

Section 1

Before Election Day

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Supply Pickup

Each Inspector receives a colored card in their Notice of Appointment letter with instructions regarding their supply pickup site and drop-off site.

If the Inspector is unable to pick up the supplies during the allotted time, they may have another person pick up the supplies. The person must have the colored card to present at the supply pickup site. The card must contain the signatures and phone numbers of both the Inspector and the person picking up the supplies.

Match the precinct number on the red supply bag tag, the precinct scanner luggage tag, and the official ballots label(s) and verify that it matches the precinct number you were assigned to in your Notice of Appointment Letter.

Standard Supplies



Red Supply Bag



Precinct Scanner in Soft Case



Official Ballots



Wire Frames (4)

Remember: Election equipment must be in a secure location at all times. Do not store election equipment or materials in a vehicle.

The Inspector will receive an equipment receipt at the supply pickup site. The receipt will include: (The following numbers correspond to the numbers on the following page.)

- ① A declaration that the Inspector intends to faithfully discharge the duties they are about to perform as a Precinct Officer (The Inspector **must** fill out the top portion of the equipment receipt.)
- ② Phone numbers and contact information for the polling place
- ③ Standard supplies include the red supply bag, precinct scanner in soft case, official ballots and 4 wire frames
- ④ Special supplies needed for the polling place
- ⑤ Special instructions regarding the placement of signs and/or supplies, such as accessibility signs, parking signs, threshold ramps, etc., and additional contact information as needed

Equipment Receipt

County of Sacramento
Voter Registration and Elections
Election Date - Election Name
Equipment Receipt for Precinct Supplies

12345

①

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 12345 for the election to be held on Election Date.

Signature _____

Phone _____

Date _____

Print Name _____

Threshold Ramp _____

Desklight _____

The Polling Place _____

County of Sacramento - Voter Registration and Elections
Election Date - Election Name

Polling Place Name: THE POLLING PLACE
Polling Place Phone No.: (916)XXX-XXXX
Precinct No.: 12345

} ②

Listed below are the special signs and equipment that your polling place requires.

Standard Supplies

Precinct Scanner in Soft Case
Red Supply Bag
Official Ballots
Wire Frames (4)

} ③

Special Supplies

Desk Light 1
Voter Park-Pole w/rope 3
Cones 3
Van Access Sign w/ext Pole 1

} ④

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

SPECIAL INSTRUCTIONS RELATING TO YOUR POLLING PLACE:

Coordinate with school Principal to set up Voter Parking Poles and Van Accessible Sign. Street parking is available across the street. To establish a Van Accessible Parking Space, place the Van Accessible Sign on the right hand side curb marked reserved #1 parking space and place the three cones to mark off the #2 reserved parking space to the right of that. Keep doors open during the day.

⑤

12345

Preparing for Election Day

Inspector's Supply Checklist. Retrieve this list from the red supply bag in the side with the writing 'Sacramento County'. There is a padlock on the other side to ensure that no supplies are put there. Verify that you have received all items on this list. The items listed on the equipment receipt given to you at the supply pickup site should be in the red supply bag or placed in your car. If you are missing any items, call immediately.

Final Instructions Envelope. Final forms and lists printed and how to process them. Verify that these items match your assigned precinct number:

- **Declaration of Election Officers and Payroll** - used for processing payroll. See page 26 for more information.
- **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 as shown on pages 8 and 9.
- **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 the street index on the table.
- **Roster Updates** - voters on the roster who have been cancelled and are not eligible to vote in the election. Write 'ineligible to vote' in the 'REMARKS' column on the signature line of the voter.
- **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 'Voters Added to Roster' page provided in the back of the roster.
- **Qualified Write-in Candidates List** - a list of qualified write-in candidates to be available for voters who wish to vote for a write-in candidate.

- **Precinct Equipment Verification Sheet** - used to verify seals and tags on the precinct scanner on election morning. See page 16 for details.

Roster of Voters Information and Procedures. Each precinct will receive a Roster of Voters with a blue cover. You will note that on some of the lines next to the voter's name you may find additional information about the voter.

- **ID REQUIRED** - this is a first time voter in Sacramento County voting in a federal election. The voter has been identified as a H.A.V.A. (Help America Vote Act) voter.
- **VOTE BY MAIL VOTER** - this shows that the voter requested and was issued a vote by mail ballot.

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

- Check the ballot type and precinct number on the ballot to ensure they are correct for your precinct (see example on next page).
- Re-seal each box with an Official Ballot Inspection Seal that is located inside each box.



- Enter the total amount of ballots received from the elections office on **line #1** of the Ballot Statement located on the back of the Roster of Voters.

