Los Angeles County **REGISTRAR-RECORDER/COUNTY CLERK**

DEAN C. LOGAN
Registrar-Recorder/County Clerk

April 1, 2011

RE: Congressional District 36 Special Primary & Consolidated Elections

The Los Angeles County Registrar-Recorder/County Clerk conducts an extensive Election Observer Program. The program is part of the County's commitment to conducting open and transparent elections. Through the program, Election Observers are afforded the opportunity to observe Logic and Accuracy testing of election systems equipment, Vote-By-Mail Ballot processing, Election Day activities at polling locations and Check-In-Centers, tally center operations and post election processing. The enclosed Election Observer Panel Plan outlines observable activities and provides a schedule of these events.

Representatives from County Political Party Central Committees, Community Voter Outreach Committee member organizations, the Los Angeles County Grand Jury and other interested citizens are invited to participate in this program.

Individuals interested in participating in this program should contact Lana Faye Salle at (562) 462-2885 to confirm your attendance for each activity you are planning to attend. You are required to have a visitor badge before entry, therefore, it is important that you confirm in advance so that we have time to prepare your visitor badge and other materials, and to ensure that you do not miss out on any of the testing activities.

> *NOTE: Observation posts are limited. We may not be able to accommodate all observer requests. Priority will be given to political and bona fide organizations, including: County Political Party Central Committees, Community Voter Outreach Committee member organizations, and the Los Angeles County Grand Jury.*

COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

ELECTION OBSERVER PANEL PLAN

REGISTRAR: **Dean C. Logan, Registrar-Recorder/County Clerk**
Telephone Number (562) 462-2716

CONTACT: **Efrain Escobedo, Executive Liaison Officer**
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VOTING SYSTEM: **Election Systems & Software InkaVote Plus**

OBJECTIVE: To provide a program which allows representatives to observe pre-election, election-day and post election events. (Other groups or individuals expressing an interest in observing election day activities may also be included in the observer panel.)

1.0 THE PURPOSE OF THE ELECTION OBSERVER PANEL

1.1 Provide an avenue for public observation of and input into the election process.

1.2 Assist in ensuring the integrity of the election process.

1.3 Encourage participation and build voter confidence in the election process.

2.0 GENERAL INFORMATION

2.1 The Department of Registrar-Recorder/County Clerk (RR/CC) requests participating organizations to designate a representative to observe election events. The organization is responsible for the assignments, conduct, and activity of their representative.

2.2 RR/CC will designate a staff to serve as an Observer Coordinators to act as liaisons between the RR/CC and each organization informing them of election events and activities.

2.3 Each participating organization provides the RR/CC with the name of their representative to participate in the EOPP along with their requested area of observation.

2.4 The RR/CC provides the Schedule Of Events For Computer Operations, polling place listings and observation posts at the Tally Center to participating organizations.

2.5 RR/CC Observer Coordinators will provide badges, an observer certificate (if necessary), observer guidelines and reporting log (feedback form) to designated observers.

3.0 ELECTION NIGHT TALLY OBSERVATION

3.1 Tally Center

An area has been designated for observer check-in at the Tally Center on election night.

3.2 Observer Check-In

Observers should report to observer check-in by 8:00 p.m. on election night where they are badged. Any re-badging requirements are resolved at check-in.

3.3 Observer Orientation and Training

Observer training is conducted by RR/CC Observer Coordinators beginning at 8:00 p.m. The training includes a general overview of Tally Center operations and an explanation of the rights and duties of the observers. Supplies are provided at this time.

3.4 Observer Holding Area

After processing and training, observers remain in the training room until they are escorted to their assigned post position.

3.5 Staffing

The Recommended Observer Staff chart represents the maximum number of Tally Center observation areas.

CHECK-IN CENTER (CIC) OBSERVATION

GENERAL INFORMATION

1. Report to the CIC by 7:30 p.m. election night and present your Letter of Introduction to the CIC Chief. The Chief will provide you with supplies and a badge which is to be worn throughout your participation at the CIC.

2. Any questions concerning procedures are directed to the CIC Chief. If an established procedure is not being utilized, notify the Chief and use the Observer Reporting Log to record the nature of the incident. Include the precinct number, group number, time of the incident, and any other details related to the problem.

3. Do not touch or handle ballots or election materials.

4. Observers may not assist in operations at any CIC.

5. Remain at the CIC until completion of all operations and clearance from Conversion/Tally Center.

6. The completed reporting log (feedback form) is to be forwarded to the RR/CC Observer Coordinator. Do not leave it with CIC personnel.

