Election Day Pollwatcher Guide

Nov. 2006
Developed by

SAVE R VOTE

A project of Democracy for America of Temecula Valley, CA

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Introduction

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SAVE R VOTE (Safe Auditable Verifiable Elections Require Voter Observation of Touchscreen Equipment) is a grass roots organization sponsored by Democracy for America of Temecula Valley, CA

WELCOME TO POLL WATCHING IN RIVERSIDE COUNTY

Democracy for America – Temecula Valley
32204 Calle Resaca
Temecula, CA 92592
NOVEMBER 7TH 2006

Dear Election Integrity Citizen

As the Executive Director of SAVE R VOTE, a project of Democracy for America – Temecula Valley (DFA-TV), I wish to welcome you to **the most important civic engagement any citizen can participate in**. The importance of VERIFYING the legitimacy of the voting process as well as the report of the results of an election is the cornerstone of American Democracy. Without citizens taking the time and being given the right to observe every aspect of the electoral process (without violating voter privacy), there can be NO assurances that the reports of the election results are anything more than a "trust me" report from a smoke filled back room. Certainly we thought those days were long behind us, but with electronic voting, an election can be turned in a matter of seconds, and citizen vigilance is one of the biggest safeguards to minimize the chances of that happening.

You probably know that the new Sequoia Edge II voting machines – referred to as DREs (Direct Electronic Recording) now come equipped with a printer – known as a VVPAT or Voter Verified Paper Audit Trail. Part of your duty as a poll watcher is to act as an observer of how well the machines perform. If a voter reports that the DRE switched his or her vote from Candidate A to Candidate B., you need to note that (in detail explained in this manual). If a printer jams, or has to be replaced, you should note that and the reason, etc. We observed about a 20% failure rate on the machines in the June 6th primary, and turnout was light. The county reported "minimal problems" with the machines, certainly a very different perspective from our direct observations. It is possible that failure rates will be much higher this time, and this needs to be thoroughly documented.

This project is all about "process" and not about the poll workers who are generally very dedicated and desirous of doing the best job possible. Our goal and purpose is to observe whether all processes are adhered to exactly, and to note what variations occur, when they occur, and to the extent possible, why they occur and what was done, if anything, to correct the problem. And I cannot stress strongly enough, it is NOT about any political party, candidate or proposition on the ballot. SAVE R VOTE never takes any position on any candidate, party or proposition and focuses solely and exclusively on how well the laws and processes related to the election system are adhered to.

Your reports will be accumulated into a master report to assist the Board of Supervisors and the Registrar of Voters to identify areas for improvement for future elections.

I thank you from the bottom of my heart for taking on this citizen observer task. You are truly making a difference in the effort to increase transparency in the electoral process in Riverside County.

Tom Courbat
Executive Director
SAVE R VOTE
Riverside County, CA
Birthplace of E-Voting in the U.S.

Notes for Trainer's

Orientation to Save R Vote Training Materials

Purpose:
The purpose of the training manual is to provide an easy system for recording Election Day observations at the polling sites. This includes chain of custody (security), observations of procedures, and functioning of electronic voting equipment. Observation at the polling site starts with setting up the site the night before the election and continues until all reports from the site are delivered to the ROV office, or designated location. The intent is that these materials will provide an orientation as to what should be happening in a basic chronological sequence thereby creating a base of knowledge for observing possible anomalies at the polling site. The intent is to keep it easy for the volunteer while collecting accurate documented data. With all poll watchers using the same information and recording forms the data can be compiled consistently in any given precinct.

Process utilized in developing these observation materials:

The local R O V training guide book for election workers was referenced for the basic content, time lines and processes to be utilized in the preparation and conducting of election day activities at the Polling Site. The codes were checked and the electronic equipment manuals were consulted in preparing these materials. (The Sequoia Edge II DRE Electronic Voting System is utilized in the county where these materials were developed.) No scanners are used at the polling places.

When utilizing the Poll Watchers Guide:

It is recommended that materials be placed in a 1" notebook. This allows for tabbing of the sections and a hard surface for the poll watcher to record their observations.

Segment 1 is an Introduction to the SRV Project – **"Trust But Verify"**.
Each Poll Watcher is provided with a tag identifying them as a SAVE R VOTE Poll Watcher.

Segment 2 is Chain of Custody (Pre Poll Opening, Poll Closing and Posting of the Results at the Precinct).

Segment 3 relates directly to observing the processes as voters cast their ballots electronically. We are asking for a tally of voters entering the Polling place as a cross reference for the activator card, the DRE or the printer records, see pages 29, 30 and 31.

Segment 4 contains additional report forms

Segment 5 is related to logistical and legal information. Included are the following: 1. An agreement between S R V and the poll watcher, 2. Riverside County's Poll Watcher Guidelines, 3. General information sheets (including schedule, and a poll watcher evaluation).

SRV Notebooks will be returned following the close of polls to the SRV person observing pickup site activities at Pickup Site (location is provided).

Scheduling:

We chose to divide the day into four, four hour sections and one 2 hour. The recommended schedule on page 47 of the printed materials, this is optional. Some of our watchers have opted to take more than one segment of the day. Persons who have to work on Election Day are taking the evening segments.

It is very important that when the poll watcher enters the polling place they go directly to the Election Inspector and introduce themselves and assure them of your/our purpose and intent to not in any way interfere with the election process. They should be wearing their SRV name tag.

Polling site selection:

In selecting Polling Sites we considered the ethnic mix, economic, urban / rural and type of space (school, fire station, home etc.) If you are covering a high percentage of the polling sites I would recommend using a random selection process.

Consideration was to the time of day the volunteer preferred to work and since many were senior citizens when possible within 10 to 15 miles of where they lived. The same person who did the pre election night observation should also monitor the closing.

Election Day Coordination:

Field Operation Coordination: This person sees that all the materials are delivered to the Pre Election person who then hands the materials off to the election morning person. The Field Operation Coordinator is available to the teams at all times via cell phone. If the poll watcher sees or hears anything they question they call the SRV Field Operation Coordinator at once, we place their phone number several places in and on the notebook.

Forms have developed for: 1.The "Pick UP" stations (Identified location for precinct materials from a region to be turn in for transport to the RoV office).
2. Delivery / arrival at the ROV office and 3. Recording of the Results Report at the polling sites.

Acknowledgements

Many thanks to the many citizens who have contributed time, effort and resources to SAVE R VOTE (SRV) project of Democracy for American of Temecula Valley, (DFA-TV) CA. We have had well over 200 people working over the past three years in and on this project in a variety of ways. Then there have been the ones who have helped carry the torch of leadership. They are Jim Woodward, Paul Jacobs, Jerry Ewig, Rick Palordy, Barbara Lupro who have assisted in so many ways.

Special thanks has to go to Tom Courbat and Maxine Ewig . Tom has taken the SRV effort to the highest of levels. Tom has provided local, regional, state and national leadership in the "Election Integrity" effort. Maxine Ewig has spent well over 300 hours in the preparation of the Poll Watcher's Guide.

The SRV Team of DFA – TV would like to acknowledge all of you who are willing to take this effort and utilize it to make a difference in your local communities.

Some who have reviewed these materials have said that these materials are arguably the most comprehensive training manual for poll watchers (observers) in the country. The writer has extensive experience as a teacher and administrator and thus used her experience and expertise to create a living document that can be used by anyone throughout the country by just modifying the sections that refer to Sequoia to sections that contain reference to the brand of machines being used in another county. We all here at SAVE R VOTE and, indeed, the entire Election Integrity movement, owe a huge debt of gratitude for Maxine's tireless work on this document.

This Poll Watcher's Guide is intended for distribution far and wide and will be available to election transparency groups throughout the U.S. For additional information contact Dan Ashby of Election Defense Alliance at the link below, http://electiondefensealliance.org/takeaction

Poll Watcher's Guide

Presented by

SAVE R VOTE

(Safe Auditable Verifiable Elections Require Voter Observation of Touchscreen Equipment)

A project of

Democracy for America of Temecula Valley

Basic Organizational Information

- Contact Information page 2
- Table of Content page 3
- Who is SRV page 4
- Project Chart page 5

S R V Contact Information

Title	Person	Contact Information
Executive Director	Tom Courbat	tom68-69korea@thecourtbats.com 951 536 6091
Project Director	Barbara Lupro	lupro@earthink.net 951 698 5740
Field Operations Mgr.	Rick Palardy	rick.palardy@verizon.com 951 699 9752
Training Director	Maxine Ewig	maxineewig@aol.com 951 694 6582
Pre Election		
Absentee Ballot		
Election Day Chain of Custody		
Post Election		
Recruitment		

SAVE R VOTE Election Day Notebook

Table of Content

Introduction to the Project page 1

- Title Page
- Purpose – Overview

Chain of Custody page 7

- Election Eve Set-Up
- Election Night Closing
- Election Results Report
- Transporting Ballots to Collection Site
- Collection Station
- Observing
- Following to Gateway (ROV)

Election Day Observations page 21

- Opening
  - Set-Up
  - First Voter
- Throughout the day
  - Ballot: Card Activator, Activator Card, Provisional, and Paper
  - DRE: Card stuck, calibration, security tape, and yellow button
  - Printer: Paper jam (out of alignment) and used all paper

Observation Report Forms (extras) page 33

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SAVE R VOTE

(Safe Auditable Verifiable Election Require Voter Observation of Touchscreen Equipment)

Save R Vote believes that transparent, verifiable and auditable elections require voter observation of all processes.

