



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

February 2, 2017

TO: Members of the Public  
FROM: Dean C. Logan *Dean*  
Registrar-Recorder/County Clerk

**ELECTION OBSERVER PANEL PLAN – MARCH 7, 2017 CONSOLIDATED MUNICIPAL AND 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 Pre-Election Logic and Accuracy testing of election systems equipment, and Vote By Mail Ballot processing. The program also provides observation opportunities for Election Day Polling locations, 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 Jeff Klein at (562) 462-2992 ([jklein@rrcc.lacounty.gov](mailto:jklein@rrcc.lacounty.gov)) or Phillip Verbera at (562) 462-8368 ([pverbera@rrcc.lacounty.gov](mailto:pverbera@rrcc.lacounty.gov)) 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.*

DCL:DM:RF  
APL:PT:es  
Attachment



**DEAN C. LOGAN**  
Registrar-Recorder/County Clerk

## **ELECTION OBSERVER PANEL PLAN**

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

**CONTACT:** Jeff Klein  
Telephone Number (562) 462-2992

**VOTING SYSTEM:** Election Systems & Software InkaVote Plus

**OBJECTIVE:** Provide a program, which offers representatives with an opportunity 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 a means 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 specific areas of election events. The organization is responsible for the assignments, conduct, and activity of their representative.
- 2.2 The RR/CC will designate staff as Observer Coordinators. These individuals will act as liaisons between the RR/CC and each organization. Observer Coordinators will inform organizations of election events and activities.

- 2.3 Each participating organization is to provide the RR/CC with the name of their representative(s) participating in the Election Observer Panel Program, along with the requested area of observation the individual has requested.
- 2.4 The RR/CC provides participating organizations the Schedule of Events for Computer Operations (Attachment A), as well as a listing of polling places. Additionally, the RR/CC will provide organizations the location of observation posts at Polling Places, Check-In-Centers, and the Tally Center.
- 2.5 RR/CC Observer Coordinators will provide badges, an Observer Certificate (if necessary), Observer Instructions (Attachment B), and reporting log to designated Observers (please refer to page 16).

### **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 for the evening. Any re-badging requirements are resolved at check-in.

#### **3.3 Observer Holding Area**

After processing and training, observers remain in the lobby or check-in area until escorted to their assigned observation post.

#### **3.4 Staffing**

The Recommended Observer Staffing chart represents the maximum number of Tally Center observation areas (please refer to page 15).

## CHECK-IN CENTER (CIC) OBSERVATION

### GENERAL INFORMATION

1. Report to the Check-In-Center (CIC) by 7:30 p.m. election night, and present the Letter of Introduction to the CIC Chief. The Chief will provide supplies and a badge, which is to be worn throughout participation while at the CIC.
2. Any questions concerning procedures are to be directed to the CIC Chief. If an established procedure is not being utilized, notify the Chief, and use the Political 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. Observers may not touch or handle ballots and/or election materials.
4. Observers may not assist in operations at any CIC.
5. Observers should remain at the CIC until completion of all operations and clearance from Conversion/Tally Center.
6. The completed Political Observer Reporting Log is to be forwarded to the RR/CC Observer Coordinator. Do not leave the Reporting Log with CIC personnel.
7. Return badges, clipboards, pens, and instructions to the CIC Chief.

## CONVERSION/TALLY CENTER OBSERVATION

1. The sole function is to observe procedures at the Conversion/Tally Center. Touching or handling of any ballots or election materials is prohibited.
2. **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 Microcomputer Tally Systems (MTS) Room.
  - d. Touch election personnel.
  - e. Speak to MTS workers, while staff is processing ballots.
  - f. Eat or drink in the MTS Room.
3. Purses, backpacks or packages of any kind are prohibited inside the MTS Room.
4. Camcorders or any audio/visual equipment are not permitted inside the MTS Room. However, this equipment is allowed to be utilized outside the MTS glass window.
5. Observers must wear their Election Observer badge at all times.
6. Questions concerning procedures should be directed to a MTS supervisor. All other questions may be submitted in writing.
7. If it is believed an established procedure is not being followed, use the Political Observer Reporting Log to record the nature of the incident, and any other details related to the problem.
8. Ballot security is our primary concern. Violation of security by an observer will result in his/her removal.
9. Upon departure, return badges, clipboards, pens and instructions.

## 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. The function is to observe procedures. Touching or handling of any ballots, and/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 an observer's actions are perceived to be intimidating to voters or obstructive to the voting process he/she 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 Polling Place procedures should be directed to the Inspector in charge. Observers should notify the Inspector when leaving for breaks and for the evening.
5. If it is believed established procedures are not being followed, report to the Inspector and use the Political 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.
6. Observers may not:
  - a. Touch any voting materials, equipment, or sit at the official worktables in the Polling Place.
  - 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 and/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 facilities at polling places or the central counting site.

## POLLING PLACE OBSERVATION (Cont'd)

Observers may not:

- g. Touch election personnel.
  - h. Eat or drink inside a polling location.
  - i. Talk to precinct workers while voters or ballots are being processed.
  - j. Assist in operations at any polling place.
7. Ballot security is the primary concern of the RR/CC. Violation of security by an observer will result in his/her removal.
  8. Upon departure, return badges, clipboards, pens, and instructions.

