KERN COUNTY ELECTION OBSERVER PANEL PLAN

FOR THE

NOVEMBER 4, 2008 PRESIDENTIAL GENERAL ELECTION

Submitted by: Ann Barnett, Auditor-Controller-County Clerk/Registrar of Voters
Sandra L. Brockman, Chief Deputy Registrar of Voters

Kern County Election Plan

I. County and Voting System Information

1. Name of county: **KERN COUNTY**
2. Name of contact: **Sandra L. Brockman, Chief Deputy Registrar**
3. Contact's phone: **661-868-3700**
4. Vendor and voting systems used by the county:
   Premier Gems 1.18.24, with AccuVote OS 1.96.6, Accuvote Central Count 2.0.12, and AccuVote TSx 4.6.4
5. Date: October 1, 2008

II. Purpose

Please see the following attachments:

1) Vote by Mail Canvass Observer
2) Election Night Observer Instructions
3) Canvass Observer Instructions

III. Invite

Please see the following attachments:

1) Invitation to participate in the Audit of the Touch Screen units.
2) Invitation to observe preparation of Touch Screen units.
3) Invitation to serve as an observer Election Night.

IV. Appointment Letters

Please see the following attachments:

1) Letter to inspector to introduce the media.
2) Election day credential for media.

V. Mechanism for Feedback

Please see the following attachment:

1) Observer Questionnaire

NOTICE TO THE
VOTE BY MAIL CANVASS OBSERVER

(PURSUANT TO CALIFORNIA ELECTIONS CODE, SECTION 15004)

Vote by mail process observers shall be allowed close enough access to enable them to observe and challenge whether those individuals handling vote by mail ballots are following established procedures, including:

(a) Verifying signatures and addresses by comparing them to voter registration information.

(b) Duplicating accurately any damaged or defective ballots.

(c) Securing vote by mail ballots to prevent any tampering with them before they are counted on Election Day.

No vote by mail process observer shall interfere with the orderly processing and counting of vote by mail ballots, including touching or handling of the ballots.

No vote by mail process observer shall be allowed in the opening room, they may only observe this process thru the glass window.

Auditor Controller-County Clerk - Ann K. Barnett
Chief Deputy Registrar - Sandra Brockman

Please refer your questions to: Abbe Shugart
Office Services Coordinator

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County telephones may NOT be used by non-county personnel. Public telephones are located on the first floor, east of the elevators.

Restrooms are on the first floor, east of the elevators.

No food, drinking or smoking is allowed in the work areas.

KERN COUNTY ELECTIONS OFFICE
ELECTION NIGHT OBSERVER INSTRUCTIONS

(Pursuant to California Elections Code Section 15104, 15204)

Interested parties may observe that the Election Official is following proper procedures. The Election Official shall determine the number of observers and establish a reasonable observation distance for observers.

1) All observers must report at the Elections Office Counter for access to the office and must sign in/sign out to be a part of the process.

2) An observer badge will be issued and must be worn at all times and returned at the end of the night when leaving.

3) In order to comply with security procedures a staff member will escort the observer to the viewing area and observers are not permitted to wander around the Elections Office.

4) The individual's function is to observe that procedures are followed. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.

5) No observer shall interfere with the orderly process of the count.

6) All questions concerning a procedure should be directed to the Chief Deputy Registrar or Supervisor in charge and not directly to employees.

Auditor-Controller-County Clerk – Ann K. Barnett
Chief Deputy Registrar – Sandra L. Brockman

KERN COUNTY ELECTIONS OFFICE
CANVASS OBSERVER INSTRUCTIONS

(Pursuant to California Elections Code Section 15104, 15204)

Interested parties may observe that the Election Official is following proper procedures. The Election Official shall determine the number of observers and establish a reasonable observation distance for observers.

1) All observers must report at the Elections Office Counter and sign in/sign out daily.
2) A canvass observer badge will be issued and must be worn at all times and returned at the end of the day when leaving.
3) A staff member will escort the canvass observer to the viewing area. Canvass observers are not permitted to wander around the Elections Office.
4) No eating or drinking is allowed in the canvass work areas.
5) Radios, cameras and tape recorders are not allowed. Pagers and cellular phones must be set to vibrate or off mode while observing the canvass. Public telephones are located in the first floor lobby next to the security desk.
6) The observer's function is to observe that procedures are properly followed. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.
7) No observer shall interfere with the orderly process of the canvass.
8) All questions concerning a procedure should be directed to the Chief Deputy Registrar or Supervisor in charge and not directly to employees.
9) No more than two (2) observers are allowed to stand over an employee. Observers should avoid physical contact with employees.
10) Except to challenge a canvass procedure, observers shall not carry on conversations with each other or election personnel or make disruptive comments while in the observation or canvass work areas. The Elections Clerk will put any challenged ballot in the Supervisor box for research. The Supervisor will report the challenge to the Chief Deputy Registrar.
11) Observers are to hold discussions and conversations outside the designated Canvass work areas.
12) Observers will be allowed into the Canvass work areas only when employees are performing canvass operations.
13) Observers shall not enter inside the area where the counting of ballots takes place; they may observe thru the glass window outside the ballot counting room.
14) Operations will continue as scheduled whether or not an observer is present.
15) Any observe who fails to follow instructions or causes a disturbance will be asked to leave the office or be escorted out by security.

