

SECTION 1: Before Election Day

Preparing for Election Day	10 – 11
Inspector: Pre-Election Duties	12 – 19
• Visit the Polling Place	12
• Equipment Receipt	12 – 13
• Inspector’s Supply Checklist	13
• Final Instructions Envelope	14
• Official Ballots	15
• Test Ballot	15
• Verifying Ballot Type and Precinct Number	16
• Roster of Voters	17 – 19

Preparing for Election Day: All Election Officers

Review Your Training Materials

- This manual is key to a successful Election Day.
- Visit <http://www.elections.saccounty.net> and select 'Poll Workers' from the 'Get Involved' menu for more information about being an Election Officer, to access the training manual online, and watch videos shown in class.

Locate Your Assigned Polling Place

- Your Notice of Appointment Letter (**NOA**) will list the location of your polling place assignment.
- Arrange for transportation if you plan on carpooling with another Election Officer, or locate your polling place to ensure you arrive by 6:00 a.m. on Election Day.

Get Ready the Day Before

- Get extra sleep. Being well-rested will help you stay alert throughout the day.
- Pack extra food and water. Election Day is very long and you want to be sure to have enough refreshments to get you through the day.
- Be sure to dress appropriately. Pack extra clothes to keep warm in case it's cold in June or November.

Your Options to Vote Before Election Day

On Election Day, you'll be busy assisting voters and may not be able to go to your home polling place to vote.

- Request a Vote by Mail ballot and have your ballot mailed directly to you.
- Visit the Elections Office to vote early.

If you are unable to work Election Day, call Precinct Operations at (916) 875-6100 to ensure a replacement is staffed. An Election Officer who is a "no show" will not be asked to work in future elections.



Preparing for Election Day: Inspectors

Pick Up Supplies and Talk to Your Precinct Board

1. Pick up your supplies. Each Inspector receives a colored supply pickup card in their Notice of Appointment Letter with instructions about supply pick up and drop off.
2. If the Inspector is unable to pick up the supplies during the available time, they may have another person pick up the supplies. The person must have the supply pick up card to present at the pick up site. The card must have the signatures and phone numbers of both the Inspector and the person picking up the supplies.
3. Verify your issued supplies match your assigned precinct number on your Notice of Appointment Letter:
 - Precinct number on the Red Supply Bag
 - Precinct number on the Precinct Scanner (M100)
 - Official Ballots
4. Call your Clerks. If a Clerk is unable to work, call Precinct Operations at (916) 875-6100 immediately.
5. Call the polling place (see Equipment Receipt for contact information).
6. Talk to your Coordinator.

POLLING PLACE:	Campus Commons Retirement	PRECINCT:	43400	
FLORIN STATION 7000 65 TH Street, Sacramento				
SUPPLY PICK UP	Friday, June 3, 2016; between 9:00am – 7:00pm			
Please bring this card with you to your designated pick up site. If you are unable to pick up your supplies, please assign one of your clerks and provide them with this card. PLEASE NOTE: YOUR SUPPLIES WILL ONLY BE AVAILABLE FOR PICK UP AT THIS LOCATION DURING THE TIME LISTED ABOVE.				
SUPPLY DROP OFF	Tuesday, June 7, 2016; between 8:00pm – 11:00pm			
NAME	_____		PHONE	_____
SIGNATURE	_____			

Election equipment must be in a secure location at all times.

Do not store election equipment or materials in a vehicle or at the polling place.

Inspector: Visit Polling Place

- When you visit the polling place, check that the following equipment has arrived:
 - AutoMARK - verify precinct number is correct
 - AutoMARK Table
 - Black Ballot Box
 - Voting Booths (5 regular booths & 1 accessible booth)
 - Tables and/or chairs (if requested)
- Verify the assigned surveyed room has not changed.
- Confirm polling place will be unlocked by 6:00 a.m. or make arrangements to pick up the key. If someone else will open the polling place, get the name and phone number for the contact person.
- Have a plan for setting up the inside of the polling place, including the AutoMARK and precinct scanner with the black ballot box.
- If the equipment receipt indicates a threshold ramp, van accessible parking or any other special equipment, determine where it will be placed.
- Call Precinct Operations at (916) 875-6100 if you are missing supplies or equipment, a room change has been made, or if you have any questions regarding set up.

