

November 4, 2025  
Statewide Special Election

**KERN**  
COUNTY  
ELECTIONS DIVISION

# ELECTION WORKER MANUAL



**This manual belongs  
to:**



## Message from Kern County Registrar of Voters

Hello everyone, my name is Aimee Espinoza, and I am your Auditor-Controller-County Clerk and Register of Voters. I want to thank each one of you for volunteering to serve as an election worker. The Kern County Elections Division continuously strives to bring a more engaging, efficient, and transparent voting process to the voters, and future voters, of Kern County. Our goal is to meet the needs of our voters and there is no greater time than during an election. I want to ensure that our county has an election process that our voters can not only feel confident in, but one that our voters can be proud to participate in. It is my goal that each voter can wear their “I voted” sticker with the utmost sense of pride that they exercised their right to vote here in Kern County.

With over 450,000 registered voters, this is no easy task. It is a challenge. Even with the option to vote by mail, our office works hard to ensure that voters continue to have the option to vote in-person at their poll site. I understand that voting in-person means a lot to many voters, and to some it is a tradition. This is why my staff and I work diligently to make this possible, but we can't do it alone.

There are over 100 poll sites throughout Kern County, and we want to ensure the best possible in-person voting experience at each and every one of these sites. To meet this goal, we rely on dedicated volunteers, such as yourself, to answer the call, play an active role in the democratic process, and serve your fellow community members. I cannot overstate the value that you bring to Kern County by serving as an election worker.

I want each voter to have the most positive experience possible when voting at their poll site. Our office strives to make this possible by taking great care in training our election workers to be as prepared as possible to serve on election day, continuously improving our poll site procedures, and utilizing new technology, such as the implementation of electronic pollbooks. All this is done to provide the best service possible to our voters.

A successful election is not possible without you. Your service is not just appreciated by the Kern County Elections Division, but by each and every voter that comes into your poll site. So, on behalf of myself, my staff, and every voter in Kern County, thank you for making this election possible.

# Table of Contents

|   |    |
|---|----|
| Chapter 1 Election Fundamentals                 | 7  |
| 1.1 Your Election Day Mission                   | 8  |
| 1.2 What You Need to Know This Election         | 8  |
| 1.3 Poll Worker Standards                       | 9  |
| 1.3.1 Time Keeping                              | 9  |
| 1.3.2 Work Attire                               | 9  |
| 1.4 Election Day Roles                          | 10 |
| 1.4.1 Site Supervisor and Supervisor-Inspector  | 10 |
| 1.4.3 Clerks                                    | 10 |
| 1.4.3.1 Clerks Continued                        | 11 |
| 1.5 Week Prior to Election                      | 11 |
| Site Supervisor                                 | 11 |
| Inspector                                       | 12 |
| Clerks  | 12 |
| 1.6 Protecting Voter Rights                     | 12 |
| 1.6.1 Avoiding Assumptions                      | 12 |
| 1.6.2 Respecting Diversity                      | 13 |
| 1.6.3 Preventing Electioneering                 | 13 |
| 1.6.4 Observers                                 | 14 |
| 1.7 Election Security and Integrity             | 14 |
| 1.7.1 Physical Protection of Materials          | 14 |
| 1.7.2 Creating a Public Record                  | 15 |
| 1.7.3 Translated Materials                      | 15 |
| 1.7.4 Communication Tips                        | 15 |
| 1.7.5 Language Assistance                       | 15 |
| 1.8 Accessible Resources                        | 16 |
| 1.8.1 Accessible Pathways                       | 16 |
| 1.8.2 Ballot-Marking Device                     | 16 |
| 1.8.3 Accessible Voting Booths and Tools        | 16 |
| 1.8.4 Assisted Voting                           | 16 |
| 1.8.5 Service Animals                           | 16 |
| 1.8.6 Curbside Voting Service                   | 17 |
| 1.8.7 Interacting with Voters with Disabilities | 17 |
| Voter De-escalation Techniques                  | 18 |
| 1.9 Preparing for Election Day                  | 19 |
| Chapter 2 Poll Site Set Up                      | 21 |
| 2.1 Set-up Roles                                | 22 |
| 2.1.1 Site Supervisor                           | 22 |
| 2.1.2 Inspector                                 | 23 |
| 2.1.3 Clerk                                     | 23 |
| 2.2 Site Security                               | 23 |

# Table of Contents

|   |       |
|---|-------|
| 2.3 All Other Set-up Tasks                          | 23    |
| 2.3.1 Check In Table                                | 23    |
| 2.3.2 Precinct Table                                | 24    |
| 2.3.3 Provisional ADA Table and Signage             | 24    |
| 2.3.4 Empty Ballot Boxes                            | 24    |
| 2.4 Opening Timeline                                | 25    |
| 2.5 What If? Scenarios                              | 26    |
| 2.5.1 Late or Absent Clerks                         | 26    |
| 2.5.2 Cannot Find Equipment                         | 26    |
| 2.5.3 Locked Out                                    | 26    |
| Precinct/Provisional/Check In Tables Examples       | 27-29 |
| Chapter 3 Election Day                              | 31    |
| 3.1 Before Opening the Polls                        | 32    |
| 3.1.1 Exhibit Ballot Container                      | 32    |
| 3.1.2 Check-in Table                                | 32    |
| 3.2 Checklist for Election Day                      | 33    |
| 3.2.1 Staff Tasks                                   | 33    |
| 3.2.2 Site Supervisor and ADA Tasks                 | 33    |
| Chapter 4 Processing Voters                         | 35    |
| 4.1 Overview of the Voting Period                   | 36    |
| 4.1.1 Election Worker Roles During Voting           | 36    |
| 4.2 Processing a Standard Voter Using the ePollbook | 37    |
| 4.2.1 Regular Check In/Process Map                  | 37    |
| 4.2.2 Wrong Location                                | 38    |
| 4.2.3 Spoiling a Ballot                             | 38    |
| 4.3 Vote by Mail Voters                             | 39    |
| 4.4 Accessible Ballot Marking Device/ABMD           | 40    |
| 4.4.1 Accessible Voting Process                     | 40    |
| ADA/ABMD: Trouble Shooting                          | 41    |
| ADA/ABMD Initiating an Accessible Voting Session    | 42    |
| ABMD Assistance                                     | 43    |
| 4.5 Provisional Voting                              | 44    |
| 4.5.1 Provisional Check-In Process                  | 44    |
| 4.5.2 Provisional Envelope                          | 44    |
| 4.5.3 Example Provisional Envelope                  | 44    |
| Provisional Check-In Process Map                    | 45    |
| 4.5.4 Acceptable Forms of Identification            | 46    |
| 4.6 Street Index                                    | 47    |
| 4.7 Managing Voter Lines                            | 48    |

# Table of Contents

|  |    |
|--|----|
| 4.8 What If? Scenarios                               |    |
| 4.8.1 Power is not Working                           | 49 |
| 4.8.2 Surrendering                                   | 49 |
| 4.8.3 Emergency                                      | 49 |
| 4.8.4 Cast VBM No Envelope                           | 49 |
| 4.8.5 Curbside Voting                                | 50 |
| 4.8.6 Low Supplies                                   | 50 |
| 4.8.7 Update Registration                            | 50 |
| 4.8.8 Non-emergency Situation                        | 50 |
| Chapter 5 Closing Tasks                              | 52 |
| 5.1 Official Poll Closing Announcement               | 52 |
| 5.2 Overview of the Closing Period                   | 52 |
| 5.3 Closing Forms                                    | 53 |
| 5.3.1 Security Log and Checklist                     | 53 |
| 5.4 Ballots  | 53 |
| 5.4.1 Precinct Totals Form Process                   | 53 |
| 5.4.2 Unused Ballots                                 | 53 |
| 5.4.3 Ballot Boxes                                   | 54 |
| 5.4.4 CVR/Provisional Envelopes                      | 54 |
| 5.4.5 VBM Envelopes                                  | 54 |
| 5.4.6 Accessible Ballot Marking Device/Site Security | 55 |
| 5.5 What If? Scenarios                               | 55 |
| 5.5.1 Field Representative has not shown up          | 55 |
| Election Day Questions and Support                   | 56 |
| Appendix   | 57 |
| Supplies in the Red Bag                              | 58 |
| Supplies in the Blue Bag                             | 59 |
| Precinct Table Supplies                              | 59 |
| Ballot Box Supplies                                  | 60 |
| Delivered to the Site                                | 60 |
| ADA Bin Supplies                                     | 61 |
| Sample Precinct Totals Form                          | 62 |
| Voter Bill of Rights                                 | 63 |
| Sample Secretary of State Change of Address Form     | 64 |
| Returned to the Elections Office                     | 65 |
| Poll Worker Portal QR Code                           | 66 |

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# CHAPTER 1

## ELECTION FUNDAMENTALS



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# 1. Election Fundamentals

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## 1.1 Your Election Day Mission

The mission of Kern County Elections is to facilitate a transparent voting process with access for all that is aligned with the freedoms of an open and just electoral process that is the fabric of our Democracy in the United States of America.

We are proud to be of service to the Voters of Kern County.

## 1.2 What you Need to Know for This Election

- Every active registered voter will receive a ballot in the mail.
- If the voter is not registered, they may conditionally register to vote and vote provisionally.
- We cannot ask the voter to show ID unless they are a first-time voter in a federal election.
- Vote by Mail (VBM) voters are not required to surrender their VBM ballot, but they can choose to. If they choose to do so, obtain the ballot and write “SURRENDERED” across it and put it in side B of the red bag.
- Voters may bring their sample ballot, State Voter Information Guide, and Partisan Voter Guide into the poll site.
- Voters can drop off their VBM ballot without an envelope if they are at the correct site and have checked in on the ePollbook.

If you have additional questions or would like clarity, please contact the Elections Division at (661) 868-3590.

## 1.3 Poll Worker Standards

On Election Day, you will serve as an official representative of the Kern County Elections Division and will need to follow these standards:

- Stay focused on your work- you may only use your cellphone during a break, and you may never use a TV or radio at a poll site.
- Maintain political neutrality- at no time while on duty can you express your opinion about any candidate or measure on the ballot.
- Serve every voter at your poll site with equal respect.

This section outlines the standards and expectations for Kern County Election workers, including timekeeping, appropriate attire, voter rights protection, election security and integrity, accessible resources, and preparation for Election Day.

### 1.3.1 Time Keeping

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The Site Supervisor or Supervisor-Inspector will assign each Election Worker two 45-minute breaks at their discretion. An Inspector will be designated to oversee the site during the Site Supervisor's absence. Punctuality is crucial, and the entire shift must be completed to receive payment. All breaks should be taken and completed before 5pm. All workers must be at the site after 5 p.m. and remain at the site until the end of the shift.

Election workers are responsible for their own timekeeping:

- Use the ePollbook to clock in at the start of Election Day and clock out at the end. There should only be one clock in and one clock out.
- Do not clock in or out for breaks or lunch.

### 1.3.2 Work Attire

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As an election worker, you represent Kern County and the Elections Division. The way we present ourselves can significantly impact the perceptions of others and reflect our respect for the role we are playing. This section will outline the expectations surrounding poll worker standards. If not followed, you may be dismissed without pay on Election Day.

The following are basic poll worker standards to follow:

- Badge provided by the Elections Division must always be visible and worn while working at the poll site.
- Bilingual Election Workers must wear a button indicating additional languages.
- Business casual; clean, tasteful, and in good condition.
- Inappropriate clothing and items include and are not limited to oversized pants, short shorts, plunging necklines, spaghetti straps, midriff-baring tops, t-shirts with printed slogans, graphics, or photos, and any clothing or items with reference to a candidate, measure, or propositions.