Auditor-Controller-County Clerk – Ann K. Barnett
Chief Deputy Registrar – Sandra L. Brockman

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

County Administrative Center
1115 Truxtun Avenue, Second Floor
Bakersfield, CA 93301-4639
FAX 661-868-3560

Auditor-Controller: 661-868-3599
County Clerk: 661-868-3588
Registrar of Voters (Elections):
661-868-3590
800-452-VOTE
TTY Relay 800-735-2929
FAX 661-868-3768

September 25, 2008

XXXXXXXXXX, Chairman
XXXXXXXXXX Central Committee
XXXXXXXXXXXXXXX
Bakersfield, CA 93302

Dear Chairman:

You are hereby invited to participate in the Audit of the Touch Screen units on January 24th. You will be briefed on all procedures in connection with the audit of the Touch screen units. We ask that you report to our office at 9:30 am on January 24th.

Please advise of your acceptance or the name of your appointed representative by calling 661-868-3706 and speak to Abbe Shugart prior to January 23rd, 2008.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Sandy Brockman, Chief Deputy Registrar

AKB/SB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

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September 25, 2008

«Name», «Title»
«CommitteeName»
«address»
«CityStateZip»

Dear «Title»:

Per California Elections Code section 19320, you are hereby invited to observe the preparation of the Touch screen units beginning on September 30th, 2008.

Each central committee may have one representative present and will be briefed on all procedures in connection with the preparation of the Touch screen units.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Abbe Shugart, Office Service Coordinator

AKB/SB/as

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Auditor-Controller-County Clerk

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Assistant Auditor-Controller-County Clerk

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September 25, 2008

«Name», «Title»
«CommitteeName»
«address»
«CityStateZip»

Dear «Title»:

Regulations of the State Commission on Voting Machines and Vote Tabulating Devices provide for the appointment of an Election Observer Panel comprised of representatives of qualified political parties, representatives of the news media, and local Governmental Agencies.

We are requesting that you serve as a panel member for the November 4, 2008 Presidential General Election, and appoint an alternate to serve in your absence.

Members appointed will be briefed on all procedures in connection with the delivery and counting of ballots at the Central Counting Place on election night.

Please advise of your acceptance or the name of your appointed representative and of the alternate by faxing your response to 661-868-3768 or call 661-868-3706 prior to November 3rd, 2008.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By: _____
Abbe Shugart, Office Services Coordinator

AKB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

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FAX 661-868-3768

January 29, 2008

XXXXXXXXXXXXXXXXX, Supervisor-Inspector
XXXXXXXXXXXXXX
XXXXXXXXX, CA XXXXX

Re: Site # XXX Rosamond CSD

Dear Supervisor-Inspector:

I just wanted you to be aware that on Election Day, November 4th, 2008. The Edison/Mitofsky (National Election Pool News Agencies) will have a representative at your precinct to observe during the election.

If you have any questions please contact me at 661-868-3590.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By:_____
Sandra L. Brockman, Chief Deputy Registrar

AKB/SB/as

ANN K. BARNETT
Auditor-Controller-County Clerk

Glenn S. Spencer
Assistant Auditor-Controller-County Clerk

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XXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXX, Supervisor-Inspector
XXXXXXXXXXXXXXX
XXXXXXXXX, CA XXXXX

Re: Site # XXX Rosamond CSD

Dear Supervisor-Inspector:

I just wanted you to be aware that on Election Day, November 4th, 2008. The Edison/Mitofsky (National Election Pool News Agencies) will have a representative at your precinct to observe during the election.

If you have any questions please contact me at 661-868-3590.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By:_____
Sandra L. Brockman, Chief Deputy Registrar

AKB/SB/as

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Auditor-Controller-County Clerk

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XXXXXXXXXXXX

XXXXXXXXXXXXXXXXX, Supervisor-Inspector

Re: Site # XXX Rosamond CSD

Dear Ms. XXXXXXXX:

This letter will serve to introduce:

_____,

a representative of the Edison/Mitofsky and National Election Pool who is hereby authorized to be present in your polling place as an observer during the election.

This Department recognizes election news gathering as an important public function and we ask that you give this representative every courtesy and cooperation within the law.

If you have any questions concerning this authorization, please call the Elections Office at 661-868-3590 or 1-800-452-8683 and speak to me, Sandra Brockman.

Please return this media credential in the roster. Thank you for your cooperation in this matter.

Sincerely,

Ann K. Barnett
Auditor-Controller-County Clerk

By:_____
Sandra L. Brockman, Chief Deputy Registrar

AKB/SB/as

OBSERVER QUESTIONNAIRE

November 4, 2008 Presidential General Election

Observer Name: _____ (Please Print) Date: _____	Please circle one	
Were you asked to check in at the front?	**Yes**	**No**
Were you given a name badge?	**Yes**	**No**
Were you given a copy of the Observer Instructions?	**Yes**	**No**
Were you instructed to whom you should ask questions of?	**Yes**	**No**
Was that person knowledgeable regarding the process?	**Yes**	**No**
Comments/suggestions:		