



ELECTION OFFICER TRAINING MANUAL



Sacramento County Elections
7000 65th Street, Suite A
Sacramento, CA 95823
(916) 875-6100

2018 - 2019

Election Officer Mission

Code of Conduct

Sacramento County Election Officers are required to:

- Arrive on time
- Work your shift as assigned
- Remain at the Vote Center during your shift (e.g. no unexcused breaks or exceeding allotted mealtime, etc)
- Remain at the Vote Center until all closing/clean up duties are completed after the Vote Center closes
- Not display disrespectful behavior towards other Election Officers, Elections Staff, the public and/or the Vote Center
- Not use inappropriate and/or profane language
- Dress appropriately (e.g. clean and politically neutral clothing, good hygiene, etc)
- Not exhibit inappropriate, abusive, or erratic behavior
- Follow the County's established election procedures
- 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, Korean, Punjabi, and Hmong.
- 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 Vote Center.

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 folder. 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	<u>Voter Registration and Elections</u>	Liability Incident Report	<input type="text"/>
		<small>Please: PRINT or TYPE</small>	<small>Use Right-Hand Section (Page 104 ONLY)</small>
<small>In case of serious accident, call 9-1-1 for FIRE, POLICE, and AMBULANCE services.</small>			
Person Involved (use separate forms if more than one person)			
Last	First	M.I.	Date of Birth
Street (or P.O. Box)		City	State Zip Code
Phone Number	() 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?			
<small>(Please use the back of this form if more space is necessary)</small>			
Describe Damage / Injury / Loss			
<small>(Please use the back of this form if more space is necessary)</small>			
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:
 - Blue Ballot Bag
 - Pink VBM Ballot Bag
 - Ballot Printer and blank ballot stock
 - Laptops
 - Roster Sheets
 - Pens
 - Provisional Envelopes

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. The Elections Office will contact them about voting.

Contact Precinct Operations as soon as possible for any emergency or alteration. In the event a Vote Center needs to be moved to another location, we will send a staff member 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.

The Voter's Choice Act

“New” in 2016, the State of California passed Senate Bill 450, allowing select counties to conduct elections by sending all registered voters a ballot in the mail and setting up regional Vote Centers where any voter can visit starting 10 days before Election Day. This is called the Voter's Choice Act. On June 6, 2017 the Sacramento County Board of Supervisors approved this new voting model to provide more voting options for Sacramento County voters.

What has changed?

- All registered voters receive a ballot in the mail.
- Voters can return their ballot by mail, designated drop boxes, or Vote Centers.
- You don't have to vote your mail ballot, you can still vote in person or get a replacement ballot! Vote Centers replace regular assigned polling places and are open for longer hours. Now, even a voter who lives in Elk Grove can access their correct ballot at a Vote Center in Citrus Heights!

Why the change?

- 64% of Sacramento County voters already vote by mail.
- A steady decline of people voting at a polling place. In June of 2012, there was one precinct where only two voters showed up on Election Day!
- Increase turnout and participation, as seen in other jurisdictions like Colorado and Oregon that have adopted a similar voting model.
- Save tax dollars and improved use of resources.
- 33,333 provisional ballots in 2016 showed the County that people are voting where they want. Under the new model, you can also verify in real-time whether a voter has already returned their ballot, eliminating more than half of provisional ballots needed!

How to Vote in the California Top-Two Primary

In a Top-Two Primary, you can cast your vote for any candidate:

- All candidates from all parties will be on the ballot for these contestants.
- You don't have to be registered with a party to vote on these contests.
- You can vote for a candidate from any party.
- You can “write-in” a candidate in the Primary Election.
- The two candidates with the most votes will appear on the General Election ballot even if they have the same party preference.

What does party preference mean?

Voters may either register with a political party preference or to choose “none”.

A candidate's party preference does not necessarily mean that they have that political party's support. The list of candidates who receive a party's official endorsement is in the County Voter Information Guide.

Vote Center Support

HELP US HELP YOU!

CALL PRECINCT OPERATIONS IMMEDIATELY IF:

- The Vote Center or room is not unlocked one hour prior to your Vote Center start time
- The Inspector has not arrived one hour prior to your opening time
- You cannot locate your voting equipment
- You are missing supplies or running low on supplies
- You will not be ready to process voters by opening time
- You have any questions or need assistance
- In the event of a power failure

PRECINCT OPERATIONS (916) 875 - 6100

Technical Support will be happy to assist you with any issues with the following equipment:

- Check In laptops
- Regular Desktop Printer
- Dymo Labelers
- ICX Activation Laptop/Smart Card Reader
- ICX Tablets and Printers
- Ballot Printer and laptop
- If you have missing or voided Tamper Evident Seals
- CradlePoint Network Switch

TECHNICAL SUPPORT (916) 875 - 6303

Vote Center Overview

Inspector

- Inspectors will assign jobs for opening, while the Vote Center is open, and closing procedures. Inspectors will assign breaks and meal periods.

Clerks

- Clerks will be assigned a job to ensure your Vote Center is successful.

Opening Procedures



- The Inspector will assign a job to each clerk to open the Vote Center

While the Vote Center is Open



- The Inspector will assign a job to each clerk while the Vote Center is open to voters

Closing Procedures



- The Inspector will assign a job to each clerk to close the Vote Center

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