## 1.4 Election Day Roles

To accomplish our joint mission of conducting a free, fair, and efficient election, everyone must work together, understanding and respecting one another's roles.

On Election Day, your precinct table will generally consist of 3-4 poll workers: two-three clerks and an Inspector.

Typical poll site assignments are:

- 1 Site Supervisor: larger sites will have an Inspector for each precinct board.
- 1 or more Clerks at the check-in table.
- 2 or more Clerks at each precinct board.
- 1 Clerk at the ballot box.
- 1 Clerk at the provisional/ADA table.

### 1.4.1 Site Supervisor and Supervisor-Inspector

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The Site Supervisor/Supervisor-Inspector is responsible for the overall operation and supervision of the entire poll site. Site Supervisors are not assigned to a precinct board. A Site Supervisor is assigned to larger sites with multiple precincts and is responsible for overseeing all poll site operations. Supervisor-Inspectors are assigned a precinct board for which they are responsible. Site Supervisors are assigned a Red Bag with contents needed for the poll site. Supervisor-Inspectors are additionally assigned Blue Bag with contents needed for their assigned precinct. For Site Supervisor and Supervisor-Inspector duties checklist, reference section 1.5.

### 1.4.2 Inspector

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Inspectors are responsible for the overall function of their precinct board and assist the Site Supervisor as needed. Inspectors are assigned a Blue Bag with contents needed for their assigned precinct. The Inspector must ensure their Precinct Totals Form for their assigned precinct is completed at the end of the night.

### 1.4.3 Clerks

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Clerks are responsible for the area they are assigned to by the Site Supervisor or Supervisor-Inspector. The following are areas the Clerk may be assigned to:

#### Check-in Table

The clerk will utilize the ePollbooks to check in voters and direct them to the correct precinct, or accessible voting table, starting the provisional process and directing provisional voters.

### 1.4.3.1 Clerks Continued

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#### Precinct

Clerks at the precinct table will issue paper ballots and collect check in slips. They are also responsible for completing the Precinct Totals Form with the help of their Inspector at the end of the Election Night.

#### Accessible/Provisional/CVR (APC)

The Accessible/Provisional/CVR clerk assists provisional/accessible voters and ensuring the security of the voting equipment. Set up and tear down the ADA equipment and signage.

#### Ballot Box

The clerk at the ballot box will monitor the ballot box to ensure vote by mail ballots are sealed and in a signed return envelope, provisional ballots are sealed in a signed provisional envelope and collect pens and secrecy sleeves.

## 1.5 Week Prior to Election

By this time, all Election Workers have attended or are scheduled to attend the mandatory training. Below is a check list of responsibilities for each Election Worker:

### Site Supervisor/Supervisor-Inspector

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- ❑ Attend in person training.
- ❑ Obtain **red** (and if assigned as a Supervisor-Inspector also a **blue** supply bag) or schedule an appointment to pick up the bag(s) from the Elections Division as soon as possible.
- ❑ Confirm the contents of the supply bag(s) by reviewing the checklist(s) located in the bag.
- ❑ Call the poll site contact to confirm access to the site for set up and election morning.
- ❑ Review portal for the list of Election Workers in your site.
- ❑ Contact the Inspectors and/or Clerks to confirm they are working and have attended the training. Remind them in person training is required if they have not attended the training.
- ❑ Notify the Elections Division if an Election Worker quits.
- ❑ Provide the contact information of Clerk(s) who are assigned to other precinct boards to the appropriate Inspector(s) if need be.
- ❑ Coordinate times for site set up day before election with Election Workers.
- ❑ Attend set up the day before election day.
- ❑ Contact the Elections Division if there are any issues or if you are unable to work.

## Inspector

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- Attend training.
- Pickup **blue** supply bag or schedule an appointment to pick up the bag from the Elections Division as soon as possible.
- Confirm the contents of the blue bag by reviewing the checklist located in the bag.
- Call Clerks assigned to your precinct board to confirm they are working and have attended training. Remind them training is required if they have not attended the training.
- Notify the Elections Division if an Election Worker quits.
- Attend set up the day before election day.
- Contact the Elections Division if there are any issues or if you are unable to work.

## Clerks

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- Attend training.
- Respond to the Site Supervisor and/or Inspector. If you do not respond, you could be presumed not working and be replaced.
- Attend set up the day before election day.

## 1.6 Protecting Voter Rights

You will find many of the basic voting rights granted to California voters on the *Voter Bill of Rights Poster*. Please familiarize yourself with this poster, see Appendix 5.9. This will also be posted at your polling site.

On Election Day, you and your team must create an organized and inclusive voting environment for everyone. If you see anyone engaging in improper behavior, please alert the Site Supervisor, Supervisor-Inspector and/or Field Representative, or call Elections Division at (661) 868-3590.

### 1.6.1 Avoiding Assumptions

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Avoid making any assumptions while assisting voters. Such as, do not make assumptions about a voter regarding language and disabilities.

For example, you can politely offer bilingual assistance and translated materials to a voter who is not fluent in English. You can offer to read or help complete a form for a voter who indicates they cannot do so alone.

## 1.6.2 Respecting Diversity

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On Election Day, you may find yourself helping voters from many different backgrounds such as:

- Voters whose primary language is not English
- Voters of varying gender identities
- Voters with cognitive or motor challenges
- Voters without a fixed residential address

When assisting any voter, always project respect and a willingness to help.

## 1.6.3 Preventing Electioneering

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To protect all voters from interference and intimidation, state law prohibits electioneering. This generally means using signs or sounds to encourage voting for or against any candidate or measure on the ballot. Such activities are illegal within 100 feet of the entrance to a poll site, ballot drop box, or curbside voting area. On Election Day, you may need to address the following types of behaviors:

- Displaying any image of a current candidate's name, likeness, or logo;
- Displaying any image of a ballot measure's number, title, subject, or logo;
- Broadcasting any information about candidates or measures on the ballot;
- Attempting to influence any voter's choices about contests on the ballot; or
- Asking voters to talk about, read about, and/or sign a petition of any kind.

While electioneering is not permitted, you should know that voters can still express general political opinions. You should also know that physically helping a voter does not constitute electioneering. Some examples of permissible activity include:

- Slogans without specific mention of a candidate, such as "Make America Great Again."
- Bringing official material, such as the Voter Information Pamphlet, into a voting booth.
- A voter with a disability allowing another person to assist them with marking a ballot.

If you do encounter electioneering, try to remain composed. Gently but firmly remind the person they cannot campaign at your poll site. But do not put yourself or anyone else in harm's way. If you need assistance addressing electioneering, please alert your Site Supervisor, Supervisor-Inspector and/or Field Representative.

If the issue escalates, call the Elections Division at (661) 868-3590.

## 1.6.4 Observers

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Observers and members of the media may visit your polling site at any time on Election Day. You must welcome and accommodate them as long as voters can continue to cast their ballots without intimidation or interference.

Observers:

- Observers can inspect, but not mark or remove, rosters, street indexes, etc.
- Observers cannot sit at the election table, process voters, or see marked ballots.
- Observers may ask the Site Supervisor a few questions about elections procedures.
- Observers with many questions should be asked to call the Elections Division.

Poll Place Privacy and the Media:

- Members of the media may speak to voters and conduct exit polling at least 25 feet from the polling site entrance.
- No one can take pictures of voters or voting activities without express permission.
- Voters may take "ballot selfies," provided they do not include other voters.

If you have questions about how to handle observers or their rights and responsibilities, please call the Elections Division at (661) 868-3590.

## 1.7 Election Security and Integrity

It is your responsibility to help protect the integrity of the election. You and your team will need to keep track of all voting equipment and protect ballots and other vital materials at your polling site. You will also need to keep and make available records of all activity at your polling site.

### 1.7.1 Physical Protection of Materials

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Some of the vital election materials you will need to keep track of include ballots, ePollbook, voting equipment and various supplies. You may need to remind visitors or voters that:

- Every California voter has the right to independently mark a secret ballot.
- Nobody can look at anyone else's secret ballot without express permission.
- Nobody can damage, destroy, or tamper with a voter's ballot.
- Only Elections Division staff with official badges can repair voting equipment.
- No voter or visitor can touch any security seals on any voting equipment.

## 1.7.2 Election Day Documentation

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Your team will need to create a public record of all activity at your polling site using the following documents:

- ePollbook Opening Report- to be printed before the polls open.
- Security Log and Checklist- to be completed according to the printed schedule.
- Custody Transfer Form- to be updated whenever a transfer of ballot custody occurs.
- Street Index QR Code- needs to be displayed on wooden totem.
- ePollbook Closing Report- to be printed after the polls close.

## 1.7.3 Translated Materials

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In Kern County, all poll sites have election materials, such as ballots and voter guides, in Spanish. Designated sites will have facsimile ballots in Punjabi, Ilocano, and Tagalog. Voters can also call the Elections Division for translation services. A card is provided to each precinct table with a phone number for this provided service.

## 1.7.4 Communication Tips

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When interacting with voters who are not fluent in English, keep these tips in mind:

- Speak slowly (not loudly) and use short phrases; avoid acronyms and idioms.
- If you have difficulty understanding a voter, ask the voter to write things down.
- Ask another poll worker to cover your tasks while you patiently help the voter.

## 1.7.1 Language Assistance

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The Elections Division assigns bilingual Spanish-speaking Election workers in all polling sites. Make sure that Spanish-speaking workers are wearing buttons to identify themselves as Spanish-speakers.

These workers shall help Spanish-speaking voters as needed. If a bilingual Election worker is not available, some voting materials are provided to each precinct in Spanish.

Certain sites are designated for providing election materials in Tagalog, Ilocano, and Punjabi. We have given materials in those languages to those sites.

Do not remove or cover your election worker name tag or language button at any point on Election Day. Each of these help voters identify you as a poll worker and the languages in which you can provide help.



## 1.8 Accessible Resources

Every voter has the right to vote privately and independently. As an election worker, you must make all accessible voting resources available and let all voters know they may choose to use them. Each site will be assigned an ADA worker that has been trained on what needs to be done to be ADA compliant. The assigned ADA worker will set up the ADA table, curbside voting signage, and ABMD machine with assistance from the Site Supervisor/Supervisor-Inspector if necessary.

### 1.8.1 Accessible Pathways

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All Kern County polling sites have accessible entrances. Be sure to post all directional signs, including the “Vote Here” sign, outside of your site’s accessible entrance. During setup, allow for a 5 ft. wide path of travel throughout the voting area. All accessible signage and materials can be found in the black ADA bin that is delivered to the site before the Election.

### 1.8.2 Ballot-Marking Device

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The accessible ballot-marking device allows voters to mark and print audio and/or touchscreen ballots. This device works with sip-and-puffs and head-pointers and has a braille keypad and headphones.

### 1.8.3 Accessible Voting Booth and Tools

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Any voter may choose to use a wheelchair accessible booth or a voting tool such as a signature guide (to enable voters with vision impairment to sign the ePollbook, and a page magnifier (to magnify the print on paper ballots).

### 1.8.4 Assisted Voting

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Any voter physically unable to mark a ballot can ask one or two other people to help them do so. (Though such an assistant cannot be a representative of the voter’s employer or union.) If you encounter this, you must note it on the *Assisted Voters Page* in the Roster of Voters and select “Request assistance” on the ePollbook during the check in process.

