

County of Sacramento Voter Registration & Elections



Precinct Officers Manual

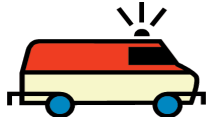


2012 - 2013

Polls Open
7:00 a.m. - 8:00 p.m.

Jill LaVine
Registrar of Voters

SACRAMENTO COUNTY
VOTER REGISTRATION AND ELECTIONS
ACCIDENT/EMERGENCY AT THE POLLS



ACCIDENT OR MEDICAL EMERGENCY

- If you need emergency assistance such as an Ambulance, Police or Fire Department, dial “911”.
- Immediately after taking care of the accident or emergency, do the following:
 - If the accident or emergency involves a Precinct Officer, complete the Supervisor’s Report of Illness/Injury form located in your supplies. Place the completed form in the Roster of Voters/Forms Bag.
 - If the accident or emergency involves a voter, complete a Liability Incident Report form. Place the completed forms in the Roster of Voters/Forms Bag.
 - Contact Precinct Operations and report the problem immediately at (916) 875-6100.
- If you have a problem or incident that is not an emergency and you need assistance, call Precinct Operations at (916) 875-6100.

PHYSICAL THREAT OR DISTURBANCE

- If anyone is unruly, abusive, or in any way threatens the safety of the Precinct 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

- Leave the building as instructed.
- 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
 - 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, so the elections office can 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.

PRECINCT OFFICERS MANUAL FOR COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS

Vision

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

Mission

Our mission is to:

Provide the opportunity and the means for participation in the election process;

Be effective, efficient and responsive to customer needs through continuous improvement;

Achieve open communication through teamwork and a spirit of goodwill;

Support educational and training opportunities to produce quality work;

Ensure legal requirements are met and applied consistently;

Work together to pursue and achieve excellence.

Prepared By: County of Sacramento Voter Registration and Elections
Precinct Operations Staff

Mission and Role of a Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To be trained in cultural sensitivity
- To assist voters with disabilities

We Could Not Do This Without You,



for Working on Election Day!

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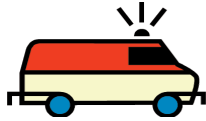


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