Equipment Receipt

The Inspector will receive an Equipment Receipt at the Supply Pick Up Site.

The descriptions for the receipt can be found on the next page.

County of Sacramento 0012345
 Voter Registration and Elections
 2016 Presidential Primary Election - June 7, 2016
 Receipt for Precinct Supplies

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 0012345 for the election to be held on June 7, 2016.

Signature	Phone	Date
Print Name	Threshold Ramp _____ Desk Light _____	
Carefree Senior Living	Comments:	

County of Sacramento - Voter Registration and Elections
 2016 Presidential Primary Election - June 7, 2016

Polling Place Name: The Polling Place
 Polling Place Phone No.: (916) xxx-xxxx **3**
 Precinct No.: 0012345
 Surveyed Rooms: Polling Foyer 25x28 **2**
 If a different room than the above is to be used, please contact 875-6100 immediately.

Standard Supplies	Special Supplies
Precinct Scanner	Desk Light 1
Red Supply Bag	Voter Parking Pole w/ rope 3
Official Ballots	Cones 3
Wire Frames (8) 4	Van Access Sign w/ext Pole 1 5

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

SPECIAL INSTRUCTIONS RELATING TO YOUR POLLING PLACE:

Parking is limited; use Voter Parking Poles to rope off 5 parking spaces. Place Van Accessible Parking Sign at the front of the marked ISA space closest to the curb ramp. Place 3 cones in the unmarked space to the right to designate an access aisle. Use desk light to ensure there is enough light for voters.

Equipment Receipt Definitions


1. A declaration that the Inspector will faithfully discharge the duties of an Election Officer.
2. Phone numbers and contact information for the polling place.
3. Surveyed voting area(s) - these are the rooms the elections office have approved for use.
4. Standard supplies include the red supply bag, precinct scanner in soft case, official ballots, and 8 wire frames.
5. Special supplies needed for the polling place.
6. Special instructions for the placement of signs and/or supplies, such as accessibility signs, voter parking signs, threshold ramps, etc.

Inspector's Supply Checklist


Retrieve this list from the Red Supply Bag.

Verify that you have received all items on the list.

If you are missing any items, call Precinct Operations at (916) 875-6100.




SACRAMENTO COUNTY
VOTER REGISTRATION AND ELECTIONS
PRESIDENTIAL PRIMARY ELECTION
JUNE 7, 2016



INSPECTOR'S SUPPLY CHECKLIST (QUANTITIES)

Be sure that you have all of your supplies before Election Day. If you are missing any of the items listed below, call (916) 875-6100, as soon as possible.