### 1.8.5 Service Animals

---

Any voter may bring any service animal to a poll site. If you guide the voter, please walk so that the animal is on one side, and you are on the other. Do not engage with the animal without express permission.

## 1.8.6 Curbside Voting Service

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Any voter unable or unwilling to enter their poll site may request curbside voting service. Voters will park in the designated spot outside the poll site and call the number listed on the curbside voting sign; this number listed is to the Elections Division. Someone from the office will then call the Site Supervisor to alert them of the voter requesting curbside assistance. Follow these steps to process a voter requesting curbside assistance:

1. Take the ePollbook out to the voter and have them sign.
2. Return the ePollbook to the Check-In table, go to the precinct table with Check-In Slip and retrieve their correct ballot type.
3. Two (2) election workers will take the voter a ballot, secrecy sleeve and pen, and wait while the voter marks the ballot. Remember to allow the voter privacy when filling out their ballot.
4. After casting his/her ballot, the voter puts it in the secrecy sleeve and returns it to the election worker.
5. The Election workers return to the site and put the voted ballot in the Ballot Box.

## 1.8.7 Interacting with Voters with Disabilities

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The rules of etiquette and good manners apply when assisting every voter who enters your poll site. In general, you should also follow these rules when assisting a voter with a:

- Communicate directly with the voter, rather than with their companion.
- Offer assistance, but do not insist on providing it.
- Do not touch the voter or their property unless the voter asks you to do so.
- Do not distract or touch the voter's guide or service animal.
- Always ask how you may best assist rather than assuming you know best.
- Listen closely and follow all of the voter's instructions.
- Use people-first language, e.g., say "person with a disability."
- Do not finish the voter's sentences or guess what they need.
- If you do not understand, ask the voter to rephrase or repeat.
- If communication is difficult, try tools, such as pen and paper.
- If you are guiding the voter, point out obstacles along the way.
- Do not leave the voter abruptly; explain where you are going.

# Voter De-escalation Techniques

While serving as a poll worker on Election Day, you may find yourself dealing with a tense or upsetting situation involving a voter or member of the public. If this happens to you, begin by attempting to diffuse the situation by taking these steps, then call the Elections Division (661) 868-3590 for help if necessary. **If anyone is in immediate danger, call 911 immediately.**

## 1. Use non-aggressive body language.

- Use a non-threatening posture and expression
- Do not mirror aggressive gestures or expressions
- Do not approach an agitated person too suddenly
- Try to match the other person's eye contact habits
- Respect personal space and maintain a safe distance
- Avoid standing directly in front of an agitated person
- Move the situation away from others, if possible

## 2. Be polite and helpful to everyone.

- Introduce yourself in a calm, neutral way
- Quietly listen to the person's statements
- Avoid interrupting or changing the subject
- Speak in a gentle, clear tone of voice
- **Validate the person's concerns**
- Offer one or more resolutions, if possible
- Do not engage in back-and-forth argument

## 3. Take good care of yourself too.

- Remember you are not alone and ask for help if necessary
- Try not to take difficult or offensive behavior too personally
- After you deal with a tense situation, take a short break
- As soon as possible, try deep breathing or a brisk walk
- Remember that people value your service as a poll worker.

Example validation statements:

*"I understand this situation is very frustrating, but you can still vote today even if your name is not on the roster."*

*"I understand you are feeling tired, but we need to keep this space clear for voters: let's find a better place for you to rest."*

*"I understand you are passionate about this issue, but the law prohibits electioneering at a poll site."*

## 1.9 Preparing for Election Day

Make sure you are prepared to serve on Election Day by completing all the pre-election tasks:

- Read this manual carefully and contact the Elections Division promptly if you have questions.
- Confirm your poll site assignment in your poll worker portal.
- Plan to be at your poll site by 6 a.m. on Election Morning.  
-You may need to arrive earlier if site setup was not completed the night prior.
- Get plenty of sleep the night before. Pack water and snacks. Dress in comfortable, warm layers.

If you are a clerk, you should also:

- Attend the mandatory election worker training. (All workers are required to attend)
- Answer the call from your Inspector and confirm your Election Day assignment. You can anticipate receiving this call during the week before the Election.
- Notify the Elections Division as soon as possible if you become unable to serve.

If you are an Inspector, you should also:

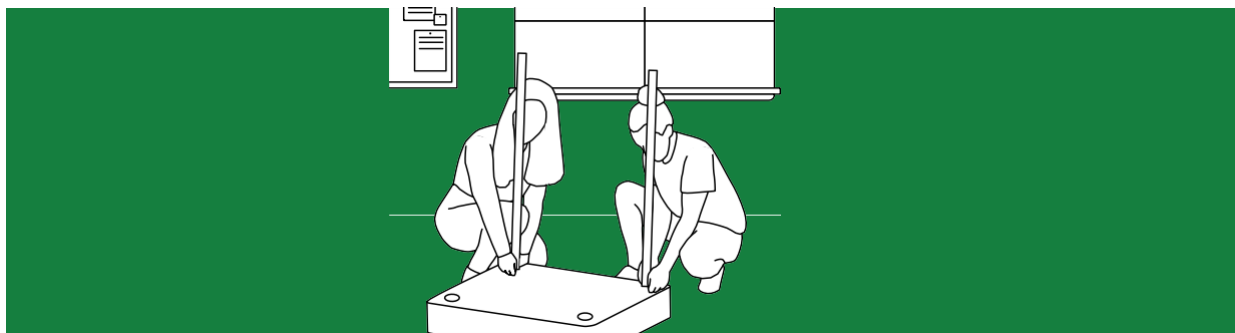
- Attend the mandatory election worker training.
- Pick up your Inspector bag with ballots after your training class.
- Call clerks on your staff list (can be found in the poll worker portal) to confirm they will arrive by 6 a.m. on Election Morning.
- Answer the call from your Site Supervisor and confirm your assignment.

Please keep these fundamentals in mind on Election Day. You can also refer to the tips and rules described in this first chapter as you are serving. Remember, if you have questions, call the Elections Division at (661) 868-3590.

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# CHAPTER 2

## POLL SITE SET-UP



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## 2. Polling Site Set-Up

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A properly set up poll site is a crucial step for a successful Election Day. This section will not only guide you through the essential processes for setting up a poll site, but also the roles each election worker is responsible for, ensuring you create an environment that is both user friendly and effective.

### 2.1 Set-up Roles

Below is a check list of responsibilities for each Election Worker.

#### 2.1.1 Site Supervisor/Supervisor-Inspector

---

Call Elections Division if:

- The site is unavailable for site setup the day before the election.
- Supplies are missing at the poll site. The Elections Division will deliver the items that evening, or we will send supplies with your field representative to deliver election morning, prior to the polls opening.
- Bring **red** and/or **blue** supply bags to the site.
- Call the poll site contact to confirm the site will be open no later than 6:00 a.m. election morning. Poll Site contact information can be found in the red bag.
- Assign and assist with site setup tasks.
- Verify all tasks are completed.
- Contact the Elections Division when site setup is complete. The Elections Division will be staffed until 8:00pm the night before Election Day or until all sites have checked in.

## 2.1.2 Inspector

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- Bring a blue supply bag to the site.
- Follow the instructions provided by the Site Supervisor and assist with site setup tasks.
- Assist with verifying all tasks are completed.

## 2.1.3 Clerk

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- Follow instructions provided by Site Supervisor and assist with site setup tasks.

## 2.2 Site Security

This section outlines critical site security responsibilities for Site Supervisors and ADA Election Workers, including verifying security logs, organizing materials, and ensuring all ADA supplies are properly accounted for. Typically assigned to the Site Supervisor and ADA Election Worker.

- In the red bag, access the site security checklist packet in the ADA binder.
- Verify the numbers on the security log match the seal numbers on the accessible device transport bag and the printer transport bag.
- Place the security checklist and security log on the accessible voting booth.
- Check the contents of the ADA supply bin. Use the checklist in the yellow tray of the ADA bin to make sure all supplies are there.

## 2.3 All Other Setup Tasks

**Do not place ballots on the precinct tables until election day.**

Quick Reference Guides or visual aids will be in the equipment bags or inside the equipment containers explaining how to set up each area. The Site Supervisor will assign Election Workers to each area below:

### Check In Table

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- Set up the Start Here sign.
- Following checklist in the red bag, place provisional envelopes, extra vote by mail envelopes, the Change of Political Party/Change of Address document on the table and any other contents listed to set up in the red bag.
- Open the ePollbook case and utilize the guide to confirm the contents and external seals.
- Remove the ePollbook and turn it on to verify it is the correct ePollbook for the site.
- Place the ePollbook in the case and reseal the case.

## Precinct Tables

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- Following the checklist in the blue bag, set up the precinct sign and stand located inside the ADA bin.
- Place precinct number sign on top of the stand and start here sign underneath as shown in the picture in the bag.
- Place the precinct sign behind the table.
- Some precincts will have an additional “Languages Spoken” sign to place underneath the “Start Here” sign. This must be posted so voters can see it. If your site has additional languages, these signs will be in the blue supply bag.
- The list of items to be placed on the precinct table is in the blue bag.

## Provisional ADA Table and Signage

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- The setup manual is in the ADA Binder and additional visual aide guides are located with the Accessible Ballot Marking Device.

## Empty Ballot Boxes

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- The ballot boxes contain the Indoor totem sign and wooden street index stand.
- Place ballot box(es) in a convenient place for voters who are dropping off their vote by mail ballot or who have voted provisionally.
- Place a table near the ballot box for voters to place the secrecy sleeves and pens.
- Assemble the indoor totem sign and wooden street index stand and place them inside the entrance.
- Place the QR code in the plastic stand and place it on the wooden street index stand.
- Some sites receive a 2<sup>nd</sup> indoor totem sign to accommodate additional language materials.

## 2.3 Opening Timeline

Your team must begin setting up at the poll site by 6:00 a.m.

*By law, every poll site must be ready for voters at 7:00 a.m. This timeline will help you open on time:*

**Between 6:00 a.m. and 6:30 a.m., all members of your team begin their assigned tasks:**

- The clerks will help the Site Supervisor with remaining set up tasks such as cones and outdoor signage.
- The Inspectors will be responsible for opening the ballot boxes, removing the ballots and ensuring that their precinct table is complete and set up by 7 a.m.
- The assigned ADA worker will set up the ADA table, curbside voting signage, and the ABMD.

**Between 6:30 a.m. and 6:45 a.m.:**

- Make sure each precinct table puts their copy of the street index hanging on the wooden totem.
- Clock in every worker at the site. You must clock in to get paid.
- Site Supervisor- final check. Walk around to each precinct table and the check in table to ensure they are set up correctly and/or if additional materials are needed.

**Between 6:45 a.m. and 7:00 a.m.:**

- Your team will ensure your site is ready for voters and sign forms.
- The Inspector performs a final check and makes any needed last-minute adjustments.
- Everyone reads and signs the Declaration of Poll Workers and takes the Election Worker Oath.
- The Inspector will ensure that poll workers are wearing their name tag the entire Election Day.
- At exactly 7:00 a.m., an Election Worker opens the site and announces, “The polls are now open.”

***It is crucial to open for voting by 7:00 a.m. In the event you expect not to be able to open by 7 a.m., please call the Elections Division at (661) 868-3590 so we can quickly help or send field support to assist you.***

## 2.4 What-If? Scenarios

**Below are some possible scenarios and solutions that may be applicable on Election Day.**

If you need any assistance during opening, please remember to call the Elections Division at (661) 868-3590.