Save R Vote is a non-partisan, citizen-driven election monitoring project sponsored by Democracy for America of Temecula Valley.

Save R Vote's Purpose is to bring together citizens to promote fair, transparent and accurate elections in Riverside County, CA.

Save R Vote's Mission is to observe and document procedures and any anomalies that arise with the voting systems in Riverside County.

Save R Vote's Goal is to evaluate Riverside Country election processes and to produce a citizen observation report which documents Riverside County's process according to the following criteria:

- **Compliance with California State Election Code**
- **Performance of equipment and staff interface with equipment**
- **Transparence and auditability of the election system**

Save R Vote
Organizational Chart
November 2006

SAVE R VOTE

A project of Democracy for America of Temecula Valley

Chain of Custody

Chain of custody means the security of the voting equipment and the ballot at all times.

- **Election Eve Setup** **pages 8 – 11**
- **Election Night Poll Closing** **pages 12 – 20**

Election Eve Set Up

Reference Information - Election Eve setup

Chain of Custody: *SECURITY of the Ballot from time it leaves Registrar of Voters Office to the time it is returned.*

Polling Place: *An accessible location, adequate space for a check-in table and privacy around five (5) Voting Stations.* (Largest Precincts will be given 10 DREs.)

Election Eve Workers: 3 required, 4 to 5 preferred, the head person is called an "Election Inspector" She/he will be overseeing the polling sites. A "Ranger" is assigned to 4 to 10 polling sites to provide assistance to the Inspector. The Ranger is the only one who can change the AVVPAT's.

Equipment Needed:

- **DREs *(D*irect *R*ecording *E*lectronic device)** *An electronic touch screen (looks like a computer monitor) that is a recording device with a computer program memory, and a memory card.*
- **AVVPAT** *(Accessible Voter Verifiable Paper Audit Trail) printers will arrive in a plastic tub with the DREs and be stored in a secure location. They will be placed back in the tub at the close of the voting and be picked-up with the DREs and returned to ROVs office at a later date.*
- **Ballot Box:** *This blue box will contain the paper materials needed for the election, Roster* Books, *Street Index, Card Activator (2), Activator Cards, and A Paper Ballot Kit. The Ballot Box will arrive with the Election Inspector.*
- **Each Polling place is to receive a "Paper Ballot Kit".** *(SRV is asking the RoV to provide . a sign for each Polling Site stating paper ballots are available.)*
- **RED Pouch:** A security pouch in which to transport documents (Election records and voter memory cards.)
- **Table and Chairs:** *Check in space for registered voters*

Number of "Polling-Set-Up" at a location: *Each "Set-up" will have 5-10 DREs, and it's own workers,* (for this election the larger Precincts will receive 10.)

Precinct Number (s) for each "Set Up": Information will be provided on assignment sheet.

Space layout: Voter privacy is of highest priority this includes the paper ballot voter, too.

Poll Watcher Location: Place your chair in a location where you can observe the registration table and the DREs. If you are close enough to hear comments and questions it might be insightful. **See page 31**

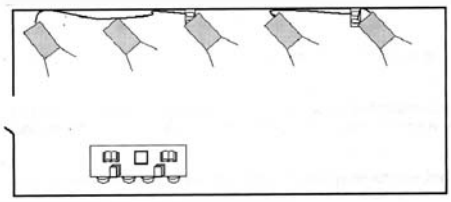

Fig # 1 –a
Room set for 1 Polling Site 5 DREs

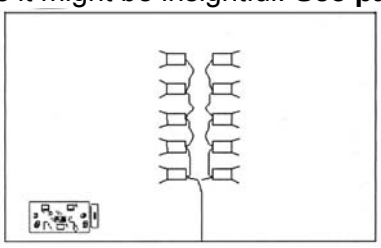

Fig # 1 – b
Room set for 1 Polling Sites 10 DREs

Election Eve Set Up

Data Recording Form

Polling Site Address _____ **CA** _____
Street City State ZIP #

Person Observing: _____ **Time** _____ **Date** _____
Name

Number of Polling "Set Ups" at this address: _____

Precincts Number for each "Set Up" _____ _____ _____

Election Eve Workers How many persons were present to set up and test the equipment? _____
(*3 required, 4 to 5 preferred*)

Y = yes N = no DNO = did not observe)

Did they appear to know what to do? Y / N / DNO

DRE's and AVVPAT's Were locked in a secure room prior to setup? Y / N / DNO

Did DREs and AVVPATs have a security tag attached? Y / N / DNO

Ballot Box:

Precinct #	Ballot Box #	Were Materials From Ballot Box Inventoried
_____	_____	Y / N / DNO
_____	_____	Y / N / DNO
_____	_____	Y / N / DNO

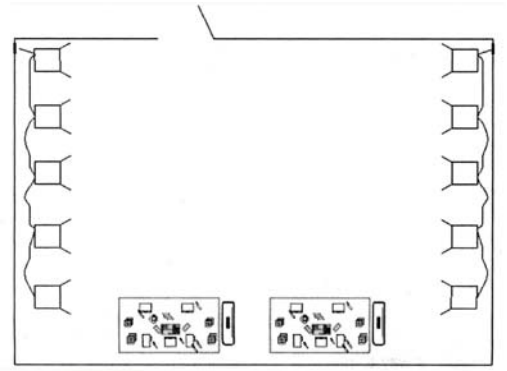

Fig. # 1 - c
Room set for 2 Polling Site

Election Eve Setup

Reference information - Election Eve, continued

Fig. # 2 Sequoia w Printer
Machine Number & Activator Card Slot

Fig # 3 Sequoia DRE-back view
Machine #, security ties- **tamper**
Sensitive TAPE over Memory Card Slot

Fig.# 4 Memory
Card Slot

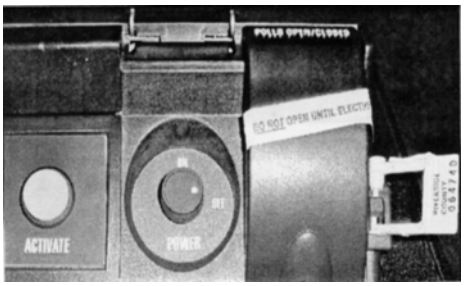

Fig. # 5 DRE Switches
And Security Locks
Precinct # Visble

View on page 12

Fig # 7 Bagged AVVPAT
Printers & storage Tub
Tub holds 6 printers

Fig # 6 Ballot Box
Precinct # Visible

Fig. # 8 DRE with Screen Reclined

If there is more than one Precinct at your site enter the additional machine number on this page

Election Eve Set Up

Data Recording Form

DREs NOTE Serial Number of each machine: _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

Printers: Do Number matched to DREs Y / N / DNO Is one set aside in reserve? Y / N / DNO

Printer serial numbers _____ _____ _____

_____ _____ _____

_____ _____ _____ _____

Components Installed and Checked:

Were all parts available for set up? Y / N / DNO

Were power cords daisy chained between each voting machine? Y / N / DNO

Did election official (s) know how to unpack and set up DREs? Y / N / DNO

If no explain: _____

_____

When power was turned on did a green light come on? Y / N / DNO

When the screens were raised did a message come on saying, "Ready to Open Official Election? Y / N / DNO

Were machines powered down before screens were reclined? Y / N / DNO

Did the election Official seem to use space effectively? Y / N / DNO

Was voter privacy considered? Y / N / DNO

Was a private place established for paper ballot voter? Y / N / DNO

Sketch the layout of Polling place showing the DREs and the Election Table.

Please use a sheet from "Observation Form" section to make notes or report additional observations. (pages 34 - 40)

Closing of the Polling Place

Reference Information

The Election Inspector is to go to the door and identify the last person in line and declare the polls closed. If a voter is in line at 8:00 p. m. they are allowed to vote.

