



# ELECTION OFFICER TRAINING MANUAL



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

**2018 - 2019**  
2nd Edition

# Vote Center Support

## Technical Support WILL ASSIST YOU WITH ANY EQUIPMENT ISSUES:

- Check-In Laptops (including password help)
- Regular Desktop Printer
- Dymo Labelers
- Touchscreen Activation Laptop and Smart Card Reader
- Touchscreens and Printers
- Ballot Printer and Laptop
- CradlePoint Network Switch (no connectivity)
- If you have missing, broken, or voided seals

TECHNICAL SUPPORT (916) 875 - 6303

## 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
- Unable to locate your voting equipment
- Missing supplies or running low on supplies
- Not ready to process voters by opening time
- Questions or need assistance
- The Vote Center experiences a power failure

PRECINCT OPERATIONS (916) 875 - 6100

# Emergency Procedures

## Accident or Medical Emergency

For any accidents or emergency assistance:

1. Complete the “Supervisor’s Report of Illness/Injury” form
2. For emergency dial “911”.
3. Contact Precinct Operations at (916) 875-6100 to report the emergency.
4. Put the completed form in the Roster of Voters/Forms Bag

**Incidents that are not an emergency but assistance needed, call Precinct Operations at (916) 875-6100.**

SUPERVISOR'S REPORT OF ILLNESS/INJURY COUNTY OF SACRAMENTO WORKER'S COMPENSATION OFFICE		
Phone Number 876.5251		Fax Number 876.5157
For SSD Use Only: Report #	Job #	Division:
<b>PERSONAL INFORMATION: (Please print or type):</b>		
Employee Name:	SSN:	
Employee home phone number:	Work phone number:	
Department:	Section:	
Number of hours worked per week:	Time Shift Begins:	Ends:
Normal Days		
OT:		
Regular Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain:	
Was any informal or formal personnel action considered or taken against the employee within the previous twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>INJURY/ILLNESS INFORMATION:</b>		
Type of Injury/Illness (Check One)	<input type="checkbox"/> Incident Report/First Aid Only	
<input type="checkbox"/> Lost Time	<input type="checkbox"/> Medical Treatment Expected	
Date of Illness/Injury:	Time:	Date Reported:
How was illness/injury reported? <input type="checkbox"/> In person <input type="checkbox"/> Phone <input type="checkbox"/> Other		
If other, Explain:		
Where did illness/injury occur? _____ (address) _____ (city/zip)		
Was employee performing usual job duties when injured? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Did employee work after date of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, date returned? _____ If no, anticipated date of return: _____		
Is there any reason to believe this may NOT be a valid claim? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments:		
If incident was witnessed, provide the name(s), address, and phone number of witness(es):		
Names(s): _____	Address: Street _____	City, State, Zip _____
Phone: _____		
If equipment or property was involved, provide the following:		
Owner: _____	Address: Street _____	
Phone: _____	City, State, Zip _____	
Insurance Company: _____	Address: Street _____	
Phone: _____	City, State, Zip _____	
<b>TREATMENT INFORMATION:</b>		
<input type="checkbox"/> Hospital	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Doctor
<input type="checkbox"/> Nurse	<input type="checkbox"/> Self Administered	<input type="checkbox"/> Occ. Med Clinic
Provided by: _____		
Name of person providing treatment: _____		
Place of treatment: _____		

## 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.

## 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:
  1. Blue Ballot Bag
  2. Pink VBM Ballot Bag
  3. Inspector Cell Phone
  4. Completed Roster Sheets
  5. Vote Center Guide Binder

NOTE: If you are unable to take any of the above items out of the building and voters show up to vote, direct them to the next nearest Vote Center located in your Vote Center Guide Binder.

Call Precinct Operations if you have to leave your Vote Center for any reason. In the event a Vote Center needs to be moved to another location, Precincts will send a staff member to assist with the move.

# Election Officer Mission

## Vision

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

## Code of Conduct

Sacramento County Election Officer requirements:

- Arrive on time, work the assigned shift(s), and perform required tasks as directed by your Inspector
- Remain at the Vote Center during your shift(s)
  - No unexcused breaks or exceeding allotted mealtime, etc
  - Until all closing/clean up duties are completed
- Display respectful behaviors towards other Election Officers, Election staff, the public, and/or the location staff
  - Use polite language and mannerisms
  - Dress appropriately (i.e. non-revealing, clean, and politically neutral clothing, good hygiene, etc)
  - Do not exhibit inappropriate, abusive, erratic, or disruptive behavior
- Follow the County's established election procedures
- Read manual and training handouts during early voting down time
- Perform required tasks as instructed by your Inspector

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

## Serve Voters

- Show respect with actions, words, and tone of voice to voters of every ethnicity, race, color, sexual orientation, gender, 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.

# Election Officer Mission

## Protect Voter Rights

- Uphold the laws and regulations that protect voter rights
- Display accessibility tools: the **Americans with Disabilities Act (ADA)** 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 of 1965** 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

# The Voter's Choice Act

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. For example: 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!

## General Election Following a Top-Two Primary

The two candidates that received the most votes from the June 2018 Primary 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 or choose "none." The political party that a candidate is registered to 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.

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