



Election Observer Instructions

Please read these instructions carefully. Observers who do not adhere to these instructions may be asked to leave the work area for the remainder of the day.

The California Elections Code provides for the public, candidates, committees and political parties to observe election activities in the Elections Department including ballot counting, vote by mail and provisional ballot verification.

Observers may not disrupt the working environment of the Elections staff and must:

- ◆ Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work.
- ◆ Keep at arms length from the staff at all times and never touch a staff member.
- ◆ Direct all questions and concerns to the Registrar of Voters or the Assistant Registrar of Voters.

Advance notice of observation, especially groups of persons, is appreciated but not required. Election activities will be to continue whether or not observers are present. The Registrar of Voters may limit the number of observers.

Observers must sign in upon arrival and be admitted to the work area by a departmental staff person. Observers must also sign out upon leaving the work area. All observers must wear an Observer Badge provided by the department for security purposes and return them before leaving.

Radios, cameras, tape recorders or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Phones should be turned off or ring tones set to vibrate or silence. Department phones are not for public use.

The Elections Department is a non-partisan office. Partisan comments and discussions are to be avoided while in the department.

Observers cannot touch any paper ballot or ballot marking device.

Observers may not enter restricted areas unless accompanied by an election official, with appropriate security clearance.

Observers are responsible for:

- ◆ Checking in at each site, whether vote center or central counting site.
- ◆ Wearing an identification badge.
- ◆ Maintaining a professional manner while observing the election processes.
- ◆ Ensuring they do not interfere with the elections process.
- ◆ Adhering to required COVID safety protocols at all locations.

Observers may not:

- ◆ Interfere in any way with the conduct of the election.
- ◆ Touch any voting materials or equipment or sit at the official worktables.
- ◆ 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.
- ◆ Display any election material or wear campaign badges, buttons or apparel.
- ◆ Wear the uniform of a peace officer, a private guard, or security personnel.
- ◆ Talk to central counting site workers while they are processing ballots.
- ◆ Use the telephones, computers at vote center facilities or the central counting site.
- ◆ Touch election personnel.
- ◆ Eat or drink in the polls or the central counting site.
- ◆ Assist in operations at any polling place.