### 2.4.1 What should a clerk do if they are late or absent?

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The clerk should call their Inspector immediately. If they don't have their Inspector's telephone number, they should call the Election Division. Depending on availability, the Election Division may send a substitute.

### 2.4.2 What should the Poll Worker Team do if they cannot find equipment or supplies?


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First, check the Site-Specific Plan for special instructions. If this does not resolve the issue, ask the Site Supervisor/Supervisor-Inspector for help or check the poll site supply list (see Appendix). If you are unable to locate or access any equipment or supplies by 6:10 a.m., call the Elections Division immediately.

### 2.4.3 What should a poll worker team do if they are locked out?

---

If you cannot gain access to the site, call your election day facility contact. If you need additional contacts, call the Elections Division immediately. At 6:10 a.m., call the Elections Division; keep trying to get in.

 Notes

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 Questions

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## 2.5 Check-in Table Setup Example



The Supplies that the Check-in table should have out include:

- Start Here Sign
- ePollbook Notice
- Orange VBM Secrecy Sleeves
- Extra I voted Stickers
- SOS Change of Party/Address Forms
- Provisional Envelopes
- Pens
- ePollbook and Printer

## 2.6 Precinct Table Setup Example

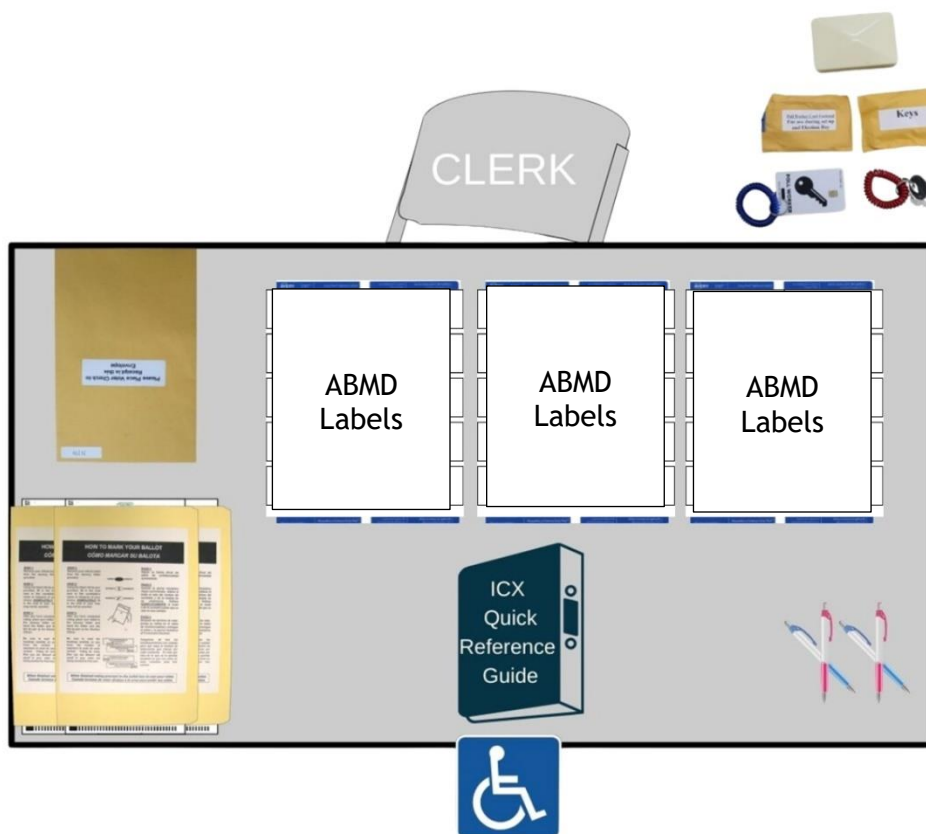


The Supplies that the Precinct table should have out include:

- Precinct Table Signs (x1 standing and x1 taped to front of table)
- How to Mark Your Ballot
- Secrecy Sleeves
- Minilla Envelope for Check-in Slips
- Ballots
- Precinct Binder
- Precinct Provisional Labels
- Extra Provisional Envelopes
- Telephone Cards (translation services)
- Magnifier
- Elections Officer Digest
- Finger grips
- Pens
- State Voter Information Guide (x2)
- Voter Information Guide and Sample Ballot (x2)
- Spanish Voter Information Guide (x2 if applicable)

## 2.7 Provisional Table Setup Example

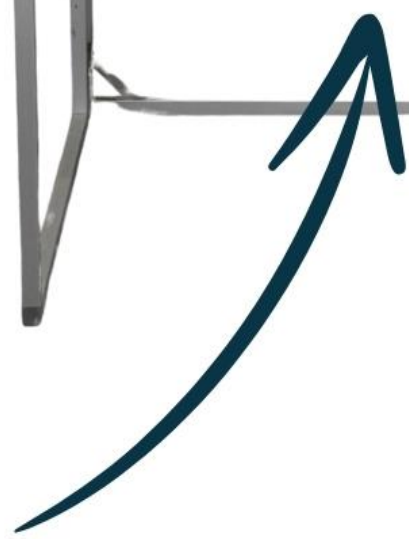
29



The Supplies that the Provisional table should have out include:

- Secrecy Sleeves
- Provisional ABMD Labels
- Pens
- Handicap Sign taped to front
- Manilla Envelope for Check-in Slips
- Poll Worker Card for Accessible Ballot Marking Device/ABMD
- ABMD Quick Reference Guide

## 2.8 ABMD/Accessible Ballot Marking Device Setup Example



# CHAPTER 3

## ELECTION DAY



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## 3. Election Day

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This section provides a list of tasks to be completed on Election Day before the opening of the polls.

### 3.1 Before opening the Polls

#### 3.1.1 Exhibit Ballot Container, ePollbook, and ABMD

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Before receiving any ballots, the Election Workers, collectively, shall:

- Open the ballot boxes and confirm they are empty.
- Confirm the ePollbook check-in total is 0.
- Confirm the ballots cast on the AMBD is 0.

Once completed, the ballot boxes shall be closed and not opened until the close of the polls.

#### 3.1.2 Check In Table

---

All voters begin at the check-in table. Voters are no longer required to surrender their vote by mail ballot at the poll site but they are able to do so. If a voter would like to surrender their ballot, obtain it and write “SURRENDERED” across the ballot and place it in side B of the red bag. We cannot ask the voter to show their ID unless they are a first-time voter in a federal election. The Election Worker will process the voter utilizing the ePollbook and direct them to the correct precinct table. The ePollbook is an electronic roster and has information about voters and if the voters have already voted. Election Workers will use the ePollbook to make determinations such as if a voter should vote provisionally. Detailed ePollbook instructions are provided in the ePollbook Guide.

## 3.2 Checklist for Election Day

Remember tasks are assigned by the Site Supervisor:

### Staff Tasks

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- Complete and sign the oath witnessed by the Site Supervisor.
- Sign the upper portion of the Declaration of Election Workers in the precinct binder.
- Utilize the ePollbook to clock in. Remember to clock in one time only.
  - Do not clock out for breaks/lunch.
- Complete precinct table setup by placing ballots on the table.

**Do not pre-tear ballots. Ballots will only be removed from the stack when a voter has provided a correct check in slip.**

### Site Supervisor and ADA Election Worker Tasks

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- In the **red** bag, access the site security checklist packet in the ADA binder.
- Complete the Election Day questions on the Accessible Voting Device Security Log.
- Verify that the seals are intact, and the seal numbers match those listed.
  - Some sites provide additional devices and printers as backup. They should only be set up if instructed by the Elections Division. If backup devices are needed, complete the appropriate information on the Accessible Device Security Log.
- Place the security checklist packet in the **red** bag until closing.
- Verify the seal number on the back of the device matches the seal number on the accessible security log.
- Plug in the device, it will automatically power on.
- Power on the printer.
- Locate the Election Worker Card in the **red** bag. The Election Worker Card in the blue bag is for backup only.
  - The Accessible/Provisional Election Worker wears the wrist band with the Election Worker Card until the poll site closes.
- Set up accessible signs according to the instructions in the ADA binder.
- Locate the black ballot box and stand with a green drawstring. Place outdoor totem sign stand by the poll site entrance.
- Set up 100-foot signs.

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# CHAPTER 4

## PROCESSING VOTERS



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# 4 Processing Voters

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## 4.1 Overview of Voting Period

Efficiently processing voters on Election Day is essential to ensuring a smooth and orderly voting experience. This section will guide you through the steps involved in managing voter check-in, verifying eligibility, and addressing any issues that may arise. From confirming voter registration and issuing ballots to providing assistance and ensuring compliance with election laws, your role is fundamental to maintaining the integrity and efficiency of the voting process. By following these procedures carefully, you'll help facilitate a seamless and positive experience for every voter on Election Day.

### 4.1.2 Election Worker Roles during Voting Hours

---

At 7 a.m. sharp, an Election worker must announce, "The polls are now open." Polls must remain open until the close of the polls at 8:00 p.m.

During voting hours, your team will inform voters about translated and accessible voting materials available at your location.

## 4.2 Processing a standard voter using the ePollbook

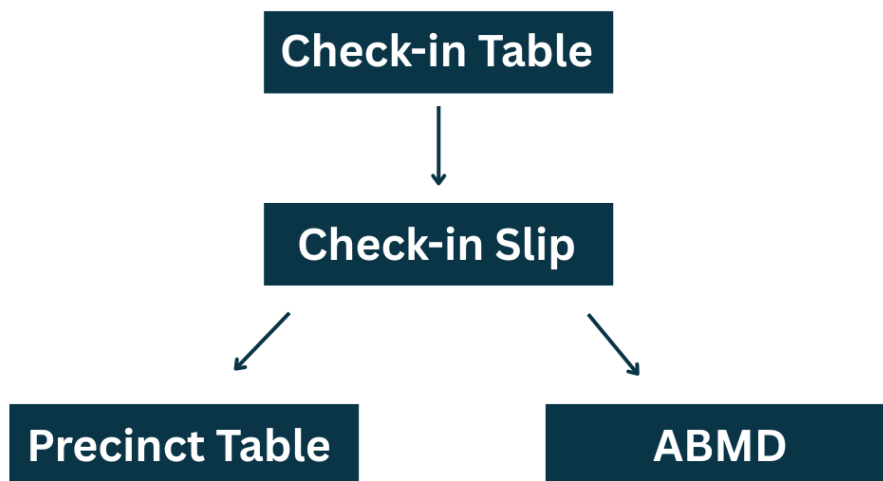
As each voter arrives, the Check-in Clerk will search for the voter's name on the ePollbook and determine whether the voter will be processed regularly or as a Provisional voter (Refer to the two slip rule in Tenex Manual). The Election Worker will process the voter utilizing the ePollbook and direct them to the correct precinct. The ePollbook serves as a voter roster, containing information about registered voters and their voting status. Election Workers use the ePollbook to view if the voter is registered and if they have already voted or not. For detailed guidance, refer to the ePollbook Guide.

### 4.2.1 Regular Check-in and Issuing the Ballot

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If the voter is at the correct location, they will check in on the ePollbook and be directed to their correct precinct table listed on their Check-in Slip.

At the precinct table, the Precinct Clerk will confirm the voter is at the correct precinct table by looking at their check in slip. If they are at the correct table, then issue the voter a ballot along with a secrecy folder and a pen.