<div style="background-color: #4a4a8a; color: white; padding: 5px; text-align: center;">VOTING EQUIPMENT DELIVERED DIRECTLY TO POLLING PLACE (9)</div> <ul style="list-style-type: none"> (1) Black Ballot Box (1) AutoMARK (1) AutoMARK Table (5+1) Suitcase voting booths (Only one of the booths is marked with a special ISA decal.)  <p>Notice how things are packed in your suitcase voting booths. You will need to repack them exactly the same way on election night.</p> <div style="background-color: #4a4a8a; color: white; padding: 5px; text-align: center;">PRECINCT SCANNER (1)</div> <ul style="list-style-type: none"> (1) You will receive one Precinct Scanner. ___ The Precinct Scanner is stored in a soft black case with a power cord in the zippered pocket of case. Each case is sealed with a keyless lock. DO NOT BREAK SEAL UNTIL ELECTION DAY. ___ Voting Machine Keys are located inside the key access panel of the precinct scanner. <div style="background-color: #4a4a8a; color: white; padding: 5px; text-align: center;">PRECINCT OFFICIAL BALLOTS</div> <p>Precinct Ballots, Seal & Receipt</p> <p>BOX OF OFFICIAL BALLOTS, TEST BALLOT, INSPECTION SEAL AND BALLOT RECEIPT FOR YOUR VOTING PRECINCT</p> <ul style="list-style-type: none"> ___ You will receive the OFFICIAL BALLOTS in box(es). These box(es) are used as the RETURN BOX(ES) for the VOTED BALLOTS on election night. ___ TEST BALLOT (Located inside the first BOX OF OFFICIAL BALLOTS) ___ BALLOT RECEIPT (Located inside the first BOX OF OFFICIAL BALLOTS) Check the ballots as directed on the receipt. ___ You will receive an INSPECTION SEAL in each box of OFFICIAL BALLOTS. 	<div style="background-color: #4a4a8a; color: white; padding: 5px; text-align: center;">WIRE FRAMES</div> <ul style="list-style-type: none"> ___ Wire Frames for banner signs <div style="background-color: #4a4a8a; color: white; padding: 5px; text-align: center;">RED SUPPLY BAG</div> <p>Black Cover For Red Supply Bag (1)</p> <ul style="list-style-type: none"> ___ BLACK BALLOT BAG COVER - To cover Red Supply Bag during Election Day (Located in side pocket of Red Supply Bag) <p>Loose in Bag (Top) (11+)</p> <ul style="list-style-type: none"> ___ Pink "Inspector Supply Checklist" (This Form) ___ "Final Instructions" Clear Blue Plastic Envelope ___ Roster of Voters/Provisional Voters * ___ Index to the Register (Street Index) (two copies) * ___ Pink canvas Vote by Mail/Mail Ballots Bag with "Vote by Mail Ballots" Self Sealing Plastic Overflow Bag ___ Sample Ballot Pamphlets (Eng, Sp & Ch) ___ State Pamphlets (English, Spanish & Chinese) ___ Orange Data Transport Bag containing: <ul style="list-style-type: none"> ___ White Plastic Bag Seals ___ Used Security Seals Bag TBD Extra Signs and/or 100 Foot Rope (Optional) <p>Roster of Voters/Forms Bag (6)</p> <p>LARGE PLASTIC BAG LABELED "ROSTER OF VOTERS/FORMS":</p> <ul style="list-style-type: none"> ___ "Vote by Mail Ballots" Self Sealing Plastic Bags ___ "Provisional Ballots" Plastic Bag ___ "Spoiled/Surrendered Ballots" Plastic Bag * ___ "Write-In Ballots" Plastic Bag * ___ "Unused Official Ballot Bag" Containing: <ul style="list-style-type: none"> ___ Official "Voted Ballots" Seals (Green) ___ Official "Unused Ballots" Seals (Yellow) ___ "Items Left at the Polling Place" Plastic Bag *
--	--

1

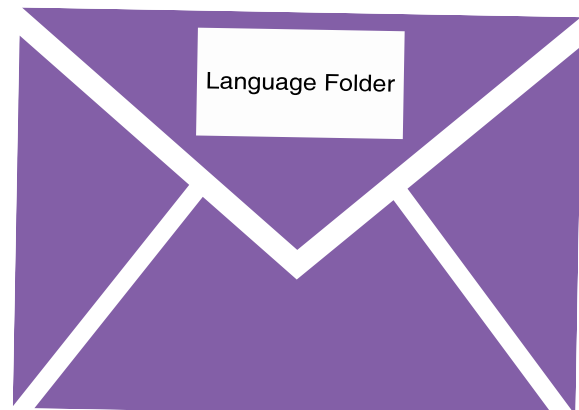
Checking Your Supplies

Final Instructions Envelope

Final forms for each precinct. Verify that these items match your assigned precinct.

- Declaration of Election Officers and Payroll*** - Used to process payroll.
- 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 of the roster.
- Roster Updates*** - Voters on the roster who have been cancelled and are not eligible to vote in the election. Print '**Ineligible to Vote**' in the REMARKS column next to the voter's name.
- 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 street index on the table.
- Precinct Equipment Verification Sheet** - Used to verify seals and tags on the precinct scanner on election morning.
- Job Cards** - Jobs to pass out to precinct board.
- Language Folder** - Precincts with language requirements will receive a purple folder with additional information to post.
- 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 'Voter's Added to Roster' page provided in the back of the roster.
- Qualified Write-in Candidates List** - List of qualified write in candidates to be available for voters who wish to vote for a write-in candidate.

NOTE: Items listed with an (*) should be placed into the Roster of Voters/Forms Bag by the end of Election Night.



Official Ballots

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

1. Count and print the total number of ballots received from the elections office on Line #1 of the Ballot Statement on the back of the Roster of Voters.
2. Check the ballot type and precinct number.

