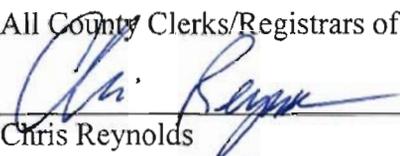




August 25, 2008

County Clerk/Registrar of Voters (CC/ROV) Memorandum #08256

TO: All County Clerks/Registrars of Voters

FR: 
Chris Reynolds
Deputy Secretary of State, HAVA Activities

RE: Accessibility: Request for Materials

Election Code Section 12280 requires elections officials to “undertake necessary measures...to ensure that polling places meet guidelines promulgated by the Secretary of State for accessibility...”

The guidelines referenced in EC 12280 are a byproduct of the Federal Voting Accessibility for the Elderly and Handicapped Act of 1984, which creates a federal mandate for polling place accessibility for elderly voters and voters with disabilities. The Secretary of State last promulgated the guidelines on May 17, 2001.

The Secretary of State, through a contract with the Disability Access Section (DAS) of the California Department of Rehabilitation, is now beginning the process of updating the guidelines, creating a survey instrument for use by counties based on the updated guidelines, and staging training sessions conducted by DAS to educate elections officials about the use of these tools.

As a part of the effort to update the guidelines and, in particular, to create a survey instrument, it would be helpful if the Secretary of State had access to any materials currently being used by counties for these purposes. Reviewing these materials will help the Secretary of State and DAS gain a better understanding of the current practices and procedures used by counties to assess polling place accessibility.

Therefore, the Secretary of State would appreciate it if counties would please submit:

- The survey instrument the county is currently using to assess polling place accessibility
- Any instructions on use of the survey instrument provided with the survey
- Any training materials used to train personnel who assess polling place accessibility

➤ Any other materials the county believes is relevant and helpful to this effort

If possible, please submit materials no later than September 30, 2008, via e-mail to me at creynolds@sos.ca.gov or via postal service to:

Secretary of State
1500 11th Street
Sacramento, CA 95814
Attn. Chris Reynolds, 6th floor

If you have any questions about this request, please call me at (916) 651-7837.

Thank you.