Once the last voter has voted and departed the following activities should start to happen:

The process is designed for 2 teams to perform the closing activities (paper work and other activities) and they will be working simultaneously.

Fig. #9 Sample Electronic Ballot Statement

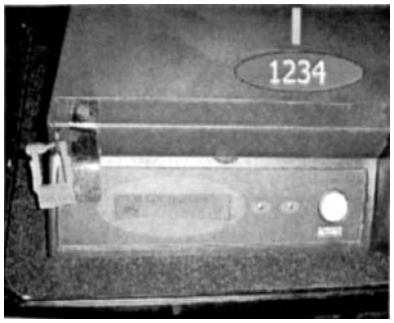

Fig. # 10 Security Tape & Public Counter

Fig. # 11 Memory Card and Red Transport Bag

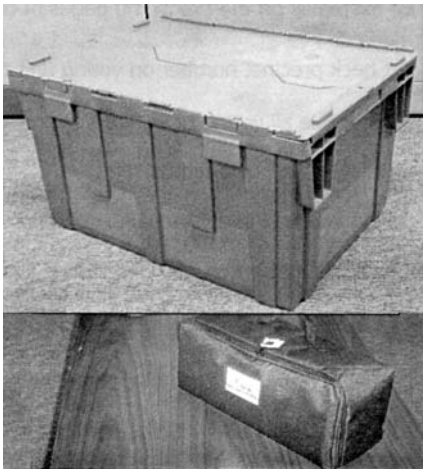

Fig. # 12 VVPAT + Bag + Tub

Closing of the Polling Place

Data Recording Form

Polling Site Address _____**CA**_____
Street City Zip

Person Observing _____**Time**_____ **Date**_____

(Y = yes N = no DNO = did not observe)

Did voter traffic permit final "paper work" to begin before Polls closed? Y / N / DNO

Did Elec. Official proclaim aloud at 8:00 p.m. "the polls are closed"? Y / N / DNO

Did the Election Official declare the last person in line as the last voter? Y / N / DNO

Confirmed all voters have left the polling place Y / N / DNO

Team 1 (2 people)
Starting at one end of voting units (DREs) Election Officials performed the follow steps:

1. Broke the red plastic seal on the Polls Open/Closes cover Y / N / DNO
2. Turned switch to Closed Y / N / DNO
3. Completed 1 and 2 on each machine Y / N / DNO

Poll workers returned to the end of voting units with red "Transport Bag" and the "Electronic Ballot Statement" (EBS)

4. One person in front and one in back, used the "E B S" and recorded in the first column the Edge Voting Unit (EVU) numbers from each of the unit, Y / N / DNO
5. Removed "Tamper-Evident Seal" from door housing which hold the ballot Cartridge and placed it in the second column of the E B S. Y / N /DNO
6. Returned to first machines and broke the red plastic seal from each ballot cartridge door and "PULLED the CARTRIDGE" (Memory /Card) and placed it in the red "transport Bag". (There should be 5 – 10 total) Y / N / DNO
7. Documented that numbers on each set-up (DRE, Printer, and Memory Card), are the same:

Machine 1 - Y/ N Machine 2 – Y / N Machine 3 – Y / N Machine 4 – Y / N Machine 5 – Y / N

8. Recorded three (3) total voter counts, from visible on screen or as called out by election worker for each machine. (Same data as on the Electronic Ballot Statement)

Machine #	Protected Count #	Provisional Count #	Public Count #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If there are more machines record data on next page
Please use a sheet from "Observation Forms" section to make notes or report additional observations pages 34 - 40.

Poll Closing Team 1

Reference Information, continued

The Rosters are used for record keeping and data reported to RoV related to numbers from the precinct.

Below you will find a sample "Certificate of Completion" form. On page 16 there is one for you to complete. Please complete all areas requiring numbers. An Election Worker will be completing one just like it and should be willing to share the information. These numbers will be beneficial when reconciled between the Result Report and the Electronic Report.

****
OFFIC'AL RESULTS REPORT
****

Date 06/26/2006 Time 1:18 PM

Serial Number 43894

Protective Counter 192

Provisional Counter 1

Public Counter 59

Poll Site
11204

Polling Place ID
11204

Ballot Version 0

Report Source Internal Memory

RIVERSIDE COUNTY PRIMARY ELECTION

Candidate Totals

Candidate	Total
*** ***	***
Governor	(1)
PHIL ANGELIDES	21
JERALD ROBERT GERST	0
VIBERT GREENE	0
BARBARA BECNEL	0
JOE BRDUILLETTE	0
MICHAEL STRIMLING	0
STEVE WESTLY	12
FRANK A. MACALUSO, JR.	0
WRITE-IN	0
Undervotes	0
Lieutenant Governor	(1)
JOHN GARAMENDI	16
LIZ FIGUEROA	8
JACKIE SPEIER	6
WRITE-IN	0
Undervotes	3
Secretary of State	(1)
DEBORAH V. ORTIZ	6
DEBRA BOWEN	21
WRITE-IN	0
Undervotes	6
Controller	(1)
JOE DUNN	14
JOHN CHIANG	14
WRITE-IN	0
Undervotes	5
Treasurer	(1)
BILL LOCKYER	28
WRITE-IN	0
Undervotes	5
Attorney General	(1)
ROCKY DELGADILLO	9
JERRY BROWN	22
WRITE-IN	0
Undervotes	2
Insurance Commissioner	(1)
JOHN KRAFT	9
CRUZ M. BUSTAMANTE	22
WRITE-IN	0
Undervotes	2
Mem. St Brd Equal - 3rd	(1)
MARY CHRISTIAN-HE!SING	25
WRITE IN	0
Undervotes	8

Fig. # 12 Election Result Report

CERTIFICATE OF COMPLETION
(EC 14107)

WE HEREBY CERTIFY that all voters whose signatures appear hereinbefore in this roster voted this day except the following who, after signing the roster, failed to vote or were challenged and denied the right to vote:

Name	A-L M-Z

WE FURTHER CERTIFY that the number of voters who voted in this precinct at this election is (561), and that the above list of voters, less those who did not vote as enumerated above, constitutes the roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected, spoiled and cancelled, found in the ballot container and the number accounted for is as indicated on the Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.

BALLOT STATEMENT AND ROSTER ACCOUNTING
(EC 14405)

Signatures in Combined Roster and Index A-L (Include Inactive and Supplemental Voters)	+ 318
Signatures in Combined Roster and Index M-Z (Include Inactive and Supplemental Voters)	+ 1
Signatures in Curbside Voter Roster	+ 0
Authorized Voter Signatures	+ 242
Total	= 561
Signatures in (blue) *Provisional* Voter Roster	13
Surrendered Absentee Ballots (marked "Do Not Count Voted at the Polls")	1
Dropped Off Absentee Ballots from inside ballot box.	5
Goldenrod envelopes (containing voted paper ballots) from inside the ballot box.	3
Blue envelopes (containing voted paper provisional ballots) from inside the ballot box.	1

Inspector X_____ Pct Officer X_____

Pct Officer X_____ Pct Officer X_____

Pct Officer X_____ Pct Officer X_____

Fig. # 13 A sample copy of a Certificate of Completion

Machine #	Protected Count #	Provisional Counted #	Public Counted #

Poll Closing Team 1,

Data Form continued

Y = yes N = no DNO = did not observe)

9. Completed Certificate of Completion/Ballot Statement (page 16) Y /N / DNO

10. Completed "Roster Accounting" (**If possible record this information**) Y / N / DNO

11. Obtained all required signatures and placed all rosters in the red "Transport Bag" Y / N / DNO

12. Placed ALL ballot cartridges in the clear pocket of the Transport Bag? Y / N / DNO

13. Completed "Election Returns Receipt" checklist and placed it in ID window in Transport Bag? Y / N / DNO

14. Printed and POSTED Election "Result Report" outside of Precinct? Y / N / DNO

15. Placed AVVPATs into plastic carrying tub and stored with DREs? Y / N / DNO

16. Sealed "Transport Bag" and the Ballot Box? Y / N / DNO

17. Team 1 left with Ballot Box and Red Transport Bag for the Collection Center. Y / N / DNO

18. Team one went straight to Collection Center leaving at what time _____? Y /N / DNO

19. Collection Center located _____Arrived at _____

20. Collection Center accepted ALL materials as submitted with out change. Y / N / DNO

21. If answer to # 17 or 21 is NO please explain._____

_____

Remember Team 2 is doing their thing while Team 1 is doing theirs therefore some of the things that are listed below have been happening while you observed the items listed above.

