Section 1

Before Election Day

Supply Pickup.....................................................................................................4
Standard Supplies................................................................................................4
Equipment Receipt ..............................................................................................5
Preparing for Election Day .....................................................................................6
Verifying Ballot Type and Precinct Number ........................................................7
Roster of Voters Page - Primary Election ............................................................8
Roster of Voters Page - General Election .............................................................9
Polling Place .....................................................................................................10
Coordinators ....................................................................................................10
Supply Pickup

Each Inspector receives a colored card in their Notice of Appointment letter with instructions regarding their supply pickup site and drop-off site.

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

Match the precinct number on the red supply bag tag, the precinct scanner luggage tag, and the official ballots label(s) and verify that it matches the precinct number you were assigned to in your Notice of Appointment Letter.

Standard Supplies

<table>
<thead>
<tr>
<th>Red Supply Bag</th>
<th>Precinct Scanner in Soft Case</th>
<th>Official Ballots</th>
<th>Wire Frames (4)</th>
</tr>
</thead>
</table>

Remember: Election equipment must be in a secure location at all times. Do not store election equipment or materials in a vehicle.

The Inspector will receive an equipment receipt at the supply pickup site. The receipt will include: (The following numbers correspond to the numbers on the following page.)

1. A declaration that the Inspector intends to faithfully discharge the duties they are about to perform as a Precinct Officer (The Inspector **must** fill out the top portion of the equipment receipt.)

2. Phone numbers and contact information for the polling place

3. Standard supplies include the red supply bag, precinct scanner in soft case, official ballots and 4 wire frames

4. Special supplies needed for the polling place

5. Special instructions regarding the placement of signs and/or supplies, such as accessibility signs, parking signs, threshold ramps, etc., and additional contact information as needed
I do solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California, and that I will to the best of my ability, faithfully discharge the duties of precinct board member (or I have been authorized by inspector) for the precinct 12345 for the election to be held on Election Date.

Signature

Phone

Date

Print Name

Threshold Ramp

Desklight

The Polling Place

County of Sacramento - Voter Registration and Elections

Election Date - Election Name

Polling Place Name: THE POLLING PLACE
Polling Place Phone No.: (916)XXX-XXXX
Precinct No.: 12345

Listed below are the special signs and equipment that your polling place requires.

Standard Supplies
Precinct Scanner in Soft Case
Red Supply Bag
Official Ballots
Wire Frames (4)

Special Supplies
Desk Light 1
Voter Park-Pole w/rope 3
Cones 3
Van Accessible Sign w/ext Pole 1

You need to contact your polling place as soon as possible to make arrangements for opening and closing, restroom and phone use, and placement of parking signs.

SPECIAL INSTRUCTIONS RELATING TO YOUR POLLING PLACE:

Coordinate with school Principal to set up Voter Parking Poles and Van Accessible Sign. Street parking is available across the street. To establish a Van Accessible Parking Space, place the Van Accessible Sign on the right hand side curb marked reserved #1 parking space and place the three cones to mark off the #2 reserved parking space to the right of that. Keep doors open during the day.
Preparing for Election Day

Inspector’s Supply Checklist. Retrieve this list from the red supply bag in the side with the writing ‘Sacramento County’. There is a padlock on the other side to ensure that no supplies are put there. Verify that you have received all items on this list. The items listed on the equipment receipt given to you at the supply pickup site should be in the red supply bag or placed in your car. If you are missing any items, call immediately.

Final Instructions Envelope. Final forms and lists printed and how to process them. Verify that these items match your assigned precinct number:

- Declaration of Election Officers and Payroll - used for processing payroll. See page 26 for more information.
- 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 as shown on pages 8 and 9.
- 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 the street index on the table.
- Roster Updates - voters on the roster who have been cancelled and are not eligible to vote in the election. Write ‘ineligible to vote’ in the ‘REMARKS’ column on the signature line of the voter.
- 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 ‘Voters Added to Roster’ page provided in the back of the roster.
- Qualified Write-in Candidates List - a list of qualified write-in candidates to be available for voters who wish to vote for a write-in candidate.