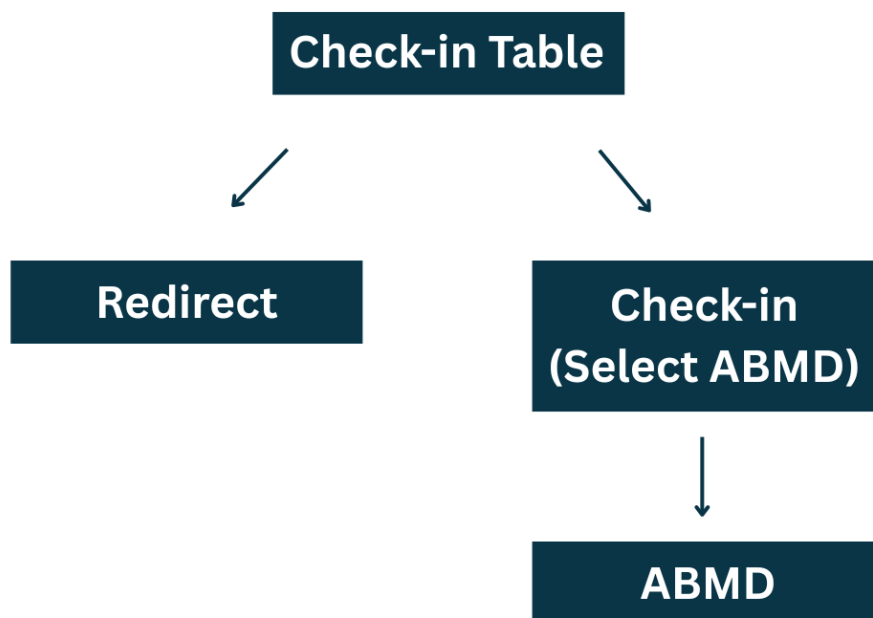
## 4.2.2 Wrong Location

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If the voter is at the **incorrect poll site**, they may be directed to their correct poll site by printing out a redirect slip listing their poll site address. If the voter insists on voting, inform the voter they will need to vote on the Accessible Ballot Marking Device.

The Check-in clerk will:

- Check-in the voter on the ePollbook.
- Select “ABMD” on the issue ballot screen. **This is important!**
- Direct the voter to the Accessible Ballot Marking Device where the clerk will activate a voting session for the voter.



## 4.2.3 Spoiling a Ballot

---

The voter has an option to spoil their ballot. Prior to obtaining a replacement ballot they must take their spoiled ballot to the check-in table. The Election Worker at the check-in table will:

- Write the word spoiled on the ballot and place it in the “B” side of red bag.
- Spoil the voter’s 1<sup>st</sup> check-in on the ePollbook.
- Start a new check-in and issue a new slip.
- Write “2<sup>nd</sup> issue” on the new check-in slip.
- Inform the voter that if they spoil a second ballot, they may only be issued a third and final ballot.

## 4.3 Vote by Mail Voters

Any voter may drop off their vote-by-mail ballot at any poll site in Kern County. The Ballot Box Clerk must confirm the envelope is signed, the voter has printed their name legibly, listed their address and finally, sealed the envelope. Then ask the voter to drop the envelope into the drop box.

### Voter Without Their Return Envelope

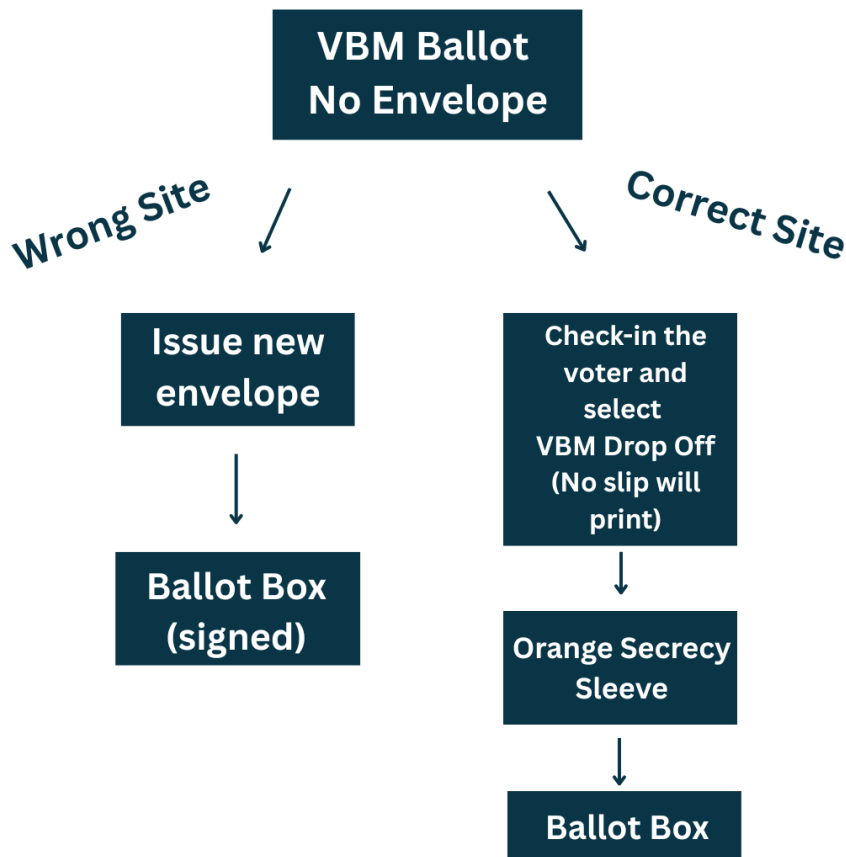
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The voter may vote and drop off their Vote by Mail ballot without an envelope only if the voter is at the correct site. If this is the case, you will check them in as normal and select “VBM Drop off” on the ballot issue screen and provide an orange secrecy sleeve. Please note that a check in slip will not be printed as a check in slip is always traded for a ballot and this voter already has their ballot in hand.

### Voter With Their Return Envelope

---

The voter may vote and drop off their Vote by Mail ballot without an envelope. If a voter is at the correct site but does not want to check in, or if the voter is at the incorrect site, they must use their issued return envelope or be issued a replacement and drop it into the ballot box once it has been signed. Remember, if the voter is dropping off their vote by mail ballot WITH an envelope, they DO NOT check in on the ePollbook.



## 4.4 Accessible Ballot-Marking Device/ABMD

The accessible ballot-marking device is also known as the ABMD machine. The accessible ballot-marking device allows any voter to mark, review, and print their ballot. This machine does not record or store any voting that takes place. Once a voter has finished their voting session, a paper ballot will be printed out with all of their selections. Printed ballots are either dropped directly into the ballot box or put into a provisional envelope. If voters are at the wrong location, they are able to vote their correct ballot type with all of their eligible contests on the ABMD as well. You will know if a voter is at the right location if the ePollbook does not flag the voter as “Wrong Location.” You may also confirm by double checking their precinct listed on the ePollbook and seeing if that precinct is at your poll site.

The device offers two modes:

- **Touchscreen Mode:** the voter can single-tap the screen to navigate and make selections.
- **Assistive device mode:** the voter may use headphones and assistive devices to navigate and make selections.

Supported devices:

- ATl keypad
- Personal paddle
- Sip-and-Puff device

### 4.4.1 Accessible Voting Process

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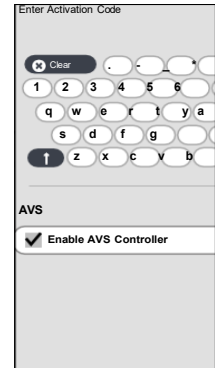
- The Election Worker who has been designated the role of working the Accessible Ballot Marking Device, will have a card to insert into the device to activate the voters voting session. Ask the voter for the check-in slip and use the precinct number on the slip to activate a ballot on the accessible device.
- The Accessible Ballot Marking Device will prompt the voter to take the next steps.
- When the voter is finished, they will print their ballot.
- The Election Worker will provide the secrecy sleeve and instruct the voter to take the ballot in the secrecy sleeve to the ballot box.
- When the voter is a provisional or CVR voter, the Election Worker will follow the same process with an exception to the secrecy sleeve. Remember the CVR/Provisional Ballot Envelope will act as the secrecy sleeve and the Election Worker will ensure the envelope is complete with a signature

## Common Issues

## Solution

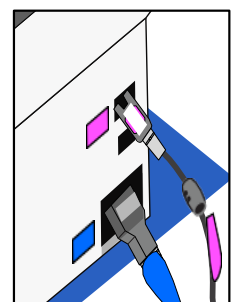
- ATI keypad,  
Headphones,
- Assistive Device Not Working

1. Verify the keypad is plugged in correctly by checking for a flashing green light next to the port.
2. Next, check headphones and/or devices are plugged into the correct port(s).
3. Then, verify the ballot has been activated in AVS mode with a voter's preferred device selected. If necessary, cancel and re-activate the ballot, making sure the Enable AVS Controller checkbox is selected.
4. If all of these measures fail, call the Elections Division.



### • **Printer is Not Printing**

1. Verify the plug from the printer is connected to a functional wall outlet or power strip by plugging something else into the same socket and turning it on. [Press the power button if you have not already done so.]
2. Verify that the printer cable coming from the tablet is plugged into the pink port on the back of printer.
3. Make sure there is paper in the tray and that the screen reads "Ready" or "Sleep Mode is ON".
4. If the printer still does not work, call the Elections Division.

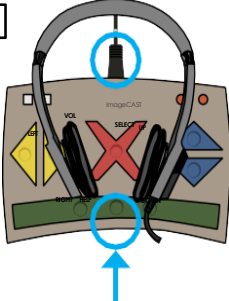
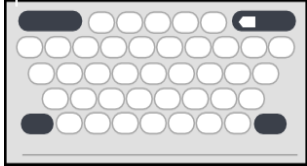
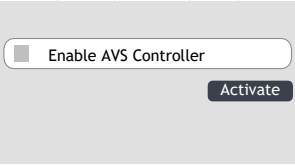
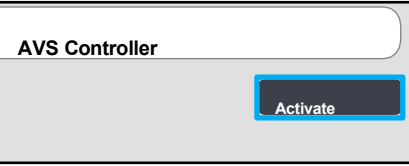


## ADA/ABMD: Initiating an Accessible Voting Session

Although the Inspector will start most accessible voting sessions, all clerks must be prepared to do so (for example, if the Inspector is busy or on break).

### Activating an accessible voting session.

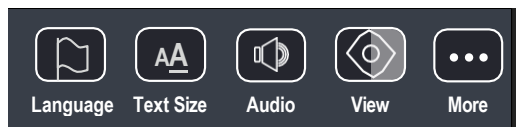
Say, “Hello, I will help activate your ballot on the ballot-marking device. Audio or touchscreen instructions are available in English or Spanish. You can use the touchscreen, keypad, or a personal assistive device to navigate and mark your ballot. Which would you prefer?”

|  |   |   |   |
|--|---|---|---|
|     |  |   |    |
| <p>Connect any equipment the voter will use. Confirm all connections are secure.</p> | <p>Insert the poll worker card and enter the appropriate activation code*.</p>    | <p>If the voter is using any assistive device, check <b>Enable AVS Controller</b>. The keypad or another assistive device will not work if this is not checked.</p> | <p>Tap <b>Activate</b>, remove the poll worker card, and select the language. Then, if the voter is using any assistive device, select the correct assistive device mode.</p> |

Remember to offer help. Do not hover - allow the voter privacy unless the voter requests further assistance.