22. Unlocked ballot box, removed all envelopes. Gave envelopes to Inspector to be included on Ballot Statement and Roster Accounting form. Y / N / DNO

23. Placed the flag (folded), all signs from outside and inside in the ballot box Y / N / DNO

24. Retrieved the Street Index and placed it in the red "Transport Bag" Y / N / DNO

25. Signed three forms prepared by Team one (1), (Tamper Evident Seal, Ballot Statement and Roster Accounting) Y/ N / DNO

26. Gathered from the ballot box, the following items, and placed them in red "Transport Bag" all surrendered, spoiled, and dropped off absentee and paper ballots? Y / N / DNO

Please use a sheet from "Observation Report" pages 34- 40 to make notes or report additional observations

<u>Poll Closing Team</u> 1,
Data Collection, continued

"Certificate of Completion"

CERTIFICATE OF COMPLETION
(EC 14107)

WE HEREBY CERTIFY that all voters whose signatures appear hereinbefore in this roster voted this day except the following who, after signing the roster, failed to vote or were challenged and denied the right to vote:

Name	A-L M-Z

WE FURTHER CERTIFY that the number of voters who voted in this precinct at this election is (_____), and that the above list of voters, less those who did not vote as enumerated above, constitutes the roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected, spoiled and cancelled, found in the ballot container and the number accounted for is as indicated on the Ballot Statement.

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BALLOT STATEMENT AND ROSTER ACCOUNTING
(EC 14405)

Signatures in Combined Roster and Index A-L (Include Inactive and Supplemental Voters)	+
Signatures in Combined Roster and Index M-Z (Include Inactive and Supplemental Voters)	+
Signatures in Curbside Voter Roster	+
Authorized Voter Signatures	+
Total	=
Signatures in (blue) *Provisional* Voter Roster	
Surrendered Absentee Ballots (marked "Do Not Count Voted at the Polls")	
Dropped Off Absentee Ballots from inside ballot box.	
Goldenrod envelopes (containing voted paper ballots) from inside the ballot box.	
Blue envelopes (containing voted paper provisional ballots) from inside the ballot box.	

Inspector **X**_____ Pct Officer **X**_____

Pct Officer **X**_____ Pct Officer **X**_____

Pct Officer **X**_____ Pct Officer **X**_____

Fig. # 14 **Please complete this *"Certificate of Completion"***

Poll Closing Team 1 & 2

Data Collection, continued

Y = yes N = no DNO = did not observe)

27. Turned off, unpluged, repacked both "Card Activator" machines along with electric cord and Voter Cards in black bag Y / N / DNO

28. Placed the black bag in the ballot box Y / N / DNO

AFTER Team 1 has removed ALL ballot cartridges Team 2 will begin to disassemble the voting machines

29. Started at one end of daisy-chain, lifted the Power On /Off cover and turn the switch to OFF Y / N / DNO

30. Unplugged and removed all VeriVote (AVVPAT) printers, returned them to black carrying case and repacked bags in the plastic tub. Y / N / DNO

31. Placed security tag on AVVPAT Tub. Y / N / DNO

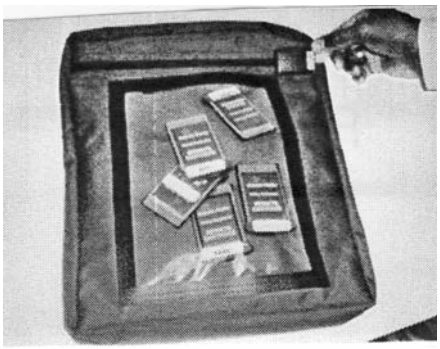
32. Disassembled each DRE system (reversing setup procedures), each unit is self Contained. When closed up it should be placed back on the cart, and strapped securely. Y / N / DNO

33. DRE cart should then be placed in secured designated storage area. Y / N / DNO

34. Room is returned to condition found the night before. Y / N / DNO

35. Lights are turned off and facility is secured. Y / N / DNO

Ballot Box



Red Transport Bag

*Fig. # 15 The 2 things the Election Inspector **must** take to the Collection Center*

Please use a sheet from "Observation Report" pages 34- 40 to make notes or report additional observations

Poll Closing Team 1 & 2

Reference Information

Posting of Election Results at the Polling Site

When the polling site is closed and the Results Report (a summation report of all ballots cast for each candidate) has been printed, then the AVVPAT will be removed from the DRE, stored in the tub, and a security tag placed on the tub. This report will go to the RoV's office with the AVVPAT.

Then the Inspector will:

1. **Take another AVVPAT, which has a security tag, and attach it to the first DRE and print another copy of the Results Report.**
2. **She/He will then go down the line to each of the DREs and print the Results Report from each DRE.**
3. **When all 5 or 10 reports are completed the Inspector will break the security seal.**
4. **She/He will remove the upper paper spool and cut the paper below the report data.**
5. **Each DREs report will be cut from the spool and posted to the outside of the door.**

The report will look something like Fig. # 15, on page 19.

RESULT Posting

Results will NOT be posted at **private residences or at schools,** but will be secured with security tape and placed in the **Red Transport Bag** and sent to Gateway for posting.

This process adds another measure of transparency to the election process. S R V is pleased that this step has been added to the election process in Riverside County.

RESULTS REPORT INFOMRATION

A sample of the "SRV- DRE Results Report Recording Form" is on page 19.

The working copies are in the additional information section of this book starting on page 52

Posting of Election Results at the Polling Site

****
OFFICIAL RESULTS REPORT
****

Date 06/26/2006 Time 1:18 PM

Serial Number 43894

Protective Counter 192

Provisional Counter 1

Public Counter 59

Poll Site
11204

Polling Place ID
11204

Ballot Version 0

Report Source Internal Memory

RIVERSIDE COUNTY PRIMARY ELECTION

Candidate Totals

Candidate	Total
*** ***	***
Governor	(1)
PHIL ANGELIDES	21
JERALD ROBERT GERST	0
VIBERT GREENE	0
BARBARA BECNEL	0
JOE BROUILLETTE	0
MICHAEL STRIMLING	0
STEVE WESTLY	12
FRANK A. MACALUSO, JR.	0
WRITE-IN	0
Undervotes	0
Lieutenant Governor	(1)
JOHN GARAMENDI	16
LIZ FIGUEROA	8
JACKIE SPEIER	6
WRITE-IN	0
Undervotes	3
Secretary of State	(1)
DEBORAH V. ORTIZ	6
DEBRA BOWEN	21
WRITE-IN	0
Undervotes	6
Controller	(1)
JOE DUNN	14
JOHN CHIANG	14
WRITE-IN	0
Undervotes	5
Treasurer	(1)
BILL LOCKYER	28
WRITE-IN	0
Undervotes	5
Attorney General	(1)
ROCKY DELGADILLO	9
JERRY BROWN	22
WRITE-IN	0
Undervotes	2
Insurance Commissioner	(1)
JOHN KRAFT	9
CRUZ M. BUSTAMANTE	22
WRITE-IN	0
Undervotes	2
Mem, St Brd Equal - 3rd	(1)
MARY CHRISTIAN-HEISING	25
WRITE-IN	0
Undervotes	8

Fig. # 16
"AVVPAT Results Report"

"SRV- DRE Results Report Recording Form"

SAVE R VOTE - DRE Results Report Recording Form

DATE _____ TIME_____ Precinct #_____ _____ Machine #_____

RACES ↓	PARTIES →							
	DEM	REP	Green	P & F	Libertarian	Am. Indep.		TOTAL VOTES
Govenor								
Lt. Governor								
Sec. of State								
Attorney General								
State Senate								
State Assembly								
	YES		NO					
Prop 85								
Prop 87								
Prop. 89								

SAVE R VOTE - DRE Results Report Recording Form

DATE _____ TIME_____ Precinct #_____ _____ Machine #_____

RACES↓	PARTIES→							
	DEM	REP	Green	P & F	Libertarian	Am. Indep.		TOTAL VOTES
Govenor								
Lt. Governor								
Sec. of State								
Attorney General								
State Senate								
State Assembly								
	YES		NO					
Prop 85				Print Your Name _____				
Prop 87								
Prop. 89				Sign Your Name_____				

Fig. # 17

SAVE R VOTE

A project of Democracy for America Temecula Valley

Election Day Observations

Selected Polling sites will be monitored from election eve set up to delivering the ballots to the pickup site.

