulentamente, fraudulenta loose intente usar, vote más de una vez, intente voter mas de una vez, personifique ser un votante, o intente personificar un votante. (Código de Elecciones Sección 18560)

<table>
<thead>
<tr>
<th>X-REF NUM</th>
<th>VOTER NAME AND ADDRESS</th>
<th>REMARKS</th>
<th>Crossover BALLOT CHosen</th>
<th>PARTY</th>
<th>SIGNATURE</th>
<th>BALLOT TYPE</th>
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<td></td>
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<td></td>
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<td>933106</td>
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<tr>
<td>494</td>
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Printed: 06/03/2016 12:57 PM
Voting Precinct: 0012345
Page 1 of 74
**Election Date:** 11/08/2016

### Roster of Voters

**General Election**

**Registration Close:** 10/24/16

**0054872**

**Total Signatures**

**VOTER DECLARATION:** I am a U.S. Citizen. I am at least 18 years old.

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**VBM**

**VOTE BY MAIL**

**ID Required**

**VBM Received**

**Prep the Roster - General**

**Printed:** 11/04/2016 9:01 AM

**Acheson - Astor**

**A**

**Polling Place:** 8 - Sierra 2 Center - Poll A

**Generated:** 11/04/2016