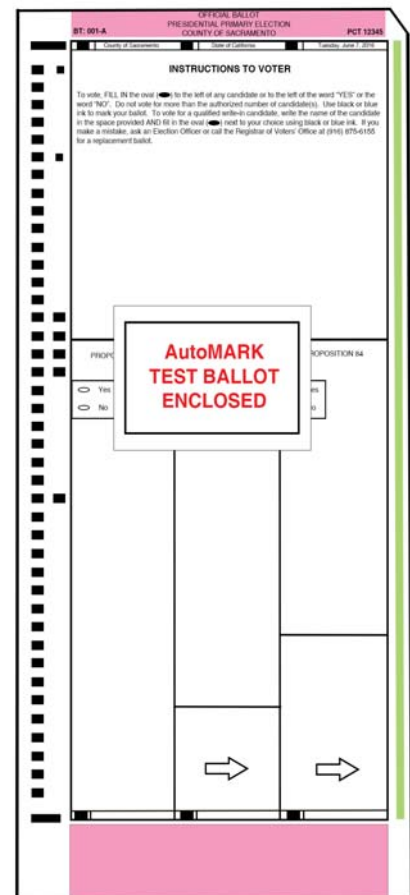


Once the ballots are checked by the Inspector, each ballot box is to be re-sealed with the **Official Ballot Inspection Seal** found in the ballot box. This ensures the security of the ballots after they have been inspected.

Test Ballots

- Each precinct will receive a test ballot for the AutoMARK, along with instructions, in a clear envelope inside the first box of Official Ballots.
- The test ballot may or may not match the ballot type for your assigned precinct.
- The test ballot will be used to test the accuracy of the AutoMARK and must be completed before the polls are opened.

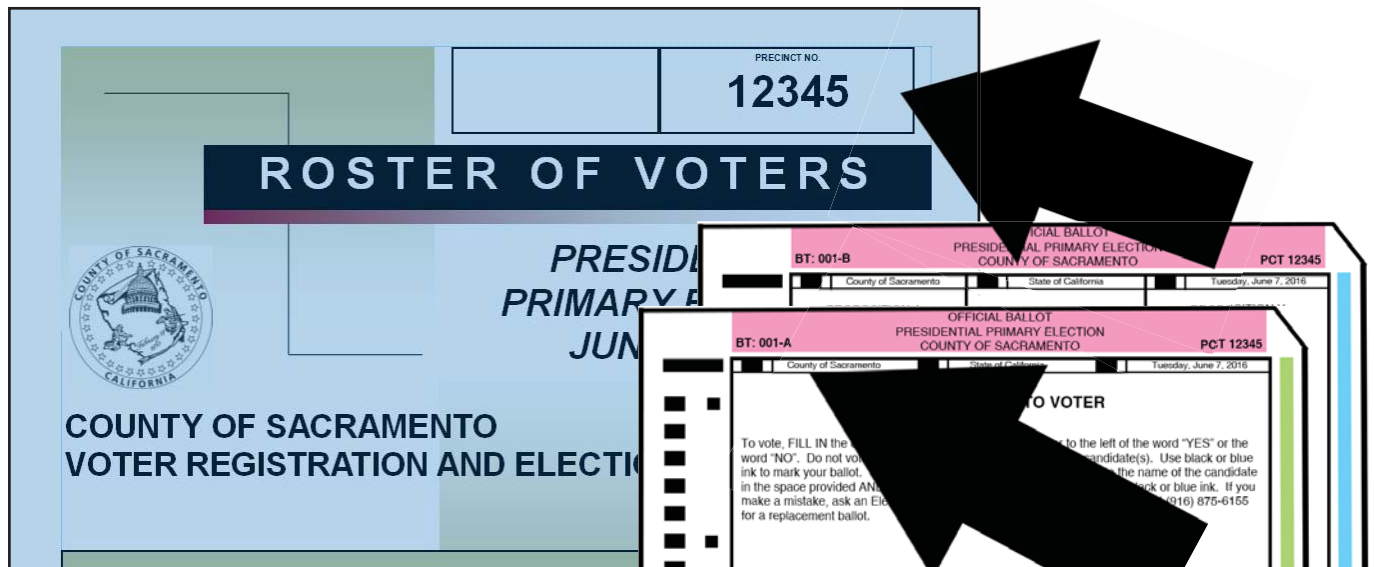
Do not run the test ballot through the precinct scanner.