- **Election Morning Set Up** — **Pages 21 – 23**
- **First Voter** — **Pages 24 – 25**
- **Election Day (all voters)** — **Pages 26 – 32**

Election Morning Poll Opening

Reference Information

ROV's office provided instruction for two teams of workers to open the polling site for a 7:00 a.m. opening. Therefore our observation forms are structured for two teams.

Remember **ALL Political** materials (candidates advertisement) and discussion of candidates must be 100' + away from Polling Place Entrance.

If someone is conducting an exit poll they maybe 25 feet from the exit door.

An election Inspector and a minimum of 2 workers must be present, 4 or 5 are preferred.

Confirm room is set up as shown in drawing from night before, see page 11 for sketch from night before.

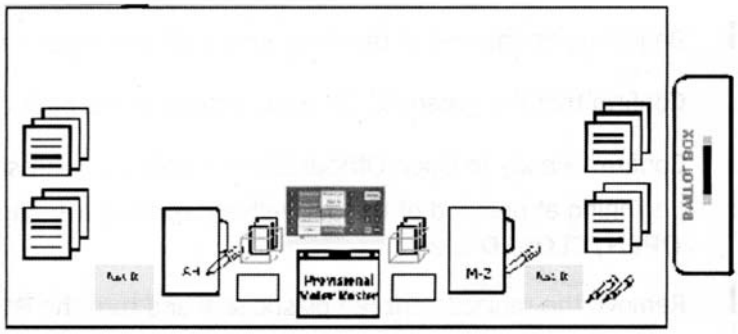


Fig. # 17 Official Election Table Setup

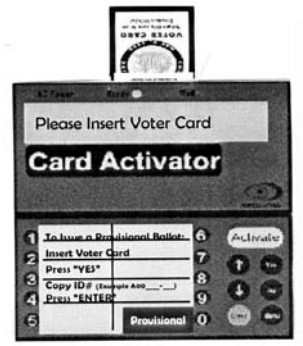


Fig. # 18 *Card Activator*

Fig. # 19 *Activator Cards*

Check that all SAFETY Ties and Tapes are in place on DREs. THESE SEALS MUST NOT have been lifted during the night. Check tape color, it should still be yellow. When DREs are turned on the yellow tape should be replaced with a red tie. Election Ranger can change out a printer if it is full or has jammed. There is only 1 extra printer per Polling Site. If another is needed the Ranger must secure it from ROVs Office and bring to Polling Place. The DRE will be out of service until another printer is installed, be sure and note the number of any changes.

Please use a sheet form "Special Observation Forms" section to make notes or report additional observations (page34 - 40).

Election Morning Poll Opening

Data Recording

Polling Site Address _____ **CA**
Street City State

Person Observing: _____ **Time** _____ **Date**_____
Name

Opening the Precinct for voting on election morning: (Y = yes N = no DNO = did not observe)

	Were three or more election workers able to enter precinct by 6:15 a.m.?	Y / N / DNO
	Did each worker appear to understand their duties?	Y / N / DNO
	Did they perform the following duties?	
Team 1	Confirm that "tamper-evident" (tape) seals are undisturbed	Y / N / DNO
	Start at one end of "daisy-chain, lift the cover on the power on/off door of each unit and turn the switch to "ON"	Y / N / DNO
	Confirm all electrical connection and that the light located on the back of unit, is illuminated on all units	Y / N / DNO
	Confirm that the "Ready to Open Official Election Polls…" message appears on the "Touch screen" of each unit	Y / N / DNO
	Begin at one end of the daisy chain, remove the warning tape, break the yellow plastic seal, and raise the Polls Open / Closed cover.	Y / N / DNO
	Remove the red plastic seal and turn the Polls Open / Closed switch to Open	Y / N / DNO
	Close the Polls Open / Closed cover and place the red plastic seal through opening on the side where yellow plastic seal had been) and crimp it shut to seal the Polls Open/Closed cover in place.	Y / N / DNO
	Confirm the appearance of the "To begin voting…" message on the "touch screen" of each unit and the green light on the VeriVote printer (AVVPAT).	Y / N / DNO
Team 2	Post outdoor directional signs	Y / N / DNO
	Display the flag (rain or shine)	Y / N / DNO
	Post all door signs (this could have been done the night before).	Y / N / DNO
	Post 2 copies of the "voters rights poster" 1 inside and 1 outside	Y / N / DNO
	Post "street index" near the entrance of the actual polling site	Y / N / DNO
	Placed the unlocked ballot box, with lid open at one end of the table in plain view	Y / N / DNO
	Placeed materials on table with the "card activator" located in the middle	Y / N / DNO
	Confirm that the "card activator" was plugged in, turned on, and display read "Please Insert Voter Card"?	Y / N / DNO
	Were Paper Ballots placed on the table with other official voting materials?	Y / N / DNO
	Did the Election Official seem to have a clear understanding of getting the polling place open for business?	Y / N / DNO
	Did the Poll open at 7:00 a.m.? (If NO, record in report section)	Y / N / DNO
	All electioneering materials are 100 feet from the entry door	Y / N / DNO
	Was there an Exit Pollster at your Precinct?	Y / N / DNO

Please use a sheet form "Special Observation Forms" section to make notes or report additional observations (page 38 - 40).

First Voter

Reference Information

First voter must be first person waiting outside the door at 7:00 a.m. the 1st Voter must vote electronically to be able to perform the final opening procedures. (Remember you are an observer using all your senses and knowledge. If, there is a problem with the electronic screen most likely the voter will signal for the election inspector.)

First Voter Procedural Checklist **PRECINCT# 38031**

California Elections Code 14215, requires that before issuing or receiving any ballots, the Inspector of the Precinct Board must open, exhibit, and close the ballot container(s). The following procedural checklist must be completed by a Precinct Inspector for the "First Voter" that arrives at the Polling Place once his/her eligibility has been established.

After processing and obtaining all required documentation from the 1st eligible voter, have him/her verify that the blue ballot box is empty. Then walk the voter to the voting units and record the voting unit number on the "Public Counter Verification" list below. Show the 1st voter the screen of each voting unit and ask him/her to confirm the "0" (zero) in the lower left corner of each screen identified as the "Public Counter".

(Initials)

Ballot Box Verification	Yes	No
Ballot Box is Empty?		
Ballot Box is Locked?		

(Initials)

Voting Unit Number	Public Counter Verification	Yes	No
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		
	Does the screen display a zero on the public counter?		

First Voter: _____ / 11 / 08 / 2005
Signature — Month Day Year

Checklist completed by: _____ / 11 / 08 / 2005
Inspector — Month Day Year

Fig. # 20 First Voter Checklist

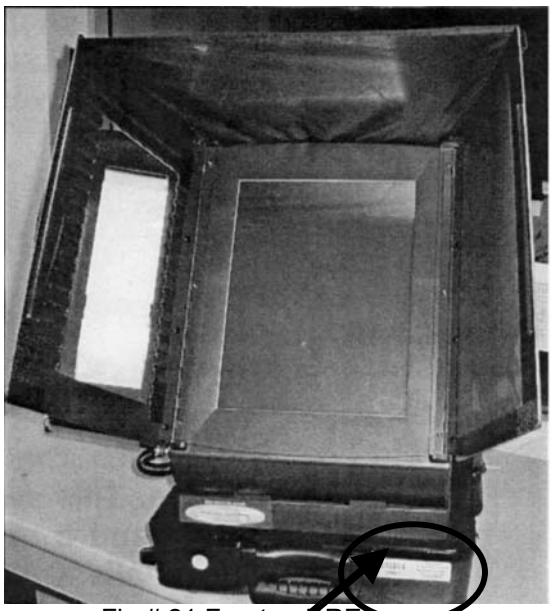


Fig.# 21 Front of DRE
Activator Card Slot

Voter Roster List

Election Date: 11/07/2006 **Consolidated General Election** **Registration Close: 10/23/2006**

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to 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 Sections 18560 & 14108)

ADVERTENCIA: Es un crimen penal con encarcelamiento en la Prisión Estatal, o en la Cárcel del Condado para cualquier persona que vote fraudulentamente, fraudulentamente intente votar, vote mas de una ves, intente votar mas de una ves, personifique ser un votante, o intente personificar un votante. (Código de Elecciones Sección 18560 & 14108)

XREF	VOTER NAME AND ADDRESS	SIGNATURE	(ABSENTEE / ID REQ'D)	ADDRESS	BALLOT	REGISTRATION NUMBER
833	Coleman, Mike Jr 1315 Massachusetts Ave 101	Pauline B Adame		1988 Thornton St, Riverside	003	00ZC776732
1501	Coleman, Ruth A 2880 Topaz Dr A	Inactive Voter			003	00ZD568574

Fig. # 22 Voter Roster Sheet

The Cards Activation Unit (located on official table) is to only be used by an election official.