Precinct Equipment Verification Sheet - used to verify seals and tags on the precinct scanner on election morning. See page 16 for details.

Roster of Voters Information and Procedures. Each precinct will receive a Roster of Voters with a blue cover. You will note that on some of the lines next to the voter’s name you may find additional information about the voter.

- ID REQUIRED - this is a first time voter in Sacramento County voting in a federal election. The voter has been identified as a H.A.V.A. (Help America Vote Act) voter.
- VOTE BY MAIL VOTER - this shows that the voter requested and was issued a vote by mail ballot.

Official Ballots. Follow the instructions on the Ballot Receipt inside the box of official ballots.

- Check the ballot type and precinct number on the ballot to ensure they are correct for your precinct (see example on next page).
- Re-seal each box with an Official Ballot Inspection Seal that is located inside each box.

Test Ballots. Each precinct will receive a test ballot for the AutoMARK, along with the instructions, in a clear envelope found in the first box of official ballots. This ballot will be used to test the accuracy of the AutoMARK.

Do not run the test ballot through the precinct scanner.

Enter the total amount of ballots received from the elections office on line #1 of the Ballot Statement located on the back of the Roster of Voters.

Repack the supplies - if there are any discrepancies, please contact the elections office immediately or call your coordinator.

1 - 6
Verify that the ballot type number on the sample ballot pamphlets matches the ballot type number on the official ballots.

Verify that the precinct number on the Roster of Voters matches the precinct number on the official ballots.
Print VBM under the ‘REMARKS’ column on the line of the voter from the Inspector’s Vote by Mail List who was issued a vote by mail ballot. If ‘Vote by Mail’ has been printed on the line, it is not necessary to write another VBM on the same line.
Print VBM under the ‘REMARKS’ column on the line of the voter from the Inspector’s Vote by Mail List who was issued a vote by mail ballot. If ‘Vote by Mail’ has been printed on the line, it is not necessary to write another VBM on the same line.
Polling Place

Inspector to Visit the Polling Place. Please be courteous and respectful to all personnel and the polling place. As guests of the facility, do not use any of their office supplies or equipment. When you arrive at the polling place, be sure to check that the following equipment has arrived at the polling place before Election Day.

- AutoMARK
- Table for the AutoMARK
- Ballot Box
- Voting Booths (5 regular booths, 1 accessible booth)
- Tables and/or chairs (if needed)

Verify the assigned room has not changed. Do an on-site inspection for possible problems. If a problem exists, notify Precinct Operations at (916) 875-6100, so that the problem can be resolved before Election Day.

Make arrangements to pick up the key for the polling place; if somebody else will open, get the name of the contact person and telephone number. Be sure the person opening the door on election morning is there by 6:00 a.m. If the facility will not supply a phone number of the person who will open the door, call Precinct Operations immediately.

Have a plan for setting up the election table, AutoMARK and the precinct scanner with the ballot box. Check position of the electrical outlets. See an example on page 13.

If the equipment receipt indicates a threshold ramp, van accessible parking or any other special equipment, determine where this will be placed. If you believe that other equipment is required, call the elections office.

Coordinators

A Coordinator is a field supervisor assigned to oversee polling places during an election. They provide a channel through which Inspectors can be contacted prior to Election Day.

Each polling place has an assigned coordinator. Coordinators will contact Inspectors before Election Day and ask the questions below plus others to assist in the preparation of the election:

- Did you receive all of your supplies?
- Did you follow the instructions in the Final Instructions Envelope?
- Did you receive your Declaration of Election Officers and Payroll sheet?
- Did you visit the polling place?
- Did you get the name of the contact person who is letting you in, or a phone number, or a key?
- Do you need extra supplies for the polling place?
- Have you contacted your clerks?
- Do you have any questions regarding the equipment set up?
- If you received special accessibility equipment, do you know how to set it up, and where?

Please exchange Election Day phone numbers with your coordinator.

Your coordinator will visit your polling place several times on Election Day. They are there to assist you with extra/missing supplies, procedures, voter issues, personnel issues, and troubleshooting the equipment.