# ELECTION OBSERVER PANEL PLAN

## OBSERVER POST 1 - BAG RECEIVING

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### 1. Operations Performed

Receive voted ballot cards in bags from authorized personnel.

### 2. Observation Points

- a. Bags are removed from the Sheriff Deputy vehicles.
- b. Bags received are properly sealed and have a CIC Control Sheet.
- c. Bags are inspected to ensure Red Boxes have not fallen out.

### 3. Area Covered

Driveway – South Parking Lot.



# ELECTION OBSERVER PANEL PLAN

## OBSERVER POST 2 - BAG TRANSPORT

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### 1. Operations Performed

Red Boxes in bags are received from authorized personnel and transported to the Tally Center, 1<sup>st</sup> floor.

### 2. Observation Points

CIC bags have been properly sealed during transport to Tally Center.

### 3. Area Covered

South entrance of building to bag unpack.

# ELECTION OBSERVER PANEL PLAN

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

### 1. Operations Performed

- a. Receive bags, open, 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. 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 transport bags are empty.
- f. Unpack Snag identifies, and records each Red Box problem. Returns Red Box for processing when the issue has been resolved.

### 3. Area Covered

1<sup>st</sup> floor - South Lobby.

# ELECTION OBSERVER PANEL PLAN

## OBSERVER POST 4 - RED BOX TRANSPORT

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1. Operations Performed
  - a. Place Red Boxes in cardboard trays in transport carts.
  - b. Transport carts with Red Boxes intact 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 designated route for delivery of Red Boxes to ballot inspection.
3. Area Covered

1st floor to 3rd floor inspection area.

# ELECTION OBSERVER PANEL PLAN

## OBSERVER POST 5 - BALLOT INSPECTION

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### 1. Operations Performed

- a. Each Inspection Board receives one (1) sealed Red Box at a time. Inspection Board opens and checks the voted ballots inside to ensure that the Red Box, as well as the ballot cards, are from the same precinct and inspects the ballots in preparation for computer processing.
- b. Red Boxes with problems, Vote By Mail envelopes or Provisional envelopes are sent to the Snag Board Operation area. Red Boxes are 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. If problems exist, Board identifies issues and completes snag identification form. Board provides 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, cards that may be processed are placed in metal card trays.

### 3. Area Covered

3<sup>rd</sup> floor - Room 3001.

# ELECTION OBSERVER PANEL PLAN

## OBSERVER POST 6 - SNAG BOARD OPERATION

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### 1. Operations Performed

- a. Each inspection board receives one (1) snag Red Box at a time. The Red Box is accompanied by a snag identification form, which identifies problem(s). Voted ballots are inspected to prepare for computer processing.
- b. Snag Red Boxes with broken seals, or other problems, are received from Bag Unpack with a snag identification form. These Red Boxes are processed through the inspection operation.
- c. Board receives Red Boxes and corrects ballot card issue or problem, (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. Records number on Withheld Ballot Log.

### 2. Observation Points

- a. Each precinct is properly recorded and any problem identified.
- b. All problems on ballots are properly corrected. Any damaged cards are placed in the Withheld Ballot Boxes.
- c. Precincts with issues or problems are handled separately.
- d. After inspection, ballot cards are transported to MTS Room for computer processing.

### 3. Area Covered

3<sup>rd</sup> floor - Room 3001

## ELECTION OBSERVER PANEL PLAN

### OBSERVER POST 7 - BALLOT TRANSPORT

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#### 1. Operation Performed

- a. Metal trays with ballots are placed on tables for MTS staff.
- b. Trays are transported to MTS staff on a flow basis.

#### 2. Observation Points

- a. Trays are placed onto tables in an orderly manner.
- b. Tray handlers transport ballots to MTS staff 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 Room 3201

# ELECTION OBSERVER PANEL PLAN

## OBSERVER POST 8 - MTS PROCESSING ROOM

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### 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. Each succeeding bulletin has a rotating party sign-off.
- 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

3<sup>rd</sup> floor – MTS Room 3201

## RECOMMENDED OBSERVER STAFFING

### MARCH 7, 2017 CONSOLIDATED MUNICIPAL AND SPECIAL ELECTIONS

	No.	CCC						CGJ						CVOC								
		D	R	A	G	L	P	A	D	R	A	G	L	P	A	D	R	A	G	L	P	A
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 Processing Room	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

AE = Americans Elect Party





## Political Observer Schedule of Events for Computer Operations Consolidated Municipal and Special Elections – March 7, 2017

The following is a schedule of events for computer operations. The times for some events are subject to change, as noted. The dates listed for Official Canvass processing may change.