## Accessible Ballot-Marking Device Assistance Tips

If a voter asks for your help using the accessible ballot-marking device, here are some tips. No matter the issue, be sure to ask the voter's permission before approaching or touching a device in session.



*Image of the menu settings located at the top of the accessible ballot-marking device.*

### Adjusting Settings:

- “Language”: choose English or Spanish.
- “Text Size”: increase or decrease the font size of displayed text.
- “Audio”: adjust reading speed and headphone volume (in AVS controller mode only).
- “View”: adjust screen contrast (colors, light or dark backgrounds).

### Ballot-Marking:

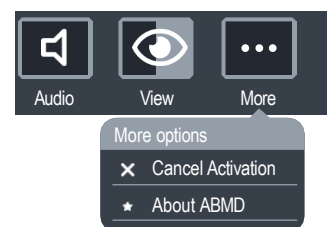
- To choose a candidate or measure, tap the gray square to the right of that option.
- To change a selection, tap the marked gray square to deselect, and then tap another.
- To review all currently marked selections, tap **Review** at any time.
- To modify selections, tap **Back to Ballot** from the **Review** screen.

### Ballot Navigation:

- Some contest pages are long, so touchscreen voters may need to scroll down, using the arrow at the bottom of the screen.
- Selecting **Next** in the lower right will take the voter to the next contest.
- Selecting **Previous** in the lower left will take the voter to the previous contest.
- Selecting a contest tab at the top will take the voter directly to that contest.

### Mode Changes:

1. Tap **More** in the top right-hand corner of the screen.
2. Tap **Cancel Activation**, then **Yes, cancel activation**.
3. Initiate a new session in audio or touchscreen mode.



### Cancellation:

1. Tap **More** in the top right-hand corner of the touchscreen.
2. Tap **Cancel Activation** then **Yes, cancel activation**.
3. If you have already printed, VOID the printout and place it in the red box.
4. If appropriate, ask the Precinct Table Clerk to issue a paper ballot.

## 4.5 Provisional Voting

By law, any voter whose eligibility to vote cannot be immediately verified must vote provisionally. This envelope serves as a voter registration and provides the Elections Division essential voter personal information that allows our office to verify the voter's eligibility before counting their ballot.

In this election, the most common reasons to vote provisionally are:

- The voter is not listed in the ePollbook, because the voter is not registered.
- The voter has changed their party preference.
- The voter has changed their residential address.
- The voter has already returned a ballot for this election.
- A first-time voter who does not show an acceptable form of identification at the poll site.

Each provisional voter must complete the Voter Section on the envelope, mark their ballot, seal it inside, sign the back of the envelope and deposit it into the ballot box.

### 4.5.1 Provisional Check-in Process

---

If a voter is required to vote Provisionally/CVR, the Election Worker at the check-in table will:

- Print the check-in slip and Affidavit of Provisional.
- Grab the CVR/Provisional Ballot Envelope and place the Affidavit in the small clear pocket on the outside of the envelope.
- Direct the voter to the Provisional/ADA Table to complete the CVR/Provisional Envelope.

The clerk at the precinct table will place a precinct sticker on the back of the provisional envelope. If the voter is voting via ABMD then the provisional clerk will put the ABMD label on the envelope. See examples on the following page.

### 4.5.2 Provisional Envelope

---

The voter must complete the following on the CVR/Provisional Envelope before they receive anything from the Election Worker. The small, printed Affidavit of Provisional slip should be in the small clear pocket.

**The mandatory information includes:**

- Legibly printed name
- Birth date
- Citizenship
- Complete residence address
- Signature

**The optional information includes:**

- Phone number
- Driver's license number
- Last 4 of their Social Security Number (SSN)

### 4.5.3 Sample Provisional Envelope

|   |  |                                     |   |   |  |
|---|--|-------------------------------------|---|---|--|
| <b>TO BE USED AS AN OFFICIAL REGISTRATION FORM OR A PROVISIONAL BALLOT ENVELOPE</b>   |  |                                     |   |   |  |
| <b>PLEASE SELECT AN OPTION BELOW</b>  |  |                                     |   |   |  |
| <input checked="" type="checkbox"/> <b>Conditional Voter Registration (CVR)</b>   |  |                                     | <input type="checkbox"/> <b>Provisional Ballot Envelope</b>   |   |  |
| <b>VOTING TWICE IN THE SAME ELECTION IS A FELONY</b>  |  |                                     |   |   | <i>OFFICE USE ONLY<br/>PROVISIONAL AFFIDAVIT STICKER</i> |
| Are you a citizen of the United States of America?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |                                     | Are you 18 or older on or before Election Day?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
| Last Name include suffix: <b>America</b>  |  | First Name: <b>Captain</b>          |   | Middle Name: <b>N/A</b>   |  |
| DOB: <b>07/04/1964</b>  |  | CA DL/ID #:                         |   | Last 4 SSN:   |  |
| Phone #:  |  | E-mail:                             |   |   |  |
| Current Home Address: <b>123 White House Rd</b>   |  | Apt:                                | City: <b>Bakersfield</b>  |   | Zip: <b>93312</b>  |
| Mailing Address:  |  | Apt:                                | City:   |   | Zip:   |
| <b>PLEASE SELECT OR SPECIFY A PARTY PREFERENCE BELOW</b>  |  |                                     |   |   |  |
| <input type="checkbox"/> American Independent   | <input type="checkbox"/> Democratic                          | <input type="checkbox"/> Green      | Other (Specify):  | <input type="checkbox"/> <b>No Party/None</b><br>If you choose this option, you may not be able to vote for some presidential candidates at a presidential primary election or for a party's central committee. |  |
| <input type="checkbox"/> Libertarian  | <input checked="" type="checkbox"/> <b>Peace and Freedom</b> | <input type="checkbox"/> Republican |   |   |  |
| Voter Declaration: I declare under penalty of perjury under the laws of the State of California that all of the following are true: I am a US Citizen and a resident of California and at least 18 years old; I am not currently in a state or federal prison for the conviction of a felony; I am not currently found mentally incompetent to vote by a court; I understand that it is a crime to intentionally provide incorrect information on this form; all of the information on this form is true and correct. |  |                                     |   |   |  |
| Signature: <b>CAPTAIN AMERICA</b>   |  |                                     |   | Date: <b>11/5/2024</b>  |  |

## Kern County

### CVR/Provisional Ballot Envelope

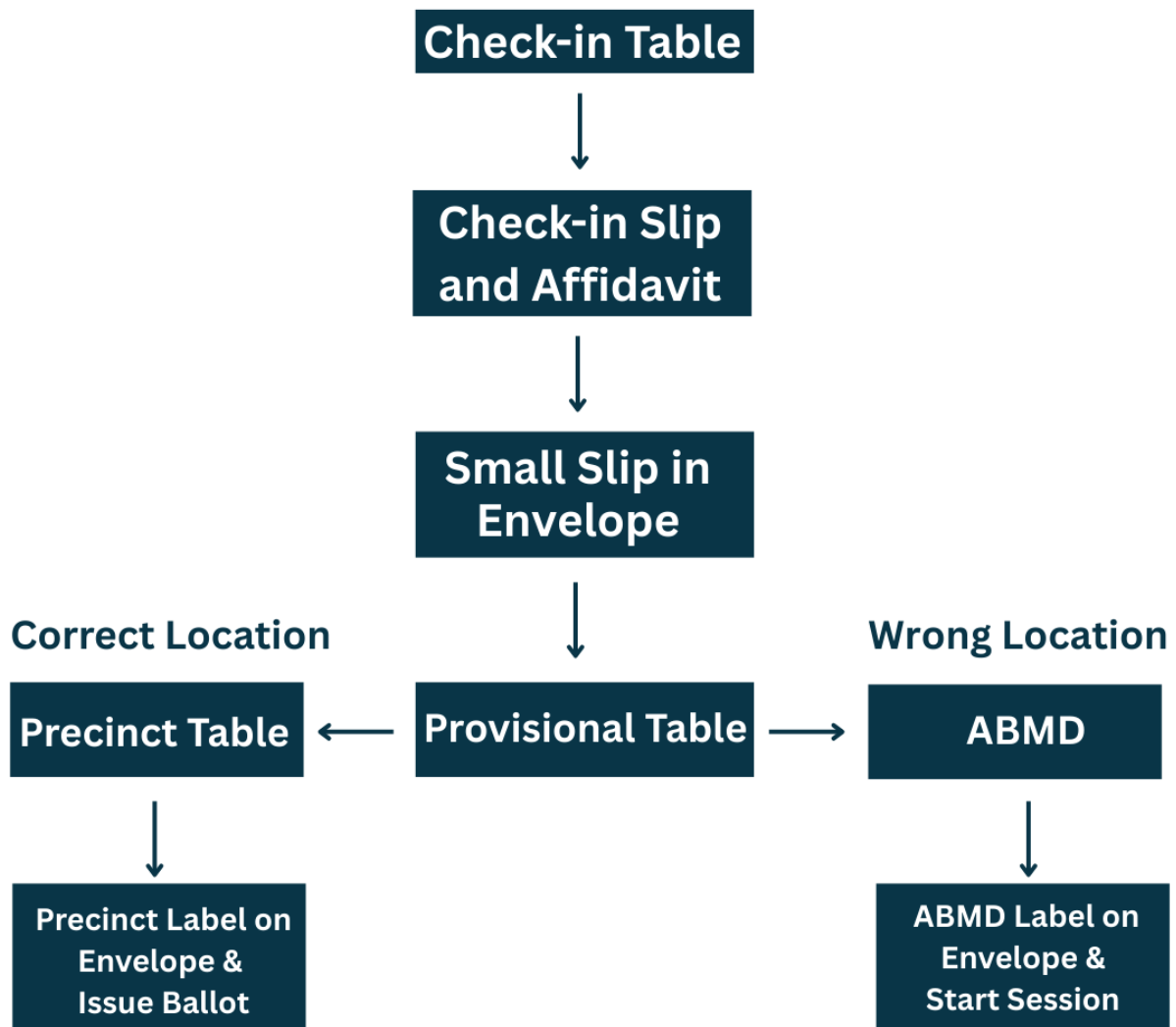
### Office Use Only

Site: 20 Pct: 40402

|  |   |
|--|---|
| <input type="checkbox"/> <b>COUNTED</b>  | <input type="checkbox"/> <b>NOT COUNTED</b>   |
| <input type="checkbox"/> <b>PARTIALLY COUNTED</b><br><input type="checkbox"/> Wrong Poll (BT____SB____)<br><input type="checkbox"/> Incorrect Party (SB____) | <input type="checkbox"/> Not Registered <input type="checkbox"/> District<br><input type="checkbox"/> Blank<br><input type="checkbox"/> Returned Ballot<br><input type="checkbox"/> Ballot Cast<br><input type="checkbox"/> Empty |

Processed By: \_\_\_\_\_

## Provisional Check-in



#### 4.5.4 Acceptable Forms of Identification for First Time Voters in a Federal Election 47

| <b>Acceptable Forms of Identification</b>  |   |
|--|---|
| Current and valid photo identifications:   | Driver's license from any state   |
|  | Any state ID  |
|  | Employee ID Card  |
|  | ID card provided by a business  |
|  | Military ID Card  |
|  | Student ID Card   |
|  | Health club ID card   |
|  | Insurance plan ID card  |
| <b>Or, one of the following:</b>   |   |
| Document which includes the name and residence address of the voter, dated after the date of the last general election, unless this type of document is permanent: | Utility bill  |
|  | Bank statement  |
|  | Government check  |
|  | Government paycheck   |
|  | Document issued by a government agency  |
|  | Sample ballot issued by a government agency   |
|  | Voter notification card issued by a government agency   |
|  | Public housing ID card issued by a public agency  |
|  | Lease/rental statement or agreement issued by a government agency   |
|  | Student ID card issued by a government agency   |
|  | Tuition statement or bill issued by a government agency   |
|  | Insurance plan card issued by a government agency   |
|  | Discharge certificates, pardons, or other official documents issued to a voter by a governmental agency in connection with resolution of a criminal case, indictment, sentence, or other matter |
|  | Public transportation senior discount cards issued by a government agency   |
|  | ID document issued by government homeless shelters and other government temporary or transitional facilities  |
|  | Drug prescription issued by a government doctor or other governmental health care provider  |
|  | Property tax statement issued by a government agency  |
| Vehicle registration or certificate of ownership issued by a government agency   |   |

According to federal law, first-time voters must show identification when they vote on Election Day if:

- They did not register in person, and
- They did not show ID when they registered

If a voter cannot provide any means of identification, they are still able to vote. The voter will cast their ballot provisionally.