Verifying Ballot Type and Precinct Number

Make sure you have the correct ballot type and precinct number for your polling place. Check the following items before Election Day. If you notice a discrepancy between your issued supplies and your assigned precinct number, contact your Coordinator or Precinct Operations immediately.

- Check the precinct number on your red supply bag.
- Check the luggage tag on your precinct scanner.
- Check the precinct number on the Official Ballot box label(s).
- Verify the ballot type number on the Sample Ballot and Voter Information Pamphlet matches the ballot type number on the Official Ballots.
- Verify the precinct number on the Roster of Voters matches the precinct number on the Official Ballots.



County of Sacramento

BT: 01

Sample Ballot and Voter Information Pamphlet

for Democratic – Republican – American Independent – Green – Libertarian –
Peace & Freedom – No Party Preference

Presidential Primary Election

Tuesday, June 7, 2016

Polls are open 7:00 am – 8:00 pm

← Find your polling place and party registration on the back cover

Roster of Voters Information and Procedures

The Roster of Voters is an alphabetical list of active voters' names and addresses that are assigned to vote at your precinct.

1. Locate your Inspector's Vote by Mail List (if your precinct is provided one) inside your Final Instructions Envelope.
2. Print '**VBM**' in the **REMARKS** column on the line corresponding to the name of the voter from the Inspector's Vote by Mail List. If 'Vote by Mail' is already printed on the line, it is not necessary to write '**VBM**' on the same line. Place the Inspector's Vote by Mail List into Roster of Voters.
3. To ensure all voters are processed properly, take a moment to look through the Roster of Voters to familiarize yourself with the following remarks:
 - ID Required** - This is a first time voter in Sacramento County voting in a federal election. The voter has been identified as a HAVA (Help America Vote Act) voter.
 - Vote by Mail** - This shows that the voter requested and was issued a Vote by Mail ballot.
 - VBM Received** - This shows that the elections office has already received the voters voted Vote by Mail ballot.
 - Vote by Mail/ID Required** - This shows that the voter requested and was issued a **VBM** ballot. If they **SURRENDER** their **VBM** ballot to you, check for their HAVA Required ID.

Prep the Roster - Primary

Election Date: 06/07/2016

Voter Roster List Presidential Primary Election

Registration Close: 05/23/2016

VOTER DECLARATION: I am a U.S. Citizen. I am at least 18 years old.

WARNING: By signing this roster, you are affirming that you have not moved from the address shown. It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Section 18560)

DECLARACION DEL VOTANTE: Soy ciudadano de EE UU. Soy al menos 18 años.

ADVERTENCIA: Al firmar esta lista, usted afirma que no se ha mudado de la dirección señalada. Es un crimen penado con encarcelamiento en la Prisión Estatal, on en la Cárcel del Condado para cualquier persona que vote fraudulentamente, fraudulentamente intente votar, vote mas de una vez, intente votar mas de una vez, personifique ser un votante, o intente personificar un votante. (Código de Elecciones Sección 18560)

選民宣布：我是一美國公民。我是至少 18 歲的。

警告：透過簽署這名值動人，你在證明那有不從被顯示的地址移開。是一種罪行該罰在任何人的監獄或按在國家監獄的關押要欺詐性地選舉。欺詐性地嘗試選舉，投票多於一次，嘗試不止一次選舉，模仿一位選民或嘗試模仿一位選民。(選舉為第 18560 節編碼)