Test Ballots. Each precinct will receive a test ballot for the AutoMARK, along with the instructions, in a clear envelope found in the first box of official ballots. This ballot will be used to test the accuracy of the AutoMARK.

Do not run the test ballot through the precinct scanner.

Repack the supplies - if there are any discrepancies, please contact the elections office immediately or call your coordinator.

Verifying Ballot Type and Precinct Number

Verify that the ballot type number on the sample ballot pamphlets matches the ballot type number on the official ballots.

OFFICIAL BALLOT/BALOTA OFICIAL
SPECIAL PRIMARY ELECTION/ELECCION PRIMARIA ESPECIAL

12345

TUESDAY, MARCH 8, 2011

INSTRUCTIONS TO VOTER

To vote, fill in the oval (●) to the left of any candidate or to the left of the word "SI" or the word "NO". Do not vote for more than the authorized number of candidates. Use black or blue ink to mark your ballot. To vote for a qualified write-in candidate, write the name of the candidate in the space provided AND fill in the oval (●) next to your choice using black or blue ink. If you make a mistake, ask a precinct officer or call the Registrar of Voters Office at (916) 875-6155 for a replacement ballot.

INSTRUCCIONES PARA EL VOTANTE

Para votar, RELENE el óvalo (●) situado a la izquierda de cualquier candidato o a la izquierda de la palabra "SI" o "NO". No vote por más de la cantidad autorizada de candidatos. Utilice tinta negra o azul para marcar su balota. Para votar por un candidato que escribió calificado, escriba el nombre del candidato en el espacio dispuesto para tal fin y rellene el óvalo (●) ubicado al lado de su elección utilizando tinta negra o azul. Si cometió un error, pida a un funcionario del distrito electoral que le dé una balota de reemplazo o llame a la Oficina del Registro de Votantes al (916) 875-6155.

Voter-Nominated Offices

*All voters, regardless of the party preference they disclosed upon registration, or failed to disclose a party preference, may vote for any candidate for a voter-nominated office. Voter-Nominated Offices: The party preference, if any, designated by a candidate for a voter-nominated office is indicated by the candidate and is shown for the information of the voter only. It does not constitute an endorsement of the candidate by the party indicated, and no candidate nominated by the qualified voters for any voter-nominated office shall be deemed to be the officially nominated candidate of any political party.

Cargos Nombrados Por Los Votantes

*Todos los votantes, independientemente de la preferencia de partido que revelaron al registrarse, o de la negativa a revelar preferencia de partido política, pueden votar por cualquier candidato a un cargo nombrado por los votantes. Cargos nombrados por los votantes: La preferencia de partido, si la hay, designada por un candidato a un cargo nombrado por los votantes, es seleccionada por el candidato y se muestra solo para información de los votantes. No constituye aprobación del partido político ni implica que el partido político designado apruebe al candidato, y no se debe considerar que un candidato nombrado por los votantes está hecho al cargo nombrado por los votantes sea el candidato nombrado oficialmente por un partido político.

Disney	Daisy Duck
Mickey Mouse Club	Snow White
Goofy	Prince Charming
Minnie Mouse	Donald Duck
Rapunzel	END OF BALLOT/ FIN DE LA BALOTA
Pluto	

BT 001

OFFICIAL BALLOT/BALOTA OFICIAL
SACRAMENTO COUNTY/SPECIAL PRIMARY ELECTION
CONDADO DE SACRAMENTO/ELECCION PRIMARIA ESPECIAL
MARCH 8, 2011/8 DE MARZO DE 2011
This number shall be torn off by a precinct board member and handed to the voter in a separate envelope. The voter must place this number in the separate envelope and deposit it in the ballot box. The voter must place this number in the separate envelope and deposit it in the ballot box.
Este número será despegado al votante y entregado al votante en un sobre separado. El votante debe despegar este número y entregarlo al votante en un sobre separado. El votante debe depositar este número en el sobre separado y depositarlo en la urna electoral.

OFFICIAL BALLOT/BALOTA OFICIAL
SACRAMENTO COUNTY/SPECIAL PRIMARY ELECTION
CONDADO DE SACRAMENTO/ELECCION PRIMARIA ESPECIAL
MARCH 8, 2011/8 DE MARZO DE 2011

001

Presidential Election
Tuesday, 2012 - 2013
Polls Open at 7:00 A.M. and Close at 8:00 P.M.
Sample Ballot
and
Voter Information Pamphlet

Look inside for your sample ballot!