- Voter information is entered and appropriate ballot is loaded for each voter.
- Voter takes Activated Card to DRE and inserts in machine. The ballot then appears on the screen, voter selects their candidate, confirms screen and printer reflect their choices. Vote is then recorded in the DRE on the redundant memory and on the Memory Card.

Types of Ballots: Electronic, Absentee, and Paper.
Ballot Box - Absentee and Paper are placed in Ballot Box

First Voter Procedures

Data Recording Form

Polling Site Address _____ **CA**_____
Street City State

Person observing: _____ **Time** _____ **Date**_____
Name

First Voter Procedures (Y = yes N = no DNO = did not observe)

First voter's eligibility is determined by an election official _Y / N_ / DNO

First voter signs In _Y / N / DNO

First voter confirms blue ballot box is empty. _Y / N /DNO_

Election official closed and locked the ballot box immediately. _Y / N_ / DNO

First voter records "Voting Unit Number", on a form provided by an election official. _Y / N_ / DNO

First voter checks each DRE to be sure that it shows "0" in the lower left corner of each screen identified as "Public Counter" and initials form _Y / N_ / DNO

First voter is given an activated "Voter Card" _Y / N_ / DNO

First voter inserts the "Voter Card" in DRE and proceeds to vote. _Y / N_ / DNO

First voter confirms screen ballot. _Y / N_ / DNO

Was it correct? _Y / N_ / DNO

First voter confirms printed ballot . _Y / N_ / DNO

Was it correct? _Y / N_ / DNO

First voter returns activator card to election official _Y / N_ / DNO

Election official declares the poll open. _Y / N_ / DNO

Other voters are then allowed to enter the Polling place _Y / N_ / DNO

NOTATIONS:_____

_____

_____

_____

Please use a sheet from "Observation Form" to make notes or report additional observations. (Page 38 - 40)

ELECTION DAY OBSERVATIONS

Reference Information

Watch carefully for persons taking an extra long time. Sometimes this is because the DRE is not reporting / showing the correct selected. **THIS IS OF GREAT IMPORTANCE TO DOCUMENT THIS HAPPENING. The pencil with an eraser on each end is attached to the DRE should help to activate the touch screen.**

When you have completed page 28 you will then have four areas to observe:

- **Tally** number of voters that enter polling place - note if there is anyone turned away and why
- Observe **Card Activator**, Most common problem Printing wrong ballot (a bigger problem in the Primary Elections). The Activated Card is to be removed once selection are printed.
- Observe for **DRE** Problems, the most common problem is screen out of calibration and/or Activator Card getting stuck. Each voter will check the screen for showing correct person marked.
- Observe **Printer** for Problems, the most common problem paper jamming (not pulling straight) on roller, and again the printed ballot should be checked before approving.

TALLY Number of Voters

You will make one mark in the appropriate section for each person who enters the Polling Site. This information will give SRV another source of voter count data to compare with all other sources, such as total public count, paper ballot voters, and for number of person casting a vote at the polling site on election day.

ACTIVATOR CARD

- The "Voter Card" is what each voter is given so they can cast their vote on the DRE.
- The Cards Activation Unit (located on official table) is used by election official only.
- Voter information is entered and appropriate ballot is loaded for each voter.

Step by step process for a voter while in the Polling Place:

Election official verifies voter eligibility	→	Voter Signs In
Election official gets a Voter Card	→	Inserts into Card Activation Unit
Voter Card is given to voter	→	**Voter inserts Voter Card into the DRE**
Voter follows prompts on the screen to vote ballot are correct as voted	→	Voter confirms both screen and printed paper
Voter Card will pop out of DRE on completion	→	Voter returns Voter Card to election official
Election official clears the card of data	→	Voter Card is then returned it to inventory

Most Common Activator Card Problem:

Activator Voter Card gets stuck in DRE

Voter leaves Activator Card in DRE

Activator Card pops out before all of voter's choices are made or recorded

ELECTION DAY OBSERVATIONS

Reference Information, continued

DRE = DIRECT RECORDING ELECTRONIC Device

The DRE is an Electronic touch screen Recording Device utilized in elections.
It does the following:

1. It creates your **ballot** on screen via the Activated Card (voter selects candidate)
2. It **casts your ballot** and saves your vote on memory card and in the DRE
3. Then your vote is printed on an **AVVPAT** providing audit trail)
4. It becomes the **ballot box** (by copying votes to a printer and storing the votes)
5. It **tallies your vote** with others cast on that DRE and can be programmed to tally the votes from the DREs at the Precinct

The DREs operate with secret software owned by a private company paid for with OUR tax dollars. The Registrar of Voters is responsible for the security, logic and accuracy and transparency of each voters vote.

BE VERY OBSERVANT OF ANYONE GOING OR REACHING BEHIND THE DRE. It has been reported that when the YELLOW BUTTON is pushed, that the function of the machine can be changed allowing many votes to be cast in secret.

Common Problems for DREs
Out of Calibration (Screen does not reflect voter's choice) or Activator Card gets stuck

AVVPAT = Accessible Voter Verified Paper Audit Trail

The purpose of AVVPAT's is for a voter to verify their electronic vote and create a paper ballot to be used in the mandatory random 1% manual tally.

The VVPAT is attached to the side of the DRE.
The paper is on spools (similar to a grocery store tape except you do not get a copy).
The ink is heat sensitive and must be stored in climate controlled space.
It is difficult to read through the glass to check your ballot.
It is possible for a AVVPAT to not only print each ballot but it can total votes cast for each candidate or race, thus provides away for a results report to be made available for positing at the precinct on election night.
The Election Ranger is the one allowed to open a AVVPAT containing an **official ballot**.
The Election Inspector can print and post the Result Report election night for posting.

Common Problems:

Paper Jammed or drifts to the side.
Paper roll completed meaning, printer must be removed and a back-up printer installed or the DRE must come out of service.

Special Needs Options for Vote

Additional Information Sheet

Other ways of casting a vote:

Curbside Voting: Occasionally you may be alerted to a voter who is unable to enter the Polling Place due to the accessibility limitations of the Polling Place. Such voters are identified as Curbside Voters and are permitted to vote by means of a touch screen taken to him / her outside of the Polling Place (EC 14282, EC 12280)

Absentee Ballot: If a voter indicated in the Combined Roster and Index as having been issued an Absentee Ballot presents himself/herself at the polls to vote, the voter may via touchscreen **only if** the issued Absentee Ballot is surrendered. The surrendered Absentee Ballot is to be marked in large letters **"Do Not Count – Voted at the Polls"** sealed, and deposited into the ballot box. The voter then signs and prints his/her address on the line in the appropriate Combined Roster and Index, and is issued an activated Voter Card. (EC 3015, 3016, 14310, 3017, 3010, 3011)

Paper Ballot: Issue the voter a paper ballot if he/she requests to vote a paper ballot instead of using touch screen. **Note: Voters who request a paper ballot and are not in your roster must be issued a "Paper Provisional Ballot". Have the voter place the completed ballot in the blue envelope provided, the voter must also complete the back of the envelope and the entry block in the Blue Provisional Voter Roster.** Detailed steps are provided in the election official's guide book.

Audio Ballot: The election official knows how to identify the DRE capable of handling an audio voter. Once the audio equipped unit is in Audio Mode, the audio features will function when activated by the Voter Card. A voter may opt for an audio ballot for any reason and a voter is under no obligation to provide reasons as to why he/she wishes to vote an audio ballot. **An Election Officer must never ask a voter to explain why he or she seeks access to an audio ballot!**

Specific Needs: Election Officials have a moral and legal obligation to provide Specific Need Voters with the support they require to cast their ballots in a manner which protects their privacy, preserves the secrecy of their ballots and which respects their individual dignity and civil rights. It may be a simple as offering a chair if they can not stand and etc.

