

# Leads

## **Poll Worker Hotline: 831-454-3081**

### **Opening procedures**

First thing every morning make sure that every election officer signs in on the daily payroll sheet and takes the election officer oath.

Every election officer must sign the *Acknowledgement of Election Integrity and Security Law* form on their first day of work.

All election officers must wear a badge while working in the Vote Center. Each person should fill out their name and any languages they speak and wear their badge on the lanyard provided. Blue lanyards are for leads and white lanyards are for clerks.

Be sure everyone on your team gets breaks throughout the day. It is important that you always keep the majority of your team on site. Be mindful of people's needs and responsibilities outside of elections. Someone may need to pick up a child from school or go and let their dog out. Try to accommodate as much as possible.

Assign each team member to a station. Stations should be rotated; this helps everyone understand the full picture of what goes on at a Voter Service Center/Vote Center and helps to eliminate the boredom of sitting in one place for extended periods.

Each station has step by step instructions. Be sure they are always available for reference.

Utilize the job duty cards. These will help each period of the day to go smoothly.

### **Keys and Login information**

As Lead, you are the keeper of the keys and login information for the laptops. The keys to the facility, the ballot storage cabinet, and to the Outdoor Ballot Box are to be in the possession of an elections officer at all times. Leads will take the keys home each night and will return them to the Elections Return Center after the last day of voting.

## **Power Up!**

Make sure everything is plugged in and receiving power. Inform clerks of the usernames and passwords so they can log in.

- Laptops
- DYMO label printers
- Tablets
- Tablet printers
- Tablet accessories: headphones & ATI (accessible tactile interface)
- Backup Tablet battery
- Desktop printer
- Ballot on Demand laptop and printer

## **Blue Binder**

Make sure your facility is set up as shown in the blue binder. If you have questions, call the hotline 831-454-3081.

Post all signs needed inside and out.

Follow directions about the placement of any cones and facility mitigation measures that are needed to make the facility accessible.

Set up must be completed before the polls open.

## **Positions**

1. Outside Ballot Drop Box Clerk—The outside Ballot Drop Box should never be left unattended. This box will be used for voters who are returning a mail-in ballot in an envelope. Any voter from anywhere in California may drop off their ballot at any voting location within the state. Voters can also drop off Signature Cure forms and voter registration forms. These clerks will also help with curbside voting if needed.
2. Check-in Clerk – These positions are responsible for looking up voters and issuing ballots.
3. Same Day/Provisional Clerk – This position is responsible for printing labels and affixing them to the appropriate envelope: Same Day (yellow) or Provisional (pink). There is a side for the elections clerk to fill out and a side for the voter fill out.

4. Ballot printer – This position is responsible for printing ballots when necessary to be sure there is always an ample supply. May be combined with Ballot Clerk.
5. Ballot Clerk – This position is responsible for having the voter sign the Voter Information Sheet and giving the voter the correct ballot for their precinct. Every voter is asked if they want a paper ballot or if they want to use the Tablet to mark a paper ballot. Be sure they are folding any ballot that needs to be placed into an envelope. This position may be combined with Ballot printer.
6. Tablet Clerk– This position is responsible for activating the Tablet when the voter chooses that method of voting. The Tablet clerk will keep the Poll Worker Activation Card in their control at all times. They will use it to activate the ballot and will assist any voter who wants to use the accessible features of the Tablet. Be sure they are cancelling the used Tablet ID cards by putting a line through the card with the red sharpie and placing the cancelled card into the white envelope.
7. Exit Clerk – This position is responsible for the Black Ballot box. The Exit Clerk will also hand out “I voted” stickers.
8. Leads–Your duties include:
  - Keeper of the keys – unlocking the facility, ballot cabinet and outdoor ballot box each morning and locking all each night
  - Keeper of log-in information, including usernames & passwords
  - Manager of Oaths, Payroll and Acknowledgment of Election Integrity forms
  - Distributor of lanyards and name badges
  - Assigning people to positions each day – try to rotate during the day
  - Supervising the voting area
  - Assigning breaks and lunches
  - Substitute for any position
  - Completing nightly inventory
  - Return voted ballots, blue zipper bag and yellow zipper bag, each night to your assigned Return Center

All positions may be shared and or combined depending on the volume of voters and needs of the election workers. Remember, you are all just volunteers doing the best you can. Be kind to each other. And, if you need anything, have a question or concern, or just want to say hi, we are only a phone call away

**831-454-3081**

## Materials

- Assisted voter log
- Tablet Activation Cards
- Green Ballot Return envelopes (voters who take their ballots to go)
- State voter information guides in English and Spanish
- Text of State Propositions (if applicable)
- County Voter information Guides
- Spanish ballot facsimiles (yellow binder)
- Same Day Voter Registration envelopes (yellow)
- Provisional envelopes (pink-rarely needed)
- Pens
- Paper for ballot printers
- Paper for Tablets
- Voter Information Sheets for laser printer
- DYMO labels

## Closing Procedures

At the end of each night, follow the Nightly Closing Procedures Checklist.

Once everything has been secured for the night, two people must return to the designated Ballot Return Center with:

- Sealed Black Ballot Box
- Yellow/Green Zipper Envelope with its contents
- Ballots from the outside Ballot Drop Box in the Blue Zipper Envelope

*Thank you for taking the time to support our community in exercising their right to vote. Elections would not be possible without election workers like you!*

Heartfelt   
**THANKS**  
**TO OUR VOLUNTEERS!**