FIND YOUR POLLING PLACE:
ON THE BACK COVER OF THIS PAMPHLET
ON THE WEB AT www.elections.sacounty.net
Or call (916) 875-6500

Grover Cleveland Democrat
Abraham Lincoln Republican

ELECCION PRIMARIA
Martes, 2012 - 2013
Las casillas abren a las 7:00 A.M. y cierran a las 8:00 P.M.
Balota de Muestra
y Folleto de información del votante

ENCUENTRE SU CASILLA ELECTORAL:
EN LA CONTRATAPA DE ESTE FOLLETO
EN LA PÁGINA DE INTERNET EN
www.elections.sacounty.net
O llame al (916) 875-6500

Grover Cleveland Demócrata
Abraham Lincoln Republicano

SACRAMENTO COUNTY REGISTRAR OF VOTERS
7000 69th Street / Sacramento CA 95823

PRECINCT NO.
12345

ROSTER OF VOTERS

Presidential Election
2012-2013

COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS

INSTRUCTIONS TO PRECINCT OFFICERS
The voter shall announce his or her name and residence address. The Precinct Officer finds the name in the Roster of Voters and repeats the name and residence address. The voter signs his or her name before a ballot is issued.

ENCLOSE IN ROSTER OF VOTERS/FORMS BAG

Verify that the precinct number on the Roster of Voters matches the precinct number on the official ballots.

Roster of Voters Page - General Election

Print VBM under the 'REMARKS' column on the line of the voter from the Inspector's Vote by Mail List who was issued a vote by mail ballot. If 'Vote by Mail' has been printed on the line, it is not necessary to write another VBM on the same line.

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	953106
495	<input type="checkbox"/> Adams, John Quincy 1600 Pennsylvania Ave	Vote by Mail		083	361427
103	<input type="checkbox"/> Adams, Samuel 235 Boston Blvd			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	VBM		083	1116509
405	<input type="checkbox"/> Andreesen, Marc 1993 Mosaic Rd	Vote by Mail		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	Vote by Mail		083	599336
286	<input type="checkbox"/> Astor, John Jacob 223 Furtrade Way			083	1519737

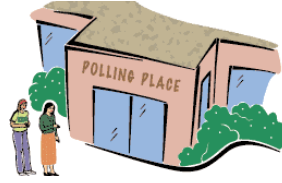
Election Date: 11/06/2012
 Voter Roster List
 Presidential General Election
 Registration Close: 10/22/2012
 Ballot Type: 083

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 encarceramiento en la Prisión Estatal, o en la Cárcel del Condado para cualquier persona que vote fraudulentamente, fraudulenta 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，我至少 18 歲的。
 警告：透過簽署選名冊，你在證明那你有不被從被顯示的地址移開。此一罪罰行罰則在任何人的人監禁或在在監獄或監獄押運或監禁在地址處事。此罪性地嘗試選票，投票多於一，嘗試不止一次選票，模仿一位選民或嘗試模仿一位選民。(選舉法第 18560 節編碼)

Polling Place

Inspector to Visit the Polling Place. Please be courteous and respectful to all personnel and the polling place. As guests of the facility, do not use any of their office supplies or equipment. When you arrive at the polling place, be sure to check that the following equipment has arrived at the polling place before Election Day.



- AutoMARK
- Table for the AutoMARK
- Ballot Box
- Voting Booths (5 regular booths, 1 accessible booth)
- Tables and/or chairs (if needed)

Verify the assigned room has not changed. Do an on-site inspection for possible problems. If a problem exists, notify Precinct Operations at (916) 875-6100, so that the problem can be resolved before Election Day.

Make arrangements to pick up the key for the polling place; if somebody else will open, get the name of the contact person and telephone number. Be sure the person opening the door on election morning is there by 6:00 a.m. If the facility will not supply a phone number of the person who will open the door, call Precinct Operations immediately.

Have a plan for setting up the election table, AutoMARK and the precinct scanner with the ballot box. Check position of the electrical outlets. See an example on page 13.



If the equipment receipt indicates a threshold ramp, van accessible parking or any other special equipment, determine where this will be placed. If you believe that other equipment is required, call the elections office.

Coordinators

A Coordinator is a field supervisor assigned to oversee polling places during an election. They provide a channel through which Inspectors can be contacted prior to Election Day.

Each polling place has an assigned coordinator. Coordinators will contact Inspectors before Election Day and ask the questions below plus others 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, or a 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?

Please exchange Election Day phone numbers with your coordinator.

Your coordinator will visit your polling place several times on Election Day. They are there to assist you with extra/missing supplies, procedures, voter issues, personnel issues, and troubleshooting the equipment.