7. Return your badge, clipboard, pen, and instructions to the CIC Chief.

CONVERSION/TALLY CENTER OBSERVATION

1. Purses, backpacks or packages of any kind are prohibited inside the MTS Room.

2. Camcorders or any audio/visual equipment are not permitted inside the MTS Room, but will be allowed outside the glass window.

3. No eating or drinking allowed in the MTS Room.

4. Your function is to observe procedures. Touching or handling any ballots or election materials is prohibited.

5. Observers must wear their MTS Technical Observer badge at all times.

6. Questions concerning procedures should be directed to a MTS supervisor, if available. All other questions can be submitted in writing.

7. If you believe established procedures are not being followed, use the Observer Reporting Log to record the nature of the incident and any other details related to the problem.

8. **Observers may not:**

    a. Touch any ballots, voting materials or equipment.

    b. Wear the uniform of a peace officer, a private guard or security personnel.

    c. Use cellular phones, pagers, or two-way radios inside the MTS Room.

    d. Touch election personnel.

    e. Talk to MTS workers while they are processing ballots.

9. Ballot security is our primary concern, violation of security by an observer will result in his/her removal.

10. At the end of the evening return your badge, clipboard, pen and instructions.

POLLING PLACE OBSERVATION

1. Report to polling place by 7:00 a.m. Check-in with Inspector at polling place.

2. No eating or drinking is allowed in the polling place.

3. Your function is to observe procedures. Touching or handling any ballots or election materials is prohibited.

4. Questions concerning procedures should be directed to the inspector in charge. Observers should notify the inspector when leaving for breaks and for the evening.

5. If you believe established procedures are not being followed, report to the inspector and use the Observer Reporting Log, (please refer to pg. 15), to record the nature of the incident including precinct number, group number, time of the incident and any other details related to the problem.

6. Observers may not:

    a. Touch any voting materials or equipment or sit at the official worktables.

    b. Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.

    c. Display any election material or wear campaign badges, buttons or apparel.

    d. Wear the uniform of a peace officer, a private guard or security personnel.

    e. Use cellular phones, pagers, or two-way radios inside the polling place and/or with 100 feet of the entrance to the polling place.

    f. Use the telephones, computers or other polling place facilities at polling places or the central counting site.

    g. Touch election personnel.

    h. Eat or drink in the polls or the central counting site.

    i. Talk to precinct workers while they are processing ballots.

    j. Assist in operations at any polling place.

POLLING PLACE OBSERVATION (Cont'd)

7. Ballot security is our primary concern. Violation of security by an observer will result in his/her removal.

8. At the end of the evening return your badge, clipboard, pen and instructions.

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 1 - BAG RECEIVING

1. Operations Performed

   Receive voted ballot cards in bags from Sheriff deputies.

2. Observation Points

   a. Bags are removed from the vehicle.

   b. Bags received are properly sealed and have a CIC Control Sheet.

   c. Bags are inspected to ensure Red Boxes could not have fallen out.

3. Area Covered

   Driveway - South Parking Lot

OBSERVER POST 2 - BAG TRANSPORT

1. Operations Performed

   Red Boxes in bags are received from Sheriff deputies and transported to the Tally Center, 1st floor.

2. Observation Points

   CIC bags are properly sealed during transport to Tally Center.

3. Area Covered

   South entrance of building to container unpack.

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 3 - CONTAINER UNPACK, UNPACK SNAG & OPTICAL SCANNING

1. Operations Performed

    a. Receive, open bags and remove Red Boxes from Check-In Centers.

    b. Inspect seal on Red Box. If seal is broken, send to Unpack Snag.

    c. Place Red Boxes in cardboard trays for scanning and distribution to inspection boards.

2. Observation Points

    a. CIC bags are properly sealed when received.

    b. Red Boxes are properly sealed or, if not sealed, boxes are referred to Unpack Snag

    c. Red Boxes are optically scanned for serial numbers.

    d. Red Boxes are placed in cardboard trays for transport to inspection boards.

    e. Ensure that bags are empty.

    f. Unpack Snag identifies and records each Red Box problem and returns the box for processing when the problem has been resolved.

3. Area Covered

    1st floor - South Lobby

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 4 - RED BOX TRANSPORT

1. Operations Performed

    a. Place Red Boxes in cardboard trays in transport carts.

    b. Transport carts with Red Boxes are delivered to ballot inspection.

2. Observation Points

    a. Red Boxes are properly sealed and placed in transport carts.

    b. Snagged Red Boxes are properly identified and delivered to Special Snag Area.

    c. Transport card handlers follow a special route for delivery of Red Boxes.

