

2016 - 2017



Election Officer Training Manual



Voter Registration & Elections
Jill LaVine, Registrar of Voters

Election Officer Mission

Code of Conduct

Sacramento County Election Officers are required to:

1. Arrive on time on Election Day at 6:00 a.m.
2. Work on Election Day as assigned.
3. Remain at the polling place during Election Day (e.g. no unexcused breaks or exceeding allotted mealtime, etc).
4. Remain at the polling place until all election duties are completed after the polls are closed.
5. Not display disrespectful behavior towards other Election Officers, Elections Staff, the public and/or the polling place.
6. Not use inappropriate and/or profane language.
7. Dress appropriately (e.g. clean and politically neutral clothing, good hygiene, etc).
8. Not exhibit inappropriate, abusive, or erratic behavior.
9. Follow the County's established election procedures.
10. Perform required tasks as assigned.

Violation of any of these Voter Registration and Election (VRE) Codes of Conduct may result in your removal as an Election Officer.

Protect Voter Rights

- Uphold the laws and regulations that protect voter rights.
- Display accessibility tools: the Americans with Disabilities Act and the Help America Vote Act ensure voters have the right to access tools to vote privately and independently.
- Display materials in all required languages: the Voting Rights Act guarantees voters the right to receive voting materials and assistance in English, Spanish, and Chinese. Specific materials are also required in Vietnamese, Tagalog, Japanese, Hindi, and Korean.
- Report any electioneering: the California Elections Code and the Voter Bill of Rights require that voters have the right to cast a private ballot free from intimidation.

Vision

On behalf of the people of Sacramento County, we proudly conduct elections with accuracy, integrity, and dignity.

Serve Voters

- Show respect with actions, words, and tone of voice to voters of every ethnicity, race, color, sexual orientation, age, language, ability, income, religion, creed, political affiliation, etc.
- When assisting a voter with a disability, put the person first and treat him or her as any voter.
- Be attentive to voters: don't use personal electronics or other distractions at the polling place.

Emergency Procedures

Accident or Medical Emergency

If you need emergency assistance:

1. Dial “911”.
2. If the emergency involves an Election Officer or a voter: complete the Liability Incident Report form located in the Final Instructions envelope. Put the completed form in the Roster of Voters/Forms Bag.
3. Contact Precinct Operations at (916) 875-6100 and report the emergency.

If you have a problem that is not an emergency and you need assistance, call Precinct Operations at (916) 875-6100.

Place both the white and yellow copies in Roster/Forms Bag

DEPARTMENT	Voter Registration and Elections	Liability Incident Report	
		Please: PRINT or TYPE	Use Right-Hand Number (Start with 0000)
In case of serious accident, call 9-1-1 for FIRE, POLICE, and AMBULANCE services.			
Person Involved (use separate forms if more than one person)			
Last	First	M.I.	Date of Birth
Street (or P.O. Box)		City	State
Phone Number () () ()			Zip Code
Home		Work	Other
Date/Time of Accident / Incident / Loss (MM/DD/YYYY)		Time _____ pm / am	
Location of Accident / Incident / Loss			
How Did This Accident / Incident / Loss Occur?			
(Please use the back of this form if more space is necessary)			
Describe Damage / Injury / Loss			
(Please use the back of this form if more space is necessary)			
Witnesses			
Name	Address	Phone Number	
Name	Address	Phone Number	
Preparer's Information			
Name (please print)		Title Precinct Officer	
Phone Number			
Signature of preparer		DATE	

Bomb Threat, Fire, Flood

1. Leave the building as instructed.
2. If you are able to remove any supplies when you leave the building without jeopardizing your safety, take the items in the following order of necessity:
 - Precinct Scanner
 - Roster of Voters
 - Unused Ballots
 - Black Ballot Bag (Provisional Ballots)
 - Pink VBM Bag
 - Provisional Envelopes
 - Pens

NOTE: If you are unable to take any of the above items out of the building and voters show up to vote, take their names, addresses, and phone numbers where they can be reached during Election Day. The Elections Office will contact them about voting.

Contact Precinct Operations as soon as possible. In the event the polling place needs to be moved to another location, we will send a Coordinator to assist with the move.

Physical Threat or Disturbance

If anyone is unruly, abusive, or in any way threatens the safety of the Election Officers, voters, or the orderly conduct of the election, call “911” and then report the matter immediately to Precinct Operations at (916) 875-6100.

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Your Training Manual and Election Day Tasks

Inspector

- Follow the Inspector Instructions on Election Day to ensure you complete all tasks.

Clerk

- NEW!** Clerk Job Assignments to ensure a successful Election Day. Inspector will assign each Clerk a Job Assignment.

Opening Procedures



Job Assignments to Clerks
Set up Voting Equipment
Complete Security Checks
Declare Polls Open



Assist Inspector in setting up Voting Equipment



Set up Election Table
Set up Black Ballot Bag



Set up Signs
Set up Parking



Set up Voting Booths
Set up Pink VBM Bag

Voting Procedures



Assisting Officer



Roster of Voters Officer



Ballot/Demonstrator Officer

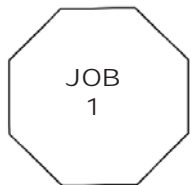


Street Index Officer

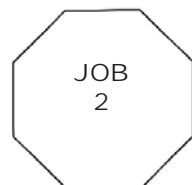


Provisional Ballot Officer

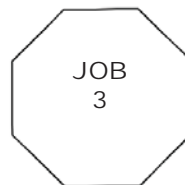
Closing Procedures



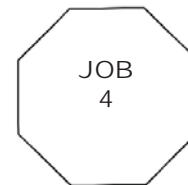
Close the Precinct Scanner
Remove the Memory Card



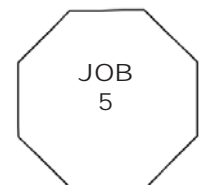
Take Down Election Supplies
Count Unvoted Ballots



Count Spoiled/Surrendered Ballots
Count Provisional Ballots



Count Write-in Ballots
Count Voted Ballots



Count Signatures in the Roster of Voters
Complete the Certificate of Performance

Your Election Day Team

Your Precinct Team: Inspector and Clerks

- Your Election Day team consists of: one Inspector (person in charge of the polling place) and at least four Clerks.
- Set the tone and example for your team: treating your team with courtesy and respect creates a respectful, welcoming, and accessible polling place for Election Officers and voters alike!
- Your team and voters may not remember the exact words you use, but they will remember your positive and supportive attitude.

Phone Support: Precinct Operations

- Precinct Operations staff can be reached by calling (916) 875-6100. Staff will be happy to answer your questions over the phone or send your Coordinator to assist you.

Technical Support

- If you experience any issues with your voting equipment, Technical Support will be happy to assist you. Please call (916) 875-6303.

Field Support - Coordinator

- Your Coordinator is a field supervisor assigned to oversee polling places during the election. Coordinators will contact Inspectors before Election Day and ask the following questions 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, a contact 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?