Election Official Hourly Updates:
Once each hour, from 8:00 a.m. until 6:00 p.m., a member of the precinct board must update the posted copy of the Street (Precinct) Index to reflect activity at the polling place. This procedure is done by taking the yellow Post-It pages accumulated during the previous hour and using the x-ref #s records on them to locate the corresponding voter's on the Street (Precinct) Index. Once located, each voter's name and address are highlighted using the yellow highlighter pen provided. Once the update has been completed, the Post-it pages may be disposed of as the next hour's pages are being accumulated. This procedure may be stopped at 6:00 p.m**.**

Other Election Day Observation

Data Form

Polling Site Address _____ **CA** _____

Street City State Zip

Please make a tally mark for each voter that is given an Activated Voter Card

Be sure and place your Initial where you start recording

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

Please make a tally mark for each voter turned away or not given a Voter Card:

If you observe this happening please record on El Day Special Observation page

_____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____

Please make a tally mark for each voter that dropped off an Absentee Ballot:

_____ _____ _____ _____ _____ _____ _____

Please make a mark for each person you observe voting on a paper ballot:

_____ _____ _____ _____ _____ _____ _____

Please make a tally for each Curbside Voter that voted at this precinct

_____ _____ _____ _____ _____ _____ _____

Please make a tally for each Special Needs Voter _____ _____ _____

Data colleted on this page provides SRV with another source of information regarding the number of persons casting their vote in this precinct. We will be able to compare with other data.

Election Day Observation Form

Data Form

When a problem arises please make notes stating which area the problem involved.

Card Activator _1_ or _2_ Activated Card _____

DRE # _____ Printer # _____

What occurred and who was involved _____

_____

Time problem occurred _____ (**Y = yes N = no DNO = did not observe)**

Did Election Official know what to do? Y / N / DNO

How long did it take to solve the problem? _____ If, you know what they did please explain._____

_____

Was the equipment taken out of service? Y / N / DNO

If, yes why? _____

State time it went off and came back on _____ _____
Time went off Time it came back on

Did it cause a back-up of voters? Y / N / DNO

Who returned it to service _____ at what time _____
Name Title

Did the power ever go off? _Y / N_ / DNO If yes, What happen _____

_____

Notations: _____

_____

_____

_____

_____

Additional copies of this Observation Form on are pages 34 - 37

Election Day Special Observation Report Form

Report Form

Please initial your notations

When you observe something different please make notes stating:

What you saw or heard that raised a question? _____

_____

_____

Who tried to do something about the problem? _____

What did they do? _____

_____

Did it correct the situations? _____

What time did it occur? _____

_____ _____ _____ _____ _____ _____ _____ _____

Please initial your notations

When you observe something different please make notes stating:

What you saw or heard that raised a question? _____

_____

_____

Who tried to do something about the problem? _____

What did they do? _____

Did it correct the situations? _____

What time did it occur? _____

Additional copies of this Observation Form on are pages 38 – 40.

Save R Vote

A project of Democracy for America Temecula Valley

Observation Report Forms

These forms provide observation support for observers / poll watchers.

Election Day Observation Form – Pages 34 - 37
Election Day Special Observation Report Form – Pages 38 - 40

Election Day Observation Form

Data Form

When a problem arises please make notes stating which area the problem involved.

Card Activator _1_ or _2_ Activated Card _____

DRE # _____ Printer # _____ Other _____

What occurred and who was involved _____

_____

Time problem occurred _____ (**Y = yes N = no DNO = did not observe)**

Did Election Official know what to do? Y / N / DNO

How long did it take to solve the problem? _____ If, you know what they did please explain._____

_____

Was the equipment taken out of service? Y / N / DNO

If, yes why? _____

State time it went off and came back on _____ _____
Time went off Time it came back on

Did it cause a back-up of voters? Y / N / DNO

Who returned it to service _____ at what time _____
Name Title

Did the power ever go off? Y / N / DNO If yes, What happen _____

_____

Notations: _____

_____

_____

_____

_____

Election Day Observation Form

Data Form

When a problem arises please make notes stating which area the problem involved.

Card Activator _1_ or _2_ Activated Card _____

DRE # _____ Printer # _____ Other _____

What occurred and who was involved _____

_____

Time problem occurred _____ (**Y = yes N = no DNO = did not observe)**

Did Election Official know what to do? Y / N / DNO

How long did it take to solve the problem? _____ If, you know what they did please explain._____

_____

Was the equipment taken out of service? Y / N / DNO

If, yes why? _____

State time it went off and came back on _____ _____
Time went off Time it came back on

Did it cause a back-up of voters? Y / N_/ DNO

Who returned it to service _____ at what time _____
Name Title

Did the power ever go off? _Y / N_/ DNO If yes, What happen _____

_____

Notations: _____

_____

_____

_____

Election Day Observation Form

Data Form

When a problem arises please make notes stating which area the problem involved.

Card Activator _1_ or _2_ Activated Card _____

DRE # _____ Printer # _____ Other _____

What occurred and who was involved _____

_____

Time problem occurred _____ (**Y = yes N = no DNO = did not observe)**

Did Election Official know what to do? Y / N / DNO

How long did it take to solve the problem? _____ If, you know what they did please explain._____

_____

Was the equipment taken out of service? Y / N / DNO

If, yes why? _____

State time it went off and came back on _____ _____
Time went off Time it came back on

Did it cause a back-up of voters? Y / N / DNO

Who returned it to service _____ at what time _____
Name Title

Did the power ever go off? Y / N / DNO If yes, What happen _____

_____

Notations: _____

_____

_____

_____

_____

If this is the last copy of this form please call 951 694 6582 for additional copies.

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Election Day Observation Form

Report Form

When you observe something different please make notes stating:

What you saw or heard that raised a question? _____

_____

Who tried to do something about the problem? _____

What did they do? _____

Did it correct the situations? _____

What time did it occur? _____

_____ _____ _____ _____ _____ _____ _____

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Save R Vote

A project of Democracy for America Temecula Valley

Additional Information For Poll Watchers

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"SRV – DRE Results Report Recording Forms"	Page 50

Election Codes

Reference Codes

LEGAL SOURCES FOR VOTING ISSUES
PRIMARY ELECTION
2006

1. Poll Watchers

Citizens are permitted to observe the election procedures at the polling place, provided they comply with standards set forth by election officials.

Source: Poll Watchers are referred to at several points in the Election Code. The best source for our purpose is the "Election Officer Handbook" provided to polling place inspectors and workers by the Riverside County Registrar of Voters. On page 54 the authority for poll watchers is established in the following:
- "Anyone may be a poll watcher"
- "A poll watcher is someone who is observing the procedures at the polls ... who has or has not voted."
- "Although the law allows poll watchers, the following rules and guidelines must be followed" (The specific rules and guidelines are listed in your notebook and are the ones that were reviewed with you during training.)

2. Voting Machines in Plain View

The voting machines must be in plain view for all to see. This prevents tampering and preserves the integrity of the vote. Watching the voting machines is essential to our purpose.

Source: EC 19362 "The exterior of the voting machine and every part of the polling place shall be in plain view of the precinct board and the *poll watchers.*

3. First Voter

When the first voter of the day is determined to be qualified to vote, he/she inspects the ballot box to verify that it is empty. The first voter also confirms the unit number of each DRE and verifies that the DRE screen reflects a "0" in the public counter section.

Source: Registrar of Voter's Handbook, pages 26 and 27.

4. Intimidation of Voters

Persons who appear at the polls for the purpose of voting may not be threatened or coerced.

Source: EC 18540(a) " Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation to induce or compel any other person to vote or refrain from voting ... is guilty of a felony."

5. Provisional Ballots

A person who claims to be registered and eligible to vote, but whose name can not be fund on the voting list, should be issued a paper ballot and be permitted to vote provisionally. The provisional ballot will be counted in the final tally, if the person's eligibility can be established.

Source: EC 14310(a) "At all elections, a voter who claims to be properly registered, but whose qualification or entitlement to vote can not be immediately established upon examination of the index for the precinct or upon examination of the records on file with the county election official shall be entitled to vote a provisional ballot..."

6. In Line at Close of Voting

At 8:00 PM the polls are closed for voting; however all persons who are in line to vote must be permitted to do so. Anyone arriving in line after 8:00 PM is not allowed to vote. The Inspector should make a loud statement that the polls are closed and identify those in line who will be permitted to vote.

> **Source:** EC 14401 "When the polls are close, the precinct board shall proclaim that fact aloud at the place of the election. After the proclamation no ballot shall be received. However, if at the hour of closing there are other voters in the polling place, or in line at the door, who are qualified to vote and have not been able to do so since appearing, the polls shall be kept open a sufficient time to enable them to vote."

7. Election Observation Panels

Every county in the State that uses an electronic voting system must establish an Election Observer Panel to provide *meaningful public observation of the vote counting process.* Each such county must submit an Election Observer Panel Plan to the Secretary of State by January 15 of each even-numbered year.

> **Source:** The Secretary of State has issued several directives pertaining to electronic voting machines, including the establishment of Election Observer Panels. Those directives have the force of law pursuant to Section 12172.5 of the Government Code and must be followed by the individual counties. The election observer panel is also required in the Sequoia operating manual as a condition of use of the equipment and software.

