



Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

June 17, 2013

TO: Members of the Public

FROM: Dean C. Logan, Registrar-Recorder/County Clerk

ELECTION OBSERVER PANEL PLAN – JULY 23, 2013 ASSEMBLY DISTRICT 52 SPECIAL PRIMARY ELECTION

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 attached 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 Adolfo Gonzalez at (562) 462-2737 to confirm attendance for each activity you are planning to attend. All observers 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.

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Attachment



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, Division Manager
Governmental & Legislative Affairs
Telephone Number (562) 462-2721

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 staff as 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 Election Observer Panel Program along with their requested area of observation.

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 (please refer to page 15) 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 Political Observer Reporting Log (please refer to page 15) 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.

POLLING PLACE OBSERVATION

1. Observation begins when polls open at 7:00 a.m. Observers must Check-In with the polling place Inspector. (EC 14221)
2. Your function is to observe procedures. Touching or handling any ballots or election materials is prohibited.
3. An observer's actions may not interfere with the processing of voters or cause voters to feel intimidated. If your actions are preserved to be intimidating to voters or obstructive to the voting process you will be asked to leave. (EC 18370, 18540, 18541)

Observers may not challenge any voter inside or within 100 feet of the polling place. (EC 14240)

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 page 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 within 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.

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 1 - BAG RECEIVING

1. Operations Performed

Receive voted ballot cards in bags from authorized personnel.

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 -- North Parking Lot.

ELECTION OBSERVER PANEL PLAN

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

1. Operations Performed

- a. Receive, open bags and remove Red Boxes.
- 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 or manually checked in.
- 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

3rd floor – MTS Room 3201.

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 5 - 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 Bag 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 – MTS Room 3201.

ELECTION OBSERVER PANEL PLAN

OBSERVER POST 7 - 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 – MTS Room 3201

FORM 5

POLITICAL OBSERVER REPORTING LOG

July 23, 2013 Assembly District 52 Special Primary Election

[illegible]

CHECK-IN CENTER: _____ PARTY _____

(SUBMIT THIS LOG TO YOUR PARTY COORDINATOR)

[illegible]