3. Area Covered

    1st floor to 3rd floor inspection area. (Designated elevators)

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 5 - BALLOT INSPECTION

1. Operations Performed

    a. Each inspection board receives one sealed Red Box at a time, opens and checks the voted ballots inside to ensure that the Red Box and cards are from the same precinct, and inspects the ballots in preparation for computer processing.

    b. Places cards that will not process in the Withheld Ballot Boxes and records number on Withheld Ballot Log.

    c. Takes any Vote By Mail return envelopes from Red Box for storage in brown supply boxes for official canvass.

    d. Red Boxes with problems are sent to Snag Board Operation area accompanied with a completed snag identification form.

2. Observation Points

    a. Seal on Red Box is not broken before reaching inspection board.

    b. Board determines if there are any problems with Red Box, identifies problems, completes snag identification form, and gives snagged Red Box to runner for delivery to Snag Board Operation.

    c. Board properly handles and inspects ballot cards by not bending, perforating or otherwise damaging cards.

    d. After inspection, processable cards are placed in metal card trays.

3. Area Covered 3rd floor - Room 3001

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 6 - SNAG BOARD OPERATION

1. Operations Performed

    a. Each inspection board receives one snag Red Box, at a time, accompanied by a snag identification form which identifies problem(s). Voted ballots are inspected to prepare them for computer processing.

    b. Snag Red Boxes with broken seals or other problems are received from Container Unpack? with a snag identification form and processed through the inspection operation.

    c. Board receives Red Boxes and corrects problem with ballot cards, (e.g., precinct number on box and ballot cards do not match, damaged cards, all ballot cards in gray envelope, etc.).

    d. Places cards that will not process in the Withheld Ballot Box and records number on Withheld Ballot Log.

2. Observation Points

    a. Each precinct is properly recorded and the problem identified.

    b. All problems on ballots are properly corrected and any damaged cards are placed in the Withheld Ballot Boxes.

    c. Problem precincts are handled separately.

    d. After inspection, cards are transported to MTS Room for computer processing.

3. Area Covered

    3rd floor - Room 3001

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 7 - BALLOT TRANSPORT

1. Operation Performed

    a. Metal trays with ballots are placed on tables for Microcomputer Tally System (MTS) staff.

    b. Trays are passed to the MTS staff on a flow basis.

2. Observation Points

    a. Trays are placed onto tables in an orderly manner.

    b. Tray handlers transport ballots on a flow basis.

    c. Transport card handlers follow the prescribed route to the MTS Computer Room.

    d. Trays are placed on MTS receiving tables as directed by distribution supervisor.

3. Area Covered

    3rd floor - MTS Computer Room 3201

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 8 - MTS PROCESSING ROOM

1. Operations Performed

    a. Incoming ballot trays are directed to the MTS systems on a flow basis.

    b. Each MTS computer reads the votes on ballot cards and tabulates the results for inclusion on the Election Results Bulletin.

    c. The bulletin number and time are placed on each press bulletin.

    d. Each bulletin is signed-off by an observer from one party, rotating party sign-off with each succeeding bulletin.

    e. After processing, ballots are placed in card cabinets and the storage location is recorded.

2. Observation Points

    a. Ballots are received in metal card trays.

    b. Ballots are processed properly in the MTS systems.

    c. All ballots are properly stored and recorded immediately after being processed.

    d. All error conditions are properly corrected.

    e. Non-processable precincts are given to a supervisor.

    f. Observers sign Withheld Card Box and Ballot Cabinet Sealing notices.

    g. An observer and a RR/CC representative seal ballot storage card cabinets.

3. Area Covered 3rd floor each - MTS Room 3201

RECOMMENDED OBSERVER STAFFING

May 17, 2011 – Congressional District 36 Special Primary and Consolidated Elections

		CCC						CGJ						CVOC					
	No.	D	R	AI	G	L	PF	D	R	AI	G	L	PF	D	R	AI	G	L	PF
1. Bag Receiving	3																		
2. Bag Transport	1																		
3. Unpack, Snag & Opscan	3																		
4. Red Box Transport	2																		
5. Ballot Inspection	5																		
6. Ballot Snag Operation	2																		
7. Ballot Transport	2																		
8. MTS Viewing	3																		

Please note – No. represents suggested number of observers.

CCC = County Political Party Central Committees
CGJ = Los Angeles County Grand Jury
CVOC = Community Voter Outreach Committee member organizations
D = Democratic Party
R = Republican Party
AI = American Independent Party
G = Green Party
L = Libertarian Party
PF = Peace and Freedom Party

FORM 5

POLITICAL OBSERVER REPORTING LOG

May 17, 2011 – Congressional District 36 Special Primary and Consolidated Elections

POST NO. _____ NAME _____

CHECK-IN CENTER: _____ PARTY _____

(SUBMIT THIS LOG TO YOUR PARTY COORDINATOR)

TIME	PROBLEM	CORRECTIVE ACTION TAKEN