8. Posting Election Results at Each Precinct

At the close of elections, the vote of each precinct is supposed to be tabulated by precinct personnel and posted in writing. The cumulative results of the precinct-by-precinct vote tally provides a check against the vote tally performed at the central voting place, typically the Registrar of Voters headquarters. In the 2000 and 2004 elections, this requirement was waived for Riverside County, on the basis that the voting machines did not have a printing capability. In this primary election, the machines will have a printers, so no waiver should be given.

Source: EC 19384 "The precinct board shall, before it adjourns, post conspicuously on the outside of the polling place a copy of the result of the votes cast at the polling place. The copy of the result shall be signed by members of the precinct board. If the machine is provided with a recording device, the statement of result of votes cast produced by operating its mechanism may be considered the "result of the votes cast" at the polling place."

9. Logic and Accuracy Testing

The County is responsible for testing all devices used to tabulate votes (which includes electronic voting systems) no later than seven days before the election to confirm their accuracy. In the 2004 New Mexico presidential election there were a much higher percentage of under votes and "phantom" votes where electronic voting machines were used, than where paper ballots were used. (That election was decided by fewer that 6,000 votes).

Source: EC 15000 "No later than seven days prior to any election conducted pursuant to this code, the elections official shall conduct a test or series of tests to ensure that every device used to tabulate ballots accurately records each vote. The exact method employed in this test shall conform to the voting procedures for the specific voting systems, as adopted by the Secretary of State."

10. One Percent Manual Audit

As a check to ensure the accuracy of the vote count, the County must conduct an audit of the votes from one percent of the precincts. There are approximately, 1,700 precincts in Riverside County so the Registrar must randomly select 17 and manually tally each vote from those precincts. The new DREs have paper rolls that are supposed to permit this manual audit, but there are serious concerns whether the rolls will accommodate a physical count. The Election Observer Panel will be vital in insuring that the precincts are, in fact, chosen randomly and that a true manual audit is performed.

Source: EC 15360 "During the official canvass of every election in which a voting system is used, the official conducting the election shall conduct a public manual tally of the ballots tabulated by those devices cast in 1 percent of the precincts chosen at random by the election official."

11. Non-County Computer Specialists

Computer specialists, other than those employed by the County or the voting machine vendor, may be present during the accuracy testing of the electronic voting tabulators and during the election. This provision adds a technical level check against improper use of the electronic equipment. The actual tabulating programs are proprietary assets of the vendors; therefore, they are not open to inspection by either County or non-County computer specialists.

Source: EC 15004 "The county central committee of each qualified political party may employ, and may have present at the central counting place or places, not more than two qualified data processing specialists or engineers to check and review the preparation and operation of the tabulating devices, their programming and testing, and have the specialists or engineers in attendance at any or all phases of the election."

12. Availability of Vote Tabulating Procedures

The Secretary of State has established directives for each voting system approved by his office. Each county must developed internal procedures to ensure compliance with the procedures of the Secretary of State. The county's procedures must be open for public inspection.

Source: EC 15003 "Elections officials shall adopt semifinal official and official canvass procedures to conform to the applicable voting system procedures that have been approved by the Secretary of State. These procedures shall be available for public inspection no later than 29 days before the election."

13. Observing the Counting of Absentee, Early, and Provisional Ballots

These ballots are not tabulated at the precinct level; instead, they are counted on or before election night at the Registrar of Voter's headquarters. The counting of these ballots is supposed to be conducted with public observation. At the ROV's headquarters, observation of any vote counting activities has been very limited.

Source: EC 15104 "The processing of absentee return envelopes, and the processing and counting of absentee ballots shall be open to the public both prior to and after the election."

Poll Watcher's Information

"Trust But Verify"

Poll Watcher Team of Five Persons - one team per polling site

Proposed "Watchers" Election Day Schedule (A person can opt to work more than one position.)

Watcher's Title	**Schedule:**	
Chain of Custody & Equipment	Election Eve Set-up	(2 hrs. est.)
	Election Night Close Poll	(2 hrs. est.)
Poll Opener	Election Day	6:15 a.m. – 10:00 a.m.
Morning Watcher	Election Day	9:30 a.m. – 1:30 p.m.
Afternoon Watcher	Election Day	1:00 p.m. - 5:00 p.m.
Evening Watcher	Election Day	4:30 p.m. - 8:30 p.m.

Mode of Operation

Each Polling Site will have a Guide Book for "Watcher's" which includes:

- Check sheets developed for each work period to guide Poll Watcher through their time
- A set of reference information in Save R Vote portfolio:

  Guidelines for Poll Watchers
  Appropriate California State Election Code,
  Most common trouble spots for equipment and staff performance
  Ways to observe for transparency and auditability of the system
  Phone numbers for appropriate contact

"Out Going" and "In Coming" Watchers have a thirty minute overlap to allow for:

- Introductions,
- transfer of information and
- to complete their forms

Poll Watcher Report Forms will be utilized by a writing team.

Poll Watcher Report forms will be used to compile a report reflecting election day observations from all sites observed. Save R Vote will utilize this report in planning for future activities. As a Poll Watcher you will be provided a copy of the final report.

The summary will reflect the following three criteria: 1. Compliance with California State Election Code 2. Performance of equipment and staff interface with equipment and 3. Transparency and Auditability of the System.

Poll Watcher Commitment

"Trust But Verify"

A Save R Voter Poll Watcher will position themselves in such away as to be able to view the voting process while avoiding interfering in anyway with the official business of the election process.

The state guidelines are as stated below.

"Anyone may be a poll watcher. A poll watcher is someone who is observing, the procedures at the polls." The following rules and guidelines must be followed:

- Poll watchers are NOT permitted to disturb voters or interfere with the election process in any way
- Poll watchers may NOT sit at the election table
- Poll watchers are NOT permitted behind the voting equipment or in the "voting area". Do not allow anyone other than a voter to touch the voting equipment unless he/she shows you Riverside County Registrar of Voter's ID.
- Poll watchers may NOT remove the Street Index from the voting room. It may be removed from wherever it is Displayed, but must be re-posted
- Poll watchers may not at any time, handle ballots
- In more than one person wishes to use the Street Index, it must be equally shared
- Poll watchers may not photograph or videotape voters for the purpose of intimidation. (E.C. 18541(3)

ANY conversation with voters, ie Exit Polling, must be conducted 25 feet beyond the entrance to the polling place.

These requirements regarding Poll Watcher were provided by the County of Riverside's Registrar of Voters Office.

I, _____

Name (print) and (Sign)

of _____

Street address City State zip

agree to up hold the above stated rules and guidelines for poll watching in Riverside County for the November 6, 2006 General Election.

This is a sample of an agreement signed by all SRV Poll Watchers, and are on file with SRV a project of Democracy for America – Temecula Valley.

Summary of Election Day Data

To be completed by SRV Coordinator after the Polls Close

Precinct Number _____ Precinct Address _____

DRE Numbers _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

Were all DRE's stored in a secured location? __Y__/___N__

Did Election Inspector bring all other materials needed to set up for the election? _Y__/___N_

Did all number match for the DREs, VVPATs, and the Activator Cards? _Y__/__N_

Setup Procedures followed? ___Y___/___N___

Was equipment properly secured for the night? ___Y__/___N___

Did Polls close on time? _____ How many printers jammed? _____

How many DREs had calibration problems? _____

How many DREs had to be closed due to calibration? _____

How many DREs had to be closed due to paper /printer issues? _____

Number of voters who signed book A-L _____ Number of voters who signed book M – Z _____

Number of Authorized voters signatures _____

Number of provisional voters who signed in _____

How many dropped off Absentee Ballot in Ballot Box _____

Number of voters with A/A ballots who surrendered their A/A ballot and voted at the precinct _____

Number of Paper Ballot envelopes removed from the Ballot Box _____

Number of curbside voters who signed in _____

Number authorized voters signatures _____

Number of Audio Ballots cast _____

Election Day Poll Watchers Evaluation Form

Please share your thoughts with us related to your experience as a Poll Watcher, such as, materials provided, the training, or anything else you think might be helpful to SAVE R VOTE.

What did you like about being a Poll Watcher, including what worked well for you?

What would you (as a Poll Watcher) like to do or suggest be done differently next time?

How can the SAVE R VOTE team help you perform more easily or differently next time?

Additional space is provided on backside of this page for additional information.

When completed please fold and place in back pocket of this notebook, thanks again for your participation in Save R Vote.

Five copies of this form should be included in the back of the notebook for each Poll Watcher to use.