## 4.6 Street Index

The street index lists voters registered in your precinct by address. The Street Index QR code must be placed on the stand and available for the public to scan/use. It does not need to be updated as it is automatically updated when a voter checks into the ePollbook.

## 4.7 Managing Voter Lines

If you experience a line of voters at your poll site, you must manage the line so you can process every voter in an orderly fashion.

Remind those in line that anyone dropping off a vote-by-mail ballot may skip the line and go to the designated Vote by Mail ballot box.

A line may form for obvious reasons (e.g., at rush hour after work), in which case voters must be patient. But, if a line is forming due to issues at the poll site, notify your Field Representative and the Elections Division at (661) 868-3590 so we can resolve the issue.



Notes



Questions

## 4.8 What-If? Scenarios

---

This section will go over some questions and scenarios that may arise on Election Day, and its appropriate response or solution.

### 4.8.1 What if the power does not seem to be working?

---

First, check all power connections and cords and/or ask your Field Representative for help. If neither of those solve the problem, call the Elections Division.

### 4.8.2 What if a voter wants to *surrender* their VBM ballot with no envelope?

---

If a voter wants to vote at your poll site but doesn't have their envelope, write "SURRENDERED" on the front and back of each ballot card and put them in side B of the red bag. Then, check the voter in normally on the ePollbook.

### 4.8.3 What if there is a disaster, violent incident, or other emergency at our site?

---

If anyone is in immediate danger from a natural or man-made emergency or disturbance, such that voting cannot safely continue, call 911 immediately, then call the Elections Division. The Site Supervisor shall refer to the emergency procedures for more details.

### 4.8.4 What if a voter wants to cast their VBM ballot with no envelope?

---

If the voter wants to cast their mailed ballot but has no envelope, they must be at the correct site.

- If the Voter is at the correct location: They can drop off their VBM ballot without the envelope, they just need to check into the ePollbook first. On the ePollbook check the "VBM Drop Off" box on the ballot issue screen. No check in slip will print because a check in slip is always traded for a ballot and this voter already has their ballot in hand. Issue the voter an orange secrecy sleeve and direct them to the voting booths.
- If the Voter is at the wrong location: Provide the voter with a replacement envelope and DO NOT CHECK them into the ePollbook. Once the voter has signed the back of the replacement envelope or their issued VBM envelope, send them directly to the VBM ballot box to drop off their ballot.

#### 4.8.5 What if a voter requests curbside voting?

---

Follow the directions on page 15. Call the Elections Division if you have questions on how to proceed/process curbside voters (661) 868-3590.

#### 4.8.6 What if we run low on supplies?

---

Your poll site should have enough supplies to last through Election Day, so check your ADA Bin, Ballot box, and all the blue/red bags before calling the Elections Division. If supplies are low, alert your Field Representative immediately.

#### 4.8.7 What if a voter wants to update their registration for the next election?

---

The voter can 1) fill out the Roster Change and Correction form in the back of the Roster, 2) re-register online, or 3) contact the Elections Division to request a registration form be mailed to them. If a voter prefers to receive a form by mail, offer the Kern County Elections phone number (661) 868-3590.

#### 4.8.8 What if there is a distressing but non-emergency situation at our site?

---

If someone becomes agitated or refuses to follow rules, but is not violent or frightening, refer to the De-Escalating Guidelines. Remain calm and composed, speak softly and empathetically, avoid mirroring aggressive or defensive gestures, and validate the person's concerns while trying to resolve the issue. If you feel uncomfortable or are unable to resolve the issue on your own, call your Field Representative to assist. The Field Representative will call the Elections Division if the issue is left unresolved.

# CHAPTER 5

## CLOSING THE POLLS



## 5 Closing Tasks

As Election Day comes to a close, the process of closing the poll site is just as crucial as its opening. This section will walk you through the essential steps for closing the poll site, including securing ballots, completion of closing forms and packing of supplies and equipment.

### 5.4 Official Poll Closing Announcement

At exactly 8 p.m., an election worker must announce, “The polls are now closed!” By law, your team must assist all voters who are present before moving on to closing tasks. If there is a line at 8 p.m., an election worker should stand at the end and politely inform any people who may arrive that it is too late for them to vote.

### 5.5 Overview of the Closing Period

It has been a long day, but you are in the home stretch!

The tasks you will perform during closing are crucial to the integrity of the election. With your team, you will organize and secure vital election materials. Finally, you will pack up everything else, check in with your Field Rep and the Election Division, and lock up for the day.

If you need help, call the Elections Division at (661) 868-3590.

## 5.6 Closing Forms

Closing forms provide a record of activity at your poll site. They record accounting, security, and custody transfer procedures. The Inspector must oversee completion of following forms at closing:

- Precinct Totals Form for their precinct.
- The Certificate of Election workers. All clerks must now sign the bottom half of the blue form before being excused.

### 5.6.1 Security Log and Checklist

---

After closing the polls, the Supervisor must complete both the Security Log and Checklist for the ABMD, as well as the ePollbook Security Log after all have been sealed.

## 5.7 Ballots

This section will guide you through the detailed procedures for sorting ballots and envelopes, securing them in their appropriate containers, as well as recording totals for the Precinct Totals Form process.

### 5.7.1 Precinct Totals Form

---

Inspectors must oversee the completion of the Precinct Totals Form for their precinct. This is located in the precinct binder inside the blue supply bag. The site number, precinct number, poll site location, and the numbers of ballots issued are prefilled on the form. Do not change the numbers. All clerks assigned to that precinct must sign the bottom once completed before being excused. The Site Supervisor must confirm this form is completed.

### 5.7.2 Unused Ballots

---

Each precinct will follow the process to ensure their unused ballots are counted and sealed prior to counting voted ballots.

- Count the number of unused ballots remaining on the pad(s).
- Record the total number on the Precinct Totals Form.
- Place unused ballots and binding stubs from ballots issued in the unused ballot box.
- Locate the green “unused ballot seal” in the blue bag and seal the box containing the unused ballots.
- Place the sealed box(es) in the blue bag.

**Do not open the ballot boxes until all unused ballots at every precinct are sealed.**

### 5.7.3 Ballot Boxes

---

The Site Supervisor and another Election Worker will unlock the ballot box(es) and remove the contents for sorting.

- Vote by mail envelopes and Provisional Envelopes will be taken to Table A for recording.
- Ballots are sorted by precinct number located on the top of the ballot prior to distributing them to each precinct.

### 5.7.4 CVR/Provisional Ballot Envelopes

---

- Count and record the number of regular CVR/Provisional Ballot envelopes on the appropriate section of the Precinct Totals Form.
- Count and record the number of CVR/Provisional Ballot envelopes on the appropriate section of the Precinct Totals Form.
- Locate the pink canvas bag and remove the pink sheet. There will be 1 pink sheet and 2 pink canvas bags for each site.
- Write the total number of CVR/Provisional Ballot envelopes contained in both bags on the pink sheet.
- Place the CVR/Provisional Ballot envelopes inside the pink canvas bag.
- Place the pink sheet in plastic space on the bag so the information is visible.
- Place the completed registration forms in the pink canvas bag.
- Close the pink canvas bag(s) and place them in the red bag even if one of the pink canvas bags are empty.

### 5.7.5 Vote by Mail (VBM) Envelopes

---

- Count and record the vote by mail envelopes received on the appropriate section of the Precinct Totals Form.
- Locate the yellow bag and remove the white form.
- Write the total number of vote by mail envelopes on the yellow form.
- Place the vote by mail envelopes in the yellow bag.
- Place the yellow form in the clear plastic where the information is visible.

## 5.7.6 Accessible Ballot Marking Device/Site Security

---

Follow instructions included with the Accessible Device.

Site Security is typically assigned to the Site Supervisor and ADA Election Worker.

- In the red bag access the Site Security Checklist packet in the ADA binder.
- Record the serial numbers for the seals placed on the accessible device.
- ePollbook Security Checklist (see ePollbook Security Packet).

## 5.8 What-If? Scenarios

This section will go over the possible what-if scenarios you may run into during closing procedures.

### 5.8.1 What if the Field Representative or pick-up team have not shown up by 10 p.m.?

---

The pickup team will collect materials from more than one poll site as efficiently as possible. If you believe they are having trouble locating your site, use the flash light from the black ADA bin to help guide them.

# Election Day Questions and Support

In case of an emergency, call 911 and as soon as it is safe notify the Elections Division at (661) 868-3590 or (800) 452-8683. Please be aware of the Poll Site Number prior to calling.

## Non-Emergency Police Numbers:

| City            | Phone Number | City       | Phone Number |
|-----------------|--------------|------------|--------------|
| Arvin           | 661-854-5583 | McFarland  | 661-792-2121 |
| Bakersfield     | 661-327-7111 | Ridgecrest | 760-499-5000 |
| California City | 760-373-8606 | Rosamond   | 661-256-9700 |
| Delano          | 661-721-3377 | Shafter    | 661-746-8500 |
| Frazier Park    | 661-245-3440 | Taft       | 661-763-3101 |
| Lake Isabella   | 760-549-2100 | Tehachapi  | 661-822-2222 |
| Lamont          | 661-868-5751 | Wasco      | 661-758-7266 |

**Secretary of State Language Assistance Hotline: (916) 657-2166**

# APPENDIX

## Supplies inside the Red Bag

### \*Red Bag Contents:

- ADA Binder w/ Security Log Checklist Packet inside (1)
- Sealed Envelope (Rubber Banded Around Soap Dish) Containing: Red wrist band w/ Ballot Box key(s) & Accessible Device Cart cable lock key. Soap Dish Containing: Sealed Envelope with wrist band w/1 Poll Worker Card for Accessible Device and Pin number. (1)
- QR Code Sign (place on top of wooden index stand) (1)
- Check in Table Sign (1)
- VBM Check in Guide (QRG) (2)
- Extra Red Bags (qty. varies)
- ABMD Labels (Large manila envelope 8 ½ x 11) (1)
- Provisional Receipt Empty Envelope Table A (Small manila envelope 6 x 9) (1)
- Provisional Envelopes (Yellow & White) (Bundle)
- Vote by Mail Empty Envelopes (Red & White) (Bundle)
- Accessible Ballot Secrecy Sleeves (Small Folders) (Bundle)
- VBM Secrecy Sleeves (Orange Folders) (Bundle)
- Plastic Bag for return of Spoiled Accessible Ballots (blue sheet inside) (1)
- Trucking Firm Delivery Receipt (1)
- “Election Returns” sign (1)
- Election Officer Digest (1)
- Collection Center Receipt (1)
- End of Night—Packing Instructions (1)
- Election Worker Instruction Manual (1)
- Pink Canvas Zip Bag for return of Provisional/CVR Envelopes (pink sheet) (2)
- Yellow Bag for return of Voted “Vote by Mail” ballots (yellow sheet) (1)
- Flash Light, Wire Cutters, Calculator (1)
- “Voting Equipment Incident Report” forms (10)
- Supervisor Checklist (1)
- E Poll Book notice (1)
- E Poll Book Power Strip (1)
- I Voted stickers (Bundle)
- Set of Quick Reference Guides (QRG’s) in Black Binder (1)
- Accessibility Packet (contains magnifying sheet, large font set, ADA sign) (1)
- Seal Packet (contains yellow security seals for Red, Blue, Yellow and Transport Bags) (qty. varies)
- Blue Seals for Envelopes with Soap Dish (flat, w/ barcode) (qty. varies)