DATE	TIME	EVENT	LOCATION*
Thursday (2/2) to Friday (2/17)	8:00 a.m. to 4:30 p.m.	<u>InkaVote Plus System Programming</u> (Daily as Needed)	EOC
Thursday (2/16)	9:00 a.m. to 9:30 a.m.	<u>Pre-Tabulation MTS Hash Test</u>	3 <sup>rd</sup> Floor - MTS
Thursday (2/16)	9:30 a.m. to 12:00 p.m.	<u>MTS L&amp;A Test</u>	3 <sup>rd</sup> Floor - MTS
Thursday (2/16)	11:00 a.m. to 11:30 a.m.	<u>InkaVote Plus L&amp;A Test</u>	3 <sup>rd</sup> Floor - MTS
Saturday (3/4)		<u>Election Simulation</u>	3 <sup>rd</sup> Floor – MTS
	9:30 a.m. to 11:00 a.m.	Personnel Check-in  Personnel Release	
Tuesday (3/7)		<u>VBM Ballot Processing</u> (Daily as needed)	3 <sup>rd</sup> Floor–MTS
	10:30 a.m. 1:00 p.m. 1:10 p.m. 4:00 p.m.	Begin VBM L&A Personnel Check-in Begin VBM Ballot Conversion End VBM Ballot Conversion	
Tuesday (3/7)		<u>Election Day Processing</u>	3 <sup>rd</sup> Floor–MTS
	1:00 p.m. 2:00 p.m. 5:30 p.m.	Personnel Check-in Begin L&A Personnel Release for Dinner Break	

\* MTS is located at 12400 E. Imperial Highway, Norwalk  
EOC is located at 12680 Corral Place, Santa Fe Springs

**Political Observer Schedule of Events for Computer Operations  
Consolidated Municipal and Special Elections – March 7, 2017**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION*</b>
<b>Tuesday (3/7)</b>		<b><u>Election Night Processing</u></b>	<b>3<sup>rd</sup> Floor-MTS</b>
	7:30 p.m.	Personnel Check-in	
	8:00 p.m.	Begin Ballot Processing	
<b>Wednesday (3/8)</b>		<b><u>Post-Tally Election Processing</u></b>	<b>3<sup>rd</sup> Floor-MTS</b>
	(Estimated Times)		
	1:00 a.m.	Complete Ballot Processing and Seal Ballot Storage Cabinets	
	2:00 a.m.	End of Election Personnel Release	
		<b><u>Official Canvass</u></b>	
<b>Friday (3/10)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 2 (VBM Ballots only)	
<b>Tuesday (3/14)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 3	
<b>Friday (3/17)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 4	
<b>Tuesday (3/21)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 5	
<b>Friday (3/24)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 6	
<b>Monday (3/27)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 7 (if needed)	
<b>Wednesday (3/29)</b>	10:30 a.m.	Begin L&A	<b>3<sup>rd</sup> Floor-MTS</b>
	1:00 p.m.	Run 8 (if needed)	

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**Political Observer Schedule of Events for Computer Operations  
Consolidated Municipal and Special Elections – March 7, 2017**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION*</b>
<b>Friday (3/31)</b>	9:00 a.m. 10:00 a.m.	Begin L&A Run 9 (if needed)	<b>3<sup>rd</sup> Floor-MTS</b>
<b>Friday (3/31)</b> (or following last update)	3:00 p.m.	<b><u>Post-Tabulation</u></b> <b><u>MTS Hash Test</u></b>	<b>3<sup>rd</sup> Floor-MTS</b>

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## Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

### ELECTION OBSERVER INSTRUCTIONS FOR TALLY CENTER (NORWALK HEADQUARTERS)

1. All **pre-election and post-election observers** must report and sign in and out at the Information Booth on the first floor (front lobby).
2. **Election Day observers** must report and sign in and out daily at the Observer/Tour Desk located on the first floor (front lobby).
3. An Observer Badge will be issued and must be worn at all times.
4. When leaving for the day, please sign out and return the badge at the check-in desk.
5. All visitors shall be escorted to the work areas they are requesting to observe.
6. No food or beverages allowed in the work areas.
7. Observers are prohibited from photographing or recording any process of the election tally operation without prior approval.
8. Pagers and cellular phones must be set to vibrate or off mode while observing election operations.
9. The individual's function is to observe that procedures are followed. Observers cannot assist in operations or touch or handle any ballots or other election-related materials.
10. All questions concerning a procedure should be directed to the supervisor in charge and not directed to employees.
11. Observers are to hold discussions and conversations outside the designated work areas.
12. Observers will be allowed in the work areas only when employees are performing election operations.
13. Operations will continue as scheduled whether or not observer is present.
14. Failure to follow instructions will be reported. Violation of security by an observer may cause expulsion from the building or relocation by a Sheriff Deputy or building security personnel.



## Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

### ELECTION OBSERVER INSTRUCTIONS FOR MTS ROOM

1. Observer function is to observe procedures. Touching or handling any ballots or election materials is prohibited.
2. **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.
  - f. Eat or drink in the MTS Room.
3. Purses, backpacks or packages of any kind are prohibited inside the MTS Room.
4. Camcorders or any audio/visual equipment are not permitted inside the MTS Room, but will be allowed outside the glass window.
5. Observers must wear their Election Observer badge at all times.
6. Questions concerning procedures should be directed to an 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. Ballot security is our primary concern. Violation of security by an observer will result in his/her removal.
9. At the end of the evening return your badge, clipboard, pen and instructions.