Total Signatures

X-REF NUM	VOTER NAME AND ADDRESS	REMARKS	CROSSOVER BALLOT CHOSEN	PARTY	SIGNATURE	BALLOT TYPE	VOTER ID
581	<input type="checkbox"/> Acheson, Dean 654 State St			DEM		083	651507
493	<input type="checkbox"/> Adams, Abigail 1600 Pennsylvania Ave			REP		083	933106
494	<input type="checkbox"/> Adams, John Quincy 1600 Pennsylvania Ave	Vote by Mail		REP		083	361427
103	<input type="checkbox"/> Adams, Samuel 235 Boston Blvd			DEM		083	690448
306	<input type="checkbox"/> Addams, Jane 128 Hull Ave	VBM		DEM		083	953327
181	<input type="checkbox"/> Alcott, Louisa May 1862 Civil Way	ID Required		DEM		083	785239
174	<input type="checkbox"/> Ali, Muhammad 453 Cassius Ln		DEM: <input type="checkbox"/> NPP: <input type="checkbox"/> AIP: <input type="checkbox"/> LIB: <input type="checkbox"/>	NPP		083	1116509
405	<input type="checkbox"/> Andreesen, Marc 1993 Mosaic Rd	Vote by Mail		DEM		083	1899315
518	<input type="checkbox"/> Anthony, Susan B. 123 Progress St	VBM Received		DEM		083	753313
342	<input type="checkbox"/> Armstrong, Louis 234 Jazz Ct	Vote by Mail		DEM		083	695344
391	<input type="checkbox"/> Armstrong, Neil 720 Lunar Dr	Vote by Mail	DEM: <input type="checkbox"/> NPP: <input type="checkbox"/> AIP: <input type="checkbox"/> LIB: <input type="checkbox"/>	NPP		083	598336
286	<input type="checkbox"/> Astor, John Jacob 223 Furtrade Way			REP		083	1519737

Printed: 06/03/2016 12:57 PM
28 0024680 06/07/2016 11 92

Voting Precinct: 0012345
Generated: 06/03/2016

Prep the Roster - General

Election Date: 11/08/2016

Roster of Voters General Election

Registration Close: 10/24/16
0054872

VOTER DECLARATION: I am a U.S. Citizen. I am at least 18 years old.

WARNING: By signing this roster, you are affirming that you have not moved from the address shown. It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Section 18560)

DECLARACION DEL VOTANTE: Soy ciudadano de EE.UU. Soy al menos 18 años.

ADVERTENCIA: Al firmar esta lista, usted afirma que no se ha mudado de la dirección señalada. Es un crimen penado con encarcelamiento en la Prisión Estatal, on en la Cárcel del Condado para cualquier persona que vote fraudulentamente, fraudulentamente intente votar, vote mas de una vez, intente votar mas de una vez, personifique ser un votante, o intente personificar un votante. (Código de Elecciones Sección 18560)

選民宣言：我是一美國公民。我是至少 18 歲的。

警告：透過簽署這名值動人，你在證明那你有不被從被顯示的地址移開。是一種罪行該罰在任何人的縣監獄或按在國家監獄的關押要欺詐性地選舉。欺詐性地嘗試選舉。投票多於一次，嘗試不止一次選舉，模仿一位選民或嘗試模仿一位選民。(選舉為第 18560 節編碼)

Total
Signatures

X-REF NUM	VOTER NAME AND ADDRESS	REMARKS	SIGNATURE	BALLOT TYPE	VOTER ID
581	<input type="checkbox"/> Acheson, Dean 654 State St			083	651507
493	<input type="checkbox"/> Adams, Abigail 1600 Pennsylvania Ave			083	933106
495	<input type="checkbox"/> Adams, John Quincy 1600 Pennsylvania Ave	Vote by Mail		083	361427
103	<input type="checkbox"/> Adams, Samuel 235 Boston Blvd	VBM		083	690448
306	<input type="checkbox"/> Addams, Jane 128 Hull Ave	Vote by Mail/ ID Required		083	953327
181	<input type="checkbox"/> Alcott, Louisa May 1862 Civil Way	ID Required		083	785239
174	<input type="checkbox"/> Ali, Muhammad 453 Cassius Ln			083	1116509
405	<input type="checkbox"/> Andreesen, Marc 1993 Mosaic Rd	VBM Received		083	1899315
518	<input type="checkbox"/> Anthony, Susan B. 123 Progress St			083	753313
342	<input type="checkbox"/> Armstrong, Louis 234 Jazz Ct	Vote by Mail		083	695344
391	<input type="checkbox"/> Armstrong, Neil 720 Lunar Dr	VBM Received		083	598336
286	<input type="checkbox"/> Astor, John Jacob 223 Furtrade Way			083	1519737

Printed: 11/04/2016 9:01 AM
28 0054872 11/04/2016 11 92

Polling Place: 8 - Sierra 2 Center - Poll A
Generated: 11/04/2016

Page 1 of 74
Acheson - Astor **A**