## Supplies inside the Blue Bag

### \*Blue Bag Contents:

- Official Precinct Ballots (varies by precinct)
- Secrecy Sleeves (Large Folders) (Bundle)
- “How to mark your Ballot” sign (1)
- Street Indexes (2)
- “Remove Voter from Roll” purple forms (10)
- “Change of Address” Forms (15)
- Precinct Specific Provisional Labels (Large manila envelope 8 ½ x 11) (1)
- “Challenge Vote Procedure” sheet (1)
- Precinct Binder (1)
- Election Worker Instruction Manual (1)
- Table Sign with Voting Precinct number (2)
- Blue Canvas Zip Bag for return of Binder (1)
- Plastic Bag for return of Spoiled Ballots (yellow sheet inside) (1)
- Officer Digest (1)
- Magnifying Sheet (1)
- Box labeled VOTED BALLOTS for return of voted ballots (qty. varies)
- Bag containing tamper proof seals for voted ballot boxes and “Unused Ballots” stickers for boxes of unvoted ballots (1)
- Election Worker Notes envelope (1)
- End of Night Packing Instructions (1)
- Sealed Envelope (Rubber Banded Around Soap Dish) Containing: Black wrist band w/ Ballot Box key(s) & Accessible Device Cart cable lock key. Soap Dish Containing: Sealed Envelope with wrist band w/1 Poll Worker Card for Accessible Device and Pin number (1)

### \*Precinct Table Supplies:

- Bundle of telephone cards
- Pens
- Scotch tape
- Glue stick (for sealing Provisional/CVR ballot envelopes)
- Masking tape (blue)
- Ruler
- Notepad
- Blank name badges & lanyards
- “I speak” buttons for each language required (varies by precinct)
- Rubber fingers
- Black cable ties

**\*Supplies Inside the Ballot Box**

- Start Here Sign (1)
- Provisional Information Sheet (2)
- Voter Registration Forms (1)
- Extension Cord (25 ft.) (2)
- Out Adapter for ABMD cord (three to two prong) (1)
- Wooden Street Index Stand Set (1)
- Totem Signs (1 indoor and 1 outdoor)

**\*Delivered to the Site:**

-Quantities are subject to change depending on site size.

- Accessible Ballot Marking Device (ABMD) (1)
- ePollbook Kits (1)
- Accessible HP Printers (1)
- Accessible Voting Booth (1)
- ADA Bins (1)
- Ballot Boxes (2)
- Cone Weights (18)
- Cones (17)
- Curbside A Frame Signs (1)
- Green Totem Sign Stand Bags (1)
- Check-in Table(s) (1)
- VBM Ballot Drop Boxes (2)
- Voting Booths (17)
- White Booth Tables (8)
- ADA Table (1)
- ADA Van Accessible Kit Bags (1)
- Antenna Stand for Net Kits (1)
- Backup Network Access Kits (1)

**\*ADA Bin Supplies:**

- Cones (17)
- Cones Weight (18)
- Van Accessible Handicap Parking Sign Kit with Base and (3) PVC Connectors (1)
- PVC bottom connector (15)
- Van Accessible Parking Sign (1)
- Voter Entrance Sign with PVC pole and base (1)
- Directional ISA Sign (9)
- 100 Ft. Polling Site Sign “Vote Here” (3)
- Voter Designated Parking Sign (3)
- Blue Bag with Table Stand for Voting Precinct (1 sign per precinct)
- Blue Tape (3)
- Grey Duct Tape (1)
- Caution Tape (1)
- Glue Dots (1)
- Door Stop (2)
- Door Grip (1)
- Flashlight (1)
- Hammer (1)

# SAMPLE

|  |  |
|--|--|
| <b>KERN COUNTY ELECTIONS - PRECINCT TOTALS FORM</b><br><b>NOVEMBER 4, 2025, STATEWIDE SPECIAL ELECTION</b><br><b>LEAVE NO SPACE BLANK. IF NONE, WRITE "0".</b> |  |
|--|--|

|                                     |   |
|-------------------------------------|---|
| <b>SITE #:</b> «PollingSiteID»      | <b>POLL SITE LOCATION:</b> «Site_Name»  |
| <b>Precinct #:</b><br>«VotingPctID» | <b>NUMBER OF BALLOTS ISSUED TO PRECINCT</b><br><b>English:</b> «English» <b>Spanish:</b> «Spanish»<br><b>Total:</b> «Total» |

**ENTER ELECTION RETURN TOTALS FOR PRECINCT**

|   |       |
|---|-------|
| <b>1. NUMBER SPOILED AND UNUSED PAPER BALLOTS</b> |       |
| 1A. NUMBER OF UNUSED PAPER BALLOTS                | _____ |
| 1B. NUMBER OF SPOILED BALLOTS                     | _____ |

|                                   |       |
|-----------------------------------|-------|
| <b>2. NUMBER OF VOTED BALLOTS</b> |       |
| 2A. VOTED PAPER BALLOTS           | _____ |
| 2B. VOTED ABMD BALLOTS            | _____ |
| 2C. VOTED NO ENVELOPE VBM BALLOTS | _____ |

|  |       |
|--|-------|
| <b>ONLY TABLE A WILL COMPLETE THIS SECTION</b> |       |
| <b>3. SITE TOTALS</b>                          |       |
| 3A. NUMBER OF PROVISIONAL/CVR ENVELOPES        | _____ |
| 3B. VOTED "VOTE BY MAIL" ENVELOPES             | _____ |
| 3C. NUMBER OF ABMD WRONG LOCATION BALLOTS      | _____ |

|   |   |
|---|---|
| <p><i><b>This form must be signed by all election officers at the precinct.</b></i></p> <p><small>We certify that the Assisted Voter and Challenged Lists show all voters assisted or challenged, that all voters whose signatures appear on the Rosters of Voters, excepting those who after signing the Roster failed to vote for any reason, are the number of voters who voted at this site, that we have properly placed and sealed all voted paper ballots in the "Voted Paper Ballots" container(s) and placed them in the RED canvas bag, and that the above information is true and correct.</small></p> | SUPERVISOR-INSPECTOR: _____<br>CLERK: _____<br>CLERK: _____<br>CLERK: _____<br>CLERK: _____ |
|---|---|

**THIS FORM TO REMAIN IN THE PRECINCT BINDER**

# VOTER BILL *of* RIGHTS



## YOU HAVE THE FOLLOWING RIGHTS



1. **The right to vote if you are a registered voter.** You are eligible to vote if you are:

- ★ a U.S. citizen living in California
- ★ at least 18 years old
- ★ registered where you currently live
- ★ not currently serving a state or federal prison term for the conviction of a felony, and
- ★ not currently found mentally incompetent to vote by a court

2. **The right to vote if you are a registered voter even if your name is not on the list.**

You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.

3. **The right to vote if you are still in line when the polls close.**

4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.

5. **The right to get a new ballot if you have made a mistake**, if you have not already cast your ballot. You can:

- Ask an elections official at a polling place** for a new ballot,
- Exchange your vote-by-mail ballot** for a new one at an elections office, or at your polling place, or
- Vote using a provisional ballot.**

6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.

7. **The right to drop off your completed vote-by-mail ballot at any polling place** in California.

8. **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.

9. **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.

10. **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.

### SPECIAL NOTICE

- Polls are open from 7:00 a.m. to 8:00 p.m. on the day indicated in the posted county Voter Information Guide.
- Specific instructions on how to vote, including how to cast a provisional ballot, can be obtained from a poll worker or by reading the information mailed to you by your local elections official.
- If you are a newly registered voter, you may be asked to provide appropriate identification or other documentation according to federal law. But please note that every individual has the right to cast a provisional ballot even if he or she does not provide the documentation.
- It is against the law to represent yourself as being eligible to vote unless you meet all of the requirements to vote under federal and state law.
- It is against the law to tamper with voting equipment.

**If you believe you have been denied any of these rights**, call the Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683).

On the web at [www.sos.ca.gov](http://www.sos.ca.gov)

By phone at (800) 345-VOTE (8683)

By email at [elections@sos.ca.gov](mailto:elections@sos.ca.gov)



**California Secretary of State**  
**CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS**  
 (Elections Code §§ 2119.5, 2152)

This form may only be completed by a voter who is currently registered to vote in their current county of residence. This form is to request a change of political party preference and/or to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

---

 First name

 Middle name
 

---

 Last name *(including suffix, such as Jr., Sr., III)*


---

 Date of birth                    
                   M M    D D    Y Y Y Y

Current residence address

 Apt or Unit #
 

---

City

 State CA Zip
 

---

**I want to change my political party preference.**

**I want to choose a political party preference**

- American Independent Party  
 Democratic Party  
 Green Party  
 Libertarian Party  
 Peace and Freedom Party  
 Republican Party  
 Other *(specify)*: \_\_\_\_\_

**I do not want to choose a political party preference**

- No Party / None

---

**I want to change my address. My previous address was:**

Address

 Apt or Un  
 #
 

---

City

 State CA Zip
 

---

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

# Important Notice:

The below items MUST BE returned to your designated Collection Center on Election night:

Red Supervisor Bag



Blue Inspector Bags



Epoll book Kit(s)



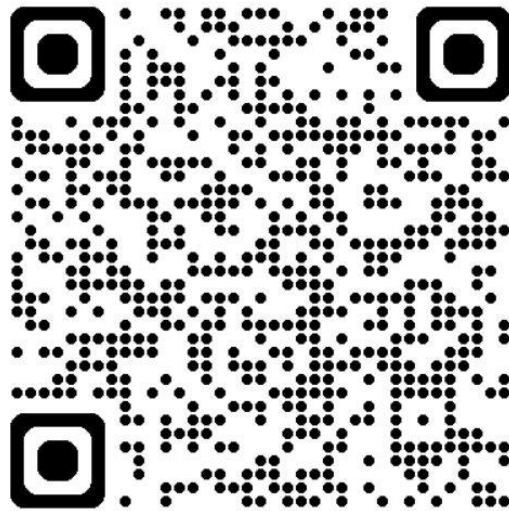
Yellow VBM Bag



If you forget to bring any of these items, you will be REQUIRED to go back and get them from the polling site and return them to the Collection Center on Election Night.

# Poll Worker Portal

Scan the QR code below to access:



**Questions before Election Day?**

**Contact the Elections Office**

**(661) 868-3590**

**[pollworker@kerncounty.com](mailto:pollworker@kerncounty.com)**